

**MINUTES**  
**BOARD OF EDUCATION MEETING**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**August 16, 2023**

The first regular meeting of the month of August of the Board of Education of Community Unit School District 200, DuPage County, Illinois, was called to order at the School Service Center, 130 W. Park Ave., Wheaton, IL by Board President Rob Hanlon, on Wednesday, August 16, 2023, at 7:00 PM. Signage directed people to the Whittier Elementary gymnasium due to space considerations.

**ROLL CALL**

Upon the roll being called, the following were present:

Board Members:        Mr. Rob Hanlon  
                              Ms. Julie Kulovits  
                              Mr. Dave Long  
                              Ms. Angela Blatner  
                              Mr. Erik Hjerpe  
                              Mr. Brad Paulsen  
                              Mr. John Rutledge

Also in Attendance:  Dr. Jeff Schuler, Superintendent  
                              Mr. Matt Biscan  
                              Ms. Erica Loiacono  
                              Ms. Melissa Murphy  
                              Dr. Brian O’Keeffe  
                              Dr. Chris Silagi  
                              Mr. Jason Spencer

**PLEDGE OF ALLEGIANCE**

Board Member Dave Long led the Board in the Pledge of Allegiance.

**PUBLIC HEARING**

Approval to Open the Public Hearing on the 2023-24 Budget

The Board of Education must hold a Public Hearing on the 2023-24 Budget.

**MOTION**

Member Paulsen moved, Member Hjerpe seconded to open the Public Hearing on the 2023-24 Budget. Upon a roll call being taken, the vote was: AYE 7, NAY 0.

**The motion carried 7-0.**

**PUBLIC COMMENTS ON HEARING**

None

Approval to Close the Public Hearing on the 2023-24 Budget

The Board of Education must approve closing the Public Hearing at the conclusion of comments.

## **MOTION**

Member Rutledge moved, Member Long seconded to close the Public Hearing on the 2023-24 Budget. Upon a roll call being taken, the vote was: AYE 7, NAY 0.

**The motion carried 7-0.**

## **MODIFICATIONS TO THE AGENDA**

President Hanlon requested that Board Committee Reports be moved after Written Reports on the agenda for this meeting.

President Hanlon read a statement referencing the large group of community members at the meeting and understood the group was present over concern with some of the District's policies around hiring employees. It was noted there would be a presentation later in the agenda covering student safety and preventative practices in place to keep students safe, including some policy changes planned to make in hiring policies – some required by law, but one that goes a level further to ensure we are putting the best people in front of our children. The District strives to continue to provide the highest quality of education for students in a safe environment with the best possible staff in front of our students.

## **PUBLIC COMMENTS – Agenda Items & Non-Agenda Items**

In accordance with Board Policy 2.230, members of the public wishing to offer public comment had the opportunity to do so. A public comment sign-up sheet was made available until 7:00 p.m. at the meeting site. The Board Meeting was available for viewing via live stream on the District's YouTube channel at [www.youtube.com/communityunitschooldistrict200](http://www.youtube.com/communityunitschooldistrict200).

Per Board Policy, the Board may shorten the time allocation for each person to less than three minutes to allow the maximum number of people the opportunity to speak. The Board did not shorten the time allocation for each person to speak due to the number of speakers.

### Speaker

### Topic

Shannon Limjuco	Sexual Assault/Formal Grievances
Elisabeth Aikins	Sexual Assault/Formal Grievances
Brooke Gennaro	Sexual Assault/Formal Grievances
Jenna Tatnall	Sexual Assault/Formal Grievances
Patty Cross	Sexual Assault/Formal Grievances
Ronak Maisuria	Sexual Assault/Formal Grievances
Amy Erkenswick	Sexual Assault/Formal Grievances
Thomas Halan	WWSHS Noise Pollution

## **SUPERINTENDENT REPORT**

Dr. Schuler provided the following updates:

- First Day of School – Today was opening day, will be welcoming Kindergarten, Early Childhood, and Transition students tomorrow; a few transportation pieces will continue to be worked on.
- Whittier Principal Bob Cerny noted it was a great day today and nice to see the smiling faces and energy of the students back in the building; students are excited for the new LLC – thank you.
- Facilities Summer Work – noted all of the work that went on during the summer and the huge lift that goes on the back end of that for teachers, staff, and office staff as they prepare to move

back into classrooms/offices and set things up. Appreciation for all of the work done by everyone.

- Thanked Wheaton Police Chief Murphy who will be retiring soon. He has been a critical partner of the School District and our safety teams.
- Warrenville Fire Protection District approached the District for a conversation regarding one of their TIF's and a new piece of apparatus– looking for some feedback from other taxing bodies on an ordinance that is potentially going to the Warrenville City Council.
- Ribbon-cutting events across the District that took place yesterday – thankful to the team and the Board that were there as Dr. Schuler was absent and attending to a personal emergency within his family.
- Public Comment feedback on the upcoming presentation - the feedback is acknowledged and the District will continue to work in partnership with the Board and the community. Policy and procedure in a school district is a living process that has to be iterated and worked on regularly. The District recognizes its role as an employer within the community and staff being put in front of the students is probably the most important decision made. This will continue to be an ongoing conversation as we move forward.

### **CONSENT AGENDA**

1. Acceptance of Gifts from Lincoln Elementary School PTA – Recommend acceptance of the gifts from Lincoln PTA as presented.
2. Acceptance of Gift to Wheaton Warrenville South High School Boys Basketball Program – Recommend acceptance of the gift to WWSHS Boys Basketball program as presented.
3. Acceptance of Gifts from Wheaton Warrenville South Tiger PAWS – Recommend acceptance of the gifts from WWSHS Tiger PAWS as presented.
4. Acceptance of Gifts from the Student Excellence Foundation – Recommend acceptance of the gifts from the Student Excellence Foundation as presented.
5. Approval of Annual Certification of Serious Safety Hazard Bus Routes – Recommend approval of the annual certification of serious safety hazard bus routes as presented.
6. Approval of Resolution Approving Travel, Meal, and Lodging Expenses – Recommend approval of the resolution as presented.
7. Approval to Open Previously Closed Minutes – Recommend approval to open previously closed minutes as presented.
8. Approval of Occupancy Permit for the DuPage County Regional Office of Education for Johnson Elementary and Whittier Elementary Schools – Recommend approval of occupancy permit for the DuPage ROE for Johnson and Whittier Schools as presented.
9. Approval of Statements of Completion from the Regional Office of Education for Lowell Elementary and Washington Elementary Schools – Recommend approval of statements of completion from the ROE for Lowell and Washington Schools as presented.
10. Approval to Grant Authority to the Assistant Superintendent for Business Operations to Enter into an Electricity Agreement for Up to 36 Months – Recommend approval to grant authority to the Asst. Superintendent for Business to enter into an electricity agreement for up to 36 months as presented.
11. Approval of 2023-24 Student Handbook Changes– Recommend approval of the 2023-24 student handbook changes as presented.
12. Approval of Bills Payable and Payroll – Recommend approval of the bills payable and payroll as presented.
13. Approval of Minutes – July 12, 2023, Open and Closed, and Approval to Destroy Recordings of Closed Sessions Prior to March 2022 As Allowable by Law – Recommend approval of the minutes of July 12, 2023, open and closed, and approve the destruction of recordings of closed sessions prior to March 2022 as presented.

14. Approval of Personnel Report to Include Employment, Resignation, Retirement, and Leave of Absence of Administrative, Certified, Classified, and Non-Union Staff – Recommend approval of the personnel report as presented.

There were comments and/or questions on the following:

- #1-4: Gifts approved by the Board – Thank you for the generous gifts from District partner organizations.
- #9 Statements of completion: Status of Bower Elementary playground – moving forward and hoping by the end of the week to have a clear status on a completion date with the goal to have a ribbon-cutting ceremony in front of curriculum night.

### **MOTION**

Member Kulovits moved, Member Paulsen seconded to approve the Consent Agenda as presented. Upon a roll call vote being taken, the vote was: AYE 7, NAY 0. **The motion carried 7-0.**

### **POLICY POSTING CONSENT AGENDA**

1. Approval to Post Revised Policy 2:170 Procurement of Architectural, Engineering, and Land Surveying Services for Public Review and Comment – Recommend approval to post revised policy 2:170 for public review and comment as presented.
2. Approval to Post Revised Policy 4:45 Insufficient Fund Checks and Debt Recovery for Public Review and Comment – Recommend approval to post revised policy 4:45 for public review and comment as presented.
3. Approval to Post Revised Policy 4:100 Insurance Management for Public Review and Comment – Recommend approval to post revised policy 4:100 for public review and comment as presented.
4. Approval to Post Revised Policy 5:230 Maintaining Student Discipline for Public Review and Comment – Recommend approval to post revised policy 5:230 for public review and comment as presented.
5. Approval to Post Revised Policy 7:305 Student Athlete Concussions and Head Injuries for Public Review and Comment – Recommend approval to post revised policy 7:305 for public review and comment as presented.
6. Approval to Post Revised Policy 2:150 Committees for Public Review and Comment – Recommend approval to post revised policy 2:150 for public review and comment as presented.
7. Approval to Post Proposed New Policy 2:180 High School Student Ambassadors for Public Review and Comment – Recommend approval to post proposed new policy 2:180 for public review and comment as presented.

There were comments and/or questions on the following:

- The HR/Policy Committee met and reviewed all of the recommended changes.
- The first five policies are a result of the latest edition of PRESS.
- 2:150 – Changes the board wanted to make and revising the committee structure.
- 2:180 – Requested to establish a student ambassador program and corresponding administrative procedures.

### **MOTION**

Member Rutledge moved, Member Blatner seconded to approve the Policy Posting Consent Agenda as presented. Upon a roll call vote being taken, the vote was: AYE 7, NAY 0.

**The motion carried 7-0.**

## **ACTION ITEMS**

### Approval of Vision 2026 Work Plan Priorities for 2023-24

District 200 has utilized strategic planning as a tool to guide the work of the District and School Board. Our current strategic planning effort, Vision 2026, started with the development of our Portrait of a Graduate. That work involved two rounds of community input, and the work of a design team that developed the Portrait based on the input and community engagement sessions. The Portrait was presented to the Board of Education in January, and launched the development of our Vision 2026 Plan. Each school year, the metrics identified on the Vision 2026 Dashboard are monitored and results are reported to the Board of Education throughout the year at the Committee of the Whole and Regular Board of Education Meetings. Additionally, specific work plans or improvement strategies are identified each year to address the areas of priority in the Vision 2026 Plan or the results on the Vision 2026 Dashboard. Each summer, the Board of Education reviews and provides input on the strategies for the upcoming school year. Once approved, the work plans support the development of School Improvement Plans and work plans for the upcoming school year.

The Vision 2026 Dashboard includes both the metrics monitored by the Board of Education each school year and specific strategies aligned to the areas of priority in the Vision 2026 Plan or the results on the Vision 2026 Dashboard. The Board reviewed the draft of the strategies for the 2023-2024 School Year via an oral report at the July meeting, with the goal of bringing the strategies to the August Board Meeting for proposed action and approval.

There were comments and/or questions on the following:

- The work plan goals are included on the District Dashboard.
- Board members were asked to study the work plan goals and provide any feedback to Dr. Schuler.
- There was some clarification feedback given and a request for one language adjustment to be made related to the Affinity group.
- Reporting back to the Board process over the next year – dashboard metrics and specific strategies/goals will be reported back through the Committee of the Whole (COW) meetings, through individual committee meetings, or through reports at Board meetings. The timing somewhat depends on when data is available, and a summary is provided at the end of the year.
- A number of the metrics are on the District report cards that are publicly available.
- State and school report cards are typically released around Halloween and typically reported to the Board at the October Committee of the Whole meeting.

It was recommended that the Board of Education approve the Vision 2026 work plan priorities for 2023-24.

## **MOTION**

Member Long moved, Member Kulovits seconded to approve the Vision 2026 work plan priorities for 2023-24 as presented. Upon a roll call vote being taken, the vote was AYE 7, NAY 0.

**The motion carried 7-0.**

## **ORAL REPORTS**

### Student Safety and Preventative Practices

At the July Board of Education meeting, the Board approved revised policy 5.90 which incorporates changes based on Faith's Law that was made into law in 2021 and was updated in 2023. Faith's

Law established the definition of sexual misconduct within the School Code; expanded the definition of “grooming” in the Illinois Criminal Code; focuses on the prevention of sexual misconduct; adds employment history reviews as part of the hiring and vetting process; requires notices to be provided to parents/guardians and the applicable student when there’s an alleged act of sexual misconduct, and makes other changes to the process schools must follow when handling allegations of sexual misconduct. This law supports and complements the ongoing multi-faceted approach District 200 is taking to ensure a physically and emotionally safe environment for all students.

Dr. Chris Silagi and Mr. Matt Biscan provided an oral report on the Comprehensive Approach to Student Safety in District 200 that includes emotional health supports, preventative education, safety protocols, staff training, and safe hiring practices related to Faith’s Law. The presentation included information on the following:

- Organizational Values
  - Kids First
  - Positive Relationships
  - Safety
  - Learning
- Keeping Students Safe – A Comprehensive Approach
  - Student Connectedness
  - Preventative Work – SOS (Signs of Suicide) and Erin’s Law
  - Risk of Harm Practices
  - Referral GPS
  - Parent Communication
  - See Something / Say Something
  - Safety Protocols
  - Staff Training – Child Abuse, Grooming, Sexual Misconduct
  - Relationships with Police Department (Advocacy Centers)
  - Safe Hiring Practices and Faith’s Law
- Student Connectedness
  - Connection to School
    - 95% of D200 students identified they have an adult at school who helps them to feel safe and supported.
  - Connectedness Strategies
    - Teams work to connect students through co-curriculars, individualized conversations, and learning students’ interests to get them involved.
- Prevention and Safety
  - Ways to Stay Safe, Safe / Unsafe Touches
  - Communicating / Reporting
  - Sexual Abuse, Healthy Relationships, Communication
  - Mandatory Annual Trainings
  - Staff Orientation (for new staff)
  - Support Team Structures in Schools
  - Resource Guide
  - Parent Communication
  - Referral GPS / Access to Care
- Our Current Hiring Process – State-mandated
  - IL School Code and D200 Board Policy 5:30 require school districts to initiate a fingerprint-based criminal background check for all applicants before date of hire. This includes the following components:

- 1) Submit applicant’s identifying information to the State Police for a fingerprint-based criminal history records check of State Police and FBI records
- 2) Perform a check of the Statewide Sex Offender Database
- 3) Perform a check of the Statewide Murderer and Violent Offender Against Youth Database
- Our Current Hiring Process – A 4<sup>th</sup> screening component was added through Faith’s Law
  - 4) (Effective July 1, 2023) signed affidavit from employee regarding Faith’s Law - IL State Board of Education (ISBE) Sexual Misconduct Disclosure for Applicant
  - In addition... Employee History Review (EHR):
    - Recommended candidates must sign an affidavit that they are not disqualified from employment. *They are not cleared to start employment in our District until the affidavit has been successfully completed.*
    - Provide a list (including name, address, telephone number, and other relevant contact information) of recommended candidate’s current employer, and all former employers that were schools or school contractors (including former employers where the candidate had direct contact with children or students).
    - A written authorization that consents to and authorizes disclosure by the recommended candidate’s current and former employers of the information requested and which releases those employers from any liability that may arise from such disclosure.
- Our Current Hiring Process – CUSD200 practice in addition to the state mandate
  - CUSD 200 uses the IL State Police: Criminal History Info Response Process for FBI and State fingerprinting. The District has a unique ORI number for the organization in order to submit and receive the fingerprints/results. Crossmatch is the technical system used for the processing.
    - 1) Successful review of FBI, State fingerprint results, check of sex offender database, check of statewide murderer/violent offender against youth database and signed affidavit – ISBE Sexual Misconduct Disclosure for Applicant (Faith’s Law). All must be cleared for a candidate to be employed and start working for the District.
    - 2) If there are any convictions that have occurred, a review is done against the enumerated felony offenses in the IL School Code that could preclude employment (there is a 7-year look back for specific felony charges) they would not be employed with the District.
    - 3) If there are any convictions that could prohibit employment outside of the enumerated felony offenses, the Asst. Superintendent and/or Director of Human Resources will have the attorneys review the convictions regarding precluding employment.
    - 4) If there are any convictions that could prohibit employment outside of the enumerated felony offenses, the Asst. Superintendent and/or Director of Human Resources will review those convictions against District Code of Conduct and specific position expectations to evaluate employment.  
*\*If there is a criminal charge that has been vacated, that would have resulted in a decision not to employ, a review will be conducted by the Superintendent of Schools, in consultation with the Board of Education, prior to a final decision to hire. (Added as of August 2023).*
    - 5) Prior to finalizing clearance for employment, the Asst. Superintendent and/or Director of HR will meet with the individual to discuss convictions

that have occurred to understand what were the events leading up to the arrest/convictions and the final outcome of the conviction. If necessary, additional background checks or references will be reviewed. Verification of any other arrests that have occurred outside of the background check. Once the final determination is made for employment, the expectation of adhering to board policies and expectations of an employee is explained to the individual. Additionally, it is the expectation of the employee that if any future arrests were to occur they would notify their supervisor and/or HR immediately.

- 6) After an individual is fingerprinted with the District, the District does receive any subsequent convictions of new arrests that occur.
- What is Faith's Law?
  - Named after prevention advocate and child sexual abuse survivor Faith Colson, who graduated from an IL high school in the early 2000s.
  - Faith was sexually abused by a teacher at her high school.
  - Years later, during the course of legal proceedings related to the abuse, she learned that several adults within her high school suspected that the teacher's relationship with her was inappropriate but did not take appropriate action to report their concerns.
  - As a result of her experiences, Faith pushed to change to state laws related to educator sexual misconduct in K-12 schools.
  - Faith's Law was passed by the 102<sup>nd</sup> General Assembly as two separate pieces of legislation.
- 1<sup>st</sup> Legislation (took effect in December 2021)
  - Established the definition of sexual misconduct within the school code.
  - Required schools to develop and post employee code of conduct policies.
  - Expanded the definition of "grooming" in the IL criminal code.
  - Added "grooming" to the list of conduct that qualifies a child as an "abused child".
- 2<sup>nd</sup> Legislation (took effect July 2023)
  - Focused on the prevention of sexual misconduct that was defined in 2021.
  - Employees, substitute employees, and employees of contractors are all subject to this.
  - Adds employment history reviews (EHR) as part of the hiring and vetting process.
  - Requires notices to be provided to parents/guardians and the applicable student when there's an alleged act of sexual misconduct.
  - If a district has reasonable cause to believe a license holder has committed an act of sexual misconduct, it must be reported to the State Superintendent and Regional Superintendent.
  - Could start the process of revoking or suspending their license and/or endorsement.
- Goal of Faith's Law Legislation
  - Give parents/guardians notice regarding allegations of sexual misconduct that involve their student.
  - Equip IL schools with better information regarding the employment history of an applicant or employee of a contractor.
  - Provide schools the resources necessary to make well-informed decisions about who they are employing/contracting with.
  - Protect students from acts of sexual misconduct by school employees, substitute employees, and employees of contractors.
- Future Policy and Procedural Focus Areas
  - Uniform Grievance Procedures



- Employee Conduct Policy and Procedures
- Communication Processes
- Our Goal
  - A physically and emotionally safe environment for ALL students and ALL staff

There was additional information on the following:

- The work presented, including policy and procedure areas, sits across two departments, both Student Services and Administrative Services/Human Resources.
- Risk of harm practices are for students at risk of harming one another or themselves. Team members are trained to both assess student safety and support students.
- See something / say something – giving students and staff the power to share information that can be followed up on to make sure everything is good.
- There is programming starting as early as the Early Childhood level where social workers are teaching our kids to stay safe.
- Communicating and reporting and the terminology used with students are age-appropriate for their grade level.
- There is a student support team in every building with trained staff members.
- Ensuring students have access to care, are getting the care and treatment they need, and are supported so they can function and learn at school.
- Faith's law was implemented by the State of IL to support hiring practices throughout the state and to try to get the best people in front of students.
- Will continue to work to ensure there is two-way communication and follow-up.

There were comments and/or questions on the following:

- D200 background check process and practices (listed in addition to the state mandate) have been in place since at least 2014 (outside of #4 added in August 2023).
- Vacated charges and whether it would come up in a background check. The original arrest record would likely come up.
- If an arrest appears on a background check – determine what the arrest is for and how closely is that arrest/situation connected to the individual's job. Can use local law enforcement to vet or obtain additional information if needed. Background checks are included in the employee personnel file.
- The rationale for the look-back at specific felonies being limited to seven years is from the state/system. If made aware of behavior through self-disclosure or other means predating seven years, the District would consider that and follow policies as identified.
- During an investigation of potential misconduct, what are the procedures for potentially removing someone from student contact? Depending on what the allegation is and what is being investigated, most often, the individual is placed on suspension while the investigation is launched.
- The District has had some discussions with other districts and will continue to do so concerning these policies and procedures.
- Faith's Law and EHR – affidavit and relevant contact information about employers related to any time the applicant had direct contact with children. What is the compliance mechanism to ensure statements in an affidavit are verified? The three questions contained in the EHR document were noted. The employer has 20 days to respond to the EHR.
- Fingerprinting process and the databases used – the FBI database captures everything, no matter how far back.
- Training and the volume of new educational mandates each year that are for schools as it relates to providing substantive training for teachers/staff related to the mandates. Are additional Professional Development (PD) training days needed to ensure training is

meaningful? Consider performing tabletop exercises/scenarios for staff to work through so everyone who has a role knows what to do.

- Complaint process, what the investigation process looks like, and the training for complaint managers - some of the processes depend on what the complaint is. The uniform grievance process starts with a meeting; the privacy nature of the complaint, and timely contact with all parties.
- Uniform grievance – the outlined process from the initiation to the resolution and appeal process.
- Complaint managers also address bullying/harassment complaints with procedures.
- The need for an operational procedural document - a clear flowchart of the options and the ways that complaints can be processed. – how complaints are processed, what are the steps and what is the communication that closes out the process. The policy committee can be used to oversee the development of this. Ensuring there is clarity on what the process looks like and any recourse for the person filing the complaint.
- Administrative procedures – they sit behind policy and the policy committee can analyze these on behalf of the Board.
- Complaint manager training – providing very specific training for them on how they are conducting and processing investigations as these individuals also handle student disciplinary matters. Ensuring these individuals are trained on handling investigations, as well as on trauma-informed practices.
- Suggestion to do some training with Principals and others to know when it is appropriate to ask a parent or community member after a discussion if they are satisfied with the outcome or if they want to pursue a grievance.
- Current CUSD200 hiring practice #5 regarding if there is something that needs to be cleared – ensure we have documentation of that and the steps that were taken.
- Current CUSD200 hiring practice added to #4 regarding if there is a criminal charge that has been vacated, should be vacated, or otherwise dismissed.
- Affidavit completed by prospective employee – do we have assurance it is complete and what if there is something left off of the affidavit? This EHS is sent to all prior employers of that person to ensure the information listed is correct. If gaps in employment are listed, would ask the person directly about the gap. If the EHS is not received in twenty days, the District would continue to follow up and the prospective employee would not start working until the completed form is received from the prior employers.
- One of the goals of Faith’s Law – give the parents/guardians notice regarding allegations of sexual misconduct that involve their student. Going forward, a clear distribution to the parent/guardian of the investigative report that was completed will be part of the process. Question as to whether this includes students who are 18+ years old – will have to confirm this.
- What are the criteria that would subject volunteers to a background check? Noted those that will potentially be alone with kids or out of direct line of sight supervision will be fingerprinted. Field trip volunteers depend on the nature of how chaperones are assigned to students.
- The benefit of the District owning the fingerprint machine - while we pay for the submittal of the background check, there is no charge to use it for the fingerprints.
- Once a person has been fingerprinted by the District (including volunteers), if there is a future issue, that should come back to the District as the source that submitted the fingerprints.
- Volunteers – expanding on how deep that goes (PTA, band, etc.) and how we manage our way through that due to the volume. Guidance is given to the principals as to how they would send those persons to the District. There was discussion on classroom volunteers,

field trip chaperones, big events such as Exploremore Days, volunteer coaches, etc. Ensuring there is absolute clarity on this for all buildings as to what we do today and what should be done going forward.

- The feasibility of contractors we use and completing the affidavit requirement due to the volume of those we use. Noted this requirement just went into place and will have to work with the contractors to ensure they have the capacity and capability to do that.
- The concept of the separation plan and a request if this is between a staff member and a student, the investigative report comes to the board.
- A teacher/staff member is not required to first ask the administration to contact DCFS, they are obligated to directly contact DCFS.
- A request for the Board to be made aware of any DCFS reports made against a staff member.
- Concern over things taking place in our school bathrooms, and students avoiding the use of the bathrooms.
- In everything we do, we can always strive to be better. The need to continue to look at our policies, procedures, and practices and engage as many people as we can to think about things we have not thought of yet.
- The common thread heard in the presentation and through conversations is communication. Like the idea of workflows being documented. Ensuring all of the touch points with parents are noted in each of the workflows.
- This topic is a great example of how the restructure of committees, specifically the HR/Policy committee can do work on behalf of the Board and engage with staff on a more regular basis to deliver the things discussed. The HR/policy Committee meetings are public. The chairs of all three committees will report on what is covered at each business meeting.

## **WRITTEN REPORTS**

Monthly Financial Reports

FOIA Report

Board Communication Log

## **BOARD COMMITTEE REPORTS (moved during Modifications to the Agenda)**

Board Facilities Committee

The Board Facilities Committee met on August 7, 2023. The meeting notes were attached to the agenda item. There was additional information on the following:

- Three-year look ahead for capital needs (for 2024-2026)
  - Looking at continuing to refine the timing and sequence of that work, with the expectation to bring a recommendation to the Board at the September meeting. Important to get bidding and award done early as the construction market is challenging.
  - Sherman Dergis (policy 4:152) – the history of this policy; is an accountability measure of the Board; how the targets were developed; anchored on \$7.2 million per year, which does not include playground improvements.
  - Sherman Dergis refers to capital infrastructure improvements to ensure we provide a safe, comfortable and healthy environment for learning and working, does not address any enrollment, capacity, or parity issues across individual buildings, or any modernization to strive toward modern learning environments.
  - Core issue - \$7.2 million is going to account for less and less every year; noted the construction market. The need to figure out a way to increase/escalate that over time. Unsure of what the mechanism will be yet, but all will be considered along with other budget pressures.

- Middle School Facility Plan
  - The plan captures Sherman Dergis, capital renewal number, and some selected targeted modernization of learning spaces.
  - The Community Engagement Committee has been assembled and will reconvene soon. Will be using an online platform to engage a broader segment of the community. Open houses are planned for October. The focus is on getting as much community input as possible before the plan is finalized. The goal is to have that recommendation to the Board by December to help determine what the next steps are.
- One-page Facilities Improvement Overview communication
  - Reviewed the document; want to highlight the amount of capital improvement work that has been done since 2017 (\$45 million), focus on the building improvements, and want to shift the heavy areas to graphs for some of the complex issues.
- Sherman Dergis concept used by the City of Wheaton – how do they deal with potential increases/escalation? Noted setting the money aside and holding it in reserve. If needed, they will spend it. If not, they will put it in reserve. Ensuring the properties are being maintained.

### Board Finance Committee

The Board Finance Committee met on July 26, 2023. The meeting notes were attached to the agenda item. There was additional information on the following:

- Sherman Dergis
  - Also discussed Sherman Dergis policy. Noted how Sherman Dergis was spent in the early years (\$1 million) and how that has evolved (currently allocate \$7.2 million in the operating budget).
  - Emphasized Sherman Dergis is for maintenance.
- FY24 Budget
  - Cash vs. accrual basis of accounting - The budget is on a cash basis, and the financial statements that get audited are on an accrual basis. Dr. O’Keeffe is reviewing other benchmark districts and how they report out.
  - Staffing levels - will hear more on the September Board report; certified vs. non-certified staff.
  - Debt service – current debt service is retiring. We have a surplus and are looking at options, including potential abatement.
- Finance one-page communication document – will focus on that at the next meeting.
- Other requests
  - Would like to see trend over time data on cost per pupil.
  - Identification of variable vs. fixed costs. This will become valuable in the coming years.
  - A review of the top 10-20 items that are under contract (include a description of what they are, the dollars, cost escalators, and renewal dates).
- With the refocus of the committees, will get deeper into the details than we have historically.
- Discussed whether there is a relationship between the decreases in headcount and the salary increases. No, the decrease in headcount is driven by numbers, by census.
- There has to be a lot of coordination between the facilities and finance committees as there is a lot of overlap.
- The need to think of some kind of escalation for Sherman Dergis; noted CPI being a good long-term match for construction costs. This is one topic that will overlap both the facilities and finance committees.
- The discussion around abatement, especially with the end of debt service. The goal is to get that discussion out of committee to the full Board in early fall, particularly in front of the levy.

## Board Human Resources (HR)/Policy Committee

The Board HR/Policy Committee met on August 4, 2023. The meeting notes were attached to the agenda item. There was additional information on the following:

- Proposed policy 2:180 – HS Student Ambassadors
  - This was referred back to the committee for additional information on procedures, this is a new concept and expanding on how this will work.
  - There were minor adjustments made to the policy for clarity, as well as to the accompanying procedures. Tried to maintain flexibility in that process, and can adjust as needed.
  - Excited for this to begin and to have that student voice.
- Revised policy 2:150 – Committees
  - Tweaked some language to reflect the structure of the Board.
  - Separated state-mandated committees from standing Board committees.
- Reviewed PRESS Issue 112
  - Explanation of what is PRESS, who it is made up of, their purpose.
  - Most of the PRESS-recommended revisions were minor.
  - Made one editorial change on policy 5:230 to clarify the intent.
  - Reviewed the policies that were up for five-year review – no further edits recommended.
- Reviewed a few Administrative Procedures
  - 5:120 as it relates to guidance on personal relationships between colleagues and boundaries so there are no conflicts of interest issues.
  - Admin procedure reviewed tonight in the oral presentation.

Policy information: Any policies ending in a “2” are locally developed policies; policies ending in a “0” or “5” are model state policies. Those policies that end in “0” or “5” may not fully align with the state policy and districts have control over any policy to adjust the language.

## **REPORTS FROM BOARD MEMBERS**

### Other Reports from Board Members

None

## **TOPICS FOR FUTURE DISCUSSION**

### 2023-2024 Budget

- Have the Board committees forecast items that will come out of committee to the full Board for discussion/decision in the next couple of months.
- Topics Board members would like CAC to spend time on.
- Board members signing up to attend CAC meetings – President Hanlon will send something out to the Board.

## **NEXT REGULAR MEETING**

September 13, 2023, 7:00 PM, Wiesbrook Elementary School

## **ANNOUNCEMENTS**

September 16, 2023 – Coffee With the Board

September 27, 2023 – Committee of the Whole, 7:00 PM, SSC

## **ADJOURNMENT**

### **MOTION**

There being no further business to come before the Board in Open Session, Member Hjerpe moved, Member Long seconded to adjourn the meeting. Upon a voice call being taken, all were in favor.

**The motion carried 7-0.**

The meeting adjourned at 9:04 PM.

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**Dave Long, Secretary**

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**Rob Hanlon, President**