

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 5:30 p.m.
February 25, 2019
Jefferson School - Multipurpose Room
8200 Greendale Ave, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 5:35 p.m. Other Board members in attendance were Fred Sanchez, Larry Ryles, Tom Sotos, Bob Johnson, and Mark Eggemann. Board member Rick Biagi arrived prior to the closed session. Also present were: Superintendent Laurie Heinz; Assistant Superintendent Joel T. Martin; Director of Student Services Lea Anne Frost; Public Information Coordinator Bernadette Tramm; and four 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>. The agenda and reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

Board President Borrelli noted that Policy 2:200 permits the Board to adopt a single motion calling for a series of closed session meetings on the same matter within three months of the vote. Given that the Board plans to conduct four closed sessions within the next two weeks all related to the selection of a new Superintendent, he suggested that to help expedite the meetings and avoid staff time for unnecessary set-up, the Board should utilize this policy. Board members agreed to this proposal.

At 5:39 p.m., it was moved by Board President Borrelli and seconded by Board member Ryles to adjourn to closed session to discuss the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(10)]; and for the purpose of holding a series of closed meetings beginning on February 25, 2019, at this location, and continuing at the Educational Service Center on March 4 at 5:30 p.m., March 5 at 5:30 p.m., March 11 at 4:00 p.m., and March 12 at 4:00 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2(c)(1)].

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

BOARD RECESSES FROM CLOSED SESSION AND RESUMES REGULAR MEETING

The Board recessed from closed session and resumed the regular meeting at 7:10 p.m.. In addition to those listed above, also present were: Chief School Business Official Luann Kolstad; Assistant Superintendent for Student Learning Lori Lopez; Director of Innovation and Instructional Technology Mary Jane Warden; Director of Facility Management Ron DeGeorge; Board legal counsel Kerry Pipal; and approximately 100 members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME TO JEFFERSON SCHOOL

Principal Lisa Halverson welcomed the Board and community members to Jefferson School before leading the Pledge. She was joined by Jefferson staff members Christy Holtz and Georgette Demarinis to present a brief update and a video of a “day in the life” at Jefferson, including the D64 community preschool program as well as the Extended Day Kindergarten (EDK) program. Principal Halverson concluded by noting that enrollment continues to rise at Jefferson, with strong interest from the community for the preschool as well as for EDK, which expanded for the 2018-19 school year. Board President Borrelli and Dr. Heinz thanked everyone at Jefferson for the warm welcome and informative review.

STUDENT/STAFF RECOGNITION

Dr. Heinz welcomed the students and their families being recognized by the Board this evening. She gave a brief summary of this year’s D64 Spelling Bee offered as an extracurricular activity, and introduced the three winners: first place finisher Charlie Warner and second place co-winner Annabelle Izzi, as well as second place co-winner Nathan Kapetanou, who was absent from the meeting. She then welcomed the 2019 Science Olympiad medalists, noting this year’s extracurricular program had attracted a record 471 participants. Each elementary school sponsored one of the five events, with medals presented to the top three teams. Dr. Heinz was joined by Science Curriculum Specialist Dina Pappas to introduce the bronze, silver and gold winners. Finally, Dr. Heinz introduced Emerson’s wrestling team and congratulated them on their excellent season, along with their coach Erich Marx. President Borrelli thanked all the students and families and congratulated them for their achievements.

PRESIDENTS REMARKS

Board President Borrelli noted that earlier in the meeting, the Board had taken action to continue a closed session focused on the Superintendent search on March 4, 5, 11 and 12. He stated that the Board would interview candidates and select a finalist for the Superintendent position. Working with search consultant School Exec Connect (SEC) he reported that applications had been received from 30 individuals, including 23 male and 7 females, and that all but three were from Illinois. He reported that SEC had interviewed 14 candidates from this pool, and had presented a slate of seven to the Board. He noted the Board would resume the closed session at the end of the public meeting to further discuss the candidates to bring forward for the first round of interviews.

PUBLIC COMMENTS

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

SUPERINTENDENT SEARCH UPDATE

Continuing the overview he provided earlier, Board President Borrelli noted that the Board will interview six-seven candidates in closed session on March 4 and 5, and will utilize a standardized format for the interviews with all candidates being asked the same questions. He noted that one Board member had recently learned he could not attend, but will review all materials provided on the candidates by SEC and submit a list of those in which he has heightened interest. The final interviews will be conducted on March 11 and 12. The Board's interviews on those evenings will be preceded by interviews conducted by a Stakeholder/Confidential Interview Committee consisting of 17 members. He noted that the Board had instructed SEC to conduct a lottery from among those who had applied online for the five parents and two community members who meet the criteria previously established. The Board reached consensus on extending to 30 minutes the time provided to the committee following its interview to provide written comments to the Board and for the Board to review them.

SAFETY & SECURITY 2013-18 REVIEW

Superintendent Dr. Laurie Heinz, along with CSBO Luann Kolstad and Paul Timm of Facility Engineering Associates presented an overview to the Board on steps completed since 2013 to enhance all aspects of safety and security across D64 schools.

CSBO Kolstad stated that following Mr. Timm's initial 2013 physical security report, the District had invested considerable thought and financial resources and had made a commitment to enhancing security at schools. She provided an overview of the key elements, including the use of the *Raptor* visitor management system to check visitors, installation of additional cameras, installation of bullet-resistant film on main entry windows, installation of panic buttons with direct link to the police department, use of visitor-identifying lanyards, exterior locked doors, installation of signs directing visitors to main entrances, addition of a two-way radio system, among other items. She also noted that the Board had moved forward with the installation of secure vestibules at all schools either completed or to be in place following summer 2019, with only Jefferson still to be determined and updating still planned for Emerson. She also reported that from an operations and training basis, many improvements had been made, such as training of crisis teams at each building, annual drills, updated evacuation maps and crisis guides in every room, among others. CSBO Kolstad also talked about the partnership with the Northeastern Illinois Public Safety Training Academy (NIPSTA) to change the culture and receive continuing training for our staff.

Dr. Heinz then updated the Board on the social and emotional learning improvements, stressing that along with the physical safety of students, the District takes their social and emotional well-being seriously. Because school climate impacts students' perceptions of safety, their sense of connectedness to other students and adults, and their ability to support themselves and others, D64's holistic approach includes an

expanded District-wide social emotional program that offers explicit skill instruction through the *Second Step* program taught in the schools; environmental structures, such as common behavior expectations within each school; community-building practices to build supportive relationships, a positive school culture, and a nurturing climate; and data collection through the *Climate & Safety Survey* and a data dashboard to help schools review real-time behavior data and look for opportunities for improvement. Additional staffing, procedure reviews, and updated training within the Student Services department along with family engagement across D64 through greater Health and Wellness resources, District-wide parent groups, and adult learning round out the efforts reported to the Board.

Mr. Timm then provided highlights of his recent security reassessment of the buildings, which focused on communications, access control, delay equipment/strategies, and response equipment/strategies. In communications, Mr. Timm stated that the current phone system has all-call capacity which is helpful in reporting incidents. He noted the placement of stickers on phones for 911 call instructions, as well as nurses' numbers, for ease of access during emergencies. He reported that the District had achieved a quantum leap with the use of two-way radios, although some old walkie-talkies were found that need to be discarded as they do not communicate with the radios. He recommended that the School Messenger system be used further by obtaining the students' cell phone numbers, something which is done in high schools and helps alert students when they are at off-site events. He noted that some old equipment (old phones and call buttons) were found and needed to be removed to prevent any confusion during an emergency. He moved on to the *Raptor* visitor management system, which he said needed to be updated to the latest version to include a new alert/call feature; CSBO Kolstad reported the upgrade was already being planned. He then reviewed various door issues and use of electronic keys, and how this varied from building to building. He noted that door magnet systems for classroom locks should be removed as they violate school fire safety rules. He also stated that in the case of conjoined rooms, the communicating doors should be locked at all times. Mr. Timm moved on to electronic sign boards and suggested they could be programmed to display emergency messages if necessary. He also noted the use and supply of defibrillators, first aid kits, bullhorns and Epipens. He reported that monitoring of students during arrivals and dismissals had improved, and recommended that crossing guards be equipped with two-way radios. In responding to Board member questions, Mr. Timm noted that the District had made a "quantum leap" since the 2013 report and that he would grade it in the "A" range, stressing however that there is no such thing as perfect safety.

Looking ahead, Dr. Heinz and CSBO Kolstad reported that doors and door hardware were being studied by Studio GC, and that a report is expected to be presented to the Board later this spring. She also stated that the District has been working in connection with District 27 and is considering the purchase of emergency backpacks for each classroom, which would also require the Board's approval. CSBO Kolstad mentioned the ongoing project of replacing/updating the outdated intercom systems throughout the District, with some systems being original to the buildings. In responding to Board member questions, CSBO Kolstad confirmed that Mr. Timm's security team had not conducted "probes" to gain unauthorized access into the buildings during the recent study, as these had been done the year prior. The consensus of the Board was

that following the completion of the secure vestibules this summer, probes be conducted in the fall to check that security procedures were being followed.

Board President Borrelli invited questions from the audience; none were received.

Board President Borrelli suggested and Board members agreed to reorder the agenda as shown below.

PRESENTATION AND DISCUSSION OF DEMOGRAPHIC STUDY

CSBO Kolstad noted the District's last demographic study had been conducted in 2013. She then introduced Dr. Jerry McKibben, from McKibben Demographics, to share a 10-year population and enrollment forecast. He went on to explain how the forecasts are created and what parameters are used. Dr. McKibben noted that the three most important parameters were: the 30-year fixed mortgage interest rate, which drives the purchases and sales of homes, and which has remained steady the last few years with only an increase of 1% seen in the last year; the unemployment rate, which also affects the housing market; and the housing turnover rate, people over 60 selling their homes and allowing for younger couples with school-age children to move in. Dr. McKibben then explained how these parameters were used to analyze the District's current situation to develop the forecast. He presented his findings by stating that the District's fertility rate is dropping, migration flow in and out will remain fairly steady with only minor fluctuations, the elementary enrollment is forecast to slowly decrease over the next decade, the age of the District's population will increase very slightly, and the turnover of homes will be the main driving factor in enrollment. Dr. McKibben forecasted enrollment to increase by 100 students by 2023 and then decrease by 137 students until 2028. He noted that the changes will be unevenly distributed across the District, however, with some schools being impacted more than others based on location and real estate market. In response to Board member questions, he confirmed that the District's enrollment will hold steady over the next few years. He stated that he could not speak to the use or need for additional space, as his study does not include an analysis of space usage at each building. In conclusion he noted that the rate, magnitude and price of existing home sales will become the increasingly dominant factor affecting the amount of population and enrollment change over the next decade. Board president Borrelli invited questions from the audience; none were received.

PRELIMINARY ENROLLMENT PROJECTIONS FOR 2019-20 SCHOOL YEAR AND DISCUSSION OF 2019-20 STAFFING

CSBO Kolstad and Assistant Superintendent for Human Resources Martin presented the Board with an overview of the projections for the coming school year, and were later joined by Studio GC architects Rick Petricek and Pat Callahan.

Dr. Martin summarized how the District makes its projections, using the cohort survival method as in previous years and noting that it tracks fairly close to the demographer's numbers. He stated the upcoming school year will see an increase from 4,541 students to 4,574, a difference of 33 students. Dr. Martin explained that these projections are used to plan for staffing and possible reduction-in-force (RIF). He

mentioned that the final decisions will be presented to the Board in March, after retirements, leaves of absences and other factors are determined. Dr. Martin then discussed enrollment and clarified “bubbles,” which are created when a class number projection comes within 3 students of the class-section guidelines. He explained that the addition of sections is determined based not only on new students, but also on the return of previously enrolled students, and that a bubble does not mean the immediate hire of additional teachers. Dr. Martin stated that the upcoming year has potentially 6 additional sections, the main impacts being on Roosevelt, Washington, Franklin and Carpenter, and that the numbers will be monitored for the next few months. He stated that the District would be requesting authorization to hire as many as 3.5 classroom teachers and .5 in associated staff for "special" classes (art, music, physical education, and Spanish) based on the projections; the request would be presented at the March 18 meeting. He confirmed that actual hiring, however, does not occur until students are fully registered and class counts have been reverified.

Rick Petricek and Pat Callahan from Studio GC presented four options for the Board’s consideration to handle potential new sections at Washington School should all the “bubbles” pop. CSBO Kolstad then reviewed costs of the options ranging up to \$2.6 million. The Board also discussed adding a teacher’s assistant to a section as opposed to opening a new section. Dr. Martin clarified that the District’s past practice has been to add a teacher and a section when a bubble was popped prior to the start of the school year. He further stressed that there is a certainty for this coming year that one section will be added to fourth grade at Washington, possibly two, and that a .5 may also be added in Kindergarten as well. This would mean the need for two additional classrooms. The Board further discussed the options presented and the alternatives. The consensus was that further study and discussion would be needed and that enrollments should be carefully monitored through the spring.

Returning to the staffing plan for 2019-20, in addition to staff requested to keep pace with enrollment, Dr. Martin joined by Dr. Frost recommended the addition of special education resource teachers for Field and Roosevelt; an intervention coach to support Wilson program training; two speech language pathologists; and expanding an existing assistive technology specialist to a full-time position. Assistant Superintendent for Student Learning Lopez also requested adding 2.5 differentiation coaches for English Language Arts to provide job-embedded coaching to grades K-5 teachers as the District adopts the workshop model. She noted the ELA coaching posts would be for two years, and would be partially offset by removing outside consultants in this area from the budget. CSBO Kolstad reported that incorporating these additional staffing requests for 2019-20 and based on current assumptions, the District's five-year financial projections indicate the operating fund balance will remain above the 120-day target through at least 2021-22, extending the Board's goal further into the future. Dr. Martin confirmed that the staffing plan for 2019-20 would return on March 18 for the Board’s authorization.

E-RATE UPDATE

Board President Borrelli requested that in the interest of time given the lateness of the hour, Board members review the written report and submit questions to Dr. Heinz.

SPECIAL EDUCATION UPDATE JANUARY TO FEBRUARY AND SPECIAL EDUCATION BOARD COMMITTEE UPDATE

Student Services Director Frost reviewed the progress made since the last Board meeting on the four key target areas. On the first key target area of staffing, she reiterated that the staffing needs and projections for next year are being determined and will be brought back to the Board if additional staff is needed. On the second key area of professional development, Dr. Frost listed all the training, conferences, and workshops attended by various staff since the last Board meeting. She then moved on to the third key area of consistency and noted the progress with the 504 manual completion in collaboration with the assistant principals, the curriculum mapping, SEL, ESY planning, updating of policies and procedures, and the information shared with staff to keep them updated. On the final key target of inclusion she mentioned the meeting with the sub-committee formed by PREA, the regular PT3 meetings, and the planning of the Special Olympics, which Assistant Director of Student Services Sue Waughon is spearheading. She also announced that the Board Special Education Committee will plan its next meeting shortly. Dr. Frost answered questions from the Board on staffing, confirming that the department is now in the fine-tuning stage having added significant new personnel resources over the past year.

At 10:49 p.m., Board President Borrelli called for a brief break; the meeting resumed in approximately 10 minutes.

APPROVAL OF ASBESTOS ABATEMENT PROJECTS AT CARPENTER, FIELD, FRANKLIN & WASHINGTON SCHOOLS

CSBO Kolstad presented the recommendations for bids to be awarded and summarized the work that will be done this spring at Carpenter, Field and Franklin related to flooring work being undertaken in conjunction with office reconfiguration/secure vestibule work, and for Washington related to a flooring project for its Learning Resource Center renovation. She responded to Board member questions and confirmed that asbestos abatement is undertaken as needed when flooring is replaced, and will be an ongoing task for many years as flooring is updated in different areas of all the schools. She also confirmed that she is unaware of any grants available to schools for asbestos removal, and that having the work done during spring break is a less costly alternative.

ACTION ITEM 19-02-07

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Carpenter Asbestos Abatement work to Colfax Corporation in the amount of \$44,600.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 19-02-08

It was moved by Board member Sanchez and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Field Asbestos Abatement work to Cove Remediation, LLC in the amount of \$101,000.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 19-02-09

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Franklin Asbestos Abatement work to Shawn Brown Enterprises in the amount of \$55,000.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS:

PRESENT:

ABSENT:

The motion carried.

ACTION ITEM 19-02-10

It was moved by Board member Sanchez and seconded by Board President Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Washington Asbestos Abatement work to Shawn Brown Enterprises in the amount of \$23,000.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF RECOMMENDED PERSONNEL REPORT

It was noted that the Board is relying upon the recommendation of the Superintendent and administration in their professional judgment as to the hiring of these individuals per Policy 2:130.

Chearee Hardt - Employ as .5 Social Worker at Roosevelt School effective February 11, 2019 - MA+24, Step 1 - \$13,075.97.

Colleen Hogan - Employ as Building Secretary at Lincoln School effective February 12, 2019 - \$18.65 hourly.

Vanessa Azra - Resign as Business Specialist at ESC effective February 19, 2019.

Stephanie Daly - Resign as Principal of Washington School effective June 30, 2019.

Maria Kolligris - Resign as Teacher Assistant at Field School effective February 4, 2019 0

Claire Kowalczyk - Resign as Principal of Franklin School effective June 30, 2019.

Allison Blum - Retire as District Technologist at Jefferson School effective June 30, 2019

Bernadette Tramm - Retire as Public Information Coordinator at ESC effective June 30, 2019.

ACTION ITEM 19-02-11

It was moved by Board member Biagi and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Ryles, Sanchez

NAYS: Sotos

PRESENT: None.

ABSENT: None.

The motion carried.

CONSENT AGENDA

A. Bills, Payroll and Benefits

Bills

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 1,256,967.88
20 - Operations and Maintenance Fund -----	\$ 341,989.61
30 - Debt Services -----	\$ 6,652.48
40 - Transportation Fund -----	\$ 12,265.75
50 - Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 61,083.83
61 - Capital Projects - 2017 Debt Certificates -----	\$ -

80 - Tort Immunity Fund -----	\$	195.00
90 - Fire Prevention and Safety Fund -----	\$	-
	<u>Total:</u>	<u>\$ 1,679,154.55</u>

Checks Numbered: 130654-130736
ACH's Numbered: 181900840-181900934

Payroll & Benefits

<u>Fund</u>		<u>Fund Total</u>
10 - Education Fund -----	\$	4,228,605.58
20 - Operations and Maintenance Fund -----	\$	244,868.18
40 - Transportation Fund -----	\$	740.82
50 - IMRF/FICA Fund -----	\$	69,595.72
51 - SS/Medicare -----	\$	96,582.24
80 - Tort Immunity Fund -----	\$	-
	<u>Total:</u>	<u>\$ 4,640,392.54</u>

Checks Numbered: 14619 - 14678
Direct Deposit: 900149062 - 900150725

The Accounts Payable detailed list can be viewed on the District 64 website www.d64.org > Departments > Business Services.

B. Approval of Financial Update for the Period Ending January 31, 2019

The Financial Update can be viewed on the District 64 website www.d64.org > Departments > Business Services.

C. Destruction of Audio Closed Recordings (none)

ACTION ITEM 19-02-12

It was moved by Board member Johnson and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for February 25, 2019 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending January 31, 2019; and Destruction of Audio Closed Recordings (None).

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

ACTION ITEM 19-02-13

It was moved by Board member Sanchez and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session Meeting on August 20, 2018; the Closed Session Meeting on August 27, 2018; the Closed Session Meeting on February 4, 2019; the Regular Meeting on February 4, 2019; and the Special Meeting on February 4, 2019.

The votes were cast as follows:

AYES: Sanchez, Ryles, Borrelli, Biagi, Eggemann

NAYS: None.

PRESENT: Sotos, Johnson

ABSENT: None.

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Dr. Heinz reviewed the upcoming agenda for the March 18 regular Board meeting. She noted that no FOIA requests had been received by D64 since the last regular meeting. Dr. Heinz gave a brief update on the Traffic Safety Committee and ELF meetings, which took place since the last Board meeting. She also noted that the joint St. Baldrick’s campaign at Lincoln and Emerson had already exceeded its fundraising goal for pediatric cancer research with several more weeks left in the campaign.

RECESS TO CLOSED SESSION

At 11:18 p.m., it was moved by Board President Borrelli and seconded by Board member Eggemann to return to closed session without returning to the open meeting, and to continue the closed session on March 4, 2019.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

Signed Date: March 18, 2019

President

Secretary