

## STEWARD ELEMENTARY SCHOOL DISTRICT No. 220

### Minutes of the Regular Board of Education Meeting

March 17<sup>th</sup>, 2021

6:00 pm –In person meeting, publicized and posted for participation.

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Minutes taken by Matt Hayes.

The regularly scheduled meeting of March 17<sup>th</sup>, 2021 was called to order by President Jim Knetsch.

On roll call at 6:00pm, the following members were present:

**Board members present:** Chris Cardott, Jim Knetsch, Nate Ramsey, Dean Svela, Marcy DeLille, Julie Lovett and Superintendent Taylor

**Board members late:** Chele Wells

**Board members absent:**

**Visitors:** Calla Stroh, Betsie Swartz, Jason Anderson, and Jeff Fiegenschu

**Public comment:** None

**Presentations and reports:**

1. No public comments

**On a motion by Chris Cardott and a second by Marcy DeLille, and a roll call of all aye, the board decided to move the Lee-Ogle county enterprise Zone to next on the agenda.**

2. Lee-Ogle Enterprise Zone updates and revised resolution.
  - a. Jason Anderson and Jeff Fiegenschu presented information on the tax abatement proposal for the Lee-Ogle Enterprise Zone.
  - b. They have presented this to seven municipalities, two county boards and 15 taxing districts and they all have passed the abatement.
  - c. Bob Olson, Lee county, City of Rochelle and the Village of Steward to form a task force to work with State Representative to look at building the Elva road bypass.

**On a motion by Dean Svela and a second by Nate Ramsey, and a roll call yes by Dean Svela, Nate Ramsey and Jim Knetsch and a no by Chele Wells, Marcy DeLille and Julie Lovett and a conflict of interest by Chris Cardott, the decision to pass the abatement was not passed.**

Mr. Taylor will look to see if the Lee-Ogle Enterprise Zone needs 100% support. Discussion will be put on the April agenda.

3. Superintendent Taylor highlighted “Good Things are Happening for Students of Steward”
  - a. Communicating a lot with parents.
  - b. State of Illinois announced that schools must offer remote instruction as an alternative to in school learning.
  - c. There may be a possible uptick in COVID in the fall of 2021.
4. Mr. Taylor presented information in the “Superintendent and Principal Reports”
  - a. Standardized assessment review. Steward school opted for the fall for IAR and PSAT testing.

- b. Updated ISBE guidance for three foot distancing was shared.
  - c. State of Illinois has extended free meals into the Summer.
  - d. REACH act information was shared.
  - e. Custodian job duties list was shared.
  - f. Kitchen help is still needed.
  - g. Open gym schedule was shared.
  - h. Communication for the school extending the length of school days on March 15 was discussed.
  - i. Newspaper article about Mr. Koch and Mrs. Reed was shared.
5. Board Member Communication for the Good of Steward.
- a. Marcy DeLille shared the Community Foundation grant process is open and would like to see Steward apply for the grant.
  - b. Chris Cardott thanked Mrs. Stroh for exposing KEC to the 8<sup>th</sup> graders.
  - c. Taking kids outside to learn was celebrated.
  - d. Chele Wells mentioned the planning and presentation by the teachers at the last meeting was well put together.
  - e. Marcy DeLille thanked all the staff for having longer school days. Her daughter is very excited.
6. 8<sup>th</sup> grade Promotion Review and Planning.
- a. May 13<sup>th</sup> in person ceremony is possible.
  - b. Will look at the details during the April board meeting.
  - c. Possibility of inviting back last year's 8<sup>th</sup> graders to have a small ceremony was discussed.
7. Adoption for TRS Supplemental Saving Plan.
- a. There would be a benefit to the staff to have another savings plan.
  - b. VOYA will serve as the CPA to allow the product to be marketed.

**On a motion by Chele Wells and a second by Marcy DeLille, and a roll call of all aye, the board decided to table the decision until next month.**

8. Lawn Care Proposals
- a. Mr. Taylor to ask the same people we have asked in the past for bids.

**On a motion by Marcy DeLille and a second by Chele Wells, and a roll call of all aye, the board decided to direct Mr. Taylor to ask for bids from people and take action on the most appropriate bid.**

9. Intergovernmental agreement between feeder schools and RTHS for technology support.
- a. Mr. Taylor shared the history of how we have used our IT person from RTHS.
  - b. The new agreement requires each school to send in a digital work order and RTHS will send out their IT person on a request order of priority.

**On a motion by Julie Lovett and a second by Dean Svela, and a roll call of all aye, the board decided to accept the Intergovernmental agreement with RTHS for technology support.**

10. Summer school 2021 and COVID issues.
- a. A survey would be sent out to see if there is interest in summer school.
  - b. There is COVID relief money available to help offset the cost.
  - c. Possible to share the education process with other schools
  - d. Possible to offer to incoming Kindergarteners.

**On a motion by Julie Lovett and a second by Marcy DeLille, and a roll call of all aye, the board decided to allow Mr. Taylor to explore summer school interest and options.**

11. Transition Planning and Overview.
  - a. Smooth and professional transition would be expected with the new Superintendent.
  - b. Mr. Taylor willing to offer some cross over transition.
  - c. Open communication is expected during the transition time.
12. Bookkeeping information and transition.
  - a. Possibility of transitioning bookkeeping back to the school was discussed.
  - b. To send out RFT's for proposal for possible bookkeeping.
  - c. June 30 would be the best end date to transition to new bookkeeping.
  - d. Old data would still be available for the new audit.

**On a motion by Dean Svela and a second by Chris Cardott, and a roll call of all aye, the board decided to send out RFT's for bids for new bookkeeping software to be used here at the school and to be presented at the April meeting.**

13. Mendez request for tuition waivers 2021-2022.
  - a. Chris Cardott suggested that we should stick to our policy and not allow a tuition waiver.
  - b. It was discussed that once you allow one family in free that many more would want the same waiver.

**On a motion by Chele Wells and a second by Chris Cardott, and a roll call of all aye, the board decided to follow board policy and not request a tuition waiver for the Mendez family.**

14. Staff handbook update.
  - a. 30 pages are roughed out and is a project under construction.
  - b. There is a possibility of handing off the project to the next Superintendent.
  - c. Marcy DeLille would like to see what has been completed on the staff handbook at the May meeting.
15. Board of education election updates, slate of candidates, and schedule for officer election in 2021.
  - a. Consolidated election sample ballot. There are three people running for the school board.
  - b. April 6<sup>th</sup> is the election day. There will be 21 days to canvas the vote results.
  - c. Board elections need to take place during the April meeting.
  - d. Mr. Taylor went over election process.
16. Personnel
  - a. Two resignations: Tom Brown and Angie Buskohl.
  - b. Mr. Taylor asked if teachers are to remain on campus until 3:30 with a 2:15 dismissal.

**On a motion by Chris Cardott and a second by Nate Ramsey, and a roll call of all aye, the board decided to accept the resignation of Tom Brown and Angie Buskohl and to set the teacher work day from 8:00am-3:00pm.**

17. School District Policy Manuel: Updates and Procedure.
  - a. The board policy handbook is on the website.
  - b. Mr. Taylor to provide a link to the PRESS site for board members to look over board policy.
18. Staffing vacancy – checklist for postings.
  - a. A check list needs to be made to communicate with the board on vacancies.
  - b. Mr. Taylor to post vacancies in the school for all to see.

- c. It was brought up to post the positions on the school website.
  - d. ROE is a source to post job needs.
  - e. Would like to see postings done now for teachers in the Fall.
  - f. Board to possibly help in hiring process to take off some of the burden from Mr. Taylor.
19. Lack of Custodian
- a. Chele Wells requested an electronic link for ROE.
  - b. Use of a janitorial service if a janitor isn't able to be found was suggested

**On a motion by Chele Wells and a second by Dean Svela, and a roll call of all aye, the board decided to have Mr. Taylor hire a cleaning company under contract for 3 – 6 months.**

20. Bus capacity
- a. Max capacity is 72 on the bus, but with COVID it is 50 kids.
  - b. There are 22 seats on the bus.
  - c. There are 17 families that ride the bus.
  - d. Kids have been told to put the windows down on the bus for better air flow.
21. Close out DCFS report
- a. What was the final consensus of DCFS? We do not have anything in writing but it has been resolved.
  - b. Dean would like to see on the agenda that the DCFS investigation has been closed at the April meeting.
22. PTO Time Management
- a. Mr. Koch's sick days were rolled over to IMRF and he was paid in cash for his vacation and personal days.
  - b. Mr. Taylor's sick days, vacation days and personal days were paid out in cash per agreement with board.
  - c. 953,022.29 dollars is the school's current balance.
23. Audit Firm selection
- a. No contract has been secured with an audit firm as of yet.
  - b. Chris Cardott would like to see us use the same audit firm as last year.
  - c. Marcy DeLille would like to see the auditor selection added to the April agenda.

**On a motion by Dean Svela and a second by Chris Cardott, and a roll call of all aye, consent was given for the February 17<sup>th</sup> minutes, February 22<sup>nd</sup> minutes, March 3<sup>rd</sup> minutes, and March 8<sup>th</sup> minutes.**

**On a motion by Chris Cardott and a second by Julie Lovett the consent agenda, financial statements, and accounts payable were approved.**

**The meeting moved into Executive session at 8:30pm.**

Respectfully submitted:

Approved by the Board of Education:

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Julie Lovett, Secretary  
Board of Education  
April, 21<sup>st</sup> 2021

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Jim Knetsch, President  
Board of Education