

## **REGULAR MEETING**

The regular meeting of the Board of Education of Sandwich Community Unit School District #430, DeKalb, Kendall, and LaSalle Counties, Illinois was held on Tuesday, February 9, 2021 at 7:30 p.m. at the Sandwich Middle School library.

## **ROLL CALL**

Present: President Stahl, Vice President Miller, Secretary Schroeder, Englehart, Wilson, Scharenberg & Saitta.  
Absent: None

President Stahl welcomed the Board and audience to the meeting.

## **PLEDGE OF ALLEGIANCE**

President Stahl led the Board and audience in the Pledge of Allegiance.

## **APPROVAL OF MINUTES, EXPENDITURES, PAYROLL & INVESTMENTS**

Mr. Miller moved, seconded by Mr. Schroeder to approve the minutes of the January 19, 2021 regular board meeting, the February 4, 2021 special meeting, the minutes of the February 3, 2021 IVVC Board of Controls meeting, and the expenditures, payroll, and investment plans as presented.

Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta, & Stahl. Nays: None  
MOTION CARRIED

## **REPORT ON JACK E. AND NORMA E. (REX) NORLING ENDOWMENT**

Through the DeKalb County Community Foundation, the Jack E. and Norma E. (Rex) Norling endowment was created to honor the legacy of Jack and Norma and note the importance of education in their lives. The fund will provide annual support to both Sandwich CUSD 430 and IVVC to continue the work of educating students.

Jack served as one of the founding members and first Director at IVVC. At the moment, the allocation is \$1,000 each year for both #430 and IVVC.

## **UPDATE ON ISBE SCHOOL MAINTENANCE PROJECT GRANT**

The district will be bidding work to complete the ISBE maintenance grant project of renovating restrooms. This is a matching grant where ISBE will match up to \$50,000 of the project. The project is to fully renovate the boys and girls washrooms located in the SHS middle corridor (near the library).

## **SCHOOL IMPROVEMENT REPORTS**

2021-2022 online registration has opened up and parents can use their students device to complete the process as there is a registration taskbar link to Tyler located at the bottom of the students Chromebook.

2021-2022 incoming kindergarten registration will be held the week of March 15<sup>th</sup> and all registration information is located on the website.

All schools continue to work on the district's Cognia school improvement review process and building teams are meeting on an ongoing basis to prepare for the review; and

The State Superintendent indicated she is going to apply for a Federal waiver where school districts in Illinois would not be required to administer state assessments such as the Illinois Assessment of Readiness (IAR) this spring.

In written reports:

Mr. Sodaro – Sandwich High School

We continue to plug away on the district Cognia review process. This has required SHS to put our evidence together and provide rationale for the progress we have made and areas that we still need to improve. The building team is meeting weekly to make sure our materials are clear for the review team and highlights the positive gains we have made. As we get closer to our five-year review, we are now starting to build our initiatives for the next review cycle.

Last year we added a class called Transitional Math. This was based on a requirement set by the state. The state has moved to add Transitional English. According to Bob Cofield, Director of School District Partnerships at WCC, he believes the deadline will be pushed back to the 2022-2023 school year. We are still in the review process, but this class would be taken instead of English IV or there is the possibility that the current English IV class would be modified to fit these requirements. My opinion is that the course would not require additional staff, but may require the purchase of curriculum materials.

**Academic / Extra Curricular Programs & Services Progress:**

The Freshmen Curriculum Night virtual program was sent out Tuesday, Feb. 2. This program took the place of the in-person night we have hosted in the past.

Incoming Freshmen Meetings will take place in small groups (no more than 20 socially distanced, masked people per session) from 3:30 pm-7:30 pm during February on the following dates:

- Tuesday, Feb. 9: In Person in SHS Cafeteria
- Thursday, Feb. 18: In Person in SHS Cafeteria
- Monday, Feb. 22: In Person in SHS Cafeteria
- Tuesday, Feb. 23: Virtual via Zoom

These meetings are designed for the student to attend with ONE trusted adult. Due to Health Department COVID-19 guidelines, students are limited to one "guest," so siblings will not be able to attend. We will take temperatures and certify everyone attending these meetings. Masks will be required at all times.

Sandwich is now following phase 4 guidelines for reopening. For sports, this means we have begun a shortened season for Boys' Basketball, Girls' Basketball and Competitive Cheerleading to begin immediately.

The number of fans we are able to have in attendance will limit both home and visiting teams to a combined maximum of 50. The amount of tickets allotted to each team will be decided by the conference.

Mr. Heilemeier – Sandwich Middle School

The SMS grade level curricular teams are in the process of reviewing the curriculum for the year. Grade level subject teams are in the process of identifying areas of concern that need to be addressed do to hybrid learning. Over the next two months, teams will be addressing these areas in preparation for IAR testing that is set to begin on March 15<sup>th</sup>.

The SMS AdvancED/Cognia team has been participating in the District updates and will be moving forward with school updates on plan as soon as we hear from the district committee. As for priorities, Covid took precedence this year, and all others are kind of in a holding pattern. We went over the strategy plan with the staff at our last staff meeting and our SMS AdvancED committee is creating a slides presentation for the staff to reiterate where we are in each priority and what we still need to do for each one.

### **Academic / Extra Curricular Programs & Services Progress:**

The winter sports season is finally up and running. With IESA and IDPH guidelines we are running seasons a little different than normal.

- Girls Volleyball got things going after winter break and the girls have been working hard. They are practicing 5 days a week with intrasquad scrimmages on Fridays. The girls will be able to play 3 games this season with no fans allowed per IDPH guidelines.
- Boys Basketball got things going at the beginning of February. They too are practicing 5 days a week and will scrimmage frequently throughout the season. Our 6th grade group will focus on skill development, while our 7th and 8th grade groups will continue to progress in their skills. The boys will be able to play two home games shortly after Presidents day.
- Both Volleyball and Basketball will wrap up around March 12th
- Girls Basketball will begin March 8th
- Track will get things going March 1st
- Wrestling will hit the mat starting April 5th

### Mrs. Ford – Herman E. Dummer School

Dummer's quarterly SIP report has been submitted for the Title I 1003a grant for the state report card. Communication continues between vetted vendors when working on the School Improvement Plan and the Illinois Quality Framework. ISBE has given some time leniency with school improvement plans due to Covid and attendance at school. Many of Dummer's goals fit right into our district school improvement plan as we prepare for our external review from Cognia later this year.

Winter benchmarking started the week of January 25 and soon this data will be compared to the fall data and plans for what we do next will come to fruition.

### **Academic / Extra Curricular Programs & Services Progress:**

Students have returned and teachers and staff have given all they've got to help the students see success. Starting on February 17, we will be welcoming approximately 15-20 students back from fully remote learning to A/B in-person days. The PreK-5 buildings looked at the survey data and were able to get things going sooner than anticipated.

Through all of this, Dummer has offered various forms of learning. Art club, band, online book talks, SEL, and DARE still continue to be offered as well as academics and academic help. We continue to utilize the DeKalb County family liaison and truancy to help reach some of our hard to reach families with some success.

### Ms. Greenacre - Lynn G. Haskin.

The staff, students, and families continue to be busy working both in school and remotely. The transition back to the blended model has been met with excitement, adaptability, and routine. Teachers have been working with whole class, small groups, and individual students to help meet the needs of the students and build

relationships between the students and staff. Everyone loves being back in school. We are benchmarking our students and will analyze the data to determine student progress. We use the data to develop interventions and adjust instruction.

One of the biggest challenges continues to be addressing the lack of attendance and remote work completion for a handful of our students. It certainly help to have the students coming to the building 2 days a week. This gives us the ability to work with them and have some comfort in being able to have that direct contact and knowledge of the student. Teachers and staff have used a wide variety of options to reach out and support the students and families, making a positive impact on many. We have also used the ROE Family Success Liaison and Truancy Officer to help us reach out to families with mixed success.

Our building level Cognia team has met with the district Pre-K-3<sup>rd</sup> grade team to begin preparing the necessary materials for the external review in May. This has led to some excellent discussions and enthusiasm for the school improvement process. We will be working regularly with the district team to prepare the materials required for the review and highlight all of the work on our school improvement goals that has been done during this last review cycle. The focus over the next couple of months will be to communicate our work with all stakeholders.

We have been doing some “sprucing up” around Haskin. Murals and wall art have been added all around our building. Some of the work has been done by Haskin staff, as well as Jeff Lay and some NHS students working on murals and paintings in our gymnasium. Come take a look around the building!

#### **Academic / Extra Curricular Programs & Services Progress:**

2/15, 2/16- Remote Planning Days

2/26-3/12- ButterBraid Fundraiser

3/1-3/5- Dr. Seuss Week

3/5- End of 2<sup>nd</sup> Trimester

3/15-3/19- One School, One Book

#### **Mr. Ryan – Prairie View**

Prairie View students and staff have settled back into our blended learning routines. When walking the building hallways, it is great to hear laughter, excitement, and the sounds of learning. Our staff continues to work diligently to work collaboratively to reach and teach all of our students on both their in-person days and on their remote learning days. As we have progressed through the school year, our teachers are improving upon their use of digital platforms, using paraprofessionals to support students learning, and looking for innovative ways to make learning successful for their students.

Our building staff has begun spending time reviewing the last five years of our Cognia district improvement cycle. This process has proven to be an eye-opening experience for our staff as it has caused us to reflect upon the significant amount of progress our district has made in the last few years. We’ve engaged in some valuable conversations that will assist in our planning of future school improvement priorities. The staff is looking forward to our external review in May and the opportunity to share their insights with the Cognia representatives.

#### **SIP / Educational Goals / Cognia Progress:**

- Re-evaluate building-level committees and their impact on our learning environment.
  - Our new building-level committees continue to meet to plan for possible initiatives that can take place during a blended learning format. Each committee is also developing plans for the start of next year.

- Create a process to monitor the success of our building-level safety procedures and protocols and make adjustments as needed.
  - As we've returned from our adaptive pause, the building staff has done a great job reviewing safety protocols with students each day. Staff is consistently reminded through building communications of the importance of following protocols.
- Create a process to monitor the progress/success of student work on remote learning days.
  - A collaborative process continues to occur weekly involving classroom years, our attendance secretary, Mr. Ryan, and our truancy coordinator from the county ROE. Staff is consistently working to engage students and their families to ensure students are completing their required work. Classroom teaching assistants are also serving an essential role in documenting student work and video conferencing from school with students on their remote learning days.
- Create a process to recognize student achievement continuously throughout the school year.
  - Lexia Link celebrations are happening weekly. Our newly formed Student Recognition committee has been busy with assisting the PPA in our annual Read-a-Thon. Last week we hosted celebrations where students were honored on stage and received medals. Looking ahead, we are planning a February program to recognize students. Initial planning for a possible Grandparents day is also underway.

Mrs. Kern - W.W. Woodbury

The upcoming holiday brings LOVE in our classrooms and reinforces showing kindness to others- a place in time where we can tell our friends how much we appreciate them. Of course, it does not take Valentine's Day to remind us of the need to communicate kindness, especially in the kind of year we have been having where support of one another is more precious than ever!

We are missing the hugs that typically are overflowing at our school this time of year, but still find ourselves hopeful for change to come. February brings us Black History Month and we are honoring significant contributions of inspiring African American's through our daily announcements and through literature. February 3<sup>rd</sup> is National Read Aloud Day and we are encouraging families to snuggle up together with a good book during these snowy days.

Last, this month we are completing our second benchmarking period where we will have some comparable data to make some determinations and decisions about student learning and curriculum. This will help us identify gaps in skills and content and allow us to reevaluate and refocus our efforts and look ahead into needs for the next school year.

**SIP / Educational Goals / AdvancED Progress:**

Topics for School Improvement:

- Reflect on implementation of ReadyGen ELA Curriculum, Reflex Math, & Lexia.
- MTSS review of data for winter benchmarking.
- Pilot use of EMRACE MTSS data system.
- Analysis of current intervention provided using fall-winter assessment data.
- Review previous plans for CHAMPS book study originally planned for last spring.
- Define Professional Development interests for 2021-2022 school year especially in terms of digital school culture.
- Continued review of standards-based report card standards, assessments, and modifications needed.

- Revisit PLC model professional development to drive classroom instruction and intervention.

**Academic / Extra Curricular Programs & Services Progress:**

- National Read Aloud Day
- Black History Month
- PPA Bundt Cake Fundraiser

Mrs. Swan-Gravatt – Director of Student Services

Planning for next school year has already been occurring in the office of Student Services for our services for our low incidence populations. Our low incidence population needs will continue to be met via district resources and services provided to Sandwich from the NIA (Northwestern Illinois Association). This month, I will be meeting with NIA representatives to conduct our needs assessment for school year 2021-2022.

According to the low incident population needs it is evident that Sandwich will maintain our level of assistance and services for Autism, Occupational Therapy, Vision Teaching, BCBA (Board Certified Behavioral Analyst), and Physical Therapy needs. There will be increases in hearing impairment and audiology due to increases of this disability in our student enrollment.

Our official district special education profile for the 2019-2020 school year was released this past week by ISBE. District Special Education Profiles are created for each public school district in Illinois. Local data are displayed along with statewide numbers for comparison purposes. Special Education Profiles are comprised of five sections:

1. Background Information
2. Student Performance
3. Educational Environment
4. School Completion
5. State Performance Plan

These profiles also help districts identify trends that are occurring within a district regarding their special education population. The following trends are evident when you compare our profile from year to year.

1. Continued upward trend of students enrolled with hearing impairments and visual impairments
2. Continued upward trend of students enrolled with a diagnoses of Autism

3. Continued upward trend of students enrolled and are prescribed occupational therapy, this is occurring at a disproportionate amount at the early childhood level
4. Continued upward trend at a disproportionate rate of students age groups 6-18 that require social work services
5. Specific Learning Disabilities continues to be our largest category of eligibility for special education services
6. Speech & Language Disabilities is our second largest category of eligibility for special education services
7. Continued trend of increasing year to year of total numbers of enrolled students with disabilities.

#### Mr. Bloemker – Director of Technology

From August 1<sup>st</sup> through February 3<sup>rd</sup>, we have closed over 1440 documented issues or an average of 60 issues per week. This is an increase of 305 reported issues over last year. Like previously mentioned, this increase is due to chromebook issues. Granted, we are able to resolve most of the issues in-house with a few having to be sent away for repairs. As of this writing, we have 51 open reported issues to take care of. The issues currently open are chromebook issues needing repairs (39/51), along with a few project requests, desktop computer issues, hardware requests and a few others.

Registration – The 2021-2022 Registration has begun. All of the forms were updated for the current year and approved by the administration. Parents were able to begin this process on January 27<sup>th</sup>. To date, we have had 146 submissions from parents for approval. This number of submissions is about the same number as last year at this time.

Applications/ISBE Updates – For the standardized testing such as IAR, ISA, ACCESS and KITE (DLM-AA), these are now able to be completed using the chromebooks which each student has. I have been doing spot-checking to ensure ISBE has the correct information. Using the chromebooks should make testing go a lot smoother this year. I have found an export from Tyler is not correct and have reported the issue to them.

ERATE: I have sent a letter to MetroNet stating that 2 conditions must be met before their service can be started, 1- USAC approved and 2- District BoE approved. The ERATE Form 471 should be filed this week so it can get the first approval, hopefully, soon.

Other items – The Tyler training session for the office personnel went very well. There will be another one in the near future on another topic. We continue to do our best to keep the district fully operational at all times.

#### **AUDIENCE TO VISITORS**

Parents in attendance shared their opinions of a desire to return to full in-person instruction.

**ENTER CLOSED SESSION**

Dr. Englehart moved, seconded by Ms. Saitta to adjourn to closed session to discuss matters related to the appointment, employment, dismissal, compensation or performance of specific employees; collective bargaining; safety and student discipline and other matters relating to individual students; litigation; and the setting of price for sale or lease of property or whether a particular parcel should be acquired. TIME 9:07 p.m.

Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta & Stahl. Nays: None  
MOTION CARRIED

**RE-ENTER REGULAR SESSION**

The Board re-entered the Regular Session at 9:45 p.m. Roll call vote indicated the following: Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta & Stahl.

**APPROVE CLOSED SESSION MINUTES**

Mr. Miller moved, seconded by Mrs. Saitta to approve the closed session minutes of the regular meeting of January 19, 2021 and the special meeting of February 4, 2021.

Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta, & Stahl. Nays: None  
MOTION CARRIED

**APPOINTMENT OF ASSISTANT SUPERINTENDENT**

Mrs. Scharenberg moved, seconded by Ms. Saitta to employ Tom Sodaro as Assistant Superintendent/Treasurer for the 2021-2022 school year and approve the contract as presented setting the 2021-2022 salary at \$148,000.

Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta & Stahl. Nays: None  
MOTION CARRIED

**RE-APPOINTMENT OF ADMINISTRATION**

Dr. Englehart moved, seconded by Ms. Saitta to approve the re-appointment of Micky Herzog – Sandwich High School Assistant Principal, Tim Gipe – Sandwich High School Assistant Principal/Athletic Director, Andrew Heilemeier - Sandwich Middle School Principal, Tim Ballard – Sandwich Middle School Assistant Principal/Athletic Director, Lynette Ford - Herman E. Dummer Principal, Dawn Greenacre - Lynn G. Haskin Principal, Jennifer Kern - WW Woodbury Principal, Garrett Ryan – Prairie View Principal, Crystal Swan Gravatt - State Approved Director of Special Education and Glen Bloemker - Technology Director for the 2021-2022 school year.

Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta and Stahl. Nays: None  
MOTION CARRIED



**ADJOURNMENT**

Mr. Miller moved, seconded by Mr. Schroeder to adjourn the February 9, 2021 Regular Board Meeting.

Ayes: Englehart, Miller, Wilson, Schroeder, Scharenberg, Saitta, & Stahl. Nays: None

MOTION CARRIED Meeting Adjourned at 9:51 p.m.

---

President:

---

Secretary: