



#### 4. NON-ACTION REPORTS

##### A. "Spotlight on our Schools" – ESSA Background & Overview

Assistant Superintendent for Curriculum and Instruction Justin Sisul gave a presentation on recent developments related to the federal Every Student Succeeds Act (ESSA). In response of the legislation, Illinois has made changes in how it measures school quality. The state will give individual schools a single summative rating on a four-tier scale. However, these measures are designed to be non-punitive, identify areas for support, and recognize local context and progress. The information used to assign a Tier designation includes academic proficiency and growth as measured by the PARCC and DLM assessments; student success and school quality indicators, such as chronic absenteeism (calculated as 10% or more of excused and unexcused absences) and school climate survey participation. As the state plan is further developed, additional indicators will be added in future years. The definition of subgroups has also changed, and tier designations will be affected by subgroup participation and performance rates. Mr. Sisul reported that the preliminary PARCC data for the District shows outstanding growth overall, though some subgroups have not shown as much achievement. He expects that most District 58 schools will be in Tier 2, with possibly a couple schools in Tier 3 due to subgroup performance.

#### 4. COMMUNICATIONS

- A. Text communication from Tracy Weiner to Darren Hughes.
- B. Email from Tracy Weiner to Darren regarding Freedom of Information Act response ~ *response from Member Darren Hughes.*
- C. Thank you note from Mary Lynn O'Kelly regarding Retiree Luncheon.
- D. Email from Mike Webber regarding Technology plan.
- E. Email from Tracy Weiner regarding strategic planning survey data ~ *response from Member Darren Hughes.*
- F. Email from Tia Nash regarding technology refresh ~ *response from Member John Miller.*
- G. Email from Tracy Weiner regarding DGEEA flyer ~ *response from Kari Cremascoli, Superintendent.*
- H. Email from Mike McKenna regarding sale of iPads ~ *response from James Eichmiller, Director of Innovative Technology.*
- I. Email from Tracy Weiner regarding Technology Refresh ~ *responses from James Eichmiller, Director of Innovative Technology, and Members Elizabeth Sigale and Jill Samonte.*
- J. Email from Chris Hanley regarding BOE calendar ~ *response from Melissa Jerves, Board Secretary.*
- K. Email from Elizabeth Sigale to Mike Webber regarding Technology Refresh.
- L. Email from Anna Jackson regarding Technology Refresh ~ *response from Member Elizabeth Sigale.*
- M. Freedom of Information Act request from Scott O'Connell regarding bond issues and Working Cash Fund ~ *response from Melissa Jerves,*

*Board Secretary.*

- N. Freedom of Information Act request from Nate Pence regarding field trip.

President Purcell noted that the communication from Anna Jackson was inadvertently omitted from the agenda when it was first published, but was added shortly thereafter.

## 5. REPORTS TO THE BOARD

### A. Superintendent

Superintendent Kari Cremascoli reported that the Lester School addition is progressing on schedule and on budget. Windows have been installed and paint is going on the walls. Pavement on the playground will begin soon. A brief update regarding the progress of other summer projects was also provided. Negotiations with the Downers Grove Elementary Education Association (DGEEA) and Downers Grove Custodial Maintenance Association (DGCMA) will continue this week. Strategic plan development teams have begun summer meetings to establish a timeline, action plan and metrics for each goal area. The teams will bring their results back to the oversight committee in August or September. Finally, PARRC preliminary data has been shared with the District, which indicates significant gains thanks to the hard work of students and teachers and the support of parents. The District looks forward to sharing additional information regarding this positive news with the Board and community in October when final results are available.

### B. Monthly Business

The Board received business reports, the investment report, and revenue and expenditure summary reports for the month ending June 30, 2018. Assistant Superintendent for Business/CSBO Todd Drafall reported that cash balances are not in deficit. The FY2019 budget will be presented to the Board in August for approval in September. President Purcell asked for further information about mandated categorical payments from the State of Illinois.

### C. Treasurer's Report

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

### D. Policy Committee

The Policy Committee did not meet in June.

### E. Legislative Committee

The Legislative Committee did not meet in June.

### F. Financial Advisory Committee

The Financial Advisory Committee did not meet in June.

### G. Meet & Confer Strategic Plan Committee

The Meet & Confer Committee did not meet in June.

## 6. DISCUSSION

### A. Longfellow Discussion

Dr. Cremascoli opened the discussion by expressing the need to consider the future of Longfellow within the context of the District's new strategic plan. The property is used daily for a variety of purposes. Member Hughes stated his appreciation for the chart showing the current uses of Longfellow, and requested further information about what both the ideal and minimum space requirements would be. The Board discussed whether 2012 evaluations of the property are still relevant. The Board also discussed taking into account the Administrative Service Center (ASC) facility, considering the unification of the administrative team, and the potential of repurposing the ASC for maintenance needs. Member Miller noted that action should be taken before maintenance issues at Longfellow become urgent, particularly with the roof.

The consensus of the Board going forward is that: 1) the Financial Advisory Committee will create a committee to analyze finances related to the Longfellow property; 2) the Board will consider the strategic plan and future needs of the District; 3) the Board will explore both short-term and long-term property options.

## 7. RECEPTION OF VISITORS

- A. Mark White, DGEEA Executive Board member, expressed concerns about the culture and climate of the District, particularly relative to the Medical Reserve Fund (MRF). He stated that Administrative Regulation 3125 requires the District to transfer money into the MRF when the level falls 25% below the target mid-point. He stated that DGEEA members felt they had turned a corner over the past year in collaboration and communication, but that contributions to dialogue with the Board on various issues have been ignored. He stated that the DGEEA wants to continue working together, and that teachers need to be shown respect to move forward. President Purcell responded that there has been a DGEEA representative on the Financial Advisory Committee who participated in the annual review of the Medical Reserve Fund. He noted that even if all the money in the Medical Reserve Fund were moved out, bills would still be paid. The Medical Reserve Fund is a placeholder that allows the District to monitor the level of funds for health insurance. He encouraged those interested to come to the Financial Advisory Committee meeting on Monday where the annual review of the MRF will be discussed. President Purcell also responded that the Board spoke with several teachers at Meet & Greet events throughout the year and heard both sides of the 1:1 debate.
- B. Brian Aycock, Sara Roussin and Amy Vogt spoke "on behalf of a large and growing group of concerned parents." They asked how the future of

- Longfellow, specifically a sale, fits within the goals of the new Strategic Plan.
- C. Samantha Figueroa, Belle Aire parent, stated that there are members of the community willing to assist the Board with objective data related to a potential sale of the Longfellow property.

## 8. APPROVAL OF MINUTES

A. Approval of Minutes – June 11, 2018

Member Hughes moved and Member Harris seconded the motion to approve the minutes of the June 11, 2018 regular meeting as presented.

VOICE VOTE

Motion carried

B. Approval of Minutes – June 22, 2018

Member Hughes moved and Member Sigale seconded the motion to approve the minutes of the June 22, 2018 special meeting as presented. Member Harris abstained.

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 Miller seconded the motion to approve the following items:

A. Personnel

The appointment of one administrator, 11 certified teachers, and 6 support staff employees. The request for Family Medical Leave of Absence for one certified teacher. The resignation of two certified staff and one support staff employee. The retirement of one support staff employee effective July 2019.

B. Financial Reports

The list of bills and obligations prepared for payment on July 9, 2018 as well as the revolving and imprest issued in June 2018 as shown on the list submitted under the date of July 9, 2018 in the total amount of \$1,951,319.00 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 JULY 9, 2018  
LIST OF BILLS & EXPENDITURES

**EDUCATION FUND**

**List of Bills – July 9, 2018**

**\$1,184,278.70**

Revolving Fund - June 2018	\$15,159.37
Imprest Checks - June 2018	\$19,302.73
<b><u>OPERATIONS &amp; MAINTENANCE FUND</u></b>	
List of Bills - July 9, 2018	\$124,616.63
Revolving Fund - June 2018	\$19,081.18
Imprest Checks - June 2018	\$0.00
<b><u>DEBT SERVICE</u></b>	
List of Bills - July 9, 2018	\$0.00
Revolving Fund - June 2018	\$245.70
Imprest Checks - June 2018	\$0.00
<b><u>TRANSPORTATION FUND</u></b>	
List of Bills - July 9, 2018	\$301,523.66
Revolving Fund - June 2018	\$0.00
Imprest Checks - June 2018	\$503.00
<b><u>IMRF</u></b>	
List of Bills - July 9, 2018	\$0.00
<b><u>FICA/MEDICARE</u></b>	
List of Bills - July 9, 2018	\$0.00
<b><u>SITE &amp; CONSTRUCTION FUND</u></b>	
List of Bills - July 9, 2018	\$286,608.03
<b><u>WORKING CASH FUND</u></b>	
List of Bills - July 9, 2018	\$0.00
<b><u>FIRE &amp; LIFE SAFETY FUNDS</u></b>	
List of Bills - July 9, 2018	\$0.00
<b><u>MEDICAL INSURANCE RESERVE FUND</u></b>	
List of Bills - July 9, 2018	\$0.00
<b><u>SINKING FUND</u></b>	
List of Bills - July 9, 2018	\$0.00
Revolving Fund - June 2018	\$0.00
<b>Total</b>	<b>\$1,951,319.00</b>

ROLL CALL VOTE: AYES: Members 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. 2018-2019 Administrative Salaries

Member Sigale moved and Member Miller seconded the motion to approve FY 2018-2019 Administrative Salaries as presented. (Attachment 20180709A)

ROLL CALL VOTE: AYES: Members Hughes, Miller, Purcell, Samonte,  
and Sigale

NAYS: Member Harris Motion carried

### B. 2018-2019 Non-Union Technology Staff Salaries

Member Hughes moved and Member Miller seconded the motion to approve the 2018-2019 Technology Handbook and a 3% increase in FY 2018-2019 Non-Union Technology Staff salaries. (Attachment 20180709B)

ROLL CALL VOTE: AYES: Members Hughes, Miller, Purcell, Samonte,  
and Sigale

NAYS: Member Harris Motion carried

### C. 2018-2019 Non-Union Educational Support Staff Salaries

Member Miller moved and Member Hughes seconded the motion to approve a 3% increase in FY 2018-2019 Non-Union Educational Support Staff salaries.

ROLL CALL VOTE: AYES: Members Hughes, Miller, Purcell, Samonte,  
and Sigale

NAYS: Member Harris Motion carried

### D. Pediatric Services of America Provider Agreement

Member Harris moved and Member Samonte seconded the motion to approve the agreement with Pediatric Services of America to provide contractual nursing services to a student within the District.

ROLL CALL VOTE: AYES: Members Harris, Hughes, Miller, Purcell,  
Samonte, and Sigale

NAYS: None Motion carried

### E. Second Reading – Policies #3100 (Fiscal Business Management), #3290 (Revenue Investments), #3291.1 (School Activity Funds), #3318 (Purchases and Contracts), #3320 (Payment Procedures), #3423 (Accounting and Audits), #3511 (Facility Management), #3511.1 (Environmental Quality of Buildings), #3610 (Food Services), #3620 (Free and Reduced-Price Food Services), and #5152 (Waiver of Student Fees)

Member Hughes moved and Member Harris seconded the motion to adopt revisions to policies #3100 (Fiscal Business Management), #3290

(Revenue Investments), #3291.1 (School Activity Funds), #3318 (Purchases and Contracts), #3320 (Payment Procedures), #3423 (Accounting and Audits), #3511 (Facility Management), #3511.1 (Environmental Quality of Buildings), #3610 (Food Services), #3620 (Free and Reduced-Price Food Services), and #5152 (Waiver of Student Fees).

VOICE VOTE

Motion carried

- F. Second Reading – Policies Recommended for Deletion - #3110 (Budget Planning), #3110.1 (Long Range Planning), #3140 (Adoption of Budget), #3170 (Budget as Spending Plan), #3220 (State Funds), #3250 (Fees for Materials), #3291 (Depository & Authorization to Sign Checks), #3322 (Paying for Goods & Services), #3412 (Revolving Fund), #3413 (Petty Cash), #3430 (Inventory of Equipment), #3435 (District Owned Vehicles), #3440 (Monies in School Buildings), #3510 (Energy Conservation).

Member Harris moved and Member Hughes seconded the motion to delete the following policies: #3110 (Budget Planning), #3110.1 (Long Range Planning), #3140 (Adoption of Budget), #3170 (Budget as Spending Plan), #3220 (State Funds), #3250 (Fees for Materials), #3291 (Depository & Authorization to Sign Checks), #3322 (Paying for Goods & Services), #3412 (Revolving Fund), #3413 (Petty Cash), #3430 (Inventory of Equipment), #3435 (District Owned Vehicles), #3440 (Monies in School Buildings), #3510 (Energy Conservation).

Member Harris noted that these policies were recommended for deletion because they have been superseded by the policies adopted above.

VOICE VOTE

Motion carried

## 12. ANNOUNCEMENTS

President Purcell announced the following dates:

Special Board Meeting	Wednesday, July 11, 6:30 p.m. - ASC
Tentative Special Board Meeting	Thursday, July 12, 6:30 p.m. - ASC
Financial Advisory Committee	Monday, July 16 @ 7:00 a.m. - ASC
Regular Board Meeting	Monday, August 13, 7:00 p.m. - Village Hall

## 13. CLOSED SESSION

Member Hughes moved and Member Harris 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);

- 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 Harris, Hughes, Miller, Purcell, Samonte, and Sigale  
NAYS: None Motion carried

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

VOICE VOTE Motion carried

The Board convened to closed session at 9:43 p.m. and reconvened to open session at 10:25 p.m. Member Sigale left the meeting at this time.

#### 14. ACTION RESULTING FROM CLOSED SESSION

A. Resolution for Dismissal of Educational Support Personnel Employee for Reasons Other than Reduction-Force

Member Harris moved and Member Samonte seconded the motion to adopt the resolution for Dismissal of Educational Support Personnel Employee for Reasons Other than Reduction-in-Force. (Attachment 20180709C)

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

B. Approval of Closed Session Minutes

Member Hughes moved and Member Harris seconded the motion to approve the minutes of the June 11 and June 22, 2018 closed session meetings.

VOICE VOTE Motion carried

B. Review of Closed Session Minutes

Member Hughes moved and Member Miller seconded the motion to keep the minutes from the June 11 and June 22, 2018, closed session meetings permanently closed due to the confidential nature of the contents.

VOICE VOTE Motion carried



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Doug Purcell, President

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Melissa Jerves, Secretary

MEMO TO: Kari Cremascoli, Superintendent of Schools

FROM: Kathy McCutcheon, Personnel Assistant

SUBJECT: Administrator Salaries

Base Salary increase 2.1% (CPI)

**2018/2019 ADMINISTRATOR SALARIES**

Anaya, Jose	\$83,240.00
Borchelt, Brent	\$115,134.54
Cadard, Jackelyn	\$91,109.92
Cunningham, Elynn	\$65,752.87
Durbala, Matt	\$131,264.56
Eichmiller, James	\$120,564.93
Hewitt, Megan	\$65,078.00
Jerves, Melissa	\$49,486.00
Krugman, Michael	\$125,075.66
Lynde, Jason	\$115,334.23
McCutcheon, Kathy	\$65,594.66
Moore, Bridget	\$98,795.00
Neustadt, Geoff	\$81,504.30
Neustadt, Matt	\$103,851.48
Niforatos, Lisa	\$98,795.00
Novak, Carin	\$129,140.18
Novosel, Katie	\$86,466.36
Osborne, Bonnie	\$83,720.00
Rzepka, Michelle	\$106,777.64
Sisul, Justin	\$127,863.00
Stewart, Jessica	\$138,834.94
Underwood, Haley	\$81,438.00
Yudzentis, Jayne	\$152,301.55

July 9, 2018

ATTACHMENT 20180709A

Downers Grove  
Grade School District 58

Technology Staff Handbook

July 2018



## TECHNOLOGY STAFF HANDBOOK

### EMPLOYEES IN TECHNOLOGY GROUP

Employees covered under this handbook include the Coordinator of Information Systems, Data Assistant, Network Administrator, Software Systems Engineer, and Level 1 Technician, Level 2 Technician. Employees who are part of this group are non-certified, at-will employees.

### WORK DAY/WORK WEEK

The standard work week for full-time Employees shall be forty (40) hours per week and eight (8) hours per day including one ten (10) minute paid break period every four (4) hours. A duty-free lunch and/or dinner break of no less than thirty (30) minutes shall be provided outside of the work day.

Any work completed on a call-out or emergency basis will not be compensated with additional pay for salaried employees. In some cases compensatory time may be provided if the call-out is for an extended period.

### BREAK PERIOD

Employees shall be permitted to leave the building during any break period for which they have no assigned duties, provided prior notice is given to the Employees' supervisors and the Employee returns in a timely fashion.

### WORK YEAR

The work year for all Employees shall be from July 1 through June 30 and shall include paid holidays and vacation days.

### HOLIDAYS

Full-time Employees shall be afforded school holidays as designated in the District Calendar for 12-month employees. The Superintendent may grant special holidays whenever such action is advisable.

### HOLIDAYS (continued)

If a holiday falls within an Employee's regularly scheduled vacation period, it shall not be counted as a vacation day.

An Employee whose presence is necessary because of an emergency or for the continued operation and maintenance of school facilities or property may be required to work on legal school holidays.

### VACATIONS

After ninety (90) days of employment, full-time Employees will earn one (1) vacation day for each full month of employment beyond the first ninety (90) days, to a maximum of ten (10) vacation days.

For computation of vacation, the first full year of employment begins on July 1 following the actual date of employment. During the first five (5) full years of employment, eligible full-time Employees will earn ten (10) vacation days. During the sixth full year of employment, eligible full-time Employees will earn one (1) additional day of vacation, to be taken upon completion of the 6th full year. An Employee will continue to earn one (1) additional day each year until he/she receives twenty (20) vacation days after fifteen (15) full years of employment.

Employees must request approval for the use of vacation days in advance. The request should be made to the Director of Innovative Technology and Learning.

Vacation days will be charged in quarter, half, three-quarter, and full-day increments.

Typically, vacation days may not be held over from one fiscal year to the next. The Superintendent or designee may approve a one-month carry-over of vacation days based on the following requirements:

The employee submits a written request to the Director of Innovative Technology and Learning by June 1st requesting approval of the number of vacation days to be taken between July 1st and July 31st. The Director of Innovative Technology and Learning has full discretion in granting approval of the use of the vacation days. If the carried over days are not used by July 31st, they will not be carried over for use at a later date.

## SICK LEAVE

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, to include spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardians. All Employees shall notify their immediate supervisor prior to their scheduled starting time in the event of illness. The Board may require a physician's certificate as a basis for pay during leave after an absence of three (3) days for personal illness or as it may deem necessary in other cases.

Sick leave benefits paid for full-time Employees shall be as follows:

1. 15 paid sick days per year (cumulative to 260 days).
2. New Employees will earn sick leave at the date of employment on a pro-rata basis, i.e., those working partial year shall earn pro-rata sick leave days.

An Employee's daily pay will be deducted for each day's absence for illness after accumulated sick leave has been exhausted, or for any unexcused absence. Individual attendance records for each Employee shall be kept in the Personnel Office.

Absences will be charged on quarter, half, three-quarter, or full-day increments. For any absence less than one quarter of an Employee's working day, the Employee will be charged one-quarter day.

## PERSONAL LEAVE

Employees will be granted one (1) day of paid personal leave during the first three (3) years of service in the District. Thereafter, two (2) days of personal leave will be granted. Such leave shall accumulate as follows:

1-3 years	One day cumulative to three
4-9 years	Two days cumulative to three
10+ years	Two days cumulative to four

No reason for such personal leave need be given. Such leave shall be used for personal matters which cannot be attended to during non-work hours or days, and shall not be utilized to participate in any activity which shall result in compensation to the Employee from other than the Board.



### PERSONAL LEAVE (continued)

Application for such leave shall be made on a designated form to the Superintendent or designee at least two (2) employment days prior to the desired onset of such leave, provided that, in an emergency, such application may be made at a later time with an explanation of the emergency. If there is a need to take two (2) or more personal leave days consecutively, reason for the leave shall be given to the Superintendent or designee.

No personal leave will be granted on the first five (5) or last five (5) student attendance days or on any working day bordering upon an approved holiday or vacation, provided this restriction shall not apply to recognized religious holidays or for emergencies approved at the discretion of the Superintendent or designee.

Personal leave will be charged in quarter, half, three-quarter, or full-day increments.

Unused personal leave days in excess of the allowable accumulation shall be added to the Employee's sick leave accumulation at the beginning of each year when new personal leave allotments are granted.

A personal leave day will not be credited until six (6) months of employment has been completed, at which time it shall be retroactive to the date of employment.

Employees may use personal leave for recognized religious holidays of the Employee's faith.

### BEREAVEMENT LEAVE

In case of death in the non-probationary Employee's immediate family, a maximum of four (4) consecutive days absence shall be allowed at full pay. Any time required beyond four (4) consecutive days shall be assessed against the accumulated sick leave. The immediate family shall be defined as spouse, children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, children-in-law, stepchildren, ward, and legal guardian.

For the purpose of attending the funeral of any other non-immediate family, a non-probationary Employee shall be allowed a maximum absence of one (1) day without loss of salary. The non-immediate family shall be defined as grandparents-in-law, guardians of the Employee's spouse, step grandchildren, uncles, aunts, nieces, nephews, and cousins of the first degree.

Friends are not considered to be immediate or non-immediate family. Time off without pay or personal leave will be allowed for this purpose.

When submitting absence slips in the case of bereavement leave, the relationship of the Employee to the deceased shall be stated.

GENERAL UNPAID LEAVES

Special leaves of absence without pay for up to one (1) year may be approved and granted at the discretion of the Board. Any such leaves granted shall be of no precedential force or effect.

LIFE INSURANCE

The Board shall provide for each full-time Technology staff member \$50,000 of term life insurance until the time of retirement or resignation.

HOSPITAL MAJOR MEDICAL INSURANCE

The Board shall pay the premium for health and major medical insurance (including vision care) in the District 58 group medical insurance plan (Plan B) for each full-time Employee, except that any employee electing individual health insurance shall pay a monthly contribution of \$50 towards the premium cost.

Family coverage for those Employees who participate in the District's medical insurance plan must be applied for at the time of employment or within thirty (30) days thereafter. If family coverage is desired at a later date, employees may enroll during the open enrollment period or may enroll as a result of a qualifying event. When enrolling for family coverage, all members of the Employee's family are required to complete an insurance enrollment form. For the first year of employment, the entire cost of family coverage shall be at the Employee's expense.

After the first year, family coverage is paid proportionately by the individual Employee and the Board according to the following schedule:

The Board of Education will pay:	The Employee pays:
40% for the second year	60% for the second year of participation
60% for the third year	40% for the third year of participation
80% for the fourth year	20% for the fourth year of participation
85% for the fifth year	15% for the fifth year of participation

Employees who participated in family medical coverage prior to July 1, 2015 will pay \$50 per month towards the premium cost for family coverage beginning July 1, 2015.

### DENTAL INSURANCE

The Board shall provide for each full-time Employee individual and family coverage dental insurance premium at no cost to the employee. A \$1500 annual limit (excluding orthodontics) shall be imposed on the annual expenditure for each individual and dependent in the Employees' Dental Plan.

### PHYSICAL EXAMINATION

The Board shall allow up to one hundred fifty dollars (\$150) per Employee for a biennial physical examination.

### MILEAGE

Employees shall be paid at the Internal Revenue Service (IRS) rate per mile for all approved mileage to perform their assigned duties for the District.

### PAY DATES

Payroll checks shall be distributed every two (2) weeks on Friday to all Employees. If a regular pay date falls on a holiday, then the Employee shall receive pay on the last work day preceding the scheduled pay date.

## EMPLOYEE EVALUATION

The primary purpose of Employee evaluation shall be the improvement of employment skills.

## EVALUATION PROCEDURE

The Director of Innovative Technology and Learning will evaluate employees who work in the technology department on an annual basis with input from appropriate personnel. Evaluations will be reduced to writing on the appropriate document for each job classification and will be completed prior to May 15. The evaluation will be discussed with the Employee, and the written report will become a part of the Employee's personnel file. If the evaluator believes the Employee is doing unacceptable work, the reason(s) will be set forth, together with any suggestions a supervisor may have for improvement or remediation.

## EMPLOYEE'S RIGHT TO RESPOND

Following the post-evaluation conference, the Employee shall sign and be given a copy of the evaluation report prepared by the evaluator. In no case shall the Employee's signature be construed to mean that he/she necessarily agrees with the contents of the evaluation, only that the contents have been discussed. An Employee may submit additional comments to the written evaluation if he/she so desires within thirty (30) calendar days from the receipt of the written evaluation. The Employee's comments are to be placed in the Employee's personnel file.

## RESOLUTION

### **DISMISSAL OF EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE FOR REASONS OTHER THAN REDUCTION-IN-FORCE**

**WHEREAS**, the following educational support personnel employee is employed on an at-will employment status by the Board of Education of Downers Grove Grade School District No. 58; and

**WHEREAS**, the Board of Education has received and reviewed information, reports and recommendations from its administrative staff regarding the performance of said educational support personnel employee; and

**WHEREAS**, the Board has determined that said educational support personnel employee shall be dismissed effective July 9, 2018, for reasons other than reduction-in-force and not re-employed for the following school term;

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Downers Grove Grade School District No.58, DuPage County, Illinois, that:

**Section 1:** The following named educational support personnel employee shall be dismissed effective July 9, 2018, for reasons other than reduction-in-force as set forth in the Notice of Dismissal attached as Exhibit A and incorporated by reference:

Maureen Vondrasek

**Section 2:** The President and Secretary of the Board are authorized and directed to give the named educational support personnel employee a written Notice of Dismissal by first class mail and certified mail, return receipt requested.

**Section 3:** The Superintendent or designee shall also personally deliver a copy of said Notice to the educational support personnel employee with a signature receipt. A copy of said receipt is attached as Exhibit B.

**Section 4:** This Resolution shall be in full force and effect forthwith upon its passage.

**ADOPTED** this 9th day of July 2018, by the following vote:

**AYES:**

**NAYS:**

**ABSENT:**

President, Board of Education

**ATTEST:**

Secretary, Board of Education

**EXHIBIT A**

July 9, 2018

**Via First Class Mail and Certified Mail,  
Return Receipt Requested**

Maureen Vondrasek

Downers Grove, IL 60516

**RE: Notice of Dismissal**

Dear Maureen:

At its meeting held on July 9, 2018, the Board of Education of Downers Grove Grade School District No. 58, DuPage County, Illinois, resolved to dismiss you from employment as an at-will educational support personnel employee for reasons other than reduction-in-force. The specific reasons for your dismissal have been previously reviewed with you by the administration of this District and were affirmed in writing in the Assistant Superintendent for Personnel's letter dated June 13, 2018. As you requested and before it took official action on the administrative recommendation to terminate your employment, the Board also afforded you an opportunity in closed session to discuss the reasons for your dismissal.

Your last day of employment in the District shall be July 9, 2018.

Board of Education  
Downers Grove Grade School District No. 58,  
DuPage County, Illinois

By:

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President

ATTEST:

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Secretary

**EXHIBIT B**

**RECEIPT CONFIRMATION**

I, Maureen Vondrasek, received the attached Notice of Dismissal by personal delivery  
from Jayne Yudzentis, Assistant Superintendent for Personnel, of  
Downers Grove Grade School District No. 58 on \_\_\_\_\_, 2018.

\_\_\_\_\_  
(signature of employee)