

**MINUTES**  
**BOARD OF EDUCATION MEETING**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**June 12, 2019**

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 Ave, Wheaton, IL, by Board President Brad Paulsen, on Wednesday, June 12, 2019, at 7:02 PM.

**ROLL CALL**

Upon the roll being called, the following were present:

Board Members:      Brad Paulsen  
                             Rob Hanlon  
                             Susan Booton  
                             Ginna Ericksen  
                             Dave Long  
                             Jim Mathieson

Absent:                 Chris Crabree

Also in Attendance: Dr. Jeff Schuler, Superintendent  
                             Mrs. Faith Dahlquist  
                             Mr. Bill Farley  
                             Dr. Charlie Kyle  
                             Mrs. Erica Loiacono  
                             Mr. Rodney Mack  
                             Dr. Chris Silagi

**PLEDGE OF ALLEGIANCE**

Mrs. Faith Dahlquist led the Board and community in the Pledge of Allegiance.

**COMMUNICATION WITH THE HOST SCHOOL**

Mrs. Sue Waters, Director of Special Education for High Schools and the District Transition Center introduced the staff and students present for the meeting. The Transition students displayed their fused glass artwork prior to the meeting. The community-based Transition Program services students with special education needs through the age of 22. The focus is on teaching functional life skills while bringing the students into adulthood. A short video highlighting the program, staff and students was shown.

**MODIFICATIONS TO THE AGENDA**

None

**RECOGNITIONS AND ACHIEVEMENTS**

The Board recognized the Superintendent Art Award Recipients.

**PUBLIC COMMENTS – Agenda Items**

None

## **SUPERINTENDENT REPORT**

Dr. Schuler reported the following:

- An updated presentation from PMA Securities was provided to the Board on the 2019 Bond Sale Summary. The fourth and final phase was completed on June 10<sup>th</sup>. There were a record number of bids and the market was good. The savings to taxpayers with this last phase of debt restructure is \$5.3 million (money that is not collected as a part of bond & interest levy). The net debt service decrease for all four phases is \$9.8 million (total cash flow savings). The Board Finance Committee and PMA were thanked for all of their work.
- Board members were provided with a 2018-19 summary of gifts that were approved by the Board. Over \$209,000 was accepted from PTA's, corporate contributions, and other organizations. These gifts provide opportunities for District 200 schools.
- Dr. Schuler sent out his traditional end-of-school-year letter yesterday which recaps the school year. Dr. Schuler highlighted some of the accomplishments of the year and noted these are Board celebrations.
- The \$7.2 million in capital work for the summer has begun. Construction will be taking place at 16 District sites this summer.
- The end to the legislative season was incredibly active. Bills impacting the District include the capital bill, increase in the evidenced-based funding bill, 5-hour mandated school day bill and end-of-career benefit cap for educators.

There were questions and/or comments on the following:

- The potential impact on future E-learning days due to five-hour minimum school day bill
- Any potential impact on admin contracts – 3% vs. 6% end-of-career benefit cap?

## **CONSENT AGENDA**

1. Acceptance of Gifts from Hubble Middle School PTA– Recommend acceptance of gifts from Hubble as presented.
2. Approval of AP Government Textbook American Government Stories of a Nation for AP – Recommend approval of the AP textbook as presented.
3. Approval of Information Technology I & II Textbooks– Recommend approval of Information Technology I & II textbooks as presented.
4. Approval of Agreement with EAB District Leadership Forum – Recommend approval of an agreement with EAB District Leadership Forum as presented.
5. Approval of DuPage West Cook Intergovernmental Agreement– Recommend approval of DuPage West Cook intergovernmental agreement as presented.
6. Approval of FASTBridge Assessment Software– Recommend approval of FASTBridge assessment software as presented.
7. Approval of Staff Laptop Lease for Middle and High School Staff– Recommend approval of staff laptop lease for middle and high school staff as presented.
8. Approval of Lease for Chromebooks, Docking Stations, and Desktop Computers – Recommend approval of a lease for Chromebooks, docking stations and desktop computers as presented.
9. Approval to Purchase Network Switches – Recommend approval to purchase network switches as presented.
10. Approval of Mileage Reimbursement Rate for the 2019-20 School Year – Recommend approval of the mileage reimbursement rate for 2019-20 as presented.
11. Approval of the Second Amendment to the Lease Agreement for the Transition Program– Recommend approval of the second amendment to the lease agreement for the Transition Program as presented.

12. Approval of Bills Payable and Payroll – Recommend approval of the bills payable and payroll as presented.
13. Approval of Minutes – May 8, 2019 Open and Closed, May 15, 2019 Special Meeting Open and Closed, and Approval to Destroy Recordings of Closed Sessions Prior to January 2018 As Allowable by Law – Recommend approval of the minutes as presented and approval to destroy recordings of closed sessions prior to January 2019 as allowable by law.
14. 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.

There was additional information on the following:

- Dr. Schuler introduced Ian Smith, candidate for the Director of Instruction for High School who was on the personnel report for approval.
- It was noted that a number of the technology items for approval have come out of the Master Technology Plan which was presented to the Board in February.
- The Partnership with EAB will drive some inquiry opportunities within the leadership team.

There was discussion on the following:

- EAB professional development opportunity– fee structure, new or replacement for the current program; who will benefit; how it will be utilized.
- Laptop leases – good practice; reduction since 2016 lease.
- E-rate – definition and historical background.

## **MOTION**

Member Ericksen moved, Member Booton seconded to accept the Consent Agenda as presented. Upon a roll call vote being taken, the vote was: AYE 6, NAY 0.

**The motion carried 6-0.**

## **CONSENT AGENDA 2**

1. Approval of Workers' Compensation Renewal with SELF – Recommend approval of workers' compensation renewal with SELF as presented.
2. Approval of Liability Insurance with CLIC – Recommend approval of liability insurance with CLIC as presented.

There was discussion on the following:

- The reduction in the CLIC rate.

It was noted Board Member Mathieson has worked with these companies in the past and will abstain from voting on this item.

## **MOTION**

Member Booton moved, Member Ericksen seconded to accept the Consent Agenda 2 as presented. Upon a roll call vote being taken, the vote was: AYE 5 (Booton, Ericksen, Hanlon, Long, Paulsen), NAY 0, ABSTAIN 1 (Mathieson).

**The motion carried 5-0-1.**

## **ACTION ITEMS**

### Approval to Purchase Infinite Visions Enterprise Edition Software Suite

The District has been using the CIMS HR/Business solution for over 15 years. The system lacks functionality and features needed in the new current online world.

Over the past few months, members of CUSDs administration and staff evaluated solutions to replace the existing system used to support our Financial and Human Resources operations. CIMS has been in place for over 18 years. The system has been reliable but lacks many features that newer systems support.

This Spring the District reached out to four vendors that support HR/Business systems used by many comparative districts. Skyward, PowerSchool, Alio and Tyler Technologies. The finalists were brought in to provide a detailed review of their proposal and to demonstrate their systems in front of an audience of Finance, HR and the Department of Technology representatives.

The areas of functionality that were reviewed were: accounts payable, accounts receivable, budgeting, cash management, fixed assets, general ledger, procurement, payroll, personnel management, position control, reporting, and supporting technologies. Based on the outcome of this process, District administration is recommending that we implement the Tyler Technologies solution called iVisions.

This implementation will begin this summer with a full year of training and function roll outs planned with a "go-live" date of July 2020. The implementation costs are being spread out over three fiscal years (FY19, FY20 and FY21). Ongoing costs starting in year three are approximately \$75,000.00 per year.

It was recommended that the Board of Education approve the Tyler Technologies iVisions solution as presented.

There were questions/comments on the following:

- There has been talk of replacing the current system for the last 5 years.
- Positive feedback on how this is structured and governed.
- This group (Tyler Technologies) is involved with a lot of unit districts in Illinois.
- Any potential enhancements of financial reporting – specifically early check release reporting?

## **MOTION**

Member Long moved, Member Hanlon seconded that the Board of Education approve the Tyler Technologies iVisions solution as presented. Upon a roll call being taken, the vote was: AYE 6, NAY 0. **The motion carried 6-0.**

### Approval to Purchase InformaCast Emergency Notification System

At the February 2019 Committee of the Whole meeting during the Master Tech Plan presentation, the addition of a mass alert notification system for safety and security was presented.

InformaCast is a building paging system that will be used in conjunction with ALICE training. The A in Alice stands for Alert and this new system adds the ability to complete all building all call messages from any Cisco-based VoIP phone. Currently, buildings have select areas all calls can be placed. The addition of this software and appliance package added to each intercom system will greatly increase the access for all building notifications.

Sentinel will be handling the install and deployment of the system beginning in later summer with Fall training sessions for buildings. The contract also includes the software license for the next three years.

There was discussion on the following:

- ALICE (Alert, Lockdown, Inform, Counter, Evacuate) – definition and explanation of this safety program for District 200 will be presented at a future Board meeting this summer.
- Will use existing Cisco phones in the buildings.
- This is an internal communication system.

It was recommended that the Board approve the InformaCast Paging solution as presented.

### **MOTION**

Member Ericksen moved, Member Long seconded to approve the InformaCast Paging solution as presented. Upon a roll call being taken, the vote was:

AYE 6, NAY 0. **The motion carried 6-0.**

### Approval of High School Food Service Management Contract

District 200 currently participates in the National School Lunch Program (NSLP). In May 2015, the Board approved a contract (K-12) with Chartwells to provide food service management for District 200. This contract allowed for up to four (4) annual renewals. The Board approved 3 renewals, and the latest renewal expires on June 30, 2019. In March, Chartwells notified the District that it was unwilling to renew at the federally regulated terms, which are set for participants in the NSLP. During this unexpected notification, the District began preparations for a bid process. During this process, we evaluated the K-12 program to consider removing both high schools from the NSLP. District 200 solicited bids for food service management (K-8), as well as requests for proposals for a High School Food Service Management contract that was not part of the NSLP. Subsequently, a recommendation for the Board of Education for the high school contract was prepared.

An invitation for proposal package was prepared for a High School Food Service Management contract (non-NSLP). The contract is for a three-year period, beginning July 1, 2019, with options to renew yearly. Notice was published and proposal documents were sent to several potential vendors.

The scope of the contract included language which outlines the District's expectations of a high school program which will be managed to promote maximum student participation, and as a benefit to District students, faculty and staff. Better offerings and food variety are also an expectation.

The District received three (3) proposal submissions which were evaluated on five weighted (5) criterion: Financial; Food Program; Management; Past Performance and References; and Financial and Operational Capabilities.

Based on an evaluation and review of proposals, Organic Life scored the highest. In addition to a guaranteed surplus back to the District each year, a capital investment will also be guaranteed.

Additional information included the following:

- Illinois does have a low-bid requirement.
- ISBE was very helpful to the District through the bid prep process.

- This option opens up a lot of opportunities with good nutritional options.
- There is a lot of work to be done with the vendor and the District is excited to move forward.

There was discussion on the following:

- The ramifications of the District being on vs. off of the NSLP.
- 27% of District 200 students are part of the free and reduced program.
- Pricing and cost of meals.
- The expected increase in participation of students purchasing meals.
- The hiring of staff to work food service.
- Communication to students regarding the change in food service vendors.
- Anticipated capital improvement.
- Appreciation for the process from D200 and the team.
- Middle Schools and NSLP – could this change?
- Challenging the team to collect data on food options offered.

It was recommended that the Board of Education award a contract to Organic Life with respect to the proposal it submitted for High School Food Service Management.

### **MOTION**

Member Booton moved, Member Ericksen seconded to award the High School Food Service Management Contract to Organic Life as presented. Upon a roll call being taken, the vote was: AYE 6, NAY 0. **The motion carried 6-0.**

### Approval of Food Service Management Contract (K-8) Bid

District 200 participates in the National School Lunch Program (NSLP). In May 2015, the Board approved a contract with Chartwells to provide food service management for District 200. This contract allowed for up to four (4) annual renewals. Subsequently, the Board approved 3 renewals, and the latest renewal expires on June 30, 2019. In March, Chartwells notified the District that it was unwilling to renew at the federally regulated terms, which are set for participants in the NSLP. Due to this unexpected notification, the District began preparations for a bid process. During this process, we evaluated the K-12 program to consider removing both high schools from the NSLP. District 200 solicited bids for food service management (K-8) and prepared this recommendation for the Board of Education.

**Scope of Service:** This contract is for the provision of the management of student and staff food services for all District 200 K-8 schools. The contractor is to provide personnel, employee training, food preparation and service, marketing, food and supply acquisition, and overall management of the school food service program (K-8) within the policies of District 200 and the Illinois State Board of Education.

**Evaluation Process:** Because the Illinois State Board of Education must administer all National School Lunch Program funds, they are involved in food service contract specifications and bidding procedures. All bid specifications must be approved by the Illinois State Board of Education prior to distribution to bidders. The approval process involves an evaluation of the bid price and certain criterion based on a pass/fail system. Bids were evaluated based on the following eighteen (18) criterion, developed by the District and incorporated in the bid specifications: Required documents, Food Service Director, Support staff, Experience in school food service, Performance history, Financial stability of FSMC, Insurance requirements, Employee training and development, Operational plans, Nutritional/Wellness programs,

Sanitation and safety, Employee compensation, Student satisfaction, Commodity utilization, Financial history and stability, POS programs, Purchasing program, and Menus.

District 200 Evaluation: The bid results were attached to the board report. Each bidder on this project was required to submit data with their bid to cover each of the areas listed above. The first step was reviewing the bid price and evaluating the lowest bid, which was Organic Life's bid. The eighteen (18) criterion were evaluated for Organic Life on a pass/fail basis, and Organic Life passed all eighteen (18) criterion. Since Organic Life had the lowest bid and passed all eighteen (18) evaluation criterion, the evaluation process ends for all other vendors. It was recommended the Board approve the bid from Organic Life.

It was noted Revenue generated from the school lunch program, including Federal and State reimbursements are expected to offset the cost of running the program.

Additional information included the following:

- Discussion regarding this action item is related to action item #3 (Approval of High School Food Service Management Contract).

### **MOTION**

Member Ericksen moved, Member Hanlon seconded to award the Food Service Management Contract (K-8) to Organic Life as presented. Upon a roll call being taken, the vote was: AYE 6, NAY 0. **The motion carried 6-0.**

### Rejection of Bids for Food Service Management (K-12)

District 200 participates in the National School Lunch Program (NSLP) for K-12. This year, the District evaluated the program to consider removing both high schools from the NSLP. As part of that process, bids were out for a complete NSLP K-12 contract, in the event the outcome proved that keeping the high schools in the program was in the best interest of the District.

After receiving and evaluating all bids and proposals, it was determined that removing the high schools from the National School Lunch Program was the best course of action, and therefore, all K-12 bids should be rejected.

Additional information included the following:

- Discussion regarding this action item is related to action item #3 (Approval of High School Food Service Management Contract) and #4 (Approval of Food Service Management Contract K-8) Bid.

It was recommended that the Board of Education reject all bids received for Food Service Management (K-12).

### **MOTION**

Member Hanlon moved, Member Ericksen seconded to Reject All Bids for Food Service Management (K-12) as presented. Upon a roll call being taken, the vote was: AYE 6, NAY 0. **The motion carried 6-0.**

### Approval of the High School, Middle School, and Elementary School Handbooks for the 2019-2020 School Year

Annually, the Board must approve student handbooks. The current handbooks have been reviewed by Administrators at all three levels. As is required by School Code, the Citizens Advisory Committee met on April 17, 2019, to review the changes recommended by the level

administrators. The recommended revisions to the handbooks were also reviewed by the Senior Leadership Team and the Community Engagement Committee. Other than edits for clarification, the only substantive changes were a result of modifications to Board policies and Illinois School Code. Since the last BOE meeting, the administration has worked on editing and improving the readability of the handbooks. The major purpose of the handbooks is to comply with the School Code or policy requirements around notifications to parents and students.

There was discussion on the following:

- The status of the edits that were provided to staff.
- Feedback from Vice-President Crabtree who was not able to attend the meeting was positive regarding the handbook modifications.
- Thanked all involved for their hard work on this process.

It was recommended that the Board of Education approve the 2019-2020 handbooks as presented.

### **MOTION**

Member Mathieson moved, Member Paulsen seconded to Approve the High School, Middle School, and Elementary School Handbooks for the 2019-2020 School Year as presented. Upon a roll call being taken, the vote was: AYE 6, NAY 0. **The motion carried 6-0.**

### **ORAL REPORTS**

#### 5Essentials School Culture Survey: Annual Report

Vision 2022 includes a commitment to developing a structured format for gathering student, staff, and parent feedback. To this end, district staff devised a system that reconfigures existing state data from the 5Essentials School Climate Survey to help measure progress toward the goals of Vision 2022. It was noted the 5Essentials School Culture Survey is funded by the State of Illinois. Custom reports will continue to be created by district staff without incurring any new costs to the district.

Dr. Julie Oziemkowski provided a presentation on the 5Essentials Data – Dashboard Baseline Report, which included the following:

- Objectives
- What is the 5Essentials School Culture Survey
- Survey History
- Types of Data (Perception, Process, Results)
- 230 Core Items + Supplemental
- How Does 5Essentials Support Vision 2022
- 37 Items Aligned to Vision 2022 Goals
- What Baseline Data Tells Us
  - Numbers for State Performance Level of D200 Schools; Curriculum & Learning Experiences; Differentiation & Personalization; Real-World Application; Curriculum for Communication Trends; Social Emotional Learning; Appreciation of Cultures & Diversity; Multi-Tiered Systems of Support; Professional Learning Communities; Co-Curricular Activities; High-Quality Staff
- Baseline Aggregate for Dashboard - 77.1%
- What are the Next Steps?
- Timeline
- 5Essentials Status on Vision 2022 Dashboard – Making Progress

There was discussion on the following:

- Some questions were not given to elementary students.
- Minimum thresholds for parent participation.
- Strong social media presence.
- Interest in seeing school by school data and participation rates (report card data in Fall).
- 5Essentials terminology – State term.
- Questions are standard and developed by the same entity.
- Comparative data for benchmark districts.
- Context as to what is defined as “favorable”.
- Looking at all data, not only 37 items aligned to Vision 2022 goals.
- Fall action plans.

### Student Learning Feature

MTSS (Multi-Tiered Systems of Support) can be a very complex topic. Mrs. Faith Dahlquist provided a brief report to connect the dots between MTSS and other areas of District focus. This included information on the following:

- Connection to FIT – Mastery of Standards and Skills
- Tiers of Support
  - Tier 1 – Differentiated Core
  - Tier 2 – Supplemental Support
  - Tier 3 – Intensive Support
- Two Main Takeaways of MTSS
- Where D200 Was At Eight (8) Years Ago With Tiers 1-3 and Special Education for Reading, Math, and Behavior/SEL
- Where D200 Currently Is With Tiers 1-3 and Special Education for Reading, Math and Behavior/SEL
- Progress Made / Much to Do

There were comments on the following:

- The progress made this year in both reading and math for grades 1,2,3,4 and 5.
- Mrs. Dahlquist was thanked for all of the hard work and for her 8 years of service to District 200.

### Social-Emotional Learning (SEL) Feature

The Board of Education is committed to providing students with social-emotional learning that enhances students’ abilities in school, careers, and life. The Board of Education has identified social-emotional learning as a goal area for 2018-2019.

Dr. Chris Silagi provided a report focused on the intersection of social-emotional learning with school safety, community engagement, and the FIT learning environment. A Facebook Live session was recently shown which featured a D200 fourth grade student who wrote a book on bullying. The book was published by the school LLC director and each classroom at the school now has a copy of the book. This story includes relevant strategies including self-advocacy and reporting to a trusted adult. It was noted students and teachers have embraced the message in the story. A copy of the story was provided to Board members.

### Updated Policies from PRESS

The administration and Board HR/Policy committee have been reviewing the policy manual as the District migrates to PRESS Plus. Over the last two meetings, the Board HR/Policy Committee has previewed policies with substantive changes which required discussion. The recommended adoption copy of each of these policies along with the current District 200 version

of each policy was attached to the Board report. Dr. Schuler encouraged the Board to review these policies over the next month and to communicate any questions or issues to the Board HR/Policy Committee.

The adoption copy of the CUSD 200 Board Policy manual will be posted as part of the July Board packet and will be targeted for approval at the August Board meeting.

There was discussion on the following:

- The amount of review and work done by members of the HR/Policy Committee as well as members of the Senior Leadership Team.
- The benefits of moving the District to PRESS Plus.
- The end result will be a District 200 policy manual; the PRESS manual is used as a guide to evaluate D200 policies, including the inclusion of some local policies.
- When finalized, Electronic School Board (ESB) will provide a link for Board Policies which will go directly to PRESS; this will be true for the public as well.
- The D200 policy manual will be hosted in one location vs. two locations (current practice).

## **WRITTEN REPORTS**

Monthly Financial Reports

ELC Construction Report\*

School Wellness Monitoring Tools

FOIA Report

\*It is projected for the new Early Learning Center at Jefferson to be used for students at the start of the 2020-21 school year. There was a request to add this information to the monthly project update.

## **REPORTS FROM BOARD MEMBERS**

Board Committee Reports

- Meeting notes were attached to the Board report for the Social Emotional Learning (SEL) Committee and the Human Resources/Policy Committee.
- Community Engagement Committee – the recordings of the Board of Education meetings are not currently seen in Winfield. There was a request to reach out to Winfield to determine if there is a way to broadcast these meetings on their local channel.

Other Reports from Board Members

- Board Members reported on several District events that were attended including the Eagle Honor Dinner, INCubator Pitch Night, Middle School Entrepreneurship Fair, and Project Search Graduation,
- Members Long and Booton attended the IASB required two-day training last week, and participated in onboarding meetings for new board members with the Senior Leadership Team.
- Board member training and professional development for 2018-19 will be updated on the website by June 30<sup>th</sup>, end of the 18-19 school year calendar.
- President Paulsen will be reaching out to a number of D200 benchmark districts over the next 6-9 months regarding the IASB Delegate Assembly and voting to build partners for a potential IASB resolution. The Board will be kept informed of the process.

## **TOPICS FOR FUTURE DISCUSSION**

Safety – ALICE Presentation  
Community Engagement Plan 2019-20  
Profile of a Graduate Discussion  
FY 20 Budget

## **NEXT REGULAR MEETING**

July 10, 2019, 7:00 PM, SSC

## **PUBLIC COMMENTS – Non-Agenda Items**

None

## **CLOSED SESSION**

Closed Session Items are Listed for Possible Action - The Purchase or Lease of Real Property for the Use of the Public Body, Including Meetings Held for the Purpose of Discussing Whether a Particular Parcel Should Be Acquired. 5 ILCS 120/2 (c) (5).

## **MOTION**

Member Paulsen moved, Member Hanlon seconded to adjourn the meeting to closed session for the purpose of discussing the Purchase or Lease of Real Property for the Use of the Public Body, Including Meetings Held for the Purpose of Discussing Whether a Particular Parcel Should Be Acquired. 5 ILCS 120/2 (c) (5). Upon a roll call being taken, the vote was AYE 6, NAY 0.

**The motion carried 6-0.**

There was no action expected following the Closed Session.

The meeting was adjourned to Closed Session at 9:27 PM.

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**Rob Hanlon, Secretary**

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**Brad Paulsen, President**