WINDSOR COMMUNITY UNIT SCHOOL DISTRICT #1

BOARD OF EDUCATION

Regular Board Meeting – April 15, 2020 - Windsor Jr/Sr High School Library

1. Call to Order/Roll call President Matt Greuel called the meeting to order at 6:30pm.

The following were present: Karen Pfeiffer, Stacy Cole, Albert Shafer, Nick Hendrickson, Matt Greuel, Brett Barnard, and Michelle Schultz. Administrators Erik Van Hoveln, Jennifer Bridges, and April Drake were also present.

1. Pledge of Allegiance
2. Recognition of Visitors and Correspondence
3. Reports, Updates, Informational Items
	1. Superintendent Report

 Mr. Van Hoveln reported:

1. COVID 19 Update:
* Food delivery changed to providing a week’s worth of meals in two deliveries. This is to reduce the exposure of our staff.
* Remote Learning-teachers plan long distance learning with the focus being maintaining rather than growth. Letter grades will not be earned. Students will earn a Pass/Fail during this closure. All material must be tied to the IL State Learning Standards
* Aides are assisting students remotely
* HS Office is open daily 8:00-3:00.
* May 1 Return Date-TBD
* Field trips the remainder of the year have been cancelled.
* IESA cancelled all spring sports. IHSA next?
* We will be required to create a transition plan back to school whenever that may be. This will include many important topics such as late work, grades, promotion, summer school, additional student supports and many more.
* CARES funding from Federal Government may bring additional funding to our district. More to come as I learn the process.
* Prom, Student Awards Day and Graduations are still being discussed.
1. Finances: Federal Stimulus or CARES Funding will positively impact the Windsor District. We are set to receive around $90,000 in June. On the negative side IASA is forecasting tough years ahead. Concerns of delayed or deferred local tax revenue, future EAV decrease, county sales tax diminished and state revenue decline worse than 2008.
2. Current Expenditure Rate:

Education – 74.34%

Operation & Maintenance – 69.70%

Transportation – 66.26%

IMRF/Social Security – 57.83%

Capital Projects – 92.16%

Tort – 14.91%

Health Life Safety – 0%

Total – 71.32%

* 1. Principal Reports

Mrs. Bridges & Mrs. Drake reported:

* Remote Learning Plan
	+ state announced at 8 pm on Friday, March 27 that school would be out until at least April 7; the governor extended it later the next week to extend until at least April 30
	+ worked to create a learning plan that would best fit Windsor students and staff
* Organized Drive-Thru and pick up nights
	+ March 30 -- 3:30 to 6:00 p.m.
	+ Administration surveyed community as they picked up materials on internet service and needs for devices
	+ For families that were not reached on this night, support staff helped to contact those families by phone calls
* Chromebook Inventory
	+ Support staff took inventory of all Chromebooks in the district
	+ Chromebooks serial numbers and QNS numbers were documented on a spreadsheet for each building
	+ As Chromebooks are distributed to the community, each device is matched with a student
* FAQ for community and Faculty
	+ Updated as we receive more information
	+ Family FAQ posted on website under Remote Learning tab and printed and distributed at pick up nights
	+ Faculty FAQ emailed out as updated
* Remote Learning Tab on Website
	+ Created as single location to find information during and about closure
	+ Faculty has been instructed to refer parents here first if they have a question
	+ Included:  Remote Learning Plan, FAQ, Additional educational sites/skills, COVID-19 update
* Daily Reminders of food distribution
	+ Messages have been sent out daily about food distribution
	+ Days messages are sent have a larger number of participants
* Hosted faculty and special education meetings
	+ March 27 -- each principal held a Google Meet Faculty meeting to update staff
	+ April 2 -- district Google Meet faculty meeting to update staff of remote learning plan
	+ April 2 -- district special education Google Meet meeting to update staff of new guidelines
	+ April 3 -- Optional Google Classroom Google Meet meeting to help staff set up their Google Classrooms and begin assigning activities
	+ April 8 -- Google Meet Q and A for staff on Google Classrooms
	+ April 8 -- Google Meet Special Education Meeting updates on evaluations and Q and A
* Fundraisers
	+ Krispy Kreme -- Freshmen had been selling donuts and were to turn in the fundraiser on March 16.  With the closure, we held off and had Freshmen turn in fundraiser information and money on March 30.  The order will be placed once the situation is deemed safe.
	+ Fannie May -- These orders were delivered on April 7 to coordinate with the April 8 drive thru for the district.
* Field Trips
	+ Per ISBE recommendations all field trips for the rest of the 2019-2020 school year have been cancelled.
	+ For the 5th/6th grade field trip, half of the money raised this year will stay in the elementary account, while the other half will follow the 6th grade class to 7th grade to jumpstart their fundraising endeavors
* Senior Trip Update
	+ The Senior Trip was cancelled.  Mrs. Bridges held a Google Meet with the Senior Class officers on March 31.  The officers decided to give students an option of either having the money they raised refunded or to purchase a laptop.
* Class Sponsor Meeting
	+ Google Meet on April 7th
	+ Sponsors agreed to raise points to 800 starting with the incoming Freshmen class (Class of 2024).
	+ Points will remain calculated for high school only
	+ Every other year fundraising
		- One year -- “gala” -- all classes participate and this is the only high school class fundraiser
		- One year -- “traditional” fundraising year (i.e. Krispy Kremes, etc)
		- Seniors will continue to due the Harvest Picnic run every year
		- Homecoming Carnival was also discussed
* Handbook Committee Meetings
	+ Each administrator held virtual meetings to discuss handbook changes
* Chromebook Agreements through DocuSign
	+ To reduce contact, Chromebook agreements (for Remote Learning) were sent out using DocuSign to help administrators prepare for the April 8 distribution of the devices
* House Visits
	+ March 20
	+ Mr. VanHoveln, Mrs. Bridges, Mrs. Drake and Mr. Orman drove a bus to households throughout the district to visit families which had not been in contact with school personnel
	+ Food was delivered along with essential household items
* Communication Logs
	+ Teacher’s K-12 and special areas have logs in which to keep communication with families; after making contact the teacher then fills out the log with information such as date, time, method of communication, and topic of discussion
	+ 7-12 have a schedule to contact families so that overlap does not happen on a daily basis
	+ K-6 teachers have been instructed to be in contact with students at least once per week
	+ If teachers have been unable to make contact with students, they are to inform Chelsie, then she will contact emergency contacts. If she is unable to reach the student, then the administration will make a house visit.
* Donnelly’s Donation
	+ Donated 500 coloring books - placed in student lunches
* Dollar General Donation
	+ Donated 2,000 bags to help with food distribution
* IEP meetings
	+ IEP guidelines have not been relaxed during the closure, so administrators, staff, and parents have been using GoToMeeting to meet the deadlines for IEP meetings
* Windsor Faculty Parade
	+ Thursday, April 2 at 1:00 p.m.
	+ Staff met in the Elementary School parking lot to form a parade with cars decorated
	+ The Windsor Fire Department participated in the parade and helped cars pass safely across Route 16
	+ Mattoon JG-TC took pictures and video; the next day an article was published in the newspaper
* Uplifting FB messages
	+ Faculty and staff were asked and have created various “We Miss You” or other uplifting messages to the students which have been posted on FaceBook
* Mailbox for packets
	+ Jay Potter constructed our new Remote Learning mailbox which sits outside the Elementary School.  This mailbox was constructed so students can turn in their work.
	+
	1. Student Representative Report

None.

1. Consent Agenda – Approval of minutes, bills, and treasurers report; Release executive session minutes 9/18/19.

Shafer made a motion to approve and release, seconded by Schultz. Member’s votes were: Cole – yes, Shafer – yes, Hendrickson – yes, Greuel – yes, Barnard – yes, Schultz – yes, and Pfeiffer– yes. MOTION CARRIED 7 – yes, 0 – no.

1. Action Items
	1. Update and Discussion on Summer Facility Upgrades

Mr. Van Hoveln gave an update on the timeline for facility projects for the summer.

* 1. Student Handbook Changes 2020-2021

Greuel made a motion to approve, seconded by Schultz. Member’s votes were: Member’s votes were: Hendrickson – yes, Greuel – yes, Barnard – yes, Schultz – yes, Pfeiffer – yes, Cole – yes, and Shafer – yes. MOTION CARRIED 7 – yes, 0 – no.

1. Other Business None.
2. Adjournment A motion to adjourn was made by Shafer, seconded by Pfeiffer at 7:10pm. MOTION CARRIED by voice vote – all yes.