WEST CHICAGO ELEMENTARY
SCHOOL DISTRICT 33
Kristina Davis, Ed.S., Superintendent
April 23, 2020 Board Briefs

Chad McLean, Board President
Rita Balgeman, Board Vice President
Tom Doyle, Board Secretary

Phebe Balzer, Board Member
Kalpesh Dave, Board Member
Christian Rivera, Board Member

The regular meeting of the Board of Education was held on Thursday,
April 23, 2020, virtually, beginning at 7:01 p.m.

Board Members in Attendance

Chad McLean, Rita Balgeman, Tom Doyle, Kalpesh Dave, and Phebe Balzer

*Christian Rivera arrived at 7:17 p.m.

Additions/Changes to the Agenda
Kristina Davis, Superintendent, added an item under IX. Consent Agenda. E. Personnel Report

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. Chad McLean reflected on Shared Agreement #4 *Effective and Efficient Use of Resources.* Due to social distancing, we are holding our meetings using technology. Patience needs to be the focus to allow everyone to complete their thoughts. The technology slows meetings. Our last meeting was long and felt long. This has been the experience of school boards using virtual meetings. We, as seven, are to speak with a voice of one. We need to focus on hearing everyone's thoughts. We are all in this together. Thank you board for your service and your patience.

Recognition/Showcase/Presentation

Recognitions, showcases or presentations were postponed at this meeting due to COVID-19 School closures.

E.T.A.W.C. Statement

Julie Garcia had the following statement for the Board from E.T.A.W.C: We would like to congratulate Chad McLean on his appointment to School Board President, Rita Balgeman's appointment to Vice President, and Tom Doyle to Secretary. We look forward to continued partnership with the new board leaders, and we thank Brenda Vishnoff for her years of service and wish her luck in her new position.

It is with heavy hearts that our teachers continue to provide enhanced e-Learning to our students, knowing that we will not reconvene again for this school year. We will greatly miss saying goodbye to our students and colleagues with the usual hugs, high fives, fist bumps and happy tears. We remain hard working, enthusiastic and dedicated teachers, however there is absolutely NO replacement for face to face teaching and learning. Our current situation has made that extremely clear, and we are trying to find solutions for continued learning that protect the privacy and well-being of students, their family, and staff members, while continuing to provide equitable instruction for all.

There is something to be said for that end of the year cleaning out of desks and packing up of the classroom. It is the excitement for the summer months but also for the anticipation of the upcoming school year and meeting all of those new faces that will walk into our classrooms. Although this annual experience has been taken from us, we continue to stand together and do the best we can for our students. Life presents challenges, and we must rise to overcome those challenges as we are doing now. Our intentions are the best, our determination is fierce, and our work ethic is strong.

Public Comment

No Public Comment at this time.

Superintendent News

COVID-19 Update by Departments:

Department	Update

Teaching and Learning	-Finalizing Enhanced e-learning plans with principals to ensure that students that do not have access to internet have copies of the e-learning plans -Survey for parents on e-Learning to gather input on the e-learning plans that students have been currently working on. -Develop communication for families on the new Enhanced e-Learning plans to provide an understanding as well as information on how to access the plans. -Work with the team to develop summer school opportunities for students. -Finalize plans for the GATE audit in preparation for implementation for the 20-21 school year. -Finalize returning student registration procedures with secretaries as we will be mailing all paperwork to families. -Interviewing committee scheduling and facilitating interviews with building admin for new K-2 GATE and Math Interventionist positions.

Technology	-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	Provided professional development to paraprofessionals for three hours on Monday and three hours on Thursday. Participated in ALT, Cabinet, and HR Staffing meetings. Returned emails and phone calls. Conducted virtual interviews for the Coordinator of Student Services - Round One. Problem solved difficult EDC meetings with teams to discuss best ways to meet student needs.

Finance

Meals served to date:

3/30/2020	1758	1758
3/31/2020	1551	1551
4/1/2020	1555	1555
4/2/2020	1642	1642
4/3/2020	2259	2119
4/6/2020	1741	1641
4/7/2020	1842	1842
4/8/2020	1946	1946
4/9/2020	2029	2029
4/10/2020	2029	2029
4/13/2020	1754	1754
4/14/2020	1861	1861
4/15/2020	1906	1906
4/16/2020	1864	1864

Payroll, accounts payable and receivable, and state reporting remain intact during school closure.

Also, public bid recommendations are coming in for Summer 2020 capital projects

Facilities	The custodial staff has completed the spring break project list and has added painting some halls and gyms in some schools that needed it. We are stripping wax off hallways floors in schools that needed it which we haven't had time to do in a couple of years.We are still disinfecting the areas where food service personnel and any administrators are in the buildings daily. Construction for the summer had another bid opening. Arcon is getting numbers together for us for the board to approve. Arcon is still working with the city and county for permits to be issued. Emergency Planning is still in the works as I have had our monthly meeting with NISSAA (Northern Illinois School Safety Administrators Association) to keep up to date on what districts are doing during this time.(fire, police, ROE, facility directors, superintendents, etc).

Human Resources	● It is Hiring season ○ Have hired 18 new certified staff ○ Currently working on filling administrator positions for Indian Knoll and Preschool ○ Coordinating and conducting job fairs virtually. ○ Interviewing candidates and making job offers virtually ○ Recruitment via all social media platforms ● Staffing Projections ○ Held our staffing meeting the week of April 13th which includes conversations on transfer requests, moves in/out of buildings/content areas, vacancies, new positions, etc. ● Enrollment Projections ○ Working with Teaching and Learning to determine sections for next school year ● Following up news on COVID-19 regarding benefits provided to staff

Community Schools	Check-in survey continues to be sent to all parents each week. An average of 400 parents respond each week. First week of home deliveries with basic supplies to families is 4-17-20. 82 home deliveries scheduled, the deliveries will be made by volunteers from Wheaton Bible Church and WeGo Together for Kids staff. Deliveries are identified partly from check-in survey, Family Liaison contacts with families, and community partners. WeGo Together for Kids has been awarded $25,000 from the United Way COVID-19 Relief Fund to support all families in West Chicago impacted by COVID-19. We continue to purchase baby formula and other items requested by families via Amazon and have them delivered directly to their homes. We have check-in with community partners to learn about their needs and resources available and have curated new systems to ensure families are being best supported and we are strong fiscal stewards. PREVIOUS: On 3/23 picked up a donation from Cradles to Crayons (in Chicago) of 600+ diapers and baby wipes. On 3/24 picked up a donation of boxes to create food/care packages at WeGo Together Community Market from O'Brien Corporation. WeGo Together Community Market was open on 3/17 and 3/24 (previously scheduled to be closed on 3/17 because of election day). Served 100 families, estimated to be 500 individuals both nights. Supported D33 custodians by creating food/care packages from WeGo Together Community Market for each custodian picked up on

3/25. Supporting People's Resource Center and Neighborhood Food Pantries to work together to support families in need of food.

Developed sub-page on the D33 website that is updated in real-time with available resources in the community.

Community Relations	Updates to Website with the help of Carol Barsotti, Lead Technology Teacher and Dave Venchus. http://www.wego33.org/ Communication about: Device Distribution and Pick Up Enhanced E-Learning information NewsBites Continual updates to the District facebook page, Website Coordinating with all dept to streamline communication

Consent Agenda

The Board of Education conducted the following business on a consent agenda as follows:

- Approved the regular board meeting minutes of March 19, 2020 as presented;
- Approved the list of bills dated March 12, 2020, through April 15, 2020 in the amount of $1,115,784.32;
- Approved payrolls of March 13, 2020, $1,637,398.44 and March 27, 2020 $1,660,529.91;
- Approved imprest account March 12, 2020 to April 15, 2020 in the amount of $434.00;
- Approved the personnel report:
  2 Administration: Brenda Vishanoff, Assistant Principal at Early Learning Center, effective 2020-2021 School year; Zachary Minelli, Assistant Principal at Indian Knoll School, effective 2020-2021 School year.
  9 Certified: Carlos Vazquez, Dual Language Teacher at Indian Knoll, effective 2020-2021 School Year; Megan Miller, Learning Behavior Specialist at Leman Middle School, effective 2020-2021 School year; Iliana Ochoa, Social Worker at Early Learning Center, effective 2020-2021 School year; Rosa Rivera, English Language Arts Teacher at Leman Middle School, effective 2020-2021 School year; Cathleen Paullin, Psychologist at Leman Middle School, effective 2020-2021 School year; Angela Beckefeld, Learning Behavior Specialist at Leman Middle School, effective 2020-2021 School year; Carla Ramirez, Dual English Language Arts at Leman Middle School, effective 2020-2021 School year; Ana Diaz, Social Worker at Leman Middle School, effective 2020-2021 School year; and Rebecca Camargo Diaz, Dual Social Studies at Leman Middle School effective 2020-2021 School year.
  0 Classified:

1 Transfer; Mayra Mendoza from Special Services Secretary of Teaching & Learning to Executive Assistant to Human Resources, effective March 25, 2020.
1 Resignations: Kibbee Lewis, Assistant Principal at Leman Middle School, effective June 16, 2020
0 Retirement;
0 Leave:

- Kristina Davis, Superintendent, Ed. S. read the bios for the two new Administrative Staff hires, Brenda Vishanoff and Zachary Minelli

- Approved the disposition of audio tape of the Board of Education regular closed session meetings of October 4 2018, which are at least 18 months old, which meets the State criteria.

Financial Reports

- The Board of Education reviewed the Treasurers' Report and Budget Report as of March 31, 2020, along with the financial charts.
- The Board of Education had no summaries of Student Activity reports per buildings, due to COVID-19 and buildings being closed.
- The Board of Education received a financial report from John Haffner, Executive Director of Business and Operations, stating that since the last meeting, the District received 2 Evidence Based Funding payments totaling $2,275,511.56 on April 10, 2020 and April 20, 2020. The individual amounts were $1,137,755.78. The year to date total is $20,488,611.53.

Discussion of New /Ongoing Business with Possible Action

- *Presentation(s) Follow-Up* - No presentation follow-up or follow up questions at this meeting.
- *Announcement of Board Member Vacancy by Appointment* - Chad McLean, Board President, announced that the Board has a vacancy to fill, that will be appointed. It is a 12 month term and has been posted online with a deadline for applications of May 1st, 2020.
- *Facilities Bid New* - John Haffner, Executive Director of Business and Operations, presented a new Facilities Bid for Summer 2020 Capital Project Bid Recommendations. The bid included a list of the projects to be completed during the summer of 2020. The bid came in higher by $564,824 over the original budget for 2020. The 3 year period (2018-2020), District 33 will have spent $2,083,358 less than budgeted and will have completed all projects on the Long Term Facilities Plan through summer 2020, except for the Turner School parking lot renovation and the Leman Middle School additional parking. The Board of Education awarded the bids to the following vendors: All-Bry Construction Company in the amount of $5,684,000 for asphalt paving, site improvements, and new playgrounds; RB Construction, INC. in the amount of $2,360.000 for General Works; Anthony Roofing Tecta America LLC in the amount of $90,325 for roofing; Premier Mechanical, INC in the amount of $344,000 for mechanical/HVAC work; Action Plumbing Co., INC. in the amount of $388,480 for plumbing; and Associated Electrical Contractors, LLC in the amount of $496,000 for Electrical work. The Board approved the Facilities Bid New Recommendation presented by John Haffner, Executive Director of Business and Operations and George Demarakis, Associate Principal at ARCON Managers, llc.

Action Items

The Board of Education took action on the following items:

- Approve 2020-2021 Custodial Bids -
  The Board of Education awarded the Custodial Supplies Bid to the following vendors: All American Poly in the amount of $5,499.00; Valdez Enterprises in the amount of $12,703.00; and Warehouse Direct in the amount of $63,958.12, totaling $82,160.12 for the 2020-2021 school year.

- Approve Facilities Bid - The Board of Education awarded the Facilities Bid for new windows for Gary School and Leman Middle School to Madden Glass as recommended by ARCON, in the amount of $925,000.

- Transportation Contracts - Since the time of the information due to the Board Packet, this action item has changed, due to the new COVID-19 guidelines per Governor Pritzer, declaring school closed for the remainder of the school year. At this time, no discussion is needed regarding bussing and transportation contracts. The Board of Education may have to look into this in the future as the situation changes.

Information Items

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

- Angelica Romano, Executive Director of Human Resources, presented a report that was requested by Board member, Kalpesh Dave. The report was on FTE (Full Time Equivalency) and Payroll counts for the years of 2009-2020.
- Most current posting of available job positions in School District 33;
- The Board received the most recent Short term maternity leave report;
- Student Chronic Absenteeism had no report at this time due to COVID-19 and school closures.
- Student suspension report of March 2020, indicating 11 out of school suspensions, 0 in school suspension, 10 students in LMS Pause Room, and 0 bus suspensions. Report is through March 13, 2020 as that was the last day students were in the buildings due to COVID-19 School closures.
- Truancy referral report of March 2020 indicating 11 new students referred to the Regional Office of Education (ROE) and 29 students continue to be listed on the ROE truancy referral report. Report is through March 13, 2020 as that was the last day students were in the buildings due to the COVID-19 School closures.
- Freedom of Information Act report noting there were no new requests since the last board meeting;
- Special Education student report indicating 44 students placed out of district as of March 31, 2020;
- No suggested agenda items for future board meetings;
- Received School newsletters;
- Board outreach – No Board outreach at this time;
- Parking Lot item- was a report on FTE(Full time Equivalency) and Payroll counts for 2009-2020. The Item was discussed earlier in information items.

*The Virtual Board meeting was hacked and shut down at 7:56 p.m. Meeting was restarted at 7:58 p.m. with board members only accepted into the meeting.

Report of District Committee Meetings

- MTSS - No report at this time
- Open Comments - Going forward with virtual board meetings, names will be required to be accepted into the meeting.

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

ar