

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

**September 26, 2022**

**Eswood School Conference Room**

**304 N. Main Street**

**Lindenwood, IL**

**BUDGET HEARING:**

Formal hearing on the tentative budget for Fiscal Year 2023 for September 26, 2022, 5:45 p.m., in the Grade 2 classroom of the Eswood Community Consolidated School District 269, located at 304 North Main Street, Lindenwood, Illinois, 61049.

**AA. 5:45 P.M. - CALL THE FORMAL HEARING TO ORDER**

**BB. ROLL CALL**

**CC. REVIEW OF THE TENTATIVE BUDGET [2023 TENTATIVE BUDGET](#)**

**DD. AUDIENCE COMMENTS**

**EE. MOTION TO CONCLUDE THE FORMAL HEARING**

**FF. ADJOURNMENT**

**SECTION 17 – 1.5 OF THE SCHOOL CODE, LIMITATION OF ADMINISTRATIVE COSTS HEARING:**

Formal hearing on the tentative budget for Fiscal Year 2023, and, specifically, Section 17-1.5, of the school code, Limitation of Administrative Costs, for September 26, 2022, 6:00 p.m., in the Grade 2 classroom of the Eswood Community Consolidated School District 269, located at 304 North Main Street, Lindenwood, Illinois, 61049.

**AAA. 6:00 P.M. - CALL THE FORMAL HEARING TO ORDER**

**BBB. ROLL CALL**

**CCC. REVIEW OF THE TENTATIVE BUDGET [ESWOOD 269, MULTI-DOCUMENT, LAC](#)**

**DDD. AUDIENCE COMMENTS**

**EEE. MOTION TO CONCLUDE THE FORMAL HEARING**

## **FFF. ADJOURNMENT**

### **REGULAR MEETING:**

- A. 6:15 P.M. CALL MEETING TO ORDER**
- B. ROLL CALL**
- C. APPROVAL OF MINUTES – [AUGUST 15, 2022](#)**
- D. AUDIENCE COMMENTS**

### **E. SPECIAL REPORTS/UPDATES**

- 1. Budget - See Budget Hearing**
- 2. Financial Report - [AUGUST REVENUE REPORT 2022](#); [AUGUST EXPENDITURE REPORT 2022](#); [AUGUST TREASURER REPORT 2022](#)**
- 3. Bills Payable - [AUGUST 2022 BILLS PAYABLE](#)**
- 4. School Website – Recommendation for New Website (Kirsten Garrigan)**

Summary Statement: The school district maintains a website for purposes of communications with families and community members regarding pertinent information, news of interest, and upcoming events. In addition, information is posted to the website for compliance with the Open Meetings Act, Illinois statutes and administrative code.

Kirsten, Erin, and I engaged in a process of reviewing website modules from Blackboard, Edlio, Finalsite, and School Messenger. A recommendation for approval is noted below. [BLACKBOARD PROPOSAL](#)

#### **5. Architect Items**

Summary Statement: 1. Check Valve on Water Heater: The check valve had become dysfunctional and hot water was being dispersed when urinals were being flushed. There is also a domestic water smell of sulfur being caused by the water heater. Chuck Newman contacted Bero Plumbing and they have coordinated with Erik Heslop to fix the valve. [ESWOOD SCHOOL CHECK VALVE PROPOSAL](#)

#### **6. Updated Supplies Order (Kirsten Garrigan)**

Summary Statement: Teachers have requested additional items for improving their instructional effectiveness. [UPDATED SUPPLIES ORDER](#)

#### **7. Intergovernmental/Joint Program Agreements- Policy 1:20**

Summary Statement: The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community. The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements.

These agreements/joint programs include the following: Ogle County Educational Cooperative, Regional Office of Education 47, Ogle County Sheriffs' Department, and Lynn/Scott/Rock Fire Prevention District.

### **8. Resolution to Regulate Expenses - Policy 2:125 E-3**

Summary: This resolution is a requirement of law. WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation; **2125 E3 0621**

### **9. Draft Policy Manual**

Summary: Please see the draft policy manual that has been formally updated through three work sessions between the Illinois Association of School Board representatives, [Marissa Luxton](#), [Melissa Bowers](#), Kirsten Garrigan, [Erin Whitehead](#), and me. **DRAFT POLICY MANUAL.**

### **10. Purchase of a Freezer (Kirsten Garrigan)**

Summary Statement: One of our freezer units (stage area) has ceased functioning. We are required to purchase a new unit at \$1,200.

## **G. ACTION ITEMS**

- 1. FY 2023 Budget** - Motion to approve the budget as submitted.
- 2. Limitation of Administrative Costs** – Motion to approve resolution as submitted. **RESOLUTION LAC**
- 3. Financial Reports** – Motion to approve the August Financial Reports as submitted.
- 4. Bills Payable** – Motion to approve the August Bills Payable as submitted.
- 5. School Website – Recommendation for New Website** – Motion to approve the new website as submitted.
- 6. Architect Items** - Motion to approve payment to Bero Plumbing of \$400 for replacement of a check valve.
- 7. Updated Supplies Order** - Motion to approve the updated order as submitted.
- 8. Intergovernmental Agreements** - Motion to approve intergovernmental agreements as submitted.

**9. Resolution to Regulate Expenses - Policy 2:125 E-3** - Motion to approve the expense range for travel, lodging, et. al., as submitted.

**10. Draft Policy Manual** - Motion to approve the updated draft policy manual as submitted.

**11. Purchase of a Freezer** - Motion to approve the purchase of a new freezer.

## **H. DISCUSSION ITEMS**

**1. Facilities Projects** – Based on my conversations with Chuck Newman, our projects list has been identified as follows:

a. RTU and ALT Gymnasium Lighting – Helm Mechanical (as approved by BOE) - The gym lighting has been properly installed. We are addressing an issue of displacement to one of the light panels by a volleyball. Chuck Newman has contacted Helm Mechanical to better secure all component aspects of the lighting. A controller that had been located above the light fixture was dislodged and is hanging by wires. In the other case, a flexible conduit was dislodged from above the light fixture and is hanging below the light fixture. For repair with system programming work on October 7, 2022. We also updated the LED lighting to the cook's area. **ALT LIGHT DISLODGED ASPECTS 1-3**

b. Safety Door and Hardware for Gymnasium – Gehrke Construction (as approved by Board). The door and hardware are scheduled for delivery by Sep 29, 2022. Installation shall proceed in October.

c. Front sidewalk – Various Sections (TBD) - for summer 2023.

d. Playground Equipment – Selected Equipment for Purchase and Installation (TBD) - To be installed in fall 2022.

e. Restrooms in Main Hallway and Middle School Section – Restoration (TBD) - for summer 2023.

f. Carpeting in the Middle School science and ELA rooms (TBD) - for summer 2023.

g.. Heating/air units in classrooms - for summer 2023.

h. Flooring in the Middle School Section - for summer 2023.

i. Sprinkler Vault - 1. Bero Plumbing - Bero has replaced the sump pumps and the dehumidifier. There is power in the vault. 2. Automated Fire Systems - Automated has notified the school district that they will not work in the vault area until that area can be maintained as a dry environment, free from at-risk due to electrocution. At this leak or pour rate, the sump pump will become overwhelmed and eventually fail, resulting in another flooded vault.

AFS noted that dehumidifier was unplugged, and all the electronics from the fire pump to the controller had water damage and water lines confirming it was all submerged. Due to these findings, AFS cannot take the risk and try to power it up due to potential electronic shock or high voltage arcing. According to fire code, when AFS knows or can confirm electronic fire devices have been water damaged or submerged, they must be replaced. An Avanti grout product is the recommended fix from Bero Plumbing for water leaking into the vault. While the excavators suggest waterproofing the vault, Bero notes that the vault was dampproofed when it was originally installed. Because of the nature of this leak, Bero recommends against waterproofing the entire vault. Bero's assessment is that the leak is exclusively at the point the pipe enters the vault from the west. It might make sense to excavate done to the pipe and try to waterproof the vault around the pipe. **DAMAGE AND COROSION 1-8**

**2. Eswood School Water Drainage (West Side of Building)** - The current finished grade is sloping toward the building and is above the foundation in several locations. Our objective is to redirect water away from the building. (Also note that the septic system tank and leaching field are not accurate. However, we have no documentation that tells us where it was relocated to from its originally designed location.) [ESWOOD SCHOOL DRAINAGE PHOTOS/CHARTS](#)

**3. Eswood - New Roof Recommendation:** I wanted to keep you in the loop as our school district addresses a potential problem with a section of the roof. The school was experiencing a couple of water issues related to the roof and McDermaid Roofing dispatched a technician to the school district regarding those issues. The technician determined that the entire roof is in danger of failing and has recommended a tear off of the EPDM roof. [ROOF 1-7](#)

**4. Mandatory Board Member Training - Policy 2:120** - Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below: 1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, fiduciary responsibilities, and (beginning in the fall of 2023) trauma-informed practices for students and staff within the first year of his or her first term. 2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once. 3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date. The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and nonmandatory training.

**5. PLC, SIP, and TI DAYS: (Kirsten Garrigan)** Please see the attached document which outlines the continuous improvement activities of the school district. In addition, Kirsten has included time for eleven (11) mandated trainings. This is a continuous improvement document that will be modified throughout the school year based on need. [SIP/PLC/TI - SY 2023; RTO REDUCTION PLAN](#)

**6. Updated Teacher and Para Master Schedules. (Kirsten Garrigan)** Please see the attached document that evidences the master schedule for the 2022-2023 school year. [Teacher Schedules SY 2023; Para Schedules SY 2023.](#)

**7. IL Counties Risk Management Trust** - A schedule of coverage for your information. [2022-23 ICRMT POLICY - ESWOOD SD 269](#)

**8. TEM - Limited Inspection regarding Potential Facilities Improvement Work for Summer 2023** - Limited inspection results evidenced positive asbestos findings for three areas: 1. Boys' Front Restroom Ceiling Plaster; 2. Green Flooring Under Carpeting; 3. Red Flooring Under Carpeting. [2022 TEM INSPECTION 65847](#)

**9. TEM - 3-YEAR RE-INSPECTION FOR ASBESTOS MANAGEMENT** - This is the state-required comprehensive, asbestos management report. The school district is fully compliant in accordance with the findings of this report. [ESWOOD 269 3-YEAR REINSPECTION AHERA.](#)

**10. Week-at-a-Glance Schedules** - Please see the attached organizational chart and communications tool that Kirsten is using with our staff to inform them of upcoming events. [WEEK AT A GLANCE](#)

**11. Illinois Special Education Accountability and Support System Matrix** - All additional and fiscal items meet compliance standards. **IDEA ACCOUNTABILITY MATRIX**

**12. IPMG Property/Safety Report – IPMG PROPERTY REPORT**

**I. CLOSED SESSION**

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

**J. ACTION ITEMS FROM CLOSED SESSION**

1. Recommendation to provide teachers with an additional 10-hours of pay at their per diem rate based on the requirements of new curricular units for ELA and mathematics. Total costs to equal =

**K. ADJOURNMENT**