

The Board of Education, Downers Grove Grade School District 58, DuPage County, Illinois, met in regular session on Monday, March 13, 2023 at the Downers Grove Village Hall. The meeting was live-streamed to the public on the Village of Downers Grove YouTube channel.

1. CALL TO ORDER/ROLL CALL

The President called the meeting to order at 7:00 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: Melissa Ellis. Also in attendance were Kevin Russell, Superintendent; Jayne Yudzentis, Assistant Superintendent for Personnel; Justin Sisul, Assistant Superintendent for Curriculum and Instruction; James Eichmiller, Assistant Superintendent for Technology and Learning; Jessica Stewart, Assistant Superintendent for Special Services; Todd Drafall, Assistant Superintendent for Business/CSBO; Sonali Patil, Manager of Business Services; Kevin Barto, Director of Buildings and Grounds; Faith Behr, Interim Community Relations Coordinator; and Melissa Jerves, Board Secretary.

2. PLEDGE OF ALLEGIANCE AND SCHOOL REPORT

Highland Student Council members Johnny Vlahos, Katerina Pitsilos, Stella Zycinski and Alexa Nash led the pledge of allegiance, and then reported on the various service projects, spirit days and activities organized by the Student Council. They have sponsored fundraisers and are debating whether to purchase a new bench or outdoor table for the school.

Highland PTA co-presidents Julia Maschek and Carie Blonn shared that the PTA has hosted successful fundraisers this year, including Parents Night Out and the Readathon. These help fund programs such as One Book One School, In-School Roller Skating, Parent-Child Luau, VIP day, end-of-year parties and lunch during Field Day. The PTA provides stipends for teacher purchases and provides lunch and gifts during Staff Appreciation Week. They also contributed to a new projector system for the Highland gym.

Principal Zac Craft reported that Highland has implemented a positive behavior plan, in which students receive a positive behavior ticket when they exhibit common expectations. The Buddies program fosters relationships between students and staff across grade levels, and the Zones of Regulation program has been implemented for all students.

Highland's student assessment data show higher than expected growth in both math and reading. However, as reading growth is not as high as math, it will

continue to be a school improvement goal. School improvement goal 1 focuses on improving word recognition skills, phonemic awareness and decoding skills. Goal 2 is to implement the Zones of Regulation program at the Tier 1 level, teaching students to identify emotions and use tools to help self-regulate. Goal 3 is to establish a culture and climate rooted in positive psychology.

3. COMMUNICATIONS

Written Communications

1. Email from Dr. Megha Chanda regarding full-day kindergarten ~ *response from Board President Darren Hughes.*
2. Email from Amy Ames regarding full-day kindergarten.
3. Email from Meghan Crowley regarding kindergarten curriculum ~ *response from Superintendent Dr. Kevin Russell.*
4. Email from James Wool regarding equity report ~ *response from Asst Supt for Curriculum & Instruction Justin Sisul.*

Freedom of Information Act Requests

1. Freedom of Information Act request from Tom Syron, SMART Local 265, regarding 2023 construction/maintenance work ~ *response from Board Secretary Melissa Jerves.*
2. Freedom of Information Act request from Bridget Clark, George's Landscaping, regarding Lester/Pierce Downer Playground Improvements bid ~ *response from Board Secretary Melissa Jerves.*
3. Freedom of Information Act request from Hannah Natanson, Washington Post, regarding book challenges ~ *response from Board Secretary Melissa Jerves.*
4. Freedom of Information Act request from SmartProcure regarding purchasing records from 11/30/22 to current ~ *response from Manager of Business Services Dr. Sonali Patil.*
5. Freedom of Information Act request from Illinois Retired Teachers Association regarding 2023 retirees ~ *response from Board Secretary Melissa Jerves.*
6. Freedom of Information Act request from Julie Dustin, Databid, regarding playground improvements bid ~ *response from Board Secretary Melissa Jerves.*

4. SPOTLIGHT ON OUR SCHOOLS

A. Initial Staffing Considerations for SY 2023-24

Assistant Superintendent of Personnel Dr. Jayne Yudzentis presented an overview of potential staffing needs for the 2023-2024 school year. Due to an increase of more than 70 special education students across the District, there is an associated need for increased staffing. The RISE program will expand to Herrick Middle School, requiring one teacher and related services. Increased enrollment in DLP and BEST programs will likely require additional teachers. The planned transition of occupational therapist positions from SASSED to the District, as well as the direct hire of speech and language pathologists, will also require new FTEs.

Herrick's enrollment has created an increased need for an additional assistant principal to provide support for students, staff and parents, as well as to begin developing an administrative team structure for a 6-7-8 middle school of approximately 950 students.

These staffing recommendations will be factored into the draft financial plan to be presented to the Board in April. The District has realized savings by shifting some special education students to in-district programs rather than outplacement, and reducing contracted occupational therapy services from SASSED. Costs will also be offset from unfilled Instructional Assistant positions and reductions in substitute costs for committee meetings.

B. Referendum Update—Middle School Conceptual Designs

Dr. Russell and representatives from Wight & Company and Bulley & Andrews shared the most recent conceptual designs for Herrick and O'Neill Middle Schools. Improvements to O'Neill include a secure main entrance, an expanded main gym that also serves as a storm shelter, new and renovated science labs, and increased capacity in the kitchens to accommodate preparation of lunches to be distributed to elementary students. Proposed renovations at Herrick include site improvements, an increase in parking, and separation of car and bus traffic. A secure vestibule and consolidated administrative and student services offices are planned, as well as expansion of kitchen, gymnasium and science labs. Both libraries will be reimaged. Improving flow around the building is a priority with additional hallways and stairway.

The middle school additions are planned to begin in spring 2024. Elementary school renovations will span three summers, beginning with the oldest schools having the greatest infrastructure needs and costs.

5. REPORTS TO THE BOARD

A. Superintendent

Dr. Russell reported on the following topics:

- **Curriculum:** Teachers recently participated in an institute day and have another scheduled for April 4. The District Equity Leadership Team has reviewed the Equity Audit Report; the full report will be received shortly and will be posted on the website. During the next student assessment window, fifth and eighth-grade students will take the Illinois Science Assessment, while grades three through eight will take the Illinois Assessment of Readiness (IAR).
- **Finance:** The District will amend its budget to account for the December bond sale. The amended budget will also reflect that there is no longer any need for an early lease payment to the Village for the new administrative space. The amount set aside for prepayment will be moved to the capital fund.

- **Technology:** Registration for the next school year has begun. After spring break, all schools will implement the Raptor visitor management system.
- **Special Services:** Extended School Year (ESY) registration has begun for eligible students. ESY will be hosted at Indian Trail this summer.
- **Facilities:** In addition to referendum work, the District is enhancing safety in several ways, including the implementation of the Raptor system and working with the ROE on tabletop exercises for threat assessments and facility safety assessments.
- **Public Relations:** Applications have closed for the Select 58 award for eighth graders. The Education Foundation has launched the nomination process for the Distinguished Service Award for staff members.
- **Other:** The Regional Superintendent of Schools and the DuPage County State's Attorney have been working jointly with county school districts on an intergovernmental agreement to coordinate support in the event of an emergency. The agreement provides for the county to oversee coordination of voluntary support through a centralized app. The recommendation of the agreement and its associated annual fee will come to the Board at the April meeting.

B. Monthly Business

The Board received business reports and the investment report for the month ending January 31, 2023. In light of recent news of bank failures, Mr. Drafall reported that the Treasurer's Report shows the majority of operating funds are invested in Treasury bonds, while cash on hand funds are held at 5/3 Bank, which provides a third-party collateralization report from Bank of New York, continually ensuring funds are safe. The District's auditors also review investments annually.

The Year-to-Date Report shows that the District is entering its low-cash point before spring tax receipts are distributed. Last month the Board approved the transfer of funds from the Working Cash Fund to the Education Fund; these will be repaid when the property tax money is received.

C. Treasurer's Report

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

D. Policy Committee

The Policy Committee has not met since the last Board meeting.

E. Legislative Committee

Member Hanus reported on the February 22, 2023, Legislative Committee meeting. The committee reviewed survey feedback from attendees and legislators regarding the Legislative Breakfast and discussed suggestions for future events.

F. Financial Advisory Committee

President Hughes reported on the March 10, 2023, Financial Advisory Committee meeting. The committee continued discussion regarding a capital fund policy, recommending setting aside a minimum of \$750,000 annually for capital projects, up to a goal of \$1 million. They also discussed the food service bidding process and the possibility of expanding the hot lunch service to the elementary schools, which would require new equipment and larger spaces.

G. District Leadership Team

Member Doshi reported on the February 27, 2023, District Leadership Team meeting. The team discussed the strategic planning recommendation and middle school conceptual designs, as well as the progress toward the current strategic goals. Work on Goal 1 has included brainstorming ideas to improve parent education resources to assist parents in helping their students learn. Goal 2 progress focused on engaging community and staff in facility visioning sessions to guide the referendum construction design process. Progress toward Goal 3 has included the issuance of bonds to spend on facility projects over the next three years, and the scheduling of weekly meetings with the architect and construction manager to discuss design parameters and budget alignment.

H. Health and Wellness Committee

Vice President Harris reported on the March 2, 2023, Health and Wellness Committee meeting. The committee discussed staff wellness incentives and reviewed early health plan data.

6. DISCUSSION

A. Strategic Planning Update

Dr. Russell will recommend that the Board engage Dr. Robert Madonia as a strategic planning consultant. Dr. Madonia presented an outline of the strategic planning process. The administration recommends a spring launch of the planning process, so that administrators have the summer to craft action plans from the strategic goals.

B. SASED Governance Structure/Updated Joint Articles of Agreement

Dr. Russell and Assistant Superintendent for Special Services Jessica Stewart shared a presentation regarding a proposed change in SASED governance structure and an updated Joint Articles of Agreement. The amendment would change the composition of the Board of Directors (formerly Board of Control) to all superintendents who would oversee operations; the Governing Board would comprise member district school board members to oversee governance issues such as policy, budget and hiring the executive director. District 58 administration recommends supporting the Joint Agreement. The Board discussed the agreement and will vote on it at the April board meeting.

7. **PUBLIC COMMENT**

There were no public comments.

8. **APPROVAL OF MINUTES**

A. Approval of Minutes – February 13, 2023

Member Weiner moved and Member Hanus seconded the motion to approve the minutes of the February 13, 2023, regular meeting as presented.

VOICE VOTE

Motion carried

B. Approval of Minutes – February 27, 2023

Member Weiner moved and Member Hanus seconded the motion to approve the minutes of the February 27, 2023, special meeting/curriculum workshop as presented.

VOICE VOTE

Motion carried

9. **CONSENT AGENDA**

The President stated that a motion would be in order relative to the items on the consent agenda, consisting of the Personnel Report and Financial Statements (consisting of the List of Bills and Summary), as presented in the packet materials. Member Weiner moved and Member Olczyk seconded the motion to approve the following items:

A. Personnel

- The assignment of two support staff employees.
- The family medical leaves of absence of two certified staff employees.
- The resignation of one certified staff employee.
- A 5.5% increase in administrative salaries for 2023-2024.

B. Financial Reports

The list of bills and obligations prepared for payment on March 13, 2023, as well as the revolving and imprest issued in February 2023 as shown on the list submitted under the date of March 13, 2023, in the total amount of \$2,259,872.20 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 MARCH 13, 2023
LIST OF BILLS & EXPENDITURES

EDUCATION FUND

List of Bills – March 13, 2023	\$1,243,028.22
Revolving Fund – February 2023	\$25,376.73
Imprest Checks - February 2023	\$15,100.17
<u>OPERATIONS & MAINTENANCE FUND</u>	
List of Bills – March 13, 2023	\$218,790.59
Revolving Fund - February 2023	\$0.00
Imprest Checks - February 2023	\$0.00
<u>DEBT SERVICE</u>	
List of Bills – March 13, 2023	\$0.00
Revolving Fund - February 2023	\$0.00
<u>TRANSPORTATION FUND</u>	
List of Bills – March 13, 2023	\$610,684.76
Revolving Fund - February 2023	\$0.00
Imprest Checks - February 2023	\$1,332.35
<u>IMRF</u>	
List of Bills – March 13, 2023	\$0.00
<u>FICA/MEDICARE</u>	
List of Bills – March 13, 2023	\$0.00
Revolving Fund - February 2023	\$0.00
<u>SITE & CONSTRUCTION FUND</u>	
List of Bills - March 13, 2023	\$15,059.38
Revolving Fund – February 2023	\$0.00
<u>CAPITAL - REFERENDUM</u>	
List of Bills - March 13, 2023	\$130,500.00
<u>WORKING CASH FUND</u>	
List of Bills - March 13, 2023	\$0.00
<u>FIRE & LIFE SAFETY FUNDS</u>	
List of Bills - March 13, 2023	\$0.00
<u>MEDICAL INSURANCE RESERVE FUND</u>	
List of Bills - March 13, 2023	\$0.00
<u>SINKING FUND</u>	
List of Bills - March 13, 2023	\$0.00
Revolving Fund - February 2023	\$0.00
Total	\$2,259,872.20

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

10. RECOMMENDATIONS FOR ACTION

A. Strategic Planning Consultant

Member Weiner moved and Member Olczyk seconded the motion to approve RJM Consulting/Dr. Robert Madonia and the proposed process at a cost of \$15,000 to facilitate the District's Strategic Plan for SY 23-24 to SY 28-29.

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

B. First Student Contract Renewal

Member Weiner moved and Member Doshi seconded the motion to approve the one-year contract extension of 6.5% with First Student for student transportation for 2023-2024 as shown in the attached proposed rates.

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

C. Sunrise Transportation Contract Renewal

Member Weiner moved and Member Doshi seconded the motion to approve the contract extension for the 2023-2024 school year with Sunrise Transportation for special education transportation services.

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

D. BID: Landscape Maintenance

Member Weiner moved and Member Hanus seconded the motion to award the landscape maintenance bid to Langton Group of Woodstock, IL at a cost of \$91,253.

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

11. CONSTRUCTION CONSENT AGENDA

The President stated that a motion would be in order relative to the items on the construction consent agenda as presented in the packet materials. Member Weiner moved and Member Doshi seconded the motion to approve the following items:

- C. BID: Playground Installations and Related Site Work (4 locations)
- D. BID: Puffer Summer 2023 Improvements Project
- E. BID: Asbestos Abatement

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

12. ANNOUNCEMENTS

President Hughes announced the following dates:

Monday, April 10, 7 p.m. Regular Board Meeting
 Village Hall

13. CLOSED SESSION

Member Weiner moved and Member Doshi 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; 5 ILCS 120/2(c)(1);
- consideration of student disciplinary matters; 5 ILCS 120/2(c)(9);
- litigation...when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting; 5 ILCS 120/2(c)(11); and
- 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).

VOICE VOTE Motion carried

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

VOICE VOTE Motion carried

The Board convened to closed session at 10:05 p.m. and reconvened in open session at 11:20 p.m.

14. ACTION AS A RESULT OF CLOSED SESSION

- A. Approval of Destruction of Verbatim Recordings
Member Weiner moved and Member Doshi seconded the motion to approve the destruction of the following verbatim recordings that are at least twenty-four (24) months old:

District 58
09/14/20
09/28/20
10/14/20
11/09/20
12/07/20
12/14/20
01/11/21
02/08/21
03/08/21

VOICE VOTE

Motion carried

- B. Semi-Annual Review of Permanently Closed Minutes
Member Doshi moved and Member Weiner seconded the motion to make available for public inspection the written minutes from the September 14, 2020, November 9, 2020, December 7, 2020, and March 8, 2021, District 58 closed session meetings.

VOICE VOTE

Motion carried

- D. Maintain Permanently Closed Minutes
Member Weiner moved and Member Doshi seconded the motion to keep the District 58 and District 69 closed session minutes listed in Attachment 03/13/23* permanently closed for reasons of confidentiality.

VOICE VOTE

Motion carried

15. ADJOURNMENT

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

VOICE VOTE

Motion carried

The meeting was adjourned at 11:22 p.m.

Darren Hughes, President

Melissa Jerves, Secretary