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WEST CHICAGO ELEMENTARY
SCHOOL DISTRICT 33
Kristina Davis Ed.S., Superintendent
May 7, 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 virtually on Thursday, May 7, 2020 beginning at 7:08 p.m.

Board Members in Attendance

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

Additions/Changes to the Agenda
Kristina Davis, Superintendent, added an item under X. Action Items A. Personnel Report Revision and XIV. Closed session, The Board will move to go into closed session to discuss security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

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. Rita Balgeman read her shared reflection. This week is Teacher and Staff Appreciation Week. Yesterday, Gina sent out a request to the school PTOs to help nominate staff members as part of her Employee Spotlight efforts on social media. I began to fill it out for one of my kids' teachers, and then realized that I wanted to nominate many others as well. So many of our teachers and support staff have worked incredibly hard to reach out to kids and families over the past two months, to maintain relationships, to meet needs, and to continue teaching them. Our custodial staff has worked hard cleaning and disinfecting the buildings. Additionally, our central office staff has worked incredibly hard, expertly handling each new and unexpected crisis. All of our teachers and staff have demonstrated a deep dedication to our kids and families; and I want to take this moment to thank all of our D33 teachers and staff for all of their hard work now and always.

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Recognition/Showcase/Presentation

Recognition – Board Recognition – Dr. Brenda Vishanoff

The Board of Education recognized outgoing Board of Education President Dr. Brenda Vishanoff. At least 48 people were in the virtual meeting to show their appreciation for her 12 years with the District 33 Board of Education. Phebe Balzer expressed the following regarding Dr. Vishanoff:

Brenda, thank you for your many years of leadership, service and sincere dedication to our community. I believe you have made a significant positive difference. I have always known you to be thoughtful, sensitive and strategic in your various roles on the board. Your professionalism has raised the bar for the function of school boards. You have kept us accountable to your unwavering belief that a healthy functioning school board has a direct impact on the health of the district. I have also particularly appreciated and have been inspired by your vision and advocacy for the most under-resourced among us. I am so very thankful and thrilled that D33 gets to continue to benefit from your skills, values and vision. So, once again, thank you! And I wish you an abundance of blessings in your new role.

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

Presentation – WEGO GATE Review

Jeanine Buishas from the Regional Office of Education and Jen Tapia Director for Teaching and Learning presented an update on the GATE program (Gifted and Talented Education). They shared with the Board their findings from surveys, interactions with teachers, students, and parents.

E.T.A.W.C. Statement

Julie Garcia, ETAWC representative read the following statement to the Board:

We would like to thank the board and district administration for creating the thoughtful teacher appreciation video.

During difficult times we are afforded a new perspective on that which is important. We recognize the gifts we have which we took for granted but have the opportunity to appreciate once more. The small things like a good morning, a smile, a conversation, hold new value. We look forward to that time when we can appreciate these things again, in person, with our students.

We would also like to express our sadness to lose good personnel to other districts as we know the strengths they have brought to their jobs, and how they have positively affected the lives of students, parents and staff within our district. We wish them luck in their future endeavors.

Public Comment

No public comment at this time.

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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 May 7, 2020

Department	Update
Teaching and Learning	-Create elementary videos in English/Spanish that helps parents navigate the website on the Enhanced e-learning plans - Review survey from parents on Enhanced e-Learning with principals -Meet with principals to discuss communication plans surrounding e-learning for parents, staff and students -Finalize summer school opportunities -Develop enrichment e-Learning themes in cluster bands (K-2 and 3-5) to begin May 4th -Review GATE presentation with principals and begin discussing next steps.
Technology	-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.

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	-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	Special Education Committee Meeting (district committee) on Monday and Wednesday Interviews for LEA and BCBA positions Evaluations of classified staff (nurses and interpreters) Projections with Elementary Schools Meetings, Emails, Phone Calls, etc. ESY Registration paperwork discussion with SASED executive director Draft procedures for when we return to school Meeting with Health staff about medication pick up and medical files
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

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	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, capital projects for summer 2020 were approved and work will begin on some projects in May.
Facilities	The custodial staff is still painting some halls and gyms in some schools that needed it. We are still 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 is quickly approaching with our first construction meeting with contractors. 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 a couple of meetings with Mike Buenrostro to keep us on track with our safety protocols.
Human Resources	● Hiring ○ Have hired 25 new certified staff in addition to 3 new Assistant Principals (Exec. Dir. of HR conducts the final interview for all new hires) ○ Have conducted over 35 interviews for different positions ○ Recruitment via all social media platforms ● Onboarding ○ Researching how to move our onboarding process online. ○ Created an “I Said Yes to D33” Sign of our new staff to take pictures with. ○ Have ordered our welcome present for this year -

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	messenger bag! ● 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 6-month project. ● Staff Engagement ○ Strategizing ways HR can connect with staff district-wide such as Human Bingo.
Community Schools	**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

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Weekly 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, 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
- Data to date:
    - 144 deliveries
    - 809 individuals supported
        - 371 adults
        - 438 children

Direct financial assistance

- As of 4/27/20, have disbursed $16,407 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

Community Relations	Staff Appreciation Week of May Organization of activities for Staff Appreciation Week

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	• Staff from each school had a scheduled time to drive up to pick up gift from Building and District Admin • Yard Signs Thanking all staff • Social Media postings PTO Council Meeting - Virtual Working with depts. to coordinate communications for weekly surveys to families, Working with LMS admin on communication from 8th grade graduation, 5th grade transition Feature Teacher program

Discussion of New /Ongoing Business with Possible Action

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

- The Board of Education discussed the Board Member Vacancy Process and Timeline to fill the vacancy of Dr. Brenda Vishanoff.

- The Board of Education heard information from Angelica Romano, Executive Director of Human Resources, regarding the Coordinator of Communications and Community Relations position. The position will become a 12 month position, which was previously a 10 month position. The position will take effect immediately, instead of waiting until the start of the new contract year, July 1, 2020. The Board of Education approved the change in position.

- *Finance/Facilities* – No report at this time.

- Transportation Contracts – Kristina Davis, explained to the Board that no action would be taken on the Transportation contracts at this time, due to the closing of the schools for the remainder of 2019-2020 school year. The Board will look at the Transportation contracts at future meetings.

- Treasurer's Bond – Kristina Davis, presented to the Board, the resolution to appoint a Treasurer for the 2020-2021 school year. The Board approved the appointment of Phebe Balzer to Treasurer starting July 1, 2020 to June 30, 2021,

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Action Items

The Board of Education took action on the following items:

Approved the Personnel report:

1 ADMINISTRATION*:* Anthony Hugelier, Assistant Principal at LMS, effective 2020-2021 school year;

13 CERTIFIED: Alexis Long, Speech and Language Pathologist at Pioneer, effective 2020-2021 school year; Bailey Zydek, Learning Behavior Specialist at Indian Knoll, effective 2020-2021 school year; Amy Hurt, Dual Language ELA at LMS, effective 2020-2021 school year; Colin McCarthy, Learning Behavior Specialist at LMS, effective 2020-2021 school year; Jeana Brown, Music Teacher at LMS, effective 2020-2021 school year; Guadalupe Aguillion, ESL teacher at Early Learning Center, effective 2020-2021 school year; Ilona Truckenbrod, Math Interventionist at Pioneer, effective 2020-2021 school year; Lebia Chatman, Instructional Coach at Pioneer, effective 2020-2021 school year; Kristin Vallaro, Learning Behavior Specialist at Early Learning Center, effective 2020-2021 school year; Natasha Allred, GATE teacher at Turner, effective 2020-2021 school year; Lizet Sibaja, Dual Language Teacher at Wegner, effective 2020-2021 school year; Jenna Turner, GATE teacher at IK, effective 2020-2021 school year and Ryan Whitcomb, Learning Behavior Specialist at LMS, effective 2020-2021 school year;

0 CLASSIFIED:

1 TRANSFERS: Michael Grzegorzewski, from Head Custodian at LMS to Facility Engineer at ESC, effective 4/13/2020.

1 RESIGNATIONS: Stephanie Drake, Principal at Gary School, effective 6/23/2020;

0 RETIREMENTS: Laura Holguin, ELS Paraprofessional at LMS, effective 6/10/2020; Danise Burke, ELS Paraprofessional at LMS, effective 6/10/2020;

0 TERMINATIONS:

1 LEAVES: Stefanie Lindsey, Early Termination of Leave of Absence, effective 5/11/2020

Kristina Davis read the biography of Anthony Hugelier, Assistant Principal at Leman Middle School to the Board of Education.

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 and Summer School was presented by Assistant Superintendent for Teaching and Learning, Gloria Trejo

Staff Appreciation Week – Gina Steinbrecher, shared with the Board that Staff Appreciation week did not go as planned. When staff members come to close up their classrooms, Staff Appreciation gifts will be given at that time. She also talked about Staff Shout-outs, highlighting staff members on Facebook. A video from Administration and Board members was also shared with staff sharing appreciation for all the hard work teachers are putting forth during the COVID-19 pandemic.

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.

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Report of District Committee Meetings

The April 28, 2020 PTO Council meeting was held virtually. Jen Tapia and Gina Steinbrecher were in attendance for the meeting. Discussion was held on E-learning, teacher appreciation, questions on the 5th grade send off and 8th grade graduation. PTO Council would like one more meeting before the end of the school year.

SASED Governing Board – Kristina Davis, Superintendent, attended the virtual meeting for SASED and as of this time, there is nothing new to report.

Open Comments – Phebe Balzer expressed the following statement: I missed the opportunity to contribute to the video that went out this week; so on the occasion of staff appreciation week, I would like to add my sincere thanks to our teachers and staff. So very little can be done without you. You are most certainly the hands and feet of D33 and I am grateful your hands and feet have been full of heart. I wish you all bottom-less barrels of inspiration and energy. Thank you!

Tom Doyle also expressed his many thanks for what the teachers are doing during this difficult time. He thanks them for doing the extra work because they want to and know they have been putting in tons of effort.

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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