



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

The West40 ISC #2 Governing Board Meeting was held on Friday, October 20, 2023, at 8:00 a.m., at 415 Lexington Street, Maywood, IL 60153. President, Dr. Jennifer Kelsall called the meeting into order at 8:02 a.m.

I. Call to Order:

Board President, Dr. Kelsall declared a quorum of West 40 ISC #2 Governing Board was present at 8:03 a.m.

II. Roll Call:

Present: Dr. Jennifer Kelsall, Dr. Kristin Kopta, Mr. Stuart Brown, Dr. Leah Gauthier, Ms. Mary-Rita Moore, and Ms. Kathleen Tomei.

Ms. Dana Wesolowski arrived after the roll call.

Also present: Dr. Mark Klaisner, Dr. Mike Popp, and Lefvia T. Marrero. Ms. Christi Tyler joined remotely via Zoom.

Not Present: Dr. Ed Condon, Dr. Aldo Calderin, Ms. Kylie Lindquist, and Ms. Elieen Piper-Simpson.

III. Approval of September 20, 2023 Minutes: It was moved by Dr. Kristin Kopta and seconded by Mr. Stuart Brown 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. Kristin Kopta, Mr. Stuart Brown, Dr. Leah Gauthier, Ms. Mary-Rita Moore, and Ms. Kathleen Tomei.

Nays: None

The motion carried without dissent.

IV. Presentations:

Financial Report - Ms. Crisiti Tyler

Ms. Tyler celebrated that West40 received \$6.5 million from the Department of Children and Family (DCFS) for the St. Joe's project.

The two Emergency Assistance for Nonpublic Schools (EANS) grants came to an end on September 30, 2023, however, West40 will continue processing the "stragglings" invoices. ISBE will vote on an IGA to pay West40 an additional \$400,000 to continue processing invoices for EANS I and EANS RG through January 15th, 2024.

The Grants team is waiting to hear back from a Level of Care Grants, on an application that would fund the majority of Phase I work at St. Joe's. They requested \$7 million to fund phase I design, electrical, plumbing, mechanical systems, and construction in the office and community resource areas.

Ms. Tyler reported that the September fund-end balance is approximately \$6.8 million, though the month has not yet closed.

Strategic Planning - Mike Popp

Dr. Popp described the West40 strategic plan as a road trip, a metaphor most readers can relate to. The strategic plan has four focus areas addressing Systems, Expansion, Human Resources, and Facilities and responsible use of funds. The Plan will be used to help people grow, make retention decisions, refine job descriptions, including leadership growth and development, and training around inter-rater reliability with new systems.

Using the jargon of a road trip, Dr. Popp explained the action plans are mission-driven (e.g., objectives) with a designated driver, a co-pilot, and backseat drivers each with an individual action plan (IAR) of their own to complete. This year [3], passengers were added to implement a supportive accountability piece, a term coined by Ms. Suzy Dees, Senior Director of the Professional Learning department, where drivers can be open about having to take detours that would challenge meeting deadlines. Dr. Popp noted that detours provide opportunities to make assessments on items to carry-over to the next year.

Dr. Popp added cabinet meeting agendas are aligned with the strategic plan competition dates.

As a response to increased conversations around equity, a total of 2.5 hours a month is now spent on equity work during Cabinet meetings and retreats.

Dr. Popp highlighted growth in the number of students served, increase in new and within departments, the facilities' meet needs, and the current positive financial position of West40 helps him sleep better at night.

Tabulars on the strategic plan spreadsheet provide additional information on the direction the organization is headed, including the new evaluation tool that will help identify and develop leaders from within, giving West40 people an opportunity to have a voice in the organization.

Comments from the Board:

The Board unanimously applauded Dr. Popp and Dr. Klaisner for their efforts to sustain human resources capacity to avoid staff burnout as the organization responds to the rapid growth.

Executive Director Report: Dr. Mark Klaisner

Dr. Klaisner announced Dr. Jayme Tighe had a family situation and would present to the Board at the next governing board meeting.

Dr. Klaisner reported the current student enrollment of the ALOPs to be over the intended goal of 3000, with the Safe School and the Remote School programs nearly at capacity. The Human Resources department is currently looking to fill student advocate positions (each with a student caseload of 32) to help address the need.

West40 continues to expand partnerships with local businesses donating food as the needs of students and families grow and those needs become more unique. It is estimated that over a hundred families are served weekly. Student Advocates are welcome to stop by the West40 St. Joe's campus to select foods for their families' needs. Likewise, students and families are welcome to shop at the West40 Heart 2 Heart (H2H) store located at the West40 Lexington campus; all items are new and everything is free of charge.

In other operations, West40 has designed a 2 person innovation team that has an innovative system coined "Cycle of Inquiry". The purpose of the team is to help support programs with innovative ideas that can help enhance their work; the goal is to offer these services to the local school districts with limited resources.

The Communications department is also growing. A podcast and green rooms have been designed with the vision to expand communication services to smaller schools or students looking for intern possibilities. Ms. Kathleen Tomei reported the product is professional and top-notch and recommends the work.

Pearson Vue Center expanded in space, and hours, and it will now offer the WorkKeys paraprofessional test.

Dr. Klaisner stated that West40 is gearing up for the school improvement work now that preliminary designations for school improvement work are out. West40 is committed to supporting school districts in this area.

Dr. Klaisner reported on the expansion of the Comprehensive Educational Services (CES) department around school safety. This includes the hire of two retired police officers and now safety specialists with a sound understanding of behavioral health and mental health components woven together to provide a holistic approach to school safety initiatives. This team is expanding services outside the West40 region as local municipalities and other states solicit their expertise.

Dr. Klaisner's connections continue as follows:

- Regionally Advisory Council with the Department of Education - Writing advisory committee looking at regional needs in education on a national level. This report will be submitted to Secretary Cardona as they begin planning strategies to address the needs.
- Part of Vision 2030 - Working alongside IASA to develop a new vision process to address mandate reliefs and early childhood education.
- Redefining Ready - Focuses mostly on executive functioning and being ready for life; helps identify indicators for college career and life readiness.
- Illinois Balanced Accountability Measure Committee (IBAMC) - The statewide accountability system.
- Region 9 - A Comprehensive research-based inquiry about how to do things better, how to help students and schools be successful, and how to measure and plan for success.

Dr. Klaisner shared FY' 24 goals as follows:

- **Goal #1:** Oversee the completion of the Lexington building focused on being fully operational by December 1, 2023, and how to share the space with the local school districts.
- **Goal #2:** By January 15, 2024, create a system focused on maximizing the use of the St. Joseph space for West40 programming and services provided by community partners.
- **Goal #3:** By January 15, 2024, create West40 offerings to introduce our available services and resources for a target audience of superintendents and other new district and building-level leaders as well as local elected officials across the region. West40 will focus on increasing and enhancing Communication Services in our districts.
- **Goal #4:** By January 15, 2024, will complete and present an Expansion Plan to include:
 - Enhanced and expanded services within the West 40 Region
 - Enhanced and expanded services within Area 1
 - Enhanced and expanded services across Illinois
 - Enhanced and expanded services across the United States

Comments from the Board:

Ms. Mary-Rita Moore, Ms. Stuart Brown, and Dr. Kristin Kopta commended Dr. Klaisner for his ability to manage all of his external commitments without compromising internal responsibilities. Dr. Kelsall, stated she is optimistic Dr. Klaisner will continue to share takeaways from his connections that will help everyone grow.

V. Approval of Dr. Mark Klaisner's Goals:

It was moved by Dr. Kirstin Kopta and seconded by Ms. Mary-Rita Moore that the West40 ISC#2 Governing Board approves Dr. Klaisner's goals as presented.

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

Ayes: Dr. Jennifer Kelsall, Dr. Kristin Kopta, Mr. Stuart Brown, Dr. Leah Gauthier, Ms. Mary-Rita Moore, Ms. Kathleen Tomei, and, Ms. Dana Wesolowski .

Nays: None

The motion carried without dissent.

IV. Public Comment:

No one chose to speak.

V. Adjourned: Member Dr. Kristin Kopta moved, seconded by Dana Wesolowaski, be it resolved the West40 ISC# 2 Governing Board hereby adjourns at 8:57 a.m.

The next West40 Governing Board Meeting will be held on Friday, December 8, 2023, at 8:00 a.m. at the West40 Lexington Campus on 415 W. Lexington Street in Maywood, IL 60153.