

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
January 14, 2021
VIRTUAL MEETING DUE TO COVID-19
Alternate Remote Attendance at Jefferson School (MPR)

Board President Rick Biagi called the meeting to order at 7:00 p.m. Board members in attendance via remote participation were Carol Sales, Dr. Denise Pearl, Rebecca Little, and Fred Sanchez. Board member Tom Sotos joined the meeting at 7:24 p.m.; Board member Larry Ryles was absent from the meeting. Superintendent Eric Olson attended in-person at Jefferson School. Also attending remotely were: Assistant Superintendent for Human Resources Dr. Joel T. Martin; Assistant Superintendent for Student Learning Dr. Lori Lopez; Chief School Business Official Luann Kolstad; Director of Student Services Dr. Lea Anne Frost; Interim Director of Facility Management Jason Borst; Director of Innovation and Instructional Technology Mary Jane Warden; Public Information Coordinator Peter Gill (attending but not participating); Administrative Assistant to the Superintendent Natasha Nedeljkovic; and Board Legal Counsel Tony Loizzi. No member of the public was physically present at the alternate remote location, and approximately 25 people attended virtually.

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.

PLEDGE OF ALLEGIANCE

Board president Biagi led the pledge of allegiance.

OPENING REMARKS FROM PRESIDENT OF THE BOARD

President Biagi had no remarks.

PUBLIC COMMENTS

Public comments were invited through a posted email address on the District's website and in the Board report. Public comments were also welcomed at the alternate remote location. No comments were received via email and no one was present in-person at Jefferson School.

APPROVAL OF MEETING AGENDA

An update of the Board policy committee meeting from Friday, January 8, was added to the agenda following the first reading of policies from the PRESS 106 agenda item.

Board member Sales made the motion, Board member Pearl seconded the motion.

The votes were cast as follows:

AYES: Biagi, Little, Sales, Pearl, Sanchez

NAYS: None

PRESENT: None

ABSENT: Ryles, Sotos

The motion carried.

STUDENT/STAFF RECOGNITION

Dr. Olson recognized the incredible work and dedication of District nurses and custodians during the pandemic. Interim Director of Facility Management, Jason Borst, noted the custodial staff was going above and beyond to ensure the safety of staff and students and maintain school buildings clean and disinfected. District head nurse Margaret Temari said that nurses are usually not at the forefront of people's thoughts when considering schools, but this year they were front and center as they served on the front-line against the spread of the dangerous virus. She thanked all the dedicated nurses at the schools for their perseverance, dedication, and skills to ensure staff and student health and are proving vital during the pandemic.

COVID-19 UPDATE

Dr. Olson stated the current metrics looked good. Park Ridge's positivity rate had dipped below 8%, Niles was even better at below 5%. New cases per 100,000 were 300 for Park Ridge and just above 400 for Niles. He said the District contacts the Cook County Department of Health if one of the metrics is high, but this only begins the conversation and doesn't mean an immediate closing of buildings. Cook County has its own set of questions and numbers they follow. He clarified the use of lanyards for students to identify that they had been screened by parents before coming to school for any COVID-19 symptoms. He stressed that this was only a reminder to parents to complete the health certification and a visible indicator for staff when students were coming in. Dr. Olson stated that with regards to the vaccine, healthcare workers and nurses were included in the 1a group; occupational therapists, physical therapists, and speech pathologists were also included in that group. Educators were in the next group, 1b. The target date to have staff vaccinated should be February-May, more recent indicators seemed to point out to February. The District is communicating and coordinating with D207 to be ready. Dr. Olson said he believed classes would resume in-person in the fall, possibly with some procedures still in place. He did not discard the possibility of a full return to in-person this school year. He said the District was focused on next week's return of students to the buildings. Parents still have a choice between hybrid and remote learning; they can request a switch from hybrid to remote at any time, a request to switch from remote to hybrid has to be submitted to the building principal before the first of the month. Dr. Olson responded to a question from Board President Biagi to clarify that the use of lanyards was easier for elementary students over an app with a barcode system used at some high schools. Dr. Olson clarified that the lanyards had no tracking devices, could be washed, and were not planned for any further use other than verifying the daily health certification. He also explained that temperature checks of students prior to entering the school buildings would be difficult to implement due to space issues, long lines, and bottlenecks it would create; concern over winter conditions and students waiting in lines in the freezing cold was also a concern. He didn't deem it a necessary step at this time. Dr. Olson briefly updated the Board on the pandemic advisory committee stating a lot of information had been

shared with the members in the first meetings and conversations on future decisions would now begin. Board members Carol Sales and Denise Pearl had attended the previous meetings, and Board members were encouraged to continue to do so on a rotating basis.

ADOPTION OF RESOLUTION #1259 DIRECTS THE CHIEF SCHOOL BUSINESS OFFICIAL UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2021-22 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 *FISCAL AND BUSINESS MANAGEMENT* AND THE ILLINOIS SCHOOL CODE 105 ILCS 5/17-1

Chief School Business Kolstad (CSBO) explained this was the time of year to start working on next year's budget. She had already started talking to department heads to start putting together the numbers. She was asking the Board to approve tonight's resolution to give her the authorization to complete this work.

ACTION ITEM 21-01-1

It was moved by Board member Pearl and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt Resolution #1259, directing the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2021-22 Fiscal Year in Accordance with Board Policy 4:10 *Fiscal and Business Management* and the *Illinois School Code* 105 ILCS 5/17-1.

The votes were cast as follows:

AYES: Sales, Little, Pearl, Sanchez, Biagi, Sotos

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

ADOPTION OF RESOLUTION #1260 AUTHORIZING THE AWARD OF A CUSTODIAL CONTRACT TO O.P.E.N. AMERICAN, INC. DBA OPENWORKS FOR SUBSTITUTE CUSTODIANS

Much like the District had done for substitute teachers by hiring agencies to provide access to additional staff, the administration was seeking to contract with this firm to provide additional support for its custodians. CSBO Kolstad noted that normally this would go through a bidding process, but due to the pandemic and "emergency" circumstances, the contract could be ratified with $\frac{3}{4}$ of the votes or 6 members voting to approve it. She stated this was for a three-month period only to cover the second shift and provide more hands for deep-cleaning when needed. Assistant Superintendent for Human Resources, Dr. Martin, said the District needs to ensure they have enough staff to maintain the buildings clean and safe for use at all times. Additional custodians had been hired in the fall but backup was required if the District were to be hit hard. He stressed the District would only be charged for the employees they would use and this was a fallback option only, with limited liability to the District. Responding to Board member Sales' question, CSBO Kolstad stated that now-retired Director of Facility Management Ron DeGeorge had called a large

number of similar firms that had all declined because they did not operate on a per-need basis but required year-round agreements; Mr. DeGeorge came upon O.P.E.N America, Inc. during that search. Mrs. Kolstad said the attorneys had done a thorough review of the contract and made amendments to which O.P.E.N American, Inc had agreed. The firm conducts background checks and only requires a 4-hour minimum work day.

ACTION ITEM 21-01-2

It was moved by Board member Pearl and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Resolution Authorizing the Award of a Custodial Contract to OpenWorks.

The votes were cast as follows:

AYES: Sanchez, Pearl, Little, Sotos, Sales, Biagi

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

APPROVE THE AWARDING OF CONTRACT TO LOWEST RESPONSIBLE BIDDER FOR MECHANICAL UNITS - CARPENTER SUMMER 2021 HVAC PROJECT

CSBO Kolstad noted the Board had discussed this issue at the previous meeting, and the District was now looking to go to bid for the zones in need of replacement. She was asking the Board to give her authority to accept the lowest bid, before ratifying the contract at a subsequent meeting. She stressed that time was of the essence to ensure delivery of the units promptly. The Board briefly discussed the liability in giving the District the authority to accept a bid and enter into a contract before the members could vote on it, but in the end decided to move forward with the authorization. Mrs. Kolstad stressed that the architects were also involved in the process.

ACTION ITEM 21-01-3

It was moved by Board member Sanchez and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the awarding of the contract to the lowest responsible bidder for the mechanical units to be used in the classrooms/office areas of zones 1, 4 & 5 not to exceed \$120K.

The votes were cast as follows:

AYES: Sotos, Pearl, Sanchez, Sales, Biagi, Little

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

RESOLUTION #1261 DECLARING THE INTENTION TO ISSUE \$2,015,000 WORKING CASH FUND BONDS FOR THE PURPOSE OF INCREASING THE DISTRICT'S WORKING CASH FUND & DIRECTING THAT NOTICE OF SUCH INTENTION BE PUBLISHED IN THE MANNER PROVIDED BY THE LAW

CSBO Kolstad explained that the District had two options to get the money currently sitting in its Debt Service Fund. The auditor would need to go back and figure out which options is interest and which is Loss and Cost. There is currently a little over \$2M sitting in the fund. The other option to access this money would be by issuing funds, as proposed. CSBO Kolstad then briefly described the process of bond issuance: notice in the newspaper, public hearing, petition deadline, etc. She stressed that this is money that the District has in its possession but this would be the only way to get it out of the Debt Service Fund. She noted that this bond has no interest, sometimes the Township treasurer will buy it, sometimes Raymond James. The firm that would issue this bond gets a commission paid out of the proceeds that we receive. The whole process is handled by the attorneys. CSBO Kolstad answered a question from Board president Biagi to say that the legal cost would be around \$25K. The alternative would be to issue the bond later for another project to get the money out of the fund. CSBO Kolstad clarified that the money would be used to pay for the HVAC zones replacement at Carpenter School. President Biagi asked how the work would be paid for if the bond was not issued. Mrs. Kolstad said the District could choose not to do the work or pay for it out of the Operating Funds. She thought the bond option was the least risky solution to maintain a conservative approach with the Operating Funds and day-to-day costs during these times. Bonds cannot be issued for daily operations, such as payroll. The Board members had a brief discussion before moving on to a vote.

ACTION ITEM 21-01-4

It was moved by Board member Pearl and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1261 declaring the intention to issue \$2,015,000 Working Cash Fund Bonds for the purpose of increasing the District's Working Cash Fund, and directing that notice of such intention be published in the manner provided by law.

The votes were cast as follows:

AYES: Sales, Little, Pearl

NAYS: Sanchez, Biagi, Sotos

PRESENT: None

ABSENT: Ryles

The motion failed.

The work at Carpenter School will proceed, the payments will be made through Operating Funds.

FIRST READING OF POLICIES FROM PRESS ISSUE 106

Dr. Olson noted that issue 106 mainly dealt with footnote revisions to policies and no changes had been suggested by either the District Policy Committee nor the Board Policy Committee. The policies would be

brought back for a second reading and approval at the next regular meeting on February 11. Board member Sales noted that policy 6:315 will be added to the policy manual, as it was incorrectly noted as “N/A” on tonight’s report.

UPDATE ON BOARD POLICY COMMITTEE JANUARY 8 MEETING (ADDENDUM TO AGENDA)

Committee member Sales said the PRESS 106 policies had been reviewed during the meeting. In addition, the committee discussed whether to consider any revisions to policy 2:140 *Communications To and From the Board*, or wait until May when new Board members would be seated. She invited comments from Board members on this policy. The committee also continued its review of Policy 4:60 *Purchases & Contracts*. The committee had noted that one option would be to lower the \$25,000 threshold currently in the policy, beyond which a bidding process is required. It was noted that other districts operated in a manner similar to District 64 and followed PRESS recommendations. The committee had also discussed the hiring process for professional services such as attorneys and architects, and considered a possible review in the future. Board President Biagi commented that he would like to see additional steps to check-off in the process of hiring vendors and companies for single-source purchases. He pointed out that the City of Park Ridge had such a process that he would like to mimic in some way. He agreed to provide the committee members with the documents to be discussed at a future policy meeting.

DISCUSSION OF POLICY 4:180 PANDEMIC PREPAREDNESS; MANAGEMENT; AND RECOVERY

A previous Board vote was taken on this policy issue about whether the Board would vote to adopt the Remote and/or Blended Remote Learning Plan approved by the Superintendent. The majority voted not to have the Board vote to adopt the plan. According to Board attorney Loizzi, a motion would need to be made by one of the members in the majority vote group to take another vote. Board Members Sanchez, Pearl, and Board President Biagi were not willing to make such a motion. Board Member Ryles was absent from the meeting. Board member Sotos had asked for a discussion to be added to tonight’s agenda. He wanted the Board briefed and informed when major decisions were made and wanted an opportunity for the Board to voice their opinion. President Biagi noted it was difficult to gauge how far this would go. Having a standing item agenda to update everyone on the COVID-19 situation has helped tremendously. Convening the Board more frequently would be feasible but how often should this happen and how quickly could this happen were issues discussed. A discussion in an open meeting would make the process more transparent when making decisions related to COVID-19. Members debated whether they should revisit the policy to revise some of the language, and whether they should do it after the new Board is seated in April. Members agreed that it should be codified somehow in the policy that the Board would convene more often when dealing with pandemic situations. The Board policy committee will meet to revisit the language in the policy and suggest necessary revisions the next time they meet. They will work on amending the current policy. President Biagi noted he would continue to talk with Dr. Olson regularly and will convene the Board if necessary to discuss major upcoming decisions. Board attorney Loizzi stated that such amendments *could* be made to Policy 4:180 without the necessity of a motion by a Board member in the majority vote.

DISCUSSION & APPROVAL OF SUBSTITUTE TEACHERS PAY INCREASE

Dr. Martin explained that neighboring districts had increased their substitute teachers pay by \$25 (Des Plaines) or in some cases were paying them \$200 per day for those who worked in-person during the COVID-19 pandemic. In order to remain competitive, Dr. Martin suggested that District 64 should also increase their current rate of \$120 per day. He did not consider the \$200 rate sustainable but recommended the additional \$25 incentive to prevent further loss of substitute teachers that are already difficult to find. He also recommended this additional incentive be extended to the substitute teachers hired through the Swing and Parallel agencies to ensure they are all treated the same. He clarified that this pay increase would only apply to the current school year.

ACTION ITEM 21-01-5

It was moved by Board member Pearl and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Resolution Authorizing the Administration to Raise the In-Person Substitute Teacher Rate by \$25 per day, to a daily rate of \$145.

The votes were cast as follows:

AYES: Little, Sanchez, Biagi, Pearl, Sotos, Sales

NAYS: None

PRESENT: None

ABSENT: Ryles

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.

Sarah Knox - Employ as 5th Grade Teacher at Field School effective January 4, 2021 - BA, Step 1 - \$30,462.87.

Marie Murphy - Employ as .5 Title I Intervention Teacher at Franklin School effective January 11, 2021 - BA, Step 2 - \$14,783.90.

Sean Powers - Employ as a District Floater Night Custodian effective January 11, 2021 - \$17.03 hourly.

Samantha Sanders - Employ as .5 Title I Intervention Teacher at Field School effective January 4, 2021 - MA, Step 1 - \$17,519.00.

Cheryl Stefanowicz - Employ as Level 4 Human Resources Secretary effective January 11, 2021 - \$19.02 hourly.

Samantha Williams - Employ as .5 Title I Intervention Teacher at Franklin School effective January 4, 2021 - BA, Step 1 - \$15,231.44.

Javier Valentin - Reassign as Interim Head Custodian at Roosevelt School effective January 1, 2021.

- Sarah Bozai - Resign as 5th Grade Teacher at Field School effective January 15, 2021.
- Andrew Duerkop - Resign as Science Teacher at Lincoln Middle School effective June 11, 2021.
- Patty McLean - Resign as School Psychologist at Emerson Middle School effective June 11, 2021.
- Marybeth Whitney-DeLaMar - Resign as Principal at Franklin School effective June 30, 2021.
- Linda Aichinger - Retire as Math Teacher at Emerson Middle School effective June 11, 2021.
- Sharon Bailey - Retire as 4th Grade Teacher at Washington School effective June 11, 2021.
- Barb Bultinck - Retire as Kindergarten Teacher at Carpenter School effective June 11, 2021.
- Sonja Dziedzic - Retire as Art Teacher at Emerson Middle School effective June 11, 2021.
- Franny Keyes - Retire as C of C/Technology Teacher at Lincoln Middle School effective June 11, 2021.
- Natalie Jacobson-Prim - Retire as Instrumental District Music Teacher effective June 11, 2021.
- Christina O'Donnell - Retire as 5th Grade Teacher at Roosevelt School effective June 11, 2021.
- Geralyn Soldan - Retire as Special Education Teacher at Carpenter School effective June 11, 2021.
- Harley Tom - Retire as Physical Education Teacher at Carpenter School effective June 11, 2021.
- Lisa Truchon - Retire as 4th Grade Teacher at Carpenter School effective June 11, 2021.

ACTION ITEM 21-01-6

It was moved by Board member Pearl 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 for January 14, 2021, 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: Pearl, Sales, Little, Sanchez, Sotos, Biagi

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

CONSENT AGENDA

- Bills, Payroll, and Benefits

Bills

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund	\$ 340,100.80
20 - Operations and Maintenance Fund	\$ 182,650.90
30 - Debt Services	\$ 12,859.05
40 - Transportation Fund	\$ 175,852.00
50 - Retirement (IMRF/SS/MEDICARE)	\$ -
60 - Capital Projects	\$ 23,052.25

61 - Capital Projects-2017 Debt Certificates	\$ -
80 - Tort Immunity Fund	\$ 99.00
90 - Fire Prevention and Safety Fund	\$ -
<u>Total:</u>	<u>\$ 734,614.00</u>

Payroll & Benefits

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund	\$27,765,564.72
20 - Operations and Maintenance Fund	\$ 3,281,058.77
30 - Debt Services Fund	\$ 2,327,591.09
40 - Transportation Fund	\$ 776,739.54
50 - IMRF/FICA Fund	\$ 464,831.79
51 - SS/Medicare	\$ 511,836.65
60 - Capital Projects Fund	\$ 4,532,657.39
61 - Cap Projects Fund - 2017 Debt Certs	\$ 0.00
70 - Working Cash Fund	\$ 0.00
80 - Tort Immunity Fund	\$ 501,169.00
<u>Total:</u>	<u>\$40,161,448.95</u>

The Accounts Payable detailed list can be viewed on the District 64 website’s business services page at www.d64.org.

- Approval of Financial Update for the Period Ending November 30, 2020
- Resolution #1262 Authorizing and Directing the Permanent Transfer of Money from the Operations & Maintenance Fund to the Debt Service Fund for Debt Certificates
- Resolution #1263 Authorizing and Directing the Permanent Transfer of Money from the Education Fund to the Debt Service Fund for VOIP and Copier Leases
- Destruction of Audio Closed Recordings (none)

ACTION ITEM 21-01-7

It was moved by Board member Sanchez and seconded by Board member Pearl that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for December 10, 2020, which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending October 31, 2020; Adoption of 2021-22 School Year Calendar; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

AYES: Sanchez, Pearl, Sales, Sotos, Little, Biagi

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

APPROVAL OF MINUTES

ACTION ITEM 21-01-8

It was moved by Board member Pearl and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Meeting on December 10, 2020; and the Regular Meeting on December 10, 2020.

The votes were cast as follows:

AYES: Pearl, Sanchez, Sales, Little, Biagi, Sotos

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Dr. Olson noted that the Board's next regular meeting will be on February 11, A draft of the meeting's agenda was in the report. A committee-of-the-whole meeting on special education was also scheduled for February 4.

NEW BUSINESS

No new business was discussed.

BOARD RECESSES AND ADJOURNS TO CLOSED MEETING

At 9:27 p.m. it was moved by Board member Little and seconded by Board member Pearl to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District 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 [5ILCS 120/2(c)(1)].

The votes to adjourn to the closed meeting were cast as follows:

AYES: Sanchez, Biagi, Little, Pearl, Sales, Sotos

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

BOARD ADJOURNS FROM CLOSED MEETING & RESUMES REGULAR MEETING

The Board returned from closed session and resumed the regular meeting at 10:52 p.m. No further business was conducted.

ADJOURNMENT

At 10:54 p.m. it was moved by Board member Sanchez and seconded by Board member Sotos to adjourn.

The votes were cast as follows:

AYES: Sotos, Sales, Little, Pearl, Sanchez, Biagi

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

Signed Date: February 11, 2021.

President

Secretary