

**MINUTES**  
**BOARD OF EDUCATION MEETING**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**August 16, 2017**

The first regular meeting of the month of August of the Board of Education of Community Unit School District 200, DuPage County, Illinois, was called to order at the School Service Center, 130 W Park Avenue, Wheaton, IL, by Board President Jim Vroman, on Wednesday, August 16, 2017, at 7:00 PM.

**ROLL CALL**

Upon the roll being called, the following were present:

Board Members:      Jim Vroman  
                             Brad Paulsen  
                             Chris Crabtree  
                             Ginna Ericksen  
                             Jim Gambaiani  
                             Rob Hanlon  
                             Jim Mathieson

Also in Attendance:  Dr. Jeff Schuler, Superintendent  
                             Mrs. Faith Dahlquist  
                             Mr. Bill Farley  
                             Mrs. Erica Loiacono  
                             Mr. Rodney Mack  
                             Dr. Joanne Panopoulos  
                             Dr. Robert Rammer

**PLEDGE OF ALLEGIANCE**

Mr. Rodney Mack led the Board and community in the Pledge of Allegiance.

**PUBLIC HEARING**

Approval to Open the Public Hearing on the 2017-18 Budget

**MOTION**

Member Crabtree moved, Member Mathieson seconded to open the Public Hearing on the 2017-18 Budget. Upon a roll call being taken, the vote was: AYE 7, NAY 0.

**The motion carried 7-0.**

**PUBLIC COMMENTS ON HEARING**

Speaker	Jan Shaw
Topic	Administrative Contracts – end of career bonus

**MOTION**

Member Hanlon moved, Member Ericksen seconded to close the Public Hearing on the 2017-18 Budget. Upon a roll call being taken, the vote was: AYE 7, NAY 0. **The motion carried 7-0.**

**MODIFICATIONS TO THE AGENDA**

Member Gambaiani requested to move consent agenda item #15 (Approval of Personnel Report) to action item #2.

**PUBLIC COMMENTS – Agenda Items**

The opportunity to speak to the Board is provided for members of the public who have a question or comment on an agenda item. The Board appreciates hearing from stakeholders, and values your thoughts and questions. The Board strives to make the best decisions for the District, and public input in a variety of venues is very helpful.

The Board must protect the civility and decorum of this meeting. Please be respectful for the duties of the Board and the democratic process in your comments tonight:

- ⇒ Please use the microphone, state your name, and address your comments to the Board
- ⇒ Please limit your comments to 3 minutes.
- ⇒ Please be factual and courteous, and do not include statements that are personally disrespectful or condescending to members of the Board or staff.

If you feel your matter needs to be discussed in more detail, please attend the Board’s “Chance to Chat” or present your comments to us in writing.

Speaker	Brendon Dunlop/Tyler Cook
Topic	High School Lacrosse

Speaker	Jan Shaw
Topic	Administrative Contracts

**SUPERINTENDENT REPORT**

Dr. Schuler reported the following:

- The new teacher orientation meeting took place this morning as the District welcomed approximately 50 new teachers. Dr. Rammer, as well as other staff, put together an amazing day of learning. Thank you was extended to the Board.
- Dr. Schuler also thanked the Board for supporting professional development. A recap of week of learning was summarized. This included four days of learning, consisting of 36 sessions with just shy of 300 in attendance. Additionally 140 staff members attended a day of training with Kate Kinsella.
- Cards were given to Board Members in the green folders which will be distributed at District curriculum nights. This card features information on the new parent mobile app, the back-to-school student video contest and an invitation to the annual State of Our Schools presentation on September 20 at 7:00 p.m. at Hubble Middle School.
- The annual WN vs. WWS Crosstown Classic football game will take place next Friday evening – August 25 at 7:30 p.m. at WWS Red Grange Field.

- As of meeting time, there was no significant movement on school funding legislation. This basically means that until a bill is passed, school districts will not receive a dollar from the state. At the earliest, it will be into September before the District will receive any funding.

Questions/Comments received from Board Members were regarding the following:

- Categorical payments – recently received one payment for \$2.6M and there is one outstanding payment left to be received for FY17.
- The percentage of revenue that comes from the state

## CONSENT AGENDA

1. Acceptance of Grant from ECOLAB to Hawthorne Elementary School – Recommend acceptance of grant from ECOLAB to Hawthorne as presented.
2. Acceptance of Gifts from Madison PTA – Recommend acceptance of gifts from Madison PTA as presented.
3. Acceptance of Gifts from Monroe PTA – Recommend acceptance of gifts from Monroe PTA as presented.
4. Acceptance of Gifts from WWSHS Tiger PAWS – Recommend acceptance of gifts from WWSHS Tiger PAWS as presented.
5. Acceptance of Gift to the Vocational Staff of the Transition Program and WNHS Program – Recommend acceptance of gift to vocational staff of Transition program and WNHS program as presented.
6. Approval to Post Revised Policy 2.260 Uniform Grievance for Public Review and Comment – Recommend approval to post revised policy 2.260 as presented.
7. Approval to Administer PSAT 8/9 and PSAT 10 Assessments – Recommend approval to administer PSAT 8/9 and PSAT 10 assessments as presented.
8. Approval of Annual Certification of Serious Safety Hazard Bus Routes – Recommend approval of annual certification of serious safety hazard bus routes as presented.
9. Approval to Dispose of Surplus Assets – Recommend approval to dispose of surplus assets as presented.
10. Approval of Occupancy Permits and Statements of Completion from the ROE – Recommend approval of occupancy permits and statements of completion from the ROE as presented.
11. Approval of Resolution Approving Travel, Meal and Lodging Policies – Recommend approval of resolution approving travel, meal and lodging policies as presented.
12. Approval to Recognize Lacrosse as a High School Sport Under a Fully Funded Parent Agreement – Recommend approval to recognize lacrosse as a High School sport under a fully funded parent agreement as presented.
13. Approval of Bills Payable and Payroll – Recommend approval of the bills payable and payroll as presented.
14. Approval of Minutes – July 12, 2017 Open and Closed, and Approval to Destroy Recordings of Closed Sessions Prior to March 2016 As Allowable by Law – Recommend approval of the minutes as presented and approval to destroy recordings of closed sessions prior to March 2016 as allowable by law.
15. Approval of Personnel Report to Include Employment, Resignation, Retirement, and Leave of Absence of Administrative, Certified, Classified and Non-Union Staff – Recommend approval of the Personnel Report as presented. (Moved to Action Item # 2)

Dr. Schuler noted that the first agenda items were acceptance of generous gifts to the District and thanked Tiger PAWS, PTAs and staff.

Dr. Schuler also recognized the large gallery of visitors present for agenda item #12 – approval to recognize lacrosse as a high school sport. The background on the meetings with lacrosse

board/representatives was given and it was noted that an opportunity would be lost for students if this was not approved. All parties were thanked for working together.

There were questions and/or comments on the following:

- Board members congratulated and thanked parents for working with the District and for coming out to support lacrosse. It has come a long way. Clarification was provided that this is a year-to-year deal under the provisions of a fully funded parent agreement. Additionally, the finance committee will be looking at fees for all sports and activities this fall.

## **MOTION**

Member Paulsen moved, Member Crabtree seconded to accept the Consent Agenda as modified, with removal of item #15 from the consent agenda to action items. Upon a roll call vote being taken, the vote was: AYE 7, NAY 0. **The motion carried 7-0.**

## **ACTION ITEMS**

### Approval of Resolution Approving Adjustment to Superintendent's Employment Contract

As part of the personnel report, administrative salaries were approved at the same level as the 2016-2017 contracts. Dr. Schuler has agreed to amend his contract and forego a salary increase. The resolution memorializing this agreement was attached to the report for approval.

It was recommended that the Board of Education approve the Resolution Approving Adjustment to the Superintendent's Employment Contract as presented.

Dr. Schuler added that in light of the freeze of administrative salaries, he informed the Board that he would not be accepting his contractual increase for the 2017-18 year.

There were additional comments/discussion on the following:

- The Board contacted the school district attorney and asked for guidance and direction, hence the resolution which is up for approval.

## **MOTION**

Member Ericksen moved, Member Crabtree seconded to approve the resolution approving adjustment to the Superintendent's Employment Contract as presented. Upon a roll call being taken, the vote was: AYE 5 (Ericksen, Crabtree, Gambaiani, Paulsen, Vroman), NAY 2 (Hanlon, Mathieson). **The motion carried 5-2.**

### Approval of Personnel Report to include Employment, Resignation, Retirement and Leave of Absence of Administrative, Certified, Classified and Non-Union Staff

The Superintendent or his/her designee is responsible for recruiting personnel, in compliance with Board of Education policy, and making hiring recommendations to the Board of Education.

The candidates presented on the attached Personnel Report have been screened and are determined to be the best qualified consistent with budget and staffing requirements.

It was recommended that the Board of Education approve the Personnel Report as presented.

Dr. Schuler added that the personnel report was updated at the request of a Board member to reflect both the base salary and any Board contributed TRS/IMRF amount, as well as total salary for each Administrator.

There were questions and/or comments on the following:

- Do most school districts provide pension benefits? It was noted our benchmark districts provide the same as D200.
- District administrators were thanked for accepting the salary freeze for 2017-18.
- Based on financial challenges, aspects of the administrator contracts should have been reviewed – including post-employment compensation, TRS contribution and healthcare benefits.
- The update of the personnel report is for disclosure purposes, and not an indication as to whether the administrators are over/underpaid.
- This is not a simple process that was taken lightly. An in-depth analysis will take place and decisions will need to be made in the future.
- This is not a reflection on dissatisfaction with the administrators. Factors such as turmoil in Springfield, adoption of the Sherman Dergis policy and the unsuccessful referendum and feedback prompted the discussion of a salary freeze.

## **MOTION**

Member Ericksen moved, Member Paulsen seconded to approve the personnel report as presented. Upon a roll call being taken, the vote was: AYE 6 (Ericksen, Paulsen, Crabtree, Hanlon, Mathieson and Vroman), NAY 1 (Gambaiani). **The motion carried 6-1.**

## **ORAL REPORTS**

### Fund Raising Feasibility Study Update

Through the Vision 2018 Plan, a goal was identified to explore alternate revenue sources, when available, to support district needs. This was specifically called out as a Board Priority and the focus had been on supporting other agencies (PTA, Student Excellence Foundation) in their efforts to raise funds to support District 200 Programs.

As part of the Master Facility Plan, an option had been discussed to conduct a capital campaign as a supplementary funding source for existing district funds and potential referendum funding. The Community Engagement Committee discussed this option and asked administration to explore potential donors that might help to support the cost of a feasibility study.

Conducting a feasibility study is an important step in determining levels of private gift support available in the community. The study will be used as a research tool to determine fund raising potential in District 200. Results will determine if a campaign is viable and help in determining the best methods for a major gifts campaign.

Pruehs and Associates was identified as the firm the District would partner with on the fund raising feasibility study. The cost of the feasibility study is \$28,250. Administration secured \$14,000 in private support for the study, and the Board approved to fund the remaining \$14,250 from the District Budget at the February 8, 2017 meeting.

Dr. Schuler introduced Mr. John Pruehs of Pruehs and Associates, LLC. Mr. Pruehs and staff have been conducting the fund raising feasibility study for District 200 and he delivered the

summary of the final report on the study. A detailed confidential report will follow and be sent to the Board.

The presentation included the following:

- Introduction
- Methods
  - Internal Phase
  - Data Collection Phase
  - Analytical Phase
- Findings & Recommendations
  - Private Fund Raising
  - Referendum Attempts
  - Jefferson Early Childhood Center & its Repositioning
  - Trust in the District
  - Public Relations
- Feasibility
  - Fund Raising Models
  - Major Gifts & Leadership Recruitment
- A Future Campaign
- Campaign Competition
- Next Steps
- Conclusion
- Appendix A – Request to Participate
- Appendix B – Interviewees
- Appendix C – Prospectus
- Appendix D – Discussion Guide

There were additional comments/discussion on the following:

- The confidential report that will be provided to the Board will include prospect names, estimates of giving ranges, specific strategies to cultivate/solicit grants and discovering leaders.
- The firm wanted contrarians to participate in the study in order to get balance on what the public/people are saying.
- The interviewees' comments included:
  - the District is highly valued
  - value the lifestyle in the community
  - are in favor of collaboration/partnering with other entities
  - favorably viewed the idea of raising private gifts and pledges
  - want to focus on the needs vs. wants in the District
  - needs a clear picture of what he/she is funding
  - few understand the state requirements and mandates
- A good campaign is started by seeking an upfront donor who is willing to speak out to gain support.
- How much could the District raise with a capital campaign? Based on the Pruehs study, \$3-4M is doable, perhaps \$4.5M.
- Length of time for campaign: 14-18 months would be typical for this type of amount to be raised.
- Fees to run this type of campaign would be taken out of the proceeds going in.
- The need to agree on purpose, determine the amount and develop a PR plan.
- The names and lists in confidential report will help direct and start the campaign.
- Leaders have been identified to start recruiting.

There were additional questions or comments on the following:

- Matching donors/amounts concept.
- The interviewees and how they were selected.
- Competition in the area – can the District be successful with a similar campaign going on for Cosley Zoo?
- Selecting a project for the campaign – people need to see the benefit of whatever project is selected and build a campaign around it.
- Any criticism/negative feedback received during interviews will be shared as well.
- Would additional staff be needed to run a successful campaign?
- The need to minimize the confidential component, even if that means redacting information.
- What percent is typically budgeted for running a campaign? Looking at no more than 15%.
- Clarification that the confidential portion of the final report provided to the Board will identify potential donors, however this study was a feasibility study with the task being to answer whether it would be feasible to conduct a capital campaign, not identify all contributors.
- The percent of goal attained prior to the campaign – what is guideline? Typically is 60%.
- A follow-up report/document will be sent to the Board to determine the next step. This report is expected within 12-15 days.

#### Facilities Plan Update – Early Learning Center

Dr. Schuler introduced Mr. Patrick Brosnan of Legat Architects who updated the Board on the recommendations from the Facilities Committee relative to scenarios for the Early Learning Center.

The Board Facilities Committee previously created a list of scenarios associated with the Early Learning Center. The committee recently reviewed concept drawings and preliminary cost estimates based on those scenarios which were attached to the Board packet. After a thorough review of the information, the Facilities Committee has recommended scenarios for further investigation.

Mr. Brosnan and Mr. Joe Papanicholas, of Nicholas & Associates reviewed the information with the Board of Education to affirm the Facilities Committee recommendations. This review of the early learning scenarios presentation included the following scenarios:

- ELC Scenarios – Summary
- ELC Scenarios – Base Scenario: Capital and Life Safety Improvements Only
- ELC Scenarios – Scenario A: Renovate and Expand the Early Learning Center
- ELC Scenarios – Scenario A – Jefferson Site Concept Drawing
- ELC Scenarios – Scenario A.1: Renovate and Expand the Early Learning Center
- ELC Scenarios – Scenario A.1– Jefferson Site Concept Drawing
- ELC Scenarios – Scenario B: Intergovernmental Property Plan
- ELC Scenarios – Scenario B: Monroe and Jefferson Sites Concept Drawings
- ELC Scenarios – Scenario C: Early Learning Center Addition at an Existing District School (Sandburg or Whittier)
- ELC Scenarios – Scenario C: Sandburg Site Concept Drawing

- ELC Scenarios – Scenario C: Whittier Site Concept Drawing
- ELC Scenarios – Scenario C.1: Early Learning Center Additions at an Existing District School (North and South Campus)
- ELC Scenarios – Scenario C.1: Sandburg Site Concept Drawing
- ELC Scenarios – Scenario C.1: Whittier Site Concept Drawing
- ELC Scenarios – Scenario D: Early Learning Center at an Existing District School
- ELC Scenarios – Scenario E: Early Learning Center at Hubble Middle School
- ELC Scenarios – Scenario E: ECC Test Fit - Hubble Middle School Site Concept Drawings
- ELC Scenarios – Scenario F: New Early Learning Center at the Existing Site
- ELC Scenarios – Scenario F: New Early Learning Center Concept Drawing

Each Scenario was reviewed, highlighting the features and concerns the facilities committee had with each scenario. The tentative budget for each scenario was provided in the presentation.

There were additional comments/discussion on the following:

- Confirmation that scenarios A and A1 bring most programs back that are currently housed in other locations.
- Clarification that scenarios C, C1, D, E and F are not being recommended by the facilities committee. The recommendation from the committee is to zero in on scenarios A, A1 and B.
- Is scenario F being dismissed because it is a new building?
- Scenario B give the Board some flexibility in terms of what is done with the Jefferson site.
- Concerns about exceeding the \$20M hurdle.
- Clarification on land swap vs. building swap.
- If it is determined there is a need to pare down the scope of the early learning project, there needs to be a prioritized list of scope/concepts.
- Are furniture costs part of the number shown?

Dr. Schuler noted that none of the designs shown have been pared down. The facilities committee needs to dive into the concepts and detailed elements. The finance committee needs to have another discussion of where the district should be in terms of a number to spend for early learning. The two need to meet and mesh. It is important to make good decisions, while making certain there is forward progress.

#### Expanding Learning Opportunities (eLo) Update

D200 started an online learning consortium with Naperville 203 and Indian Prairie 204 in 2013. Mrs. Faith Dahlquist introduced Mr. Kip Pygman, the coordinator/facilitator for the eLo consortium to provide an update on the progress in that endeavor. This online learning update presentation included the following:

- Outcomes
- History
- Course Offerings
- CUSD Staff Training (2013 – 2016)
- Academic Year Enrollments
- Summer Enrollments & Sections Taught
- Student Performance
- Member Contribution Cost



- Growth
- Digital Learning Continuum Update

There were comments/discussion on the following:

- The heart of the program is the teachers.
- The number of online courses offered has increased from 8 to 14.
- Includes courses that are NCAA CORE courses.
- The number of CUSD staff teaching and the number of students taking online courses has continued to rise.
- District member contribution costs have substantially been reduced due to the commitment to develop own content, build own PD training, and the success of the summer program offerings.
- There is a plan for growth which includes adding an additional online class for Summer 2018; adding online PD workshops; increasing teacher, student and parent education on the value of online learning; identifying and implementing site-based ownership of online learning; and maintaining a continued focus on fiscal responsibility.

There were questions and/or additional comments on the following:

- The number of repeat enrollees for online classes with eLo.
- Limitations on the number of online classes per semester.
- Cost per student in regular classes vs. online classes.
- Overview of interaction with teachers and students.
- Experience students have in academic year vs. summer.
- Online enrollment for D200 vs. other benchmark districts – it was noted the numbers are proportionate with student population.
- The training required for online teachers prior to actually teaching a class.
- Have districts considered making it a requirement for all students to take an online class?
- How can the District do a better job to market eLo?
- The importance of getting staff interested and spreading the word.

## **DISCUSSION ITEM**

### 2017-18 Tentative Budget Update

Mr. Bill Farley provided an update on the 2017-18 budget. The state budget is being monitored, and all are hoping the education funding portion of the budget gets approved sooner rather than later. There was discussion on the following:

- Scenarios of what the District may receive with either of the two funding options that have been floating around.
- Possible amendatory veto.
- Federal funds (Medicaid, IDEA, Title).
- Transportation.
- Updating of salaries and benefits information to reflect 2017-18 administrative information.
- Waiting to update benefits line item to reflect new enrollees.
- The need to insert lacrosse revenue stream/cost in the budget.
- The receipt of the 3<sup>rd</sup> quarter categorical payment from the state.

The District is required to pass the budget by September 30. There was a question regarding the funding scenario and the impact on the budget should this information not be finalized by the time the District adopts the 2017-18 budget.

## 2017-18 Board Goals

Annually, the Board of Education sets goals and established priorities for the School District. In November 2014, the Board approved the Vision 2018 plan and identified four specific goal areas for that year. Each year goals are reviewed, updated and prioritized based on specific areas that have been identified. At the July meeting, the Board was asked for feedback on the Vision 2018 priorities, Board Parking Lot Items and agenda topics for the Citizens' Advisory Committee.

Dr. Schuler described the Board feedback document which was attached to the report and included each topic/area, Board member comment or detail for each item, as well as recommendations for the next step for all items identified by the Board. President Vroman asked all Board Members to review the document and provide thoughts and comments on the document in order to get this document refined to discuss at the next meeting.

There was a question regarding the general timeframe for the Vision 2018 update. Dr. Schuler stressed this process begins with the dashboard metrics which drives strategies. It was recommended that the Board teaching and learning committee look at the metrics, and anticipates that by the end of the school year, the Board will have reviewed this information which will drive the timeline of Fall 2018 to update the plan itself.

## **WRITTEN REPORTS**

### Monthly Financial Reports

### FOIA Report

These reports were provided for information only.

## **REPORTS FROM BOARD MEMBERS**

### Board Committee Reports

The meeting notes from the Board Facilities Committee of August 2, 2017 were attached and posted for review with the packet.

### Other Reports from Board Members

- Member Paulsen attended the Saturday Town Hall at Benedictine University related to SB1.

## **TOPICS FOR FUTURE DISCUSSION**

2017-18 Budget

Facility Master Plan – Next Steps

## **NEXT REGULAR MEETING**

September 13, 2017, 7:00 PM, Hubble Middle School

**PUBLIC COMMENTS – Non-Agenda Items**

None

**CLOSED SESSION**

Closed Session Items are Listed for Possible Action – Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees 5 ILCS 120/2(c)(2).

**MOTION**

Member Paulsen moved, Member Hanlon seconded to adjourn the meeting to closed session for the purpose of discussing Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees 5 ILCS 120/2(c)(2). Upon a roll call being taken, the vote was AYE 7, NAY 0. **The motion carried 7-0.** Action was not expected following the Closed Session.

The meeting was adjourned to Closed Session at 9:55 PM.

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**Chris Crabtree, Secretary**

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**Jim Vroman, President**