

**Minutes of the Meeting of the Board of Education
Willow Springs Consolidated School District No. 108
Tuesday, April 28, 2020
Meeting Held Virtually**

Call to Order

Meeting called to order at 6:35 p.m.

Roll Call

Members present: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick
As well as Superintendent Patrick & Principal Smuda

Pledge of Allegiance

The Pledge of Allegiance was led by President, Mary Ellen Weeg.

Acceptance of the Superintendent's Agenda

The superintendent recommends the approval of the Superintendent's Agenda.

Motion 20-094 by Ciota, seconded by Hawkins as recommended by the superintendent for the approval of the superintendent's Agenda.

Roll Call Vote: Yeas: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick

Public Comment

This meeting was electronically due to the COVID-19 Health Crisis and Governor Pritzker's Shelter in Place Executive Order. Public attendance was restricted from the meeting. This was announced on the published agenda. Also announced on the public agenda was the notice to send any public comments or questions or if you wish to attend the meeting by muted phone to the superintendent at fpatrick@willowsspringsschool.org by 5pm April 28, 2020 for inclusion at the meeting.

The meeting was Audio Recorded and that recording will be made available to the public upon request to the superintendent.

Mr. Dave Patterson attended the meeting via muted phone but had no questions at this time. Nick Cavalier from Baker Tilly was also at the meeting along with Valerie Wacker who took the minutes.

Minutes

A copy of the March 24, 2020 regular meeting minutes were included in the packet.

The superintendent recommends the approval of the minutes from the Regular Board Meeting for March 24, 2020.

Motion 20-095 by McSweeney, seconded by Bohac as recommended by the superintendent that the Board approve the minutes from the Regular Board Meeting for March 24, 2020.

Roll Call Vote: Yeas: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick

Abstain:

Financial Report

The auditor's report for the month of March was in the packet. Nick Cavalier from Baker Tilly presented the financial report & answered all questions. He also talked about the CARES Act.

Consent Agenda

The superintendent recommends the approval of the consent agenda.

Motion 20-096 by Weeg, seconded by Hawkins as recommended by the superintendent for the approval of the consent agenda.

Consent #1

The superintendent recommends the approval of the payroll and the approval of the bills in the amount of \$181,046.32 (8A-1-2), the reimbursement of the Imprest Fund in the amount of \$341.10 (8B) and approval of the Activity Fund balance of \$56,204.03 (8C) for the month of April 2020.

Consent #2

The superintendent recommends the approval of the financial report for the month of March 2020. Fund balances: Educational: \$4,518,423; Operations & Maintenance: \$423,635; Debt Service: \$639,973; Transportation: \$425,150; IMRF: \$263,804; Capital Projects: 576,594; Working Cash: \$539,149; Tort: \$77,777; and Fire Prevention & Life Safety \$4

Consent #3

The superintendent recommends accepting Kim Cahill's intent to retire at the end of the 2023-2024 school year with gratitude for her long service to the students of the District.

Roll Call Vote: Yeas: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick

Notices and Communications

The superintendent presented the following news articles:

A-a. 0 newspaper and related to National and Illinois Education issues.

A-b. 3 newspaper and related articles related to Willow Springs School District 108.

1. A Des Plaines Valley News spread about Family Reading Night.
2. A Des Plaines Valley News photo spread about Dr. Seuss' birthday.
3. A Des Plaines Valley News bid notice for paper for next school year.
We purchase our paper through a Lyons Township Cooperative.

A-c. 0 Newspaper and related articles related to early childhood education.

Item 9B Legislative/SCOPE report: 0 Items.

The Illinois Legislature has not met since the Stay at Home order has gone into effect.

Item 9C State Board of Education Correspondence: 0 Items.

Item 9D Illinois Association of School Boards Correspondence: 0 Items.

Item 9E AERO Correspondence items: 0 Items.

Item 9F EBC Health Insurance Co-op Correspondence items: 0 Items.

Item 9G Village of Willow Springs Correspondence: 0 items.

Item 9H County Clerk Correspondence: 0 items.

Item 9I Intermediate Service Center Correspondence: 0 items.

Item 9J Township Treasurer Correspondence: 0 items.

Item 9K

Superintendent Correspondence Received: 0 items.

Superintendent Correspondence Sent: 0 items.

Item 9K-A Freedom of Information Act Requests and Notices 0 items.

Special Education

The AERO Governing Board has not met since our last meeting. They will meet in May.

Principal's Report

Principal Smuda reported:

These are unprecedented times! While we are keeping our social distancing, the students are learning remotely, while the teachers are thinking of creative ways to deliver instruction. ISBE's number one objective is the health and welfare of all individuals. Stay Healthy!

She is proud of all the staff. They are sending in paper packets electronically. Remote learning is going well. The teachers are doing small & large group meeting through Google Meets. We are trying new things each week & tossing out any junk along the way.

Staff keep coming up with new ideas and we are getting positive feedback from our parents.

Teachers will say goodbye to ALL students at the end of the year.

Food Distribution has continued every day at Willow and Sterling Estates. District 104 provides us with packaged breakfasts, and we pick up sandwiches each morning from ARGO High School. We serve an average of approximately 45-50 meals per day. The principal recognized the following people for stepping up: Amanda Kirby, Stephanie VanWagner, Monica Dickman, Lisa Perea, Dawn DeAnda and Zach Wisnewski. Most of them would say seeing the children is the best part of the process.

11A Class Size Information

Because of the Remote Learning Plan and Stay at Home Orders, there has been no change to the enrollment in the past month. Last month's report was included in the packet.

Item 12A 2019 Audit Services and FY2020 Financial Consultant Contracts

Baker Tilly has sent his renewal documents for the financial services for FY2021. There are 2 contracts to approve. The first is a renewal of the existing Financial Consultancy: budget, monthly reports, levy, forecasting on call for assistance. It has a 2% increase and rises to \$2,350/month.

The second is for preparation towards the annual audit. Baker Tilly will prepare the books for the audit – in previous years, they did both the preparation and the audit. As the audit was awarded to a different firm last month, separating the preparation from the audit will eliminate the deficiency for a CPA on our annual year and has a 2% increase for each year, 2-5.

The superintendent recommends the approval of the contracts with Baker Tilly for the 2020 Audit preparation and for FY2021 Financial Services.

Motion 20-097 by Weeg, seconded by Bohac as recommended by the superintendent for the approval of the contracts with Baker Tilly for the 2020 Audit preparation and for FY2021 Financial Services.

Roll Call Vote: Yeas: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick

Item 12B Student Accident Insurance

Each year, the District purchases accident insurance for each of its students. This insurance covers any injury that occurs at school or at a school event. The cost remains \$4/student.

The superintendent recommends the purchase of Student Accident Insurance at the cost of \$4 per student for the 2020-21 school year.

Motion 20-098 by Ciota, seconded by McSweeney as recommended by the superintendent for the approval of the purchase of Student Accident Insurance at the cost of \$4 per student for the 2020-21 school year.

Roll Call Vote: Yeas: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick

Item 12C Amendment to First Student Contract

Due to the school closure, we've been working with First Student. Last month, they reported that they would continue to pay their drivers and we agreed to pay 80% of our regular runs. We have not paid any bills for any runs past March 13th, the last day of on-site learning.

However, First Student has not been paying its drivers. So, we've negotiated to pay 40% of the regular runs to keep the fleet viable. This is the standard throughout the area.

The Board decided to table this vote until the May meeting so the superintendent can get more information so they can make a more informed decision.

Item 12D Professional Service Contract, Librarian, FY2021

With Gail Burkdoll's retirement, and shifting responsibilities for Jadda Castaneda and Jill Craig, we will be in need of a librarian for next school year.

The superintendent is recommending Diane Carter for this position. Diane has been a teacher with AERO since the late 1980s and has been assigned to Willow Springs School for most of her years at AERO. Most recently, for the past 14 years, she's been the CD (Communications Disorders) teacher for grades 6-8. She is very familiar with Willow, she knows our systems, knows our staff, and knows many of the junior high students. Diane is retiring from AERO this school year. As a result, she is available on a retirement contract, just like we had with Lois Popish. This will be an easy transition for our students.

Diane would work for 120 days of the school year, at \$275/day (\$33,000). There will not be any insurance benefits or TRS. She will work 4 days per week. She will also make plans for the weeks she is not in attendance as Lois used to do.

The superintendent recommends the approval of the professional services contract with Diane Carter as the school librarian for the 2020-21 school year.

Motion 20-099 by Hawkins, seconded by McSweeney as recommended by the Superintendent the approval of the professional services contract with Diane Carter as the school librarian for the 2020-21 school year.

Roll Call Vote: Yeas: Weeg, Ciota, McSweeney, Hawkins, Bohac, and Patrick

Item 12E Summer Building Work, 2020

The Life/Safety work replacing the AC units for rooms 211, 206 and 207, the replacement of classroom doors and interior windows, and security for the front vestibule is all on schedule to begin June 1st. The superintendent has been working with the contractors on scheduling, etc.

Item 12F COVID19 Update

The superintendent updates the Board stating that Monday, May 18th will be the last day for our 8th grade classes. They will do an exchange, picking up all their items that were left behind & bringing back their textbooks & Chromebooks. They will also get an awesome surprise!

He is looking into doing a picnic lunch at graduation rehearsal along with other activities including yearbook signing for the week of July 20th at ARGO field to have a full cap & gown graduation. If this falls through and can't be done then he is looking into a Virtual Graduation.

He does not feel a remote summer school will work out since the students that will need it the most, don't really participate in the remote learning. He would like to do a more robust in school summer school if possible starting in July, as the school closer goes through 6/30, with a four week program instead of a three week program. If this is not possible then he would like to enhance the Homework Clubs, having them start right away instead of the day after Labor Day as done in the past years and having the students make up the work they missed.

We are working on starting an Online Registration for the 2020-21 school year. Hoping over 50% will register online but figuring most likely that only 40% will register online. Those that don't register online will have to make an appointment to come in to register.

Item 12G May 2020 Board Meeting Date

The Board is currently scheduled to meet on May 18th at 5pm. That was originally intended to be prior to Graduation. The superintendent wanted to know if the Board would like to keep that date or move it. There will need to be a Closed Session at the May meeting to discuss some personnel issues.

The Board elected to keep the date of May 18th for the next Board meeting.

Item 13 Calendar Information

Item 14 Closed Session

Board did not go into closed session to discuss personnel, discipline issues and school security measures.

Item 15 Final Actions

Item 16 Adjournment


Motion 20-100: Adjournment at 7:40 pm

Motion made by Ciota, Seconded by Hawkins

Hearing no objections so moved.



President



Secretary