

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Regular Board of Education Meeting held at 8:30 p.m.  
September 25, 2017  
Field School - North Gym  
707 N. Wisner, Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 5:40 p.m. Other Board members in attendance were Rick Sanchez, Larry Ryles, Rick Biagi, and Eastman Tiu. Board members Tom Sotos and Mark Eggemann arrived during the Committee-of-the-Whole meeting. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Joel T. Martin and Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, 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>.

The Board convened a Committee-of-the-Whole: IASB Starting Right Workshop at 5:41 p.m. The Board adjourned from the Committee of the Whole: Starting Right Workshop and resumed the Regular Board meeting at 8:46 p.m. In addition to those noted above, also present were about 15 members of the public.

**PLEDGE OF ALLEGIANCE AND WELCOME TO FIELD SCHOOL**

Field Principal Jason Bednar thanked the PTO for the projection system and screen for the gym, and introduced a video beginning with students leading the Pledge of Allegiance. Principal Bednar noted that student engagement is a District-wide focus this year, and that the video features students demonstrating engagement by describing what they are excited to be learning and their favorite class activity so far this year. Dr. Heinz thanked the school for the warm welcome.

**BOARD PRESIDENT REMARKS**

Board President Borrelli provided an update on the status of negotiations with the Support Staff Council. He noted that the negotiating teams had met on September 19 for a marathon session to continue discussion of working conditions and salaries, and that proposals have changed sides and negotiations are continuing. He stated the next meeting will be on October 12.

Dr. Heinz updated the Board on a special panel presentation open to all community members, titled "Demystifying School Finance: State and Local," on Thursday, September 28 at 7:00 p.m. at Lincoln Middle School (Learning Resource Center), which is co-sponsored by District 64, the League of Women

Voters of Park Ridge, and the northwest suburban chapter of the American Association of University Women. She reported that CSBO Kolstad would join her counterpart from District 207 along with Dr. Tom Kersten, a former superintendent, author and currently a Roosevelt University professor, to build understanding about the components of the local property tax bills and to talk about local and state funding for schools and the impact of recent changes to the state's funding formula. The program will be videotaped and added to the District 64 website.

Board President Borrelli then initiated a discussion concerning Board members sharing their thoughts as individuals on social media to elaborate on their personal views regarding matters that come before the Board. In light of the just-concluded Committee-of-the-Whole IASB workshop, Board members then shared their thoughts about the rights of Board members as citizens to communicate with the community in a spirit of transparency and accountability, and affirmed the common goals expressed during the workshop, such as fostering respect of members' differing viewpoints.

#### **PUBLIC COMMENTS**

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

#### **ADOPTION OF FY18 DISTRICT 64 BUDGET**

CSBO Kolstad reported that this year's budget and numerous exhibits had been prepared both in a print version for Board members as well as the convenient online version available on the District 64 website. She noted that the Board adoption of the final budget tonight is the culmination of work that began in early 2017, when administration presented enrollment projections and staffing requirements for 2017-18 to the Board. She reviewed the budget-building process focused on meeting the strategic objectives for this year within the 2020 Vision Strategic Plan, and confirmed that a zero-based budgeting approach is taken with all budgets. CSBO Kolstad reported the Board had received frequent updates through the summer to the tentative budget as additional information became available with the start of the school year and the close of the 2016-17 fiscal year on June 30.

Turning to the long-range financial projections, CSBO Kolstad noted the projections had been updated to include both the 2016-17 unaudited actuals and the final 2017-18 budget. She reported that the District had ended the previous fiscal year with an Operating Funds balance of 64.49% representing 236 days of cash on hand, and that the District is projected to end the 2017-18 fiscal year on June 30, 2018 with an Operating Funds balance of 63.04% or 230 days cash on hand. She affirmed that based on the District's current financial projections and assumptions, the Board's promise to taxpayers as part of the 2007 referendum to not request additional referendum funding for 10 years would be extended beyond 2020-21. CSBO Kolstad then provided highlights of the final budget, beginning with revenues. She noted that revenues would increase 3.28% over 2016-17, due to the state's delayed payments in 2016-17 that had depressed revenues last year. She pointed out that the 2017 tax levy CPI-U would be 2.1%

compared to 0.7% the previous year, so this increase combined with new construction from the 2016 levy is helping the District to maintain fund balances on an even keel. Board members and CSBO Kolstad discussed the tax levy process, the relationship between EAV and the tax rate, and the impact of setting the levy to capture all new construction available each year, which is assumed in the long-range projections. CSBO Kolstad noted that the upcoming finance forum on September 28 would explain for community members how the levy is established, and that she would also be providing in-depth background information at the October 10, 2017 Board meeting when the levy cycle for 2017 gets underway. Turning to expenditures, CSBO Kolstad reported that expenditures are increasing 4.47%, with the majority in the Operations & Maintenance budget so that additional smaller projects can be completed in-house during the coming year than in the past. She pointed out that salaries in the Education Fund, however, are increasing only 0.5% due to the retirement incentives offered in the teachers contract. She indicated that the \$745,000 savings in the Certified Teacher group offsets the termination benefits being paid in 2017-18, and that the District would benefit from this savings for many years to come. CSBO Kolstad provided clarifying information regarding the contingency fund of \$500,000 that is in place for 2017-18, but that cannot be accessed without bringing specific expenditures to the Board for approval if and when needed; she confirmed that the contingency funds had not been utilized in 2016-17. She also noted that although expenditures are envisioned in the budget, for example to purchase new desks or radio equipment, a specific action item is brought to the Board for approval. Turning to other budget concerns, Board members also discussed collection of student fees and fee payment options, and the trend toward increased amounts lost through property tax appeals. CSBO Kolstad noted that the Board would receive a report later this fall for the 2017-18 student fees paid thus far, and that she would verify information with the County and prepare a further report on the financial impact of property tax appeals on District revenues in recent years. CSBO Kolstad concluded by noting that the savings from the new teacher contract are being devoted to paying back Debt Certificates issued this spring for facility improvements.

ACTION ITEM 17-09-06

It was moved by Board member Ryles and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018, as presented.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH THE PARK RIDGE PARK DISTRICT FOR FACILITIES USE AND OPERATION OF A BEFORE AND AFTER SCHOOL RECREATIONAL PROGRAM**

Dr. Heinz stated the proposed agreement for this program flows from the District’s existing 2012 agreement with the Park District for facility usage, and reported that the Park District had voted to approve it last week and had delivered the usage rental payment check for the current year. The Board’s legal counsel Tony Loizzi of Hodges, Loizzi confirmed that the agreement was reviewed by the Department of Justice and that it satisfies their interests in this matter.

ACTION ITEM 17-09-07

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 Intergovernmental Agreement with the Park Ridge Park District for Facilities Use and Operation of a Before and After School Recreational Program.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

Board President Borrelli polled Board members whether they would prefer that legal counsel leave or stay for the remainder of the meeting; the consensus was for counsel to stay.

**OVERVIEW OF SAFETY AND SECURITY 2013 - PRESENT**

Dr. Heinz reported that at the September 28, 2017 Committee-of-the-Whole: Facilities meeting the Board had received an overview of the 10-year Health Life Safety survey and the development of the Master Facilities Plan, and had delved into the details of the five-year implementation schedule of facilities projects and the financing framework in place to fund these projects. She noted the Board also had reviewed work completed in summer 2017 and received recommendations for 2018, which include various safety-related improvements that continue to be guided by the 2013 RETA Security Audit. Dr. Heinz said the focus of her report this evening would be on the RETA report and the steps accomplished thus far in terms of enhancing all aspects of physical security, and what remains to be done to ensure schools are as safe as they can be within an educational setting.

Dr. Heinz then provided a detailed overview of the audit, which was conducted by Mr. Paul Timm, a Board-certified physical security professional, and included staff interviews, visual observations, and

proprietary checklists that detailed the presence and relative effectiveness of physical security elements, primarily: deterrence, detection, delay, and response. Dr. Heinz reported that the RETA audit clarified that while it is not possible to guarantee 100% safety and security, it is possible to significantly minimize risks, and that the key RETA recommendations involved both training and addition/reconfiguring of equipment and facilities. Dr. Heinz stated that using the RETA report as a guide, the District has steadily worked to create and implement a comprehensive plan that is built on five critical areas: an effective visitor management system; crisis intervention protocols focused on school-based crisis intervention teams; staff education on safety, procedures and accountability; effective monitoring and alerts; and secured vestibules. Dr. Heinz reviewed details on an extensive list of physical safety improvements completed since 2014-15, and responded to Board member questions about particular features of each enhancement, such as impact resistant film applied to glass around entry doorways. She then turned to a review of the procedures and policies the District has put in place and the partnership established with the Northeastern Illinois Public Safety Training Academy (NIPSTA) to: augment and enhance the RETA report; provide support with the development or revision of policies and procedures; and provide initial as well as ongoing staff training. She noted that the District's crisis response rests on building crisis teams working with a District crisis team, and that all staff have been engaged on safety and security plans to build awareness of their roles as first responders until the community first responders arrive during a crisis. She pointed out that further in-depth preparedness training and exercises had been completed by all building teams.

Dr. Heinz noted that as recommended in the RETA report, the District had moved forward to incorporate secured vestibules in the Master Facilities Plan and had thus far completed work at Washington in summer 2106 and most recently at Lincoln in summer 2017 in conjunction with the complete update to the adjacent Learning Resource Center. Dr. Heinz noted that the summer 2018 proposal included providing a secure vestibule at Roosevelt School in conjunction with work planned to improve student learning areas for primary grade students by congregating them together on the first floor and to create a fine arts/music area. During this discussion, Dr. Heinz pointed out that the goal of secured vestibules as set forth in the RETA report and other experts is to provide an added layer of security by controlling access and limiting intrusion to channel visitors through a single access point. She reviewed the daily challenges faced at the schools representing a wide range of concerns in controlling visitors through the entry doors distant from the school offices. She referred to the security probes conducted by RETA personnel in 2016 and spring 2017 that found only Washington with its secure vestibule had been able to control access to an unauthorized visitor. In response to Board member discussion, Dr. Heinz and CSBO Kolstad confirmed that funding for the secure vestibule portion of summer 2018 recommended work at Roosevelt would be separated from the other projects so the additional cost would be clear.

## **APPROVAL OF RECOMMENDED PERSONNEL REPORT**

Board President Borrelli stated 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.

Personnel Report

**Megan Chambers** - Employ as Special Education Teaching Assistant at Roosevelt School effective September 21, 2017 - Base, Step 1, \$17,089.80.

**Nina Greiber** - Employ as Special Education Teaching Assistant at Carpenter School effective September 20, 2017 - Base, Step 1, \$17,191.53

**Samantha Neumer** - Employ as (.50) Health and Technology Teacher at Emerson School effective September 11, 2017 - BA, Step 1 (pro-rated \$22,590.14).

**Abhijeet (Abbie) Shah** - Employ as Math Intervention Teacher at Emerson School effective September 21, 2017 - MA, Step 1 (pro-rated \$49,477.36).

**Molly Thornton** - Employ as .50 Special Education Assistant at Roosevelt School effective August 15, 2017 – Base, Step 4, \$10,349.14.

ACTION ITEM 17-09-8

It was moved by Board member Eggemann and seconded by Board member Tiu 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: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann, Tiu

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**CONSENT AGENDA**

A. Bills, Payroll and Benefits

Bills

10 - Education Fund-----	\$1,329,742.22
20 - Operations and Maintenance Fund -----	356,083.81
30 - Debt Services-----	8,191.77
40 - Transportation Fund -----	5,788.80
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	-

61 - Capital Projects - 2017 Debt Certificates -----	983,746.96
80 - Tort Immunity Fund -----	115.75
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 128143-128144 and 128149-128356      Total: \$2,683,669.31

Payroll and Benefits for Month of August, 2017

10 - Education Fund-----	\$2,106,757.54
20 - Operations and Maintenance Fund -----	240,463.74
40 - Transportation Fund -----	1,790.26
50 - IMRF/FICA Fund -----	59,461.88
51 -SS/Medicare -----	67,433.02
80 - Tort Immunity Fund -----	-

Checks Numbered: 13489-13527

Direct Deposit: 900121044 – 900121814      Total: \$2,475,906.44

The Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

B. Approval of Financial Update for the Period Ending July 31, 2017

C. Approval of Financial Update for the Period Ending August 31, 2017

The monthly Financial Updates can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

D. Destruction of Audio Closed Minutes

ACTION ITEM 17-09-9

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 Consent Agenda of September 25, 2017 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending July 31, 2017; Approval of Financial Update for the Period Ending August 31, 2017; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

## **APPROVAL OF MINUTES**

### ACTION ITEM 17-09-10

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 minutes from the Regular Board Meeting on August 28, 2017; Special Board Meeting on August 17, 2017; and Closed Session Meetings on August 28, August 17 and July 17, 2017.

The votes were cast as follows:

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

NAYS: None.

PRESENT: Sotos

ABSENT: None.

The motion carried.

## **OTHER DISCUSSION AND ITEMS OF INFORMATION**

Dr. Heinz reported on upcoming agendas and FOIA requests. She announced that the District had received three Awards of Excellence in the annual competition sponsored by the Illinois Chapter of the National School Public Relations Association (INSPRA) for the At A Glance infographic-style handout; the newly updated eNews email newsletter; and the 2016 Financial eReport. Dr. Heinz also announced that she had been selected as one of 21 “Superintendents to Watch” by the National School Public Relations Association, which recognizes superintendents with fewer than five years of service in that role who exemplify dynamic and innovative leadership and a focus on communications. Dr. Heinz also noted that the Board report included the annual administrator and teacher salary and benefits report, which will be provided to the Illinois State Board of Education and posted to the District 64 website. Reporting on a recent Elementary Learning Foundation meeting, she invited Board members and all in the community to participate in the new 5k family run/walk fundraiser on Saturday, October 28, and also asked the Board to save the date for the annual ELF Casino Night benefit on Saturday, January 27, 2018. Dr. Heinz then offered a short update on the activities of the Middle School Review Committee, which is being guided by a consultant from the Association for Middle Level Education (AMLE), the premiere organization focused on adolescent students, to address the District’s current practices and where we can improve in the spirit of our growth mindset as part of the 2020 Vision Strategic Plan.



**ADJOURNMENT**

At 11:05 p.m., it was moved by Board member Eggemann and seconded by Board member Tiu to adjourn.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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President

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Secretary