

MINUTES OF A MEETING OF THE BOARD OF EDUCATION,
NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203, DUPAGE
AND WILL COUNTIES, ILLINOIS, HELD AT THE ADMINISTRATIVE
CENTER
OCTOBER 3, 2011, AT 7:00 P.M.

- Call to Order President Mike Jaensch called the meeting to order at 6:00 p.m. Board members present: Mike Jaensch, Susan Crotty, Suzyn Price, Jackie Romberg, Terry Fielden, Jim Dennison and Dave Weeks.
- Administrators present were: Mark Mitrovich, Superintendent of Schools; Carol Hetman, Chief Human Resources Officer; and Dave Zager, Assistant Superintendent for Finance; Dan Bridges, Assistant Superintendent for Secondary Education.
- Closed Session Fielden moved, seconded by Crotty to go into Closed Session at 6:05 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. Collective negotiating matters between the District and its employees or their representatives. 5 ILCS 120/2(c)(2).
 3. The purchase or lease of real property owned by the District 5 ILCS 120/2(c)(5).
 4. The setting of a price for sale or lease of property owned by the district. 5 ILCS 120/2(c)(6).
 5. Student Disciplinary Cases 5 ILCS 120/2(c)(9).
- Open Session Dennison moved, seconded by Crotty to return to Open Session at 7: 04 p.m. A voice vote was taken. Those voting Yes: Crotty, Romberg, Jaensch, Fielden, Weeks, Dennison and Price. No: None. The motion carried unanimously.
- Roll Call Board Members present were: Mike Jaensch, Susan Crotty, Jackie Romberg, Suzyn Price, Dave Weeks, Jim Dennison and Terry Fielden.
- Administrators present: Mark Mitrovich, Superintendent of Schools; Tim Wierenga, Assistant Superintendent for Teaching and Learning - STEM; Jennifer Hester, Assistant Superintendent for Teaching and Learning – Humanities; Dan Bridges, Assistant Superintendent for Secondary Education; Carol Hetman, Chief Human Resources Officer; Kitty Ryan, Assistant Superintendent for Elementary Education; Roger Brunelle, Chief Information Officer; David Zager, Chief Financial Officer; Kate Foley, Assistant Superintendent Pupil Services; Kathy Duncan, Chief Academic Officer; Dave Chiszar, Director of Research and Assessment; and Ralph Weaver, Director of Facilities & Construction.
- Public Comments Bryan Smith noted that he disagrees with the practice of not returning quizzes and tests to students at NNHS. He indicated that those materials are important feedback to study from for finals. He has tried to explain his reasoning with teachers and administrators to no avail. He noted that it is a practice that needs to change.

Enrollment Capacity Study Update – RSP & Associates

Superintendent Mitrovich noted that the last demographic study of the District took place about six years ago. It is in the District's best interest to remain current on demographic changes taking place within the community and school District. RSP & Associates has been retained to do such a study. He introduced Mark Porter and Rob Schwarz from RSP, who presented preliminary information at the Board's September 19 meeting. They explained in more depth some of their findings. Since the last meeting they have had a chance to communicate with some entities from the business community for their perspective on how the economy plays into the attractiveness of people moving into the District. They shared observations derived from the collection of data including housing market changes, economic conditions, future residential growth patterns and demographic trends. Several charts were shared containing data. One chart showed enrollment now and with future projections depicting when and how soon each building will exceed their capacity, if at all. They outlined the next steps in the process. An Enrollment Capacity Study Group will meet for three months beginning in late October. They will work with RSP and Superintendent Mitrovich to study all possible ways to solve the overcrowding situations at some of the schools. They will be looking at ways to serve all students better and provide stability over the next ten years or so. Superintendent Mitrovich noted that communication is critical and he wants as much information out in the community as possible. He indicated that there are no intentions going into this; that the committee will consider all the options and he will bring their recommendation back to the Board in December. One or two members of the Board will sit on the committee and update the whole Board at its monthly meetings.

Time Management Presentation

Roger Brunelle and Dave Zager reported on the procurement of a Time Management System. Currently some employees use time sheets. The payroll process is entirely paper: the employee fills out a time sheet, the supervisor signs off on it and sends it to the payroll department for manual input into the system. Roger and Dave gave a step by step description of the RFP process for an automated time management system. Kronos was selected. The cost is being negotiated and is included in this year's budget. 35 Clocks will be installed throughout the District. More clocks can be added in the future if needed. Employee's time will be captured electronically, sent by email to the supervisor for approval and then on to payroll electronically. The system will be implemented over three years since it is a change in culture for the District. The initial implementation will be time sheet intensive employees. The second phase will involve the NESPA, NUMA, and NTA association employees. There will be training. The final implementation will be various extra duty jobs that are done by teachers. In total, about 1200 employees will use the new system.

Review of SB 7, Education Reform Bill and SB 315, Performance Evaluation Reform Act (PERA).

Carol Hetman explained the key criteria of SB 315 and gave an overview of the timeframe that some of the changes must take place. Student growth will be incorporated as a significant factor in rating the performance of principals and teachers. The new evaluation system will be in place for principals and

assistant principals September 1, 2012. It will affect teachers September 1, 2016. All evaluators must complete training either approved by or provided by IASB. There will be a change in acquisition of tenure related to evaluations and tenure will be portable to another district under certain circumstances. One of the requirements is that two joint committees be formed. The first requirement is that a RIF committee is formed. The District 203 committee is scheduled to meet last week in October. The second committee must meet at least 180 days prior to September 1, 2016, (the new evaluation system for teachers begins) to discuss incorporating student growth as an evaluation factor.

Mrs. Hetman noted that five principals are taking part in a pilot Performance – Based Evaluation program. They are Kevin Pobst, NNHS; Erin Anderson, Madison; Bob Ross, Washington; Karen Currier, Steeple Run; and Susan Stuckey, Highlands. The evaluators are Kitty Ryan and Dan Bridges. Training has taken place. The evaluation instrument is a 360 detailed assessment of the principal’s performance; the evaluator, principal and building staff complete the instrument. Principals have had formative conferences with the evaluators to establish measures for the school year. Communication to teachers will begin in November and staff will participate in the evaluation in December. All results will be in by January, 2012. Kathy Duncan noted District 203 is taking this very seriously and that establishing goals to align with the new evaluation system is a work in progress. The District is working with researchers to define what goals should look like. The overarching common focus of goals for principals in 2011 – 2012 is talent management and implementation of the Common Core Standards. Board questions were answered.

Action by
Consent

The following items were presented on the Consent Agenda:

1. Personnel October 2011

Resignation – Administration

David Chiszar, October 31, 2011, PSAC, Dir of Research & Assessment

Resignation – Certified

Katy Blattner, October 7, 2011, Ann Reid ECC Speech Pathologist

Leave Of Absences – Certified

AnnaMaria Gamez, 3/12/2012 to 5/29/12, Scott, Social Worker

Robin Hall, 9/26/11 to 9/30/11, LJHS, Foreign Language

Reassignment – Classified

Isabel Navarro, October 3, 2011, Ann Reid ECC, Parent Coordinator

Employment – Classified

Thomas Bortscheller, September 21, 2011, Connections, Special Education Assistant

Lauren LaJeunesse, September 29, 2011, Connections, Special Education Assistant

Jacqueline Gentry, September 29, 2011, Kingsley, LRC Assistant

Luziraida Matos-Seda, September 26, 2011, NNHS, Custodian

Karen Blaha, September 21, 2011, River Woods, Special Education Assistant

Matthew Stephens, September 28, 2011, River Woods, Special Education Assistant

Leave Of Absence – Classified

Lubna Khwaja, 9/26/11 to 5/29/12, Elmwood, Special Education Assistant

2. Student Discipline as Discussed in Closed Session

Consent Agenda

Price made a motion to approve Items 1 and 2, on the Consent Agenda. Fielden seconded the motion. A roll call vote was taken. Those voting yes: Jaensch, Price, Romberg, Crotty, Fielden, Weeks and Dennison. No: none. The motion carried.

Discussion With Action

Resolution establishing fund balance provisions as required by GASB 54.

Dave Zager introduced John Rossi from Baker Tilly (District auditors). The Governmental Accounting Standards Board (GASB) is recognized as the official source of Generally Accepted Accounting Principles for state and local government. The Board reviews accounting standards and regularly issues rules to standardize reporting of financial transactions. One of these rules, GASB 54, changes the way that fund balance is reported on our financial statements and is recommended for implementation in 2011. The rule further defines the old categories of reserved fund balance (that which has a legal obligation or encumbrance) and unreserved fund balance (designated and undesignated). The new rule also places a hierarchical order for the use of the new categories of fund balance. The resolution brings us into compliance with this rule. Board questions were answered.

Price made a motion to approve the Resolution Establishing Fund Balance Provisions as required by GASB 54. Crotty seconded the motion. A roll call vote was taken. Those voting yes: Price, Romberg, Jaensch, Dennison, Weeks, Fielden, and Crotty. No: None. The motion carried.

Sale of Basswood Home

Dave Zager noted that in compliance with Illinois Statue, the house was put up for bid. No bids were received. The next step is to engage the services of a licensed real estate broker to sell the house. The resolution authorizes the sale of the house through a realtor.

Fielden moved, seconded by Crotty to approve the resolution to engage the services of a realtor to sell the Building Trades home at 212 Basswood Drive. A roll call vote was taken. Those voting yes: Romberg, Fielden, Weeks, Price, Crotty, Jaensch, and Dennison. No: None. The motion carried.

NUEA – Memorandum of Understanding

Mike Jaensch noted that during negotiations of the current teacher's contract, there was a misunderstanding of the intent of some of the content. This misunderstanding led to the filing of a ULP by the NUEA a few months ago. It is felt that if the issue under concern had been brought up during the initial negotiations, a good solution would have been sought. Mr. Jaensch noted that the District values its relationship with the NUEA and to let a misunderstanding that was made in good faith continue was to no one's benefit, especially the students. The Memorandum of Understanding addresses the issue of the teachers who are off the salary schedule by agreeing to give them pay raises for the next two years as long as those pay raises do not count for anyone who might decide to retire in the next two years.

Fielden made a motion to approve the Memorandum of Understanding as presented. Dennison seconded the motion. A roll call vote was taken. Those voting yes: Romberg, Dennison, Weeks, Jaensch, Crotty, Price and Fielden. The motion carried unanimously.

Discussion 2012 – 2013 New High School Course Proposals.
Without Action Tim Wierenga noted that new course proposals are presented to the BOE annually. This year the new courses are from the High School Level. Significant changes in course titles are also provided for informational purposes. The proposals for new courses are the result of a two year planning process where the needs of the students are studied. The proposed courses are: Advanced Media Lab, AP French, and AP Physics B. Board questions were answered. The Board will vote to approve the proposals at the October 17 Board meeting.

Old Business

New Business Jackie Romberg noted that some of the Board Bios on the District website are outdated. She requested updated information.

Upcoming Mr. Jaensch noted that Barbara Toney, IASB, is available November 7, a regularly scheduled meeting, to moderate a Board Self-Evaluation in Closed Events Session. There will be correspondence from IASB in preparation of that meeting next month. Ms. Toney will compile the information and present it at the meeting. It was requested that a professional moderator be present in addition to Ms. Toney.

Adjournment Dennison moved to adjourn the meeting at 9:50 p.m., Crotty seconded the motion. A voice vote was taken. Those voting yes were: Crotty, Price, Romberg, Jaensch, Weeks, Dennison and Fielden. No: None. The motion carried unanimously.

Approved October 17, 2011

Mike Jaensch, President
Board of Education

Ann N. Bell, Secretary
Board of Education