

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.
APRIL 6, 2015 AT 7:00 P.M., CLOSED SESSION 6:00 p.m.

- Call to Order President Jackie Romberg called the meeting to order at 6:00 p.m. Board members present: Kristin Fitzgerald, Donna Wandke, Mike Jaensch, Suzyn Price, Terry Fielden, Susan Crotty and Jackie Romberg.
- Administrators present were: Dan Bridges, Superintendent; Kaine Osburn, Deputy Superintendent; Carol Hetman, Chief Human Resources Officer; Brad Cauffman, Chief Financial Officer; Bob Ross, Assistant Superintendent for Secondary Education.
- Wandke moved, seconded by Fitzgerald to go into Closed Session at 6:00 p.m. for consideration of:
1. 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).
 2. The setting of a price for sale or lease of property owned by the District 5 ILCS 120/2(c)(6).
 3. Collective negotiating matters between the District and its employees or their representatives 5 ILCS 120/2(2).
 4. Student Disciplinary Cases 5 ILCS 120/2(c)(9).
- Meeting Opening Crotty made a motion, seconded by Fitzgerald to return to Open Session at 7:00 p.m. A voice vote was taken. Those voting Yes: Jaensch, Fitzgerald, Fielden, Price, Crotty Romberg and Wandke. No: None. The motion carried unanimously.
- Meeting Opening Welcome and Mission
- Roll Call Board Members present were: Kristin Fitzgerald, Donna Wandke, Mike Jaensch, Suzyn Price, Jackie Romberg, Susan Crotty and Terry Fielden.
- Administrators present: Dan Bridges, Superintendent; Kaine Osburn, Deputy Superintendent; Jennifer Hester, Chief Academic Officer; Michelle Fregoso, Director of Communications; Bob Ross, Assistant Superintendent for Secondary Education; Kitty Ryan, Assistant Superintendent for Elementary Education; Christine Igoe, Assistant Superintendent for Student Services; Tim Wierenga, Assistant Superintendent for Assessment; Carol Hetman, Chief Human Resources Officer; Brad Cauffman, Chief Financial Officer; Roger Brunelle, Chief Information Officer.
- Student Ambassadors Absent:
Bryce Dunlap, NNHS
Kyle Hafkey, NCHS
- Pledge of Allegiance Board members lead the Pledge of Allegiance.

Good News Recognition Superintendent Bridges noted congratulations to Dr. Christine Igoe, Assistant Superintendent for Student Services, who successfully defended her dissertation at Aurora University.

Public Comment None

Superintendent Staff/School Report **Superintendent Report**

- Superintendent Bridges provided a calendar that outlined the Budget Approval Process. The tentative 2015 – 2016 Budget will go on display April 20. The Board will discuss it at the May 4 and May 18 Board meetings and take action June 1, 2015.
- Superintendent Bridges provided a link to current Board Policy 4.10, Fiscal and Business Management. He indicated that this policy should sufficiently cover the Boards request to have a policy in place that calls for a balanced budget. He asked if there was additional language that Board members would like considered in updating the policy.
- Superintendent Bridges provided background materials for the Board’s review prior to the April 20, 2015 Board meeting when the District’s current investments and investment strategy and objectives will be discussed.

Board questions and comments

- It was noted that the District budget policy is defined by the State Board of Education guidelines.
- This is not a new policy; it was brought up as a review to reinforce it prior to the budget conversations.

School Improvement Plan Report – Highlands Elementary

Superintendent Bridges introduced Cheryl DeGan, Principal of Highlands Elementary School. He indicated that their presentation is part of the Administration’s ongoing commitment to keep the Board informed. Mrs. DeGan introduced Stephanie Birch, Learning Support Coach and Kristin Cummings, Assistant Principal. Mrs. DeGan noted that last year was a year of transition for Highlands, not for a reason that was chosen. Their main priority was to come together as a community by taking care of the students and each other. A stabilized, positive, focused staff has moved forward and committed teacher leaders have volunteered to be part of the Rising Star process. Staff data was gathered and the Rising Star indicators were researched. Two indicators were identified as the school improvement plan goals. The first goal, a three year goal, is “The environment of the school will be safe, welcoming, and conducive to learning.” The majority of the work has been done on this goal with a vision statement created to guide the action steps to ensure that the environment will be optimal for future years. Highlights of the goals, progress and accomplishments were shared including the creation of the Highlands Hero Award. It is given to staff and students who demonstrate exemplary behavior and in some cases, mirrored in homes. Partnership and communication with parents is very valued. The second goal, a two year goal, is “Instructional Teams will review student learning data to assess and make decisions about

curriculum and instructional strategies.” The PLC model has been implemented to give teams the opportunity to analyze data, differentiate and make instructional decisions for all types of learners. The PLC Leadership Team consists of representatives from each grade level and specialty. They have participated in intensive PLC training to establish the framework for PLCs that will be fully implemented next year. Videos were shared. The goal is to develop the whole child, striking a balance between the social emotional needs of children and academic excellence.

Board comments and Questions:

- In the presentation it was noted that student referrals are down. How has that change affected Highlands?
 - The focus now is on teachers using teachable moments. They help the student understand the core values and why what they are doing does not go along with it.
 - Time is spent on emphasizing the positives things that are happening.
- It is amazing how much information from school goes home.
- These presentations bring the SIP to life.
- PLCs question – have you interfaced with other schools to see what is working there?
 - In PLC training many schools attend and share best practices. Additionally, teachers are very inquisitive when at curriculum meetings; they work together to discover efficiencies. They are working toward the same goals as other classrooms.
- How did Bob Ross become part of the team?
 - Superintendent Bridges noted that some Cabinet members have been given assignments to reach out to each school to ensure support with the Rising Star Process. Mr. Ross knows what is expected at the next level and that can be very helpful.

Enrollment Projection Report – Dr. Charles Kofron

In December of 2013 an agreement was signed between District 203 and Charles Kofron, Ph.D. to authorize a demographic study for the District. Dr. Kofron provided a detailed report which is available in its entirety in BoardDocs. He reviewed the scope of the study, discussed his demographic findings, land use analysis, and school enrollment projections. Below is a summary of his findings taken directly from the Executive Summary of the Demographic Study, Final Report by Dr. Charles Kofron.

“The NCUSD 203 Demographic Study Request for Proposal identified three areas of study for building accurate enrollment projections and a tool set for sustaining District planning efforts. These included:

- Developing a socioeconomic (demographic) database and analyzing demographic trends.
- Identifying land use patterns, changes, and potential enrollment impacts.
- Developing and enrollment projections model and enrollment projections.

Using an independent source of demographic and housing estimates and projections and adjusting these data to District boundaries, the study of

demographic trends in the District found the following:

- Taken as a whole, total population and housing estimates and projections for the District are reflecting and forecasting stability through the greater part of the decade.
- Inside the District, several areas (block groups) have experienced population increases or losses that are in excess of the average amount of change estimated and projected at the District level.
- Comparisons of age groups in 2010, estimated in 2013, and projected in 2018 led to the conclusion that the District is aging with declines in younger age groups and increases estimated and forecasted in older age groups. It was noted that the 30 – 39 year age group is expected to increase which, with expected family formation, may offset some of the declines projected in total District enrollments.
- Live birth data processing and District address matching found that births in 2008 – 09 were about 42% less than births in 1999 – 2000.
- Estimated and projected housing values and population diversity are expected to increase in various parts of the District.

The enrollment projections are forecasting declines of 5% to 8% in 2019 from 2014 District enrollment totals.

- The declines will be experienced more in the junior high school grades while enrollments in the elementary grades may be stabilizing and, using the last 2 years of cohort comparisons, trending upwards.
- There is some indication of households moving into the District with preschool-aged and elementary school-aged children with District cohort survival ratios from birth to Kindergarten and from K through 4th grade well above 1.000.”

Questions and comments from the Board

- Similar trends are happening nationally.
- Dr. Kofron was asked if he found any surprises.
 - Thought there would be more Hispanic and diverse population.
 - Expected more tear-downs.
 - Births off compared to the city and other suburbs.
 - Average number of children coming from a student household is more than one.
- If there is an increase in multi-family housing, would we see an increase in students and is there a way to project how many?
 - A formula that Dr. Kofron is giving us will make the projection; the type of housing that is developed will make a difference.
- This study is designed to be an active, working live document that can be refreshed.
- We will maintain the ability to work with Dr. Kofron again.
- The level of detail makes this a meaningful report and gives us another data set to consider when we are making enrollment projections going forward.
- The next updates will be September 30 when we have actual data for enrollment.
- Keeping the model current and updated with clean data will be critical to accurate projections.

President's
Report

Mrs. Romberg indicated that the Board is working to achieve State Governance Recognition. There are several criteria to be met in order to achieve the goal. One of the criteria is to engage in a final 2 ½ hour IASB facilitated meeting that will combine several small workshops into one. This meeting needs to take place before June. She proposed two potential dates, April 20 or May 4. Board members will check their calendars.

Board of
Education
Reports

Mrs. Fitzgerald reported on the progress of the bill the District sponsored before the IASB Resolutions Committee last fall. It has been introduced as HB 3480 and has gone through committee and will go to the house floor. The bill considers the actual cost of mandates to districts.

Mrs. Fitzgerald attended the LEND meeting end of March. They discussed a variety of topics, one of which was mandates. They also discussed SB1 and the new calculations and formulation. Additionally, the state budget will result in a reduction of school district funding by 2.25% for the current year.

Action by
Consent

The following items were presented on the Consent Agenda:

1. Adoption of Personnel Report

Retirement – Administration

Kevin Pobst, June 29, 2015, NNHS, Principal

Resignation – Administration

John David Son, June 30, 2015, PSAC, Director of Instructional Technology

Reassignment – Administration

Cheryl Degan, July 1, 2015, Ellsworth, Principal

Appointment – Certified (Full Time)

Sonja Jardine, August 17, 2015, Steeple Run, Dual Language Kindergarten

Marilyn Moen, August 17, 2015, Beebe, Dual Language 2nd Grade

Re-Employment – Certified (Part-Time)

Kristine Herrell, August 17, 2015, Maplebrook, School Psychologist 50%

Employment Of Interns

Caressa Buchanan, August 17, 2015, Student Services, School Psychologist Intern

Lindsey Horberg, August 17, 2015, Student Services, School Psychologist Intern

Klaudia Pajor, August 17, 2015, Student Services, School Psychologist Intern

Michelle Restko, August 17, 2015, Student Services, School Psychologist Intern

Blair Bennett, August 17, 2015, Student Services, School Social Work Intern

Lauren Hostman, August 17, 2015, Student Services, School Social Work Intern

Leave Of Absence – Certified

Sara Hahn, Full Year 2015/2016, NCHS, General Science

Retirement – Classified

Susan Altmann, end of 2014/15 school year, KJHS, LRC Assistant

Resignation – Classified

David Rojas, April 14, 2015, Beebe, Custodian

Stephanie Brown, April 3, 2015, NNHS, Special Education Assistant

Kelly McConkey, April 10, 2015, River Woods, Special Education Assistant

Employment – Classified

Kathleen Fuglsang, March 13, 2015, Meadow Glens, Instructional Assistant
Corinne Urbas, March 23, 2015, Meadow Glens, ELL Assistant
Skender Jashari, March 23, 2015, NCHS, Custodian
Jerzy Ambroziak, March 16, 2015, Transportation, Bus Driver

Employment – Classified (Part-Time)

Cecilia Arredondo, March 17, 2015, Meadow Glens, 3-5 Instructional Assistant

2. RFP: Employee Benefit Enrollment and Eligibility Services

3. Board of Education Meeting Calendar

4. Student Discipline as Discussed in Closed Session

Jaensch made a motion to approve the Consent Agenda as presented with the exception of item 2, RFP: Employee Benefit Enrollment and Eligibility Services. Price seconded the motion. A roll call vote was taken. Those voting yes: Wandke, Romberg, Fitzgerald, Jaensch, Price, Crotty and Fielden. No: none. The motion carried.

Superintendent Bridges congratulated Cheryl DeGan, Principal of Highlands Elementary who the Board just approved to be reassigned as the new Principal at Ellsworth Elementary. Her years of experience will serve Ellsworth well.

Item 2, RFP: Employee Benefit Enrollment and Eligibility Services. Mr. Cauffman explained that with the new Affordable Care Act came many new District requirements. Monthly reporting to the IRS on details about each person that has health insurance is now mandatory. The software currently used by the district does not have the capability to function as necessary. This RFP is exempt from the normal bidding process, in an effort to be transparent, The Board is being asked to approve the RFP.

Board Questions:

- Are we planning to absorb the additional fees, or pass them on to the participants?
 - We will continue to monitor the insurance fund and if necessary, we will pass on the fees.
- Is it a three year commitment with a cancellation clause?
 - Yes, similar to what we have now and we are exercising the cancellation clause.

Jaensch made a motion to approve Item 2, RFP Employee Benefit Enrollment and Eligibility Services as presented. Fitzgerald seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Fielden, Romberg, Wandke, Jaensch, Fitzgerald and Price. No: None. The motion carried.

Discussion
Without Action

Certified Staffing Allocation Plan – High Schools and Special Education

Superintendent Bridges noted that annually the Administration provides projected allocations for staffing. Last month the Board reviewed the allocations that were provided for the elementary level. Total projected staffing is expected to be down next year. Bob Ross and Christine Igoe provided a chart comparing staffing of High School and Special Education certified staff between 2014 – 2015, actual and 2015 – 2016 projected. They also provided a chart that included the elementary staffing plan as approved March 16, 2015. They noted the projection to be -14.05 certified staff.

Board comments and questions:

- We will use the same criteria for classrooms across the district even though enrollment is projected to be down.

First Reading: Policy 7.190, Student Discipline

Bob Ross noted that annually, according to Illinois School Code, the District is required to establish a committee to review the student discipline policy. The committee, which met in March, was comprised of students, staff, parents, administrators and Board representatives. The committee was co-chaired by NNHS Dean Jim Konrad and NCHS Dean Mike Stock. The Board received a copy of the proposed changes. Mr. Ross highlighted some of the major changes, noting that all proposed changes have been reviewed by District Council. The Board will take action on April 20, 2015.

Board questions and comments:

- There was significant discussion about technology that already exists in the schools – some of this policy might be outdated – texting is done even though it is not allowed.
- We should be teaching responsible use of the devices and not making students turn them off.
- The meeting was well run, there was good interchange and the students were truly heard.
- The spirit of the law should be applied to the policy.
- Should we revise the wording this year.
 - Superintendent Bridges noted that as we consider a recommendation for a 1:1 device strategy, we will also be considering the wording of an agreement that will go along with it.
- The policy is being enforced and followed as it currently stands.
- We all need to abide by digital citizenship.
- The policy is the same for both high schools, but the implementation of the procedures is enforced differently.

First Reading: Policy 7.240, Co-Curricular Participation Code

Mr. Ross indicated that the High School Co-Curricular Participation Code Review Committee, co-chaired by NCHS Athletic Director Andy Lutzenkirchen and NNHS Athletic Director Bob Quinn Met in early March for the annual review of Policy 7.240. The committee is comprised of students, parents, coaches/sponsors, Board members and administration from both high schools. He reviewed the proposed changes noting that the Board will take action on April 20, 2015.

Board questions and comments:

- Students and parents on the committee are mixed. Some have been affected by the policies and it makes for rich discussion.

Hourly Rates of Pay for Substitutes

Superintendent Bridges noted that this is an annual report. Carol Hetman provided a copy of the proposed changes to the hourly rates of pay for substitutes. There are only two suggested changes: Substitute Office Staff grandfather clause eliminated; Substitute Health Tech 40 cent per hour increase.

The Board will take action April 20, 2015.

Discussion With Board of Education Meeting Calendar
Action The Board reviewed the proposed FY 2015 – 2016 Board meeting calendar in March. The January meetings are being moved to the 2nd and 4th Mondays due to winter break. Additionally, Board meetings are only held when school is in session.

Wandke made a motion to approve the FY 2015 – 2016 Board Meeting Calendar as presented. Fitzgerald seconded the motion. A roll call vote was taken. Those voting yes: Jaensch, Price, Fitzgerald, Romberg, Fielden, Wandke and Crotty. No: None. The motion carried.

New Business The Board will meet at 4:00 p.m. on April 20 to take part in the IASB Work Session.

Old Business
Upcoming 4/15/15 – District Awards Night, 7:00 p.m. Marriott
Events 4/16/15 – Intergovernmental Dinner, 6:00 p.m. Alfred Rubin Center.
4/20/15 – Board of Education Meeting, 7:00 p.m. PSAC

Adjournment Crotty made a motion to adjourn the meeting at 9:30 p.m. Fitzgerald seconded the motion. A unanimous voice vote was taken and the motion carried.

Approved April 20, 2015

Jackie Romberg, President
Board of Education

Ann N. Bell, Secretary
Board of Education