

**Minutes of the Meeting of the Board of Education
Willow Springs Consolidated School District No. 108
Tuesday, March 24, 2020
Meeting Held Virtually**

Call to Order

Meeting called to order at 6:39 p.m.

Roll Call

Members present: Weeg, Ciota, Ristić, McSweeney, Hawkins, Bohac, and Patrick
As well as Superintendent Patrick, Principal Smuda & Special Ed Coordinator Litko

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 20-086 by Patrick, seconded by Bohac as recommended by the superintendent for the approval of the superintendent's Agenda.

Roll Call Vote: Yeas: Weeg, Ciota, Ristić, 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 to the superintendent by 5pm March 24, 2020 for inclusion at the meeting. The superintendent's email address was provided.

As a frequent visitor to the Board, Mr. Dave Patterson was reached via email by the superintendent alerting him to this emergency policy. He was invited to send comments and questions to the superintendent. Mr. Patterson responded that he had nothing to share at this meeting.

Financial Report

The auditor's report for the month of February was in the packet. Nick Cavalier from Baker Tilly could not attend the meeting. The financials look unremarkable for February with the start of property taxes being posted. Right on track for both expenditures and revenues.

Minutes

A copy of the February 25, 2020 regular meeting minutes and the February 13, 2020 Special Meeting were included in the packet.

The superintendent recommends the approval of the minutes from the Regular Board Meeting for February 25, 2020.

Motion 20-087 by Weeg, seconded by Bohac as recommended by the superintendent that the Board approve the minutes from the Regular Board Meeting for February 25, 2020.

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

Abstain: Ristić, McSweeney and Hawkins

The superintendent recommends the approval of the minutes from the Special Board Meeting for February 13, 2020.

Motion 20-088 by Ciota, seconded by Bohac as recommended by the superintendent that the Board approve the minutes from the Special Board Meeting for February 13, 2020.

Roll Call Vote: Yeas: Ciota, Ristić McSweeney, and Bohac

Abstain: Weeg, Hawkins and Patrick

Consent Agenda

The superintendent recommends the approval of the consent agenda.

Motion 20-089 by Weeg, seconded by Ciota 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 \$247,720.70 (8A-1-2), the reimbursement of the Imprest Fund in the amount of \$354.69 (8B) and approval of the Activity Fund balance of \$59,229.64 (8C) for the month of March 2020.

Consent #2

The superintendent recommends the approval of the financial report for the month of February 2020. Fund balances: Educational: \$3,558,375; Operations & Maintenance: \$331,971; Debt Service: \$419,274; Transportation: \$424,444; IMRF: \$242,322; Capital Projects: 596,594; Working Cash: \$538,818; Tort: \$56,763; and Fire Prevention & Life Safety \$4

Consent #3

The superintendent recommends that the resignation for Kristine Bretl effective at the end of the 2020 school year be accepted with gratitude for her service to the students of the District.

Consent #4

The superintendent recommends that Margaret Schomburg's intent to retire at the end of the 2022-23 school year be accepted with gratitude for her 33 years of service to the students of the District.

Consent #5

The superintendent recommends that Theresa Baricovich's intent to retire at the end of the 2022-23 school year be accepted with gratitude for her 20 years of service to the students of the District.

Roll Call Vote: Yeas: Weeg, Ciota, Ristić, 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. 0 newspaper and related articles related to Willow Springs School District 108.

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

Item 9B Legislative/SCOPE report: 0 Items.

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: 1 Item.

The 2020-2021 rates are in. It was an ok year. The medical PPO is increasing 4.7%, the medical HMO is increasing 5.3%, and the dental PPO is increasing 3.8%.

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 1 item.

1. FOIA request from SmartProcure requesting purchasing records from 8/6/2019-the date of the report. This was complied with on March 18, 2020.

Special Education

No Report.

Principal's Report

Principal Smuda had nothing to report.

11A Class Size Information

Enrollment continues to increase slightly.

Item 12A COVID-19 Update

The superintendent reported that the District's response to the COVID-19 Health Crisis was a work in progress. Everyone was working hard to meet the needs of the students, with little guidance from ISBE. Superintendent Patrick reported, in specifics:

1. Meals are being provided to all students in need during the crisis, including during Spring Break. District 104 was coordinating both breakfast and lunch. Starting 3/24, Argo will coordinate and provide breakfast and 104 will continue to coordinate and provide lunch. The cooperation between districts has been awesome and serves all the students in our districts.
2. The building is being deep cleaned by the District's custodial crew. Mr. Ciota asked if we had considered outsourcing the deep cleaning. Superintendent Patrick responded that we reached out to several companies who were not interested in doing this type of work. Mr. Ciota followed with what we were using. Superintendent Patrick responded that we were using both antiviral solutions provided by District vendors as well as bleach solutions.

3. March 16, 2020 was an Emergency Day on the Calendar and will need to be made up. The State will approve converting the 2 remaining half day in-service days to full days of instruction and using the combined in-service time on 3/16 so that it will not need to be made up. Teachers and staff were all in the building that day creating remote learning plans for their students.
4. March 17-30, 2020 are designated as Act of God days and will not need to be made up. Remote learning was encouraged, but not required by the State. The District provided remote learning activities for all students during the week of 3/17. The week of 3/23 was previously designated as Spring Break and no learning activities were provided.
5. March 31-April 7, 2020 look like they will be designated as Remote Learning Days on the school calendar. As of the meeting time, no guidance was provided by ISBE. The superintendent believes that these days will be extended well beyond April 7th.
6. The staff created its first remote learning lessons for the week of 3/17. We have learned a great deal from that week and are planning adjustments in moving forward. However, with no guidance from ISBE, this is difficult. The response rate for work submission is between 60-70%. A high percentage for the conditions. Teachers were in contact one way or another with over 85% of the students and Principal Smuda reached most of the remaining families. Board members expressed their praise and gratitude for the quality of the work that was provided during the first week. They specifically noted that the staff was to receive public acclimation for its dedicated work.
7. The administration is working to provide Chromebooks to go to the homes of our students to provide a more robust remote learning experience. We have the equipment for 2-8th grades. Kindergarten and 1st grades will remain paper products. Of course, the equipment is not useful if there is not a robust internet connection at home. The District has provided information from both Comcast and AT&T for free internet services for low income families during the crisis. Our families were encouraged to participate.
8. Teachers will need to return to the building to gather additional resources for remote learning. We are working on a protocol to keep the building sanitized during their visits.
9. Superintendent Patrick again, emphasized that this was a work in progress as we reinvent schooling during the crisis. Things will continue to evolve.

Item 12B Summer School 2020

Typically, in March the Board approves a summer Step-Up program. The superintendent would like to hold off on that. He's dreaming about an extended summer program of some sort to help make up some of the time that was missed this Spring.

Item 12C Award Contract for Audit Services

We received 2 proposals from our request. Since the Board reviewed the RFP in January, the superintendent changed the scope. As he was reviewing our most recent audit and saw the deficiency, once again, He worked with Nick from Baker Tilly to remove that deficiency going forward. Fixing the deficiency requires having a CPA on staff to prepare the books and reports for the audit to occur. Baker Tilly had been doing that as part of their audit services. They will continue to perform those services under the financial consultant contract. The audit then will be a true audit without preparation of the materials for the audit to occur.

The lowest cost proposal is from a firm that has a deficiency of its own when they were peer reviewed. In checking references, they got a solid B/B-. They apparently are not always in clear in how to make journal adjustments after the audit, and have been known to have careless mistakes on them. The other proposal has a solid A recommendation and no deficiencies. The total cost of the services provided by Baker Tilly and Klein/Hall will total the same amount that

we paid for our last audit. The superintendent doesn't think the savings of \$5.5k is worth the hassle.

The superintendent recommends the audit services contract be awarded to Klein Hall.

Motion 20-090 by Hawkins, seconded by Ristić as recommended by the Superintendent the audit services contract be awarded to Klein Hall.

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

Item 12D Award of Contract for Life/Safety Work

We went out to bid to replace classroom doors, the outdated wire glass, security glazing, a dust control system for the Applied Tech Lab, new HVAC controls, and 3 new rooftop cooling units. ARCON estimated the budget for this work would be \$540k. The lowest responsible bid is \$413,050. The superintendent included ARCON's recommendation in the packet.

The superintendent recommends a contract be extended to KM Holly Construction Company, Inc. for the 2020 Life Safety Improvements, base bid and alternate bid number one work at Willow Springs School in the total amount of \$413,050.00.

Motion 20-091 by McSweeney, seconded by Patrick as recommended by the Superintendent the 2020 Life Safety Improvements, contract be extended to KM Holly Construction Company, base bid and alternate bid number one work at Willow Springs School in the total amount of \$413,050.00.

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

Item 12E Registration Fees

Our current registration fees are \$75 per student for the year. If a parent registers during the July registration dates, the fee is reduced to \$55 per student. Compared to our neighbors, this is still a bargain. The superintendent is not recommending an increase in fees for FY2021.

Item 13 Closed Session

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

Item 14 Final Actions

The superintendent recommends the approval of the closed session minutes from February 25, 2020 and to keep them closed to the public.

Motion 20-092 by Bohac, seconded by Ristić as recommended by the superintendent to approve the closed session minutes from February 25, 2020 closed session minutes.

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

Abstain:

Item 15 Other Business Items

Item 16 Adjournment

**Motion 20-093: Adjournment at 7:22 pm
Motion made by Ristić, Seconded by Weeg
Hearing no objections so moved.**



President



Secretary