

**AGENDA**  
**BOARD OF EDUCATION**  
**ESWOOD ELEMENTARY DISTRICT 269**

**AUGUST 21st, 2023**

Eswood School Conference Room  
304 N. Main Street  
Lindenwood, IL

**REGULAR MEETING**

**A. 6:00 P.M. CALL MEETING TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF MINUTES – JUNE 26, 2023 [JUNE MINUTES](#)**

**ACTION:** Motion to approve the June Minutes as submitted.

**D. AUDIENCE COMMENTS:**

**Presentation of the FY 2023 Audit.** Summary: Mr. Bill NewKirk, Newkirk & Associates, Inc. Certified Public Accountants, will present the FY 2023 audit findings.

**E. SPECIAL REPORTS/UPDATES**

**FOIA Requests: JULY 2023: Prairie State Wire, a media organization requested the following information.**

- a. Total spending on substitute teachers by school, for the past five years. Please provide the expenditure breakdown by year and school.
- b. Number of substitute teacher days by school, for the past five years. Kindly provide the number of substitute teacher days for each year and school.
- c. Per diem/payment schedule for substitute teachers for the past five years. Please provide the per diem rates or payment schedule used for substitute teachers during each year within the past five years.
- d. Names of all substitute teachers, total days worked, and total payments made to them for the last five years. Please provide a list of substitute teachers who have worked within the school district for each year within the past five years. Additionally, include the total number of days worked by each substitute teacher and the corresponding total payment made to them.

[FOIA REQUEST JULY 2023 SUB TEACHERS](#)

**1. Financial Reports-JUNE: [JUNE TREASURE'S](#) , [JUNE REVENUE REPORT 2023](#); [JUNE EXPENDITURE REPORT 2023](#).**

**JULY: JULY TREASURE's REPORT 2023, JULY EXPENDITURE REPORT 2023, JULY REVENUE REPORT 2023 REPORT 2023.**

**ACTION:** Motion to approve the Financial Reports as submitted.

**2. Bills Payable - JULY 2023 BILLS PAYABLE. AUGUST 2023 BILLS PAYABLE. MAY P-CARD Report. JUNE P-CARD Report.**

**LIBRARY CLEAN OUT**

**ACTION:** Motion to approve the Bills Payable as submitted.

**3. ADDITIONAL ELECTRICAL WORK:** Summary: Extra electrical work that was discussed at the last meeting to include the exit signs, emergency lighting, and electrical outlets in the science classroom. Work that is getting done that will be included in the \$100,000 matching grant. Total cost is \$12,630.00 . That makes it easy to document the District spent the full \$100,000 for the maintenance grant.

In summary, the funding is as follows:

Base Bid:	\$89,900.00
Additional Electrical work:	<b><u>\$12,630.00</u></b>
Total:	\$102,530.00

**ELECTRICAL WORK QUOTE:**

**ACTION:** Motion to approve the additional electrical work to be done as discussed in June to be included in the state matching grant as submitted.

**4. STAFF TUITION REIMBURESMENT PLAN: Whitt Law**

Summary of the program:

- Reimbursement is open to all employees, licensed or nonlicensed;
- Courses may be reimbursed if they are relevant to the employee's current assignment, part of a master's in education, necessary for a teacher to obtain licensure/endorsement in a hard-to-fill area, or necessary for a support employee to obtain a teaching license;
- Participants must earn a grade of B or better (and, for nonlicensed employees, a "Pass" if the course is only offered on a pass-fail basis);
- Reimbursement is for the actual cost, not to exceed 15 credit hours per employee per school year and not to exceed a rate of \$325 per credit hour (\$4,875 per employee per year);

- Total reimbursements will not exceed \$35,000 in a given year, unless the Board chooses to do so in its sole discretion; and
- Employees who voluntarily resign within 4 years after receiving a course reimbursement must repay the full reimbursement for such course.

**TUITION REIMBURSEMENT PLAN**

**ACTION:** Motion to approve the Eswood Staff TUITION REIMBURSEMENT PLAN as submitted.

**5. AMPLIFY Science 6-8 Digital Addition:** Summary: Digital 6-8 licences were not included in the original quote for Amplify. The quote for the digital pieces and Amplify giving us free materials/kits worth over \$2,000 for the mistake. [DIGITAL 6-8 AMPLIFY QUOTE](#)

**ACTION:** Motion to approve the addition of the 6-8 digital licenses for the Amplify Science curriculum as submitted.

**6. HIRING OF AN ART TEACHER: LYN HUNTER:** Summary: Lyn Hunter will be an 8th year teacher for the 2023-2024 school year. She comes to Eswood highly recommended with varied experiences in teaching. A few of the classes she has taught are art, careers, creative writing, to name a few, as well as 3rd and 4th grades. While teaching in Oregon one year, she had the highest math growth scores in the Oregon School District. Eswood Administration is recommending we hire Mrs. Hunter as our .6 Art teacher and utilize her to support some reading and math, as well for the 2023-2024 school year. Her salary will be \$26,098.20.

**RESUME & LETTERS LH SALARY SHEET 2023-2024**

**ACTION:** Motion to approve the hiring of Lyn Hunter at the Eswood Art Teacher for the 2023-2024 school year with her salary of \$26,098.20.

**7. HIRING ATHLETICS & EXTRACURRICULARS:** Summary: To continue to offer athletics and extracurricular activities for the Eswood School District, the District administration is asking for approval of the list of people to take on the duties of each specific athletic and extracurricular for the 2023-2024 school year. [SY24 EXTRA CURRICULARS LIST](#)

**ACTION:** Motion to approve the list of extracurricular and athletic hires for the 2023-2024 school year as submitted.

**8. AMENDED SCHOOL CALENDAR:** Summary: Move Presidents Day observation FROM Monday, February 12th, 2024 TO Monday, February 19th, 2024 to align with Rochelle schools.

**AMENDED CALENDAR**

**ACTION:** Motion to approve the amended school calendar to move President's Day observance from February 12th to February 19th to align with other area schools.

**9. IASB JOINT CONFERENCE:** Chicago, IL on November 17-19, 2023. Summary: District administration recommends that along with the district superintendent that the administrative assistant and 1-2 Board members attend this conference, with the Board President attending as 1 of the 2 board members.

**ACTION:** Motion to approve the administrative assistant and 1-2 Board members attend the IASB joint conference in November as submitted.

**10. TENTATIVE ESWOOD CCSD 269/JOINT AGREEMENT BUDGET for July 1, 2023 through June 30, 2024:** Please see attached the tentative budget for fiscal year 2024. Operations and Maintenance Fund of \$29,000, and the Transportation Fund of \$22,300. No deficit reduction plan is required by the Illinois State Board of Education because the school district has sufficient reserve funds. The school district estimates ending fund balances as of June 30, 2024 as follows: Education at \$1,455,606; Operations and Maintenance at \$431,461; Transportation at \$176,834; IMRF/Social Security at \$12,364; Working Cash at \$0, and Tort at \$332,629.

Summary: Illinois law requires certain procedures a school board must follow to adopt (approve) an annual budget. These actions include: • The designation of an individual(s) to develop the budget in tentative form. The tentative budget includes revenues and expenditures that are anticipated during the fiscal year and contains a statement of the estimated cash expected to be on hand at the beginning and end of the fiscal year. • The secretary of the school board publishes a notice of where, when and during what hours the tentative budget will be on display for public inspection and where, when and what time the budget hearing will be held. The tentative budget must be on display for at least 30 days prior to the budget hearing. It shall be the duty of the secretary of the district board to make the tentative budget available for public inspection, and arrange for the budget hearing. • Prior to taking final action on the budget, the school board must hold at least one budget hearing. The details of the tentative budget are explained during the hearing and the public may ask questions or provide input on the tentative budget. • The budget is voted on and adopted (or rejected) by the school board at a public meeting held after the budget hearing. • The school district budget must be adopted by the end of the first quarter of the fiscal year (September 30).

**ACTION:** Motion to designate superintendent, Kirsten Garrigan to develop the Tentative Eswood CCSD 269/Joint Agreement Budget for July 1, 2023 through June 30, 2024.

**ACTION:** Motion to approve the Tentative Eswood CCSD 269/Joint Agreement Budget for July 1, 2023 through June 30, 2024.

**ACTION:** Motion to have the recording secretary of the school board publish a notice of where, when and during what hours the Tentative Eswood CCSD 269/Joint Agreement Budget for July 1, 2023 through June 30, 2024 will be on display for public inspection and where, when and what time the budget hearing will be held. The tentative budget must be on display for at least 30 days prior to the budget hearing.

**ACTION:** Motion to hold a public hearing prior to taking final action on the Tentative Eswood CCSD 269/Joint Agreement Budget for July 1, 2023 through June 30, 2024. The public hearing will occur at 5:45 p.m. on Monday, September 25, 2023 at the Eswood CCSD Board meeting room adjacent to the main office. The details of the tentative budget will be explained during the hearing and the public may ask questions or provide input on the tentative budget.

#### [TENTATIVE BUDGET SY24](#)

**11. BRIAN BARE/WHITT LAW:** Summary: Brian Bare that has been working with the Board and Superintendent Garrigan on the staff tuition and reimbursement plan have resigned from Whitt Law, LLC effective August 16, 2023 and he has accepted Partner/Member positions at the law firm of Petrarca, Gleason, Boyle & Izzo, LLC. The attached letter gives the Board options of staying with Mr. Bare solely, or continue with him & Whitt Law, or just continuing with Whitt Law. The District administration is recommending that Eswood CCSD 269 stay solely with Whitt Law as we had intended when we moved to Whitt Law in January 2023. [BARE LETTER](#)

**ACTION:** Motion to continue being solely represented by Whitt Law, LLC.

#### **F. DISCUSSION ITEMS:**

1. **OPEN ESWOOD POSITIONS: NONE! FULLY STAFFED!!!**

a. **Art Materials Budget**

2. **CONTINUOUS IMPROVEMENT WORK:** [SIP/PLC/CI/TI - SY 24 August Teacher Institute](#)
3. **STRATEGIC PLAN WORK:** June 14th & June 26th [STRATEGIC PLAN](#)
  - a. **SIP DAY/ Strategic Plan work Monthly**
4. **ARCHITECT:** [SCHOOL PROJECT STATUS](#)
5. **SUMMER WORK:** Maintenance, Library Update, New buses here and working well, Flooring Science and ELA classroom, extra electrical work, roofing work starting soon.
6. **[MASTER SCHEDULE:](#)** FYI.
7. **COMP TIME:** Missed planning period compensation: \$30/hour, Use compensation document, can accrue and use until end of the year, pay out in June after school year ends. Would like to put this on the September Board Agenda. [COMP TIME DOCUMENT](#)
8. **SY24 RISK MANAGEMENT PLAN:** First view of the Risk Management plan for the 2023-2024 school year. Will have the plan on the September 2023 Board agenda for approval. [RISK PLAN](#)

**G. CLOSED SESSION**

1. To consider and discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees.

**H. ACTION ITEMS FROM CLOSED SESSION**

**I. ADJOURNMENT**