WEST CHICAGO ELEMENTARY
SCHOOL DISTRICT 33
Kristina Davis Ed.S., Superintendent
April 9, 2020 Board Briefs

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

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

The regular meeting of the Board of Education was held telephonically on Thursday, April 9, 2020 beginning at 7:00 p.m.

Board Members in Attendance

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

Additions/Changes to the Agenda
No additions or changes to the agenda.

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. Phebe Balzer read her shared reflection. Our first shared agreement says, "Make decisions according to what is best for ALL district 33 students." Although the emphasis is on the word ALL, I would like to emphasize the "district 33 students" for tonight. I am going to borrow from John Haffner's Financial Big Picture Covid-19 Pandemic Report. He reminds us that "Regardless of economic booms, recessions, or financial crises, approximately 4000 students show up at our door to be properly educated." That right there is our ultimate responsibility! Our mission says, "Create an educational culture where each student thrives academically, physically, socially and emotionally." I think orienting ourselves to that mission makes managing this crisis easier by giving us clear guidance and focus. It is so easy to get off track and to make other issues more primary. But even a slight veer away from our mission now will certainly show us as having missed the mark later down the road. I have been so very grateful that D33 has worked so very hard to continuously re-orient itself to our mission. Our current and future community thanks you.

Recognition/Showcase/Presentation
Recognition – No recognition at this time.
Showcase –No Showcase at this time.
Presentation – Student Services Department Update
Suzanne Nissen, Director of Student Services, presented an update on the Student Services Department.

E.T.A.W.C. Statement
Julie Garcia, ETAWC representative read the following statement to the Board: We are experiencing an unprecedented event that has changed our working conditions. We look forward to continuing discussions with administration in accordance with recommendations from ISBE to come to mutual agreements and to clarify the fine details in order to create clear expectations for all parties involved and minimize misunderstandings. Our intentions continue to focus around making the best decisions under the circumstances for the safety, education and well-being of our students, parents, staff and community.

Public Comment
Elizabeth Chipchak had a public statement for the board concerning her resignation effective June 10, 2020.

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

WEGO D33
Superintendent News

Dept Updates April 9, 2020

Department	Update
Teaching and Learning	-The E-Caring/E-Learning HUB provides staff to collaborate and share ideas/resources for student use -Working on days 11-20 of E-Caring/E-Learning plans for students and staff that will be ready to distribute following spring break -Finalizing with union leadership the plan for Remote Learning -Sent out a "check-in survey" to both classified and certified staff members to see how they are doing. The bulk of the responses

	indicated they are doing well and they appreciate and welcome the continuous communication. - Virtual meetings continue to occur as previously scheduled to continue the normalcy of schedules. -Principals PLT virtual meetings continue. This provides building administrators to share their work/activities and plan for an extended closure, if necessary. -Committee work continues to occur with staff -Subject Area Committee (SAC) continues to work on curriculum work -Gathered books and delivered to buildings to provide for families to ensure students are reading at home -Ordered school supplies to provide for families to engage students in learning -Returning student registration procedure is being modified in anticipation of an extended closure
Technology	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	We conducted phone interviews for the new and open positions. I virtually met with some of the teams to complete projections for 2020-2021 School Year. The remaining teams will be completed after spring break. I virtually met with the principals to establish the IEP Staffing Days for 2020-20201 School Years; this allows them to begin their scheduling earlier. I worked on Professional Development for Paraprofessionals and mailed packets home to them to work from and actively participate in this opportunity. Now that the e-Learning plan is being developed, the 60 School Day Timeline Calendar for special education had to be recalculated to ensure compliance with ISBE. I have been writing Weekly Newsletters to Staff and sharing resources they can use to work with their students. As a cabinet member, we collaboratively checked in with Wegner Staff to see how they are doing after the loss of one of the paraprofessionals. Draft Team Lists for 2020-2021 have been developed so that new employees can be added as we hire them. Participated in Staffing Conversations with HR and Principals.
Finance	Meals served to date: Date / Breakfast / Lunch 3/18/2020 / 1045 / 1045 3/19/2020 / 1172 / 1172 3/20/2020 / 1832 / 1832 3/23/2020 / 1417 / 1417 3/24/2020 / 1331 / 1331 3/25/2020 / 1675 / 1667 3/26/2020 / 1586 / 1586 3/27/2020 / 2092 / 1844 3/30/2020 / 1758 / 1758 3/31/2020 / 1551 / 1551 4/1/2020 / 1555 / 1555 Payroll, accounts payable and receivable, and state reporting remain intact during school closures.

Facilities	The custodial staff has started the spring break project list and has added more full cleaning of classrooms, bathrooms, and common areas while still disinfecting the areas where food service personnel and any administrators are in the buildings daily. Construction for the summer is still in the works getting the bids ready for work to be done. Arcon is still working with the city and county for permits to be issued along with all the blueprints for work to be done. I am also focused on a new priority, Emergency Planning. We are being asked to convene an Emergency Operations team (fire, police, mayor, health department, superintendents, etc) to begin planning for COVID-19 cases in our area. We are asked to begin planning now in the event that our schools need to be used as testing centers or hospitals KEEP CALM AND THANK A CUSTODIAN!
Human Resources	● Continue to meet deadlines dictated by IL School Code such PERA and SB7 as these deadlines were not paused. ● It is Hiring season - ○ Coordinating and conducting job fairs virtually. ○ Interviewing candidates and making job offers virtually ○ Recruitment via all social media platforms ● Staffing Projections ○ Working on transfer requests to determine actual vacancies ○ Meeting with Principals to determine staffing needs ● 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 sent to all parents (was also available in Spanish) - in the first 24 hours received 400 responses. Most families are doing well, but over half are interested in learning about obtaining additional resources. The survey will be sent to families every Wed. to continue identifying the supports needed in the community. Working with United Way and Federal Department of Education to re-route funding to purchase basic needs supplies for families (diapers, wipes, formula, nursery water, toilet paper, sanitizer, disinfectant, etc.) 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. Purchase diapers and formula from Amazon for ten birth-3 families and had it delivered to their homes. 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. Checking in with all community partners to see how they are doing and how to support them to holistically support families. 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/ On the District website homepage it is easy for parents to access information about the most important items at this time: Food Distribution Accurate Info about COVID-19 E-Learning Community Resources Check-In Survey for Families The COVID-19 webpage has: ● The most recent communication from the district posted front and center ● Links to all parent communication that has been sent ● Resources - Karina Villa sent information about Food Pantries in the area (Eng/Spa) this will be posted on the website. Here is a link to communication that has gone out since Monday, March 16, 2020. Continual updates to the District facebook page Stocked the two Sidewalk Libraries located at ELC and Indian Knoll with new books from T&L; also distributed books to the various Free Little Libraries found around the community. Working closely with all departments to get communication out to parents/staff about updates/new info.

Discussion of New /Ongoing Business with Possible Action

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

- The Board of Education accepted the resignation of Board President and member, Brenda Vishanoff, effective April 3, 2020.

- The Board of Education members made motions to appoint a new board President. The Board President position was appointed to Chad McLean. The Vice President position was appointed to Rita Balgeman and the Secretary position was appointed to Tom Doyle. All three positions were approved by the Board. The board will have a vacancy to fill.

- The Board reviewed and approved a Resolution Temporarily delegating Authority to Administration. The Board would like the wording in line item 5 to reflect that said resolution will expire on April 30, 2020 or as based on State of Illinois guidelines.

- The Board approved the Continuous employment of Administrators for 2020-2021.

- The Board approved the Continuous employment of Certified Staff for 2020-2021.

- The Board approved the Salaries for Exempt Staff for 2020-2021.

- John Haffner, Executive Director of Business and Operations, presented to the Board, the custodial bids for the 2020-2021 school year. The board will review the information and the topic of Custodial bids will be discussed again at the April 23, 2020 board meeting.

- *Finance/Facilities*

- John Haffner, Executive Director of Business and Operations, presented to the Board the Financial Information for District 33 as it relates to COVID-19. Mr. Haffner addressed how the COVID-19 pandemic could impact District 33 financially in the short-term (2 years or less) and long-term.

- John Haffner, Executive Director of Business and Operations presented to the Board, the results from the Turner Parking Lot Project. John Haffner stated that the trees in the parking lot would have to be removed and that was something that they did not want to do at this time. The Board may discuss the Turner Parking lot in the future.

- John Haffner, Executive Director of Business and Operations presented to the Board, the transportation contracts relating to the COVID-19 impact and its effect on Illinois Central Bus Company. The Board will discuss this issue further at the April 23, 2020 meeting. No decision was made at this time.

- John Haffner, Executive Director of Business and Operations presented to the Board a Facilities bid from Arcon for window replacement for Gary School and Leman Middle School. The Board will review the information and discuss the information at the April 23, 2020 board meeting.

- *Strategic Planning Committee Meeting –*
  All Strategic Planning meetings have been postponed until further notice. Those meetings cannot be held virtually.

- *Summer Lease Agreement*

  The Summer lease agreement between Winfield School District 34 and District 33 was brought back to the Board, because of the addition of clause #21 Health Crisis Termination. This would allow either party in the case of ongoing COVID-19 public health emergency to have this agreement terminated.

- *Trillium Real Estate Development*

  John Haffner, Executive Director of Business and Operations, presented to the Board the Memo regarding Impact Fees for the Pulte-Trillium Farms Development. The board approved the recommendation to not waive the Impact Fees.

Action Items

The Board of Education took action on the following items:

Approved the Personnel report:

3 CERTIFIED: Ashtyn Lee, Learning Behavior Specialist at LMS, effective 2020-2021 school year; Nancy Vivaldo, Learning Behavior Specialist at Pioneer, effective 2020-2021 school year; and Jessica Tynan, Social Worker at Leman Middle School, effective 2020-2021 school year;

0 CLASSIFIED:

0 TRANSFERS:

4 RESIGNATIONS: Anna Duran, Music Teacher at Wegner, effective June 10, 2020; Kristine Carson, Learning Behavior Specialist at Leman Middle School, effective June 10, 2020; Elizabeth Chipchak, Psychologist at Turner, effective June 10, 2020; and Ava Hartmanowski, Learning Behavior Specialist at Leman Middle School, effective June 10, 2020;

0 RETIREMENTS:

0 TERMINATIONS:

0 LEAVES:

Information Items

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

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

An update of the E-Learning Plan from Assistant Superintendent for Teaching and Learning, Gloria Trejo

Angelica Romano, Executive Director of Human Resources, presented the 2020-2021 Projected Enrollment –Staffing numbers

Angelica Romano, Executive Director of Human Resources, presented the Kinder Enrollment numbers and trends for the 2020-2021 school years.

Statement of Economic Interest reminder to Board members

No board outreach.

Suggested agenda items for future board meetings. Kristina Davis Ed.S., Superintendent, requested that if Board members would like reports or information from Administration, if they could follow the protocol and request the information be added as an agenda item. The board would then vote on whether to add it to a future agenda and board meeting.

No Parking Lot items at this time.

Report of District Committee Meetings

The April 9, 2020 PTO Council meeting was canceled.

SASED Governing Board – The Board held a virtual meeting and discussed e-learning and alternate supports for students.

No open comments at this time.

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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