

The Board of Education, Downers Grove Grade School District 58, DuPage County, Illinois met for a special meeting/budget workshop on Monday, April 24, 2017, at Longfellow Center.

1. CALL TO ORDER/ROLL CALL

The President called the meeting to order at 7:02 p.m. Members present: President John D. Cooper; Vice President Doug Purcell; and Members Roberta Diehl, Christopher Heppner, Sallie Lupescu, John Miller, and Elizabeth Sigale. Members absent: None. Also in attendance were Kari Cremascoli, Superintendent; Jayne Yudzentis, Assistant Superintendent for Personnel; Jessica Stewart, Assistant Superintendent for Special Services; Matthew Rich, Assistant Superintendent for Curriculum and Instruction; David Bein, Assistant Superintendent for Business/CSBO; Lorie Pilster, Director of Business Services; Ken Young, Director of Buildings and Grounds; Geoff Neustadt, Assistant Director of Buildings and Grounds; James Eichmiller, Director of Innovative Technology and Learning; Megan Hewitt, Coordinator of Community Relations; and Pamela A. Osika, Board Secretary. Also attending this meeting were Board members-elect Gregory Harris, Darren Hughes, Jill Samonte and Beth Taylor and at least four visitors. (Visitors' Roster attached to official minutes.)

2. RECOGNITION OF RETIRING BOARD MEMBERS

Superintendent Kari Cremascoli announced that this would be the last Board meeting for Board Members President John Cooper, Roberta Diehl, Christopher Heppner, and Sallie Lupescu before the Board reorganizes on May 1, 2017. Dr. Cremascoli thanked the four retiring Board members for their leadership and service. Vice President Doug Purcell read "*Portrait of a Board Member*" recapping contributions these individuals made to District 58 while facing challenges along the way. Each retiring Board Member was presented with a plaque commemorating his/her years of service. Craig Young, DGEEA president, expressed gratitude to John Cooper, Roberta Diehl, Chris Heppner, and Sallie Lupescu and presented each with tokens of appreciation. Retiring Board members were given an opportunity to share their thoughts and reflect back on a combined 24 years of service to District 58.

3. RECOMMENDATIONS FOR ACTION

A. Personnel Report ~ Appointment

Member Heppner moved and Member Miller seconded his motion to appoint Christine Clavenna as Principal of Pierce Downer School effective July 1, 2017.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Lupescu,
Miller, Purcell, and Sigale
NAYS: None Motion carried

A moment was taken to recognize Christine Clavenna.

B. 2016-2017 School Calendar ~ Finalize Last Day of School

Member Diehl moved and Member Heppner seconded her motion to establish the last day of school as Friday, June 9, 2017 due to the fact that no emergency days were used during the 2016-2017 school year and more attendance days were scheduled than required.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Lupescu,
Miller, Purcell, and Sigale
NAYS: None Motion carried

C. 2017-2018 School Calendar - Revision

Member Diehl moved and Member Heppner seconded her motion to approve the 2017-2018 School Calendar as revised.

A brief explanation of the proposed revision was provided. January 26, 2018 and April 27, 2018 would be changed into School Improvement half-days. On these days, students would attend classes in the morning and be dismissed at lunchtime. Staff would remain to participate in professional development and school improvement activities in the afternoon.

Member Miller noted that while he understood the reasoning behind the proposed school calendar changes, he could not support a revised school calendar that reduced classroom time for students.

ROLL CALL VOTE: AYES: Members Cooper, Diehl, Heppner, Lupescu,
Purcell, and Sigale
NAYS: Member Miller Motion carried

4. BUDGET WORKSHOP

2017-2018 Tentative Budget General Summary

Assistant Superintendent for Business/CSBO David Bein presented to the Board a preliminary view of the 2017-2018 Tentative Budget. This draft is subject to revisions, which will be made prior to recommendation of adoption of the actual tentative budget. The 2017-2018 Tentative Budget reflects the continuation of existing programs, the purchase of new English-Language Arts (ELA) curriculum materials, an increase in health insurance costs, and other adjustments as appropriate. The aggregate operating budget reflects a deficit. A realistic approach to budgeting revenues and expenditures has been taken, but State revenues are unpredictable and actual receipts may have a negative impact on the final results of operations.

2016-2017 Budget Recap

The 2016-2017 aggregate budget had revenues of \$65.6 million and expenditures of \$65.8 million (excluding the Medical Reserve Fund). Three of four State categorical payments have been vouchered to date, but none have been paid. The only categorical payment received during FY17 is a late payment from FY16. The State is \$2.5 million in arrears to District 58, and a shortfall in revenue is expected. The District anticipates receiving two of its four State payments by the end of this fiscal year, which is June 30, 2017. To date, expenditures are on target for FY17. The District is expecting to finish FY17 with a deficit of approximately \$230,000.

2017-2018 Budget Assumptions

2017-2018 Revenue Assumptions

- Property taxes – second half of 2016 levy and first half of 2017 levy
 - 0.7% increase in CPI for the 2016 levy
 - 2.1% increase in CPI for the 2017 levy
- General State Aid – flat
- Four State MCAT (mandated categorical) payments – two late payments from FY17 and two timely payments from FY18
- Federal revenue -- flat

2017-2018 Expenditure Assumptions

- Salary increases will follow negotiated agreements
- Health insurance claims have trended much higher than expected. The Medical Reserve Fund has been declining rather than remaining flat, necessitating an increase. Currently a 10% increase (\$633,000) is factored in, but claims will be monitored over the coming months before a final recommendation is made.
- SASSED costs will increase by \$200,000, but outside tuition payments will drop by \$200,000.
- ELA resource adoption -- \$600,000 for each of the next two years (\$1.2 million total)
- Technology refresh for middle school 1:1 -- \$150,000 for each of the next three years (\$450,000 total)
- Transportation costs – flat
- Facility/Operations & Maintenance costs -- flat

Curriculum Department & Professional Development

Assistant Superintendent for Curriculum and Instruction Dr. Matt Rich and Director of Innovative Technology and Learning James Eichmiller reported on anticipated curriculum and professional development budget updates for the 2017-2018 school year. In addition to the ELA resource adoption and technology refresh, significant changes for 2017-2018 include:

- Science curriculum training and development
- Ongoing implementation costs for Spanish program (year 2) – *not biliteracy program*
- Reduced start-up costs related to additional sections of kindergarten – second year of Optional Kindergarten Enrichment and Enhancement Program (OKEEP)
- Math Common Assessment (new item bank approximately \$35,000 annual cost)

The 2017-2018 budget will continue to support staff professional development in English-Language Arts, Math, STEM (Science, Technology, Engineering and Math), reporting mechanisms and technology.

Staffing Projections

Assistant Superintendent for Personnel Dr. Jayne Yudzentis reported on anticipated staffing needs for 2017-2018. Based on initial enrollment projections and individual student needs, the District tentatively recommends the additions of a 1.0 FTE (full time equivalent) elementary classroom teacher and a 1.0 FTE biliteracy teacher, as well as the reduction of 0.2 FTE related services staff, 0.5 FTE middle school teacher and a slight decrease in instructional assistant positions.

As a result of the review of programs and supports in accordance with the District's Strategic Goals Action Plan (August 2016), the District also recommends the following staffing additions for the 2017-2018 school year:

- Replace 1.0 FTE LRC teacher position
- Add 1.0 FTE Special Education Coordinator (Special Programs) position
- Add 0.5 FTE Assistant Principal position at Highland School
- Add 0.5 FTE English Learner and Biliteracy Coordinator position

Rationale for Staffing Recommendations

LRC Teacher: During the 2016-2017 school year, District 58 Administrators have worked closely with the LRC teacher team to develop an LRC curriculum for grades K-8 based on the I-SAIL (*Illinois Standards-Aligned Instruction for Libraries*) standards. Work has also been done to better define the role of LRC teachers and develop more consistency in the responsibilities of the position across the District. As a result of these efforts, it is being recommended that the retired LRC position at Indian Trail be reinstated. This will enable each District 58 school to have its own LRC teacher on staff during the 2017-2018 school year. The District will continue to employ a full-time LRC assistant at each school as well.

Special Programs Coordinator: This individual will work under the direction of the Assistant Superintendent for Special Services and in collaboration with building principals and special programs teams. This position's primary responsibility will be to serve the District's growing special programs -- Reaching Independence through Structured Education (RISE autism), Developmental Learning Programs (DLP), and the Behavioral, Emotional and Social Training (BEST) Programs. This person will also support referrals and transitions to and from each of these programs as well as out-of-district special education student placements.

Assistant Principal: The enrollment at Highland School has steadily increased, exceeding 350 students for the past three years. It is being recommended that a part-time Assistant Principal be hired to support professional development, teacher evaluation and support, and special education facilitation.

English Learner and Biliteracy Coordinator: The District's Biliteracy Program will begin its fourth year in 2017-2018, and the program has grown to more than 50 students. Throughout District 58, 240 students receive English learner supports. It is being recommended that a part-time English Learner and Biliteracy Coordinator be hired to lead program development and implementation; curriculum development and resources; and parent, student and staff support.

The 2017-2018 preliminary budget currently projects \$66.5 million in revenues and \$67.1 million in expenditures, resulting in an estimated \$650,000 deficit. The District's cash flow will be watched closely, with special attention given to delayed State categorical payments. Short-term borrowing could be needed in the future to fund cash flow needs. No new bond issues or borrowing are incorporated into the preliminary budget. If a Lester School addition is approved, a bond issue will need to be incorporated into the final budget or amend the budget appropriately.

A date for the adoption of the 2017-2018 Tentative Budget will be set with the final budget expected to be adopted in September 2017. Board members were given an opportunity to ask questions and discuss the 2017-2018 preliminary budget at this time.

Facilities

According to studies, school facilities that are constructed carefully and maintained can normally last 50-60 years. District 58's newest schools, Belle Aire and El Sierra, are each 48 years old. Other District schools range in age from 50-89 years of age. Diligent maintenance over the decades has ensured that the facilities continue to function. The condition of District facilities has been discussed regularly. In 2012, the Comprehensive Facility Assessment Report was prepared by Wight & Co. Since that time, the District has completed the required 10 year life safety review. A database of projects has been developed that incorporates remaining items from the Assessment Report and life safety review, the knowledge of District custodial and maintenance staff, and known routine and preventative maintenance work. David Bein and Director of Buildings and Grounds Ken Young shared with the Board projected District 58's facility needs from present day through 2040. The analysis showed many significant maintenance needs totaling \$16 million in projects through 2014 and \$69 million in projects through 2040; this cost estimate accounts for 3% inflation rates. The most common maintenance needs include roof replacements (\$30 million), HVAC/plumbing (\$15 million), asphalt (\$6 million) and electrical service (\$6 million). Assistant Director of Buildings and Grounds Geoff Neustadt reviewed each individual building's unique needs, costs, and an expected timeline of work. Outside of the routine maintenance provided annually through the O&M Fund, funding for projects could come from the following sources – fund balances, non-referendum debt, and referendum debt.

Lester School Space Needs

The 2017-2018 preliminary budget presentation concluded with a review of Lester School's space needs. The Board recently heard a presentation describing several alternatives addressing space issues at Lester. Cost estimates for solutions ranged between \$1.7 million and \$4.2 million. District 58 fund balances are insufficient to cover this cost. The District could issue non-referendum debt in early 2018 to fund a construction project at Lester. The Board will continue to consider space issues at Lester School and addition options in the future.

7. ACTION RESULTING FROM CLOSED SESSION

A. Approval of Closed Session Minutes

Member Diehl moved and Member Miller seconded the motion to approve the minutes of the April 11, 2017 closed session meeting.

VOICE VOTE Motion carried

Member Diehl moved and Member Purcell seconded the motion to approve the minutes of the April 17, 2017 closed session meeting.

VOICE VOTE Motion carried

B. Review of Closed Session Minutes

Member Diehl moved and Member Miller seconded the motion to keep the minutes from the April 11 & 17, 2017 closed session meetings permanently closed due to the confidential nature of the contents.

VOICE VOTE Motion carried

8. ADJOURNMENT

Member Diehl moved and Member Lupescu seconded the motion to adjourn the meeting.

VOICE VOTE Motion carried

The meeting was adjourned at 10:39 p.m.

John D. Cooper, President

Pamela A. Osika, Secretary