WEST CHICAGO ELEMENTARY
SCHOOL DISTRICT 33
Kristina Davis Ed.S., Superintendent
June 4, 2020 Board Briefs

Chad McLean, Board President
Rita Balgeman, Board Vice President
Tom Doyle, Board Secretary
Phebe Balzer, Board Member
Kalpesh Dave, Board Member
Felicia Gills, Board Member
Christian Rivera, Board Member

The regular meeting of the Board of Education was held virtually on Thursday, June 4, 2020 beginning at 7:08 p.m.

Board Members in Attendance

Chad McLean, Tom Doyle, Phebe Balzer, Kalpesh Dave, Felicia Gills, and Christian Rivera.

Additions/Changes to the Agenda
Kristina Davis, Superintendent, added an item under X. Action Items A. Personnel Report Revision and IX. Discussion of New/Ongoing Business. H. Pulte Farm Development – Impact fees.

Statement from the Board of Education
Chad McLean, Board President read the following statement:

The West Chicago Public School District 33 Board of Education and Superintendent would like to take a moment to reflect on the tragic death of George Floyd, along with the recent events over this past weekend.

These tragic events must serve as a reminder that we still have much work to do in creating more inclusive environments - for our students, our community, our nation, and our world. As a district, we have a responsibility to make sure we are doing our part to foster empathy and kindness. Our schools are diverse and prime places where our youth can learn acceptance and belonging.

The District 33 Board of Education reaffirms our continuing commitment to cultural diversity. Our schools must be a safe and welcoming place for all. Our strategic plan recognizes that supporting families and developing a strong community is essential to achieve the best possible educational outcomes for our students. This includes our commitment to embrace and value the different life experiences within our community; to support our families; and to ensure that partnerships are strong, effective, and united in common goals. Communication and conversation can help bridge differences and can bring us together around respect and understanding rather than fear or anger. We should seek to understand the diverse views and perspectives of all members of our community. It's important that we respect those with whom we disagree. This is the essence of two-way communication. We will continue to stand up for our values. We advocate for our kids and the families we serve. We support the educators we serve with. We value every member of our district. Each of you is a vital part of our community. We will continue to work passionately to ensure our students' success and well-being. We will continue to work together in pursuit of equity, so that our students and families have an equal opportunity to learn, grow, and ultimately, pursue their dreams.

The statement was translated and read at the meeting.

Shared Agreements:
1. *Make decisions according to what is best for ALL District 33 students.*
2. *Respect staff and other board members and their opinions.*
3. *Be willing to see things from the eyes of seven (7) people, not just one (1).*
4. *Allow everyone to complete their thoughts.*
5. *Commit to shared leadership.*
6. *Respect confidentiality.*
7. *Adhere to our belief in our students' full potential and successful future.*

Strategic Plan Goals
Goal #1 – Student Growth and Achievement
Goal #2 – High-Quality Staff
Goal #3 – Family and Community Engagement
Goal #4 – Effective and Efficient Use of Resources

Shared Agreements Reflection
At the July 18, 2013 meeting, the Board of Education finalized their "shared agreements" and agreed to begin each regular board meeting by reflecting on one agreement. The Board revised the shared agreements on November 6, 2014. The purpose of the agreement is to help maintain a positive environment in which to conduct board work. Kalpesh Dave read his shared reflection regarding shared agreement number 1. Make decisions according to what is best for ALL District 33 students. D33 staff is working hard to provide education while adjusting new rules and guidelines set for the safety of all staff and students. As a board member, due to pandemic, we have to make some decisions which can affect our district goals in the short term but when we look at the long term, this new approach of education also has a positive effect on students. They are learning self-reliance and focus in remote learning and collaborating with each other and teachers. Let us hope for the best to come out from this pandemic situation safely.

Recognition/Showcase/Presentation
Recognition – Retirees

Tonight we will be recognizing our District 33staff that are retiring this year. While we cannot celebrate in the same way we have done in years past, it is so important to honor and recognize each of individuals for sharing their passion, skills, time and dedication to the students, families and staff of the District 33 community for so many years. In addition to being recognized here tonight, each of these dedicated professionals were visited by district administration at their homes and given a gift with a personal Bundt cake and a yard sign. While these are small tokens of our appreciation, it does not adequately express the gratitude for and the magnitude of the positive impact that each of them have made on the lives of our students, families and staff. The following staff members were recognized for their years of service: Carrie Beale, Speech/Language Pathologist, Turner School, 35 years; Susan Grissom, Speech/Language Pathologist, Leman Middle School, 31 years; Karen Botkin, 7th Grade Social Studies Teacher, Leman Middle School, 31 years; Dolores Miller, Reading Assistant, Wegner School, 22 years; Danise Burke, Paraprofessional, Leman Middle School, 22 years; Virginia Zahaitis, Paraprofessional, Indian Knoll, 21 years; Lilly Sullivan, Social & Emotional Learning Teacher, Turner School, 20 years; Brad Leonard, Custodian, Turner School, 16 years; Laura Holguin, Paraprofessional, Leman Middle School, 14 years; John Rodriguez, Principal, Turner School, 13 years.
Phebe Balzer shared her heartfelt thanks for all they have done for the district. Chad McLean, Board President thanked them for their hard work during the pandemic and for connecting with students. The total number of years accumulated was 225 years of service.

Showcase –No Showcase at this time due to COVID-19 school closures.

Presentation – No presentations at this time due to COVID-19 school closures.

E.T.A.W.C. Statement
Julie Garcia, ETAWC representative read the following emotional and heartfelt statement to the Board:

We would like to congratulate this year's retirees. We are saddened and disappointed that we are unable to celebrate these devoted staff members in the ways they deserve and the ways we have grown accustomed to. We would like to thank them for their years of service in the district and their dedication to teaching and to children, as well as wish them the best as they begin a new chapter of their lives. They will be greatly missed as the combined years of wisdom and experience they have working with our community of learners and staff; will take years to recover from as a result of their retirement.

Public Comment
No public comment at this time.

Superintendent News
The Superintendent News is to update the board and community on some of the many programs and activities occurring in the schools and the departments that are determined to help us accomplish the goals of the District Strategic Plan. Kristina Davis reported on COVID-19 updates from the departments within the district. The objective for this report was the biggest obstacle for each department and how they overcame it.

WEGO D33
Superintendent News

Dept. Updates June 4, 2020

Department	Update
Teaching and Learning	Biggest Challenge -Ensuring that students were supported through remote learning provided the lack of resources in their home (i.e. wifi). We overcame it through providing families paper packets of the class work. We also purchased hotspots and sent them home to families during supplies/materials pickup. -Preparations for end of the year which includes meeting with grade level/content teachers in identifying curriculum gaps. This will help in identifying our focus standards in the fall. -Meet with teachers that will be working summer school to discuss the loose/tight expectations as they work with students virtually. -Review summer school lists to begin ordering the necessary materials needed for students and staff -Team reviewed various scenarios and considerations for the 2020-2021 school year. -Finalizing GATE review in collaboration with GATE Teachers, admin

	and Jeanine Buishas
Technology	-Biggest challenge was collecting, sorting, tagging 3000+ devices from seven different locations and making sure we had enough devices for all students. We overcame it through communication, planning and teamwork with every department in the District. This truly was a D33 team effort. -Lead tech teachers continue to meet regularly with staff providing resources and support for online learning. -Device support/handout continues at LMS Tuesdays and Thursdays. -Working with LMS admin on student schedules for next year -Offering Tech Support 2 days a week in person at LMS along with virtual tech support. -Ordered hotspots for families in need of Internet access. Waiting to get confirmation of a delivery date. -Lead Tech Teachers created and continually update a Tech Support Resource document for staff and families. -Handed out over 1800 devices -Creating a Tech Resources/Support page for staff and families to provide information on support for devices and apps. -Providing guidelines for teacher/student contact -Working with Dept. for Learning on Registration packet mailings 4/9 -Sorted and assessed over 2300 devices (Chromebooks and iPads) to prepare for remote learning. -Working on securing 500 hotspots to provide families that do not have Internet access at home. -Developing plan to hand out devices to students in Grades K-5. -Purchased Securly content filter for iPads. Chromebooks have filtering through GoGuardian. 3/19 -Prepared 1400 Chromebooks for middle school students to take home last Friday. -Wiped down remaining 2900+ devices in the buildings -Providing online/phone tech support to those that need it. -Set up Virtual meetings (Cabinet, Ad Council, BOE) using Google Hangouts and GotoMeeting to be able to meet regularly. -Working with Community Relations to update the District website with the latest information. - Preparing for extended closure. We will need more devices to be ready for K-5th.

Student Services	Biggest Challenge - The biggest challenge the Department of Student Services faced during the pandemic has been the lack of guidance. IDEA (Individuals with Disabilities Education Act) is a federal law that guides all decisions. Since all states were impacted differently, the state was waiting on federal guidance. When the state was ready to release guidance, the OCR (Office of Civil Rights) provided guidance that conflicted with ISBE. So we were about two weeks behind everyone else in receiving guidance. Special education is individualized and often times is implemented with related services such as speech and social work, which was difficult to schedule, but the team rallied and are working diligently to meet the needs of our learners with special needs. I did put our communication to the department based on best practices and my knowledge of the law, which is how we overcame the obstacle. When the state released information they stated that case studies had to be completed within the 60 school days from when content was signed. ELearning days count toward the 60 school days and teams did not have access to testing materials to complete this. Guidance was given to close out evaluations and move them to the fall, complete case studies if you had enough information, or continue special education eligibility based on the existing information.
Finance	Will continue to provide meals weekly through July 31 Payroll, accounts payable and receivable, and state reporting remain intact during school closure. Capital projects for summer 2020 were approved and work has begun on some projects already. Putting final revisions on Tentative budget for 2020-21 which will be presented to BOE in late June. Working with rest of Administration on comprehensive plan for re-opening of school in the fall. Biggest challenge: The consequences of the COVID-19 pandemic are far-reaching and it continues to affect. It has affected everything related to my job: Transportation- none, when will it start back? Social distancing on the bus? Food Service- limited Payroll- must go out twice a month, pandemic or no pandemic Accounts payable and receivable- trying to stay current and help vendors Purchasing and Receiving- postponed or cancelled

	Budgeting- where do I start on this topic? Next year's contract negotiations with 2 unions (teachers and support staff)- already prepping for what's coming Use of facilities and cleaning of facilities- no usage now, more cleaning, more often when schools back in session Capital projects- going forward summer 2020, halted for summer 2021
Facilities	Biggest challenge : Working to make sure our facilities are disinfected properly during the pandemic. With good team work and being always prepared with equipment, supplies, and training we were able to provide excellent service during the disinfection process. The Facilities dept. kept calm and did what we had to do. I am proud of our team. Construction is on the way with all sites and is going well. We are currently in the demolition process. Gary School front offices, Leman northside bathrooms, Currier playgrounds, Wegner playgrounds, and Turner playgrounds have already started to be demolished so far.
Human Resources	**Biggest challenge:** Our biggest challenge has been time management and the hiring of support staff for the 2019-2020 and 2020-2021 school year. ● February through June is not only the busiest season for HR but also the most complex as we work on providing guidance on evaluations; are required to meet several compliance deadlines that if we miss, can affect our employees; work on staffing projections; conduct a vast amount of interviews and hiring meetings. Adding to our already busiest season the fact that we have had to complete a lot of these complex meetings virtually has been challenging. In addition, we have spent a significant amount of time putting together informational materials for our staff and learning and preparing for every next uncertain step. ● We also have not been able to do any hiring of support staff to begin at this time such as paraprofessionals and family liaisons as the police department is not currently doing fingerprinting. In addition, it has been difficult for employees to schedule doctor's appointments to get their TB and physical exams. Therefore, we had to stop the hiring of support staff for this school year. In addition, since next year seems uncertain, we have not done any hiring of support staff for next year. **How have we overcome this:** Being very strategic about prioritizing every task as errors can have a big impact on our staff and/or district. In regards to hiring support staff, we are hoping that as the economy reopens, we will be able to continue our fingerprinting process through the police department. Should this

	not be the case, we will be looking at contracting with a third party to complete the background checks. However, this will add cost since their pricing is higher than the police department. **I would also add the unexpected:** Every department has had to deal with added expenses. Unexpected expenses for HR include the expense of moving our onboarding process online as we are working with Frontline. In addition, virtual job offers are significantly more expensive than in-person job fairs. ● Hiring ○ Finalizing the interview and hiring process to fill the Principal vacancy at Gary School and starting the interview/hiring process to fill the position of Student Services Director. ○ Have hired 53 new certified staff (Exec. Dir. of HR conducts the final interview for every new certified hire) ○ Have conducted over 60 interviews for different positions ○ Recruitment via all social media platforms ○ Organizing a virtual job fair for June ● Onboarding ○ Moving onboarding process online ○ Organizing virtual social for new hires ● Enrollment Projections ○ Monitoring student enrollment to determine staffing needs for next school year. ● Administrative Procedures Manual ○ As we completed the Policy Manual, we are now moving into updating and creating administrative procedures. This will be a 2-month project. ● Policy Manual ○ Reviewing recent policy updates from PRESS ○ Meeting with Policy Sub-Committee in June ● Staff Engagement ○ Organizing games and events to connect with staff ■ Bingo Games ■ Virtual social events ● Kelly Education Staffing ○ Just waiting for attorney's revisions to contract to begin the transition of our substitute teachers to Kelly Education staffing
Community Schools	**Largest Challenge**

To date, our largest challenge has been accessing the variety of resources families are seeking, including food and cleaning/disinfectant supplies. We have worked with over 20 community partners to host food drives, pop-up food distributions, and obtain donations or bulk purchases of these items to incorporate into our home deliveries. We are continuing to partner closely with many faith partners, including St. Andrew Lutheran Church, Renewal Church, and Wheaton Bible Church, to collaborate with their volunteers and physical spaces.

Additionally, personal transportation is limited for many West Chicago families. Another challenge has been providing resources in areas of the community that are walking accessible. Our biggest accomplishment has been the home deliveries because it removes transportation as a barrier for families' altogether.

Weekly deliveries

- To date, we have made 307 deliveries to family's homes. This is equivalent to supporting:
    - 1,683 individuals
        - 932 children
        - 751 adults
- We use the responses to the weekly survey to prioritize parent outreach by Family Liaisons
    - All academic based questions submitted through the survey is followed up by a building administrator or other identified instructional leader
- After connecting with the family, Family Liaisons identify families interested in receiving a care package delivered to their home
    - Items include diapers, toilet paper, feminine hygiene products, grocery store gift cards, masks, and first-aid kits
- Deliveries are made by Wheaton Bible Church volunteers on Fridays

Deliveries follow public health recommended guidelines.

Direct financial assistance

- As of 5/27/2020, have disbursed $23,016 in direct financial assistance
    - Most common for rent
    - Average monthly rent $1,100
- We anticipate an influx of request for financial assistance in early May as a result of the extended stay-at-home order
- We support all West Chicago families including those enrolled at Educare and District 94
- We have begun working with Metropolitan Family Services to access our funds in a timely manner in order to appropriately support families in real time.

Weekly parent check-in survey

- We continue to send weekly parent check-in surveys
- The survey asks about:
  - How families are doing health-wise
  - How families are doing with obtaining essential supplies
  - Employment status as a result of COVID019

Community Relations

Biggest Challenge:

In the beginning of the pandemic, information being shared by the Governor's office and the ISBE was changing rapidly. Some days the message in the morning was changed by the afternoon. This made it very difficult to ensure that communication was concise, timely, and consistent and that our parents and staff were getting the information.

How We Overcame:

Based on previous surveys, we know that a majority of our parents rely

	on phone calls, text and backpack flyers for information coming from schools and the district. Due to the frequency of the communication needed to be shared, and not wanting to overload families with phone calls, we were able to activate parent/guardian cell phones to receive text messages without the parents needing to "opt-in". A message was sent notifying parents that cell phone numbers would be automatically "opted in". Parents were given an option to decline simply by texting "No". Texting messages, in addition to email, and posting the information on the website and social media, allowed for a reduction in phone calls and ensured a majority of our families received the information. It remains a priority to streamline communication as much as possible to prevent overload for our families. Connecting daily with all the departments on their communication needs allows for this streamlining to continue.

Discussion of New /Ongoing Business with Possible Action

- *Presentation(s) Follow-Up -*
  No presentation follow up at this meeting.

- *Approve Tax Shelter Companies* – John Haffner, Executive Director of Business and Operations, shared with the board that District 33 provides all district employees the opportunity to participate in voluntary Tax Sheltered Annuity Plans, none of which are endorsed, sponsored or have district contributions made on behalf of the employee. These Tax Shelter annuities are common for employees planning for retirement. The three companies providing the TSA are: AXA/Equitable, VOYA Financial, and PlanMember. The Board will take action on approving AXA/Equitable, VOYA Financial and PlanMember at the June 18, 2020 board meeting.

- *Finance/Facilities* – John Haffner, Executive Director of Business and Operations, reported state funds since the last board meeting he attended. We received the following: Evidence Based Funding - $3,413,267.64; Title IV Student Support - $14,675; Title I Low Income- $76,098; Title III ELL- $52,757; Title 2 Teacher Quality-$37,460; SPED Private Facility- $119,056.29; Regular Transportation- $226,607.65; SPED Transportation- $242,315.89; and Early Childhood- $1,258,336.

- *Food Service Contracts* – John Haffner, Executive Director of Business and Operations reported to the Board the contract renewal that Aramark has submitted for the school year 2020-2021. This renewal is the 2nd year of the allowable 5 year renewals (1 year at a time) for any food service provider. The new contract calls for a 3.1% increase over the contract for the 2019-2020 school year. John Haffner shared how Aramark has gone above and beyond during the COVID-19 pandemic by continuing to provide food to students and families. The Board will take action on whether to award Aramark Educational Service the contract for food service for 2020-2021 at the June 18, 2020 board meeting.

- *IASB Annual Dues (Illinois Association of School Boards)* Kristina Davis, Superintendent, reported to the Board the dues for continued membership with the Illinois Association of School Boards, along with the subscription to BoardBook, which is what is used to compile Board meetings. The board reviewed the bills and voted to approve the annual dues.

- *Transportation Contracts* – John Haffner, Executive Director of Business and Operations reported to the Board that the issue of the transportation contracts with Illinois Central needed to be reviewed. Illinois Central is looking for a closure payment for employees that they have furloughed due to COVID-19 school closures. The Board would like more information on this topic. John Haffner is currently gathering information for the board and they will look at the topic again at the June 18, 2020 board meeting.

- *Resolution Transferring Interest Earned in Working Cash Fund*- John Haffner, Executive Director of Business and Operations explained the process of transferring $7,456.00 of interest earned from the Working Cash Fund to the Operations and Maintenance Fund. The Board will approve this transfer at the June 18, 2020 board meeting.

- *Pulte Trillium Farms Development – Impact Fees* – John Haffner, Executive Director of Business and Operations reported to the Board that Pulte Homes is asking District 33 for a waiver of impact fees. Impact fees are fees that a developer pays a school district in lieu of any impact any increase in students may cause to the school district as a result of the residential development. The total amount of impact fees is $52,959 for 84 planned residences. Pulte would like these fees waived because they feel that there will be no adverse impact to District 33 as there will be no students, or very few students coming to the district as it is an age-restricted community. Pulte is, however, offering a donation of $2500 for each 3 bedroom unit and $5000 for each 4 bedroom unit. This in theory would mitigate any increase in costs the district might have from additional students. The board will decide whether to waive the impact fees or not at the June 18, 2020 board meeting.

Action Items

The Board of Education took action on the following items:

Approved the Personnel report:

1 ADMINISTRATION*:* Mary Kassir, Principal at Gary, effective 8/3/2020;

8 CERTIFIED: Kristin Zimbelmann, Math Interventionist at Currier School, effective 2020-2021 school year; Gloria Azpera Campos, Dual Language Teacher at Currier, effective 2020-2021 school year; Carolyn Lekousis, English Language Arts Teacher at Leman Middle School, effective 2020-2021 school year; Rosmeri Ayala, Dual Language Teacher at Indian Knoll, effective 2020-2021 school year; Marjory Warrington, Dual Language Teacher at Wegner School, effective 2020-2021 school year; Savanna Gottschalk, Gen. Ed. Teacher at Pioneer School, effective 2020-2021 school year; Lauren Lannert, LEA at ESC, effective 2020-2021 school year; Ariana Moschini, Learning Behavior Specialist at Turner, effective 2020-2021 school year;

1 CLASSIFIED: Nicholas Wlodarczyk, Technology Support Technician at ESC, effective 2020-2021 school year;

0 TRANSFERS:

4 RESIGNATIONS: Rebecca Reitz, Social Worker at Indian Knoll, effective 6/10/2020; Erin Rising, Dual Language Teacher at Gary, effective 6/10/2020; Ryan Whitcomb, Learning Behavior Specialist at Leman Middle School, effective 2020-2021 school year; Suzanne Nissen, Director of Student Services at ESC, effective 6/30/2020;

3 RETIREMENTS: Brad Leonard, Head Custodian at Turner, effective 6/10/2020; Virginia Zahaitis, Paraprofessional at Indian Knoll, effective 6/10/2020; and Eileen Kearney, Social and Emotional Learning Teacher at Currier, effective 6/2024.

0 TERMINATIONS:

0 LEAVES:

Kristina Davis shared with the board, the bio for Mary Kassir.

IASB Resolution- Kristina Davis, Superintendent, presented to the board the need for a delegate to be determined for the Joint Conference to be held in November. The Board will determine who the delegate will be and vote on it at the June 18, 2020 board meeting.

Information Items

The Board of Education received/reviewed/discussed the following informational items:

Most current posting of available job positions in School District 33;

Projected Enrollment 2020-2021– Angelica Romano, Executive Director of Human Resources, provided the board with a document showing projected enrollment and staffing along with another document comparing 2019-2020 to 2020-2021 registration packets in hand at this time. Due to the COVID-19 pandemic, registration packets have been slow to return.

No board outreach at this time.

Suggested agenda items for future board meetings – No suggested items at this time.

Parking Lot – No parking lot items at this time.

Report of District Committee Meetings

The May 26, 2020 PTO Council meeting was held virtually. Gina Steinbrecher, Coordinator of Community Relations and Communications stated there was a small group in attendance for the meeting. Kristina Davis, Superintendent, shared the plans for Summer School and how the 2020-2021 opening of school may look like. PTO members are wondering what their role as a Parent Teacher Organization would look like if school was to remain remote.

SASED Governing Board – Kristina Davis, Superintendent, stated the meeting was postponed.

Open Comments – Phebe Balzer stated congratulations to all of the District 33 retirees. She felt that the ETAWC statement read by Julie Garcia, was heartfelt and emotional, which the end of this school year has proven to be.

Upcoming Meetings/Events

The Board of Education members reviewed upcoming meetings and events.

Adjournment

The above review of action taken by the Board of Education at their regular meeting is provided in an attempt to keep you informed. If you have any questions regarding any of the information provided or wish to discuss any of the items, please do not hesitate to contact my office.

Respectfully,

Kristina Davis,
Superintendent of Schools

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