

MINUTES OF A BUSINESS 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 RD., NAPERVILLE, IL.  
DECEMBER 19, 2016, AT 7:00 P.M. CLOSED SESSION 5:30 p.m.

- Call to Order President Terry Fielden called the meeting to order at 5:31 p.m. Board members present: Jackie Romberg, Charles Cush, Mike Jaensch, Terry Fielden, Kristin Fitzgerald, and Susan Crotty. Donna Wandke at 5:35 p.m.
- Administrators present were: Dan Bridges, Superintendent; Carol Hetman, Chief Human Resources Officer; Bob Ross, Chief Operating Officer, Brad Cauffman, Chief Financial Officer, and Nancy Voise, Assistant Superintendent for Secondary Education.
- Closed Session Cush moved, seconded by Crotty to go into Closed Session at 5:31 p.m. for consideration of:
1. Discussion of lawfully closed minutes whether for purposes of approval by the body of the minutes 5 ILCS 120/2(c)(21).11/21/16, 12/5/16
  2. 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).
  3. 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 5 ILCS 120/2(c)(11).
  4. Collective negotiating matters between the public body and its employees or their representatives 5 ILCS 120/2(c)(2).
  5. Student Disciplinary Cases 5 ILCS 120/2(c)(9).
- Meeting Opening Crotty moved seconded by Romberg to return to Open Session at 7:02 p.m. A voice vote was taken. Those voting Yes: Fitzgerald, Cush, Jaensch, Romberg, Crotty, Fielden and Wandke. No: None. The motion carried.
- Meeting Opening Welcome and Mission
- Roll Call Board Members present were: Kristin Fitzgerald, Jackie Romberg, Donna Wandke, Charles Cush, Mike Jaensch, Susan Crotty and Terry Fielden.
- Administrators present: Dan Bridges, Superintendent; Jennifer Hester, Chief Academic Officer; Bob Ross, Chief Operating Officer; Chuck Freundt, Assistant Superintendent for Elementary Education; Nancy Voise, Assistant Superintendent for Secondary Education; Tim Wierenga, Assistant Superintendent for Assessment; Carol Hetman, Chief Human Resources Officer. Michelle Fregoso, Director of Communications, Brad Cauffman, Chief Financial Officer.
- Student Ambassador present:  
Anthony Molina, NCHS  
Student Ambassador absent:  
Thomas Zugay, NNHS

Pledge of Allegiance Nick Micensky, Principal of Scott Elementary School introduced the following students who led the Pledge of Allegiance: Nicholas Kamp, Nije Davis, Adelyn Haeger, Betty Riddle, Ryan Marker, Shivaji Setty, JaDa Jamerson, JaQuan Jamerson.

Recognition **National Hispanic Recognition Program**  
Superintendent Bridges indicated that seven students from D203 have recently been recognized by the College Board as 2016 - 17 National Hispanic Recognition Program (NHRP) award recipients. To qualify students must be of at least one-quarter Hispanic/Latino descent, achieve the cutoff score on the PSAT/NMSQT, and achieve a cumulative grade point average of 3.0 or higher by the end of junior year. Each year the NHRP honors about 5,000 of the highest scoring students from over 250,000 Hispanic/Latino juniors who take the PSAT/NMSQT. Principals Bill Wiesbrook and Stephanie Posey announced the students. The Students from Naperville Central are: Chirstina Vasquez, David McCowin, Thomas Chavez and Jose Lopez. Students from Naperville North are: Abigail Brewster, Nicolle DeMaria, and Alejandra Rodriguez.

**Mission Maker Award**

The District 203 Mission Maker Award is a monthly award given to students who live the District Mission in exemplary ways.

Superintendent Dan Bridges and Principal Laura Noon recognized Highlands Elementary School Mission Makers Will James and Keller Lisek for their thoughtful demonstration as Collaborative Workers and Community Contributors. First graders Will and Keller were having a play date when Will decided they should make a donation box for toys and collect items they can give to other people around the holidays. Together, the boys decorated a box. Will came to school and shared his idea with social worker Stephanie Jurkiw and the Principal Laura Noon all on his own. Together the boys came up with a script and shared the announcement to the entire school. They currently have a box filling up with toys, which will be donated to Toys for Tots on December 22nd.

Public Comment  
Monthly Reports

- Treasurer’s Statement – The Board received the October Treasurer’s Statement.
- Investments – The Board received the October Investment Report
- The Board received Budget Reports for October.
- The Board received the October Insurance Report.

Action by  
Consent

The following items were presented on the Consent Agenda:  
**1. Bills and Claims** from Warrant #414218 through Warrant #415080 totaling \$17,242,906.86 for the Period of November 22, 2016 to December 19, 2016.  
**2. Adoption of the Personnel Report**  
**Retirement – Administration**  
Timothy Wierenga, 6/30/2017, PSAC, Asst Supt Assessment & Analytics

**Appointment – Administration**

Hugh Boger, 7/1/2017, Scott, Principal

Jay Wachtel, 7/1/2017, NNHS, Assistant Principal

**Reassignment – Administration**

Suzanne Salness, 7/1/2017, Mill Street, Principal

**Retirement – Certified**

Patricia Martin, end of 16-17 school year, Prairie, School Social Worker

**Resignation – Certified**

Carrie Davis, 12/22/2016, NCHS, Communication Arts

Angela Vahle, 1/9/2017, Steeple Run, 4<sup>th</sup> Grade Dual Language

**Appointment – Certified (Part-Time)**

Margaret Ambrose, 12/8/16 – 5/26/18, KJHS, PI+ Mathematics

**Termination – Classified**

Renade Broomfield, 12/7/2016, PSAC, Accounts Payable

**Retirement – Non-Union Classified**

Kathleen Barak, 2/28/2017, PSAC, Employee Benefits Coordinator

Wynne Kelley, 2/1/2017, PSAC, IT Asset Manager

**Resignation – Classified**

Evelyn Soberanis-Garcia, 12/22/2016, ARECC, Special Education Assistant

Tami Munroe, 1/9/2017, MJHS, Executive Secretary

Cindy Tena, 12/14/2016, PSAC, Senior Admin Secretary

Mary Dunum, 11/28/2016, Transportation, Bus Driver

**Employment – Classified**

Susan Weiner, 12/22/2016, JJHS, Special Education Assistant

Martha Guerrero, 1/9/2017, NNHS, ELL Assistant

Grace Shermer, 12/19/2016, NNHS, Special Education Assistant

**Leave Of Absence – Classified**

Melissa Power, 1/9/16 – 2/17/17, Steeple Run Elementary, Dual Language Assistant

**3. Board Meeting Minutes, 11/21/16 and 12/5/16**

**4. Student Discipline as discussed in Closed Session**

**Consent Agenda**

Jaensch made a motion to approve the Bills and Claims from Warrant #414218 through Warrant #415080 totaling \$17,242,906.86 for the Period of November 22, 2016 to December 19, 2016 and all other items on the Consent Agenda from 1 through 4 as presented. Crotty seconded the motion. A roll call vote was taken. Those voting yes: Romberg, Fitzgerald, Fielden, Cush, Crotty, Jaensch, and Wandke. No: None. The motion carried.

Following the approval of the Consent Agenda, Superintendent Bridges made the following announcements:

- Jay Wachtel has been appointed as the New Assistant Principal at Naperville North High School following Ron Helms' retirement.
- The next principal at Scott School is Hugh Boger following the retirement of current principal Nick Micensky. Mr. Boger thanked the Board for the opportunity to work for D203.
- Sue Salness, Principal at Ranch View Elementary has accepted a reassignment to Principal at Mill Street Elementary School.

Communications  
Student  
Ambassador  
Reports

### **Student Ambassador Reports**

Thomas Zugay, NNHS reported:

- The Speech Team is going to finals.
- Girls Basketball team enjoyed their 600<sup>th</sup> win at NCHS.
- Mr. Brady, teacher at NCHS was awarded \$100,000 from Farmers Insurance as part of their “Thank America’s Teachers” program.
- 2<sup>nd</sup> semester schedules came out – if changes are needed students should see counselor after break.
- Parent night for 8<sup>th</sup> graders is tomorrow night.
- Finals schedule was switched around so students can catch busses.
- If a student’s day is packed with finals, one can be transferred to a different day.
- Christkindlemarket is at Naper Settlement; Students are volunteering and raising money for their clubs and teams by selling parking spaces.

Written  
Communications  
Superintendent  
Staff/School  
Reports

### **Freedom of Information Requests: None**

#### **Diversity Advisory Committee**

Superintendent Bridges indicated that the committee has had two meetings so far this school year: October 26, 2016 and November 28, 2016. The committee is comprised of approximately 30 members from D203 parents, staff and community members. He reviewed the focus of the first meeting indicating that strategies to involve and engage parents were highlighted. Areas of focus for future meetings were discussed. The Student Discipline policy, changes made to it due to Senate Bill 100, and how school administrators consider applying it to students was discussed at the second meeting. Mr. Cush, who serves as the Board liaison to the committee, indicated that the Student Discipline topic and the parameters of SB100 were covered in a report given to the Board at its April 4, 2016 meeting. Future meetings dates are: January 30, 2016, February 27, 2016 and April 24, 2016. An update will be provided at the end of the year. Anyone who is interested in joining the committee should contact Superintendent Bridges.

#### **FY 15 – 16 Audit Report**

Brad Cauffman noted that the Board received a detailed analysis of the Fiscal Year 2016 Audit Report. He gave a high level overview of the results of the audit. He indicated that the District continues to be fiscally stable with a AAA bond rating and the Highest Financial Profile Designation by the Illinois State Board of Education. Each year an independent accounting firm performs an audit of the District’s financial records. This year Klein Hall CPAs of Aurora performed the audit and found that the financial records correctly represent the District’s financial position. They did not identify any deficiencies in internal control or disclose any instances of noncompliance that required reporting. They provided some feedback on things that can be improved: journal entry posting procedures, cost and depreciation schedules for capital asset records, and future implementation of the new GASB #75 requirement. He gave a summary of the variances, indicating that overall the District has a positive net budget variance of \$14.7 million. The revenue variance was a result of the sale of Goodrich Woods, new property growth and additional state aid. The tax

levy revenue variance is in large part due to new property growth in our robust local economy along with stronger tax collection. The majority of the positive expenditure variance is related to salaries and benefits coupled with conservative assumptions in the Five Year Forecast. In conclusion he noted that the administration continues to work to ensure future budgets are accurate and updated as new information is available.

President's  
Report

Board of  
Education  
Reports

As the Board liaison to Highlands Elementary School, Kristin Fitzgerald attended their Giving Tree Assembly. It was a great example of how our students are giving back by reaching out to help others in their own school and in the community.

Discussion  
Without Action

### **Board of Education Working Together Agreements**

Board President Fielden indicated that the Board met on November 30 with a representative from the Illinois Association of School Boards to set ground rules and expectations for this Board and future Boards. This was part of the annual self-evaluation. The Board will review the agreements annually to be sure they are on track. The IASB recommends that a formal adoption take place by either roll call vote or voice vote to ensure that the Board is speaking with one voice.

Board Comments:

- Meeting with a representative of IASB together was a productive evening.
- Hoping that some of the other agreements from the sample can be added to the Board's list like "unity of purpose". There are a lot more that could go on our list.
- In mid-spring we will revisit this.
- This is the first time the Board has gotten together to discuss this.
- It is great to have the agreements written down.
- Inquiry about seeking answers to questions on an agenda. Questions can be submitted after Friday and they will be answered by the Board meeting, but sometimes that is not possible so they can be answered in a reasonable time.
- Will there be a signature line to sign off on each year? Yes, that has been suggested by IASB.
- We will re-do it each year after the self-evaluation with a formal roll call vote.
- Possibly adjust the policy to include some instructions.
- We could revisit this as part of transition to new Board members.
- The President and Vice President can work with new candidates as part of the onboarding process.
- In the future there are other topics to cover in the self-evaluations; the agreements can just be reviewed.
- Possibly put the agreements in the policy as a link to be updated each year.
- This can be edited and changed as needed as a discussion in an open meeting and not necessarily be part of the self-evaluation.
- Appropriate changes will be made and brought back for action at the

January 9, 2017 Board meeting.

- There will be discussion about how to make changes in the future.
- As this goes forward, it will become more of a rhythm and cycle.

Discussion With  
Action

### **2016 Tax Levy Adoption**

Superintendent Bridges indicated that the Board discussed the Tax levy at its November 21 meeting and December 5 meeting. The recommendation is to adopt the tax levy as presented.

Board Question:

- Do we have any additional information from the State?
  - No we do not have anything additional.

Crotty made a motion to approve the Tax Levy Adoption as presented. Cush seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden.

### **Designate CFO/CSBO to Prepare the Budget**

Superintendent Bridges recommended that Brad Cauffman be designated to begin the preliminary functions to prepare the budget.

Wandke made a motion to approve the designation of Brad Cauffman, CFO/CSBO to prepare the Budget. Romberg seconded the motion. A roll call vote was taken. Those voting yes: Romberg, Fielden, Wandke, Cush, Crotty, Jaensch and Fitzgerald. No: None. The motion carried.

### **School Improvement Plans**

Superintendent Bridges indicated that one of the duties of the Board is to approve School Improvement Plans on an annual basis.

Board Comments/Questions:

- Want to recognize all the hard work the teachers are doing on Standards Based Grading and how it will affect closing the gaps in the long run.
  - It provides strong communication to parents.
  - Teachers are really helping all students get to where they need to be by digging into the standards and the proficiency scales to meet the level of performance to master a standard.
- Students are achieving in enormous measures; small groups of students are working to get to where we want them to be.
- The SIP plans are taken very seriously.
- Some students have less support than others.
- It would be good to activate the community so all students get the support they need.
- Each schools' SIP plans are unique to their school and community.

Fitzgerald made a motion to approve the School Improvement Plans as presented. Wandke seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden. No: None. The motion carried.

### **Social Emotional Learning Curriculum**

Superintendent Bridges noted that at the December 5 Board of Education meeting, Christine Igoe and Lisa Xagas gave a presentation about the Social

Emotional Curriculum. The Administration recommends that the Board approve the curriculum as presented.

Fitzgerald made a motion to approve the Social Emotional Learning Curriculum as presented. Crotty seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden. No: None. The motion carried.

### **Skyward Human Resources / Financial System**

Superintendent Bridges indicated that at the December 5 Board meeting Carol Hetman presented the rationale for the Skyward recommendation.

Romberg made a motion to approve the Skyward Human Resources / Financial System as presented. Wandke seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden. No: None. The motion carried.

### **Policy 2,125 and 5.60**

Bob Ross called the Board's attendance to the memo included in BoardDocs. He indicated that following discussion at the last Board meeting some changes had been made. He reviewed the changes.

#### **Board Question/ Comments:**

- The language needs to be left in because it specifies the types of activities that they can seek reimbursement for. Move points 1, 2, and 3 regarding advancements down to types of official business.
- Does that language preclude them from going to something?
- Our policy already includes those things.
  - It is broad enough for us that it would not limit things and includes regional Board meetings.
- Often reimbursement is not sought since it is already paid for with registration. This would be for any other expenses incurred.
  - All Board member expenses must be spelled out and approved by roll call vote of the Board.
- Standardized expense approval form is noted in the policy, but it is deleted from the resolution.
- Do we want to estimate expenses and then change the resolution later in the meeting?
- Could approval be utilized either before or after the expenses are incurred?
  - The policy encourages the Board members to estimate costs when possible? The resolution requires it. We have to decide if it is required or encouraged.
- Does the form exist?
  - There is a form in PRESS if we want to use it.
- The intention of the law is what we are deciding how to handle.
- We could do before and after, but it would be redundant to do both.
- The policy and resolution need to contain the same language.
  - The spirit of the law has been to provide transparency.

- Conference registration is a line item in the budget – money is allocated for expenses.
- If we stick with the intent of the law, what is the recommendation?
  - Approve after the money is spent. Things might come up that were not possible to estimate in advance. The special roll call vote meets the law and the intent of the law.
- Travel, meals and lodging are the only three things in the law.
- Agree that we will reimburse after the money is spent.
- We have a budget that is approved and a line item for the Board which is a check and balance.
- The majority of the things go through the board secretary to get the lowest costs.

There will be language changes; this will be brought back on January 9 for a first reading. Under advancements move points 1, 2, and 3 down to types of official business and eliminate approving requests in advance.

#### 5.60

Mr. Ross reported that there have been no changes.

- Are there any conforming changes that we would need to make?
  - Policy says reimburse it is after the fact.
- Do we want to put in the types of expenses? Are they governed by the same law.
  - The language is taken from the current policy and the proposed policy.
  - The District will reimburse under the guidelines and if something special comes up, it would be at the discretion of the superintendent.
- We don't want to be too restrictive ; we want to allow teachers access to the best opportunities.

Wandke made a motion to approve Policy 5.60, Personnel Expenses as presented. Cush seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden.

### **Resolution Regulating Expense Reimbursement**

Bob Ross identified some changes that were made to add clarity.

#### Board Questions/Comments

- The dollar amounts set expectations. How did we arrive at the numbers? Is the goal so things do not have to be approved? The numbers are not from PRESS. Have we been able to look at what other districts are doing?
  - The numbers meet the law and meet the District expectations.
  - We will develop a communication plan to get the word out to employees and review their responsibilities.
- Is there a model to help with the concerns for staff if the amounts are exceeded?
  - The conference request process was explained. The workflow process of True North Logic is used. The administrator or teacher goes in and requests to attend a conference. It flows to the principal



and then to Learning Services. If approved, the Learning Services Administrative Assistant contacts the teacher and sends a packet of information explaining the reimbursement process and items that will be reimbursed.

- Exceptions might be a unique conference or one with a tight timeline.
- There is some room in the numbers so everything does not have to come back to the Board for approval.
- The amounts are high. Do we have to set the same limit for the Board as the employees? Would like to set a lower level for the Board. Employees travel more and might need some flexibility.
  - This is a resolution that sets guidelines; it does not give permission to spend that much.
- Expenses will be tracked going forward and the resolution will be approved every year, so next year we will have some tracking data to review.
- This gives us a framework.
- Do we need to put the same limits in for the Board and staff?
- Everything has to be approved for the Board – we have a rigorous process in place now.
- These are not unreasonable limits.
- Since we review this on an annual basis, next year we will have some data to review. We will do a thorough accounting going forward.
- The message is that the Board members are concerned about the money spent on travel.
- Prefer to wait to approve this until the policy is approved at the next meeting.
- This is not coming up as a result of a problem in D203. It is the result of new legislation.
- Please provide detail in the data, not just a range.

Crotty made a motion to approve the Resolution Regulating Expense Reimbursement as presented. Romberg seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Wandke, and Fielden. No: Fitzgerald. The motion carried.

#### **403 (b) Plan Amendment**

Superintendent Bridges indicated that the ERO contributions expire for TRS. TRS members have the option to roll over. Our current plan does not allow for roll over. There is no fiscal impact to this, it brings us into compliance.

Board questions:

- The data from the document is from 2008 or earlier. We should update the year and the amount.
  - The plan document lists the amounts when the plan was designed.
  - The document is correct, we can work with our attorney to change the verbiage and clean it up after the beginning of the year.
  - Employees are advised when changes are made.

Crotty made a motion to approve the 403 (b) Plan Amendment as presented. Wandke seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden. No: None. The motion carried.

### **Bid: Track Resurfacing at NNHS and NCHS**

Superintendent Bridges indicated that the recommendation for the bids for the track resurfacing at NNHS and NCHS are being awarded to two different companies.

Board Questions/Comments:

- Why were there so few people who bid?
  - There are not a lot of companies in this area that do the type of resurfacing.
- Are our tracks outdated?
  - It is a highly specialized field and there are not a lot of people doing it.
- We have two different types of tracks and if the one at Central is better, why don't we get the same thing installed at North?
  - The product at Central is the preferred product; the one at North was cheaper to install at the time and it will not last as long in the end.
  - To redo the track at NNHS we would have to remove the track and reinstall. This is the first or second resurface.
  - One is latex and one is polyurethane.
- Can we stay ahead of repairs on the timeline to keep the cost down?
- Do we ever follow-up to see why bid packages are not returned?
  - Generally, No.
- Do the athletic people feel comfortable with what they have?
  - To the best of our knowledge.

Wandke made a motion to approve the Bid for Track Resurfacing at NNHS and NCHS as presented. Crotty seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, and Wandke. No: None. Abstain: Fielden. The motion carried.

### **Bid: Roof Replacement at River Woods**

Superintendent Bridges indicated that the bid would go to the lowest qualified bidder, Weatherguard Roofing Company of Elgin, IL

Board Questions/Comments:

- Would like the Administration to provide a bid package so Board members can see how the process works from beginning to end.
- It would be helpful to identify all the steps the architect goes through in the process.
- Question about the base bid and the square foot price.
  - The square foot price is for the steel decking underneath the roofing in case it needs to be replaced in the re-roofing process.
- Could a significantly higher square foot price disqualify a bidder?

- Only if we knew we had a problem in a certain building.

Crotty made a motion to approve the Bid for Roof Replacement at River Woods Elementary School. Cush seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke. No: None. Abstain: Fielden. The motion carried.

### **Settlement Agreement**

Fielden made a motion to approve the Settlement Agreement with Jennifer Madson as presented. Wandke seconded the motion. A roll call vote was taken. Those voting yes: Crotty, Cush, Jaensch, Romberg, Fitzgerald, Wandke, and Fielden. No: None. The motion carried.

New Business

Old Business

Upcoming

Events

- Winter break December 23, 2016 – January 8, 2017.
- Board of Education Meeting January 9.
- Focus 203 January 18 and 19, 2017 - topic Social Emotional Learning.
- Alliance Leadership Summit - Feb 21 and 22, 2017. The Lobby day is the second day.
- Key Dates for Board Candidates - 5 seats open: 4 four-year terms and 1 two year term.

Adjournment

Crotty moved seconded by Fitzgerald to adjourn the meeting at 9:00 p.m. A unanimous voice vote was taken. The motion carried.

Approved

January 23, 2017

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Terry Fielden, President  
Board of Education

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Ann N. Bell, Secretary  
Board of Education