

The Board of Education, Downers Grove Grade School District 58, DuPage County, Illinois met in regular session on Monday, December 10, 2018, at the Downers Grove Village Hall.

1. CALL TO ORDER/ROLL CALL

The President called the meeting to order at 7:04 p.m. and announced that it was the regular monthly meeting of the District 58 Board of Education. Members present: President Doug Purcell; Vice President Elizabeth Sigale; and Members Kirat Doshi, Gregory Harris, Darren Hughes, John Miller, and Jill Samonte. Members absent: None. Also in attendance were Kari Cremascoli, Superintendent; Jayne Yudzentis, Assistant Superintendent for Personnel; Jessica Stewart, Assistant Superintendent for Special Services; Justin Sisul, Assistant Superintendent for Curriculum and Instruction; Todd Drafall, Assistant Superintendent for Business/CSBO; Catherine Hannigan, Manager of Business Services; Kevin Barto, Director of Buildings and Grounds; James Eichmiller, Director of Innovative Technology and Learning; Megan Hewitt, Coordinator of Community Relations; and Melissa Jerves, Board Secretary. Attending this meeting were at least ten visitors. (Visitors' Roster attached to official minutes.)

2. FLAG SALUTE

Matt Durbala, principal of O'Neill Middle School, introduced Student Council sponsors Danielle Saenz and Lisa Groch, who in turn introduced student council officers Riley Cain, Kate Snouffer and Mary Ghawaly. The students led the audience in the Pledge of Allegiance to the flag. They stated that student council members provide leadership to the school and model responsibility for other students. Their goals are to encourage participation in activities, model citizenship and democracy, represent the school community, create a strong relationship between faculty and students, and increase students' self-confidence and social maturity. The officers talked about activities, fundraisers, and events for this school year, including Red Ribbon Week to encourage a drug-free lifestyle, the Pennies for Pumpkins fundraiser for school beautification, Halloween candy collection for the troops, and candy cane sales to raise money for holiday gift cards for needy families. Principal Matt Durbala highlighted the work of the O'Neill PTA. The PTA gifted new outdoor benches and furniture for the courtyard, provided a potluck dinner for staff on parent-teacher conference nights, sponsors VIP Day for eighth graders, and offsets the the cost of the eighth grade boat trip. This year they will conduct a Raise Craze fundraiser, in which students receive donations for their service projects and acts of kindness.

3. NON-ACTION REPORTS

A. Recognition of Students – PTA Reflections

The Board formally recognized the District 58 students who participated in the 2018 PTA Reflections art competition and those who advanced to the

regional level.

B. "Spotlight on our Schools" – Education Foundation Teacher Grants

Community Relations Coordinator Megan Hewitt highlighted the 18 grants worth \$8,000 the Foundation awarded to teachers to improve instruction in their classrooms. The Education Foundation of Downers Grove District 58 has been supporting District 58 for 16 years. Their annual fundraisers, such as Oktoberfest and the Green Apple Awards, help fund these teacher grants. Grants were awarded in the areas of social-emotional learning, English learners, classroom libraries, English-language arts resources, science and math, music, and flexible seating for students. The Foundation's next big fundraiser will be a Harlem Wizards basketball game against District 58 staff on February 24, 2019.

C. "Spotlight on our Schools" – Strategic Plan Goal Update

Dr. Cremascoli introduced the quarterly update on the strategic plan goals. Reports are made first to the District Leadership Team to review progress and identify areas to strengthen or realign, and then to the Board. Focus on Learning Goal 1 Chair Justin Sisul highlighted the work of the Curriculum Council, Professional Learning Council, and the Instructional Model Review Council. The Curriculum Council has been charged with establishing both short-term and long-term curriculum review cycles. The council began by assessing the state of current curricula in the District and considering organizational change factors relevant to the district-wide adoption of new curricula. The council concluded that it does not yet have enough information to set a timeline, and has solicited feedback from groups of teachers. The Instructional Model Review Council is newly formed and will evaluate the instructional and philosophical implications of various models to inform future facility decisions.

Goal 2, Connecting the Community, has four different councils working to support this goal. Chair Jayne Yudzentis explained that the Staff Communications Council, Superintendent's Community Advisory Council and Communications Feedback Council have been looking at internal and external communications and opportunities for feedback, reviewing external exemplars, identifying gaps and brainstorming initial ideas for improvement. The Resources Review Council began by building background knowledge for its members on how staffing decisions and resource allocations have been made. The next step is to develop a vision and definition of "equitable" and how to measure it.

Goal 3, Securing the Future, was presented by Chair Todd Drafall. The Facility Planning Council (FPC), a 20-member group of staff and community members, has met three times. The FPC has developed a timeline to develop a master facility plan. The FPC has begun the process with visioning sessions for staff and community. FPC members and building representatives have been walking through each building to review educational alignment.

Community Relations Coordinator Megan Hewitt gave a brief review of the the strategic plan online dashboard. The dashboard is a user-friendly resource for the community to monitor progress toward strategic plan goals and help keep the District accountable. It is available from the Vision58 homepage.

4. COMMUNICATIONS

Freedom of Information Act Requests

1. Freedom of Information Act request from Jason Rozger regarding Total Fire & Safety, Inc. ~ *response from Board Secretary Melissa Jerves.*

Communications

1. Email from Rich Stachon regarding OKEEP funding ~ *responses from Asst Supt for Business Todd Drafall and Manager of Business Services Katie Hannigan.*
2. Emails from Tracy Weiner regarding the District Leadership Team ~ *response from Board Member Darren Hughes and Vice President Elizabeth Sigale.*
3. Email from Tom Salaba regarding tree planting proposal ~ *response from Superintendent Dr. Kari Cremascoli.*
4. Email from Tracy Weiner regarding STEM curriculum.
5. Email from Kylie Spahn regarding ESSA designations ~ *response from Superintendent Dr. Kari Cremascoli.*
6. Email from Kylie Spahn regarding statement to ISBE ~ *response from Superintendent Dr. Kari Cremascoli.*
7. Email from Todd Schenk regarding St. Luke Presbyterian building.

5. REPORTS TO THE BOARD

A. Superintendent

Superintendent Kari Cremascoli reported that

1. Institute Day was canceled on November 26 due to weather. On the agenda is a proposal to revise the school calendar to make up the Institute Day on February 15 and use an emergency day of student attendance on June 6. Part of Institute Day included facility visioning meetings for all staff, which are now being made up in before and after-school sessions at each school. Two community engagement sessions are planned in January, and staff will also be invited to those.
2. The Facility Planning Council will explore adjustments to its timeline, which may result in reports on Steps 1 and 2 being delivered to the Board in February. The April report may be moved to June.
3. Trimester report cards were distributed Friday, December 7. After Trimester 2, the District will seek feedback on the trimester calendar and parent teacher conferences.
4. An increase in the substitute teacher pay rate from \$105 to \$115 a day is recommended in an attempt to attract more substitute teachers.

5. The PTA Reflections art celebration on December 6 recognized more than 100 students. 41 projects will advance to regionals.
6. Science Fair registration is open until December 21; the Fair is scheduled for February 2, 2019.
7. The District's school environment survey for parents is open through December 21. The State's 5Essentials teacher, student and parent surveys are open now through February 15.
8. The Education Foundation will host the Harlem Wizards in a game with District 58 staff on Sunday, February 24. This community event will raise funds for the Education Foundation.

B. Monthly Business

The Board received business reports, the investment report, and revenue and expenditure summary reports for the month ending November 30, 2018. Assistant Superintendent for Business/CSBO Todd Drafall reported that expenses are currently within budget, while revenues are lagging slightly as the District awaits State reimbursement for special education transportation. The Financial Advisory Committee will review the audit report, delayed due to an erroneous state report, that will be presented to the Board at the January meeting. Action items before the Board later in the meeting include recommendations from the Health and Wellness Committee to change pharmaceutical management firms and to offer employees voluntary supplemental life insurance, as well as a resolution transferring bond proceeds from the Working Cash Fund to the Capital Fund to complete remaining capital projects.

C. Treasurer's Report

There was nothing special to report in regard to the Treasurer's Report.

D. Policy Committee

Member Harris reported on the November 13, 2018 Policy Committee meeting. He noted that in the committee's ongoing work to update the policy manual and eliminate redundancies, the committee recommends several policies for first reading.

Member Hughes moved and Member Doshi seconded the motion to approve for first reading the following draft policies and place them on the January Board agenda for final approval: #4011-Personnel: Ethics, Political Activity, and Gift Ban; #4138-Personnel: Ethics, Conduct and Conflict of Interest; #8260-Internal Board Operations: Uniform Grievance Procedure; and #5139.1-Students: Equal Educational Opportunities.

VOICE VOTE

Motion carried

Member Doshi moved and Member Hughes seconded the motion to approve for first reading the deletion of the following policy as no longer necessary, and place it on the January Board agenda for final deletion: #4010-Personnel:

Gift Ban.

VOICE VOTE

Motion carried

E. Legislative Committee

Member Sigale and Member Doshi reported on the November 28, 2018 Legislative Committee meeting. At the Illinois Association of School Boards (IASB) Delegate Assembly, majority votes on all seven resolutions before the assembly aligned with District 58's recommendations. The resolution that garnered the most attention was whether local school boards should have authority to allow licensed, specially trained personnel to carry guns. The Assembly voted not to support the resolution. The Legislative Committee discussed having a more formal Board approval process of IASB resolutions in the future. The committee also discussed the Legislative Breakfast, and plans to pursue a date in March or April to accommodate new legislators and avoid the possibility of a weather related cancelation.

F. Financial Advisory Committee

The Financial Advisory Committee has not met since the last board meeting.

G. District Leadership Team

Member Sigale reported on the November 27, 2018 District Leadership Team meeting, noting that the strategic plan progress reports presented to the Board in the Spotlight were first presented to the DLT. She thanked all the members of the various councils and working groups for their efforts and the progress that has already been made.

6. **DISCUSSION**

A. Highland Enrollment Procedures

Dr. Cremascoli presented proposed enrollment procedures for Highland School for the 2019-20 school year. Continuing the two-year plan approved by the Board last year, the proposal maintains grade level caps at kindergarten, second, fourth and fifth grades. Students who enroll after the cap has been reached will be administratively transferred to Belle Aire with transportation provided. The kindergarten registration window will be from January 7 to February 1. If there are more than 56 students, there will be a lottery for new families to Highland. A parent information meeting will be held at Highland on December 12. In addition, Highland students who were transferred to Belle Aire as kindergarteners will be invited back to Highland for first grade if they choose. As a large sixth grade cohort matriculates to middle school this spring, there will be an extra classroom available for a third section of first grade next year.

Member Harris clarified that priority spots will go to kindergarteners who have a sibling in the building next year. Students returning to Highland from Belle Aire will be considered existing family for purposes of providing a younger sibling with priority registration. Member Doshi noted the

importance of continuing communication to make new families aware that later enrollments will be transferred to Belle Aire if the cap is reached.

7. RECEPTION OF VISITORS

Alison Rozell, Hillcrest attendance area, asked for more specific information on art instruction for the next year.

Andraea Staley, Highland attendance area, commented that she was not aware of communication regarding Highland students transferred to Belle Aire.

Jennifer Norgaard, Highland attendance area, stated that the proposed Highland kindergarten lottery procedures are an improvement over last year's procedures. She suggested several ways to inform the community and incoming families about grade level caps at Highland.

8. APPROVAL OF MINUTES

A. Approval of Minutes – November 12, 2018

Member Miller moved and Member Harris seconded the motion to approve the minutes of the November 12, 2018 regular meeting as presented.

VOICE VOTE

Motion carried

B. Approval of Minutes – November 26, 2018

Member Hughes moved and Member Doshi seconded the motion to approve the minutes of the November 26 financial workshop/candidate forum as presented.

VOICE VOTE

Motion carried

9. CONSENT AGENDA

There being no request for individual consideration of any items on the consent agenda, the President stated that a motion would be in order relative to items on the consent agenda, consisting of the Personnel Report and Financial Statements consisting of the List of Bills and Summary. Member Sigale moved and Member Harris seconded the motion to approve the following items:

A. Personnel

The appointment of four educational support personnel employees, the resignation of one educational support personnel employees, and the family medical leave of absence of one educational support personnel employee. The rate for substitute teachers will be increased to \$115.00 per day, effective January 1, 2019.

B. Financial Reports

The list of bills and obligations prepared for payment on December 10, 2018 as well as the revolving and imprest issued in November 2018 as shown on

the list submitted under the date of December 10, 2018 in the total amount of \$1,068,444.73 and direct that they be so entered in the minutes and orders drawn for their payment in accordance with the following summary and that the President and Secretary be authorized to certify the list to the School Treasurer.

BOARD OF EDUCATION DISTRICT 58
SUMMARY PAGE DECEMBER 10, 2018
LIST OF BILLS & EXPENDITURES

EDUCATION FUND

List of Bills - December 10, 2018	\$572,892.76
Revolving Fund - Nov 2018	\$7,995.17
Imprest Checks - Nov 2018	\$29,488.93

OPERATIONS & MAINTENANCE FUND

List of Bills - December 10, 2018	\$78,379.77
Revolving Fund - Nov 2018	\$295.45
Imprest Checks - Nov 2018	\$0.00

DEBT SERVICE

List of Bills - December 10, 2018	\$714.12
Revolving Fund - Nov 2018	\$0.00
Imprest Checks - Nov 2018	\$0.00

TRANSPORTATION FUND

List of Bills - December 10, 2018	\$360,378.36
Revolving Fund - Nov 2018	\$0.00
Imprest Checks - Nov 2018	\$388.40

IMRF

List of Bills - December 10, 2018	\$0.00
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FICA/MEDICARE

List of Bills - December 10, 2018	\$0.00
Revolving Fund - Nov 2018	\$1,324.05

SITE & CONSTRUCTION FUND

List of Bills - December 10, 2018	\$16,587.72
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WORKING CASH FUND

List of Bills - December 10, 2018	\$0.00
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FIRE & LIFE SAFETY FUNDS

List of Bills - December 10, 2018	\$0.00
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MEDICAL INSURANCE RESERVE FUND

List of Bills - December 10, 2018	\$0.00
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SINKING FUND

List of Bills - December 10, 2018	\$0.00
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Revolving Fund - Nov 2018

\$0.00

Total

\$1,068,444.73

ROLL CALL VOTE: AYES: Members Doshi, Harris, Hughes, Miller, Purcell,
Samonte, and Sigale
NAYS: None Motion carried

(Copy of Treasurer's Report and Financial Statements
attached to official minutes)

10. RECOMMENDATIONS FOR ACTION

A. Revision of 2018-2019 School Calendar

Member Harris moved and Member Hughes seconded the motion to approve the revision of the 2018-2019 school calendar as presented. The Board discussed the challenges in rescheduling professional learning in a timely and effective way for staff, while giving families advance time to plan for childcare. (Attachment 20181210A)

ROLL CALL VOTE: AYES: Members Doshi, Harris, Hughes, Miller, Purcell,
Samonte, and Sigale
NAYS: None Motion carried

ROLL CALL VOTE: AYES: Members Doshi, Harris, Hughes, Miller, Purcell,
Samonte, and Sigale
NAYS: None Motion carried

B. Recommendation from Health and Wellness Committee to (1) change prescription management firms and (2) offer voluntary supplemental life insurance

Member Miller moved and Member Samonte seconded the motion to approve the recommendation of the Health and Wellness Committee to (1) change prescription management firms, and (2) offer voluntary supplemental life insurance to employees.

ROLL CALL VOTE: AYES: Members Doshi, Harris, Hughes, Miller, Purcell,
Samonte, and Sigale
NAYS: None Motion carried

C. Abatement of Working Cash Funds to Capital Fund for Capital Projects

Member Harris moved and Member Miller seconded the motion to adopt the Resolution Abating the Working Cash Fund in the amount of \$643,698 and transfer the amount to the Capital Projects Fund. (Attachment 20181210B)

ROLL CALL VOTE: AYES: Members Doshi, Harris, Hughes, Miller, Purcell, Samonte, and Sigale
NAYS: None Motion carried

D. Second Reading – Policies #4000-Recruitment, #4001-Non-Discrimination, #4001.1-Harassment, #4007-Drug & Alcohol Free Workplace, #4008-Employee Suspension, #4100-Terms & Conditions of Employment, #4121-Substitute Teachers, #5101.1-Age of Entrance to Kindergarten, #5101.2-Age of Entrance to First Grade, #5111-Student Promotion, #6130-Program for the Gifted, and #6135-Accelerated Placement Program

Member Miller moved and Member Hughes seconded the motion to adopt Policies #4000-Recruitment, #4001-Non-Discrimination, #4001.1-Harassment, #4007-Drug & Alcohol Free Workplace, #4008-Employee Suspension, #4100-Terms & Conditions of Employment, #4121-Substitute Teachers, #5101.1-Age of Entrance to Kindergarten, #5101.2-Age of Entrance to First Grade, #5111-Student Promotion, #6130-Program for the Gifted, and #6135-Accelerated Placement Program.

VOICE VOTE Motion carried

11. ANNOUNCEMENTS

President Purcell announced the following dates:

- Tuesday, Dec. 18, 7:00 a.m. - Policy Committee meeting – ASC
- Tuesday, Dec. 18, 6:30 p.m. – Board Self-Evaluation Workshop – ASC
- Friday, Jan. 11, 7:00 a.m. – Financial Advisory Committee
- Monday, Jan. 14, 7:00 p.m. – Regular Board Meeting – Village Hall

12. CLOSED SESSION

Member Hughes moved and Member Samonte seconded the motion to move to closed session for the purpose of discussing matters relating to

- the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity; 5 ILCS 120/2(c)(1);
- collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; 5 ILCS 120/2(c)(2);

- the placement of individual students in special education programs and other matters relating to individual students; 5 ILCS 120/2(c)(10);
- litigation, when an action against, affecting or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes; 5 ILCS 120/2(c)(11);
- discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06; 5 ILCS 120/2(c)(21).

ROLL CALL VOTE: AYES: Members Doshi, Harris, Hughes, Miller, Purcell,
 Samonte, and Sigale
 NAYS: None Motion carried

Member Miller moved and Member Harris seconded the motion to reconvene in open session.

VOICE VOTE Motion carried

The Board convened to closed session at 9:24 p.m. and reconvened to open session at 11:07 p.m.

13. ACTION RESULTING FROM CLOSED SESSION

A. Approval of Closed Session Minutes

Member Doshi moved and Member Hughes seconded the motion to approve the minutes of the November 12, 2018 closed session meeting.

VOICE VOTE Motion carried

B. Review of Closed Session Minutes

Member Samonte moved and Member Doshi seconded the motion to keep the minutes from the November 12, 2018 closed session meeting permanently closed due to the confidential nature of the contents.

VOICE VOTE Motion carried

14. ADJOURNMENT

Member Harris moved and Member Miller seconded the motion to adjourn the meeting.

VOICE VOTE Motion carried

The meeting was adjourned at 11:08 p.m.

Doug Purcell, President

Melissa Jerves, Secretary