

MINUTES
BOARD OF EDUCATION MEETING
COMMUNITY UNIT SCHOOL DISTRICT 200
July 12, 2017

The first regular meeting of the month of June 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, July 12, 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. Rod Mack
 Dr. Joanne Panopoulos

PLEDGE OF ALLEGIANCE

Mrs. Loiacono led the Board and community in the Pledge of Allegiance.

MODIFICATIONS TO THE AGENDA

None

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	Jan Shaw
Topic	Administrator Contracts

SUPERINTENDENT REPORT

Dr. Schuler reported the following:

- State Budget – the one element of the State budget that has not been passed is the actual distribution model to schools. The budget calls for an evidence-based distribution model, but the makeup of the model is the one piece of legislation that has not been passed. There are two versions of that bill: SB1, which has passed the House and Senate but has not reached the Governor; and the other version of evidence-based model has not passed through the chamber. Funds cannot be distributed to schools absent the passing of this element of legislation.
- Referenced the Finance Committee minutes, specifically the lacrosse funding proposal. Dr. Schuler and Dr. Rammer have been working with representatives of the lacrosse community on a fully parent funded model. The Finance Committee was updated on this information. The District hopes to finalize a recommendation to bring to the Board for consideration at the August 16 meeting. Lacrosse officially becomes an IHSA recognized sport this school year.
- Dr. Schuler thanked Board Members for participating in Wheaton’s July 4th Parade. It was fun and a great opportunity to spend time in the community.

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

- Confirmation that post-secondary education is not included in the evidence-based funding distribution models to schools as part of the State budget.
- Of the two evidence-based funding models, SB1 gives more money to Chicago Public Schools.
- The goal is to review the whole fee structure for all sports and activities during the upcoming year.

CONSENT AGENDA

1. Acceptance of Gifts from Madison PTA – Recommend acceptance of gifts from Madison PTA as presented.
2. Acceptance of Gifts from Sandburg PTA – Recommend acceptance of gifts from Sandburg PTA as presented.
3. Acceptance of Gifts from Wiesbrook PTA – Recommend acceptance of gifts from Wiesbrook PTA as presented.
4. Approval of Printshop Paper Bid – Recommend approval of printshop paper bid as presented.
5. Approval of Xerographic Bond Paper Bid– Recommend approval of xerographic bond paper bid as presented.
6. Approval of Single Student and Small Group Student Transportation Services Bid – Recommend approval of single student and small group student transportation services bid as presented.

7. Approval to Open Previously Closed Minutes– Recommend approval to open previously closed minutes as presented.
8. Approval of the IASB Annual Dues– Recommend approval of the IASB annual dues as presented.
9. Approval of the 2017-18 LUDA Membership Dues– Recommend approval of the 2017-18 LUDA membership dues as presented.
10. Approval of the Resolution Authorizing Transfer of Monies from Education Fund to Capital Projects Fund– Recommend approval of the resolution authorizing transfer of monies from the education fund to the capital projects fund as presented.
11. Approval of Bills Payable and Payroll – Recommend approval of the bills payable and payroll as presented.
12. Approval of Minutes – June 14, 2017 Open and Closed, and Approval to Destroy Recordings of Closed Sessions Prior to February 2016 As Allowable by Law – Recommend approval of the minutes as presented and approval to destroy recordings of closed sessions prior to February 2016 as allowable by law.
13. 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 #3)

There were questions and/or comments on the following:

- Confirmation on the IASB Annual Dues amount paid for 2016-17 - \$17,803.
- Clarification on the transportation services agenda item – special education vs. outplaced students, load fee and cost per mile and homeless students.
- Transportation of homeless students is a state mandated issue.
- McKinney-Vento Homeless Assistance Act – description, eligibility, monitoring.
- July bill list – North America Central School Bus is parent company of Illinois Central School Bus.

MOTION

Member Erickson moved, Member Paulsen seconded to accept the Consent Agenda as modified, with removal of item #13 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 to Post the 2017-18 Tentative Budget and Set the Public Hearing on the 2017-18 Budget

Section 17-1 of the School Code requires Boards of Education to adopt an annual school district budget before or during the first quarter of each fiscal year (by September 30). Prior to adoption, the Board must make a tentative budget available for inspection by the public for at least 30 days. Additionally, a public hearing regarding the budget must be conducted.

The tentative budget for posting was attached to the report. Staff provided background on the 2017-18 tentative budget at the meeting. The tentative budget will be made available for inspection by the public at the School Service Center and the libraries of Wheaton, Warrenville, Carol Stream and Winfield. The budget will also be posted on the district website.

A public notice (which was attached to the report) regarding the availability to inspect the budget will be published in the Daily Herald newspaper, which has a circulation within the local

communities. The public notice will also include the date of the Public Hearing, which will be held on Wednesday, August 16, 2017 at the School Service Center.

It was recommended that the Board of Education post the tentative budget for the 2017-18 fiscal year, and set the Public Hearing on the 2017-18 Budget for Wednesday, August 16, 2017 at 7:00 pm at the School Service Center.

Dr. Schuler introduced Mr. Bill Farley who presented the following information regarding the 2017-2018 tentative budget:

- Budget Calendar
- Budget Posting
- Operational Revenues Since 2010
- State Revenue 10 Year Lookback
- Operational Expenses Since 2010
- 2017-18 Budget Highlights
 - Revenues
 - Expenditures
- Fund Highlights
 - Education Fund – Revenues & Expenditures
 - Operations & Maintenance – Revenue & Expenditures
 - Debt Services – Bond & Interest
 - Transportation Fund – Revenues & Expenditures
 - IMRF/Social Security
 - Capital Projects Fund
 - Working Cash
- Revenue by Source All Funds
- Revenue by Source – Operating Funds
- Expenditure Type All Funds
- Expenditure Allocation by Object – All Funds
- Expenditure Type – Operating Funds
- Expenditure Allocation by Object – Operating Funds
- All Funds Summary
- Revenue by Fund – All Funds
- Expenditure Allocation by Fund – All Funds
- Operating Budget Summary
- Operating Budget Comparison

There were additional comments/discussion on the following:

- The budget operates on a cash basis.
- The most significant portion of operational expenses is salaries. This is a people business. It was noted that since 2010 spending remained flat regarding salaries.
- Still waiting on state to pass educational portion of budget – in a holding pattern.
- Amazon impact is 50% of what it will be due to abatement for two years.
- CPPRT – state error in terms of distribution and calculation – as of now, the State has not recouped what they claim the District owes back, though the amount was accounted for in the budget.
- Do not anticipate any refinancing of debt this year.
- The impact of the high number of retirees last year (and therefore reduced salaries) has somewhat been offset by the salary increases to existing staff.

- Benefits – 2016 is the transition year from self-insured to the NIHIP cooperative. There is some crossover.
- TRS-Fed – keeping an eye on this in Springfield (District paying 44.61% vs. 6% of salary for certified staff we have on a federal grant).
- CPPRT - \$2M composition is from Education, Transportation & IMRF/SS Funds.
- Fund Balance amount available above 25% floor to potentially use for building/capital fixes or other projects.
- To date, the District has received all of the GSA (General State Aid), but is still missing two categorical payments (3rd and 4th quarter). This represents approximately \$5.6M which is owed to the District.
- 1.7% of total budget (\$2.8M) for FY18 is for funding capital/facility repairs.

MOTION

Member Mathieson moved, Member Crabtree seconded to approve the posting of the 2017-18 tentative budget and set the Public Hearing on the 2017-18 Budget for Wednesday, August 16, 2017 at 7:00 PM at the School Service Center. Upon a roll call being taken, the vote was: AYE 7, NAY 0. **The motion carried 7-0.**

Approval to Renew the Agreement with the YMCA Safe & Sound Program

District 200 formerly operated a Before and After School Program (BASP) at all 13 elementary buildings. After review of the operation of all programs, it was determined that the program offerings at Johnson Elementary School and Hawthorne Elementary School could not be maintained as a self-supporting program.

Beginning in the 2014-15 school year the district entered in to an agreement with the Safe and Sound Program operated by the YMCA at Johnson and Hawthorne. All other programs continue to be operated by the school district.

The Safe and Sound program has been renewed on a year to year basis at both schools. The agreement which would serve as the renewal for the operation of the two programs with the YMCA for the 2017-2018 school year was attached to the report. The district will begin an evaluation process during the coming school year to determine if the two programs should be incorporated back in to a district run service.

It was recommended that the Board of Education approve the one year agreement with the YMCA for the Safe and Sound Program at Johnson Elementary School and Hawthorne Elementary School.

Dr. Schuler noted as the District has watched the two programs recover over the years, it will look at the potential of bringing these two programs in-house. The recommendation is to approve the contract for one year and provide notice, if in fact the District chooses to bring the two programs back in-house.

MOTION

Member Paulsen moved, Member Ericksen seconded to approve the one year agreement with the YMCA Safe & Sound Program as presented. Upon a roll call being taken, the vote was: AYE 7, NAY 0. **The motion carried 7-0.**

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 noted the title of Section I on the personnel report was changed to read “approval of pay rates” as there are no administrative contracts in the non-union staff. The pay rates listed reflect a 1.5% salary increase, which is consistent with the increase approved for classified staff.

There were questions and/or comments on the following:

- As the District begins the process to explore opportunities to reduce expenses, reviewing the pay rates needs to be considered.
- The recommended increase represents approximately \$31K per year.
- Recommendation to begin the process to review all salaries of district employees.
- The factors that may classify a position as non-union or exempt.
- Even with all of the technology that has been added, the District has not added staff to support the increase in technology.

MOTION

Member Paulsen moved, Member Crabtree seconded to approve the personnel report as presented. Upon a roll call being taken, the vote was: AYE 5 (Paulsen, Crabtree, Ericksen, Hanlon and Vroman), NAY 2 (Gambaiani, Mathieson). **The motion carried 5-2.**

ORAL REPORTS

Facilities Plan Update

Dr. Schuler introduced Bill Farley who updated the Board on the recommendations from the Facilities Committee relative to capital project planning, and scenarios for the Early Learning Center.

The Facilities Plan Update from the Board Facilities and Finance Committees included the following:

- Capital Funding Compared to Sherman Dergis Allocation (FY 19 – FY 26)
- Early Learning Center Scenarios
 - Base Scenario – Capital Improvements Only
 - Scenario A – Renovate/Expand the Early Learning Center (addition to house the program shortage would be constructed)
 - Scenario A.1 – Renovate/Expand the Early Learning Center (addition to house majority of student specific programs and classrooms would be constructed)
 - Scenario B – Intergovernmental Property Plan
 - Scenario C – Early Learning Center Addition at an Existing District School
 - Scenario C.1 – Early Learning Center Addition at an Existing District School (North and South Campus)
 - Scenario D – Early Learning Center at an Existing District School

- District Wide Facilities Category and Condition Ranking Document from Legat Architects

There were additional comments/discussion on the following:

- The FY19 anticipated capital funding need number includes the \$5.1M in capital funding (condition 1, year 1) for Jefferson (Early Learning Center), as well as \$1M for secure entries work.
- There is also a 3% increase due to the spreading out of work over the years vs. doing all project work at one time (which would gain efficiencies).
- Reiterated that Sherman Dergis is an allocation set aside for capital projects.
- The portion of the budget designated to capital/facility improvements for D200 vs. other Districts.
- Distinction between Sherman Dergis vs. funding deferred maintenance.
- The scenario with a north and south campus (C.1) would be a duplication of some staff.
- At this point all options/scenarios are being explored, however the base option (capital improvements only) does not make sense. Need to identify a plan that does make sense.
- Continuing as is in the current Early Learning Facility (Jefferson) cannot happen without putting some dollars into the building for capital improvements.
- The possibility of adding additional scenarios, including taking another look at Hubble.
- The need to be certain the committee is not revisiting options that have already been eliminated.
- Are there spaces in a building that could serve a dual purpose?
- Some of the scenarios would allow to sell or repurpose the Jefferson space as an option.
- The Facilities Committee will be meeting on Wednesday, August 2nd to continue discussion of the Early Learning Center options.

Enrollment & Building Utilization Update

Dr. Schuler introduced the topic noting that the Board has utilized Dr. John Kasarda in the past and it was time to do this updated projection. This information is important as the District looks at options for an Early Learning Center and to address this as part of the referendum information that was discussed in the community. Mr. Bill Farley and Mrs. Faith Dahlquist updated the Board on the recently completed enrollment projections, as well as reviewed facility utilization of the district. It was noted the presentation is the highlights of the study and the full report was attached to the Board packet.

This presentation included the following:

- 2017 Kasarda Enrollment Report
- District Background
- District 200 Enrollment Trends
- Factors of Enrollment Change
- Kindergarten Enrollment
- Interrelated Factors in Projections
 - Future Fertility Rates & Resulting Family Size
 - In-Migration of Students-Housing
- Projections (Assumption Series)
- D200 Historical Total Enrollment & Projected Total Enrollment – Grades K-5
- Elementary Classroom Utilization – CORE
- Elementary Classroom Utilization – plus small group space

- D200 Historical Total Enrollment & Projected Total Enrollment – Grades 6-8
- Middle School Utilization – 85%
- D200 Historical Total Enrollment & Projected Total Enrollment – Grades 9-12
- Conclusions

There were additional comments/discussion on the following:

- The changing demographic profile of the district was detailed.
- Although enrollment has declined, special programming has increased over the same time period.
- Dr. Schuler and Mrs. Dahlquist physically walked all elementary buildings to detail the breakout of the rooms in each building, which includes: general education, special education, art/music, and the percent of classrooms that are being used for these programs. Additionally, the small group space was reviewed, which includes: PACE, resource, EL and reading teachers.
- It was noted that Dr. Kasarda has been spot on with series projections (series B).
- Additionally, special populations will increase, which will impact educational programming space.

Dr. Schuler explained the middle school capacity and number of students. Based on the enrollment and functional capacity, there is no one middle school that can accommodate the entire Early Learning Center.

There was follow-up discussion on the following:

- The impact of full day Kindergarten on the number of rooms required at the elementary buildings.
- The Head Start Program – there is a geography element to that program and it is not certain that is a program that would be moved to an Early Learning Center.
- Confirmation that special education rooms do not have 20-25 students in each room. The number of students is based on the needs of the program.
- EL program – pullout and requirements. In some cases instruction is required in both English and the students' native language.
- In most cases EL rooms are not one teacher in a room with several students, but 2-3 teachers in a room sectioned off with their students.
- Location of PACE instruction in elementary buildings.
- Early Learning Center Options – any elementary buildings that can accommodate entire early learning program?
- Although enrollment is flat, individual buildings' enrollment go up and down, therefore the District needs to have flexibility to address any fluctuations in students, number of instructional classes, etc.
- Architectural capacity vs. Utilization percentage at Hubble and Monroe.
- Monitoring of feeder school population into Franklin.
- Architectural capacity vs. Functional capacity for MS utilization chart.
- Housing trends – need to consider empty nesters moving out and young families with kids moving into the area.

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. It was noted that this is an interim report.

Mr. Pruehs discussed the prospectus used and provided an update on the study, which is just over half complete. Information included the following:

- Objectives of the Study
- Findings & Trending Directions
 - Quality of Education Received
 - Private Fund raising / Support of Idea
 - Rebuilding Trust in the District
- A Future Campaign
- Conclusion

There were additional comments/discussion on the following:

- Most capital campaigns are funded by a small number of people and by the donors themselves.
- Early gifts tend to finance the campaign.
- Themes are emerging, willing/volunteer leaders are coming forward and recommending some peers.
- Some interviewees are definitely donors, but would like to wait until next set of interviews to identify dollar amounts.
- Final report expected in approximately one month.

DISCUSSION ITEM

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. The Board began the discussion about priorities for the 2017-18 school year.

Dr. Schuler introduced the conversation regarding the Board goals for the 2017-18 school year. Three areas on the Vision 2018 plan were identified as potential priorities: Identify an appropriate solution for an early childhood educational facility; design and implement a systemic approach to social emotional learning; and explore alternative revenue sources, when available, to support district needs (fund raising study). The Board was asked to review the plan and identify any additional topics members would like to prioritize.

A copy of the Board Parking Lot was included in the green folders. The items in blue are parking lot items that were identified by previous Board Members. The recommendation is to eliminate those items in blue unless a current Board Member feels strongly about the topic and would like to take ownership of the parking lot item. The items with a strikethrough have been addressed. There is also a column added to the Parking Lot to identify topics that have been explored by the Citizen's Advisory Committee (CAC). This column may also be helpful for the Board as it considers topics to potentially assign to the CAC for review and discussion.

The Citizen's Advisory Committee (CAC) would welcome direction from the Board if there are specific topics Board Members would like the committee to review in the upcoming school year. Dr. Schuler asked the Board to think about the charge to be given to the CAC for this year.

Dr. Schuler would like feedback on the above three items collected from the Board in the next couple of weeks, will collaborate with Board leadership on the feedback, and an update will be provided in August.

There were additional comments/discussion on the following:

- Teaching and learning, and student achievement should stay the focus and guide for the District and Board.

WRITTEN REPORTS

Monthly Financial Reports

FOIA Report

These reports were provided for information only.

REPORTS FROM BOARD MEMBERS

Board Committee Reports

The minutes from the Board Facilities Committee of June 15, 2017 and July 7, 2017, and the Finance Committee of July 6, 2017 were attached and posted for review with the board packet.

Other Reports from Board Members

- President Vroman provided the Adopted School List to Board Members for the 2017-18 school year. Some of the schools remained the same, while others have been changed.
- President Vroman has been trying to get some support for unit districts in IASB. Each school district receives one vote at the annual delegate conference, regardless of the size of the district/number of students. However, annual dues for IASB are based on the number of students in the district (annual dues approved tonight on the consent agenda \$18,103.00).

TOPICS FOR FUTURE DISCUSSION

Facility Master Plan – Next Steps

2017-18 Budget

NEXT REGULAR MEETING

August 16, 2017, 7:00 PM, School Service Center

PUBLIC COMMENTS – Non-Agenda Items

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- ⇒ 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	Harold Lonks
Topic	Salaries/Early Learning Scenarios

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 Crabtree moved, Member Paulsen 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 10:02 PM.

Chris Crabtree, Secretary

Jim Vroman, President