

August 12, 2019

The Board of Education, Downers Grove Grade School District 58, DuPage County, Illinois met in regular session on Monday, August 12, 2019, at the Downers Grove Village Hall.

1. CALL TO ORDER/ROLL CALL

The President called the meeting to order at 7:01 p.m. and announced that it was the regular monthly meeting of the District 58 Board of Education. Members present: President Darren Hughes; Vice President Gregory Harris; and Members Kirat Doshi, Emily Hanus, Steve Olczyk, and Tracy Weiner. Members absent: Jill Samonte. Also in attendance were Kevin Russell, Superintendent; Jayne Yudzentis, Assistant Superintendent for Personnel; Jessica Stewart, Assistant Superintendent for Special Services; Justin Sisul, Assistant Superintendent for Curriculum and Instruction; James Eichmiller, Assistant Superintendent for Technology and Learning; Todd Drafall, Assistant Superintendent for Business/CSBO; Catherine Hannigan, Manager of Business Services; Kevin Barto, Director of Buildings and Grounds; Megan Hewitt, Coordinator of Community Relations; and Melissa Jerves, Board Secretary. Attending this meeting were approximately 10 visitors.

2. FLAG SALUTE

President Hughes led the Pledge of Allegiance to the flag.

3. NON-ACTION REPORTS

A. "Spotlight on our Schools" – Staffing Update

Dr. Jayne Yudzentis, Assistant Superintendent for Personnel, shared a presentation reviewing the District's progress toward meeting the class size targets developed by the Resources Review Council. These targets were designed to more equitably allocate staff across all District schools. Although most grade levels are expected to meet the targets based on tentative enrollment numbers, there are a few classrooms that exceed the targets. Building principals and central administrators have closely evaluated each of these classrooms to ensure that they have the necessary supports to provide students with an excellent learning experience, including additional instructional assistants and the assistance of the teacher librarians, resource teachers, and reading specialists to deliver small group instruction. Parent meetings are being held to communicate with affected families.

4. COMMUNICATIONS

Freedom of Information Act Requests

1. Freedom of Information Act request from Victor Laboy, Neopost, regarding postage equipment leases ~ *response from Board Secretary Melissa Jerves.*
2. Freedom of Information Act request from Empower Illinois regarding course and enrichment offerings in the schools ~ *response from Board Secretary Melissa Jerves.*
3. Freedom of Information Act request from Terry Toth, Pinnacle Sales & Marketing, regarding custodial supplies bid ~ *response from Board Secretary Melissa Jerves.*
4. Freedom of Information Act request from Keith Swynenburg regarding work in boiler rooms and petty cash account ~ *response from Board Secretary Melissa Jerves.*
5. Freedom of Information Act request from Mike Fehrenbacher regarding current employee list.

Email Communications

1. Email from Todd Krause regarding graphing calculators ~ *responses from Superintendent Dr. Kevin Russell, Board Member Tracy Weiner, and Assistant Superintendent for Technology and Learning James Eichmiller.*

5. REPORTS TO THE BOARD

A. Superintendent

Superintendent Kevin Russell reported:

- Curriculum and Instruction: New science curriculum will be implemented this year and teachers will continue to receive training at all levels; new math curricula will be piloted across all grade levels; student devices will be ready by the start of the school year.
- Finance: The administration expects to present a balanced budget for the Board's approval in September. However, the budget is extremely tight and future budgets may not be balanced without changes to current revenues and expenditures.
- Facilities: The Board will continue to discuss the draft Master Facility Plan along with third party community engagement consultants.
- Public Relations: The District's Annual Report, featuring a new format, will be sent out to all District 58 addresses.
- Personnel: Administrators and the Personnel Office have been monitoring enrollments and preparing for the new school year with additional hiring.
- Other: Several district-level committees/councils and Board committees will be meeting regularly and new members are needed to serve. Those interested should contact the Superintendent's Office. District 58 was impacted by the Pearson data breach of AIMSweb student data (first and last names and birth dates). Families were notified immediately and Pearson has offered to assist impacted families with free credit monitoring.

- B. Monthly Business
The Board received business reports, the investment report, and revenue and expenditure summary reports for the months ending June 30, 2019, and July 31, 2019. Assistant Superintendent for Business/CSBO Todd Drafall reported that the District ended the fiscal year in a positive position. At this time of year, the District is receiving property tax receipts, and state Evidence-Based Funding proceeds will be greater than projected.
- C. Treasurer's Report
Treasurer's Reports for both June and July 2019 were presented.
- D. Policy Committee
The Policy Committee did not meet in July.
- E. Legislative Committee
The Legislative Committee did not meet in July.
- F. Financial Advisory Committee
President Hughes reported on the August 9, 2019 Financial Advisory Committee meeting. The committee reviewed the Year-to-Date reports and medical expenses, and considered some new investment options that could bring in greater revenue while still minimizing risk to the District. The committee also briefly discussed the Master Facility Plan process, concluding that the Plan must include consideration of central administration facilities, including Longfellow.
- G. District Leadership Team
The District Leadership Team did not meet in July.
- H. Health and Wellness Committee
Member Harris reported on the August 6, 2019 Health and Wellness Committee. Medical insurance claims for July were the lowest in the last two years. A comparison report of emergency room visits showed only 68 visits from January-May 2019 compared to 105 visits during the same period in 2018. Effective January 1, 2019, a \$200 co-pay was instituted for any ER visit not resulting in hospital admittance. Total ER visit costs were down by nearly \$26,000. At the committee's recommendation, the Board voted in July to approve a 9.9% increase to premiums. The committee will bring another premium increase recommendation, effective January 2020, which will then bring future rate increases in line with the open enrollment period.

6. DISCUSSION

- A. Facility Planning Update
Dr. Russell gave a brief recap of facility planning efforts over the past several years. At the July Board meeting, Wight & Company architects presented

draft cost estimates for potential facility upgrades identified thus far, and recommended that the District hire a third party consultant to facilitate community engagement regarding facility planning this fall. At the Board's direction, the District requested and received proposals from several consultants. The administrative team evaluated the proposals and recommends that the Board select Paul Hanley. Mr. Hanley previously worked for District 99 and has knowledge of the Downers Grove community. Board members noted that community engagement is key to the facility planning process. The community must be presented with the existing options and have the opportunity to generate new options. The draft provided by Wight was developed from priorities that came out of strategic planning and facility planning community engagement sessions; now that these ideas have costs associated with them, it is necessary to discover whether those priorities remain important to the community.

7. RECEPTION OF VISITORS

Chris Hanley, Herrick parent, suggested that, in light of the Pearson data breach, the District might consider sharing a list of other third party services and what student data they have access to.

8. APPROVAL OF MINUTES

A. Approval of Minutes – July 8, 2019

Member Olczyk moved and Member Harris seconded the motion to approve the minutes of the July 8, 2019 regular meeting 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 Hanus moved and Member Weiner seconded the motion to approve the following items:

A. Personnel

The appointment of 15 certified staff members; the resignation of two certified staff members. The request for Family Medical Leaves of Absence for four certified teachers. The appointment of 12 support staff employees. The resignation of nine educational support staff employees; the correction of one support staff assignment; the resignation of one custodial employee and the appointment of one custodial employee.

B. Financial Reports

The list of bills and obligations prepared for payment on June 10, 2019 as

well as the revolving and imprest issued in June 2019 as shown on the list submitted under the date of August 12, 2019, in the total amount of \$192,001.67 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 August 12, 2019
LIST OF BILLS & EXPENDITURES

EDUCATION FUND

List of Bills - June 10, 2019	\$0.00
Revolving Fund - June 2019	\$14,715.97
Imprest Checks - June 2019	\$20,167.26

OPERATIONS & MAINTENANCE FUND

List of Bills - June 10, 2019	\$0.00
Revolving Fund - June 2019	\$2,135.24
Imprest Checks - June 2019	\$223.20

DEBT SERVICE

List of Bills - June 10, 2019	\$0.00
Revolving Fund - June 2019	\$154,440.00
Imprest Checks - June 2019	\$320.00

TRANSPORTATION FUND

List of Bills - June 10, 2019	\$0.00
Revolving Fund - June 2019	\$0.00
Imprest Checks - June 2019	\$0.00

IMRF

List of Bills - June 10, 2019	\$0.00
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FICA/MEDICARE

List of Bills - June 10, 2019	\$0.00
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SITE & CONSTRUCTION FUND

List of Bills - June 10, 2019	\$0.00
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WORKING CASH FUND

List of Bills - June 10, 2019	\$0.00
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FIRE & LIFE SAFETY FUNDS

List of Bills - June 10, 2019	\$0.00
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MEDICAL INSURANCE RESERVE FUND

List of Bills - June 10, 2019	\$0.00
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SINKING FUND

List of Bills - June 10, 2019	\$0.00
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Revolving Fund - June 2019

\$0.00

Total

\$192,001.67

The list of bills and obligations prepared for payment on August 12, 2019 as well as the revolving and imprest issued in July 2019 as shown on the list submitted under the date of August 12, 2019, in the total amount of \$1,083,544.76 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 August 12, 2019
LIST OF BILLS & EXPENDITURES

EDUCATION FUND

List of Bills - August 12, 2019	\$892,897.24
Revolving Fund - July 2019	\$6,899.34
Imprest Checks - July 2019	\$4,273.50

OPERATIONS & MAINTENANCE FUND

List of Bills - August 12, 2019	\$107,881.45
Revolving Fund - July 2019	\$449.85
Imprest Checks - July 2019	\$0.00

DEBT SERVICE

List of Bills - August 12, 2019	\$0.00
Revolving Fund - July 2019	\$0.00
Imprest Checks - July 2019	\$550.00

TRANSPORTATION FUND

List of Bills - August 12, 2019	\$70,529.38
Revolving Fund - July 2019	\$0.00
Imprest Checks - July 2019	\$64.00

IMRE

List of Bills - August 12, 2019	\$0.00
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FICA/MEDICARE

List of Bills - August 12, 2019	\$0.00
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SITE & CONSTRUCTION FUND

List of Bills - August 12, 2019	\$0.00
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WORKING CASH FUND

List of Bills - August 12, 2019	\$0.00
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FIRE & LIFE SAFETY FUNDS

List of Bills - August 12, 2019	\$0.00
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MEDICAL INSURANCE RESERVE FUND

List of Bills - August 12, 2019 \$0.00

SINKING FUND

List of Bills - August 12, 2019 \$0.00

Revolving Fund - July 2019 \$0.00

Total \$1,083,544.76

ROLL CALL VOTE: AYES: Members Doshi, Hanus, Harris, Hughes, Olczyk,
and Weiner
NAYS: None Motion carried

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

10. RECOMMENDATIONS FOR ACTION

A. Approval of Consultant for Facility Planning Community Engagement

Member Olczyk moved and Member Weiner seconded the motion to engage in the development of a contract with Paul Hanley as the community engagement consultant.

ROLL CALL VOTE: AYES: Members Doshi, Hanus, Harris, Hughes, Olczyk,
and Weiner
NAYS: None Motion carried

B. Livongo Contract for Diabetes Management Services

Member Weiner moved and Member Hanus seconded the motion to engage Livongo to assist in diabetes management for participants of the District insurance plan.

ROLL CALL VOTE: AYES: Members Doshi, Hanus, Harris, Hughes, Olczyk,
and Weiner
NAYS: None Motion carried

C. Serious Hazard Designations

Member Weiner moved and Member Olczyk seconded the motion to designate the areas listed below as hazardous for 2019-2020, which makes students who reside within the designated areas eligible for fee-based transportation services even though they live within the one and one half mile limit (K-8):

- El Sierra attendance area: East of Fairview Avenue (4/12/00)
- Fairmount attendance area: East of Fairview Avenue (6/13/94)

- Henry Puffer attendance area: South of railroad tracks (12/3/04)
- Henry Puffer attendance area: Cross Street from “S” curve to Haddow (12/3/04)
- Highland attendance area: North of 39th Street (8/9/93)
- Highland attendance area: East of Fairview Avenue (8/9/93)
- Hillcrest attendance area: North of 55th Street (4/12/00)
- Indian Trail attendance area: Belmont Avenue from 60th Street south to 63rd Street (11/14/83)
- Indian Trail attendance area: Woodward Avenue from 55th Street to 5912 S. Woodward (1/13/86)
- Indian Trail attendance area: Pershing Avenue from 55th Street to 59th Street (3/10/86)
- Indian Trail attendance area: South of 63rd Street (8/9/93)
- Indian Trail attendance area: 5900 & 5901 Pershing (9/12/94)
- Herrick attendance area: North of Ogden Avenue (8/9/93)
- Herrick attendance area: South of the railroad tracks (6/13/94)
- O’Neill attendance area: South of 63rd Street (10/10/94)
- O’Neill attendance area: West of Main Street (10/31/07)
- St. Joseph attendance area: North of Ogden Avenue (7/12/00)
- St. Joseph attendance area: South of the railroad tracks (7/12/00)
- St. Mary of Gostyn attendance area: North of Ogden Ave. (7/12/00)
- St. Mary of Gostyn attendance area: South of the railroad tracks (7/12/00)

ROLL CALL VOTE: AYES: Members Doshi, Hanus, Harris, Hughes, Olczyk, and Weiner
 NAYS: None Motion carried

D. Surplus Equipment: iPads and Apple TVs

Member Weiner moved and Member Hanus seconded the motion to designate 392 iPads and 292 Apple TVs, purchased between 2011 and 2013, as surplus equipment. Assistant Superintendent for Technology and Learning James Eichmiller noted that District 58 will erase all data from staff iPads, but the purchaser will also wipe the data as an additional security measure.

ROLL CALL VOTE: AYES: Members Doshi, Hanus, Harris, Hughes, Olczyk, and Weiner
 NAYS: None Motion carried

11. ANNOUNCEMENTS

President Hughes announced the following dates:

13. ACTION RESULTING FROM CLOSED SESSION

A. Approval of Closed Session Minutes

Member Doshi moved and Member Weiner seconded the motion to approve the minutes of the July 8, 2019 closed session meeting and keep them permanently closed due to the confidential nature of the contents.

VOICE VOTE

Motion carried

14. ADJOURNMENT

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

VOICE VOTE

Motion carried

The meeting was adjourned at 9:06 p.m.

Darren Hughes, President

Melissa Jerves, Secretary