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MINUTES OF A MEETING OF THE BOARD OF EDUCATION, NAPERVILLE COMMUNITY UNIT  
SCHOOL DISTRICT 203, DUPAGE AND WILL COUNTIES, ILLINOIS, Livestream via Zoom  
June 1, 2020 AT 7:00 P.M., CLOSED SESSION 6:30 p.m.

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### **Call to order**

President Kristin Fitzgerald called the meeting to order at 6:31 pm. Board members present: Charles Cush, Kristin Fitzgerald, Kristine Gericke, Paul Leong, Donna Wandke, Joe Kozminski and Janet Yang Rohr (arrived at 6:32 pm).

Administrators present were:

Dan Bridges, Superintendent,

Bob Ross, Chief Human Resources Officer

Michael Frances, Chief Financial Officer/CSBO

### **Closed Session**

Kristine Gerick moved, seconded by Charles Cush to go into Closed Session at 6:31 pm. for consideration of:

1. Pursuant to 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District.

### **Meeting Opening**

Donna Wandke made a motion, seconded by Charles Cush to return to Open Session at 7:01pm. A roll call vote was taken. Those voting aye: Fitzgerald, Wandke, Kozminski, Leong, Yang Rohr, Gericke and Cush. Absent: None.

### **Welcome and Mission**

Kristin Fitzgerald welcomed all and read Naperville Community Unit School District 203's Mission Statement.

At this time a moment of silence and a statement read by the Board of Education standing in solidarity with our community.

### **Roll Call**

**Board members present:** Kristin Fitzgerald, Donna Wandke, Paul Leong, Joe Kozminski, Kristine Gericke Janet Yang Rohr and Charles Cush.

**Student Ambassadors present:** Claire Yu.

**Administrators present:** Dan Bridges, Superintendent, Roger Brunelle, Chief Information Officer, Michael Frances, Chief Financial Officer/CSBO, Chuck Freundt, Assistant Superintendent for Elementary Education, Christine Igoe, Assistant Superintendent for Student Services, Rakeda Leaks, Executive Director of Inclusion and Diversity, Sinikka Mondini, Executive Director for Communications, Patrick Nolten, Assistant Superintendent for Assessment and Accountability, Bob Ross, Chief Human Resources Officer, Nancy Voise, Assistant Superintendent for Secondary Education, and Jayne Willard, Assistant Superintendent for Curriculum and Instruction.

### **Pledge of Allegiance**

Led by the Board of Education

### **Good News**

Superintendent Bridges welcomed Student Ambassador, Claire Yu to her last meeting. He recognized her as a representative for NCHS. Acknowledged her for her Excellence in Education recognition and her chosen inspiration educator, Kathleen Gasser.

**Public Comment:**

Dr. Judith Davis

I am very interested in understanding how the board is ensuring there is equity in remote learning between schools and even grade levels. Also, the focus seemed to be on teachers, instead of equipping parents with resources, tools and support to be successful with their children's education. Perhaps the district will consider looking at best practices from national digital learning models.

My name is Becky Fogarty. My husband and I are parents to four students in the Naperville 203 school district. I am writing to express my concern for the CDC "guidelines" that have been issued for school attendance in the fall.

I realize we are all wandering in uncharted territory. Based on my own experience wearing a mask while grocery shopping as well as my most recent experience with the kids attempting to wear a mask, I'm concerned that face masks will be nearly impossible if not dangerous for the kids to wear in school, both physically and emotionally.

The CDC "guidelines" also indicate a need for frequent (daily in some cases) sanitizing of school buses. What will be the chemical agent used to do this? Will this chemical be tested for harmful health effects on both the children and the bus drivers? Will parents be provided information regarding the ingredients used and the safety profile of the chemical?

How does the board include parents in the decisions? How will parents be notified about the protocols so we can make alternate plans for their education if we decide these protocols are too strict or invasive for our children?

How can I, as a member of the public and parent of four children in the Naperville 203 district, be involved in the decision making discussions regarding what procedures the school district puts into place for the fall?

**Action by Consent:**

**1. Personnel Report**

	<b>Effective Date</b>	<b>Location</b>	<b>Position</b>
<b>RESIGNATION-ADMINISTRATION</b>			
Zach Ernst	30-Jun-20	Scott	Assistant Principal
<b>REASSIGNMENT-ADMINISTRATION</b>			
Emily Cummings	10-Aug-20	KJHS	Assistant Principal
Eric Decker	10-Aug-20	WJHS	Assistant Principal
Malee Farmer	10-Aug-20	LJHS	Assistant Principal
Kim Fricke	10-Aug-20	JJHS	Assistant Principal
Mike Frost	10-Aug-20	MJHS	Assistant Principal
<b>RESIGNATION-CERTIFIED</b>			
Lauren Dixon	16-Aug-20	Prairie	Learning Behavior Specialist

<b>APPOINTMENT-CERTIFIED FULL-TIME</b>			
Ye Chen	17-Aug-20	Ranch View	EL
Megan Cooper	17-Aug-20	Scott	5th Grade
Jennifer Krzak	17-Aug-20	Beebe	3rd Grade
Alyssa Miller	17-Aug-20	Mill St.	Learning Behavior Specialist
Maureen Schultze	17-Aug-20	MJHS	Learning Behavior Specialist
<b>APPOINTMENT-CERTIFIED PART-TIME</b>			
Sarah Baxter	17-Aug-20	Student Services	Physical Therapist (50%)
<b>RE-EMPLOYMENT-CERTIFIED FULL-TIME</b>			
Alexandria Kinder	17-Aug-20	Ranch View	3rd Grade
Kathleen Pusateri	17-Aug-20	Steeple Run	2nd Grade
<b>RE-EMPLOYMENT-CERTIFIED PART-TIME</b>			
Michael Miceli	17-Aug-20	NCHS	Mathematics (40%)
Keith Pitner	17-Aug-20	NNHS	Music (60%)
<b>RETIREMENT-CLASSIFIED</b>			
Cynthia Welborn	May 22, 2020	Naper	Instructional Assistant
Mary Jane Heidemann	12-Jun-20	Ellsworth	Special Education Assistant
Debra S. Weir	30-Jun-20	NCHS	Attendance Specialist
Mary Ann Senal	31-Jul-20	Kingsley	Instructional Assistant
Robert Gabler	31-Jul-20	NCHS	Campus Supervisor
Deirdre Nelson	31-Jul-20	NNHS	Special Education Assistant
Georgia Harle	1-Aug-20	Prairie	Special Education Assistant
<b>RESIGNATION-CLASSIFIED</b>			
Andrew J. Kowalsky	29-May-20	Ellsworth	Instructional Assistant
Melissa Flint	1-Jun-20	JJHS	Special Education Assistant
Kaitlyn Jordan	22-May-20	Naper	Special Education Assistant

- 2. First Student Agreement**
- 3. Bid: Van Purchase**
- 4. Wireless Network and Switch Replacement**
- 5. IASB Dues 2020-2021**

Janet Yang Rohr made a motion to approve the Consent Agenda as presented, seconded by Joe Kozminski. Those voting yes: Wandke, Yang Rohr, Gericke, Cush, Leong, Kozminski and Fitzgerald. No: None.

### **Student Ambassador Reports**

Claire Yu Remote learning went well. Teachers showed personalities. Diverse teaching styles and office hours.

Seniors really appreciated the drive thru for our caps and gowns. The adults in the community did a lot to make sure the end of the year went as well as it could. Disappointed to see seniors taking senior pictures together and not obeying the stay at home order.

The Board thanked Claire for her report. We appreciate the advocacy that our students give. Thank you for the reports you have given.

### **Superintendent/Staff/School Report**

Superintendent Bridges commented that in light of recent events there is a community message coming out tonight. He gave an excerpt of the report. D203 will stand with our community of color. Thank you for calling attention to when we have missed. ALL means ALL in this school district.

We are working thru the process of returning in the fall. We are looking at returning in full or returning remotely as well as multiple ways in between.

We have to follow the guidance from the governor and the health department.

### **President's Report**

**Board President Kristin Fitzgerald reported that she has been able to participate on calls with IASB, vice chair, superintendent and other school districts. These groups have talked thru the challenges and barriers to different kinds of learning. She noted appreciation of the advocacy of our Administration.**

### **Board of Education Reports**

Board member presented a Resolution to use E-Learning on election days and public health days where our schools may need to be used for vaccinations in lieu of closing a school

This idea came up when making the calendar this year. The state did not allow using elearning for election days. Would allow for continuity of learning.

#### **Board Questions/Comments:**

**Thank you for your initiative for putting it into a draft. We as a board should take it forward to the resolution committee.**

**What is the timeline and mechanism for moving this to the resolution committee?**

Due to Resolution committee on June 24. In early August, the committee makes the decision as to whether or not the resolution goes forward.

Superintendent Bridges advised the Board to bring the proposed Resolution for a vote to show unity of the board.

Thank you for taking initiative.

Vice President Donna Wandke stated she is working on Committee assignments. She reminded Board members that all are in present positions until end of June. The Board will review the assignments on June 15.

Any specific feedback, please send to Donna prior to next Board of Education meeting.

### **Discussion without Action**

Superintendent Bridges invited Chief Financial Officer/CSBO Michael Frances to show a presentation on the tentative budget. He noted that the tentative budget is in Board Docs, there will be a Citizens Finance Advisory review on June 2, the tentative budget will be posted publically on June 13 and an additional meeting in June will be held for a budget workshop. Multi meeting process. Current situation has helped inform this budget.

### **2020-2021 Tentative Budget Presentation**

Michael Frances thanked Superintendent Bridges then gave an overview of our tentative budget for the upcoming 2020-2021 school year.

- Tonight starts the process for Board review. There will be a series of opportunities for feedback and questions before final approval, which is scheduled for July 13.
- Included in BoardDocs is a copy of the actual tentative budget with more detail and a fund by fund analysis with comparisons to FY19 actuals and FY20 budget
- A school district budget serves a number of purposes and functions.
- School Code requirement
- Reflection of the district's goals and objectives
- Prerequisite for spending
- Management planning and measurement tool
  - Monthly budget/actual reports
  - 5 year projections
  - Annual audit
- Plan for the receipt and expenditure of resources
  - Many revenue and expense items are best estimates
  - Covid-19 affects
  - Contingencies
- The timeline displayed ensures the District adopts its budget in time for the start of the fiscal year, which is well before the statutory deadline of September 30.
- June 1, 2020
  - *BOE to establish public hearing and review tentative budget*
- June 2, 2020
  - *Citizen Finance Advisors to review tentative budget*
- June 13, 2020
  - *Tentative Budget put on public display*
- June 15, 2020
  - *BOE budget workshop*
- July 13, 2020
  - *Public hearing on budget*
  - *BOE adopts budget (Must be done by law by Sept.30th)*
- The budget process takes place year-round. The District begins the planning in the fall by updating enrollment projections and the Five Year Financial Forecast.
- The largest budget item is personnel costs, which make up over 76% of total expenditures.
- The Administration evaluated all aspects of staffing and recommends changes for the FY21 budget. Included is the Early Childhood through 12<sup>th</sup> grade and district special education staffing allocation plan that was presented to the Board of Education in March of this year. These staffing changes have been incorporated into the tentative budget.
- Additionally, the District continues to modify its educational services based on research and best practices.
- We are presenting three new budget initiatives for the FY21 budget year.
- We've been piloting a breakfast program at a few of our schools. Starting next year, we are expanding the program to all locations. There will be a need for additional supervision; however, we will also be eligible to receive federal reimbursement for serving breakfast for the first time, which will offset many of the costs associated with the program.
- The next two items are technology initiatives not new to the district, but we are changing the way we are procuring them. The Chromebook refresh, as well as the access point and switch replacements are to replace current equipment through purchase, instead of leasing. From a budget perspective, this approach has increased expenses for next year. Ongoing leases will be phased out of the next three years.
- Property taxes are estimated to increase \$2.6 million or 1% over the current budget

- With fed funds rate cuts starting last summer and increasing sharply with the pandemic, the district will generate less in investment income compared to the last few years.
- The Corporate Personal Property Replacement Taxes are also expected to be down for FY21. We will get an estimate later this summer, but we are expecting an approximate loss of \$500k at this time.
- The largest piece is property taxes, which makes up almost 85% of the District's revenue.
- Through this comparison, we see an overall revenue increase of just under \$3 million or 1%.
- When breaking down the revenue by major revenue source you can see that, the vast majority of the revenue increase is coming from local sources, both property taxes and an increase in the amount of Federal aid.
- Total Revenue is projected at \$293.8 million for the upcoming year.
- The largest expenditure by far, is employee salaries and benefits that makes up over ¾ of all district expenditures.
- The overall total change is \$10.6 million or 2.85% more than the current year budget.
- When breaking down the expenditures by major expenditure objects you can see salaries and benefits are planned to increase by 1.75% over the current budget.
- This incorporates known collective bargaining terms as well as all known and projected changes to staffing plans.

**BOE Questions/Comments:**

**Thank you for all the hard work on the budget. We were able to get the hard copies of the budget, which allowed us to really review it thoroughly. Is it possible to have copies of our questions included in BoardDocs so the community has access to them as well?**

Superintendent Bridges responded that we would post the questions to BoardDocs.

**Thank you for the completeness and detail of the report. Can we get some more information on the contingency? I understand we are in a pandemic but I was under the impression that the contingency that we approved last year was a onetime thing.**

Mr. Frances responded that we are going to come in under budget when you look at the budget as a whole. The original contingency was set to cover salary and benefits as we were doing some realigning. This year we will come very slightly under budget on salaries. We will be over budget in benefits, which is why the contingency was added. We have tightened the budget a lot. We walk a fine line in making sure the budget is met. A contingency can help us with areas where we cannot forecast, like substitutes. The COVID contingency will only carry thru this next school year.

Superintendent Bridges noted that to get schools up and running there are going to be some unknown costs like Plexiglas for secretaries, receptionists, and other requirements of the CDC.

Mr. Frances stated that the contingency would be split between the Education Fund and Operations Fund.

**Will we have the 1.25 million contingency going forward?**

Once Mr. Frances has more budgets under his belt he will feel more confident with what the actual budget needs to be.

**President Fitzgerald remarked that every IASB meeting has recommended a contingency fund for COVID expenses. It may be for additional nursing staff, custodial staff and equipment. Hard to tell what they will be.**

**We may have additional expenses with healthcare due to people putting off procedures or doctor visits.**

**Are contingency lines common in school budgets?**

They are not as a line item but they are sprinkled in as inflations in budget line items. We have budgeted as tightly as possible and this is for unexpected items.

**In agreement with the contingency as we need to be prepared for what may come up.**

**The idea of contingency and for those who use it. Is there a rule of thumb as to the percentage of budget? Where do we stand?**

Mr. Frances noted that he tries to narrow the budget to be under 1% of actual to budget. This contingency is .72% of the overall budget. The plan is not to spend it unless necessary.

**Will you be coming to the Board to let us know how the contingency is being spent? What if we need more than that?**

Mr. Frances stated that yes; the Board will be apprised as to how the contingency is being spent. By law, the district cannot spend more than the budget. If we have many more expenses, we will have to come back to the board for approval to spend more.

**Would like to reiterate that the questions will be added to BoardDocs.**

Superintendent Bridges noted that we would add the questions from tonight as well as any additional ones will be added to BoardDocs.

**Will you come to the board if you need to utilize the contingency?**

Yes.

**The budget for outplaced students has been increased. Would like a historical spending for students who are outplaced.**

Superintendent Bridges noted that yes, we will bring that history.

### **Discussion with Action**

**Establish Date for Public Hearing and Direct Tentative Budget to be put on Public Display**

Superintendent Bridges noted that IL Statute requires an adoption of a budget by September 30 after it has been posted publicly. Administration recommends you approve as presented.

**Board Questions/Comments:**

**By approving this date, it does not change if we add and additional meeting in June.**

Superintendent Bridges responded that that is correct.

Donna Wandke motioned to Establish date for Public Hearing and Direct the Tentative Budget to be put on Display as presented. Joe Kozminski seconded.

Those voting yes: Fitzgerald, Wandke, Gericke, Yang Rohr, Leong, Kozminski and Cush. Those voting no: None.

### **Old Business**

None

### **New Business**

None

### **Upcoming Events**

Superintendent Bridges noted that the upcoming Board Meetings are in BoardDocs.

We do have a quorum to hold a meeting on June 29. There was a question as to whether or not this meeting should be held earlier due to the Governor's executive order.

**Should we put the public hearing on the schedule now that it has been scheduled?**

Yes.

### **Adjournment**

Charles Cush moved seconded by Kristine Gericke to return to Closed Session at 8:00 p.m. for the purpose of:

1. Pursuant to 5 ILCS120/2(c)(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District.

A roll call vote was taken. Those voting yes: Yang Rohr, Cush, Fitzgerald, Wandke, Kozminski, Leong and Gericke. Those voting no: None. The motion carried.

Donna Wandke moved seconded by Charles Cush to end the Closed Session at 8:13 pm. A voice vote:  
AYE: Cush, Fitzgerald, Gericke, Kozminski, Leong, Wandke and Yang Rohr, the motion carried unanimously.

Cush left the meeting at 8:13 pm

Donna Wandke moved seconded by Janet Yang Rohr to adjourn the meeting at 8:15 p.m. A voice vote  
AYE: Fitzgerald, Gericke, Kozminski, Leong, Wandke and Yang Rohr, the motion carried unanimously.

Approved: June 15, 2020

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Kristin Fitzgerald, President, Board of Education

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Susan Patton, Secretary, Board of Education