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MINUTES OF A MEETING OF THE BOARD OF EDUCATION, NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203, DUPAGE AND WILL COUNTIES, ILLINOIS, HELD AT THE ADMINISTRATION CENTER, 203 W. HILLSIDE ROAD, NAPERVILLE, IL.  
November 19, 2018 AT 7:00 P.M., CLOSED SESSION 6:00 p.m.

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### **Call to order**

President Kristin Fitzgerald called the meeting to order at 5:00p.m. Board members present: Terry Fielden, Kristin Fitzgerald, Kristine Gericke, Janet Yang Rohr, Donna Wandke, Charles Cush (arrived at 5:04pm) and Paul Leong (arrived at 5:27pm.)

Administrators present were:

Dan Bridges, Superintendent,

Bob Ross, Chief Operating Officer,

Carol Hetman, Chief Human Resources Officer

Nancy Voise, Assistant Superintendent for Secondary Education

Chuck Freundt, Assistant Superintendent for Elementary Education

Jennifer Hester Schalk, Chief Academic Officer

### **Closed Session**

Kristine Gericke moved, seconded by Donna Wandke to go into Closed Session at 5:00 p.m. for consideration of:

1. Pursuant to 5 ILCS 120/2(c)(21) Discussion of minutes lawfully closed under the Open Meetings Act, for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 10/15/2018, 11/05/2018
2. Pursuant to 5 ILCS 120/2(c)(1) Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District.
3. Pursuant to 5 ILCS 120/2 (c)(11) Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal.
4. Pursuant to 5 ILCS 120/2(c)(9) Student Disciplinary Cases

### **Meeting Opening**

Donna Wandke made a motion, seconded by Kristine Gericke to return to Open Session at 7:00 pm. A voice vote was taken. Those voting yes: all No: None. The motion carried.

### **Welcome and Mission**

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

### **Roll Call**

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

**Student Ambassadors present:** Seamus McGuinness, NCHS and Haley Cush, NNHS.

**Administrators present:** Dan Bridges, Superintendent, Roger Brunelle, Chief Information Officer Chuck Freundt, Assistant Superintendent for Elementary Education, Jennifer Hester, Chief Academic Officer, Carol Hetman, Chief Human Resources Officer, Rakeda Leaks, Executive Director of Inclusion and Diversity, Steve Mathis, Director of Buildings and Grounds, Sinikka Mondini, Executive Director for Communications, Patrick Nolten, Assistant Superintendent for Assessment and Accountability, Bob Ross, Chief Operating Officer, Nancy Voise, Assistant Superintendent for Secondary Education, and Jayne Willard, Assistant Superintendent for Curriculum and Instruction. Absent: Christine Igoe, Assistant Superintendent for Student Services.

### **Pledge of Allegiance-Ellsworth**

Cheryl DeGan, Principal of Ellsworth Elementary School introduced the following fifth grade students who lead the Pledge of Allegiance, Violet Spring, Madison Kachiroubas, Ieva Simonaitis, and Caylee Karns.

### **Good News**

#### **Mission Maker Award**

Superintendent Dan Bridges recognize Elmwood Street Elementary School 5th graders, Colette McInerney, Ingrid Anderson, Sophia Svingen, for being collaborative workers and community contributors.

Students were nominated by Assistant Principal Sarah Cain who explained these three students give up one recess each week to sift through our lost and found bins, looking for items that have names in them and then return those items to their owners. This started with me asking for some helpers one day when the lost and found was especially full. Every Wednesday, they spend recess cleaning out the lost and found. They have returned SO MANY ITEMS to students! It is really incredible.

Many teachers and students have commented how this is making a positive impact because sweatshirts, winter jackets, gloves, are being returned instead of being lost forever and never found. These self-directed students are now talking about making posters and signs to hang up around the school promoting ownership - asking others to label their items and reminding them to check the lost and found when they lose something. These girls are committed to our Elmwood community!

#### **NNHS Girls Cross Country 2018 State Champions**

Superintendent Bridges recognized the Naperville North High School Girls Cross Country Varsity Team for winning the IHSA State Championship for the third time. The team members are: Claire Bruce, Sophie Bruce, Madeline Cody, Jana Dawson, Kate Donaldson, Megan Driscoll, Maggie Gamboa, Sophie Golobitsh, Claire Hill, Audrey Mendrys, Alex Morris, Molly Morton, Campbell Petersen, Shirley Sallas, Natalie Walsh, Lucy Westlake.

Coaches are: Dan Iverson, Anna Kraftson, Deanna Nesci, and Jen Weigand.

#### **NNHS Boys Soccer 2018 State Champions**

Superintendent Bridges recognized the Naperville North High School Boys Soccer Team for winning the IHSA State Championship. The Team members are: Jacob Vrankin, Evan

Thompson, Tyson Amoo-Mensah, Nata Rojas, Zach Smith, Patrick Koenig, Jason Zhang, Erik Borgehammar, Ali Khorfan, Cam Ferus, Jesus-Aguirre-Villegas, Braden Dunlap, Ty Konrad, Cesar Recendez, Christian Romano, Sammy Seppala, Merrick Flynn, Myles Barry, Michael Gallego, Nikhil Javeri, Josh Kaufman and Colin Iverson.  
Coaches: Jim Konrad, Steve Goletz, and Nick Maksa.

**Public Comment**

None

**Monthly Reports**

- Treasury Report- The Board received the September Treasurer’s Statement
- Investments- The Board received the September Investment Report
- Insurance-The Board received the September Insurance Report
- Budget-The Board Received the September Budget Report

**Action by Consent:**

1. **Bills and Claims** from Warrant #1011183 thru Warrant #1011992 totaling \$22,112,887.13 for the period of October 16, 2018 thru November 19, 2018.
2. **Adoption of Personnel Report**

	EFFECTIVE DATE	LOCATION	POSITION
<b>APPOINTMENT-CERTIFIED FULL-TIME</b>			
Katherine Dugger	12/3/2018	Steeple Run	School Social Worker
<b>LEAVE OF ABSENCE-CERTIFIED</b>			
Megan Carr	5.14.18 – 19-20 school year	Prairie	First Grade
<b>REVISED LEAVE OF ABSENCE-CERTIFIED</b>			
Yusra Baig	11/20/18 – 5/24/19	Steeple Run	First Grade
<b>RETIREMENT-CLASSIFIED</b>			
Sergio Castro	1/7/2019	Lincoln	Custodian
Claudia Huggins	1/7/2019	Steeple Run	Special Education Assistant
Debra Wayne	2/1/2019	Washington	Health Technician
<b>RESIGNATION-NON-UNION CLASSIFIED</b>			
Julie Carlsen	11/23/2018	PSAC	Director of Community Relations
<b>RESIGNATION-CLASSIFIED</b>			
Pasquina Fratantion	11/6/2018	ARECC	Special Education Assistant
Jerry Hellinga	11/7/2018	Naperville North	Special Education Assistant
Matthew Lemon	11/16/2018	Buildings and Grounds	District Maintenance
<b>EMPLOYMENT-CLASSIFIED FULL-TIME</b>			
Ellen Barton	11/14/2018	Ann Reid	Special Education Assistant
Emmanuel Davis	11/20/2018	Naperville North	Custodian
Lisa Honekova	10/24/2018	Elmwood	Instructional Assistant
Joey Lesniewski	11/20/2018	Naperville North	Custodian
<b>LEAVE OF ABSENCE-CLASSIFIED</b>			
Anne Galkin	1/7/19 – 4/15/19	Connections	Special Education Assistant
<b>Revised LEAVE OF ABSENCE-CLASSIFIED</b>			
Krystal Wimunc	8/13/18 – 11/2/18	Kingsley	Special Education Assistant

### **3. Student Discipline**

#### **4. Music Instrument Bid**

Janet Yang Rohr motioned to approve the Consent Agenda with exception of the Minutes from 10/15/2018 and 11/05/2018 and the Computer Device Lease, Charles Cush seconded. Those voting yes: Leong, Fielden, Fitzgerald, Cush, Gericke, Yang Rohr and Wandke. Those voting no: None.

#### **5. Minutes 10/15/2018**

Kristine Gericke motioned to approve the Minutes from 10/15/2018, Terry Fielden seconded. Those voting yes: Yang Rohr, Cush, Fitzgerald, Wandke, Fielden, Leong and Gericke. Those voting no: None.

#### **6. Minutes 11/05/2018**

Charles Cush motioned to approve the Minutes from 11/05/2018, Donna Wandke seconded. Those voting yes: Gericke, Fitzgerald, Cush, Wandke and Leong. Those abstaining: Fielden and Yang Rohr. Those voting no: None.

#### **7. Computer Device Lease**

Board discussed the value of leasing versus purchasing. This is a staff device refresh. Leasing makes the expense more controllable by avoiding large one time charges.

Donna Wandke made a motion to approve the Computer Device Lease as presented, seconded by Kristine Gericke. Those voting yes: Cush, Leong, Yang Rohr, Fielden, Fitzgerald, Wandke and Gericke. No: None.

#### **Written Communications**

None

#### **Student Ambassador Reports**

##### **Haley Cush**

In addition to celebrating the Girls Cross Country and Boys Soccer as they each won State Tournaments for the third year in a row:

- Girls Swim and Dive headed to State
- Girls cross country is headed to nationals
- Dance took third place at a competition last weekend in Andrew
- Coach Konrad was named coach of the year for Illinois
- Winter guard competition.
- Wrestling and ping pong seasons are kicking off
- Volleyball made it to sectional finals
- Bowling season is off to a great start and will be raising funds to support the Illinois Special Olympics on December 10th with Central at Lisle Lanes

##### **Arts**

- Winnie the Pooh opens next weekend with two 7pm shows and one 4pm show.
- A number of North Students were selected to participate in the State Show Choir
- Auditions for the Winter Play, *The Laramie Project* are fast approaching

##### **Academics**

- Last week Power of Choice representative met with all freshman to discuss positive decision making

- Last week was our NHS induction ceremony in which 66 juniors and 15 seniors
- Registration for North's SAT prep class is now open the class will begin after winter break

#### Social

- Chess Team took second place in last weekend's West Chicago Chess Tournament.
- The holiday craft fair was held at north last weekend allowing many groups to volunteer and support the community.
- Hoops for Healing being tonight to raise money and awareness for cancer research. Plays Hinsdale tonight.

#### Seamus McGuinness

- Thanksgiving break this Wednesday through Friday.
- Health Occupations class went on a field trip last Friday, the 16th, to Northern Illinois University, where an array of doctors and other medical professions, provided them with hands-on career advice from across the medical field.
- National Honors Society inductions, with a record 236 Central students being inducted!
- 20th annual Turkey Trot route begins and ends at Naperville Central.

#### Five Year Forecast 2019-2020

Superintendent Bridges reviewed the five year forecast and mentioned that this financial forecast will serve as a basis to begin planning for the 2019-2020 fiscal year.

Mr. Bridges thanked and acknowledged the work of our Director of Business and Support Services, Melanie Brown, in preparing this forecast. Thanks also to financial consultants Martin McConahay and Mike Frances for their support.

- The Board has the authority to levy two types of taxes – an operating levy and a debt services levy. The operating levy is tax capped. The debt service levy is not tax capped.
- The Property Tax Extension Limitation Law, or PTELL, limits the increase in our operating tax levy to the lesser of 5% or the Consumer Price Index (CPI).
- Debt service is set as a part of the bond referendum and is automatically levied unless abated by the Board.
- New growth plays a large part in future revenue planning for the District.
- The 2018 number is a confirmed estimate from the townships. The projections for future years is based on past presentations and our conversations leading up to the presentation
- The EAV growth for 2018 is a confirmed calculated estimate from the townships (4.12%). Future years are set at 3% based on past presentations and our conversations leading up to the presentation.
- As you are aware, the State of Illinois has a new method to determine state funding for schools. Approximately 8% of our funding comes from the State. State funding is determined first by the availability of local funding in comparison to expenses associated with evidence-based best practices that meet the needs of students in a community.
- School districts are placed in a tier based on their local available funding, identifying Tier 1 districts as needing the most state funding. District 203 is a Tier 4 district. In our forecast last year, we anticipated about \$30,000 new state dollars. However, as

the formula was refined and updated, we expect to receive about \$18,500 in new money from the state.

- The three largest levers on our five-year forecast are any change in CPI (most important revenue assumption), new property growth, and any proration or change to state funding.
- About 89% of our revenue comes to Naperville 203 from local sources.
- Salaries and benefits estimates are designed to meet our commitments made in our current collective bargaining agreements.
- The information presented in this initial forecast focuses on revenue assumptions. Once we are able to reach a strong consensus on those assumptions, we will look closer at potential changes in programs and other expenditures.
- As there is sensitivity with our revenue, there too is sensitivity in our expenditures.
- As previously discussed, the Board is committed to doing what it can to reduce the property tax burden on the community. As such, the Board has indicated it plans to abate at least \$1 million from the education fund extension. As this should be an annual decision based on current financial needs, future extensions are assumed to be to the extent allowed.
- Last year, the District abated the 2017 Debt Service Levy.
- The principal & interest were paid with Education Fund reserves.
- The 2008 Bonds were repurchased in 2018 resulting in a permanent abatement.
- Negotiating NUEA collective bargaining agreement this year.
- Current Fund Balance to Expense is at 8.4 months of reserve.
- Tentatively recommending abatement of Debt Service for 2018 Levy.

#### **Questions:**

**Under the factors to be considered, we talked about a reserve of 6-9 months. Did we come to any decision about how much of a reserve we should have? It is something we should set in policy so that future boards will have some guidelines.**

Superintendent Bridges responded that we have not set a policy but will look at some additional information for December and we will then decide about a policy.

**We did have that conversation with the Citizen's Finance Advisory committee and they recommended that range. It is good to look at other districts and have that information as well. PMA may be able to advise us as well.**

**We need to be sure what makes sense for our board.**

Superintendent Bridges will look at other districts' policies. It can only be a guideline as spending varies from district to district.

**Do any of your projections or planning take into account minimum adequacy?**

We are looking at our spending in relation to the adequacy in Evidence Based Funding Model. Superintendent Bridges will report that at a future meeting.

**We want to continue to track our level of reserve. Sometimes that has been a column in our Five Year Forecast as well as a percent.**

Yes, we are looking at that in relation to Board of Education policy 4:40.

**Will be discussing some of these items with Citizen's Finance Advisory committee. We have sometimes created a scenario where we have calculated in a property tax freeze. Is that something we would want to consider?**

Hold off on putting in a property tax freeze until we know what legislation will be taking place. We need to wait until we get a better sense of what the new legislators will do.

Do not expect the state funds to go down due to the model. If the state decides not to fund the model in full, Tier 4 districts would be the first to go down.

**We asked for policies and practice from other districts in regard to reserves. In addition, can we get the fund balances as a percentage of spending and fund balances in number of months as well from benchmarking districts.**

**Board of Education should offer thanks to Melanie as she has really had to step up  
Please submit any questions/comments to Superintendent Bridges.**

### **President's Report**

Will report in detail about the IASB Conference in December.

### **Board of Education Report**

**Board of Education Member Fielded reported that the Delegate assembly was interesting. A number of districts registered late. There was a lot of opposition to Resolution #2. The Resolution was not passed. The Board might draft a resolution in order to have the state fund some kind of law enforcement or other ways of protection for the districts downstate.**

**Mr. Fielden was thanked for serving as our District's delegate.**

### **Discussion without Action**

#### **2018 Tax Levy Determination**

Superintendent Bridges reported that, annually the District sets a tax levy which provides the District with approximately 85% of its total revenue.

Please note that because the 2018 estimated tax levy represents less than a 5% increase over last year's extension, the District is not required to publish a public notice nor hold a public hearing on said tax levy. If the Board ultimately adopts a higher tax levy that does exceed a 5% increase over last year's extension, a notice must be published within 15 days after the levy's adoption.

The final levy must be adopted and filed with the County Clerk on or before the last working Tuesday in December, which is December 25<sup>th</sup> this year.

The following timetable will satisfy the requirements of the above laws:

November 19, 2018 Estimate the tax levy

December 17, 2018 Adopt the 2017 tax levy

December 25, 2018 Last date to file the levy with the County Clerk.

Property Tax Extension Limits Law (PTELL) limits the amount the tax levy (aggregate extension) can increase over the prior year's tax levy. The total levy is estimated to increase at 3.94% over the prior year's taxes **(existing tax payers will experience an average increase of 2.1%).**

The Debt Service levy is estimated at \$2,993,000, which is levied by the County Clerk unless the District files tax abatement by March 31, 2019. Administration tentatively recommends abating the Debt Service Levy provided there is no significant change in financial condition. The Board will be asked to make the final decision regarding the Debt Service abatement at the March 4, 2019 board meeting once the District has more information about State and future local funding and the impact of any funding changes.

The percentage increase per fund is not the same for each fund. This is because the levy is set based on the amount of resources needed for each fund. Any final adjustments made by the respective County Clerks will be made to the Educational Fund levy.

- Levy calculations are based on the Consumer Price Index (CPI), new construction, a levy adjustment in the spring and equalized assessed evaluation (EAV).
- Property value and tax rates determine how much money a school district can realize.
- Our goal is to plan for future expenses and programs.
- We typically know what to expect for local tax revenues, but will levy slightly more than expected to capture any new construction that might be included in the tax base. We can always reduce the levy, we cannot add to it.
- We are subject to the tax cap. The change in CPI is the largest single revenue assumption and projecting future year CPI percentages can be difficult.
- We are projecting that property tax values (EAV) will increase about 4%. The district's tax rate is expected to continue to decline.
- Scenarios for abating and not abating the debt service were discussed. The recommendation is to support the full levy request.
- We can always choose not to take the full extension.
- The recommendation also includes abating the debt service in March, unless any substantial financial changes occur in the near future.
- Administration will ask for action on December 17.

#### **Questions:**

**The CPI is taken in December correct?**

Superintendent Bridges responded yes.

**The Debt service is not called for in the Resolution. Is that correct?**

Debt service is automatic unless we say we act to abate it.

**Thank you for the abatement of 1 million dollars. It is a goal of the Board to reduce taxes as we can for our taxpayers.**

Any questions can be directed to Superintendent Bridges.

#### **Discussion with Action**

None

#### **Old Business**

None

#### **New Business**

None

#### **Upcoming Events**

Happy Thanksgiving to all. Offices are closed on November 21-23. The next Focus 203 will be held on January 30 and 31, 2019.

#### **Adjournment**

Terry Fielden moved seconded by Kristine Gericke to return to Closed Session at 7:52 p.m. for the purpose of:

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

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

Donna Wandke moved seconded by Charles Cush to end the Closed Session at 8:42p.m. A voice vote was taken and the motion carried unanimously.

Charles Cush moved seconded by Donna Wandke to adjourn the meeting at 8:42 p.m. A voice vote was taken and the motion carried unanimously.

Approved: December 17, 2018

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Kristin Fitzgerald, President,  
Board of Education

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Susan Patton, Secretary, Board of  
Education