

BUTLER SCHOOL DISTRICT 53  
OAK BROOK, ILLINOIS  
Administrative Center  
Butler Junior High School  
Monday, October 16, 2017  
6:30 p.m. Regular Meeting

MINUTES

Members Present: Elizabeth Chun, President; Sally Beatty, Vice President; Ahmad Sulaiman, Secretary; James Chow (arrived 6:41 p.m.); Christopher Edmonds; Cabin Kim; Lou Paskalides

Members Absence: None

In Attendance: Heidi Wennstrom, Superintendent; Sandra Martin, Business Manager; Amy Read, Butler Junior High Principal; Chad Prosen, Brook Forest Elementary Principal; Andrea Prola, Director of Student Services; Farheen Beg, Director of Technology

Dr. Chun, Board President, called the regular meeting of the Board of Education of Butler School District 53 to order in the boardroom at 6:32 p.m.

**Reception of Visitors**

Ellen Wozny, President of the OBEA, asked if there would be teacher involvement in the curriculum committee and the strategic plan. Dr. Chun noted that her question would be answered during the presentations and discussion.

**Approval of Agenda**

Motion by Mr. Paskalides, seconded by Mr. Sulaiman to approve the agenda as presented.

VOICE VOTE: ***Motion carried.***

**Consent Agenda**

1. Minutes of the September 11, 2017 Regular Meeting
2. Approve employment of Debra Dugan, Brook Forest, Teacher's Aide, effective Monday, September 18, 2017, pay rate of \$13.00 per hour
3. Approve employment of Maxx Marano, Brook Forest, Teacher's Aide, effective Monday, September 26, 2017, pay rate of \$13.00 per hour
4. Approve 12 week FMLA leave request of Joanna Lago, Language Arts Teacher, Butler Junior High, beginning in February 2018
5. Financial Reports

Moved by Mr. Edmonds, seconded by Mr. Sulaiman to approve the agenda as presented.

ROLL CALL VOTE:

Ayes: Mr. Edmonds, Mr. Kim, Mr. Paskalides, Mr. Sulaiman, Dr. Chun

Nays: None

Abstain: Dr. Beatty

Absence: Mr. Chow

***Motion carried.***

### **Board Member Comments**

Dr. Beatty apologized for not attending the board meeting of September 11<sup>th</sup> and missing the new teacher/staff welcome. Dr. Beatty stated she did not understand how a consultant for a Strategic Plan Presentation “made it on the agenda”. Mr. Edmonds stated he has some questions on the Strategic Plan Presentation and the Curriculum Committee on the agenda. Dr. Chun suggested that the meeting continue and encouraged board discussion following the public presentations.

### **PTO Update**

PTO President, Kelly Greco, announced upcoming events that include: an 8<sup>th</sup> grade graduation committee rummage sale on October 25<sup>th</sup>-26<sup>th</sup> at the Oak Brook Park District Central Park West; Trunk or Treat on October 27<sup>th</sup>, more cars are welcomed; Girl Power Yoga will begin November 1<sup>st</sup>; Bricks 4 Kidz will begin November 6<sup>th</sup>; and the Book Fair for Butler is November 9<sup>th</sup> it will be open during the day and during evening conferences.

### **Discussion/Presentations/Committee Reports**

#### **FY17 Audit**

Dr. Martin introduced Mr. Nick Cavaliere, from Baker Tilly Virchow Krause, LLP who reviewed with the board the highlights of the district’s audit for the fiscal year ending June 30, 2017. Mr. Cavaliere commended the district for its internal controls and recommended that the district create a system detailing capital assets with current year depreciation and accumulated depreciation. An unmodified audit opinion was received, which is the highest level from an external auditor. Mr. Cavaliere expressed a healthy set of financial statements.

#### **Evidence Based School Funding Formula**

Dr. Martin reviewed bill PA 100 – 0465, An overview of the Evidence-Based funding formula. The Evidence-Based Funding (EBF) formula performs calculations in three general stages. Stage 1 is determining the cost of educating all students, according to the defined cost factors. The result is the adequacy target for each district. Stage 2 is measuring each district’s local resources for comparison to the adequacy target. Stage 3 is distributing additional state funds to assist districts in meeting their adequacy targets. Completing the first and second stages produces a ratio that determines how far away a district is from adequate funding in stage three. The shift has critical ramifications for Butler District 53. The new formula replaces five grants and recalculates state funding based on factors such as student achievement and a district’s capacity to fund education.

Using this formula, called a Local Capacity Target, school districts will be grouped into four buckets or tiers from the most needy to the wealthiest. Butler would be in the fourth bucket, which means it would receive .01 percent in new funding as it is available. Other provisions of the bill require districts to submit a new complex report on its

spending, provide relief from the state mandate requiring PE and allow taxpayers to submit a referendum to reduce the education fund levy. Dr. Wennstrom said that the District will plan communication for its staff and community on how this major shift will affect its schools.

### **Strategic Plan Presentation**

Dr. Steve Humphrey from ECRA provided an overview of their three phase strategic planning process. The process will include conducting surveys, focus groups and interviews; compile and analyze the data to identify themes and trends; create a broad outline to guide direction; and development of strategic plan goals.

The Board continued its discussion on the strategic plan and the possibility of hiring an outside consultant to facilitate community engagement and develop a framework related to the plan. Some Board members advocated that the work be done in-house, citing the cost and expertise of the administration and saying that the Board and administration had already started a framework. Mr. Edmonds provided a chart he developed using the Illinois Report Card data from 2015-2016 with notable comparisons of districts that have active strategic plans. The document showed fourteen comparable historically comparable school districts and three recommended school districts (Sunset Ridge, Bannockburn, and Kenilworth). Of the 17 selected comparable school districts 13 have an active strategic plan with Butler 53 ranked number 2 in state achievement test data. Other Board members believed it was best practice to include the voice of parents, teachers, staff, students and community members in the development of long range strategic goals for the district. They advocated for administrators to develop a plan with outside experts believing that a neutral third party would be a benefit. Dr. Humphrey answered questions from the Board and offered a timeframe of three months. The finished project includes: mission, vision, guiding principles, strategic goals, objectives, metrics, actions, timeline and resources. It will be mission specific to District 53. Implementation meetings with staff and administration are the final step in the process.

### **Midwest Club Petitioner's Administrative Review**

Dr. Martin updated the Board on the Midwest Club petition to annex into the Butler School District. The review included the regional board requirement to file the administrative record of proceedings, including any hearing transcripts, as its answer to the complaint. Legal counsel anticipates that the counsel for Districts 58, 99 and 86 which opposed the boundary change and will argue vigorously for affirmation of the DuPage County Regional Board's decision. D53 took the stand of "neutral" and will monitor the proceedings with periodical legal updates to the Board.

### **Curriculum Committee**

Dr. Chun provided current Board policy associated with curriculum development and past practice on faculty leadership for curriculum development. The District Leadership Team (DLT) has been used to recommend final curriculum changes for full Board approval. Mr. Chow questioned the cost and investments in software as it relates to curriculum. OBEA President, Ellen Wozny, spoke on behalf of the teachers and stated that teachers want to be in on the process. Mrs. Wozny asked the Board to allow

teachers to be able to provide their expertise and noted that this is their profession and passion.

### **Finance Committee Report**

Mr. Edmonds updated the Board on the recommendation of the committee to delay capital project recommendations of the master facility plan originally slated for the summer of FY18 for one year. There is currently a \$350 thousand dollar deficit in the FY18 budget. Mr. Edmonds noted that “every dollar truly does count” based on the current outlook of the budget.

### **B&G Committee Report**

Mr. Paskalides reported that the Brook Forest roof is at 100% completion. There is a handicap lift at Brook Forest that needs repair and the company is out of business and there are no parts. There are four lifts in the district that will need repair. Lead testing on water will be done in December. We will be taking action on air quality testing in the agenda. We have had clean testing since it began and the insurance company is saying they will no longer pay for it. The recommendation is to test through October. Mr. Sulaiman requested that certification of the air quality is received to validate.

### **DLT Committee**

Dr. Chun noted that the committee continued the conversation on MTSS and Social Emotional Learning. Board members were referred to the minutes for more details.

### **Policy Committee**

Mr. Sulaiman referred the Board to the minutes and thanked everyone who attended the meeting.

### **Technology Committee Report**

Mr. Paskalides reported that the committee had a good conversation on technology and curriculum at the last meeting. The Board was then referred to the minutes.

### **Superintendent's Report**

#### **FOIA (Freedom of Information Act)**

There was one FOIA request received in the office of the Superintendent. Kirk Allen, from American Watchdogs Inc., requested a copy of all debt currently held by the school district, a copy of all payment structures for the debt, a copy of all compensation provided to the Superintendent, a copy of the Superintendent's employment contract, and a copy of the minutes and agenda where the Superintendent's contract was approved. All information was provided by email within the allowable time guidelines.

### **Opening Day Celebration**

A video of the Opening Day Celebration at both Brook Forest and Butler Junior High was shared. Dr. Wennstrom introduced and thanked Faith Behr, Communication Consultant and Farheen Beg, Director of Technology, for their work on this video and other communications.

### **Supporting Student Success Partnership**

Dr. Wennstrom informed the Board of the new parent partnership that will begin with a meeting to create structures with collaborative discussions. Andrea Prola, Director of Student Service will be heading up the meetings. Ms. Prola said the goals of the partnership were to support families and strengthen the bridge between home and school.

### **National Principal Appreciation Month**

Dr. Wennstrom shared that the Illinois Principals' Association invites Illinoisans to celebrate National Principals month this October which culminates with Principal Appreciate Week October 15<sup>th</sup> through the 21<sup>st</sup> and Principal Appreciation Day on Friday, October 20<sup>th</sup> in Illinois. Dr. Wennstrom stated, "Dr. Prosen, Miss Owen, Ms. Read, and Mrs. Prochaska: Your work deserves to be recognized and celebrated!"

### **Brook Forest Building Report**

Dr. Prosen thanked all the parents who attended parent visitation day. There were over 240 parents that took part in the visit and saw their students in their classrooms. The enthusiasm and passion that staff bring to the students every day is impressive. Staff are currently working in professional learning teams on topics that including: writing competencies, student goals, and speaking and writing standards. Next week will be Red Ribbon Week and last week was Fire Prevention Week both of which have been supported by community partnerships. Dr. Prosen thanked Miss Owen and Mrs. Wozny for their work with the student council that raised over \$2000 for hurricane victims in Houston, Texas. October 27<sup>th</sup>. The trimester ends and report cards will be distributed on November 3<sup>rd</sup>. Parent – Teacher conferences will be in November.

### **Butler Junior High Building Report**

Ms. Read reported that Butler Junior High students also took part in the Red Ribbon Week and the raising of money for the hurricane victims. Ms. Read shared that she is just back from the 3 day 7<sup>th</sup> grade Philadelphia trip where students experience "the roots of our nation while making connections with what they are learning in the classroom." Ms. Read thanked Mr. Hamilton, Mrs. Korhonen, Miss Jones, and Mr. Finke, she noted, "without them I would not be able to provide that safe and meaningful trip for our students." Ms. Read also added that Butler Junior High has 2 students that made the honor band and 2 students made the honor choir with the ILMEA; this is a great accomplishment. Students are also taking part in a 40 book challenge and invited Board members to join them.

### **Action Item**

#### **Acceptance of Audited Financial Statements and Supplemental Financial Information for FY17**

Motion by Mr. Edmonds, seconded by Mr. Chow to accept the FY17 audit as prepared by Baker Tilly Virchow Krause.

ROLL CALL VOTE:

Ayes: Mr. Chow, Mr. Edmonds, Mr. Kim, Mr. Paskalides, Mr. Sulaiman, Dr. Beatty, Dr. Chun

Nays: None

***Motion carried.***

**Approval ECRA Letter of Agreement**

Motion by Mr. Sulaiman, seconded by Mr. Paskalides to approve the letter of agreement with ECRA Group for Strategic Planning in the amount of \$19,000. Following additional Board discussion a roll call vote was taken.

ROLL CALL VOTE:

Ayes: Mr. Kim, Mr. Paskalides, Mr. Sulaiman, Dr. Chun

Nays: Mr. Edmonds, Dr. Beatty, Mr. Chow

***Motion carried.***

**Approve Extended Unpaid Leave of Absence for Joanna Lago**

Motion by Mr. Kim, seconded by Mr. Paskalides to approve the extended unpaid leave of absence for Joanna Lago, Language Arts Teacher, Butler Junior High, through June 1, 2018.

VOICE VOTE: ***Motion carried.***

**Policy Revisions and Changes – Second Reading & Adoption**

Policy 1030 – School District Enrollment

Policy 1125 – Board Member Conflict of Interest

Policy 4315 – Religious Holidays

Policy 4350 – Court Duty

Policy 4965 – Solicitations By or From Staff

Policy 4992 – Pandemic Preparedness

Policy 4994 – Recognition for Service

Policy 5157 – Resignations

Policy 5165 – Evaluation

Policy 6120 – Free and Reduced-Price Food Services

Motion by Mr. Edmonds, seconded by Mr. Sulaiman to accept policies 1030, 1125, 4315, 4350, 4965, 4992, 4994, 5157, 5165, 6120 as presented for second reading and adoption as recommended by the Policy Committee and the Superintendent.

VOICE VOTE: ***Motion carried.***

**Contract with TEM Environmental, Inc.**

Motion by Mr. Paskalides, seconded by Mr. Edmonds to disapprove a contract with TEM Environmental Inc., for environmental testing at Brook Forest for November & December at a cost of \$1,725.00 per week.

ROLL CALL VOTE:

Ayes: Mr. Kim, Mr. Paskalides, Mr. Edmonds, Dr. Chun

Nays: Mr. Sulaiman

Abstain: Mr. Chow, Dr. Beatty

***Motion carried.***

**Announcements**

Future Board of Education Meeting Dates:

Technology Committee Meeting      Tuesday, October 17, 2017, 7:00a.m.

DLT Committee Meeting                      Tuesday, November 7, 2017, 4:00 p.m.

B&G Committee Meeting  
Regular Meeting w/IASB Rep

Thursday, November 2, 2017, 7:00 p.m.  
Monday, November 13, 2017, 6:00 p.m.  
(Special Time)

Other Important Dates:

BJH End of 1<sup>st</sup> Quarter  
BF – End of First Trimester  
School Improvement Day  
Half-Day Student Dismissal Times  
BJH Parent Visitation Day  
BF & BJH Parent Teacher Conf.  
PTO Meeting

Friday, October 20, 2017  
Friday, October 27, 2017  
Friday, November 3, 2017  
BF 11:50 a.m., BJH 11:40 a.m.  
Friday, November 3, 2017, 8:30-11:40 a.m.  
Thursday, November 9, 2017, 4:00-8:00 p.m.  
Friday, November 10, 2017, 9:00 a.m.

**Adjournment**

Motion by Mr. Kim, seconded by Mr. Edmonds to adjourn the regular meeting at 9:24 p.m.

VOICE VOTE: ***Motion carried.***

Elizabeth Chun, Board President

Ahmad Sulaiman, Board Secretary

BOE approved at the regular meeting on 11/13/17.