



September 7, 2021

Mr. Tom Guist

VIA EMAIL

Re: FOIA request dated 8/22/21 and received 8/25/21

Subject: All emails from John Sparlin to members of the board of education either separately or as a group identified as "weekly update" or similar from 6/1/2021 to 8/18/2021.

This letter will serve as Oswego Community Unit School District 308's response to your FOIA request received on August 19, 2021 under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information regarding your request is attached. Redactions were made due to the following exemption under the Illinois Freedom of Information Act as follows:

1. Section 7(1)(a) – Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law
2. Section 7(1)(b) – Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order
3. Section 7(1)(f) – Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.
4. Section 7(1)(m) – Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation
5. Section 7.5(r) of the Illinois Freedom of Information Act, 5 ILCS 140/7.5(r): Information prohibited from being disclosed by the Illinois School Student Records Act.

The decision to withhold the redacted information was made by me consulting with our District legal counsel. You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, IL 62706

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses > FOIA Requests Responses -2021 > then select FOIA ID #21-56.*

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request. Let me know if you have additional questions. Thank you.

John Petzke, CFO

John Petzke, CFO
Freedom of Information Officer

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Ursula Coan <ucoan@sd308.org>, Faith Dahlquist <fdahlquist@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>, John Sparlin <jsparlin@sd308.org>

DATE: 06/04/2021 15:48

ATTACHMENTS (20210604-154803-0000026): "[Superintendent Update 6.4.21.docx](#)" , "[Student Ambassador Rubric OHS.pdf](#)" , "[Student Ambassador Rubric - OEHS.pdf](#)" , "[SPED Admin. Recs.docx](#)"

Good afternoon,



Here is the weekly update.  Have a wonderful weekend!



Take care,

John



Dr. John W. Sparlin

Superintendent of Schools

Oswego Community Unit School District 308

4175 Route 71

Oswego, IL. 60543



Good afternoon,

I hope you are all doing well. Here is this week's update. This week included meetings with Val, Theresa, Ken, Dr. Podjasek, Heather Kincaid, Faith and my weekly meeting with Dr. Marino. Christi and I met with the HS Athletic Directors and Dr. Petzke joined us for that meeting as well. I facilitated the SLT Monday and we held an all administrator end of the year meeting this week.

OESPA Contract – Good News! The OESPA ratified the contract on Thursday. Out of 200 members who voted, 174 of them voted yes. This is a great approval margin. Congratulations to you on finalizing this contract. It was a long time in the making and passing a contract with 174/200 is a great thing for staff morale. Ken has added a memo into executive content of Boarddocs that outlines all of the changes in the negotiated agreement that we will be asking you to approve on Monday night.

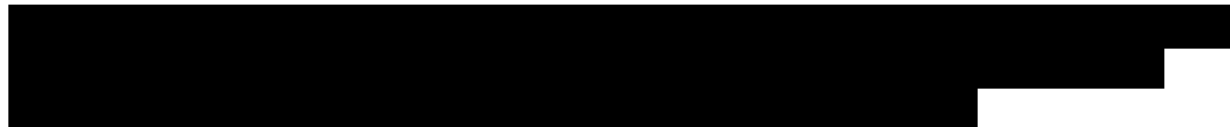
OCMA Negotiations – Today the negotiating teams came together at 1:00 here at the district office to cover the ground rules for the upcoming negotiations.

Capital Development Grant

Unfortunately, even though we had legislation in both the senate and the house, the capital development grant was not acted upon during this legislative session. It was not included in the BIMP (Budget Implementation Bill) either. I am not sure as to why there was a hold up with the legislation considering there were a number of co-sponsors in the House, which included the Minority Leader Jim Durkin as well as the Speaker of the House Chris Welch. At this time, we will have to wait and find out to why it was held up. Once we know this reason, we will know what our next steps will be to get it back in the veto session in November. I would say to not be discouraged about this, it is a process with many moving parts and we all knew this was not going to be easy and would take a while. I remain optimistic about this endeavor and I will keep you posted on this as I hear more.

June 7 BOE Meeting

More good news. Today, we were informed that we could save \$17,500 in early redemption of our TAW's (Tax Anticipation Warrants) if we paid the TAW's by June 30. We have added this as an informational item to Monday night and we will need to approve this item at the June 26 meeting.



Student Ambassador Application and Process for Screening Monday Night:

During closed session, we will review the Student Ambassador applications. You will receive a hard copy of each application, sorted by school and numbered just like in board docs.

As Dr. Marino shared with you, we have redacted the information in regards to student names.

[REDACTED]

[REDACTED]

Closed Session Items: We have **6 items** to go over in closed session Monday night. They are:

1. Personnel Report
2. District Administrator Contract – Health Services Coordinator
3. Building Administrator Contracts – 2 Assistant Principal Positions (Plank and Thompson)
4. OESPA Negotiations – Any questions will be answered as you will be asked to approve the contract in open session with OESPA
5. Adjustments for Special Education Leadership – this is for information and a time to ask any questions
6. Screening for Student Ambassadors

Also, as a reminder, we will start closed session at 6:15 so that we are able to get through all of the closed session items. Open session will begin at 7:30 as normal.

Have a great weekend. I will see you Monday night!

Thanks,

John

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Faith Dahlquist <fdahlquist@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>, Ursula Coan <ucoan@sd308.org>, John Sparlin <jsparlin@sd308.org>

DATE: 06/10/2021 17:23

ATTACHMENTS (20210610-172349-0000023): ["Superintendent's Update - June 10, 2021.docx"](#) , ["OCMA Neg. Update.docx"](#) , ["Monthly Enrollment Report - 06.07.21.xlsx"](#) , ["SD308 Organizational Chart - 2021-22 \(Names\).docx"](#)

Good afternoon,

Here is this week's update. Have a wonderful weekend!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Superintendent's Weekly Update – June 10, 2021

Good Afternoon,

I hope you are all doing well. Here is the weekly update. We conducted our regular cabinet meetings and I had quite a few meetings with the following individuals:

1. Renee Sartore - Director of English Learners
2. Kyle Olesen - Director of Technology,
3. Ken Miller – Director of Human Resources
4. Valerie Patterson – Executive Director of Student Services
5. Theresa Komitas – Director of Communications
6. Heather Kincaid – Executive Director of Accountability and High School Education a
7. Dr. Denise Hildebrand - Executive Director of Special Education

Earlier this year I started having quarterly meetings with each of the Directors who are not a direct report to me. The meetings are a nice opportunity for us to have one on one conversations, to catch up with them personally and to talk about their progress on the work they are doing.

Dr. Marino and I had our weekly meeting and during that meeting we met with Lori Grant who is the field services representative for IASB. We worked on finalizing the agenda for the June 26 meeting. A few of the items I was going to share were already shared by Dr. Marino in her update earlier today.

I have provided the following in today's update:

1. June 1 enrollment report
2. OCMA negotiations update
3. Copy of the district organizational chart with names

Have a great weekend!

Thank you,
John

Associate Superintendent for Educational Services Notes (F Dahlquist):

Planning for Next Year:

- Presented at Large Unit District Association Spring Conference on Moving Forward from the Pandemic
- Finalized Title I budget
- Met with all non-public school admins to discuss/train them on use of Title I funds
- Continued to screen applicants for the DEI Director position. We currently have 70 applicants!
- Screened applicants for high school instructional tech coach positions with Tania and Julie (high school assistant principals)
- Organized and conducted interviews with large team for high school instructional tech coach positions
- Participated in interviews for curriculum coach position
- Completed the Entity Profile System Updates for the State
- Met with high school principals to discuss plans for review of science and social studies curriculum next year
- Facilitated two hour training with all administrators in the district to review Envision 308 School improvement plans for 21-22, learning outcomes for principals and the professional development plan for the upcoming year.
- Finalized and shared classroom walkthrough schedule for next year with all admin for them to sign up and participate

Working on Climate and Culture

Participated in Title IX training

Met with Kyle (Technology Director) [REDACTED]

Attended admin end of year social

Legislation impacting the Transition/Pathways program:

The legislation pertaining to extending student eligibility to attend transition programming to age 23 was passed by houses.

Implications for the District include the following:

1. increase in student attendance at the Pathways program from 60 students to 70 students (if all parents elect to have their students continue attending the program in 21-22)
2. continuation of private therapeutic day program attendance for 2 to 4 students
3. delivery of compensatory services to students who do not elect to continue in a transition program but would like to receive select services (these students would be 'subtracted' from the possible 12 to 14 outlined in #1 and #2)
4. funding for programming - additional special education funding will not be provided.


Student Services Notes (V Patterson):

Student Services-

- Continuing- New student registration, returning student registration, including assisting families on affidavits who must prove residency annually, continues to be a focus for May/June/July:
 - Reminders:
 - Returning students' families may contact the school to enroll for SY 22. Staff must now assist returning families with the process (self-registration closed 5/14).
 - Currently enrolled families move/change address must verify residency at Central Registration and may "walk-in" to provide required documentation.
 - Central Registration, Student Services, Communications, and Health Services are located at the 308 facility in Mason Square Executive Center: 1008 Douglas Road, Oswego.
 - Legal reviews and required administrative responses coordinated by Student Services:
 - There is no discipline report in the summer months, however Student Services does compile the required state data for the district's student discipline by June 30 each year.
 - A complicated Junior High records request was completed.
 - Provided consultation and support for multiple schools re: Attendance Transfer Requests and students transferring into the district



Health Services

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- Posting open positions within the Health Services Department for the 2021/2022 school year.
 - Health Services Department Chair
 - Float Nurses (3)
 - Certified School Nurse

- 1 part time Health Office Secretary
- Working with Cardiac Solutions (contracted vendor) to ensure that district wide AED's are functional and that batteries and pads are not outdated.
- Partnering with Aurora University and Lewis University to offer clinical observation experiences in the fall for their current BSN candidates.
- Completed last scheduled COVID testing for OE and OHS athletes for the 2020/2021 school year.
- Currently collaborating with the Special Education and IT departments to determine if Medicaid billing for Health Services can be automated by pulling data directly from Tyler.
- Continued COVID contact tracing for in-person students and staff.



Communications Department Update (T Komitas):

News Stories/Announcements:											
	<ul style="list-style-type: none"> - Kathleen Jones Selected as Plank Junior High School Assistant Principal - Dr. LaTonya C. Davis Selected as Thompson Junior High School Assistant Principal - Pen Pal Program/Mystery Readers at Boulder Hill Elementary School - Dual Language Applications for Incoming Kindergartners Still Open - Congrats to OEHS Girls Softball Team Regional Champs! Banner 										
Facebook Followers/Posts:											
	<ul style="list-style-type: none"> - Current Page Followers: 9,996 - 12 New Posts - 2 Highest Reaching Posts: - Congratulations to the following athletic teams from both OE and OH for having won SPC Conference Championships:... (06.03.21) - reached 3.7k - Good Luck to the lady runners from both Oswego East and Oswego High at IHSA State..... (06.07.21)) - reached 3.4k 										
Marketing:											
	- Oswego Chamber's New Resident Program/boxes. We provided the Chamber 200 flyers and promotional items to be handed out to new residents to Oswego										
Prairiefest:											
	[Redacted Content]										
COVID-19:											

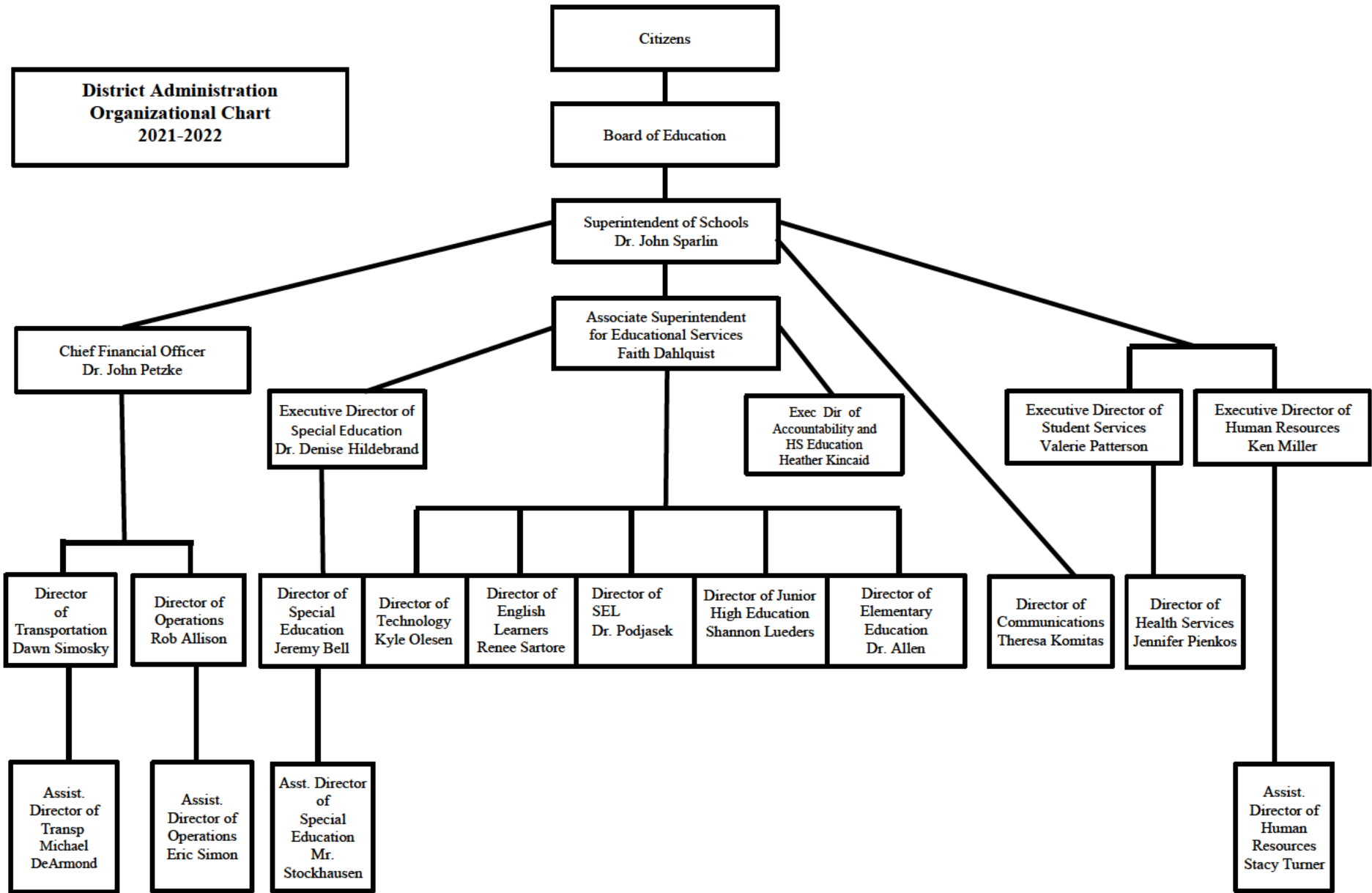
- IDPH and ISBE have released new guidance regarding layered mitigation efforts for schools as well as revised testing guides. [REDACTED]		
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[REDACTED]		
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Blackboard & Web Content:

- Updated School Supplies List for 21-22 in Parent Tab and on all Elementary School Quick Link sites
- Uploaded Graduation videos to SD 308 YouTube Channel
- Updated Board Pictures on Website
- Created Planning for Fall 21-22 site
- Held end of year Webmaster meeting

**District Administration
Organizational Chart
2021-2022**



Building	Total	ELC	K	1	2	3	4	5		6	7	8		9	10	11	12
Boulder Hill	611		130	93	112	98	93	85									
Churchill	477		54	72	75	83	94	99									
Fox Chase	560		84	98	97	74	102	105									
Grande Park	575		77	109	96	86	110	97									
Homestead	534		83	77	97	82	86	109									
Hunt Club	686		111	83	118	111	119	144									
Lakewood Creek	628		100	91	105	94	109	129									
Long Beach	406	55	69	55	59	81	74	68									
Old Post	427		63	76	85	75	67	61									
Prairie Point	425	57	59	80	63	71	68	84									
Southbury	552		95	103	83	91	95	85									
The Wheatlands	543		95	87	83	96	85	97									
Wolf's Crossing	425		62	52	67	80	70	94									
Bednarcik	617									189	214	214					
Murphy	812									273	270	269					
Plank	771									253	251	267					
Thompson	821									267	299	255					
Traughber	1,066									338	338	390					
Oswego High	2,682													679	711	687	605
Oswego East	2,761													740	724	732	565
ELC Brokaw	357	357															
East View Academy	48			1	1	1	4	3		4	2	5		7	3	8	9
Outplaced	77			1	1		4	6		3	6	6		11	5	12	22
GOAL	50													1	6	15	28
Pathways	39																39
		469	1082	1078	1142	1123	1180	1266		1327	1380	1406		1438	1449	1454	1268
Total Preschool	469																
Total Elementary	6,871																
Total Junior High	4,113																
Total High School	5,609																
Total Students	17,062																

Good afternoon,



Here is this week's update. Have a wonderful day!



Thanks,

John



Dr. John W. Sparlin

Superintendent of Schools

Oswego Community Unit School District 308

4175 Route 71

Oswego, IL. 60543



Superintendent's Update – June 17, 2021

Good Afternoon,

I hope you are all doing well. Here is the update for this week.

I finished my quarterly meetings with directors who are not a direct report to me. I met with Dr. Allen, Shannon Lueders and Dr. Hildebrand. I also met with Theresa Komitas, Rob Allison, Faith and Dr. Petzke. I also attended a regular bi-weekly Rotary meeting. I met with a representative from the architectural firm that is familiar with the Old Traugher building, and I will be receiving updated information on the building that I will be present to the Board. Dr. Petzke and I also met with Bob Lewis, our financial consultant from PMA. I wanted Dr. Petzke to meet Bob and be brought up to speed on our bonds and more specifically our next round of Debt Service Extension Bonds that we will be talking about in a couple of months. Bob does an excellent job and he is also a member of our community with kids in our schools. Today, Dr. Marino and I met for our weekly meeting and Faith and I met with directors to go over updates in regards to the 21-22 school year that we will be sharing soon.

I hope you all had an opportunity to look over the 5 year projections I sent to you earlier in the week. Just in case you did not see that email, Evidenced Based Funding (EBF) will resume in FY22 which changes our financial outlook in a positive way, which was very welcomed news.

I saw a nice article in the newspaper that highlighted one of our students, [REDACTED], who just graduated from OEHS. [REDACTED] received a full ride college tuition and board scholarship after receiving the Exxon mobile scholarship. That article has been included with todays update.

Also included today is the June update for the 20-21 BOE priorities.

Next week I will be sending you information on the Capital Development Grant, what it is, much of the work that has been done over the past couple of years and where it currently stands. I want to provide our new members with a more comprehensive understanding of the work that has been done on that project. Ultimately, if and when it becomes law, I will provide a report at a BOE meeting. Until then, I will continue to keep you informed on my efforts on this topic.

Have a great weekend!

Thanks,

John

Oswego East grad awarded full college scholarship

By Linda Girardi
For Beacon-News

Oswego East High School graduate Teegan Mathey was recently awarded a full college scholarship after some hard after-school work.

Exelon officials recently surprised seven young women who participated in the company's STEM Academy Leadership program with full-ride college scholarships.

"These scholarships are going to enable you to attend college debt-free, and it's not just a commitment for one year. We promise to stand by you for your whole time at college," Exelon President and CEO Chris Crane told the

students in a Zoom conversation.

The students had applied for the scholarship but had no idea that it would be for all four years plus room and board at a university of their choice.

Exelon will pay all of their costs associated with college, including tuition, room and board and all other expenses that are not covered by other confirmed scholarships, family contributions and work-study grants. The total value of the seven scholarships is about \$1 million, company officials said.

Mathey said she feels extremely grateful for the scholarship.

"I was completely shocked

throughout the entire call," Mathey said. "I feel so relieved that I won't have to worry about the financial burden of college."

Mathey had an impression it was going to be an interview but realized something was up when she saw Crane was a participant in the Zoom meeting.

"I thought it wasn't something the company would not normally do. My parents were standing in the room and when he informed us of the scholarships I was crying and my parents were crying because we were so happy," Mathey said.

The Exelon STEM Lead-

ership Academy is a free, week-long experience for girls ages 16 to 19 held each summer in the Washington, D.C., metro region; Chicago; and Philadelphia.

The newly launched scholarship was made available to STEM Leadership Academy alumni who are graduating from high school in 2021 or who have already begun their post-secondary education at a two- or four-year educational institution.

Mathey lives in Aurora and recently graduated from Oswego East High School. She first became involved in energy conservation in

the seventh grade in middle school and won national awards through the National Energy Education Development Project with her class at Bednarcik Junior High.

Two summers ago she began to get involved in the Exelon STEM Leadership Academy, which helped her realize that she wanted to pursue a career in environmental science, she said.

Mathey has plans to attend the University of Alabama this fall where she will major in environmental science and minor in pre-law on a STEM to MBA path, which is designed for students interested in those disciplines, she said.

"I have a passion for energy

conservation, specifically in environmental policy. I hope to make an impact in that field when I pursue a career," Mathey said.

Mathey credits her teachers for the positive impact they have had on her studies during her school career in Oswego-based School District 308.



Linda Girardi is a freelance reporter for The Beacon-News.



Mathey

Board Priorities Update	Update on progress from June 2021
Student Learning	
Creation of a Remote Learning Plan as well as plans to transition to in person instruction	Since February, we have implemented two more changes/updates to the remote and hybrid plans. We also have created plans for the fall. These were shared with the board on the May 10th meeting and to parents on May 14th. We are utilizing ESSER funds to improve instruction and limit the impact on our budgets. As new guidance becomes available, we continue to make revisions for the plan for August.
Implement K- 8 Literacy Framework	All Junior High staff had the initial training on May 5. All elementary instructional coaches had initial training on May 14th. All elementary staff will have initial training on Sept 7, 2021. Training times have been built into each Institute and School Improvement Day next year. A schedule of classroom walk-throughs has been created to monitor and support implementation.
Implement the K-8 Math Framework	Initial training for Junior High teachers occurred pre-COVID. More training will be provided each Institute day next year. A schedule of classroom walk-throughs has been created to monitor and support implementation. At the elementary level, we will continue to build capacity in our coaches and will introduce the framework to elementary teachers in April of 2022.
Implement the District Climate for Learning Framework (which includes culturally responsive instruction, amplifying student voice for equity, increasing student engagement, restorative justice and discipline practices, social /emotional learning	<p>The vast majority of Secondary Building Administrators and ESD administrators participated in a four-part training series on Leading Change for Equity. The funding for this was from a grant that AVID helped partner with us to receive. There were three hour interactive training sessions on Feb 18, Mar 11, Apr 8 and Apr 27.</p> <p>A list of learning expectations for 2021-22 was created for Principals so that they know the entirety of the work in front of them for the upcoming school year. This was shared at the June principal meeting.</p> <p>We continue to provide opportunities for professional learning in SEL. Several opportunities are available over the summer, including focusing on SEL through literature, a professional book study on trauma and resiliency, and SEL lesson collaboration sessions. We also received mini-grant funds for staff to attend SEL sessions through the Regional Office of Education on SEL Competencies, Anxiety, Supporting LGBTQ+ students, and Classroom Management.</p>
Implement the new School Improvement Team and plan process	A new simplified school improvement plan and process was put in place that allowed for measuring improvement in instruction by means other than test scores. A component of each principals' evaluation was related to this. This process was reviewed at the June principal meeting. Principals were invited to provide feedback on the process.

Supports for Student Learning	
Implement a collaborative learning system for Staff (Instructional Innovation Teams)	A schedule of trainings for this process has been established for next school year. Regular time for staff to do this has been created several times a month.
Implement K-8 Instructional Coaches	<p>Elementary Instructional Coaches worked with building administrators to develop and deliver professional development for teachers, specifically focusing on best practices in math and number sense. They have also worked with the Director of Elementary Education to select guided reading resources that will support the rollout of the K-8 Literacy Framework during SY 21-22.</p> <p>The junior high instructional coaches worked with building administrators to develop and deliver professional development for teachers. The instructional coaches have worked with building principals to select new guided reading materials for 4 of the 5 junior high schools, and at the fifth school, the Instructional Coach has worked with the Library Media Specialist to find diverse materials to supplement English Language Arts classes for next year.</p>
Establish district wide use of google classroom	Implementing Remote for All has caused every teacher to use google classroom for an extended period of time. This priority has been fully accomplished. We will continue this practice in the Fall of 2021.
Continue development of Strategic Plan (one page priority, 5 year detailed plans of implementation, calendar of annual reports (budget, technology, professional development, student learning, etc.) to the Board/ Community on progress, dashboard	The one-page document from April of 2020 was reviewed with all principals at the June meeting. Examples of 5 year detailed plans have been created.
Train administration to assist with improvement of Special Education leadership and services	<p>All Assistant Principals were provided training support during 20-21 at the Assistant Principal meetings. Lead teachers at the JH level were also invited to attend beginning in January, 2021. Plans are in place to expand the LEA responsibilities for IEP meetings beginning Fall, 2021.</p> <p>Responsibilities will now include serving as the LEA for special education re-evaluation meetings as well as annual review meetings. Training sessions at AP meetings will continue to be provided during 2021-22. An LEA Bootcamp is scheduled for early August, 2021 to onboard new administrators.</p>
Improve initial and ongoing training to improve the retainment of new admin hires	Plans for a robust initial and ongoing administration orientation have been built for July/August. Plans have been developed to continue to have assistant principals part of trainings and discussions at principal meetings once a month next year.
Ensure staff and students have access to devices and internet that is	In total, we have received and distributed roughly 13,000 devices to students and staff throughout the year. We are currently in the process of

needed to interact with instruction	collecting senior devices and other non 1:1 devices that were distributed beginning in March of 2019. This summer we are cleaning and repurposing devices for our elementary buildings for the beginning of next school year.
Create Diversity, Equity, and Inclusion Advisory Board Committee	The group met several times this year to create Equity Belief Statements (presented to the Board on June 7).
Finance and Facilities	
Maintain a balanced budget	Extended remote learning has resulted in additional savings for the District - primarily in the Operations & Maintenance and Transportation Funds. Therefore, FY21 is expected to end with a small surplus. Additional federal funds through the Elementary and Secondary School Emergency Relief (ESSER) Grant will provide budget relief in FY22 & FY 23. This, along with fully funded EBF expected and board approved reductions, will allow the Board to maintain a balanced budget in the foreseeable future.
Track the impact of COVID-19 to revenue: EBF, property tax collections, student registration fees, etc.	Impact to property tax collections has been negligible. Major impact has been to Evidence Based Funding. However, we will see a return to full funding for FY22.
Look at State and Federal support for these revenue shortfalls	Additional ESSER funds and fully-funded EBF will address revenue shortfalls.
Develop a cost for Phase I and Phase II of the Old Traugber building	Phase I presented to the Board in summer of 2020. Phase II costs estimates completed fall 2020. These will be reviewed and updated before bringing back to the Board.
Look at projections and space solutions for Grande Park and Brokaw for the 21-22 school year	Most current enrollment projections (Dec. 2020) indicate that Grande Park remains below the instructional capacity limit of 721 through the 2025-26 school year. Child Find numbers for early childhood are down due to the pandemic. We anticipate having space at the elementary schools for early childhood satellite classrooms if needed.
Community Partnerships	
Engage past district partners to continue support of special programs (PRIDE, Crosstown)	The past partners (Huntington, Allied, Chick-Fil-A, and Culver's) continued their sponsorship with our recognition program.
Host the Alumni Dinner event that was postponed when allowable	Due to restrictions on event size this event remained postponed for this school year.

<p>Host a food pantry distribution site for the Kendall County Community Food Pantry - target date to open this fall.</p>	<p>The food pantry has continued to hold distribution regularly each month. In May we opened a care closet component of our distribution that allows us to provide a variety of baby and personal hygiene products as available. All of these are items donated and managed through a partnership with Community Cares in 308. The last distribution for the 2020-2021 school year took place on June 4th. We will be reopening on August 6th.</p>
<p>An annual report to the community about plans and accomplishments was created.</p>	<p>The report is complete, final changes were submitted to the designer. The document is being converted into an interactive web-based publication and will go out by the end of June 2021.</p>
<p>Provide frequent communication about changes to in person and remote learning in reaction to COVID-19. These include weekly parent updates and a webpage www.sd308.org/reopening</p>	<p>Weekly parent and staff communications were sent throughout the school year, with additional updates as needed for important changes.</p> <p>The webpage was updated frequently, including the safety plans categorized by topic. A metrics tool was added to publish data from schools regarding student and staff quarantine, positivity, and mitigation measures.</p>

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Ursula Studer <UStuder@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>, Faith Dahlquist <fdahlquist@sd308.org>, John Sparlin <jsparlin@sd308.org>, John Petzke <jpetzke@sd308.org>

DATE: 06/25/2021 15:06

ATTACHMENTS (20210625-150648-0000038): ["Superintendent's Update - June 25, 2021.docx"](#)

Good afternoon,

Here is the weekly update. Have a great night!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Superintendent’s Weekly Update – June 25, 2021

Good Afternoon,

I hope you are all doing well. Here is this week’s update. The week started out with our regular cabinet meeting and I met with Ken on a variety of HR issues. Ken and I also met to go over the Facebook posts that I updated you about earlier this week, with Maureen and Dr. Marino joining, to talk through the issue in more depth. Updates regarding this have been provided to the Board throughout the week. I met with Theresa and Val as well.

I had the opportunity to meet with Ernest Crim III. Earnest is a high school history teacher at Joliet East High school and author of the book “Black History Saved My Life” which I am currently reading. Jen told me about Ernest so I started reading his book and wanted to meet with him.

I met with our Village President, sent out the video to families and the press release that I’m sure you saw. Once we receive the updated guidance from ISBE, I will share it in the next video.

The Communications Department maintains a file of annual press topics- dates of recognition/observation, annual contests/awards, traditions, sports seasons, etc.; these are used in addition to the many stories submitted and requested across the district. The district maintains an email address (stories@sd308.org) that can be used by any staff member to submit a story, accolade, photo, announcement, etc. The communications team uses these submissions to develop content for press, websites, social media, parent and staff newsletters.

Is there a district communications strategy/plan?

There are a few components to the communications strategy in the district. With so many different schools, students and staff it is impossible for all content to be generated at the district level. In most schools the principal publishes regular newsletters and develops announcements. Additionally, content is sent out through PeachJar (like a virtual backpack) and on school websites and social media channels. Content being sent out to newspapers or in reply to any media inquiry does come through the district Communications Director.

Proactive communications often include new hires, special weeks/days of observation, school schedule and event information, registration dates, and important announcements.

Additionally, a reactive/urgent communications channel is necessary. This type of communication is often not planned for, and requires a rather quick and accurate response. This could be in response to a community concern, a student or staff member injury/death, a threat, misconduct, a response to public content discussing an issue with the district and/or Board of Education. These messages are always created and vetted by the Communications Director and most often reviewed by the Superintendent.

Who vets the press releases once written?

The Communications Department creates most district-level content. Depending on the topic, it may be only reviewed by the department director, or could include other administrators and/or the Superintendent.

The next question I received was: "Can you please let me know how we selected the sections within the Board Priorities and what we hope to accomplish based on the objectives within each section?"

Response: Two years ago during our Saturday work session we began our discussion in regards to the strategic planning process. During that meeting we engaged in conversation about the need for a strategic plan, what the process would look like, and we shared some examples from other school districts. The 4 areas, Student Learning, Supports for Student Learning, Finance and Facilities, and Community Partnerships is where we landed in regards to the headings for each area the plan would address. We determined that the BOE priorities for the upcoming year would fall under each of those categories. We then discussed and decided what that years priorities would be. In regards to the strategic planning process, we began the work and during the pandemic the Board decided to put the strategic plan on hold due to everything we were facing regarding the pandemic. On Saturday, we will be going over the process, what work was done prior to putting it on hold, and discussing our next steps.

[REDACTED]

Follow up from an item Dr. Marino had shared that I asked Ken Miller to look into. The following is from Ken:

[REDACTED]

[REDACTED]

I wanted to share the following from Valerie Patterson:

Re: Reported Coaching Concerns (Delta Aquatics/Oswego Swim & Dive program(s))

The District received a report citing a specific instance that occurred at Oswego East High School (OE) during a Delta Aquatics practice. The report was submitted by the parents of a female swimmer who alleged being a victim of concerning behavior on the part of the coach, Deryl Leubner. This instance involved a female swimmer who is a [REDACTED]. The complaint alleges Mr. Leubner's behavior creates a climate and culture of bullying, hazing and abuse that happens on school grounds, and impacts a group of the district's student athletes participating in Delta Aquatics and the high schools' Oswego Swim and Dive team.

Valerie Patterson, Executive Director of Student Services and Title IX Coordinator, and Stacy Turner, Assistant Director of HR and a District Complaint Manager, are investigating the matter [REDACTED]

[REDACTED]

I am looking forward to our meeting on Saturday. We will begin at 9:00 at Oswego East in the Board room. Just a reminder to please look over the documents in Boarddocs prior to the meeting as we will not be using chromebooks. However, we will have handouts for everything except bills for payment

Have a great day and I will see you tomorrow morning.

Thanks,

John

Associate Superintendent for Educational Services Notes (F Dahlquist):

Planning for Next Year:

Conducted full day of first round of DEI Director interviews
Met with team around state information and remote learning in the fall
Met with Kyle regarding technology purchases and training for next year
Met with President of Chamber of Commerce to plan new teacher orientation
Conducted second round of DEI Director interviews with panel of parents and administrators
Submitted revisions on ESSER II grant
Met with union leadership on plans for improvement in K-8 literacy and math instruction

Working on Climate and Culture:

Helped with bus arrival and dismissal on first day of Summer Connections
Met with group of parents regarding concerns with culturally responsive teaching
Held ESD meeting to discuss BRAVE communication
Created meeting schedule to meet with each principal/building team to discuss:

1. What can I (Faith) start, stop, or continue that would help you or your work?
2. What can ESD (EL, Spec Ed, Tech, SEL, DEI, level director, assessment, etc) start, stop, or continue that would help you or your work?
3. What can I (Faith) do to improve our admin meetings?
4. What ideas do you have to improve our culture and/or communication

So far, I have met with Old Post, Plank, Churchill, Bednarcik, Grande Park, Pathways, Murphy, EVA, Brokaw, Lakewood Creek.

Communications Department Update (T Komitas):

News Stories/Announcements:

- Recognizing Juneteenth also known as Freedom Day, Jubilee Day, and Emancipation Day
- Health Requirements (2021-22 School Year)
- Let's Read A Story! (Family Support Department)
- Kindergarten Screening Summer Dates June 17th, July 14th, August 3rd

Facebook Followers/Posts:

- Current Page Followers: **10,012**
- 12 New Posts
- 2 Highest Reaching Posts:
 - Health Requirements for 2021-22 School Year... (06.22.21) - reached 4.3k
 - OHS Boys Track - IHSA Sectional Champions for first time in 29 years..... (06.11.21) - reached 3.5k
- Here is how our fb page post performance on compares to other districts in our area:
 - 1) West Aurora (15K / page likes)
 - 2) East Aurora (12K / page likes)
 - 3) Plainfield Community (9.8K / page likes)
 - 4) SD 308 (9.4K / page likes)

5) Naperville SD (7.5K / page likes)

6) Valley View (7.5K / page likes)

7) Yorkville (4.4K / page likes)

Marketing:

- Oswego Chamber's New Resident Program/boxes have been very successful. The Chamber has already handed out 200+ and is getting ready for a second round to another 100+ new residents on July 6th.

COVID-19:

- No update this report

Blackboard & Web Content:

- Posted District Calendar for 21-22 School Year and shared to all school's calendars, including BOE meeting dates
- Removed all retired teacher accounts
- Added several new staff to the Intranet
- Fixed Boulder Hill Homepage Layout
- Fixed Fox Chase ACE Article
- Hunt Club Outdated Links Removed
- Brokaw Small Pixelated Images Replaced
- District Operations Outdated Policy Links Replaced
- Link Wrap CSS Adjustment in Progress
- Resynced Thompson Twitter/Facebook Accounts to BBComms
- Moved Teacher Profiles to new sites
- Refreshed all school page apps and put in correct order after school ended
- Accessibility Fixes: Repaired Bad Tables in several website locations

8/31/2021

SUBJECT: Emailing: July 1, 2021 Superintendent Update
FROM: John Sparlin <jsparlin@sd308.org>
TO: boe@sd308.org
CC: Ursula Studer <UStuder@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>, Faith Dahlquist <fdahlquist@sd308.org>, John Petzke <jpetzke@sd308.org>, John Sparlin <jsparlin@sd308.org>
DATE: 07/01/2021 11:20
ATTACHMENTS (20210701-112001-0000045): "[July 1, 2021 Superintendent Update.docx](#)"

Good morning,

Here is the weekly update. I hope you all have a wonderful weekend!

Thank you,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Superintendent's Weekly Update – July 1, 2021

Good afternoon,

I hope you are all doing well. Here is this week's update. This week was an extremely busy one. I am going to keep today's message short and to the point on the topics below.

I received the following from the Executive Director of LUDA yesterday:

The LUDA letter to Dr. Ayala (State Superintendent) has gotten significant attention statewide. That being said, we are all still waiting for new guidance. This week, we received a [response from Dr. Ayala](#) to the letter sent from the LUDA Superintendents. As you can see from the response from Dr. Ayala, we will not receive the updated guidance for what sounds like a few weeks. At the July 12 BOE meeting we will share what we know at this time and where we at with our planning for 21-22. Whatever the final guidance happens to be, we will be ready to open full time.

Updates on other issues personnel issues:

[REDACTED]

[REDACTED]

Update on DEI position: I participated in an interview with our two finalists for the DEI position this week. [REDACTED]

[REDACTED]

The district is closed tomorrow and Monday. I hope that you all have a great 4th of July weekend!

Thanks,

John

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Maureen Lemon <mlemon@ottosenlaw.com>, Ursula Studer <UStuder@sd308.org>, Faith Dahlquist <fdahlquist@sd308.org>, John Petzke <jpetzke@sd308.org>, John Sparlin <jsparlin@sd308.org>

DATE: 07/09/2021 12:45

ATTACHMENTS (20210709-124523-0000042): "[Superintendent's Update - July 8, 2021.docx](#)"

Good afternoon,

Here is this week's update. Have a great weekend!

Thank you,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Superintendent's Weekly Update – July 8, 2021

Good Afternoon,

I hope you are all doing well. Here is this week's update. I met with my cabinet a couple of times as well as with Ken, Val, and Theresa. Faith and I also conducted the final round of interviews for the DEI position. We had a full team meeting regarding our fall planning ensuring everything is in place for the 21-22 school year. I held an after action meeting in regards to the Septran bus incident to confirm all of the tasks that needed to be done were either completed or in progress. We also met with the attorneys who have been assigned to this case from the districts risk management trust. [REDACTED] I had my weekly meeting with Dr. Marino as well.

Monday night we have a lot of information to cover in closed session, so I ask that you please take the time needed to read all documents so that we can get through our items in the time allotted, in order to avoid going back into closed session at the end of the meeting. [REDACTED]

For Closed Session on Monday night we have the following items to cover:

1. Student Ambassador Interviews
2. Personnel Report
3. Approval of Building and District administrators (5). [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. At our last Board meeting we presented the Board with recommendations to special education leadership. The Board had asked specific questions to be addressed. We listened to the closed session conversation and have addressed each of the questions in the memo the Board has been provided.
5. We will go through the Grievance appeal made by a parent. You have been provided the report from the investigator as well as my decision that was sent to the parent. Per Board policy 2:260 the Boards job is to either affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. [REDACTED]
6. I will provide the Board with an update from the Septran bus incident.

Please let me know if you have any questions on any of the information that has been provided.

I have also included a letter that was sent from the IASB to Governor Pritzker yesterday that I thought you might like to see. I also just saw that the CDC has issued their guidance which means that ISBE/IDPH will be issuing their guidance to us very soon. I anticipate that it will come out this week. Here is the information from CDC for your reference: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

<https://www.google.com/amp/s/abcnews.go.com/amp/Politics/cdc-puts-guidance-masks-schools/story%3fid=78752945>

I hope that you all have a great weekend and I will see you on Monday night. Please remember we will start closed session at 5:15 with the student ambassador interviews.

Thanks,

John

The following information was received from the Executive Director of IASB:

Today, I again spoke with Illinois State Superintendent Carmen Ayala to discuss future guidance regarding COVID-19 mitigation measures for public schools and the importance of local decision-making. Following this dialogue I sent a letter to Governor JB Pritzker urging guidance that allows locally elected school officials to determine what mitigation measures should be implemented to keep their district safe and create a productive, healthy learning environment for students.

Please take a moment to [read the letter signed by IASB President Thomas Neeley and myself](#) on behalf of the 848 IASB member districts.

We appreciate the willingness of the State Superintendent and Office of the Governor to collaborate with IASB. We continue to have regular communication with the State Board of Education, Department of Public Health, and the Governor's office. We know that everyone involved with education is passionate about the steps necessary to return to in-person learning this fall.

Thank you for your continued leadership.

Associate Superintendent for Educational Services Notes (F Dahlquist):

Planning for Next Year:

- Met with ESD team to discuss possible new guidelines from state.
- Conducted 3rd and fourth round of interviews for the DEI position
- Finalized and submitted more federal grant applications
- Worked on new teacher orientation plans
- Built template for all admin weekly communication for next year

Working on Climate and Culture:

- Met with Brokaw team on climate/culture for next year
- Continued meeting with each principal/building team to discuss the list of questions below. In the past two weeks, I met with OHS, Homestead, Wolf's Crossing, Hunt Club, Traughber, Fox Chase, GOAL, Thompson, OE, The Wheatlands, and Boulder Hill.

Student Services Notes (V Patterson):

- Valerie Patterson and Stacy Turner (HR) are investigating an allegation regarding the allegation of inappropriate behavior by Coach Deryl Leubner (Delta Aquatics/Oswego Swim/Dive) from June, 2021. The complaint requests that the district address specific and general allegations that include:
 - Specific inappropriate behavior by Deryl Leubner related to a Delta Aquatics incident in June, 2021
 - An ongoing toxic and abusive environment within SD308's programs including: Delta Aquatics, current Oswego Girl's Swim/Dive and past Oswego Boy's Swim/Dive (while under the supervision/direction of Coach Deryl Leubner).



- Ongoing! New student registration, returning student registration, and assisting families on affidavits who must prove residency annually. Reminders:
 - Returning students' families may contact the school to enroll for SY 22. Building staff must assist returning families with the process now.

- Currently enrolled families who move/change address verify residency at Central Registration and may “walk-in” to provide required documentation.
- Central Registration, Student Services, Communications, and Health Services- located in Mason Square Executive Center: 1008 Douglas Road.

Health Services

- Ongoing summer work:
 - Monitor IDPH and ISBE COVID updates to determine changes that would impact return to school guidance;
 - Allocate Certified Nurse caseloads equitably;
 - Update and organize district Health Services manual to ensure information is accurate and current
- Planned coverage for high school schedule pick-up events
- Focused on interviewing for open positions in the Health Services Department for the 2021/2022 school year:
 - Health Services Department Chair
 - Float Nurses (3)
 - Certified School Nurse
 - 1 part time Health Office Secretary

Communications Department Update (T Komitas):

News Stories/Announcements:												
	<ul style="list-style-type: none"> - A Community Message from Superintendent Dr. Sparlin - Response to Social Media Reports - Dr. Sparlin Joins Colleagues Advocating for New Guidance from State Officials for Return to School - Accepting Dual Language Applications for Incoming Kindergartners Until July 15th - Emergency Broadband Benefit-Federal Discount - Kendall County Health Department - Illinois Vaccine for Children Program (VFC) - National Crisis Resources 											
Facebook Followers/Posts:												
	<ul style="list-style-type: none"> - Current Page Followers: 10,049 - 9 New Posts - 2 Highest Reaching Posts: - **Update: All reported allegations are and will be fully investigated... (06.24.21) - reached 12.6k - Community message from Dr. Sparlin, 2nd edition..... (06.24.21)) - reached 4k 											
Annual Report:												
	<ul style="list-style-type: none"> - The Annual Report - By the Numbers, has been sent to the printers and is ready to be published on the website. This report is the first annual report published since the 2015-2016 school year. We are excited to share with the community a snapshot of the last several years in our district's history (from 2016-2020) as well as the accomplishments, achievements, statistics, figures, and more. 											
COVID-19:												

	<p>- Awaiting ISBE/IDPH joint guidance for the 2021-22 school year. State Supt. Dr. Ayala has indicated this may come out by next week, but that ISBE will not publish health-related guidance- it must come from IDPH.</p>		
<p>Blackboard & Web Content:</p>			
	<ul style="list-style-type: none"> - Updated profiles for CFO, Principals and Assistant Principals on websites - Revising Employee Intranet site on District website - Created Jot Form for BOE 21-22 Advisory Committee Applications - Added Countdown to the start of school app on Intranet page - Condensed redundant pages on district website - Modified site theme to remove excess white space and fix alert banner placement after Blackboard completed an update to our site - Created a shared library for corporate logos from our district partners for use in School News and other apps 		

8/31/2021

SUBJECT: Information

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Ursula Studer <UStuder@sd308.org>, Faith Dahlquist <fdahlquist@sd308.org>, John Petzke <jpetzke@sd308.org>, John Sparlin <jsparlin@sd308.org>, Theresa Komitas <tkomitas@sd308.org>

DATE: 07/11/2021 15:47

ATTACHMENTS (20210711-154706-0000040): ["Memo to Board on 7.11.21.docx"](#)

Good afternoon,

I hope you are doing well. Please take a few minutes to read the memo I have attached to this email. I look forward to seeing each of you tomorrow evening.

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Good afternoon,

At Monday night's meeting, we will be discussing masking for the 21-22 school year and making some decisions from that conversation. Over the past several days, I have forwarded to you all of the information that I have received.

As soon as I read the email from State Superintendent of Education Dr. Carmen I. Ayala (ISBE), I started calling some of my peers and spoke to our Regional Superintendent. I did this because Dr. Ayala stated "I am very happy to announce that the Illinois Department of Public Health (IDPH) has fully adopted the [updated guidance for schools issued today by the Centers for Disease Control and Prevention \(CDC\)](#), which is based on the latest scientific information about COVID-19. All Illinois schools, both public and nonpublic, will use the CDC guidance released today to start the 2021-22 school year. You can read more in [IDPH's press release](#)." She also stated, "Please review the CDC guidance thoroughly. I will highlight two major changes here that I know educators and families have been eager to hear:

1. **Requiring** masks only for individuals who are not fully vaccinated.
2. **Recommending** at least 3 feet of physical distance between students within classrooms, but not if this would be a barrier to in-person learning.

When you open the document from the CDC it states:

- "Masks **should** be worn indoors by all individuals (age 2 and older) who are not fully vaccinated. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained."
- "CDC **recommends** schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking."

When you open the document from IDPH, it quotes IDPH Director Dr. NgoziEzike as stating, "Our goal is to protect the health of students, teachers, and staff so that in-person learning can resume as safely as possible, "The CDC is right: vaccination is the best preventive strategy. As school board members, parents, teachers and superintendents plan for a return to in-person learning in the fall, we strongly **encourage** those who are not vaccinated to continue to mask. IDPH is proud to fully adopt school guidance issued by CDC, which is based on the latest scientific information about COVID-19."

The document goes on to state:

- Masks **should** be worn indoors by all individuals (age 2 and older) who are not fully vaccinated.

- CDC **recommends** schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.

[REDACTED]
[REDACTED] Dr. Ayala sent the following on Saturday afternoon:

Clarifying Mask Guidance

The Illinois Department of Public Health has fully adopted the Centers for Disease Control and Prevention (CDC) updated guidance for schools released on July 9. View the [guidance](#) and the [press release](#).

Q: Is masking required in schools?

A: The CDC guidance that Illinois has fully adopted for all K-12 public and nonpublic schools states: "Masks **should** be worn indoors by all individuals (age 2 and older) who are not fully vaccinated. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained."

"The CDC continues to **recommend** masking and physical distancing as key prevention strategies. However, if school administrators decide to remove any of the prevention strategies for their school based on local conditions, they should remove them one at a time and monitor closely (with adequate testing through the school and/or community) for any increases in COVID-19 cases. Schools should communicate their strategies and any changes in plans to teachers, staff, and families, and directly to older students, using accessible materials and communication channels, in a language and at a literacy level that teachers, staff, students, and families understand."

"Schools should work with local public health officials to determine the prevention strategies needed in their area by monitoring levels of community transmission (i.e., low, moderate, substantial, or high) and local vaccine coverage, and use of screening testing to detect cases in K-12 schools ... A school in a community with substantial or high transmission, with a low teacher, staff, or student vaccination rate, and without a screening testing program should continue to require masks for people who are not fully vaccinated."

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

I also know there may be questions in regards to students who are not vaccinated so I wanted to make sure you saw the following declaration from Dr. Ayalamandating in-person learning with limited exceptions:

Beginning with the 2021-22 school year, all schools must resume fully in-person learning for all student attendance days, provided that, pursuant to [105 ILCS 5/10-30](#) and [105 ILCS 5/34-18.66](#), remote instruction be made available for students who have not received a COVID-19 vaccine or who are not

eligible for a COVID-19 vaccine, only while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health.

[REDACTED]

[REDACTED]

It sounds as we may have a large number of people attending tomorrow's meeting. For this reason, I have moved open session into the Performing Arts Center at OE. Closed session will be in a room down the hall from the PAC. Ursula will send you an email tomorrow on what door to enter and what room we will be in for closed session.

Finally, as I reread the weekly update, I noticed that I didn't share some very good news. We were informed that we will be receiving \$12 million in ESSER III funds as compared to \$7 million which we had previously been told.

That is all for now, have a good rest of the day!

Thanks,

John

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Ursula Studer <UStuder@sd308.org>, Faith Dahlquist <fdahlquist@sd308.org>, John Petzke <jpetzke@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>, John Sparlin <jsparlin@sd308.org>

DATE: 07/17/2021 10:26

ATTACHMENTS (20210717-102653-0000029): ["Superintendent's Update - July 17, 2021.docx"](#) , ["OCMA Negotiations Update.docx"](#)

Good morning,

Here is this week's update. Have a great weekend!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308

Superintendent's Weekly Update – July 17, 2021

Good morning,

I hope you are all doing well today. I am going to keep today's update brief as I know it has been a busy week for everyone.

I had a couple of leadership team meetings this week. We also held a second after action meeting regarding the Septran incident, and numerous meetings with Ken, Val and Theresa. The response was sent to the parent regarding the appeal from Monday night. I followed up with [REDACTED] interviewed for the student ambassador position and much time has been devoted to communication and following up with emails and phone calls.

At our next BOE meeting, we will be discussing the OCMA negotiations, as we are getting close to talking financials. I have asked Dr. Petzke to be ready to share our financial outlook with 5 year projections so the Board can discuss what authority it wants to provide to the negotiating team moving forward.

We are working on the safety plan which will include metrics for the 21-22 school year. We look forward to presenting this to the Board. Each day this week, school districts from around the state have made the same or similar decision you made in regards to masks. I have heard from a number of my peers on this subject as well. Over the next couple of weeks, you should anticipate seeing many other districts making the same decision.

[REDACTED]

In March of this year, I and other Superintendents had a meet and greet with Senator Karina Villa. At that meeting, I shared that I would like a follow up meeting to share our 308 financial story along with the capital grant information. She followed up me on possibly securing some funding for capital projects. I received an email from her office this week that stated "Senator Villa was able to secure \$653,000 in funding for District 308 for her district capital projects in the most recent budget. We will be in touch with more information on these funds and please let us know if you have any questions!"

I will let you know more when I hear back from her office.

That is all for today. Have a great weekend!

Thanks,
John

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Faith Dahlquist <fdahlquist@sd308.org>, John Petzke <jpetzke@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>, Ursula Studer <UStuder@sd308.org>, John Sparlin <jsparlin@sd308.org>

DATE: 07/23/2021 09:52

ATTACHMENTS (20210723-095211-0000033): ["Superintendent's Update - July 23, 2021.docx"](#)

Good morning,

Here is this week's update. Have a great weekend!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Superintendent's Weekly Update – July 23, 2021

Good Afternoon,

I hope you are all doing well. This week started off with a Superintendent Leadership Team meeting on Monday morning. I also had the opportunity to meet with Senator Meg Loughran Cappel for an hour at her office in Plainfield. Senator Cappel replaced Senator Bertino-Tarrant for the 49th district. She is a former teacher and school board member so she understands schools pretty well. The two agenda items I had for her were in regards to the importance of EBF to districts such as ours and the Capital Development Grant. She said we have her support on both items. I also explained how I was unsure of the reasons for the CDG not being brought up for a vote in the last legislative session and I was assured that she would look into it and follow up with me. Theresa and I also met with the Oswego Rotary this week in regards to their service project in early August of cleaning and disinfecting all of our buses as we get ready for the school year. I attended my regular biweekly Rotary meeting. We also had a full team meeting for fall planning to ensure everything that we have been discussing over summer is ready for our reopening. Theresa and I met a couple of times in regards to finalizing our safety plan that includes all of the layered mitigation strategies, metrics and additional strategies that will be layered in, in the event that our metrics change throughout the course of the year. This information will be shared very soon. I also met with Val and Ken along with a couple of cabinet meetings with Faith and Dr. Petzke, and my weekly meeting with Dr. Marino.

This week we received some questions regarding the High School student support time and staff development time. Faith provided the following response:

Last spring, a committee of teachers and admin met several times to plan for the upcoming school year. The results of those meetings were shared first with a large group of union leadership and then with the Board in May. Part of the plans included time for differentiated instruction and support for students. This idea was unanimously endorsed. Another portion of the plan was to continue staff time for ongoing professional development and training. This also was met with much support.

These plans were shared with the Board before sharing with all staff because we wanted to make sure there was Board support for this. At the board meeting, we were urged to create more time for staff development so the committee was brought back together to determine exact dates, times, and topics. Communication to all staff and to parents was created and shared with union leadership. Communication to all staff went out before info went to parents.

Below are questions from a board member and my responses.

Question: Just curious if teachers were told first or if they are finding out with parents? ... how is contract affected? I would hope that any MOU would first come to the BOE for approval.

Answer: Many teachers were involved in planning this starting in February and March. All staff were informed via email before parents were. It does not affect the teacher contract and there is no need for any MOU. Union leadership has been working with us along the way on this and helped determine when the rest of staff should be informed of these changes.

Question: Why not late start every single Wednesday?

Answer: We did not want to do late start every Wednesday. We wanted to make sure that differentiation time and interventions were not optional just for the students who would come to show up early. That is why we built it into the school day. There are numerous other districts that do however have delayed start once a week for teacher training. We did not want to give up that much student

instruction/intervention time at this point. We too know that it may be confusing at first. We have already planned to send out email reminders to staff/ students each week.

Question: Does that mean that there are no more afterschool meetings for staff on Wednesdays?

Answer: We are still having Wednesday meetings after school for staff. We are not replacing meeting and training time. We are adding additional time.

Question: Is the idea to not have 2nd /3rd hour on the listed dates and instead send students to this intervention?

Answer: No, each class will still meet each of those days. They will have shortened periods much like they do now if there is an assembly. Also, we will utilize the time not only for intervention but for enrichment, and some essential training for students (CCRI, College Board, Student Voice as well). We will also be offering student-based tutoring.

Question: What are our district expectations? What are the department expectations? What are the section (algebra, geometry, etc.) expectations? As a building, how is administration ensuring the follow through of those expectations?

Answer: We have worked with high school admin on the training topics and expectations. One of the first is to train staff on learning targets. (Initial training with HS admin on this was July 21 who in turn will train department chairs on August 9 who will then train staff. We have created classroom walkthrough schedules to then monitor the implementation of sharing learning targets with students. In addition to learning targets, we are setting non-negotiables on curriculum review and improvement.

[REDACTED]

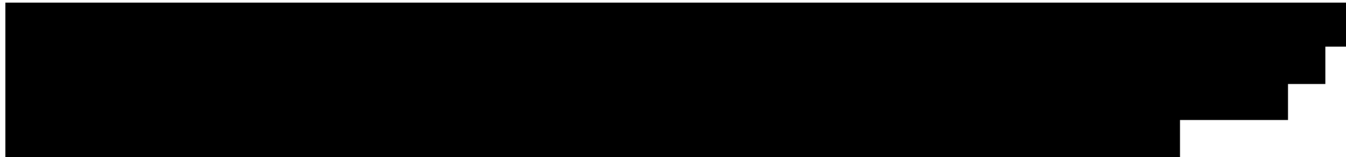
This is not PLC time. PLC time has been tried and has been defeated several times in this district. We are starting with some clear training and setting of expectations. We will be sharing the focus of each Teacher Support time with the staff. We will utilize the time for training.

HR Update (K Miller):

[REDACTED]

[REDACTED]

[REDACTED]



Associate Superintendent for Educational Services Notes (F Dahlquist):

Planning for Next Year:

Worked on creating curriculum review process
Worked with Heidi on project plans for Social/Emotional Learning
Worked with Lindsay on professional development planning
Attended Student Support Time planning meeting with High School Admin
Attended student support time planning meeting with union leadership
Worked on Esser III grant and reporting process
Worked on Envision 308 detailed 5 year plan
Worked on Envision 308 dashboard
Facilitated planning meeting for Fall based on new state guidance
Led meeting with HS Admin to create timeline for social studies curriculum review
Led meeting with HS admin to create timeline for science curriculum review
Facilitated meeting to build assessment calendar for upcoming school year
Met with ESD team to finalize plans for first four weeks of school
Trained OE and OH admin on learning targets and classroom walkthroughs

Working on Climate and Culture:

Facilitated meetings with all admin in district to debrief after Monday's Board meeting
Held listening/feedback session with Fox Chase Admin
Had initial meeting with Jadon Waller to start long term DEI plans

Finance Department Update (Dr. Petzke):

Since the last BOE update, the finance department staff is heavily engaged in activities related to closing out the 2020-2021 fiscal year. This time of year is always a little more complicated by the "overlap" in spending and accountability - closing out the 2020-21 school year as schools prepare for the 2021-22 school year.

Being "new" to the CFO role for SD308, I have been heavily involved in meeting with different school departments to familiarize myself with their needs and how best to support their strategic efforts. From Teaching and Learning, Technology, Special Education, Buildings and Grounds, Transportation, Food Service, and Human Resources, every day I am gaining a deeper appreciation for all the coordinated efforts of our District staff.

In addition to internal departments, I have also been meeting with external groups who act as critical partners and resources for the District. These groups include Bob Lewis from PMA financial network, Steve Crouse from Forecast 5 (our financial projection software), Charli Johnsos, our architect from Kluber, Maureen Lemon as legal counsel. They are also helping to "catch me up to speed" with a variety of topics, from their unique perspectives, pertaining to the school district.

A few of the activities I have been directly involved in include the following:

1. **Tentative Budget Preparation:** We are finishing entering department budgets into our finance system (Infinite Visions), reviewing our anticipated revenue, and preparing a tentative budget for the Board meeting August 9th.

2. **Capital Projects:** We are looking at what projects have been completed, currently in-progress, or were postponed due to COVID. [REDACTED]
3. **Driver Education Vehicles:** We have three (3) vehicles at each high school and put about 20,000 miles on each vehicle per year. The current lease on our vehicles is expiring and we are working to obtain new vehicles. [REDACTED]

School Lunch/Breakfast: Once again, the district will participate in the extended Seamless Summer Option (SSO) lunch program. In doing so, we qualify for higher reimbursement rates for our lunch/breakfast and we are allowed to serve meals to the community, which may include younger siblings of enrolled students or children from the community not enrolled in the district who are 18 years of age and younger.

Communications Department Update (T Komitas):

News Stories/Announcements:											
	<ul style="list-style-type: none"> - BOE Approves Dr. Jadon A. Waller as Director of Diversity, Equity, Inclusion and Family Engagement - BOE Approves Adam D. Lester as Bednarcik Junior High School Assistant Principal - BOE Approves Kurt T. Laakso as Oswego East High School Assistant Principal of Curriculum and Instruction - SD 308 Board of Education Advisory Committees are Recruiting New Members - BOE Adopted Mask Guidelines July 12, 2021 - 2021-22 SCHOOL PLANS - New Employment Opportunities for 21-22 School Year 										
Facebook Followers/Posts:											
	<ul style="list-style-type: none"> - Current Page Followers: 10,094 - 6 New Posts - 2 Highest Reaching Posts: - We're building a webpage for quick reference to the plans for the 2021-22 ... (07.13.21) - reached 4.4k - Employment opportunities are available at SD 308 for the 2021-22..... (07.15.21)) - reached 3.4k 										
SD 308 Gives:											
	<ul style="list-style-type: none"> - Work is currently being accomplished towards building a service-based program entitled "SD 308 Gives" for all district staff to participate in during the school year. The program's mission is represented by six key words: Elevate.Share.Inspire.Serve.Support.Community. Each service opportunity will have options available so that staff may serve and share in an experience that best aligns to their interests. The demonstration of support and service to our community is an important endeavor, one that sets a good example for the young people we educate, inspires others to join together for an important cause, and elevates all for a greater good. Stay tuned for more information coming soon. 										
COVID-19:											

	District Safety Plan is being finalized now. Communication will be sent to admin, then staff and then parents next week regarding the content on the website, resources, and FAQs.		
Blackboard & Web Content:			
	<ul style="list-style-type: none"> - Modified site theme to allow main multimedia banner images to show on mobile phones - Created new pages with Educational Services for K-8 Math Framework and K-8 Literacy Framework - Intranet Changes: Created shared logos for Intranet News, Department shortcut menus, Training Channel, Forms and Documents Section, Knowledgebase Section, and Applications and Links Menu. Collapsing content into forms library and knowledge base for easier access. - Attended Blackboard World 2021 Online Conference to learn about upcoming changes and improvements to our Blackboard products 		

That is all for this week. Have a great weekend!

Thanks,
John

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Faith Dahlquist <fdahlquist@sd308.org>, Ursula Studer <UStuder@sd308.org>, John Petzke <jpetzke@sd308.org>, John Sparlin <jsparlin@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>

DATE: 07/29/2021 08:59

Good morning,

I hope that you are all doing well. Here is this week's update. [REDACTED]

This week began with my Executive Leadership Team meeting on Monday morning. ELT meets every other Monday and is made up of my cabinet (Faith and Dr. Petzke) along with the Executive Directors Val, Dr. Hildebrand, Ken) as well as Theresa. I also had individual meetings with many directors this week. Faith and I held the first Superintendent Parent Advisory meeting of the year, I met with Dr. Marino and LaTonya, had a meeting with the Kendall County Health Department and Regional Superintendent and followed up on many communications.

One of the items Dr. Marino, LaTonya and I spoke about was security at BOE meetings when we are expecting a large crowd. [REDACTED]

After meeting with the Health Department, Theresa and I met to talk through some ideas we have in regards to additional layered mitigation strategies for the safety plan. [REDACTED]

On a separate note I wanted to share that our Director of Technology (Kyle Olesen) has submitted his resignation. [REDACTED]

[REDACTED] We will appoint an interim director until we are able to hire a replacement. The position will be posted today.

That is all for today. Have a great rest of the week!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308

8/31/2021

SUBJECT: Emailing: Superintendent's Update - August 6, 2021
FROM: John Sparlin <jsparlin@sd308.org>
TO: boe@sd308.org
CC: Faith Dahlquist <fdahlquist@sd308.org>, John Petzke <jpetzke@sd308.org>, John Sparlin <jsparlin@sd308.org>, Ursula Studer <UStuder@sd308.org>, Maureen Lemon <mlemon@ottosenlaw.com>
DATE: 08/06/2021 17:51
ATTACHMENTS (20210806-175144-0000036): "[Superintendent's Update - August 6, 2021.docx](#)"

Good afternoon,

Here is this week's update. Have a great weekend!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

Your message is ready to be sent with the following file or link attachments:

Superintendent's Update - August 6, 2021

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Superintendent's Weekly Update – August 6, 2021

Good Afternoon,

I hope you are all doing well. This week was extremely busy as we get ready to welcome 17,000 students to school on August 18. We held a new administrator orientation day on Tuesday and it was a great opportunity to bring all of our new leaders together and to hear their stories. During our time, they heard from a variety of district leaders on various topics. Our retreat for all administrators took place today at Murphy Junior High. This is a yearly event to bring our entire team together for team and relationship building as well as professional development. This week I also had a number of meetings with various directors and Faith and I met with the OEA co-presidents.

This week Val and I met with Chief Burgner in regards to security at Monday night's meeting. Val and I also met with both SRO's today at OE and went over where the officers will be positioned at OE on Monday.

[REDACTED]

[REDACTED]

For Closed Session we have the following items:

- 1. OEHS student ambassador interviews
- 2. Personnel Report – Ken has provided the following in regards to Monday's personnel report:

With respect to the base-salary comparison report, I would like to note that there is a total estimated savings of \$392,962.15. **This is the single largest amount of estimated savings dating back to the first time I provided the Board of Education with this report on September 24, 2018.**

On the personnel report, I would like to provide more information with respect to the new Teaching positions contained on the personnel report:

[REDACTED] Grade 1, Boulder Hill:

- There are currently 59 students enrolled in first grade at Boulder Hill, with two sections (29 & 30 per section). By adding a third section, class sizes will not start the year in excess of District guidelines of 28 per section.

[REDACTED] Kindergarten, Old Post:

- There are currently 65 students enrolled in Kindergarten at Old Post with two sections (32 & 33 per section). By adding a third section, class sizes will not start the year in excess of District guidelines of 28 per section.

[REDACTED] Grade 3, Long Beach:

- There are currently 61 students enrolled in Grade 3 at Long Beach with two sections (30 & 31 per section). By adding a third section, class sizes will not start the year at or above District guidelines of 30 per section.

[REDACTED] Kindergarten, Fox Chase:

- There are currently 85 students enrolled in Kindergarten at Fox Chase with 3 sections (28, 28, & 29 per section). By adding a fourth section, class sizes will not start the year at or above District guidelines of 28 per section.

Additionally, it is worth mentioning that there are a large number of resignations on the Personnel Report. In discussing with other colleagues, this is not a phenomenon unique to District 308, and has been labeled the "Great Resignation" in H.R. circles. The H.R. Department is actively monitoring turnover levels, and is moving with great speed to post for replacements as soon as resignations are received.

3. Building Administrative Hires – 3 Deans at OEHS and AP at Southbury
4. Approval of Amended **Building Administrator** Contracts [REDACTED]
5. Approval of Amended **District Level** Contracts [REDACTED]
6. OCMA Negotiations – provide authority to the negotiations team regarding money
7. [REDACTED] Investigation Update

Reminder, closed session will begin at 5:15. [REDACTED]

That is all for today. Have a nice weekend and I will see you all Monday night.

Thanks,
John

Associate Superintendent for Educational Services Notes (F Dahlquist):

Planning for 2021-22

- Met with finance, human resources and ESD leaders to create new process for tracking salaries and stipends paid through federal grants
- Facilitated new administrator orientation (Aug 3 and 4)
- Created materials and agenda for new educator orientation
- Facilitated all Admin meeting for Aug 6
- Met with individuals and teams to create key indicators for Envision 308
- Held feedback sessions for ESSER III spending with administrators, teachers and Superintendent Parent Advisory group
- Attended AVID training (digital)
- Created key indicators for Envision 308 as well as mock-up of dashboard
- Met with Kyle (tech director) on detailed tech plan for next 6 weeks
- Met with Heidi on creating ways to measure impact of SEL instruction
- Submitted expenditure reports for the various federal grants
- Submitted the ESSER III grant
- Conducted interviews for Interim Tech Director position
- Participated in several meetings about changing CDC guidance
- Trained Junior High Admin on learning targets
- Met with HS admin on student support time
- Redid admin access to state reporting systems
- Met with team on Junior High sports/activities
- Created video/letter for parents about student learning plans for the fall

Working on Climate and Culture

- Created task management system to better coordinate district departments
- Worked with ESD team on Importance of Trust Activities
- Met with DEI Director (Jadon) on meetings with parent groups and plans
- Attended the OCMA Appreciation Luncheon

- Met with union leadership on plans to support students with executive functioning skills
- Created video/letter staff communication about student learning plans for the fall
- Met to follow up on plans to improve climate at Brokaw
- Coordinated the creation of the monthly ESD publication to all staff
- Met with union leadership team on staff concerns and safety plan
- Trained Key DAC staff on “Designing for Engagement”

Finance Department Update (J Petzke):

Finance:

- This week ISBE released their District allocations for Evidence Based Funding (EBF). The FY22 Base Funding Minimum for school districts is equal to the FY21 Base Funding Minimum and District Intervention Funds - for SD308 this amounted to \$75,178,825. In addition to our expected Base Funding Minimum, there was an appropriation of \$300 million of new funding for tier distribution - this amounted to \$5,185,705 for a total of \$80,364,531. We were expecting about \$4.6Mil and were appreciative that we benefited by \$585,000 more than we initially estimated.

Buildings & Grounds:

- Summer cleaning status:
 - All buildings will be completed on time and will be ready to receive students and staff.
 - All drinking fountains and hand dryers that were shut down for Covid will be on and ready for use.
- Supplies:
 - We have ample supplies of hand sanitizer, disinfectant and disinfectant wipes.
 - We have additional child sized masks on order to refresh bus student mask supplies as needed.
 - Our regular consumables such as restroom paper products and trash bags are readily available and we are well stocked.
 - Paint - Parking lot/curb paint is on backorder due to Covid related manufacturing and supply chain problems.
- Capital Projects, Deferred Maintenance and DSEB funds:
 - One active capital project - OHS 1999 roof replacement. We anticipate going out to bid in the late fall or early winter with the intent of replacing the roof in the summer of '22.

Transportation:

- Dawn and Mike have posted the [2021-22 Bus Routes](#) to the transportation website. Information is being shared with parents, with a note that parents check back prior to school starting, as many routes and times may be subject to change. If parents wish to know the specific route their child has been assigned to, they may call the Transportation Center at 630-636-2999. Transportation had bus monitor route bids on Tuesday evening, and held all dept training on Wednesday and Thursday of this week in four groups.

█ [REDACTED]

█ [REDACTED]

- The driver shortage that is currently impacting the entire Nation is also hitting us here in SD308. While we do have enough drivers in house to cover our SD308 routes, both of our contractors are struggling to hire enough manpower to cover all of the routes that they normally do. We are continuing to monitor this situation.

- [REDACTED]

Food Service:


- We appreciate the time and planning building administration is spending to review lunch, breakfast, water, and location information with the Food Service staff. Patty, Jessica, and Rob are coordinating efforts based on all their input and feedback to make sure we are prepared for the opening of school.
- Opening meeting for school leads will be held August 5th. This is an operational training of systems, ordering, menus, policy updates, etc.

- All Aramark Staff Opening Training meetings will be held at OHS Cafeteria on August 9th from 8am – 12pm. We will be training staff on the new SSO meal pattern for SY21-22, Civil Rights Training, Offer vs Serve, What Makes a Meal, Food Safety, Food Handlers test taken, how to correctly claim a reimbursable meal at the Push Coin terminal, safety, etc.
- Continue to hire Food Service Worker positions throughout the district. Next hiring fair is 8/10 & 8/11.
- Manufacturing shortages throughout the country is causing issues with the supply chain. We will continue to face product shortages into the unforeseeable future and will need to substitute items when that happens. We have already made our vendors aware of what our product needs are early in the summer and we have increased our ordering window to try and avoid the shortages, but even with the mitigation strategies in place, shortages may happen. All menus do state that “*Menus are subject to change*”.
- Streamlined menu to open schools to help with labor and manufacturer shortages.

We are aware of the ISBE waivers to apply for the 2021-22 school year and is waiting for ISBE to open the application for the Seamless Summer Options (SSO) application for SY21-22. The Seamless Summer Option (SSO) combines features of the National School Lunch Program, School Breakfast Program, and Summer Food Service Program (SFSP). This option reduces paperwork and administrative burden, making it easier for schools to feed children from low-income areas during the traditional summer vacation periods, for year-round schools, and long school vacation periods (generally exceeding two to three weeks). By enrolling in the Seamless Summer Option, schools will not only provide meal service to children in their school, but the community at large.

Student Services Notes (V Patterson):

Student Services

- Student Services is supporting the opening of schools in the safety areas, response to student/parent safety concerns, registration/enrollment, follow up with families that need McKinney-Vento (MKV) support for those families that qualify under the state’s definition of being in a state of homelessness.
- A number of parent/guardian concerns including, but not limited to: student records, court orders, last-minute custody/residency challenges, attendance transfer requests, MKV/Foster child or DCFS questions, etc. are addressed each day with sensitivity, and as proactively as possible!
- 
- Ongoing! New student registration, returning student registration, and assisting families on affidavits who must prove residency annually is ramping up as the start of school nears. Reminders:
 - Returning students’ families may contact their school to enroll for SY 22. Building staff must assist returning families with the process now.
 - Currently enrolled families who move/change address verify residency at Central Registration and may “walk-in” to provide required documentation.
 - Central Registration, Student Services, Communications, and Health Services- located in Mason Square Executive Center: 1008 Douglas Road.

Health Services

- Ongoing (currently): hiring/reinstating 25 part-time temporary health office secretaries to assist in building health offices throughout the district.
- Ordered and received additional disposable masks which will be distributed throughout district buildings.
- Updated Home/Hospital Instruction Manual and procedures. Currently meeting with grade level administrators to share information.
- Updating the district medication authorization form. The form has been reviewed by Maureen Lemon and revisions are being made accordingly.
- A timeline for first day exclusion has been created and is being shared with building administration and nurses. This specifies two dates prior to August 18th that reminder calls will be sent to parents that have not submitted proof of required physicals and/or immunizations.
- Albuterol has been ordered and will be distributed to district health offices. Per district policy, it can be administered in emergency situations.
- Nursing staff has been assigned to cover schedule pickup times at OHS and OE. Nurses will collect paperwork, medications and answer questions.

- CSN assignments have been finalized for the upcoming school year.
- The following buildings had nurses resign/retire over the summer and positions are currently filled or being filled:
 - Oswego East
 - The Wheatlands (Retired)
 - Churchill
 - Murphy
 - Churchill Classroom Nurse
 - Prairie Point (current nurse will be taking over certified nurse duties after receiving short term approval through ISBE).
- Updating COVID contact tracing procedures to align with updated guidance.
- Updating quarantine letters to align with updated guidance.
- Hearing and vision machines have been calibrated/repared per state standards.
- Working with transportation and student information to streamline the communication of student medical alerts to bus drivers.

Communications Department Update (T Komitas):

News Stories/Announcements:									
	- Gov. Mandates Masks in Schools - SD 308 Update - July 28, 2021 - 2021-22 SCHOOL PLANS - New Employment Opportunities for 21-22 School Year								
Facebook Followers/Posts:									
	- Current Page Followers: 10,117 - 3 New Posts - 2 Highest Reaching Posts: - Congratulations to the following individuals who received NISCA ... (07.22.21) - reached 2.7k - Please complete form if student would benefit from a backpack filled with school supplies from Kiwanis..... (07.21.21)) - reached 2.2k								
SD 308 Gives:									
	- "SD 308 Gives" logo has been finalized as well as the flyer to introduce the program to the staff The program's mission is represented by six key words: Elevate.Share.Inspire.Serve.Support.Community. Work is starting on finding events/activities that can be offered to staff as "service" opportunities.								
PrairieFest Parade:									
	- Parade sign up sheet has gone out to the principals for participants. We are looking to have the following individuals from each school: 1 flag bearer, 1 staff member, and the school's mascot. Participants will be provided a t-shirt from the district. Various SD 308 promotional materials will be handed out along the parade route to spectators.								
COVID-19:									
	District Safety Plan will be shared for information on Monday night. The Return to School page is being populated with information regarding the return to school.								
Blackboard & Web Content:									

- | |
|--|
| <ul style="list-style-type: none">- Added National Suicide Prevention information to all sites- Updated SD308 Main Logo on webpages and added to shared images for website access.- Updated Admin account on Intranet for input of Admin reports- BOE YouTube Account Information: Statistics: In 2020, the BOE live stream had a total of 46,523 views resulting in a total of 21,562 hours watched by viewers online. In 2021 to date, the BOE live stream had a total of 28,724 views resulting in a total of 11,068 hours watched by viewers online. Currently, 1692 individuals subscribe to the BOE Stream YouTube channel. |
|--|

8/31/2021

SUBJECT: Weekly Update

FROM: John Sparlin <jsparlin@sd308.org>

TO: boe@sd308.org

CC: Maureen Lemon <mlemon@ottosenlaw.com>, Ursula Studer <UStuder@sd308.org>, John Petzke <jpetzke@sd308.org>, Faith Dahlquist <fdahlquist@sd308.org>, John Sparlin <jsparlin@sd308.org>

DATE: 08/13/2021 15:23

ATTACHMENTS (20210813-152340-0000034): ["Superintendent's Update - August 13, 2021.docx"](#) , ["Parent Transportation Letter.docx"](#) , ["BOE Calendar for Reports 2021-22 no names.docx"](#)

Good afternoon,

Here is this week's update. Have a nice weekend!

Thanks,
John

Dr. John W. Sparlin
Superintendent of Schools
Oswego Community Unit School District 308
4175 Route 71
Oswego, IL. 60543

August 13, 2021

Dear SD308 Families,

SD308's transportation contractors are experiencing an extreme shortage of drivers and monitors this school year. This driver shortage has impacted bus routes. Please know that we remain deeply committed to the safe and careful transportation of each and every student. We have been informed that this shortage may be less of a problem by September.

We are in constant contact with our vendors to explore all avenues possible to resolve this situation and have been able to use our SD308 drivers to pick-up these shortages through route consolidation.

Route Consolidation: With fewer drivers, we have extended and combined school bus routes. Due to this consolidation, there may be more students on a bus, as well as possibly longer bus rides.

For clarification, our current route consolidation **DOES NOT** require us to combine Elementary, Middle, or High School students on the same bus. Updated schedules with bus route numbers and pick-up and drop-off times will be posted to our SD308 website this weekend at <https://www.sd308.org/Page/2771>

We truly apologize for any inconvenience. We will remain in communication with our contracted bus companies and quickly notify you as our situation improves.

Sincerely,



Dr. John Petzke
Chief Finance Officer

Superintendent's Update – August 13, 2021

Good Afternoon,

I hope you are doing well. Here is this week's update. I would like to echo what Dr. Marino said in her update, thanking all of you for being present at both meeting and all of the time you have devoted to our district the past few weeks. Dr. Marino covered many of the items I was going to share so I will keep this brief and highlight a few important areas.

Student Ambassadors: I met with our two ambassadors on August 11. [REDACTED]

[REDACTED] We had a great conversation and they will be providing me some feedback prior to our first meeting. We have a meeting set up with them for Monday afternoon that will include the high school principals, Mr. Gatewood and myself. [REDACTED]

[REDACTED] The student ambassadors will join the BOE on September 13. [REDACTED]

Interim Directors of Technology: Brent Kiger and Kevin McDonald will co-lead the Tech Department for the next few months while we interview for a Director of Technology.

Bussing: I have included a letter from Dr. Petzke that will be going out to families this evening regarding transportation. Our bussing contractors are experiencing a shortage of drivers. This shortage has impacted our bus routes. With fewer driver's we have had to pick up the additional routes with our 308 drivers. In order to make this happen, we have to consolidate some of our routes, adding additional students to busses, which will create longer rides as our busses have to cover more distance. Consolidation does not require combining elementary, junior high or high school routes together. Updated schedules will be made available this weekend. Our transportation team is working extremely hard to get this done.

Annual Calendar for Board Reports 21-22: I am including a calendar of informational reports that will be provided to the BOE throughout the year. As we discussed at the retreat, we will provide a formal annual report from each area of the district and the Board will now know when to expect those reports.

OHS Football: We have 3 positives on the OHS football squad. We set up a testing clinic right away this morning and have already tested more than two thirds of the team and the clinic will be running until 2:30 today. Parents also have the ability to get their own tests today to present at practice tomorrow or their child would be excluded from practice tomorrow. We are mandating testing on Monday (with a required parent form). If athletes are not tested, they are out of practice until next Friday. By testing them we can keep them practicing. Tomorrow's practice will be socially distanced. On Monday, we should be able to identify any other cases from this exposure.

Communication: Today I created a welcome back video that will be played at all of the staff meetings on our Institute Day August 16. You can view it at the link below:

<https://drive.google.com/file/d/1qIniVsJcbWNN93f4sTcYmebf6ZCWZwlp/view?usp=sharing>

Also, an informational communication was sent to all parents this afternoon. The district website is currently active with all of the school opening information.

That is all for now. Have a great weekend!

Thank you,

John