

EA Council/Superintendent Meeting

Date: 12/09/25

Location: Administration Center

Union Leadership in Attendance: Becky Roireauc, Jennifer Gentile, Sandro Bonilla, Jessica Fischer, Sandra Williams, and Alan Scott

District Leadership in Attendance: Dr. Halverson, Ami Engel, John Simpson, Julie Swartzloff, and a special appearance by Mike Engel

Agenda Items	Union Notes	Superintendent Notes	Discussion Status
1.	PD outside the district -	Dr. Halverson: Thank you, everyone, for coming. We went through a few items beforehand and added some notes. Jennifer: I appreciate you letting us out of the district. But there are some principals that are... Is it required that they have to go? Ami: No. Jennifer: A person talked to me, very stressed, they didn't want to go. Ami: No, they don't have to go. Jennifer: It would be a hardship. Ami: Our Encore groups have a five year rotation. You are assigned a year on the cycle to attend something; but, if you can't go, just let us know. And if you can't go this year but want to switch, it is okay. Jennifer: Would you bring it up to principals? Jessica: Out of state, some don't want to travel but felt like they couldn't so no. Ami: I'll make sure that's clear.	Staff can go outside the district for Kane County this year. But staff must pay any costs. If at any point staff want to attend PD, they should fill out PD to make the request. A rejection does not necessarily mean one cannot go but a personal day might need to be used.

Halverson: We have a principals' meeting tomorrow. The agenda already went out. We can talk about it, but maybe go into it again at the next meeting.

Becky: Someone asked, *Can you submit through Frontline?*

Ami: Yes.

If, for example, Becky submits to attend PD outside the district, but it isn't approved, you can still go on your own, and you'd have to pay, and it would be a personal day.

If you are required to attend meetings for something outside the district, it is a personal day.

Jon: If you submit in Frontline, they should also send an email to their direct supervisor.

It lists the approver and the next approver.

Jessica: I have a member who wants to attend a four day PD, and was told she couldn't go.

Julie: Four days would be too many for personal days.

And kids would miss all four days, which is a lot.

Jessica: I said, *Check with the district first.*

Halverson: Have her submit.

		<p>Becky: Who approves? And what is the criteria?</p> <p>Ami: Building and principal. Is it within the scope of work? And are there building funds requested? There are lots of criteria.</p> <p>If I am not in charge of building funds, I would leave a note then it goes to the district level.</p> <p>If it is a SPED-type of conference, it might go to SPED. If Pre-K, it goes in that direction.</p> <p>Becky: I just learned a lot.</p> <p>Ami: Is it perfectly streamlined? Maybe not.</p> <p>Halerverson: What is it bringing back to the school community? We can come up with a rubric.</p> <p>Ami: How many people will be gone that day? If five people are out and you can't get subs? Can you cover that and what is the plan?</p> <p>A lot of people may want to go to a conference but eight people are out...</p>		
2.	Referrals	<p>Jessica: Here was our problem, if it was made a minor, they'd never see it. So we'd have to make everything Major.</p> <p>Jon: In elementary, it was a square and a triangle. Anyone who can issue consequences could log in, but you could see everything. It didn't rank order, it was straight chronological.</p>		John will get this problem solved over Winter Break.

		<p>Do you think that is for all admin? Just the deans?</p> <p>Jessica: The deans, one of the APs. They say they can't see it.</p> <p>Jon: I'll get that solved before Winter Break.</p>		
3.	<p>Evaluation- Retirees</p> <p>3 year cycle informals</p>	<p>Becky: It is only the very last year?</p> <p>Julie: Update from PERA Committee, it will be in the plan, only the final year, and we're updating the timeline so everyone is done by March 1st. No SLO. And retirees.</p> <p>Halverson: And that will help us with staffing in future years.</p> <p>Jennifer: We talked in PERA about it, at the high school, one formal, then two years off. But they are getting one per year.</p> <p>Halverson: Jon will look into that.</p> <p>Jennifer: One in the cycle.</p> <p>Jon: That was in the PD.</p> <p>Jennifer: It might be DCs.</p> <p>Becky: We'll put in on the agenda for the building.</p> <p>Julie: Tenured teachers, during that cycle, first year, nothing, then informal, then on-cycle year (formal, informal).</p>		<p>Tenured teachers, during that cycle, first year, nothing, then informal, then on-cycle year (formal, informal).</p>

<p>4.</p>	<p>Open Enrollment update: How is the process going at this point</p>	<p>Jennifer: Did they update? I have multiple beneficiaries.</p> <p>Jon: YOU can have twelve now.</p> <p>Becky: We need to see all the free stuff.</p> <p>Halverson: Some is automatic so staff don't have to submit for it.</p> <p>Jennifer: What if I want different beneficiaries for each of them?</p> <p>Jessica: And they want Pet Insurance? Or to waive it.</p> <p>They don't want to get stuck.</p> <p>Sandra: The old way, I need to put things in a file, if I'm dead and gone.</p> <p>Jessica: They need the final review. And print that page.</p> <p>In the final review, you can go back and redo it before submitting it.</p> <p>Becky: I want Finance to do their job. I'm tired of them saying, <i>That's just the way it is</i>. They keep shifting the work back to me. Every email we have to take, it's not my problem. They need to answer every question.</p> <p>Jennifer: What about meetings for everyone? And we never did.</p> <p>Sandra: They think it is just four or five people. But it is not. But even if it is, we need to answer those questions.</p>	<p>4. The finance office has been responsive to all emails and phone calls with regards to Open Enrollment. A large portions of employees have completed Open Enrollment as well as Beneficiary Information. There have been Walk-in help and assistance on Tuesdays and Thursdays in the Tomcat Room from 1:30 – 3:30 (now until 4:30) through the 17th extension)</p> <p>We are following the joint understanding that a list of employees who have not completed the open enrollment will be shared with union leadership on 12/10, 12/12 and 12/15.</p> <p>We have worked with principals to send out reminders and blasts to get it done.</p> <p>The process looks different because it is a different system. Standard items such as Life insurance is now standard along with Spouse / children coverages that mirror the CBA requirements.</p> <ul style="list-style-type: none"> ● Basic Life is covered by the district 1X salary up to \$75,000. ● Dependent Spouse coverage is up to \$2,500. ● Dependent Child/ren is up to \$2,000 each. 	
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		<p>sitting with staff to work with them on it.</p> <p>MIKE ENGELS COMES TO THE MEETING.</p> <p>Jennifer: You had a choice before. With beneficiaries.</p> <p>With options, I'd have some beneficiaries with the optional life insurance, then with the other insurance, I'd have other beneficiaries.</p> <p>Mike: With this system, it is the same plan. So the beneficiaries would be the same.</p> <p>Halverson: It is a fair question. They should be able to ask about divvying the numbers up.</p> <p>Mike: With Infinite Visions, it was ten years to get it where it was.</p> <p>But this is the first year.</p> <p>Halverson: But we have 2000 members. You are getting blasted with emails.</p> <p>We should get someone from Skyward on the phone.</p> <p>We need to do some real problem solving between now and the 17th.</p> <p>Jessica: If you submit, you can't get back in there to reset? The insurance part?</p> <p>Mike: If you submit and want to change, contact myself or Jasmine and say, Reject. We can reset. It will go back to blank.</p>	<p>Update (clarification for on-site assistance)</p> <p>12/8/2025 - Reminder All Staff Email to ake elections</p> <p>Principal Meeting reminder</p> <p>12/10/2025 - Reminder All Staff Email to make elections</p> <p>12/12/2025 - Reminder All Staff Email to make elections</p> <p>12/15/2025 - Final Email reminder to make elections</p> <p><u>****In addition to (Jasmine sent another 10+ emails to all staff)</u></p> <p><u>****Dan made Videos with how as well in addition to all of the above that have been shared.</u></p> <p><u>Key indicators</u></p> <p>393 have been submitted</p> <p>470 are unsubmitted</p>	
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Becky: On the last page,
it is so small. You can't
read it.

You need it for your
files. Everyone wants
confirmation.

Jessica: More and more
tiles open up.

Halverson: Here are some
other questions.
Submissions going away,
can't see some benefits-

Mike: Wage statement and
on your pay stub.

Becky: But you don't have
a stub.

Mike: Yes, a wage
statement. But payroll can
get stubs.

Jennifer: How do we get
that?

Mike: I'm working on that.
Believe me.

Becky: It can't be
acceptable for many places
that you can't get a pay
stub.

Mike: It shows every
single deduction.

Jessica: And you can't
hide anything.

You have to be careful
because they think you are
forging the document.

Becky: How many people are
walking around thinking
they submitted their
beneficiaries in there but
didn't?

Jessica: Some pressed
submit but how can they
know?

Mike: Just email Jasmine or myself: *Hey, do you see that?*

Jessica: Can you see everything they submitted?

Mike: Email Jasmine or myself. We can confirm. For their beneficiaries.

If they want to go back and make changes, I don't think so.

Becky: How can we know if everything is going well?

Halverson: We might need to create a rotating schedule to go to each school to provide support.

Becky: And to check in real time if their beneficiaries are saved.

Mike: We could reopen to see.

Jessica: On the insurance side.

Jennifer: Will there ever be a confirmation email? A PDF confirmation, this is what I elected?

Becky: It should just generate a report.

In the old system, it was just stored.

Is there a place to go after you are done?

Mike: I don't know if there will be a live tile until July.

I'm going to ask Skyward that.

Skyward is a different logic.

For Hub, we have time, life insurance, beneficiaries, that to me is much easier. Health insurance will be trickier. It starts right away.

Halverson: No summary sheet, different benefits for basic vs voluntary, spousal benefit coverage \$25,000.

Mike: Up to 75,000, spouse 25,000, child 2000 for each, 100% covered for the district.

It is automatic.

Halverson: In IV, you acknowledged that you have it.

Sandra: Before, we knew we checked the box. We could show the beneficiary.

Halverson: If we can't get it fixed in Skyward, and email, these are the benefits you get through the district.

As a team, what do we feel we need to do between now and the 17th to get them enrolled and give them access.

Becky: You should go to them.

When there were glitches at the beginning, they need to check those. They need some ability to check.

Mike: Skyward, their enrollment is based on election, not standard, election-based.

Becky: Can't they put fake enrollment in there. 0 dollars.

Jessica: Spousal election was in there for some people, but not for others.

Mike: I'm seeing this play out, not necessarily for this enrollment, but for next time.

That makes sense to me.

I'm open to exploring all kinds of options.

Becky: How do we verify everyone now?

Mike: I'll contact Skyward. And automated email maybe can go out to the used, poof, that is my election.

Becky: Okay.

Halverson: Mike will contact Skyward and Hub. And Mike can meet with Becky and VP 1 and VP 2.

We need to get out to buildings between now and the 17th.

Mike: There are lots of submissions going through now.

Becky: But are they correct?

Jennifer: What if you set up hubs?

Halverson: It would have to be close enough and be aware of schedules and timeliness.

Jon: The high school will need its own.

		<p>Becky: Late start?</p> <p>Jessica: It would be next Tuesday.</p> <p>Becky: That is close.</p> <p>Halverson: Meetings every other day after school. We've got to get it done.</p> <p>Becky: The verifications emails go out, that would be huge.</p> <p>Mike: If I look at someone's open enrollment, I can't tell if it is right or not.</p> <p>Halverson: West Aurora uses it. I don't know if there is anyone else.</p> <p>Mike: Our open enrollment is a big difference. July.</p> <p>Halverson: Then maybe we go to an 18 month process. Then we can switch back to 12 months, then we can go back in during July moving forward.</p> <p>A list of what they elected and what they declined.</p> <p>A receipt.</p> <p>Becky: Thank you, Mike.</p> <p>Halverson: Thank you, Mike.</p> <p>Start working on a rotating schedule.</p>		
5.	Pay stubs	<p>Halverson: Pay stubs.</p> <p>How people can print them off.</p> <p>Mike: Elementary, Christina Juarez. High school or middle, Selina</p>	<p>There are Wage statements (again same information, different system). Working with Bloom to emulate something that looks similar (takes time). Can</p>	<p>See Mike Engel's comment</p>

		<p>Sanchez. SEIU, noon, hourly, Chastity Obonna.</p> <p>I have not sent out an all-staff email.</p> <p>Sandra: Only if they are requesting a pay stub.</p> <p>Mike: Every check that is posted, it has an itemized payroll.</p> <p>Sandra: To get the pay stub, the only ones they get are the ones they request specifically.</p> <p>Mike: Correct.</p> <p>In IV, it had a fake check and a registry down below.</p> <p>Jessica: They want the fake check.</p> <p>Mike: Typically what I've noticed, they are asking for two years of W2s and two pay stubs. But you request that from payroll.</p> <p>Halverson: You can download the wage report.</p> <p>Mike: It has everything.</p> <p>Jennifer: Retirees won't have access to this.</p> <p>Mike: Dr. Ballard is working on that. Retirees and subs will have access to that.</p>	<p>request paystubs directly from Payroll.</p>	
<p>6.</p>	<p>Dropping people off the rolls</p>	<p>Becky: And how to stop dropping members from the union who are transferring.</p> <p>Mike: I don't know.</p> <p>Becky: We are going on that. Union dues are a voluntary deduction, therefore, they have to</p>		<p>Solutions will be investigated. Julie will check how this was done in her past district.</p>

		<p>reelect when they go to the new location.</p> <p>I've spent a lot of time chasing down people. They were members, then not any more.</p> <p>Jennifer: It has been going on for a few years.</p> <p>Becky: Mike says that it is a voluntary deduction but so is everything else.</p> <p>Jessica: They think they are members, they have no idea.</p> <p>Sandra: The Local then says, <i>You own money for them.</i></p> <p>And they are all over our back, that's all checks and balances, the sign up with cards, I know I don't constantly check my payroll. I don't want to go back to pay backpay.</p> <p>The Local is looking for a record that they dropped it. Which we don't have. So they say we owe money. We pay an average. So then who pays the cost? Our local council.</p> <p>Sandra: A solution. Giving them an active QR code.</p> <p>Becky: We could give the union QR code.</p> <p>Sandra: It makes them fill out the paperwork again.</p> <p>Halverson: Julie will dive into finance a bit more. It wasn't an issue in her past district.</p>		
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District Issues

1.	February County-Wide Day (Dr. Ami Engel):
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Ami: We will continue to host sessions here. Staff can sign up to facilitate if they like. I'm still recruiting.

We are working to possibly offer some professional sessions about some of the services we have, self care, we're working on that.

People have choice. They can stay here. Or go out.

Last year, I don't really know what happened.

If a person chooses to go someplace, that is on themselves. If there is a cost, they'd have to cover that. With the exception of PE.

People can sign up for in-person or virtual. They don't have to come on campus for virtual sessions. It is a professional day for professional development.

I have to approve all of those. The only reason they need to put those requests into Frontline is if: [1] The district is paying for it, or [2] We give you the PD.

But we are paying. And we aren't the ones giving the PD.

So I think that last year there might have been some misunderstandings.

No need for Frontline.

I will tell everyone in an all-staff email.

The last piece, people will need to communicate to their building leader where they are going. All building leaders will need to keep track.

Jon: We will work with buildings to develop a streamlined process.

Sandra: We just need the principals to not say that staff cannot do virtual off campus.

Ami: That came from here last year.

Becky: I'll type it out and post it to Google Classrooms.

Ami: The only ones using Frontline are those doing D131 sessions. Those are not advertised yet but they will be coming.

Jennifer: When I go to TRS, I'm wondering, when I talk to new educators, and NEST, could TRS come? Because their sick days matter. They do. I don't think they know. At the end. Just to go through the process with them. And all the 403b. And start having people plan. That would be valuable for our people.

Sandra: Or IRMF.

Halverson: Sign-ups start January 5th for Kane County ROE Sessions.

Jennifer: In-person here, not virtual.

Ami: In January, we will continue the work of Climate and Culture. Phil is coming in. He is awesome. Keynote-wise, we'll all get to hear the message. Aside from that, groups will continue the work they started. PLANS WERE EXPLAINED.

I'm excited. It should be uplifting. And there will be building-discretion time.

Halverson: So they can work through their school improvement process.

2.	<p>Retiree Updates from Collaborative Email Sent by Leadership/Union.</p> <p>Jon: Thank you for working with me on this. DISCUSSION HAD ABOUT HOW LETTER WAS RECEIVED, AS WELL AS FUTURE STEPS.</p>
3.	<p>Response to Reading Cohort (Aurora University) (Dr. Ami Engel)</p> <p>Ami: AU has reached back out and said they just started a cohort, and they can have those sign up for the Fall. It was be subject to financial reimbursement. We can't pay for it. But staff who want this now have a partner.</p>
4.	<p>Jon: We have a principal meeting tomorrow. Action items are for PLC meeting times vs Team Leader times, and ILT and SLT. Talk about athletics end times. Maybe sports specific. Email response times. We want to prioritize people over paper. But 48 hours turnaround. And not expecting responses on weekends. And a reference Doc for Skyward.</p> <p>Halverson: We are looking to maybe start Middle School football.</p> <p>Jennifer: What about Middle School track? We have no field. No soccer. Track, but they were running around downtown.</p> <p>Halverson: Possibly getting our middle schools to the high school's track.</p> <p>I will probably come back to the Stipend Committee. We need to talk about flag vs tackle.</p> <p>Once negotiations are done, we should have a consortium to talk about rebuilding from a younger age.</p>
5.	<p>U-S meetings could possibly also meet Wednesday afternoons [11:30 forward].</p>
	<p>Train the trainer on the 19th. Co-faciliated by AFT/IFT. Know your rights. We will do that. At the Resilience Center. We'll have a boxed lunch. And we could then do another training in the future. For those who want to do it, not forced.</p> <p>Jennifer: Afternoon?</p> <p>Ami: Yes.</p>