WEST CHICAGO ELEMENTARY
SCHOOL DISTRICT 33
Kristina Davis, Ed.S., Superintendent
June 18, 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, June 18, 2020, at Leman Middle School Community Room, beginning at 7:03 p.m.

Board Members in Attendance

Chad McLean, Rita Balgeman, Tom Doyle, Christian Rivera, Felicia Gills, and Phebe Balzer

Kalpesh Dave arrived at 7:35 p.m..

Additions/Changes to the Agenda
Kristina Davis, Superintendent, added to the agenda item X. Financial Reports C. Budget Report, May 31, 2020 and XI. Discussion of New/Ongoing Business regarding D. Transportation Contracts

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. Christian Rivera reflected on Shared Agreement #1 *Student Growth and Achievement.* First of all, I want to thank all of what you have done this school year, staff, faculty and administration. We are very proud to serve and work in a community with people like you. A community who cares about our families, students, and our community.

Today, I would like to talk about the shared agreement of Adhering to our belief in our students' full potential and successful future. I believe we have been doing a great striving to provide the best opportunities for our students to learn and grow in the midst of these circumstances we are facing these days because of Covid 19 and remote learning. I believe that next school year we will be better prepared to continue the great work. With what we experienced this past spring, we will be able to apply what we have learned in order to improve our ability to educate children in a variety of different circumstances that may arise in the future. I believe that when we see our students we see potentiality ready to be molded to grow and achieve great things. This belief is key for the success of our school district community. As a board member. I look forward to upholding this principle as you do during our meetings.

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: As we enter summer and a negotiations year, we continue to hope that we can partner with the district to address issues that face the district and community in a spirit of collaboration. During trying times the obstacles that face us are easier to bear when we partner with others around us. We look forward to problem solving the reopening concerns of the community as well as the challenges that face students and staff alike.

Public Comment

No Public Comment at this time.

Superintendent News

COVID-19 Update by Departments:

Department	Update
Teaching and Learning	-Held remote learning feedback meetings with all grade levels and content areas to help plan for 2020-2021. Preparation for professional development for staff working on SAC (subject area committees) as they will help identify focus standards for teachers in the fall. Feedback from grade level/content teachers in identifying curriculum gaps will be used for this work -Finalize plans for summer school (student lists and teacher expectations as they work with students virtually) -Teachers are currently working on plans for Summer Learning that will start June 29 through July 31. This is to engage students that are not in summer school. -Provide staff the essential resources for upcoming professional development as well as summer school -Finalize orders for materials needed for students in summer school and GATE Camp -Collaborated with building administration to develop considerations for remote learning -Collaborated with building administration to develop 2020-2021 district drivers -School Improvement teams and administration met to work on the 2020-2021 drivers. Strategies were developed in order to align to the district drivers -LEAP training cohort of over 70 staff members began. This training will assist staff to help navigate remote learning and to increase engagement and agency for students
Technology	-Ordering for next year -Getting website updated -Training on new assessment tool (Performance Matters) -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 July. Working with the rest of the Administration on a 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

- Hiring
  - Beginning the interview and hiring process to fill the position of Student Services Director.
  - Have hired 53 new certified staff (These numbers reflect ONLY the final round of interviews which is conducted by the Exec. Dir. of HR. Principals have conducted many many more interviews than this to make their recommendations for hire to HR)
  - 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.
  - Holding meetings regarding Open Enrollment and Childcare requests.

- 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
	  ○ Coordinating and beginning the process to transition our substitute teachers to Kelly Education staffing
	
	• Contract Negotiations Discussions
	  ○ Beginning discussions with SSA and ETAWC as our contracts expire at the end of the 2020-2021 SY.

Community Schools	Since the state has entered phase 3, we have seen a slight decrease in the number of families accessing our resources (food distributions and weekly deliveries). We learned from families that many parents have been able to return to work.
	
	Additionally, the Governor has extended his Executive Order freezing evictions through June 27, 2020. We continue to watch this with anticipation that when the Order expires, some West Chicago families may be disproportionately impacted.
	
	Food distributions
	• Through a generous donation from Cantigny Park/McCormick Foundation, we are receiving 600 packed lunches every Monday, Wednesday, and Friday through July 31.
	• Distributions sites include:
	  ○ Main Park Apartments
	  ○ Timberlake Apartments
	  ○ St. Andrew Lutheran Church
	• We partner with St. Andrew Lutheran Church, Renewal Church, and Wheaton Bible Church to bring together volunteers to pass out lunches.
	• Puente del Pueblo has offered their office space at Main Park and Timberlake.
	
	Weekly deliveries
	• To date, we have made 387 deliveries to family's homes. This is equivalent to supporting:
	  ○ 2,104 individuals
	  ■ 1,174 children
	  ■ 930 adults
	• With the end of the school year, we will begin offering deliveries twice a month - as our staff capacity decreases significantly. If a family is in urgent need of a resource, we will work with our partners and staff to support them between

	deliveries.
	• 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, feminie 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 6/8/2020, have disbursed $26,575 in direct financial assistance
	  ○ Most common for rent
	  ○ Average monthly rent $1,100
	
	Weekly parent check-in survey
	• With the end of the school year, we will no longer send the weekly check-in survey to all parents. Instead, the survey will still be available on the District's website for families to complete and our Family Liaisons will provide limited outreach throughout the summer to touch base with families.

Community Relations	Focusing on End of the Year Communications New Website Training and New Mass Communication Implementation and Training

Consent Agenda

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

- Approved the regular board meeting minutes of May 14, 2020, May 21, 2020, and June 4, 2020 as presented;
- Approved the list of bills dated April 16, 2020, through June 10, 2020 in the amount of $2,633,672.60;
- Approved payrolls of April 15, 2020, $1,694,628.69 and April 30, 2020 $1,611,966.55 and May 15, 2020, 1,613,345.98 and May 29, 2020 1,605,792.96;
- Approved imprest account May 14, 2020 to June 10, 2020 in the amount of $0.00;

- Approved the personnel report:
  1 Administration: Arely Alfaro, Coordinator of Buildings and Grounds, effective 7/1/2020;
  3 Certified: Christine Nelson, Social Worker at Indian Knoll, effective 2020-2021 school year, Kim Rivera, SEL Teacher at Turner, effective 2020-2021 school year, and Taliah Ziyad-Nau, Psychologist at Turner School, effective 2020-2021 school year;
  0 Classified:
  0 Transfer;
  2 Resignations: Viviana Armas Ponce, ELS Paraprofessional at Wegner School, effective 6/4/2020 and Kristina Sauter, Math Teacher at Leman Middle School, effective 6/10/2020
  0 Retirement;
  1 Leave: Robert Guerrero, Head Grounds athe ESC, Unpaid Medical Leave of Absence, effective 6/3/2020 - 6/29/2020;

- Approved the disposition of audio tape of the Board of Education regular closed session meetings of December 6,2018 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 April 30, 2020 and May 31, 2020, along with the financial charts.
- 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 a Evidence Based Funding payment totaling $1,137,755.78 on June 10, 2020, $119,056.29 from Special Ed. Private Facility Tuition, $226,607.67 from Transportation Regular, $242,315.89 from Special Education Transportation, and $18,245,336.82 total taxes received.
- The Board of Education received a summary of each school's monthly activity account as of May 31, 2020.

Discussion of New /Ongoing Business with Possible Action

- *Presentation(s) Follow-Up* - No presentation follow-up or follow up questions at this meeting.
- *Policy Sub-Committee Minutes* - The Board approved the Policy Sub Committee minutes from June 4, 2020.
- *1st Reading of Board Policies* - The Board of Education conducted a first reading on the following School Board Policies: Exhibit 2125-E1 - Board Member Expense Reimbursement Form, Exhibit-2160-E-Checklist for Selecting a Board Attorney, Exhibit-560-E1- Employee Expense Reimbursement Form, Exhibit 2125-E2, Board Member Estimated Expense Approval Form, Exhibit-560-E2-Employee Estimated Expense Approval Form, Policy-810-Connection with the Community, Policy 450-Payment Procedures, Policy 770-Attendance and Truancy, Policy 560-Expenses, Policy 830-Visitors to and Conduct on School Property, Policy 2125- Board Member Compensation Expenses, Policy 2160-Board Attorney, Policy 880-Gifts to the District, Policy 5150-Personnel Records, Policy 5280-Duties and Qualifications, Policy 6135-Accelerated Placement Program, Policy 725-Student Fundraising Activities, Policy 8110-Public Suggestions and Concerns, Policy 6280-Grading and Promotion, Policy 7130-Student Rights and Responsibilities. The Board will review the policies and look at them again at the July 16, 2020 Board meeting.
- *Transportation Contracts* - John Haffner, Executive Director of Business and Operations, shared documentation with the Board about the transportation contracts with Illinois Central Bus Company. The Board voted to approve Option 2 as recommended, which is 35% of cost of school closure days for the 2019-2020 school year with the contingency that we sign a one year extension into the 2021-2022 school year with a maximum increase of no more than 5%. This equates to approximately $560,000. State reimbursement of 55% equals $308,000. This leaves $252,000 of which we would pull $180,000 in CARES Act money. This leaves $72,000 remaining. For every 1% increase over 5% that Illinois Central might otherwise charge in 2021-2022, it would save the district $46,000.
- *Resolution to effect Interfund Transfer-* The Board voted to approve a resolution calling for a public hearing on intent to effect interfund transfer which will be held at the July 16, 2020 meeting.

Action Items

The Board of Education took action on the following items:

- *Approve IASB Governing Board Representative* - The Board of Education appointed Tom Doyle to be District 33's Representative at IASB sponsored events including the Delegate Assembly at the Joint Annual Conference in November.
- *Approve Tax Shelter Companies* - The Board of Education approved the TSA companies of AXA/Equitable, VOYA Financial, and PlanMember.
- *Approve Food Service Contracts* - The Board of Education approved the Food Service Contract for 2020-2021 with Aramark.
- *Pulte Farms Development-Impact Fees*- The Board of Education approved waiving of impact fees for the Development.
- *Resolution Transferring Interest Earned in Working Cash Fund* -The Board of Education approved the Resolution transferring Interest Earned in Working Cash Fund.

Information Items

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

- Most current posting of available job positions in School District 33;
- The Board of Education received an update on the GATE program for 2020-2021;
- 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 two 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 newsletter from Indian Knoll School;
- Board outreach – No Board outreach at this time;
- Parking Lot item- Social and Emotional Learning and what Mental Safety really means in Policy 7:70, and Professional Development training for teachers along with Social and Emotional Learning Curriculum;

Report of District Committee Meetings

- SASED Board of Control- Kristina Davis reported that SASED is still in discussions regarding the start of the school year and that it is very difficult for them as they have students in all different areas.
- Policy Sub-Committee - Angelica Romano updated the board on the review of the policies.
- Open Comments - Rita Balgeman shared that an email was received from Representative Karina Villa inviting them to a discussion regarding COVID-19 and West Chicago. Kristina Davis, Superintendent, will be attending and will report back to the Board of Education.

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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