

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
February 21, 2017
Jefferson School-Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 6:35 p.m. Other Board members in attendance were Vicki Lee, Mark Eggemann, Bob Johnson, and Scott Zimmerman. Board member Tom Sotos arrived during the closed session. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel Martin, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and two members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

At 6:37 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)].

Board Recesses
and Adjourns to
Closed Session

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman

NAYS: None.

PRESENT: None.

ABSENT: Sotos

The motion carried.

The Board adjourned from closed session at 7:05 p.m. and took a short recess before reconvening the public meeting. In addition to those mentioned above, also present were: Assistant Superintendent Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and about 20 additional members of the public.

Board President Borrelli announced that the Board had entered into negotiations on a new collective bargaining agreement with secretarial, custodial and maintenance employees newly organized under the Illinois Federation of Teachers (IFT). He noted that the first meeting had been held on February 16, 2017, and that the Board was in the process of preparing its responses. He noted that three additional meetings had been scheduled to continue bargaining. Board President Borrelli announced that he would provide updates at upcoming Board meetings as talks unfold.

Board President Borrelli then reviewed proposed changes in the upcoming Board meeting

calendar. The Board agreed by consensus to change the location of the regular Board meeting scheduled for March 13, 2017 to Lincoln Middle School to allow Board members to tour the proposed summer 2017 projects planned for the Learning Resource Center and an adjacent secure vestibule and reoriented office. The Board also agreed by consensus to reschedule the planned April 10, 2017 Committee-of-the-Whole: Curriculum meeting to April 3, 2017 and to conduct that meeting at Franklin School instead of Jefferson. The Board also agreed by consensus to schedule a short special meeting in advance of the April 3 COW.

PUBLIC COMMENTS

Board President Borrelli invited comments on items not on the agenda; none were received.

Public
Comments

APPOINTMENT OF INTERIM BOARD MEMBER

Board President Borrelli announced that the Board had conducted a special meeting on February 13, 2017 to interview eight candidates to fill the vacancy created by the resignation of Board member Dathan Paterno on January 23, 2017. On behalf of the Board, he thanked all those who applied for the position and noted that all were exceptional candidates whom the Board encouraged to run for a full term in 2019. Board President Borrelli announced that a consensus had been reached to appoint former member Terry Cameron, who had previously been elected to the Board in 2013 and who had served until a resignation due to job relocation out of state in summer 2014. Board President Borrelli noted that Mr. Cameron’s prior Board service would allow him to quickly become a productive member of the Board during the short, 10-week appointment until his successor will be seated following the April 4 municipal elections.

Appointment
of Interim
Board Member

Board President Borrelli invited comment from the public; none were received.

ACTION ITEM 17-02-2

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the appointment of Terry Cameron to fill the open Board position vacated by Dathan Paterno effective immediately until the new Board is elected and seated following the April 4, 2017 election.

Action Item
17-02-2

The votes were cast as follows:

AYES: Sotos, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ADMINISTRATION OF THE OATH OF OFFICE FOR INTERIM APPOINTED BOARD MEMBER

Board President Borrelli administered the Oath of Office according to Policy 2:80 to new member Terry Cameron, who was then congratulated and warmly welcomed by all in

Administration of the Oath of
Office for Interim Appointed
Board Member

attendance. Board member Cameron assumed his seat at the Board table.

**PREVIEW OF LINCOLN SUMMER 2017 PROPOSED
CONSTRUCTION PROJECTS**

Preview of Lincoln
Summer 2017
Proposed Construction
Projects

Dr. Heinz introduced Facility Management Director DeGeorge and Studio GC architect Rick Petricek to provide a preview of the proposed work for Lincoln Middle School in summer 2017, to include the renovation of the Learning Resource Center (LRC) and adjacent secure vestibule and reoriented office. The team presented a series of drawings of the proposed transformation of the Learning Resource Center (LRC) to support future-ready learning. Mr. Petricek reviewed three different configurations developed in consultation with Lincoln and District 64 staff. He noted that options include the basic library with tables and chairs; collaborative study areas for three different groups of students; and a large team instruction space. He also highlighted the improvements in book displays, lighting, windows, flooring, check-out desk, Chrome depot, and other enhancements. Mr. Petricek pointed out how the social worker/psychologist offices and other perimeter areas would be addressed. Dr. Heinz affirmed that the LRC is a very large space, but that its current configuration places limitations on its use. The team also reviewed the types of furniture identified for the project to allow the space to be easily reconfigured and used more flexibly. Dr. Heinz noted that the District would like to create a menu of furniture options so that as LRCs are updated at other schools, furniture choices would be made from this identified list. The team responded to Board member questions throughout the presentation to provide clarifying information and explain additional details on the renderings. Lighting, HVAC adjustments, sound, and ADA accessibility also were discussed.

Moving to the other project proposed at Lincoln, the team then previewed a revised plan to reconfigure the existing entry on Crescent Avenue adjacent to the LRC to provide a secure vestibule and direct access to a reoriented school office adjacent to this entryway. Mr. Petricek noted that the proposed vestibule was redesigned to omit a small addition originally considered for that location by FGM architects in 2015-16. He noted that Studio GC is reviewing the plans for small additions at the other two oldest buildings – Roosevelt and Field – to determine whether small additions proposed at those two locations could also be omitted. Mr. Petricek reported that the office size is not changing, but that the space is being utilized far more efficiently. Mr. Petricek, Dr. Heinz and Board members then discussed whether: the secure lobby should include a teller window similar to what was installed at Washington School; to modify it by adding a secure pass-through drawer to expedite drop-offs of forgotten lunches or other items; or to utilize a sliding greeter window as currently shown on the renderings. The consensus of the Board was to pursue a greeter window. Dr. Heinz and Mr. Petricek pointed out other efficiencies in the reoriented office, which maintains the same footprint but reallocates space to more efficiently provide for daily, ongoing use by students and staff while also handling the security needs of visitors. Dr. Heinz emphasized that the secure vestibules were not being created to add new offices, but rather to make existing office spaces flow as efficiently as possible for daily users as security features are added and to repurpose existing space for more critical uses.

The Board and team members turned to questions about the estimated costs of the two projects. Mr. Petricek noted that the estimates were those originally provided by FGM Architects, and that Studio GC believes that bids for the secure vestibule and office remodeling will likely come in lower than those estimates. Facility Director DeGeorge pointed out many differences in school construction costs vs. home costs, such as prevailing wages for labor; differences in materials required to meet safety code requirements; required fire systems and protections; more durable carpeting and other finishes, among the factors. Mr. Petricek also responded to questions on the layout and costs if the LRC project were to be approved individually, rather than undertaking it in conjunction with the secure vestibule in summer 2017. He estimated that the District would experience significant savings if both were completed together. Board President Borrelli noted that the Board would have the opportunity to see these areas in person during a tour planned for the March 13, 2017 meeting on site at Lincoln.

The team and Board also discussed the status of the other Health Life Safety and critical infrastructure projects to be undertaken at Lincoln and at other schools in summer 2017. The team noted that the contract for the Field School window replacement was on the agenda for approval later in the meeting. In responding to Board member questions, Mr. Petricek reported that four contractors had initially expressed interest in the Field window project and two had submitted bids. He pointed out that the low bidder was \$150,000 less than the other submitted bid. He affirmed that the low bidder was currently installing the windows at Lincoln, and that the architects were satisfied with the work now underway there. He noted that Field is a similar, very large building.

At 8:49 p.m., Board President Borrelli called for a brief recess; the meeting resumed at 8:58 p.m.

APPROVAL OF CONSTRUCTION FINANCING FRAMEWORK

Approval of
Construction
Financing Framework

Dr. Heinz reported that Assistant Business Manager Brian Imhoff would be helping to deliver the report on behalf of CSBO Kolstad, who was called away due to family illness. Mr. Imhoff reviewed the funding framework introduced at the February 6, 2017 meeting, and noted that it is actually the conclusion of a multi-year effort by the administration and Board to identify the critical facility needs of the District and provide funding to complete priority projects. He noted that based on Board direction at the February 6 meeting, the projects to be accomplished had been reduced to approximately \$29.8 million over five years, and will complete: 100% of category B (required) items from the 10-year Health Life Safety survey, which will account for about 19% of the total cost; 100% of critical infrastructure category 2 items and critical infrastructure category 3, which will account for about 48% of the total cost; and additional priority capital projects, which will utilize the remaining 33%.

Mr. Imhoff then reviewed the framework, which uses a combination of funds from three sources, as presented by the District's financing consultant from William Blair at the February 6, 2017 meeting. He noted that it includes: spending \$3.5 million in cash from existing fund balances to provide about 11% of the funding; issuing \$9.25 million in debt certificates paid back from within the District's existing tax levy to provide about 28% of

the funding; and issuing up to \$22 million in Working Cash Fund bonds that would provide about 61% of the funding. Mr. Imhoff reported that the debt certificates would be a new financing tool for District 64, and that they would be paid back over 15 years from within existing operating fund revenues, imposing no additional burden on taxpayers. He later displayed a graph from a presentation on long-range financial projections shared with the Board at the February 6, 2017 meeting, which had incorporated repayment of the debt certificates into the assumptions. The projections estimated that the operating fund balance would be maintained above the Board's 120-day goal through at least 2020-21 even with the debt certificate repayment in place. He further noted that the framework was designed to use the designated savings from the recently completed contracts with the District's two largest employee groups (teachers and teaching assistants) coupled with a continuing commitment to strong fiscal discipline to meet the annual debt certificate repayment. Turning to the bonds, Mr. Imhoff referenced the William Blair recommendations to issue the bonds in two sets in 2019 and 2020, so that each issuance could potentially be kept below \$10 million to be bank-qualified. He noted that once issued, the bonds would be paid back over 10 years through the District's debt service levy, but that the new bonds would only fill in a portion of the debt service levy that otherwise has dropped as the District has paid off the 1997 Emerson Middle School bonds.

During discussion, Board members pointed out that the framework also meets a goal of not hampering the ability of future boards to fund additional facility work if needed. Board members then discussed next steps. Mr. Imhoff referenced an updated William Blair timeline and noted that the Board would be asked to begin implementing the framework at the March 13 meeting by authorizing \$9.25 million in debt certificates and to announce its intent to issue up to \$22 million of Working Cash Fund bonds in the future.

Board President Borrelli invited comments from the public; none were received.

ACTION ITEM 17-02-3

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the proposed Construction Financing Framework.

Action Item
17-02-3

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Sotos, Cameron

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF SUMMER 2017 FIELD WINDOW PROJECT

Facility Management Director DeGeorge reviewed the current deteriorated state of the windows and window seals at Field, and the improvements to moisture and temperature control along with energy

Approval of Summer
2017 Field Window
Project

efficiency that the new windows would provide. He pointed out that as discussed earlier in the meeting, the bids had returned under budget, and that the recommendation was to include the alternate work. Mr. DeGeorge, Dr. Heinz and Board members then discussed a proposed new approach to construction management for this particular project, with responsibilities shared by Studio GC, Mr. DeGeorge and the assistance potentially of a designated staff member from the District's construction managers, Nicholas and Associates. Mr. DeGeorge reported that this hybrid plan would help to keep fees down while ensuring adequate supervision of a project of this scope, particularly in light of the overall work to be undertaken across the District in the coming summer.

ACTION ITEM 17-02-4

Action Item
17-02-4

It was moved by Board member Zimmerman and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the base bid and alternates received from Krull in the amount of \$805,524 for the Summer 2017 Field Window Project, with the management fee not to exceed 3%.

The votes were cast as follows:

AYES: Cameron, Sotos, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF RESOLUTION # 1179 TO TRANSFER
REMAINING \$4.5 MILLION FROM WORKING CASH TO
CAPITAL PROJECTS**

Approval of
Resolution # 1179 to
Transfer Remaining
\$4.5 Million from
Working Cash to
Capital Projects

Assistant Business Manager Imhoff noted that the Board on June 27, 2016 had approved a resolution to transfer \$5.5 million from the Working Cash Fund to the Capital Projects Fund, and had directed that an additional \$4.5 million be budgeted for transfer during the 2016-17 fiscal year. Mr. Imhoff said tonight's action would officially authorize that transfer to the Capital Projects Fund, which is most in need. He noted that about \$1 million would be used to pay for the final summer 2016 project, which is the window replacement at Lincoln Middle School, and the remainder would be used as part of the financial framework just approved.

ACTION ITEM 17-02-5

Action Item
17-02-5

It was moved by Board member Johnson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois adopt the attached Resolution #1179 authorizing the School Treasurer to permanently abate the amount of \$4.5 million from the Working Cash Fund into the Capital Project Fund, the fund that has been determined to be most in need.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Sotos, Cameron

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

Board President Borrelli suggested a reordering of the remaining agenda items to continue a series of financial presentations, which was approved by consensus.

DISCUSSION OF 2017-18 STUDENT FEES

Assistant Business Manager Imhoff presented an update to the student fee analysis created last year to illustrate the breakdown of major categories of expenditures covered by required student fees for both elementary and middle school students. He reported that this year's analysis indicated that the annual required student fee paid by parents covers 37% of the expenditures at the elementary level and 51% at the middle school level. He reported that the science textbook adoption this year was the reason for the lower coverage at the elementary level. Mr. Imhoff noted that administration recommends that the required student fees remain unchanged for a 9th year, and that only the volleyball fee be increased to match the fee charged for other interscholastic sports and to better reflect the full costs for participation. Mr. Imhoff reported that the fees would return for the Board's approval at the March 13 meeting. Board members expressed satisfaction with the fee analysis as an easy way for parents and community members to understand what student fees are used for each year.

Discussion of
2017-18 Student
Fees

BOARD AUTHORIZES 2017-18 STAFFING PLAN

Assistant Superintendent Martin reviewed the enrollment projections presented at the February 6 meeting, which form the basis for the staffing plan for 2017-18. He noted that to maintain the current class size guidelines, four additional sections are being planned based on actual current enrollment and that four additional sections have been identified as "bubbles" where enrollment is within three students of exceeding the guideline. He also noted that these "bubble" sections require an increase in special areas of instruction, such as art, music and physical education. Altogether, Assistant Superintendent Martin said the staffing plan calls for an increase of 4 teachers to maintain class size guidelines using the District's enrollment projections, and that possibly 4 sections and 2.5 specials may be needed if enrollment growth occurs in the areas being watch. He confirmed that administration is not recommending the hiring of any additional staff due to changes in programs or services for 2017-18. Board members discussed the greater pace of enrollment growth District 64 has experienced in recent years, and the need to carefully monitor new housing developments in Park Ridge as well as turnover of existing residences to families with school age children.

Board Authorizes
2017-18 Staffing Plan

ACTION ITEM 17-02-6

It was moved by Board member Zimmerman and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the recommended 2017-18 Staffing Plan presented and discussed at the February 6, 2017 Committee-of-the-Whole: Finance Board of Education meeting.

Action Item
17-02-6

The votes were cast as follows:

AYES: Cameron, Sotos, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

E-RATE UPDATE

Technology Director Warden provided detailed information about two different projects under the E-rate umbrella to again maximize available reimbursements to District 64 from federal funding. Director Warden responded to Board member questions for clarifying information throughout her presentation. She reported that the first initiative is being undertaken as the District prepares for the end of its current, three-year contract for wide area network (WAN) services. Director Warden noted that her team had identified priorities for this next generation to incorporate both short- and long-term goals, which are focused on: maintaining infrastructure controls; long-term cost containment and stability over the next decade; and adding resiliency and flexibility in the network design to support services in varying conditions. She reported that the District had initiated the E-Rate process, requested proposals, and will bring a recommendation to the Board at the March 13, 2017 regular Board meeting. Turning to the second project, Director Warden reported that it is focused on improving the District's Wi-Fi network by upgrading access points to provide the fastest data speeds possible and alleviate bottlenecks. She reviewed the specific work proposed to upgrade and expand the District's Wi-Fi infrastructure, and pointed out the reimbursements available to District 64 through E-Rate category 2 funding. Director Warden affirmed that bids for the proposed upgrades would be brought to the Board for approval later this spring.

E-Rate Update

MID-YEAR UPDATE ON 2020 VISION STRATEGIC PLAN YEAR 2 IMPLEMENTATION

Board President Borrelli announced that the planned presentation from Dr. Heinz would be deferred due to the lateness of the hour and remaining action items.

Mid-Year Update on
2020 Vision Strategic
Plan Year 2
Implementation

FIRST READING OF POLICIES FROM PRESS 93 ISSUE AND POLICY 2:100

Dr. Heinz reviewed the list of policies from PRESS 93, and specifically pointed out any policy where a change was being suggested by either the Board Policy Committee or the District's internal Policy Committee. Board members discussed the revisions in depth, and following this review agreed by consensus to hold Policy 4:170 for further review. Dr. Heinz noted the remaining policies would be placed on the Consent Agenda for approval at the next regular meeting.

First Reading of Policies
from PRESS 93 Issue and
Policy 2:100

CONSENT AGENDA

Board members discussed further modifications to the proposed revisions to

Consent
Agenda

policies 2:230 and 2:140. For 2:230, the Board consensus was to clarify that Board members “should” refrain from engaging with members of the public while they are making their statements during the designated public comment period. The Board also reached consensus on Policy 2:140 to correct the spelling of the word “forward,” and to clarify that the directive should be to not speak about Board business with a quorum of Board members “outside of a Board meeting.” In addition, the Board directed that an extra word be removed from Policy 2:81 so that the sentence should read: Special meetings may be called by the President or by ~~and~~ 3 Board members pursuant to Policy 2:200 *Types of School Board Meetings*.

A. PERSONNEL REPORT

Toni Mihalopoulos	Employ as (.50) Part time Early Childhood teacher at Jefferson School effective January 30, 2017 - (working 83 days) Lane MA, Step 1 - \$56,717.00. Prorated working 83 Days at (.50) = \$12,772.75.
Meghan Keefer	Leave of Absence Request, Maternity/FMLA LA/Social Studies Curriculum Specialist Teacher at Roosevelt School effective April 8, 2017 –June 2, 2017 (tentative).
Dru Sullivan	Grant Leave of Absence Extension Modified, Medical/Temporary Incapacity – District Elementary Teacher effective February 21, 2017 – March 13, 2017 (tentative).
Margaret Szajowska	Grant Leave of Absence Extension Modified, Medical/Temporary Incapacity - Assistant at Roosevelt School effective February 21, 2017 – March 13, 2017 (tentative).
Dan Evola	Resign as Night Custodian at Roosevelt School effective March 6, 2017.
Heidi Majerczak	Resign as (.50) Assistant at Roosevelt School effective December 22, 2016.
Julia Simone	Resign as 10-month, Level IV Office Secretary at Roosevelt School effective no later than April 10, 2017.

If additional information is needed, please contact Assistant Superintendent for Human Resources Joel T. Martin.

B. BILLS, PAYROLL AND BENEFITS

Bills

It was moved by Board member Zimmerman and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 21, 2017, which includes the: Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending January 31, 2017; Approval of Intergovernmental Agreement for Shared Assistive Technology Services; Approval of Intergovernmental Agreement for Shared Vision/O&M Services; Approval of Policies 2:80, 2:81 repairing the typo for the word “and,” 2:110, 2:140 fixing misspelling of “forward” and adjusting to correct so that a Board member could not speak about District business outside of a Board meeting to a majority of a Board-quorum, and 2:230 replacing word “shall” with “should” refrain from speaking and replying to someone giving public comment; Review of Closed Session Minutes for Release; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

AYES: Cameron, Sotos, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 17-02-8

It was moved by Board member Eggemann and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on January 23, February 6 and February 13, 2017; Special Board Meeting on February 6 and 13, 2017; Committee-of-the-Whole: Finance Meeting on February 6, 2017; and Regular Board Meeting on January 23, 2017.

Action Item
17-02-8

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Sotos

NAYS: None.

PRESENT: Zimmerman, Cameron

ABSENT: None.

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reviewed the upcoming agenda for the March 13 meeting, which the Board earlier in the meeting had agreed by consensus to move to Lincoln Middle School. She noted recent FOIA requests. Dr. Heinz announced that the recent Elementary Learning Foundation (ELF) benefit had raised \$31,000 for innovation grants, and that ELF is now accepting applications for its 2017-18 grants. Looking ahead, Dr. Heinz pointed out that the current Board would meet for the last time on May 1, and that the organizational meeting for the newly elected Board would occur immediately thereafter. She also noted that the Park Ridge Education Association (PREA) and school PTO/As were co-sponsoring a candidate forum for District 64 Board candidates on March 14, 2017 at the Roosevelt auditorium. Dr. Heinz then referenced the discipline

data analysis for mid-year, and noted that she monitors the reports and works with principals to provide more resources to students who may need greater support to make better choices.

Adjournment

ADJOURNMENT

At 11:56 p.m., it was moved by Board member Zimmerman and seconded by Board member Lee to adjourn, which was approved by voice vote.

President

Secretary