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MEETING MINUTES OF
THE GOVERNING BOARD OF
WEST40 INTERMEDIATE SERVICE CENTER #2

The West40 ISC #2 Governing Board Meeting was held on Friday, December 8, 2023, at 8:00 a.m., at 415 Lexington Street, Maywood, IL 60153. President, Dr. Jennifer Kelsall called the meeting into order at 8:04 a.m.

I. Call to Order:

Board President, Dr. Kelsall declared a quorum of West 40 ISC #2 Governing Board was present at 8:05 a.m.

II. Roll Call:

Present: Dr. Jennifer Kelsall, Dr. Ed Condon, Dr. Kristin Kopta, Mr. Stuart Brown, and Dr. Aldo Calderin. Ms. Mary-Rita Moore and Ms. Elieen Piper-Simpson arrived after the roll call.

Also present: Mr. Phil Abraham, Mr. Steve Bogren, Ms. Suzy Dees, Ms. Lezlie Fuhr, Mr. Joe Gage, Dr. Jayme Tighe, Ms. Christi Tyler, and Ms. Lefvia T. Marrero.

Not Present: Dr. Leah Gauthier, Ms. Kylie Lindquist, Ms. Kathleen Tomei, and Ms. Dana Wesolowski ,

III. Approval of October 20, 2023 Minutes: It was moved by Dr. Kristin Kopta and seconded by Ms. Mary-Rita Moore that the West40 ISC#2 Governing Board approves the minutes as presented.

On call of the roll, the vote was as follows:

Ayes: Dr. Jennifer Kelsall, Dr. Ed Condon, Dr. Kristin Kopta, Mr. Stuart Brown, Dr. Aldo Calderin, Ms. Mary-Rita Moore, and Elieen Piper-Simpson.

Nays: None

The motion carried without dissent.

IV. Presentations:

Financial Report - Ms. Crisiti Tyler

Ms. Tyler reported that financially the month of November was fairly quiet and very little to report on.

Ms. Tyler also shared that the Director of Facilities, Ms. Jeanne Keane reported work at Lexington is at 55 items left on the punch list, with \$1.2 million left to spend (which also includes contract retention funds thus not all dollars will be spent).

At this time, St. Joe's is currently stalled and the Level of Care Grant is still pending.

Assistant Executive Director Report: Dr. Jayme Tighe

Dr. Tighe reported on the role of the West40 leaders, and three levels of leadership within the organization that centered around its student-centered leadership framework.

The Cabinet is composed of 26 directors (ALOP, RSSP, Grants, etc.), and has two functions, to ensure the development, implementation, monitoring, and evaluation of the strategic plan, and professional development and growth with a focus on equity.

The Belief, Mission, and Vision (BMV) team is composed of 7 senior directors who ensure everything done at West40 is aligned with the beliefs, mission, and vision of the organization.

The Leaders' team is composed of 44 staff members (i.e., principals, lead advocates, teachers, site coordinators, etc.) who supervise and evaluate, the Cabinet, and BMV members.

The focus of the leadership team also has two functions, implementation and evaluation process which include goals setting, three formative meetings throughout the year, and a summative evaluation in March. The second function of the leadership team is to build the capacity of leaders with a strong focus on equity and purposeful servant leadership, goals in the strategic plan. Dr. Sonya Spaulding, Director of the Professional Learning team, and Ms. Gina Sierra, Licensure Specialist provide said training and reflective practices around servant leadership and how it falls into the evaluation process.

Comprehensive Educational Services (CES) - Mr. Steve Bogren and Mr. Phil Abraham

Mr. Steve Bogren reported the Comprehensive Educational Services (CES) team has grown exponentially from 1 staff member to 14 as follows:

Director of CES

Phil Abraham

Director of Facilities

Jeanne Keane

CES Specialist

Jeff Smith

Safety Threat Assessment Team (STAT) Specialist (state and nationwide)

Randy Braveman and Will Gage

Custodians:

Margie Dove

Angel Hernandez

Eduardo Hernandez

Luis Hernandez

Licensure Specialists:

Sharon Balderas

Gina Sierra

Administrative Assistants:

Alex Campo

Mirtha Medina

Annually, the CES team conducts 152 Health Life Safety (HLS) visits and 9 district compliance visits that include evaluation around curriculum, special education, all staff records and training, and students, and medical records compliance. Fourteen building permits have been issued thus far.

CES is also responsible for the collection of Annual Financial Reports (AFR), approving calendars, surety bond affidavits, audit questionnaires, supporting McKinney Vento families and schools, addressing residency issues, institute approvals, e-learning plans, FOIA requests, HLS amendments, and 10-Year Health Life Safety Plan. CES also leads a facilities network of all 40 school districts and helps support the Student Citizen Of The Year (SCOTY) and Spelling Bee events.

Mr. Phil Abraham, reported on the Safety Threat Assessment Team (STAT) team (Mr. Randy Braverman and Mr. Will Gage), previously police officers, come with extensive experience in the private and public sectors and have backgrounds as directors of school safety and security, at the local, state, national, and international levels. Mr. Braverman in particular is responsible for creating and redeveloping emergency operation plans, flip charts, fiscal security assessments, and training of the staff. Their work is currently solicited by other organizations and municipalities, not just West40 school districts.

CES also oversees and evaluates Emergency Operations Plans (EOPs) and flip charts, making necessary changes as deemed necessary. They also conduct physical security assessments that examine the interior and exterior of the buildings, communication, access control, doors, locks, windows, etc. Upon completion, a report is provided to the school district with information that will help provide an opportunity to keep everyone (i.e., students, staff, community, etc.) safe.

CES provides training around threats on or off-site, and they provide emergency preparedness, and de-escalation training for adults. CES also provides training based on the individual needs of each school district, looking at restorative practices, social-emotional learning, and building foundations around school safety.

Internally, CES presented at the West40 All Staff Learning Day and school safety conference in October with over 600 people in attendance. Future presentations included Kane County and at ICEARY in March 2024.

Up and coming for CES is the Targeted Violence and Terrorism Prevention (TVTP) grant that will provide funding in January 2024 to cover up to 5 hours of training. The Grants Team will share this opportunity with all school districts under the West40 umbrella.

Currently, CES has secured a total of 29 contracts (18 school districts within the West40 school districts and outside organizations); this grant will run for two years.

CES has also completed 39 physical security assessments.

The CES goal is to continue internal and external presentation outreach to keep our communities safe.

Comments from the Board:

Members of the Board expressed their contentment with the thoroughness and clarity of the report and shared positive feedback and takeaways from recent CES school district visits.

Executive Director Report - Dr. Mark Klaisner

Dr. Tighe announced Dr. Klaisner's absence and reported the Joint Annual Conference was a success with great takeaways. Several members of the BMV were able to connect with local dignitaries such as Representative Davis, and Senator Johnson in the Education Committee while attending legislative sessions. Great contacts were made specific to the ALOP programming and expansion, programming at St. Joe's, and Evidence-based funding (EBF). During this time, BMV members also met with Martin Torres, Deputy Governor; a face-to-face meeting will be scheduled soon.

Dr. Tighe celebrated that this year Student Services Department (Mr. John Milosovic and Maria-Elena Arregla) and the Heart 2 Heart store (Ms. Pam Vujovich) were able to provide complete Thanksgiving dinners to approximately 250 West40 families and several community partners; nearly fifty percent increase from past year.

SCOTY nomination forms have been emailed to superintendents and principals, we look forward to surpassing last year's numbers.

Dr. Klaisner and Ms. Lezlie Fuhr, continue constructive and positive conversations regarding St. Joe's with the Village of Westchester addressing the Planned Unit Development Process (PUD) and zoning issues that are delaying DCFS funding support. A conceptual meeting will be scheduled soon.

West40 had great events including hosting the West Cook Division IASA meeting, which included an Administrator's Academy. There Dr. Klaisner, Mr. Joe Gage, and Ms. Renee Makris Sr. Directors of the ALOP presented on programming. Everyone in attendance received a new West40 binder that includes a one-pager for each of the programs that help identify how West40 can specifically support its local school districts.

West40 and Grand Canyon State University partnered to provide a university tour-like experience to all superintendents.

The Communications Department has hired a graphic designer, thus there is no longer a need to hire a consultant. North Cook has hired West40 to complete their branding kit. The director, Ms. Heidi Bellm, and the Comms Team will oversee that work.

Comments from the Board:

Mr. Stuart Brown asked about the overhaul update of the West40 website. Dr. Tighe replied that Ms. Bellm and her team are working on the language after having conducted a lot of extensive research and, internal and external interviews to develop a user-friendly website.

IV. Public Comment:

No one chose to speak.

V. Adjourned: Member Dr. Ed Condon moved, seconded by Dr. Aldo Calderin, be it resolved the West40 ISC# 2 Governing Board hereby adjourns at 8:52 a.m.

The next West40 Governing Board Meeting will be held on Friday, January 19, 2024, at 8:00 a.m. at the West40 Lexington Campus on 415 W. Lexington Street in Maywood, IL 60153.