



## **Rooks Creek Community School District #425**

228 Lydia Street , Box 117  
Graymont, IL 61743  
Todd Bean, Superintendent  
Phone: 815-743-5346  
Fax: 815-743-5394

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### **Rooks Creek Community Consolidated School District 425 Regular Board of Education Meeting Monday, December 6, 2021, at 7:00 pm**

1. Call to Order
2. Roll Call
3. Approve Agenda
4. Approval of November 8, 2021, Regular Meeting Minutes
5. Approve Treasurer's Report
6. Approve Payment of Bills as Presented
7. Audience to Visitors and Other Communications
8. Superintendent Report
9. Old Business
10. New Business
  - a. Superintendent Evaluation
  - b. Press Issue #108 Discussion
11. Closed Session
  - a. Appointment, employment, discipline, performance or dismissal or removal of specific employees, and matters relating to individual students.
12. Possible Action on any Closed Session Items
13. Adjourn

The next meeting is scheduled for January 10, 2022, at 7:00 pm.



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### Rooks Creek Community Consolidated School District 425 Board of Education Meeting – Regular Meeting November 8, 2021 - 7:00 p.m.

Items' 1: The meeting called to order and roll call.

Item 2: Approve agenda: *A motion and a second are needed, followed by a voice vote.*

Item 3-5: *A motion and a second are needed, followed by a voice vote* to approve the minutes, treasurer's report, and bills.

Item 6: Recognize all visitors or other communications

Item 7: Superintendent Report - The Christmas Concert is Wednesday, December 8, 2021, at 6:30 pm. The concert is planned for 30 minutes.

Item 8: Old Business

Item 9: New Business

- a. **Superintendent Evaluation** - The superintendent evaluation must be completed and presented to the superintendent by February 1 of each year.
- b. **Discussion Press Issue #108** - There are a few changes to the actual policies this time, the most significant being in section 6:60. It will be a chance to look over the new policies and discuss them.

Item 11: Closed Session

Item 12: Possible Action from executive session

Item 13: Adjournment, *a motion, and a second are needed, followed by a voice vote.*

**Rooks Creek C. C. School District #425  
Board of Education Meeting  
November 8, 2021**

The Board of Education of Rooks Creek C.C.S.D. #425 held a regular board meeting on Monday, November 8, 2021 at the school. School Board President Kristen Hinz called the meeting to order at 7:00 p.m. Roll call: Elizabeth Alvey, present; John Grampp, present; Ryan Hansen, present; Kristen Hinz, present; Steve Mattingly, present; Abby Rinker, present; Kassandra Ryerson, present.

Superintendent Todd Bean and Jodi Minnaert were also present.

A motion was made by Ryan Hansen, seconded by John Grampp to approve the agenda, with the addition of 9B, discussion on insurance. Voice vote. All ayes. Motion carried.

A motion was made by Ryan Hansen, seconded by Kassandra Ryerson to approve the October minutes. Voice Vote. All Ayes. Motion carried.

A motion was made by John Grampp, seconded by Kassandra Ryerson to approve the October Treasurer's Report. Roll call vote. All ayes. Motion carried.

A motion was made by Ryan Hansen, seconded by Elizabeth Alvey to approve the November payment of bills. Roll call vote. All ayes. Motion carried.

**Action Items:**

A motion was made by Kassandra Ryerson, seconded by Kristen Hinz to approve the FY22 tax levy as presented. Roll call vote. All ayes. Motion carried.

A motion was made by Ryan Hansen, seconded by John Grampp to adjourn at 7:56 p.m. Voice vote. All ayes. Motion carried.

President

Secretary

Graymont Grade School  
Treasurer's Report  
November 29, 2021

Fund	Beg. Balance	Receipts	Expenses	Misc. Jml.	Cash Balance	Money Market	Fund Balance
Education	345,640.84	18,028.03	60,163.94	54,566.47	248,938.46	555,159.57	\$804,098.03
Building	43,807.42	0.00	10,457.34	3,000.00	30,350.08	247,481.92	277,832.00
Bond & Interest	0.00	0.00	0.00	0.00	0.00	6,989.46	6,989.46
Transportation	8,004.10	13,157.11	7,256.20	0.00	13,905.01	220,337.43	234,242.44
IMRF	12,223.99	0.00	1,888.05	1,500.00	8,835.94	25,463.29	34,299.23
Sales Tax	12,403.85	3,063.95	0.00	0.00	15,467.80	0.00	15,467.80
Working Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tort Immunity/Judgment	29,966.43	0.00	0.00	4,966.00	25,000.43	19,656.92	44,657.35
Life Safety	5,935.09	0.00	0.00	0.00	5,935.09	29,179.32	35,114.41
<b>Total</b>	<b>457,981.72</b>	<b>34,249.09</b>	<b>79,765.53</b>	<b>64,032.47</b>	<b>348,432.81</b>	<b>1,104,267.91</b>	<b>1,452,700.72</b>

Misc. Jml. Entry reflects transfer from cash to mm accounts

<b>Bank Balance</b>	<b>11/29/2021</b>	<b>Checking</b>
Outstanding Checks		\$358,364.51
Outstanding Deposits		\$9,931.70
<b>Total</b>		<b>\$348,432.81</b>

**Register Balance**  
**MM Interest**                      **Qrtly**

**MONEY MARKET**

# Cash Receipt Edit List

Printed: 12/2/2021 7:25 AM  
 ROOKS CREEK C.C.S.D. #425

Page 1 of 1  
 Receipt Date: 11/1/2021 to 11/30/2021

898	11/8/21	2021112	EVIDENCE BASED FUNDING	1,440.00	8 10.3001	Cash
898	11/8/21	2021112	TRANSP.-REGULAR	13,157.11	8 40.3500.16	Cash
			<b>Total</b>	<b>\$14,597.11</b>		
			<b>Total Receipt Date 11/8/21</b>	<b>\$14,597.11</b>		

899	11/23/21	2021113	CSFT - NOVEMBER	3,063.95	23 60.1999	Cash
899	11/23/21	2021113	STATE FREE LUNCH & BREAK	38.88	23 10.3360.15	Cash
899	11/23/21	2021113	NATIONAL SCHOOL LUNCH	2,642.31	23 10.4210.36	Cash
899	11/23/21	2021113	NATIONAL SCHOOL BREAKFAST	760.91	23 10.4220.36	Cash
			<b>Total</b>	<b>\$6,506.05</b>		
900	11/23/21	0	CORNELL - JOANIE	9,698.49	23 10.1790	Cash
900	11/23/21	0	MEDICAID MATCHING FUND	321.32	23 10.4900.31	Cash
900	11/23/21	0	MUSIC	149.22	23 10.1799	Cash
			<b>Total</b>	<b>\$10,169.03</b>		
			<b>Total Receipt Date 11/23/21</b>	<b>\$16,675.08</b>		

901	11/30/21	2021114	EVIDENCE BASED FUNDING	1,440.00	30 10.3001	Cash
901	11/30/21	2021114	EVIDENCE BASED FUNDING	1,440.00	30 10.3001	Cash
			<b>Total</b>	<b>\$2,880.00</b>		
902	11/30/21	2021115	EARNINGS ON SUPER NOW	96.90	2 10.1510	Cash
			<b>Total</b>	<b>\$96.90</b>		
			<b>Total Receipt Date 11/30/21</b>	<b>\$2,976.90</b>		

**Total Receipts**  
\$34,249.09

Month Ending Totals

Education (10)					
	2017	2018	2019	2020	2021
Jan	\$ 731,949	\$ 622,182	\$ 604,439	\$ 623,845	\$ 658,701
Feb	\$ 677,874	\$ 599,380	\$ 562,883	\$ 568,175	\$ 616,337
Mar	\$ 626,380	\$ 567,405	\$ 566,254	\$ 571,801	\$ 573,314
Apr	\$ 572,891	\$ 519,490	\$ 519,747	\$ 523,304	\$ 521,420
May	\$ 517,550	\$ 485,184	\$ 471,966	\$ 473,290	\$ 468,036
June	\$ 489,625	\$ 425,916	\$ 432,586	\$ 419,272	\$ 424,394
July	\$ 404,527	\$ 371,907	\$ 367,183	\$ 343,329	\$ 363,133
Aug	\$ 633,438	\$ 621,791	\$ 601,255	\$ 674,241	\$ 720,627
Sep	\$ 582,854	\$ 575,738	\$ 542,331	\$ 621,646	\$ 663,342
Oct	\$ 762,917	\$ 764,939	\$ 772,459	\$ 797,599	\$ 846,800
Nov	\$ 711,009	\$ 699,982	\$ 713,796	\$ 746,619	\$ 804,098
Dec	\$ 667,821	\$ 655,578	\$ 668,896	\$ 699,979	

Operations & Building Maintenance (20)					
	2017	2018	2019	2020	2021
Jan	\$ 306,737	\$ 311,502	\$ 294,252	\$ 280,844	\$ 286,384
Feb	\$ 298,393	\$ 303,337	\$ 287,861	\$ 274,314	\$ 281,034
Mar	\$ 283,836	\$ 303,752	\$ 285,285	\$ 272,796	\$ 275,700
Apr	\$ 289,718	\$ 289,533	\$ 281,000	\$ 268,242	\$ 270,358
May	\$ 286,436	\$ 284,583	\$ 274,022	\$ 264,324	\$ 266,867
June	\$ 277,473	\$ 288,467	\$ 268,243	\$ 258,687	\$ 260,455
July	\$ 272,798	\$ 282,503	\$ 262,593	\$ 270,202	\$ 250,827
Aug	\$ 305,279	\$ 301,852	\$ 281,192	\$ 295,818	\$ 276,761
Sep	\$ 300,038	\$ 295,948	\$ 276,633	\$ 285,059	\$ 271,773
Oct	\$ 327,758	\$ 309,155	\$ 297,109	\$ 299,811	\$ 288,289
Nov	\$ 322,085	\$ 302,358	\$ 290,513	\$ 295,106	\$ 277,632
Dec	\$ 317,168	\$ 297,416	\$ 285,138	\$ 290,302	

Transportation (40)					
	2017	2018	2019	2020	2021
Jan	\$ 227,757	\$ 231,263	\$ 246,582	\$ 246,662	\$ 235,652
Feb	\$ 223,572	\$ 238,821	\$ 250,526	\$ 241,639	\$ 241,953
Mar	\$ 220,770	\$ 237,637	\$ 250,590	\$ 239,307	\$ 236,851
Apr	\$ 216,667	\$ 245,997	\$ 256,098	\$ 235,285	\$ 237,174
May	\$ 223,249	\$ 244,063	\$ 254,447	\$ 237,646	\$ 232,491
June	\$ 226,095	\$ 252,722	\$ 253,783	\$ 242,858	\$ 231,484
July	\$ 224,973	\$ 231,143	\$ 241,755	\$ 223,098	\$ 221,223
Aug	\$ 226,771	\$ 239,824	\$ 255,774	\$ 238,127	\$ 230,787
Sep	\$ 225,980	\$ 246,506	\$ 251,427	\$ 234,421	\$ 224,846
Oct	\$ 240,184	\$ 252,795	\$ 254,838	\$ 238,694	\$ 228,342
Nov	\$ 236,029	\$ 249,475	\$ 249,573	\$ 244,011	\$ 234,242
Dec	\$ 234,405	\$ 247,936	\$ 245,869	\$ 239,312	

IMRF & Social Security (50)					
	2017	2018	2019	2020	2021
Jan	\$ 28,706	\$ 28,778	\$ 33,278	\$ 29,356	\$ 31,065
Feb	\$ 26,802	\$ 27,044	\$ 31,460	\$ 27,389	\$ 29,660
Mar	\$ 24,900	\$ 27,025	\$ 31,747	\$ 27,282	\$ 27,995
Apr	\$ 23,051	\$ 25,248	\$ 29,857	\$ 25,383	\$ 26,241
May	\$ 21,102	\$ 23,372	\$ 27,905	\$ 23,477	\$ 24,528
June	\$ 18,772	\$ 21,585	\$ 26,175	\$ 21,838	\$ 23,038
July	\$ 17,263	\$ 19,790	\$ 24,500	\$ 20,201	\$ 21,573
Aug	\$ 28,123	\$ 32,277	\$ 31,575	\$ 30,830	\$ 32,440
Sep	\$ 26,505	\$ 30,345	\$ 29,289	\$ 29,270	\$ 30,572
Oct	\$ 34,518	\$ 39,060	\$ 35,761	\$ 35,492	\$ 36,187
Nov	\$ 32,168	\$ 37,097	\$ 33,502	\$ 33,939	\$ 34,299
Dec	\$ 30,527	\$ 35,090	\$ 31,282	\$ 32,362	

Capital Projects (60)					
	2017	2018	2019	2020	2021
Jan	\$ 30,347	\$ 8,327	\$ 8,815	\$ 3,382	\$ 6,251
Feb	\$ 32,132	\$ 10,281	\$ 8,815	\$ 5,768	\$ 8,606
Mar	\$ 34,159	\$ 12,425	\$ 12,908	\$ 8,260	\$ 11,177
Apr	\$ 35,549	\$ 14,063	\$ 12,908	\$ 10,117	\$ 13,494
May	\$ 35,549	\$ 15,629	\$ 16,216	\$ 11,921	\$ 15,637
June	\$ 22,834	\$ 17,533	\$ 18,185	\$ 21,838	\$ 18,646
July	\$ 21,587	\$ (5,467)	\$ (9,840)	\$ (1,863)	\$ 21,580
Aug	\$ 17,460	\$ (1,335)	\$ (7,556)	\$ (9,653)	\$ 6,534
Sep	\$ 19,245	\$ 744	\$ (7,556)	\$ (10,444)	\$ 9,478
Oct	\$ 21,037	\$ 2,682	\$ (5,231)	\$ (926)	\$ 12,404
Nov	\$ 4,419	\$ 4,684	\$ (3,029)	\$ 1,344	\$ 15,468
Dec	\$ 6,400	\$ 6,627	\$ 987	\$ 3,851	

Totl (80)					
	2017	2018	2019	2020	2021
Jan	\$ 6,242	\$ 9,294	\$ 13,673	\$ 20,740	\$ 24,591
Feb	\$ 6,242	\$ 9,262	\$ 13,672	\$ 20,740	\$ 24,841
Mar	\$ 6,245	\$ 10,674	\$ 15,253	\$ 20,610	\$ 24,842
Apr	\$ 6,245	\$ 10,674	\$ 15,254	\$ 20,619	\$ 24,267
May	\$ 6,245	\$ 10,674	\$ 15,254	\$ 20,619	\$ 24,267
June	\$ 6,247	\$ 10,674	\$ 15,254	\$ 20,619	\$ 24,267
July	\$ 6,247	\$ 10,674	\$ 15,254	\$ 20,619	\$ 24,267
Aug	\$ 16,172	\$ 21,168	\$ 24,247	\$ 33,012	\$ 37,033
Sep	\$ 16,190	\$ 21,092	\$ 24,247	\$ 33,012	\$ 37,033
Oct	\$ 23,987	\$ 28,993	\$ 33,002	\$ 40,800	\$ 44,658
Nov	\$ 23,987	\$ 28,993	\$ 33,002	\$ 40,800	\$ 44,658
Dec	\$ 12,686	\$ 17,105	\$ 24,481	\$ 28,503	

Month Ending Totals

Working Cash (70)				
	2017	2018	2019	2020
Jan	\$ -	\$ -	\$ -	\$ -
Feb	\$ -	\$ -	\$ -	\$ -
Mar	\$ -	\$ -	\$ -	\$ -
Apr	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -
July	\$ -	\$ -	\$ -	\$ -
Aug	\$ -	\$ -	\$ -	\$ -
Sep	\$ -	\$ -	\$ -	\$ -
Oct	\$ -	\$ -	\$ -	\$ -
Nov	\$ -	\$ -	\$ -	\$ -
Dec	\$ -	\$ -	\$ -	\$ -

Fire & Life Safety (90)				
	2017	2018	2019	2020
Jan	\$ 57,880	\$ 58,178	\$ 58,178	\$ 58,178
Feb	\$ 57,880	\$ 58,178	\$ 58,178	\$ 58,178
Mar	\$ 57,978	\$ 58,178	\$ 58,178	\$ 58,178
Apr	\$ 57,978	\$ 58,178	\$ 58,178	\$ 58,178
May	\$ 57,978	\$ 58,178	\$ 58,178	\$ 58,178
June	\$ 58,085	\$ 58,178	\$ 58,178	\$ 58,178
July	\$ 58,085	\$ 58,178	\$ 58,178	\$ 58,178
Aug	\$ 58,085	\$ 58,178	\$ 58,178	\$ 58,178
Sep	\$ 58,178	\$ 58,178	\$ 58,178	\$ 58,178
Oct	\$ 58,178	\$ 58,178	\$ 58,178	\$ 58,178
Nov	\$ 58,178	\$ 58,178	\$ 58,178	\$ 58,178
Dec	\$ 58,178	\$ 58,178	\$ 58,178	\$ 58,178

Open Funds				
	2017	2018	2019	2020
Jan	\$ 1,266,443	\$ 1,164,947	\$ 1,145,273	\$ 1,151,351
Feb	\$ 1,199,886	\$ 1,111,538	\$ 1,101,270	\$ 1,084,128
Mar	\$ 1,140,986	\$ 1,108,794	\$ 1,102,129	\$ 1,083,904
Apr	\$ 1,079,296	\$ 1,065,020	\$ 1,056,845	\$ 1,026,831
May	\$ 1,027,235	\$ 1,003,830	\$ 1,000,435	\$ 975,260
June	\$ 973,193	\$ 967,105	\$ 954,612	\$ 920,817
July	\$ 902,298	\$ 885,563	\$ 871,531	\$ 836,629
Aug	\$ 1,165,488	\$ 1,163,467	\$ 1,138,221	\$ 1,208,166
Sep	\$ 1,108,872	\$ 1,118,192	\$ 1,070,391	\$ 1,141,126
Oct	\$ 1,330,859	\$ 1,316,889	\$ 1,324,406	\$ 1,336,104
Nov	\$ 1,269,123	\$ 1,251,815	\$ 1,253,882	\$ 1,285,736
Dec	\$ 1,219,394	\$ 1,200,930	\$ 1,199,903	\$ 1,229,593

Closed Fund				
	2017	2018	2019	2020
Jan	\$ 130,117	\$ 111,495	\$ 120,933	\$ 118,645
Feb	\$ 129,998	\$ 111,745	\$ 119,115	\$ 119,064
Mar	\$ 130,235	\$ 115,291	\$ 125,076	\$ 121,319
Apr	\$ 129,776	\$ 115,152	\$ 123,187	\$ 121,286
May	\$ 127,827	\$ 114,842	\$ 124,543	\$ 121,184
June	\$ 112,904	\$ 114,959	\$ 124,781	\$ 129,462
July	\$ 110,148	\$ 90,164	\$ 95,081	\$ 94,304
Aug	\$ 126,806	\$ 117,277	\$ 113,433	\$ 119,356
Sep	\$ 127,084	\$ 117,348	\$ 111,147	\$ 117,005
Oct	\$ 144,698	\$ 135,902	\$ 128,699	\$ 140,533
Nov	\$ 125,730	\$ 135,941	\$ 128,642	\$ 141,250
Dec	\$ 114,780	\$ 123,989	\$ 121,917	\$ 129,893

Bond & Interest (30)				
	2017	2018	2019	2020
Jan	\$ 6,942	\$ 6,978	\$ 6,989	\$ 6,989
Feb	\$ 6,942	\$ 6,990	\$ 6,990	\$ 6,989
Mar	\$ 6,953	\$ 6,989	\$ 6,990	\$ 6,989
Apr	\$ 6,953	\$ 6,989	\$ 6,990	\$ 6,989
May	\$ 6,953	\$ 6,989	\$ 6,990	\$ 6,989
June	\$ 6,966	\$ 6,989	\$ 6,989	\$ 6,989
July	\$ 6,966	\$ 6,989	\$ 6,989	\$ 6,989
Aug	\$ 6,966	\$ 6,989	\$ 6,989	\$ 6,989
Sep	\$ 6,966	\$ 6,989	\$ 6,989	\$ 6,989
Oct	\$ 6,978	\$ 6,989	\$ 6,989	\$ 6,989
Nov	\$ 6,978	\$ 6,989	\$ 6,989	\$ 6,989
Dec	\$ 6,989	\$ 6,989	\$ 6,989	\$ 6,989

Total				
	2017	2018	2019	2020
Jan	\$ 1,396,560	\$ 1,276,442	\$ 1,266,206	\$ 1,269,996
Feb	\$ 1,329,834	\$ 1,223,283	\$ 1,220,385	\$ 1,203,192
Mar	\$ 1,271,221	\$ 1,224,085	\$ 1,227,205	\$ 1,205,223
Apr	\$ 1,209,072	\$ 1,180,172	\$ 1,180,032	\$ 1,148,117
May	\$ 1,155,062	\$ 1,118,672	\$ 1,124,978	\$ 1,096,444
June	\$ 1,086,097	\$ 1,062,064	\$ 1,079,393	\$ 1,050,279
July	\$ 1,012,446	\$ 975,717	\$ 966,612	\$ 930,933
Aug	\$ 1,292,294	\$ 1,280,744	\$ 1,251,654	\$ 1,327,542
Sep	\$ 1,235,956	\$ 1,235,540	\$ 1,181,538	\$ 1,258,131
Oct	\$ 1,475,557	\$ 1,452,791	\$ 1,453,105	\$ 1,476,637
Nov	\$ 1,394,853	\$ 1,387,756	\$ 1,382,524	\$ 1,426,986
Dec	\$ 1,334,174	\$ 1,324,919	\$ 1,321,820	\$ 1,359,476

## Educational Leadership

- In my time here, we have changed to Standard-Based Report Cards for grades K-4 because it better helps our teachers understand students' academic strengths and deficiencies. We aligned the math, science, social studies, and English curriculums to the Illinois State Learning Standards in scope and sequence. We have shown improvement in State testing over the last two years in Math and Reading. We have adjusted the curriculum this year to include more writing across topics. Together we added Google Suites, Clever, IXL, and SAVVAS Math. I am your testing coordinator and tech support in updating and inputting all the teacher and student data needed to run our new curriculum.
- We want the best education, the best teachers, and the best opportunities for our students. In doing so, I have sought out the best people, who have the same educational philosophy as the district and the willingness to work with students in a challenging yet nurturing environment. I have worked with teachers on implementing new technology into the classroom to better our remote learning experience and to align ourselves with the local high school's technology platforms.
- I sat down with the board to align our math curriculum from Kindergarten through the Eighth Grade with SAVVAS Math and included IXL for support in all the other subjects. We have hired a full-time Special Education Teacher who teaches science in Mrs. Wilson's classroom. We now assess grades based more on tests, quizzes, and projects versus homework completion. I have worked with the staff to provide them with the education and materials they need in class to help academically struggling students. All of this has been from meeting with the board members, teachers, staff and parents.
- I want teachers and staff to enable children to reach their full academic potential. By teaching this year, I hope they understand my willingness to advance student learning opportunities.

## Personal Qualities

- This school functions as a small family, and you are either liked, trusted, and accepted, or you're tenure here is very short. You can't fool people here if you do not have their best interests at heart. I make decisions based on the best information I have at that moment. I seek advice from teachers, staff, parents, and board members depending on the level of the situation. I maintained my professional demeanor in any crisis and informed the board of any situation within the building.
- I represent our district as a board member at LCSSU, as a member of the IASA Cornbelt Division, and at Regional Office Meetings. I am known to Representative Bennett and Senator Barickman as the Rooks Creek CCSD 425's Superintendent. Also, when community organizations hold a breakfast, dinner, or blood drive in the gym, I make sure that I meet with them to get everything ready for their event.
- I think I have done an outstanding job in establishing a trusting and personal relationship with my staff, parents, and students. I send out a monthly newsletter and take a copy to the grain elevator for anyone interested in reading about our school. There is transparency in my position, and I have always been available to discuss anything with the board, teachers, staff or parents, that is legally appropriate for discussion.
- I do not panic during stressful situations and look for a solution. When I know that a potential condition could become a long-term problem, like finding a teacher, dealing with a difficult parent,



and looking for a resolution. Even when dealing with the most challenging situation or individual, I maintain a professional attitude.

### **Business and Finance**

- All programs are fully funded to support students, including those who need more academic assistance or are more gifted. We continue to work toward a balanced budget while providing a quality education for our students.
- Everything dollar we spend must have some educational or learning value attached to the activity. I have secured a second \$50,000 grant from the federal government for the building improvements to complete our Health - Life - Safety work. We received a special grant to feed all the students free lunch and breakfast. We have been able to save money from our REAP grant to spend for future projects, which we had not been able to accomplish until this past year.
- It is always my goal to work toward a balanced budget, and we have been very close in the last three years. We have met financial recognition each year I have been at the school. The Tax Levy Rate has been under 4.00 since my second year and lowered in six of the seven years as superintendent. Our tax rate is lower than Pontiac #429 for the second year in a row which was a request from the board which hired me. We are currently working in the black for this year.
- You are updated monthly on our finances, and we have done an excellent job of being stewards of the taxpayers' money.

### **Personnel Relationships**

- I have a good working relationship with teachers, which allows problematic conversations to remain professional. Also, I have had many personal conversations with staff that give me a better insight into their home life and any medical condition which may affect their work.
- Everyone here cares about the academic and physical well-being of our student body. The staff plans all events together. We communicate well with upcoming events like concerts, testing, as well as with changes in academic or educational requirements from the State. We have done a very good job with COVID-19 and being maintaining our students being in person at school. We cover for each other when teachers have sick students or a particular moment in another school district and need to leave the building. That is one benefit of being in a small school. We can treat each other as people rather than employees.
- I expect teachers to dress, act, and present themselves professional manner at school and in public. When instances arise, such as questionable items posted on a Facebook or Twitter Page, I have spoken to the teacher about how that reflects on the school, as well as themselves as a professional. We have had a decrease in my getting phone calls from parents over the past three years about the way teachers behave in class or on social media.
- Evaluations are done every year for non-tenured teachers and every other year for tenured teachers. More importantly, is that I speak with every teacher every day about how things are going in the classroom. Open communication allows them to discuss how to handle a student who is having an

academic or behavioral problem. From our informal and formal meetings, we have maintained a professional learning environment with a family-first atmosphere.

- This year, I have helped our cook in creating menus, inputting data for our lunch reimbursement reports, took lunch count, lunch duty monitoring in the cafeteria, and have helped cook on occasion.

### **Personal and/or Community Relationships**

- I send home a monthly letter to parents and place a copy at the grain elevator for the community members. I have always been available to address any concerns from any Graymont resident or future resident. I have done tours of the school for new potential students and graduates.
- I speak with members of the community at assemblies, PTO functions, sports events, concerts, and various school meetings. I work with the Illinois State Board of Education in filing our Tax Levy, Budget, submitting our Annual Statement of Affairs, all information on our students, Evidence-Based Funding Information, Transportation Funding, completing all our information for State Free and Reduced Lunch and Breakfast information, Title II Grant, Kitchen Grant, and state testing. I work with the Federal Government – Department of Education in filing our DUNS, AM Cage number, REAP grant, Free/Reduced Breakfast, and Lunch Information. The Illinois Association of School Boards to create our policy manual. The Regional Office of education on licensure for teachers and substitutes, Compliance Information for the State, and submitting our AFR.
- I work with parents who need help to understand what is going on in class. This interaction with the teacher lets the educator feel supported in their decision and the parent feels that their questions are addressed satisfactorily. We have not had an incident where the parent has attended the board meeting because their issue was not resolved.

### **OTHER STUFF**

- There are 47 online trainings that I take each year in addition to the all-day Administrative Academy and 30 hours/year additional continuing education.
- I try to ride both bus routes three to four times a year to evaluate our drivers and the routes.
- I am in charge of all MAP and IAR Testing
- I check in with every teacher every day in the classroom. Sometimes it is professional, and sometimes it is social.
- I discipline students. I also try to give them strategies on how to better handle the situation in the future.
- I have IEP, RtI meetings once or twice a month.
- I meet with the Regional Office of Education, IASA, and LCSSU on a monthly basis.
- I file our information for Tax Levy, Budget, ASA, AFR, and other information with the County Clerk's Office.
- Counseling of students who are having a minor to significant meltdown, so everyone else can continue class.
- **WE HAVE REMAINED IN SCHOOL ALL BUT 7 DAYS DURING THIS PANDEMIC**