

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.
AUGUST 3, 2015 AT 7:00 P.M., CLOSED SESSION 6:00 p.m.

Call to Order President Terry Fielden called the meeting to order at 6:00 p.m. Board members present: Kristin Fitzgerald, Donna Wandke, Mike Jaensch, Suzyn Price, Terry Fielden and Jackie Romberg. Absent: Susan Crotty.

Administrators present were: Dan Bridges, Superintendent; Kaine Osburn, Deputy Superintendent; Brad Cauffman, Chief Financial Officer.

Fitzgerald moved, seconded by Wandke 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. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).

Meeting Opening Wandke made a motion, seconded by Romberg to return to Open Session at 7:08 p.m. A voice vote was taken. Those voting Yes: Jaensch, Fitzgerald, Fielden, Price, Romberg and Wandke. No: None. The motion carried.

Mrs. Romberg requested the Board's permission to allow Susan Crotty to participate in the meeting as needed, since she is out of town on business. Board members agreed.

Meeting Opening Welcome and Mission

Roll Call Board Members present were: Kristin Fitzgerald, Donna Wandke, Mike Jaensch, Suzyn Price, Jackie Romberg, and Terry Fielden. Absent: Susan Crotty.

Administrators present: Dan Bridges, Superintendent; Kaine Osburn, Deputy Superintendent; Bob Ross, Assistant Superintendent for Secondary Education; Jayne Willard, Assistant Superintendent for Curriculum and Instruction; 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.

Pledge of Allegiance Board members lead the Pledge of Allegiance.

Recognition Good News
Superintendent Bridges congratulated Dr. Christine Igoe, Assistant

Superintendent for Student Services, who successfully defended her dissertation at Aurora University.

Public
Comment
Superintendent
Staff/School
Report

None

Superintendent Bridges reported:

- First day of school is August 19, just a little over 2 weeks away.
- Two of the three professional learning days on DLI have taken place. Tremendous credit goes to the administrators running the professional learning. Additionally, the pilot teachers were very instrumental in delivering the content. The District website has been updated with DLI information.

President's
Report
Board of
Education
Reports
Action by
Consent

The following items were presented on the Consent Agenda:

1. Personnel Agenda

Resignation – Administration

Bonnie Osborne, July 31, 2015, PSAC, Assistant Director Student Services

Jacque Discipio, July 26, 2015, WJHS, Assistant Principal

Appointment – Administration

Joshua Louis, August 10, 2015, WJHS, Assistant Principal

Retirement – Certified

Kathleen Sullivan, June 3, 2015, Prairie, Speech-Language Pathologist

Resignation – Certified

Kateleenn Caltagirone, August 1, 2015, Elmwood, 1st Grade

Madeline Carpenter, August 16, 2015, WJHS, Mathematics/Language Arts

Danielle Leitner, August 16, 2015, WJHS, Special Education

Appointment – Certified (Full Time)

Jessica Chang, August 17, 2015, Beebe, Dual Language 4th Grade

Taylor Erickson, August 17, 2015, Ellsworth, 1st Grade

Barbara Herr, August 17, 2015, KJHS, Science

Alan Merkin, August 17, 2015, Prairie, 4th Grade

Joseph Mitchell, August 17, 2015, River Woods, Vocal Music

Reyna Nungaray, August 17, 2015, Elmwood, 1st Grade

Courtney Palicka, August 17, 2015, WJHS, Mathematics

David Rebus, August 17, 2015, WJHS, Science/Social Science

Christina Saso, August 17, 2015, Highlands, 3rd Grade

Jennifer Simon. 8/17/15-12/22/15, JJHS, Academic Support

Appointment – Certified (Part-Time)

Maria DiNovo, August 17, 2015, WJHS, Strategic Reading (66%)

Revised Contract Pt

Jean Long, August 17, 2015, District Hearing Itinerant (50%)

Revised Contract Ft

Bryant Cobo, August 17, 2015, WJHS & JJHS, Foreign Language-Spanish
Re-Employment – Certified (Part-Time)

Amie Silder, August 17, 2015, TBD, Vocal Music (61.75%)

Leave Of Absence – Certified

Shannon Rehs, 20% LOA 2015/16, NNHS, Fine Arts/Ceramics

Retirement – Classified

Kenolyn Johnston, August 6, 2015, NNHS, LRC Assistant

Darryl Marasso, September 11, 2015, Transportation, Bus Driver

Resignation – Classified

Cecilia Buczkiewicz, July 27, 2015, Elmwood, Special Education Assistant

Taylor Erickson, August 16, 2015, Highlands, Special Education Assistant

Laura Vintar, July 27, 2015, Ranch View, Instructional Assistant

Employment – Classified

Cory Andor, August 19, 2015, Beebe, Special Education Assistant

Becky Madawick, August 19, 2015, Kingsley, Instructional Assistant

Ashleigh Wright, August 14, 2015, KJHS, LRC Assistant

Chad Coleman, August 19, 2015, NCHS, Special Education Assistant

Gregory Rupp, August 10, 2015, RV/MG, Custodian

Leave Of Absence – Classified

Maria Manosalvas, Full Yr 2015/2016, ARECC, Special Education Assistant

Sharon Hutt, 8/31 – 11/20/15, Highlands, Instructional Assistant

Extend Leave Of Absence – Classified

Christine Canene, 8/19 – 9/30/15, WJHS, Special Education Assistant

Addendum

Appointment – Certified (Full Time)

Ann Bennington, August 17, 2015, Kingsley, 5th Grade

Erica Conway, August 17, 2015, River Woods, Physical Education

Ashley Johnson, August 17, 2015, WJHS, Learning Behavior Specialist

Michael Moderhack, August 17, 2015, WJHS, Learning Behavior Specialist

Appointment – Certified (Part-Time)

Stephanie Fleming, August 17, 2015 Mill, Elmwood, Ellsworth, Art (42.62%)

RESIGNATION – CLASSIFIED

Susan Biggs, August 18, 2015, Connections, Special Education Assistant

Mallory Atkenson, August 18, 2015, Kingsley, Special Education Assistant

Michael Moderhack, August 16, 2015, NNHS, Special Education Assistant

2. LEND Annual Dues

Fitzgerald made a motion to approve the Consent Agenda as presented.

Romberg seconded the motion. A roll call vote was taken. Those voting yes:

Fitzgerald, Wandke, Fielden, Romberg, Jaensch and Price. No: None. The

motion carried.

Discussion
Without Action

1. Land Cash Funds

Brad Cauffman noted that per City and Village ordinances, land developers that

create new subdivisions have the option to set aside land for a new school to serve the students of the new subdivision or pay a fee in-lieu of land, which is commonly referred to as “land cash funds”. These funds can be used by the District to make improvements to existing school facilities as long as these existing school facilities serve or will serve the students from the subdivision. To that end, Administration recommends the District uses \$630,000 of these funds to remodel the science labs at both high schools since these facilities serve all D203 students and to accommodate the new curriculum implemented last year. Since the science lab remodeling was already in the FY15-16 capital improvement budget, by approving the use of land cash funds the District will have \$630,000 of capital improvement budget dollars available for reallocation, which will not be used without School Board approval. The Board will take action August 17, 2015.

Board Questions/Comments

- Is the balance of the funds in the account identified by subdivision for its specific use?
 - Yes, first money in, first money out.
- There was a request for a copy of the split of funds between subdivisions/schools.

2. Life Safety Funds

Brad Cauffman noted that this expenditure will close out the fund since the District has not levied these funds for several years. The projects are completed that were generated by the latest life safety survey which is required every 10 years. The \$1,025,000 of Life Safety funds will be used for energy management projects at Beebe, Maplebrook, Washington, and NNHS. According to state law, we must either spend the funds on Life Safety projects (authorized by the School Board) or transfer the funds to Operations & Maintenance and reduce (abate) the next tax levy. The recommendation is that we use these funds in FY15-16 for the qualified Life Safety projects. Since the projects were already in the FY15-16 capital improvement budget, by approving the use of Life Safety funds the District will have \$1,025,000 of capital improvement budget dollars available for reallocation, which will not be used without School Board approval. The Board will take action August 17, 2015

3. Policy Revision – First Reading Section 4

Board members requested that as we review each policy, some may be selected for another review at the August 17 Board meeting rather than approval at that meeting.

Section 4

Kaine Osburn reviewed the proposed changes and their rationale.

4.10, Fiscal and Business Management

- Minor changes - some inconsistencies in relating it to board of education.
- Change in the budget approval timeframe language.
- Transfers within funds wording removed.

Board questions and comments:

- Make the change to either Board or Board of Education and stick with it

going forward.

- Clarify the language between inter-fund transfers and transfers within funds.
- Want budget discussions to take place while school is in session to provide transparency while people are engaged. Can approve the budget in summer after 3 – 4 meetings of discussion have taken place during the school year.
- Approve the budget prior to the end of the fiscal year.

This policy will be reviewed again prior to approval.

4.15, Identity Protection

- This is a new policy crafted to align with state statute. It pertains to proper collection and storage of personal data. Carol Hetman noted that HR only uses social security numbers for necessities like employee benefits and taxes. All HR employees are trained about the confidentiality of Social Security numbers.

We will get legal counsel and this policy will be reviewed again prior to approval.

4.20, Fund Balance

- Replaces the “Transfer of Funds” policy.
- Language from 4.40 included even though it is redundant on fund balances.

Board questions and comments:

- Not opposed to it, but it is redundant.
- We need to be clear on the definition of cash.

Proposed changes will be made and a Board action will be taken August 17.

4.30 Revenue and Investments

Superintendent Bridges noted that the Board has already reviewed this policy. He went over the changes that have already been made. The numbering problem will be taken care of.

Board questions and comments:

- We go through the budget process every year. Updated cash flow needs to go into any budget discussion.
- Is there enough specificity and guidance so that this board and future boards will interpret it correctly?

Brad Cauffman suggested that possibly an administrative procedure be developed to capture specifics that are important but do not necessarily have to be part of the policy. Superintendent Bridges noted that the policy provides sufficient guidance.

- This policy has been strengthened by making the changes proposed at the last review.
- Discussion about quarterly reports vs. monthly reports. Administration will give some suggestions.
- Lingered question is diversification - we need to be sure guidance is in place.
- Need assurance that the investments meet the policy guidelines.

This policy will have another review prior to adoption.

4.40, Incurring Debt

- This policy adds a provision to establish a line of credit with a bank or other financial institution.
- More information on how policy 4.20 and this policy fit together will be provided when this policy is reviewed again August 17.

4.45, Insufficient Fund Checks

- Verbiage change only.

There were no questions from the Board. The Board will take action August 17.

4.50 Payment Procedures

- This version more accurately reflects our current practice.

There were no questions from the Board. The Board will take action August 17.

4.60, Purchases and Contracts

- This proposal revises the language about contracts.
- Directs that the policy is aligned with statute.

There were no questions from the Board. The Board will take action August 17.

4.70, Resource Conservation

- PRESS changes we thought were too specific and not necessary. The School Code has recommendations but not requirements.

Board questions and comments

- A casual reading of this could be misinterpreted.

Verbiage will be rearranged to make it clearer. The Board will take action on August 17.

4.80 – Accounting and Audits

- This revision expands scope of policy to include: Annual Financial Report, Taxable Fringe Benefits, and Internal Controls.

Board questions and comments:

- Be sure the policy language is consistent with the audit engagement letter.

This policy will be reviewed again prior to approval.

4.100 Insurance Management

- This revision streamlines the policy and adds a new requirement of catastrophic student accident insurance for 9 – 12 students that is above insurance parents or the school district already have. It also adds but does not limit indemnification to Home and School volunteers.

Questions and comments from the Board.

- Does it include all volunteers, not just Home and School?
- Why is it limited to 9 – 12 students when we have junior high students participating in school sponsored athletics too?
- Can we get a rider to cover 6 – 8?
 - The school code was specifically written in response to the change in the state law which requires 9 – 12.

We will check with our insurance carrier to get more information and bring this policy back for review on August 17 prior to approval.

4.110, Transportation

- Clarifies the use of strobe lights and inspections and aligns to statute.

Board questions and comments

- It is very unclear what the strobe light reference means and who it applies to.

Administration will get the specific citation and bring this policy back for review August 17 prior to approval.

4.120, Food Services

- The revisions add the requirement for food and beverages to meet the USDA guidelines as appropriate.

Board questions and comments

- If we go to another program that does not follow the USDA guidelines, are we not required to provide nutritious foods?
- It only applies to reimbursable meals not a-la-cart foods.

Kaine noted that there are variables in the policy that if a district participates in the State Breakfast Program or the National School Lunch Program, then they are required to follow the USDA guidelines. The Board will take action on August 17

4.130, Free and Reduced-Price Food Services

- There were no revisions proposed, this is just for Board review.

The Board will take action August 17.

4.140, Waiver of Student Fees

- Adds notification language and identifies additional eligibility criteria when appeals are considered.

Board questions and comments:

- Do people have to apply for fee waiver in addition to applying for free and reduced?
- Do they have to apply separately for fee waiver, it seems confusing.
 - The law allows that there can be two separate applications for free and reduced and fee reduction, but our current policy is that one application is sufficient to apply for both free and reduced and fee waiver.

The Board will take action August 17.

4.150 – Facility Management and Building Programs

- These changes remove the requirement for Board approval for building alteration greater than \$5,000 and adds a requirement to update the Board annually on facility needs and to minimize environmental impacts. The numerical issue will be corrected.

There were no Board questions. The Board will take action on August 17.

4.160 Environmental Quality of Buildings and Grounds

- Name change for policy. Adds more details regarding application of

pesticides – we were already in compliance with this policy, the language is just catching up.

There were no Board questions. The Board will take action on August 17.

4.170, Safety

- We are already doing many of the things in this policy. Clarifies language of sex offenders to be on school grounds.

Board questions and comments

- This meets the guidelines for child offender notification.
- How does a sex offender receive permission from the School Board to be on school property? This applies to a parent or guardian that wants to attend a parent teacher conference - and they would be supervised.

They would make the request in writing to the superintendent or designee and the principal would be advised.

The Board will take action August 17.

4.171, School Safety and Security – Video Safety Camera

- There was no change – this is just included for review.

The Board will take action August 17.

Superintendent Bridges reviewed the numbers of the policies that will be brought back for another review on August 17: 4.10, 4.15, 4.30, 4.40, 4.80, 4.100 and 4.110. The memo from Brad Cauffman regarding 4.40 will be discussed and included at next meeting simultaneously with changes suggested.

4. Policy Revision – First Reading, 6.235, Access to Computers and Electronic Networks

Kaine Osburn noted that review of this policy is ahead of schedule, but with the roll out of DLI, the Administration thought it is important to have it in place as soon as possible. The PRESS recommendation is the basis for the proposed revisions along with input from people working on DLI. A lot of language has been added to address schools going to 1:1.

Board comments and questions:

- To clarify the signature requirement, students 9 – 12 sign their own and E – 8 parents sign. Is it enough protection to have the high school students sign on their own?
 - Similarly, students sign off on the student handbook on their own.

Students will not receive their Chromebook unless they have signed for form. Communication continues to go home to parents so they are aware of all the requirements.

The Board will take action August 17.

Discussion With
Action

Policy Revision – Second Reading Section 8

Superintendent Bridges noted that all the policies were reviewed at the last meeting and the changes made are reflective of the feedback that was received. There were no additional Board questions.

Price made a motion to approve the revisions to Board Policy Section 8 as presented. Romberg seconded the motion. A roll call vote was taken. Those

voting yes: Fielden, Romberg, Wandke, Jaensch, Fitzgerald and Price. No: None. The motion carried.

New Business Board members sought approval to seek outside council to discuss some recent conflicting reports about different Board Policies, State law and the Open Meetings Act. It was recommended that two Board members, aside from the president and vice president, attend the meeting to eliminate any doubts about the counsel's advice.

Susan Crotty participated in the meeting via telephone at this point. There was discussion about which Board members should attend the meeting and the possibility of Legal Counsel attending a Board meeting at the District office. It was requested that the meeting be held as soon as possible so the information can be distributed to all Board members. It was determined that Mike Jaensch and Kristin Fitzgerald set up a meeting with Legal Counsel and invite him to attend the Board meeting on August 17 to address the whole Board if necessary.

Old Business

Upcoming Events

- August 19 School starts.
- Community Picnic, August 29, 4:00 p.m. – 6:00 p.m. at Naper Settlement. This picnic is a welcome to all new and returning families to D203 and to introduce new families to meet some community partners.

Adjournment

Jaensch made a motion to return to Closed Session at 9:45 p.m. Fitzgerald seconded the motion. A roll call vote was taken. Those voting yes: Jaensch, Price, Fitzgerald, Wandke, Fielden, Romberg and Crotty. No: None. The motion carried.

Jaensch made a motion to return to Open Session at 10:15 p.m. Romberg seconded the motion. A unanimous voice vote was taken and the motion carried.

Jaensch made a motion to adjourn the meeting at 10:15 p.m. Wandke seconded the motion. A unanimous voice vote was taken.

Approved August 17, 2015

Terry Fielden, President
Board of Education

Ann N. Bell, Secretary Pro Tem
Board of Education