



**Bensenville School District 2 Board of Education  
Meeting November 18, 2020**

President, Bob Laudadio called the regular meeting of Bensenville Elementary School District 2 Board of Education, DuPage County to order at 7:00 p.m., at Educational Administration Center, 210 S. Church Road, Bensenville, Illinois.

Roll call verified that there was a quorum of the Board present with the following members present and absent as listed below:

| <b>Board of Education</b> | <b>Title</b>  | <b>Present</b> | <b>Absent</b> |
|---------------------------|---|----------------|---------------|
| Christian Constante       | Secretary   | X              |               |
| Katie Krajecki            | Vice-President  | X              |               |
| Bob Laudadio              | President   | X              |               |
| Chris McCullough          | Member  | X (via zoom)   |               |
| Alex Stitgen              | Treasurer   | X              |               |
| James Stoltman            | Member  | X (via zoom)   |               |
| Susan Vitellaro           | Member  | X              |               |
| <b>Administration</b>     |   |                |               |
| Dr. James Stelter         | Superintendent  | X              |               |
| Dr. Kay Dugan             | Assistant Superintendent for Learning                           | X (via zoom)   |               |
| Mr. Paul Novack           | C.F.O.  | X              |               |
| <b>EAC Staff</b>          |   |                |               |
| Cindy Snyder              | Administrative Asst. to the Superintendent & Clerk of the Board | X              |               |

**Others in attendance:**

- **Staff:** Joe West, BSD2 Tech team member

**A motion was made by Mr. Stitgen and seconded by Mr. Constante that the Board of Education approve the agenda as presented. Upon voice vote, all board members present voted aye. Motion carried.**

The Pledge of Allegiance was led by Mr. Laudadio.

**Hearing of Delegations:** The following sent public comments to the Board:

- Lori Parthimos
- Evelyn Aguilar
- Vicki Mazzone, Beth Moritz & Bill Winters (BEA Leadership Team)

**Presentations**

- **Board Member Appreciation** - Dr. Stelter presented Board members with a certificate of appreciation for their dedication to the students and staff of BSD2.
- **Progress Monitoring & Assessment** – Dr. Dugan, Dr. Stewart and Dr. Zulauf presented a report on the learning progress of BSD2 students and demonstrated how we monitor and assess students.
- **Presentation of Audit** – Mr. Ed McCormick and Mr. Kevin Bissell presented the Audit.

**Administrative Reports**

- Enrollment Report** – Dr. Stelter reported there are 2,197 students enrolled in District 2, plus 6 Itinerant and 56 Headstart students.
- FOIA Report** – Mr. Novack reported that there was one FOIA this month pertaining to contracts of guest speakers.
- MTSS Program Update** – Ms. Baglarz gave her presentation on MTSS: Social, Emotional, Behavioral interventions.



**Bensenville School District 2 Board of Education  
Meeting November 18, 2020**

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- D. **SIP & DIP Plans** – Dr. Dugan reported that SIP & DIP plans (Continuous Improvement Plans) will be presented at the December board meeting.
- E. **School District Benchmark Report** – Dr. Stelter reviewed District demographics and comparison benchmark districts from 2019-20.

**Consent Items:**

**A. Approval of Minutes**

- 1. Regular Board of Education Meeting – October 21, 2020
- 2. Regular Board of Education Meeting – October 21, 2020 closed session

**Recommendation:** The Board of Education approves the above listed minutes as presented and attached.

**B. Approval of Financial Reports**

- 1. Bills October 2020
  - a. Accounts Payable
  - b. Imprest Checks
  - c. Advanced Checks
  - d. Construction Checks
- 2. Treasurer’s Cash Report as of October, 2020
- 3. Investment Summary as of October 31, 2020
- 4. Tax Distribution Report as of October 31, 2020
- 5. Activity Fund Report October, 2020
- 6. Financial Statements as of October 31, 2020

**Recommendation:** The Board of Education approves the above listed financial reports as presented and attached.

**C. Personnel**

**I. Ratification of Employment – Certified Staff**

**Recommendation:** That the Board of Education ratifies the employment of Rameela Masghati, 4<sup>th</sup> Grade Teacher, Tioga School effective November 4, 2020.

**II. Ratification of Employment – Classified Staff**

**Recommendation:** That the Board of Education ratifies the employment of the following classified staff for the 2020-2021 school year:

- 1. Elena Davydova, Gifted Paraprofessional Johnson School, effective November 23, 2020.
- 2. Deborah McComb, Bus Driver for the District, effective November 11, 2020.
- 3. Adrian Marin Garcia, Special Education Paraprofessional Aide Substitute for the District, effective November 9, 2020.

**III. Resignation of Classified Staff**

**Recommendation:** That the Board of Education accepts the resignation of the following classified staff members:

- 1. Karina Balderas, Infant/Toddler Specialist-Birth to 3 Program, effective November 13, 2020.
- 2. Luz Veronica Kelly, Special Education ALS Aide, Johnson School, effective November 1, 2020.
- 3. Karla Rojas Gonzales, Clerical Aide, Tioga School, effective November 4, 2020.



**Bensenville School District 2 Board of Education  
Meeting November 18, 2020**

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**IV. Approval of Long-Term Substitute**

**Recommendation:** That the Board of Education ratifies the employment of Alan Del Rio, long-term substitute teacher at Tioga School, effective in November 2020.

**A motion was made by Mr. Stitgen and seconded by Mrs Krajecki that the Board of Education approve the above listed consent agenda items as presented.**

**Roll Call Vote:**

**Aye:** Stitgen, Krajecki, Constante, Laudadio, McCullough, Stoltman, Vitellaro

**Nay:** none

**Absent:** none

**Motion Carried.**

**Conference/Action Item**

**A. Acceptance of Audit Report** – Mr. Novack reported that the District’s financial statements for the 2020 fiscal year have been audited by the firm of Mueller & Co., LLP. Mueller and its predecessor firm, MPS|CPA, have been the District’s auditors since 2011.

Mr. Ed McCormick and Mr. Kevin Bissell from Mueller presented the audit results to the Board.

Links were provided for these four documents.

1. The District’s Financial Statements, with Notes & Schedules, for the year ended June 30, 2020.
2. Mueller’s Report letter, providing its opinion about the information presented in the District’s Financial Statements.
3. Mueller’s Conclusions Letter, describing the audit it performed.
4. Mueller’s Internal Control Letter, describing its limited-purpose opinion about the District’s processes for collecting and recording financial information.

The District’s financial strength is excellent.

- The net financial position increased in 2019-20 for the 17th consecutive year. This means that the District’s assets (reduced for its liabilities) have increased in each of those years, even allowing for a modest decline of its building values due to age.
- The District finished the year with nearly \$32 million of cash.
- The District’s bonds have a AA+ bond rating.
- The District’s school buildings are very new.

**A motion was made by Mrs. Krajecki and seconded by Mr. Stitgen that the Board of Education accept the Auditors report as presented.**

**Roll Call Vote:**

**Aye:** Krajecki, Stitgen, Constante, Laudadio, McCullough, Stoltman, Vitellaro

**Nay:** none

**Absent:** none

**Motion Carried.**

**B. Approval of Resolution Estimating Tax levy** – Mr. Novack reported that a proposed resolution is attached estimating the 2020 tax levy.



**Bensenville School District 2 Board of Education  
Meeting November 18, 2020**

This resolution is the first step to collect property taxes for the 2021-21 school year. It is a Board estimate of the amounts to be raised by property taxation. The second step occurs in December, when the Board levies the tax and sends that levy to the DuPage County Clerk.

Separate levies will be estimated in the resolution for seven of the District’s eight funds. The Bond Fund levy, \$272,500, need not be estimated, because it is already levied anyway.

This resolution is an estimate rather than the actual levy. The actual tax levy will be proposed in December.

|                                    |             |
|------------------------------------|-------------|
| Inflation Increase over prior year | 2.3%        |
| New Construction Estimate          | 0.1%        |
| <b>District’s Likely Increase</b>  | <b>2.4%</b> |
| Cushion (see Options section)      | 1.8%        |
| Total Estimated Increase           | 4.2%        |

The likely increase is 2.4% in the District’s total tax, from two components.

- The inflation component is the 12-month Consumer Price Index change reported for December 2019. This will be the typical tax increase for an individual property owner.
- New construction values permit the District to increase its aggregate levy beyond the CPI factor. Most new construction in District 2, however, does not have that effect, because it is located in one of the Tax Increment Financing districts. Property tax on those values is collected by the Village of Bensenville to pay for improvements within the TIF District.

For taxpayers, the average increase will be 2.3% but individual results will vary depending on valuation changes for their individual parcel. Most parcels will increase in value by 3.5% this year. *Valuation changes in existing parcels do not affect the District’s total tax.* They only affect how the total tax is divided among all property owners.

This estimate proposes a 1.8% cushion in addition to the 2.4% likely increase.

The cushion serves two purposes: (1) if new construction is higher than estimated, then the District can fully increase its levy; and (2) it creates flexibility for the District next spring to adjust individual fund levies up or down as needed without changing the total levy.

New construction, not existing taxpayers, will bear the cost if any part of the cushion is ultimately included in the final levy.

**A motion was made by Mr. Constante and seconded by Mr. Stitgen that the Board of Education adopts the resolution estimating money necessary to be raised by taxation in tax year 2020 (collected 2021) as presented and attached.**

**Roll Call Vote:**

**Aye:** Constante, Stitgen, Krajecki, Laudadio, McCullough, Stoltman, Vitellaro

**Nay:** none

**Absent:** none

**Motion Carried.**

**C. 2021-22 Calendar Discussion** – Dr. Stelter led the discussion pertaining to the 2021-22 School Year Calendar.



**Bensenville School District 2 Board of Education  
Meeting November 18, 2020**

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1<sup>st</sup> Day for students – Wed August 11, 2021

Last day for students – Thursday, May 19, 2022 (unless emergency days are used)

**Breaks**

- ✓ Thanksgiving Break -  
November 24 – 26 (plus  
two Teacher institute  
Days 11/22 & 11/23)
- ✓ Winter Break – December  
20 – December  
31(students return Jan 3)
- ✓ Spring Break – March 28-  
April 1

**Teacher Institute Days**

- ✓ August 9
- ✓ August 10
- ✓ September 17
- ✓ November 22
- ✓ November 23
- ✓ March 4
- ✓ May 20

**Parent/Teacher Conferences**

- ✓ October 22 (evening  
conferences held during week  
prior to 10/22)
- ✓ February 25 (evening  
conferences held during week  
prior to 2/25)

Board members would like a survey to parents on when to start and would like to align with Fenton.

**D. Health Department Latest Guidance and the District's Daily Instructional Schedule** – Dr. Stelter reported The Board will consider re-opening plans as necessary. The last motion for returning to 100% remote was made on 10/19/2020 until further notice and guidance from the health department. As many other districts in DuPage County consider return to school, the holidays have become a key focus. COVID19 spread is expected to remain and possible increase further due to families getting together over the holidays. Some districts have already announced tentative plans to return to school after MLK day or Tuesday, January 19, 2021.

Health department guidance still allows schools to be open. Currently, teaching and support staff were informed last week to only work two (2) days a week from the schools until further notice. Dr. Stelter reported that custodians, food service personnel and bus drivers will still be in-person, minimal staff in the offices will be worked out with principals and office staff.

Dr. Stelter also reported that the IDPH Daily Announcement of Data and Guidance IDPH Issues New Guidance Urging Residents to Stay Home and Leave Only for 'Essential Activities' Illinois' health department issued new guidance Wednesday, November 11, 2020 urging residents to stay home and only leave for "essential activities." The guidelines, which come just before the Thanksgiving holiday, recommend that for the next three weeks, residents "stay home as much as possible, leaving only for necessary and essential activities, such as work that must be performed outside the home, COVID-19 testing, visiting the pharmacy, and buying groceries." The guidance also urges employers to have employees work from home as much as possible during that time period. "We ask employers to make accommodation for this," a release from the department states. "Our goal is to reduce transmission as we head into the holidays so businesses and schools can remain open."

**A motion was made by Mr. Stitgen and seconded by Mr. Constante that the Board of Education create a Special Board Committee for the purpose of advising the Board of Education on school opening and closing metrics for students.**

**Roll Call Vote:**

**Aye:** Stitgen, Constante, Krajecki, Laudadio, McCullough, Stoltman, Vitellaro

**Nay:** none

**Absent:** none  
**Motion Carried.**

**E Special Education and Pre-K Students, Options for In-Person Instruction** – Dr. Stelter reported that the school district is currently in 100% remote instruction. All student groups, including Pre-K and Special Education-Self Contained are out of school. Although, the Head Start Birth-5 program at Tioga School has been successfully operated since August 2020 with 56 students.

The students in Pre-K and Special Education-Self Contained are possibly the most at risk and receiving the least benefit from remote instruction.

The district currently has the following number of students in Pre-K and Special Education-Self Contained areas:

|  |                   |     |
|--|-------------------|-----|
| Pre-School For All (PFA) .....         | 79 Students ..... | TI  |
| K-5 Instructional Student Program..... | 25 Students ..... | WAJ |
| K-5 Academic Life Skills .....         | 11 Students ..... | WAJ |
| 6-8 Instruction Student Program .....  | 23 Students ..... | BMS |
| 6-8 Academic Life Skills .....         | 8 Students .....  | BMS |

Dr. Stelter reported that the administration would like to consider opening the schools for Pre-K and Special Education-Self Contained at some point in the near future, possibly even before the holidays, assuming general education students are still in remote. If the entire district returns to hybrid instruction in the near future, then this plan would not be needed at this time. But, these plans might be helpful if we change between remote and hybrid frequently.

Next steps in the planning process include issuing a parent survey to gauge interest, a further analysis on whether full day or half-day is best, how to support student IEP goals, obtaining teacher feedback, busing logistics, meal/snack planning and cleaning and safety procedures.

**A motion was made by Mrs. Krajecki and seconded by Mrs. Vitellaro that the Board of Education directs administration to develop a plan for the return of Pre-K students and Special Education students who are in a self-contained settings, based upon parent choice.**

**Roll Call Vote:**

**Aye:** Krajecki, Vitellaro, Constante, Laudadio, McCullough, Stitgen, Stoltman,

**Nay:** none

**Absent:** none

**Motion Carried.**

**F. 2<sup>nd</sup> Reading and Adoption of Policy Revisions: 2:260, 2:265, 5:20 7:20** – Mr. Novack reported that Title IX, a federal law, governs the District’s response to sexual harassment concerns by students or by staff.

To implement this law, last month the Board received for First Reading a proposed new Policy 2:265 (Title IX Grievance Procedures). Also presented for First Reading were proposed changes to Policies 2:260 (Grievance Procedures), Policy 5:20 (Harassment of Staff) and Policy 7:20 (Harassment of Students).

- Policies 5:20 and 7:20 prohibit harassment of staff and students, respectively. Sexual harassment is one of the prohibited behaviors.
- Complaints about sexual harassment will be investigated and reviewed according to new Policy 2:265.
- Complaints about other harassment types are investigated and reviewed according to existing Policy 2:260.

**A motion was made by Mr. Stitgen and seconded by Mrs. Krajecki that the Board of Education adopt the new and revised policies presented.**

- Policies 2:260 - Grievance Procedures
- Policy 2:265 - Title IX Grievance Procedures
- Policy 5:20 - Harassment of Staff
- Policy 7:20 - Harassment of Students

**G1. 1<sup>st</sup> Reading Policy Revisions 4:140, 5:90, 6:60, 7:140, 7:305 – Mr. Novack presented the following policies for 1<sup>st</sup> reading:**

Policy 4:140 governs fee waivers for non-meal charges, such as registration fees, field trip fees and similar educational costs. Most waivers are based on the student's free lunch eligibility, although other bases are permitted, too.

Policy 5:90 governs reporting of abused or neglected children. It mostly restates existing laws.

Policy 6:60 recites curriculum content required by law.

Policy 7:140 recites federal and state laws concerning searches on school property and of online accounts.

Policy 7:305 implements the Youth Sports Concussion Safety Act.

Mr. Novack reported:

For Policy 4:140, one change is recommended to ratify existing District practice. Registration fees are waived for students eligible for free lunch. About half the District's students receive this waiver each year. Although the registration fee is not listed in ISBE's regulation on waivers, Counsel advises that waiving it is the better interpretation of the law.

For Policy 5:90, training deadlines are updated to match existing laws. A new law regarding sexual abuse is incorporated. Another new law, permitting employee dismissal for non-reporting is also incorporated; note that it does not apply to teachers.

For Policy 6:60, new language is added in several locations to reflect new laws.

For Policy 7:140, language is updated to match existing laws concerning students' non-school online activity.

For Policy 7:305, minor changes are recommended to update for revisions to the governing Act.

Mr. Novack reported that for Policy 4:140, the state law purporting to require waiver of registration fees is arguably unenforceable. Administration does not recommend relying on that position. For the other policies, no changes are recommended.

That the Board consider the changes presented here for first reading.

- [Policy 4:140](#)
- [Policy 5:90](#)
- [Policy 6:60](#)
- [Policy 7:140](#)
- [Policy 7:305](#)

**G2. First Reading Policy Revisions: 5:100, 6:120, 6:170, 7:10, 7:185** – Mr. Novack reported that there are no Changes Proposed after review of PRESS materials

[Policy 5:100](#) recites requirements for staff training.

[Policy 6:120](#) recites requirements for educating students with disabilities.

[Policy 6:170](#) recites requirements for educating students with Title I funds.

[Policy 7:10](#) recites requirements for equal educational opportunities.

[Policy 7:185](#) recites state laws concerning teen dating violence.

Mr. Novak reported that For the above policies, no changes are recommended.

**No action recommended unless the Board wants any of these policies changed.**

**H. Indoor Air Quality Design and Bidding Costs** - Dr. Stelter reported that improving air quality is a basic preventative measure against COVID-19. Techniques include increased fresh-air intake, improved filtration, and air purification equipment.

Dr. Stelter reported that his report pertains to the options for air purification equipment. Improved filtration and increased fresh-air intake are already fully implemented.

Three options were presented. These are findings from CS2 Design Group and STR Partners (mechanical engineers and architects, respectively).

Each option offers different combinations of cost, longevity, lead time, and coverage.

- Option 1 has the lowest upfront cost and fastest install time. It does not cover hallways or large spaces. If air quality concerns were less compelling in the future, then this option would be the most cost effective.
- Option 2 has mid-level upfront cost but the highest long-term cost. For classrooms, it offers quick install time. It has full building coverage the same as Option 3.
- Option 3 has the highest upfront cost and longest install time. It provides the greatest coverage and the lowest long-term cost. It is the best choice if air quality concerns remain compelling in future years.

All three options are viable. They present different combination of equipment types and lives, with different upfront costs and lead times.

Dr. Stelter asked the Board of Education consider the options presented and direct Administration accordingly.



Discussion was held. Board members would like more information to be presented at a Special meeting on Wed. December 2, 2020 at 6:30 p.m. Board members would like information ahead of time so they can come to the meeting with questions.

I. **Options for Adding Classrooms in Tioga School Pre-K Center** – Dr. Stelter reported that the District's Pre-K Program serves students ages 3 – 5 at Tioga School. The District's program is actually two programs, both operating in half-day sessions.

- One classroom is a self-contained special education classroom. District funds pay for this classroom.
- Four classrooms are funded by Illinois' Preschool for All program (PFA). The PFA classrooms serve a mix of general education and special education children. Besides classroom teachers, support comes from social workers, occupational therapists and speech pathologists.

Both programs operate at Tioga School. Three classrooms were built in 2012 and two additional rooms were added in 2017 in the Early Learning Center.

The Early Learning Center is shared with the Head Start program, which operates four classroom there. The building was designed to accommodate additional wings to the south and to the west. The south wing would expand the District's portion of the building.

Community needs for Pre-K are assessed by DuPage County. The latest analysis they have shared, from 2016, supports adding from three to four more classrooms.

The District has no open K-5 classrooms at either Johnson or Tioga Schools for 2020-21. At Johnson, a 450 sf office serves as an ISP classroom. Extra space at Tioga would effectively create options for Johnson as well, because both schools serve District-wide programs that can be moved from one building to the other as space requires. Adding rooms at Tioga would therefore create flexibility for both schools.

Dr. Stelter reported that District Finances: The District holds about \$2.2 million in bond proceeds that are dedicated to construction projects. The Pre-K addition would be an eligible use of those funds.

The District has about \$6 million in other cash reserves after allowing for 2020-21 operations, the air quality project presented at this meeting, the capital needs presented in September, and two extra months' worth of cash reserves.

Dr. Stelter reported that STR Partners, the District's architects, has prepared three plans of increasing size (located behind this memorandum).

- The smallest plan adds one net classroom; the next one, three net classrooms; and the largest one, five net classrooms.
- Features of each layout, regardless of size:
  - Classrooms that are large enough to meet PFA standards.
  - Conversion of existing room 116 in the 2012 Pre-K wing to a gross motor space for the PFA program, because the larger program would need a second gross motor space.
  - One classroom to replace room 116 (e.g., to achieve three net new classrooms, a fourth classroom is constructed, too).
  - An office area that could later become a full-size classroom and until then frees up improved space elsewhere for the existing physical therapy program.
  - Work space for the additional social workers and other interventionists.

- Estimated project costs are \$2.5 million for the smallest, \$3.6 million for the next size, and \$4.7 million for the largest.

Administration is working to update the 2016 need analysis that showed a need for three more classrooms to serve Pre-K students.

If three net classrooms were added (the middle option from STR), the cost would require up to \$1.5 million from the \$6 million available in the District's general cash reserves. Administration is comfortable with that allocation. The largest addition would require up to \$2.5 million, which is also acceptable. The smallest addition would require up to \$0.5 million.

New classroom space would be capable of serving K-5 or ISP or NDSEC students as well if not fully used for PFA. This would add flexibility to the District space planning for K-5 classrooms.

Discussion was held. Board members would like to see more data to show evidence of need. It was mentioned to interview architects.

- J. Superintendent Evaluation Instrument – Dr. Stelter presented a revised option for the 2020-21 Superintendent Evaluation Instrument. Discussion was held. Board members liked the Likert Scale, and would like to see Goal 2 broken out “analysis of individual and analysis of collective performance data”. Board members would also like to participate in Board Self Evaluation professional development. Dr. Stelter suggested coordinating that with the strategic plan and Portrait of a Graduate.
- K. Notice to Remedy – Dr. Stelter reported that all teachers must maintain professional conduct in the classroom and the District.

Tenured teachers who fail to do so may be recommended to receive a Notice to Remedy. A tenured teacher who has received such a Notice could later be dismissed if s/he does not correct the deficiencies listed in the Notice.

Only the Board of Education can issue a Notice to Remedy.

The Board Resolution identifies a teacher whose actions were unsafe and insubordinate. The teacher's actions are detailed in Exhibit A to the resolution.

**New Business** - none

**Closed Session**

**At 9:59 p.m. a motion was made by Mr. Stoltman and seconded by Mr. Stitgen that the Board of Education go into closed session to discuss pending litigation and personnel. Upon voice vote, all board members present voted aye. Motion carried.**

**At 10:25 p.m. motion was made by Mr. Stitgen and seconded by Mrs. Krajecki to come out of closed session. Upon voice vote, all board members present voted aye. Motion carried.**

**A motion was made by Mr. Constante and seconded by Mrs. Krajecki that the Board of Education adopt the Resolution Authorizing the Notice to Remedy for Alice Rudenga as presented in closed session.**

**Roll Call Vote:**

**Aye:** Constante, Krajecki, Laudadio, McCullough, Stitgen, Stoltman, Vitellaro

**Nay:** none

**Absent:** none

**Motion Carried.**

**Adjournment**

**At 10:27 p.m. a motion was made by Mr. Constante and seconded by Mr. Stitgen that the Board of Education adjourn the meeting.**

**Roll Call Vote:**

**Aye:** Constante, Stitgen, Krajecki, Laudadio, McCullough, Stoltman, Vitellaro

**Nay:** none

**Absent:** none

**Motion Carried.**

No further business appearing Mr. Laudadio adjourned the meeting at 10:27 p.m.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary