Elmhurst Public Schools  
Community Unit District 205  
Elmhurst, Illinois  

MINUTES OF BOARD MEETING  
(Board of Education Meeting)

Date: March 25, 2014  
Time: 6:00 P.M.  
Place: District 205 Center  
162 S. York  
Elmhurst, Illinois 60126

CALL TO ORDER

Mr. James Collins, President, called the meeting to order at 6:04 P.M.

ROLL CALL

PRESENT
Mr. James Collins, President  
Mrs. Shannon Ebner, Vice-President (left at 7:10 p.m.)  
Mrs. Karen Stuefen, Secretary  
Mrs. Emily Bastedo  
Mr. Christopher Blum  
Dr. Margaret Harrell

ABSENT
Mr. John McDonough

ADMINISTRATORS PRESENT
Mr. David Pruneau  
Mr. Brad Hillman  
Dr. Meg Schnoor  
Mr. David Smith  
Ms. Melea Smith  
Mr. Chris Whelton

ABSENT
Dr. Charles Johns

MOTION: Mrs. Stuefen moved to enter into closed session for the purpose of employment of employee, student discipline and approval of 2.25.14 and 3.11.14 closed session minutes. Dr. Harrell seconded.

Roll Call Vote:  
Ayes: Stuefen, Harrell, Bastedo, Ebner, Blum, Collins  
Nays: None  
Absent: McDonough
Motion declared carried and the Board entered into closed session at 6:05 p.m.

Mr. Collins recalled the meeting to order at 7:30 P.M., noting the Board has been in closed session for the purposes of discussion of employment of employee, approval of 02.25.14 and 03.11.14 closed session minutes, and student discipline. Five Board members are present, two are absent.

PLEDGE OF ALLEGIANCE

STUDENT RECOGNITION

United States Senate Youth Program Delegate

Mr. Pruneau announced that the district is honoring the York student who has been selected as one of two Illinois students awarded the William Randolph Hearst award.

Ms. Diana Smith, Principal York High School introduced Ms. Mary Margaret Koch.

Ms. Koch shared her experiences in Washington and briefly described the program. She thanked her teachers and Mr. Pruneau.

Mr. Collins read a proclamation celebrating Ms. Mary Margaret Koch’s selection and presented her with a plaque honoring her for this achievement.

Mr. Pruneau announced that the Board would be taking action on a recommendation to appoint Tammy Poole as the principal at Field Elementary School.

PUBLIC COMMENTS

None

SUPERINTENDENT’S COMMUNICATION

Freedom of Information Act Requests
Four FOIA requests were received.

- Two regarding specific bid results, which were granted.
- One regarding emails containing a specific word, which was granted.
- One regarding vendor/contract information, which, was granted.

Student Fees

Mr. Whelton summarized the recommended fees for the upcoming school year.
He explained that the middle school athletic fees would be on a two-tier basis. The track and cross-country teams will increase by $5.75 and they will receive a t-shirt to keep. The volleyball and basketball teams would increase by $35.75. This is more reflective of the costs.

The technology fees will be increasing by $15.00 and these funds will be used for instructional technology.

The textbook fees are flat for this year since some textbooks were fully amortized before new texts have been adopted.

York student fees were discussed. There was an increase in the cap and gown fees, a lab fee for introduction to family and consumer science and an increase in the technology fees.

**APPROVAL OF BOARD MEETING MINUTES**

Mr. Collins asked for any corrections to the February 25, 2014 and March 11, 2014 minutes. There were no corrections; the minutes were approved as presented.

**BOARD COMMITTEE REPORTS**

Board Improvement Committee
Ms. Stuefen reported that the committee met on March 4, 2014.

They put together the comments from the Harris Poll Survey and summarized them by topic. They also organized the new Board norms so that the Board can review the new norms at the June retreat. These will then be communicated to the staff. The action plan will be communicated through the school liaison program.

Board members discussed Board norms and communication options

The community conversation or engagement was discussed. The community wanted to have more discussion with Board members. There were a few items to consider for discussions with the community. They also discussed how to leverage community engagement strategies and consider having a committee of the whole so that everyone could hear the ideas. They also discussed the unifying mission and vision statements. The narrowed it down to four statements. These include: community of equality education, engaging every student, committed to engaging every student, and committed to quality education.

Mr. Blum indicated there are multiple ways to move forward with community engagement as it relates to facilities and capital plans and suggested Ms. Melea Smith has strategies she utilizes and could share some ideas.

Finance and Operations Committee

Mr. Blum stated the committee met on March 18.
They reviewed the monthly financials and employee compensation letters, and discussed student fees. The committee also discussed the technology budget, future plans, and facility summer projects.

The committee also discussed the storm water needs for the footprint of Madison, which was based on the enrollment needs. They hope to have an updated sketch for this.

Mrs. Stuefen asked about Madison and whether this was preliminary work.

Mr. Blum noted that in the interest of cooperation, this was being reviewed and is not a commitment.

Ms. Bastedo asked about the other schools that the city has asked about water retention on site.

Mr. Blum stated this was a site that was picked since the enrollments are lower than other schools, but is increasing, and based upon the constituents, we could work with them.

Dr. Harrell asked what the next steps might be.

Mr. Blum stated he understood that the city’s engineers would review the sketch and then determine what would be possible based on safety concerns and they could develop a sketch that we could react and our constituents could react to what the land use might be. This discussion would be about what could be concrete plans. Mr. Blum explained he would hope to see an updated drawing, which he would bring to the full Board for discussion.

Mrs. Stuefen asked about the footprint based on the current enrollment and how this related to the demographic study.

Mr. Blum stated they started at doubling the building for consideration of the site.

SUPERINTENDENT’S AGENDA – CONSENT AGENDA

A. Personnel Report

  **Rationale**

  That the Board of Education approve the employment of administrative staff, employment of certified staff, request for retirement of certified staff, request for long-term parental leave of absence of certified staff, employment of educational support staff, increase in time/reassignment of educational support staff, and resignation of educational support staff.

B. Financial Reports
Rationale

The State of Illinois requires that each month the Board of Education approve and ratify the payment of all bills and authorize the issuance of checks; and, further, Board of Education policy requires the Administration to present on a monthly basis financial reports indicating the ongoing financial activity and status of the District.

C. Approval of Cisco VoIP Phone System Software Upgrade

Rationale
The District’s Cisco Voice over IP (VoIP) phone system software was last upgraded two years ago. The District is running software release version 8.6, whereas a release level of at least 9.0 is required to work with the new Cisco 3850 switches that are being installed with the technology infrastructure roadmap. The proposed upgrade is strictly software-related; no hardware changes are required. The new software release is available through the District’s Cisco SmartNet maintenance and support agreements.

The preferred vendor is CDW-G due to their familiarity with the District’s phone system from past projects. CDW-G submitted a proposal to complete all aspects of the upgrade for an estimated cost of $16,656. In the past, every CDW-G project has completed under their estimated cost. However, taking a conservative approach, adding a 10 percent contingency would allow for unforeseen project change orders, work performed beyond the estimated hours, or work performed outside of standard business hours. With this contingency the final cost is not expected to exceed $18,200.

The technology budget for fiscal 2014 has adequate purchased services funds to cover the not-to-exceed cost.

D. Approval of RFP#14-07 – Compensation Study

Rationale
Over the past three years, there has been considerable concern expressed by Board Members, administrators, and employees that the current job descriptions are antiquated and do not accurately describe the work that employees undertake in their current position. This concern range is for members of the PSRP union, the Custodial and Maintenance union, the teachers’ union, and central office staff, including administrators and non-administrators.

Additionally, the recent settling of the Fair Labor Standards Act (FLSA) lawsuit has also required changes to the work place environment for many staff members.

A compensation study, as it is proposed, would include the following components:

- Job Analysis through focus group interviews with staff members.
• Data Validation through focus group interviews with supervisors.
• Job Valuation utilizing nationally normed data to determine compensation equity between positions.
• Drafts of Job Descriptions to ensure ADA and EEOC compliance.
• Compensation Structure Analysis to provide information for decision making. Additionally, the project will include long-term support to ensure the usefulness of the project in the long-term.

Representatives of the District discussed with three separate groups the scope of the project and the needs of the district. Based on the RFP that went out, one consultant, Educational Management Solutions, submitted a proposal. A consultant from Educational Management Solutions was interviewed on multiple occasions based on their proposal, qualifications, experiences, and unsolicited references.

E. Approval of Thiems Instructional Grants

**Rationale**

The District 205 Foundation for Educational Excellence was established in 1988 as part of the long-range strategic plan of operation. Since that time, the Foundation has sponsored innumerable fund raising activities to fulfill its current mission of providing enhancements and support to educational programs that advance the excellence of Elmhurst Public Schools.

As a permanent memorial to Dr. Russell Thiems, former Superintendent of District 205, the Foundation established the Thiems Grants to support innovative educational programs and help provide resources that support student learning.

The Board of Education is requested to approve funding for Thiems Grants in the amount of $38,698. The dollar amounts and percentages of grants recommended for funding in each curricular area are:

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology</td>
<td>$19,188</td>
<td>50%</td>
</tr>
<tr>
<td>Software Multi-disc</td>
<td>$ 6,665</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>$ 5,788</td>
<td></td>
</tr>
<tr>
<td>Digital Media, Audio</td>
<td>$ 6,735</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>$ 2,200</td>
<td>6%</td>
</tr>
<tr>
<td>English/Literacy</td>
<td>$ 8,545</td>
<td>22%</td>
</tr>
<tr>
<td>Math</td>
<td>$ 7,165</td>
<td>18%</td>
</tr>
<tr>
<td>Multi-disciplinary</td>
<td>$ 1,600</td>
<td>4%</td>
</tr>
</tbody>
</table>

F. Approval of Donation (Bryan Middle School)
**Rationale**

Two Bryan Middle School parents contacted Melissa Couch, Bryan Middle School principal, about the student cost associated with participating in the choir performance club, the Bryan Beat. The parents asked to remain anonymous, but expressed that their children had greatly benefited from participating in this group during their middle school years. The parents saw the value in other students participating in the arts, specifically swing choir and saw the need to continue developing the program. The parents wish to make this club open to all students and don’t want students or parents to be discouraged by the cost of competitions, transportation, and props and therefore would like to donate $1,000 to the Bryan Beat. This would offset the related costs, but students would still be responsible for the $10 participation fee and the cost of the costume. This would be a significant help to the choir program and participating students.

G. Approval of Policy Reference Education Subscription Service (PRESS) Policy Manual Updates – Section 2 Board of Education (Second Reading and Adoption)

**Rationale**

Elmhurst Community Unit School District 205 subscribes to the Illinois State Board of Education Policy Reference Education Subscription Service (PRESS). One of the services of PRESS is to supply updates to current policies, which have been revised to reflect wording changes, new or changed legal references, and policy cross reference information. The Policy Committee of the Board of Education met on January 22, 2014 to discuss these changes. In addition, the Assistant Superintendent/Director of the appropriate department was consulted when necessary. The following policy revision was brought to the 2.25.14 Board of Education meeting as a first reading and is now being brought as a second reading and adoption.

**#2:120 - Board Member Development**

- State law governs the mandatory Board member training provisions in this policy. The list describing these laws has been edited to reflect the requirements of the law.

H. Approval of Policy Reference Education Subscription Service (PRESS) Policy Manual Updates – Section 3: General School Administration (Second Reading and Adoption)

**Rationale**

Elmhurst Community Unit School District 205 subscribes to the Illinois State Board of Education Policy Reference Education Subscription Service (PRESS). One of the services of PRESS is to supply updates to current policies which have been revised to reflect wording changes, new or changed legal references, and policy cross reference information. The Policy Committee of the Board of Education met on January 22, 2014 to discuss these changes. In addition, the Assistant Superintendent/Director of the appropriate department was consulted when necessary. The following policy revision was brought to the 2.25.14
Board of Education meeting as a first reading and is now being brought as a second reading and adoption.

**#3:60 - Administrative Responsibility of the Building Principal**

- The policy's first sentence is revised to recognize that assistant principals may be employed.
- Each building principal and assistant principal is now directed to complete requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal. This directive allows the board to monitor the requirement in 105 ILCS 5/24A-3(b) that teachers be evaluated by a prequalified evaluator.
- All Districts should now have an evaluation plan for principals and assistant principals. The policy is edited to state: The Superintendent or designee shall develop and maintain an evaluation plan......
- A legal reference has been amended.

I. Approval of Policy Reference Education Subscription Service (PRESS) Policy Manual Updates – Section 4: Operational Services (Second Reading and Adoption)

**Rationale**

Elmhurst Community Unit School District 205 subscribes to the Illinois State Board of Education Policy Reference Education Subscription Service (PRESS). One of the services of PRESS is to supply updates to current policies, which have been revised to reflect wording changes, new or changed legal references, and policy cross reference information. The Policy Committee of the Board of Education met on January 22, 2014 to discuss these changes. In addition, the Assistant Superintendent/Director of the appropriate department was consulted when necessary. The following policy revision was brought to the 2.25.14 Board of Education meeting as a first reading and is now being brought as a second reading and adoption.

**#4:100 - Insurance Management**

- This policy has been revised to state that the District's insurance program includes "Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school sponsored or school supervised interscholastic athletic events sanctioned by the Illinois High School Association that result in medical expenses in excess of $50,000."
- A legal reference has been amended.

J. Approval of Policy Reference Education Subscription Service (PRESS) Policy Manual Updates – Section 5: Personnel (Second Reading and Adoption)

**Rationale**
Elmhurst Community Unit School District 205 subscribes to the Illinois State Board of Education Policy Reference Education Subscription Service (PRESS). One of the services of PRESS is to supply updates to current policies, which have been revised to reflect wording changes, new or changed legal references, and policy cross reference information.

The Policy Committee of the Board of Education met on January 22, 2014 to discuss these changes. In addition, the Assistant Superintendent/Director of the appropriate department was consulted when necessary. The following policy revisions were brought to the 2.25.14 Board of Education meeting as a first reading and are now being brought as a second reading and adoption.

### #5:50 - Drug-and Alcohol-Free Workplace; Tobacco Prohibition
This policy is amended by:

- Adding the following to the list of activities in which employees are prohibited from engaging while on district premises or while working for the district: "Possession, use, or being under the influence of medical cannabis."
- Adding the following paragraph: "Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired."
- Updating legal references.

### #5:90 - Abused and Neglected Child Reporting
The policy language is amended to reflect new public acts and is reorganized for easier use.

- **Reporting Duties.** The first section of the policy addresses these duties, which expanded with the new duty to report hazing in P.A. 98-393.
- **Special Responsibilities.** Two new subheadings are added to support the organizational changes.
- Legal references and cross references have been amended.

### #5:120 - Ethics and Conduct

- The policy language is amended to add the sentence: "In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy." Incorporating this sentence demonstrates the Board's commitment to the Code's principles.
- A citation to the Code is added to the Legal References.
K. Approval of Policy Reference Education Subscription Service (PRESS) Policy Manual Updates – Section 6: Instruction (Second Reading and Adoption)

**Rationale**
Elmhurst Community Unit School District 205 subscribes to the Illinois State Board of Education Policy Reference Education Subscription Service (PRESS). One of the services of PRESS is to supply updates to current policies, which have been revised to reflect wording changes, new or changed legal references, and policy cross reference information. The Policy Committee of the Board of Education met on January 22, 2014 to discuss these changes. In addition, the Assistant Superintendent/Director of the appropriate department was consulted when necessary. The following policy revisions were brought to the 2.25.14 Board of Education meeting as a first reading and are now being brought as a second reading and adoption.

**#6:60 - Curriculum Content**
- The policy and cross references have been updated with a reference to child sexual abuse and assault prevention education (Erin's Law 105 ILCS 110/3, amended by P.A. 97-1147). P.A. 97-1147 requires age-appropriate education for all grades (formerly only secondary schools) about child sexual abuse and assault prevention.

**#6:250 - Community Resource Persons and Volunteers**
- This policy has a new sentence, legal reference and cross reference in response to 720 ILCS 5/12C--50.1(b), added by P.A. 98-393 stating that all volunteer coaches must comply with the requirement to report hazing in Policy #5:90 - Abused and Neglected Child Reporting.

**#6:310 - Credit for Alternative Courses and Programs and Course Substitutions**
- This policy is updated in response to 105 ILCS 5/27-6, amended by P.A. 98-116. A subheading is amended to include adapted physical education. Amended language within this section addresses students with Individualized Education Plans (IEPs).

L. Approval of Policy Reference Education Subscription Service (PRESS) Policy Manual Updates – Section 8: Community Relations (Second Reading and Adoption)

**Rationale**
Elmhurst Community Unit School District 205 subscribes to the Illinois State Board of Education Policy Reference Education Subscription Service (PRESS). One of the services of PRESS is to supply updates to current policies, which have been revised to reflect wording changes, new or changed legal references, and policy cross reference information. The Policy Committee of the Board of Education met on January 22, 2014 to discuss these changes. In addition, the Assistant Superintendent/Director of the appropriate department
was consulted when necessary. The following policy revision was brought to the 2.25.14 Board of Education meeting as a first reading and is now being brought as a second reading and adoption.

#8:30 - Visitors to and Conduct on School Property

- The definition of school property is revised to include "parking areas."
- A prohibited activity is amended to add the qualifier, "Unless specifically permitted by State law."
- A prohibited activity is added as follows: "Use or possess medical cannabis."
- Legal references are amended.

Recommendation

That the Board of Education approve the Personnel Report.

Recommendation

That the Board of Education approve the financial reports.

Recommendation

That the Board of Education approve and authorize the Superintendent or his designee to execute all documents and agreements between the School District and CDW-G Direct, LLC, to upgrade the Cisco VoIP phone system software at a cost not to exceed $18,200.

Recommendation

That the Board of Education authorize the administration to contract with Educational Management Solutions to perform a compensation study that includes job description review, legal compliance with ADA and EEOC guidelines, and strategic compensation design. The cost of the study is $41,850 including all related expenses.

Recommendation

That the Board of Education approve the award of funds for the 2014 Thiems Grants as funded by the District 205 Foundation.

Recommendation

That the Board of Education approve the donation to the Bryan Middle School Choir Performance Club, the Bryan Beat, in the amount of $1,000. This donation is accepted in accordance with Policy #8:80 - Gifts to the District.

Recommendation

That the Board of Education accept as a second reading and adoption the revisions to Policy: #2:120 - Board Member Development which will become effective at the time of its adoption and subsequently be added to the Policy Manual of the Board of Education, Section 2 - Board of Education.

Recommendation

That the Board of Education accept as a first reading the revisions to Policy: #3:60 - Administrative Responsibility of the Building Principal which will become effective at the time
of its adoption and subsequently be added to the Policy Manual of the Board of Education, Section 3 - General School Administration.

**Recommendation**
That the Board of Education accept as a second reading and adoption the revisions to Policy #4:100 - *Insurance Management* which will become effective at the time of its adoption and subsequently be added to the Policy Manual of the Board of Education, Section 4 - Operational Services.

**Recommendation**
That the Board of Education accept as a second reading and adoption the revisions to Policies: #5:50 - *Drug-and Alcohol-Free Workplace; Tobacco Prohibition;* #5:90 - *Abused and Neglected Child Reporting;* and #5:120 - *Ethics and Conduct* which will become effective at the time of their adoption and subsequently be added to the Policy Manual of the Board of Education, Section 5 - Personnel.

**Recommendation**
That the Board of Education accept as a second reading and adoption the revisions to Policies #6:60 - *Curriculum Content;* #6:310 - *Credit for Alternative Courses and Programs, and Course Substitutions;* and #6:250 - *Community Resource Persons and Volunteers* which will become effective at the time of their adoption and subsequently be added to the Policy Manual of the Board of Education, Section 6 - Instruction.

**Recommendation**
That the Board of Education accept as a second reading and adoption the revisions to Policy #8:30 - *Visitors to and Conduct on School Property* which will become effective at the time of its adoption and subsequently be added to the Policy Manual of the Board of Education, Section 8 - Community Relations.

**MOTION:** Mrs. Stuefen moved to approve the Consent Agenda as presented, and Mrs. Bastedo seconded.

AYES: Stuefen, Bastedo, Harrell, Blum, Collins
NAYS: None
ABSENT: McDonough, Ebner

The motion was declared carried.

**SUPERINTENDENT’S AGENDA – ACTION ITEMS**

A. Approval of New Policy #7:185 – Teen Dating Violence Prohibited (Second Reading and Adoption)
Rationale
105 ILCS 110/3.10, added by P.A. 98-190, requires all Boards with students enrolled in grades 7 through 12 to have a policy on teen dating violence. This law requires the policy to "establish procedures for the manner in which school employees are to respond to teen dating violence." The policy incorporates procedures for reporting bullying and school violence. The Policy Committee of the Board of Education met on January 22, 2014 to discuss this new policy. The new Policy #7:185 - Teen Dating Violence Prohibited was brought to the 2.25.14 Board of Education meeting as a first reading and is now being brought as a second reading and adoption.

Recommendation
That the Board of Education accept as a second reading and adoption new Policy #7:185 - Teen Dating Violence Prohibited which will become effective at the time of its adoption and subsequently be added to the Policy Manual of the Board of Education, Section 7 - Students.

MOTION: Mrs. Stuefen so moved and Dr. Harrell seconded.

Voice vote: the motion was declared carried.

UPCOMING MEETINGS

Tuesday, April 8, 2014, Board of Education Meeting, District 205 Center - Rooms 215, 216, 217 – 7:30 p.m.

Tuesday, April 16, 2014, Finance and Operations Committee Meeting, District 205 Center - Room 217 – 6:30 p.m.

Tuesday, April 22, 2014, Board of Education Meeting, District 205 Center - Rooms 215, 216, 217 – 7:30 p.m.

BOARD COMMUNICATIONS

None

ADJOURNMENT

Mr. Collins declared the meeting adjourned at 8:14 p.m.

Mr. James Collins, President