

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
December 12, 2016
Jefferson School-Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 6:04 p.m. Other Board members in attendance were Dathan Paterno, Bob Johnson, and Mark Eggemann. Board member Lee arrived during the closed session and Board member Sotos arrived at the conclusion of the musical prelude; Board member Zimmerman was absent. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent Joel Martin, 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 6:09 p.m., it was moved by Board President Borrelli and seconded by Board member Paterno to adjourn to closed session 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 [5 ILCS 120/2(c)(1)]; 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)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].

Board Recesses
and Adjourns to
Closed Session

The votes were cast as follows:

AYES: Eggemann, Johnson, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Lee, Zimmerman, Sotos

The motion carried.

The Board adjourned from closed session at approximately 6:48 p.m. and took a short recess before convening the public hearing at 6:57 p.m.

PUBLIC HEARING ON 2016 TAX LEVY

Public Hearing
on 2016 Tax
Levy

At 6:57 p.m., Board President Borrelli convened to a Public Hearing on 2016 Tax Levy. Other Board members in attendance were Dathan Paterno, Vicki Lee, Bob Johnson, and Mark Eggemann. In addition to the administrators noted above, also present were Assistant Superintendent Lori Lopez, Director of Facility Management Ron DeGeorge, Chief School Business Official Luann Kolstad, Director of Innovation & Instructional Technology Mary Jane Warden, and approximately 40 additional members of the public.

Board President Borrelli invited public comments; none were received.

At 6:58 p.m., Board President Borrelli adjourned the public hearing by consensus, and resumed the regular meeting.

MUSICAL PRELUDE

Lincoln Middle School Chamber Orchestra students under the direction of teacher Max Hellermann performed a short program of holiday music, to the delight of all present.

Musical
Prelude

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited comments from members of the public on items not on the agenda; none were received.

ADOPTION OF FINAL 2016 TAX LEVY

Adoption of Final
2016 Tax Levy

CSBO Kolstad noted that the Board had discussed the tax levy recommendations in depth prior to adopting the tentative levy at the November 14, 2016 meeting. She reiterated that District 64 has only one opportunity to benefit from new construction when it is added to the tax rolls. But because the actual amount of new construction is not yet known, CSBO Kolstad said the District must set the levy percentage at a high enough level to make sure it can receive the full benefit from it when it first comes on the tax rolls. In contrast, she noted that local governments, such as the City of Park Ridge, do not operate under the tax cap, and have far greater flexibility in adjusting their tax rates from year to year and could, for example, set a levy higher one year if it was too low the preceding one. CSBO Kolstad reiterated that District 64 does not have this freedom, and is constrained by the tax cap with the result that any revenue omitted can never be replaced and that the error therefore compounds over time. She recommended that the Board adopt a total tax levy of \$68.4 million for 2016, which is a 4.21% increase over the previous year. She stated that the percentage increase would be high enough to capture any funds available from new construction within the District 64 community. She affirmed that no matter how large the levy request is for 2016, however, District 64 will only receive a 0.7% increase plus the taxes associated with the new construction, as allowed under the tax cap (Property Tax Extension Limitation Law). Board members noted the many ways the District had worked to cut expenses, but that the District's capital needs to maintain safe, warm and dry learning environments are well documented. CSBO Kolstad said that the

levy recommendation is based on the District collecting the funds legally available to the District so that the District can live within these means.

ACTION ITEM 16-12-1

Action Item
16-12-1

It was moved by Board member Paterno and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the attached Resolution #1173 Providing For A Levy of Taxes For the Year 2016 and Resolution #1174 Instruct the County Clerk How to Apportion 2016 Tax Levy Extension Reductions and Resolution #1175 Authorizing Tax for Illinois Municipal Retirement Purposes. These resolutions and supporting documentation will be filed with the Cook County Clerk’s Office.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

FACILITY UPDATE: SCOPE OF FRANKLIN AUDITORIUM PROJECT AND AUTHORIZATION TO BID FRANKLIN AUDITORIUM PROJECT

Facility Update: Scope of Franklin Auditorium Project and Authorization to Bid Franklin

CSBO Kolstad, Rick Petricek from Studio GC, and Facility Management Director DeGeorge presented additional information about remodeling the Franklin School auditorium to create additional flexible learning/multi-purpose space. They reported on an updated cost estimate for the project of almost \$800,000 for the work. CSBO Kolstad and Dr. Heinz noted that given the overall amount of work to be done in summer 2017, administration is recommending that the auditorium proposal be tabled at this time. As an alternate, however, they noted that the focus had shifted to developing a far more modest proposal to create more flexible space within the adjacent Learning Resource Center (LRC). Because the school is experiencing a spike in its enrollment, they reported that being able to utilize a flexible space for learning would be an asset at the school. CSBO Kolstad reported that an initial estimate for the LRC work was being carefully reviewed by the architect and Director DeGeorge, with an eye toward refining the estimate and assigning some of the work in-house rather than contracting outside for it. They also described some of the challenges of the project and design issues that are being addressed as in-depth planning continues. Dr. Heinz and Principal Claire Kowalczyk reported that the school is enthusiastic about the project, and that the PTA may collaborate to provide some funding for furniture and fixtures and/or that an Elementary Learning Foundation (ELF) grant might also be sought. Board members discussed how this project would fit into the five-year plan. CSBO Kolstad will continue exploring options for reducing the budget and will return to a future meeting with an update for the Board’s consideration.

UPDATE ON CARPENTER HVAC

Update on
Carpenter HVAC

Dr. Heinz, CSBO Kolstad, Facility Management Director DeGeorge, and Studio GC architect Rick Petricek provided a detailed update of work being done to continue troubleshooting the HVAC system at Carpenter School, which has experienced a series of problems since placed into operation in the 2013-14 school year. They focused on the latest concerns affecting heating and controls in some limited areas of the building, and the steps that have been taken and continuing investments made to address these problems. Director DeGeorge also outlined the work that will be done over winter break and thereafter to address particular parts of the system. He noted that temporary measures had been taken to ensure heating in the specific affected areas was adequate for students and staff. Dr. Heinz noted that the District team would continue to update the Board weekly or more frequently if needed on these efforts, and that finding a permanent solution to Carpenter's HVAC system was paramount. Carpenter Principal Brett Balduf and teacher Lisa Truchon addressed the Board to reconfirm the staff's consternation over these continuing issues and express their appreciation for the District's continuing efforts to identify and find solutions to any new problems as they arose. Board members expressed their commitment to Carpenter and their resolve in supporting the District's myriad efforts to identify and solve HVAC issues with the goal of providing a smooth functioning system at the school. The District will provide future updates on the work being done and repair costs.

AUTHORIZATION TO SEEK FOOD SERVICE BIDS

Authorization
to Seek Food
Service Bids

CSBO Kolstad reviewed the efforts in spring 2016 to begin a conversation with the Board on extending the hot lunch program available at the District's middle schools to the five elementary buildings. She reported that the Board on April 25, 2016 had directed administration to go out to bid for a combined food service proposal beginning in the 2017-18 school year. CSBO Kolstad reported that since that time, the District had asked for input from the school PTO/A Presidents on the program and had been working with a representative from the Solid Waste Agency of Northern Cook County (SWANCC) to identify areas of the lunch program in which the District can forward its goal of becoming more green without substantially increasing the cost of the lunches for District 64 families. CSBO Kolstad reported that District does not participate in the National School Lunch Program and intends to issue a Request for Proposal for food services in late January or early February 2017, with a goal of bringing a recommendation to the Board at the April 2017 meeting. CSBO Kolstad responded to Board member questions about the proposal and how the food operation would utilize one of the middle school kitchens to prepare the food that would be delivered to the elementary schools. She noted that the District is reviewing any upgrades to the elementary school kitchen areas that would be required to meet health codes for this limited usage. Board members recalled the strong support expressed by parents during the previous discussions in spring 2016 for extending the hot lunch program to the elementary schools.

ACTION ITEM 16-12-3

Action Item
16-12-3

It was moved by Board member Johnson and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to prepare a request for proposal for food service.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman, Sotos

The motion carried.

The Board President called for a short break; the meeting resumed at 9:24 p.m.

REPORT AND ACCEPTANCE OF ANNUAL AUDIT FY16

Report and
Acceptance of
Annual Audit
FY16

Assistant Business Manager Brian Imhoff announced that for the fifth consecutive year, the District had received a clean audit for the fiscal year ending June 30, 2016. He reported that Klein Hall CPA independent auditors had issued an unqualified audit opinion, which indicates the financial statements prepared by the District are free of material misstatement and fairly represent the District's financial condition. He noted that the auditors did not propose any adjustments to the District's year-end balances. Mr. Imhoff noted that the required communication letters addressed to the Board describe audit results in more detail. He reported that the first letter on internal controls indicated that no weaknesses or deficiencies were reported to the State of Illinois. A separate management letter offers any minor recommendations from the auditors solely for the District's internal consideration, which this year noted that the Maine Township Treasurer's Bond for the District's student activity funds had expired. Mr. Imhoff reported that the District has submitted an application to its insurance cooperative to obtain the bonding as required by the Illinois School Code. He noted that a third, communication letter to those charged with governance had not highlighted anything out of the ordinary. Mr. Imhoff noted that the audit is an important tool to validate the accuracy of the District's financial information, and the opinions of the auditors add transparency regarding how the community's money is being spent. Mr. Imhoff stated that the current audit and accompanying letters are available to the public on the District's website. He responded to Board member questions about various features of the financial statements. Board members praised the Business Office for its dedication to detail and high standards in continuing this succession of clean audits. Looking ahead, CSBO Kolstad noted that District 64 planned to have a periodic reevaluation of the District's assets completed in 2017.

ACTION ITEM 16-12-4

Action Item
16-12-4

It was moved by Board member Paterno and seconded by Board member

Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois accept the annual audit report as presented for the fiscal year ending June 30, 2016.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman, Sotos

The motion carried.

PRESENT TENTATIVE CALENDAR FOR 2017-18 SCHOOL YEAR

Present Tentative
Calendar for 2017-18
School Year

Dr. Heinz reported that the proposed calendar had been prepared by the District Calendar Committee and retains a close alignment with Maine Township High School District 207 especially for the winter and spring break periods. She noted that the committee was recommending two changes from a tentative calendar adopted in spring 2016, namely that the Institute Day typically held in November be moved to March 20, 2018 and that the spring recess week be moved to the last week in March 2018 to be in alignment with District 207. Dr. Heinz noted that the Committee had succeeded in its goal of scheduling many uninterrupted, full weeks of instruction. She responded to Board member questions, and noted that the calendar would be returned for Board adoption at the January 23, 2017 meeting.

FIRST READING OF POLICIES FROM PRESS ISSUE 92 AND 93

First Reading of
Policies from PRESS
Issue 92 and 93

Dr. Heinz announced that due to the timing of legal requirements, three policies from the group are requested to be both presented for first reading and adopted this evening, including policies 2:125 *Board Member Compensation; Expenses*, 4:55 *Use of Credit and Procurement Cards*, and 5:60 *Expenses*. Board Policy Committee member Paterno and Dr. Heinz reviewed suggested revisions to these policies, and then moved through the remainder of the policies within these two PRESS issues noting any Board modifications. The bulk of the policies will be returned for approval in January.

DISCUSSION AND FINALIZATION OF SUPERINTENDENT 2016-17 GOALS

Discussion and
Finalization of
Superintendent 2016-
17 Goals

Board President Borrelli noted that the Board conducts the goal-setting process in public as a collaborative discussion with Dr. Heinz. He noted that Dr. Heinz is now in her third year, and that the Board has modified and adjusted the seven evaluation standards each year and the objective criteria used to measure progress in those areas. Dr. Heinz reviewed the seven standards that align with the educational

leadership policy standards developed by the Interstate School Leader Licensure Consortium (ISLLC) and that were initially adapted by the District 64 Board through a process guided by the Illinois Association of School Boards (IASB). She reviewed the types of data and evidence that would be provided in each standard area for 2016-17, which the Board will then use to evaluate whether she had accomplished the established goals. Dr. Heinz confirmed that the goals are closely aligned with the strategic objectives within the 2020 Vision Strategic Plan, which guides the work of the District overall. Dr. Heinz reported that she would be providing a mid-year update on progress in January and a final report later in the spring. Board President Borrelli noted that the Board would need to determine a timeline for providing a final evaluation, keeping in mind the upcoming Board reorganization in early May following the April Board member elections.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

Lisa Lavorata-Byrne	Employ as Assistant at Emerson School effective November 28, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Laurel Phillips	Employ as Lunch Program at Carpenter School effective November 28, 2016 – \$14.00 hr.
Alan Shabbou	Employ as Extended Day Assistant at Jefferson School effective December 7, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Amy Walker	Employ as Level V Secretary for Student Services at ESC effective December 5, 2016 – \$22.00 hr.
Nicole Leavitt	Change in Assignment/FTE from (.50) Heath Assistant at Roosevelt School to Fulltime Health Assistant at Roosevelt School effective December 7, 2016.
Elizabeth Meyer	Change in Assignment/FTE from (.80) District Occupational Therapist at Franklin/Jefferson School to Fulltime District Occupational Therapist effective November 28, 2016 – \$52,146.61.
Denise Tully	Change in Assignment from (.50) Health Assistant at Roosevelt School to Exempt Nurse 6.5 hours per day at Washington School effective December 7, 2016 – \$30.00 hr.
Genevieve Chesney	Leave of Absence Request, Maternity/FMLA – Social Worker at Lincoln School effective March 21, 2017 – June 2, 2017.
Max Hellerman	Leave of Absence Request, Paternity/FMLA – Instrumental Music Teacher at Lincoln School effective March 4, 2017 – March 31, 2017 (tentative).
Michele Jones	Leave of Absence Request, Maternity/FMLA – Math Teacher at Emerson School effective March 18, 2017 – June 2, 2017 (tentative).

Samantha Meza	Leave of Absence Request, Maternity/FMLA – Part-time Physical Education teacher at Field School effective April 11, 2017 – June 2, 2017 (tentative).
Linda Nissan Mirza	Leave of Absence Request, Maternity/FMLA – Social Worker at Roosevelt School effective March 12, 2017 – June 2, 2017 (tentative).
Sara Slimak	Leave of Absence Request, Maternity/FMLA – Intervention Teacher at Washington School effective April 14, 2017 – May 26, 2017 (tentative).
Christopher Speilburg	Leave of Absence Request, Paternity/FMLA – Math/Science Teacher at Emerson School effective January 17, 2017 – February 3, 2017 (tentative).
Jeanne Doheny	Retire as Literacy Teacher at Roosevelt School effective June 2017.
Susan Glines	Retire as LA/Social Studies Teacher at Emerson School effective June 2018.
Mark Stefanik	Retire as LA/Social Studies Teacher at Lincoln School effective June 2017.

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

B. BILLS, PAYROLL AND BENEFITS

CSBO Kolstad, Dr. Heinz and Assistant Superintendent Martin responded to Board member questions about the monthly financial report and personnel changes.

Bills

10 - Education Fund-----	\$1,014,414.67
20 - Operations and Maintenance Fund -----	168,252.97
30 - Debt Services-----	6,117.48
40 - Transportation Fund -----	552,708.07
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	1,750.00
80 - Tort Immunity Fund -----	3,788.77
90 - Fire Prevention and Safety Fund -----	_____

Checks Numbered: 126193-126194, 126201-126402

Total: \$1,747,031.96

Payroll and Benefits for Month of November, 2016

10 - Education Fund-----	\$ 4,441,884.15
20 - Operations and Maintenance Fund -----	231,403.03
40 - Transportation Fund -----	979.10

50 – Retirement (IMRF/SS/Medicare)-----	83,247.94
51 – SS/Medicare-----	97,349.88
80 - Tort Immunity Fund -----	_____

Checks Numbered: 12792 – 12862
 Direct Deposit: 900104881 – 900106538 Total: \$ 4,854,864.10

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
NOVEMBER 30, 2016

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

D. RESOLUTION #1176 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN
INVOICES PRIOR TO BOARD APPROVAL AT THE JANUARY 23, 2017
REGULAR BOARD OF EDUCATION MEETING

E. ACCEPTANCE OF DONATION – SPRITE STATUE DONATION IN MEMORY
OF KATE BABICH

F. APPROVAL OF POLICIES FROM PRESS ISSUE 93-2:125, 4:55, 5:60

G. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 16-12-5

It was moved by Board member Paterno and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 12, 2016 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending November 30, 2016; Resolution #1176 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 23, 2017 Regular Board of Education Meeting; Acceptance of Donation – Sprite Statue Donation in Memory of Kate Babich; Approval of Policies from PRESS Issue 93 – 2:125, 4:55, 5:60; and Destruction of Audio Closed Minutes (none).	Action Item 16-12-5
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The votes were cast as follows:

AYES: Paterno, Borrelli, Lee, Johnson, Eggemann

NAYS: None

PRESENT: None

ABSENT: Sotos, Zimmerman

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 16-12-6

Action Item
16-12-6

It was moved by Board member Eggemann and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on November 28 and November 14, 2016; and Regular Board meeting on November 14, 2016.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman, Sotos

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reviewed draft agendas for upcoming meetings, and noted that she was hopeful that the tentative agreement with the Park Ridge Teachers Assistant Association (PRTAA) would be ready for formal adoption at the January 23 meeting. She reported on changes to the residency hearing process; the launch of a survey to Washington School families on their experiences in using the new secured vestibule at the school; recent FOIA requests; workshop sessions attended during the annual Triple I Conference; the productive first meeting of the Superintendent Community Relations Council for the year, which focused on future-ready student learning environments, the District's overall facility plans, and communications goals; the Hour of Code activities offered at the schools; and the start of this year's Elementary Learning Foundation grant cycle. Dr. Heinz also expressed deep gratitude to the Babich Family for their generous donation of Sprite statues for the elementary schools, as included in the Consent Agenda, in memory of their daughter, Kate, who had attended Field School. Board President Borrelli updated the Board on recent changes to certain provisions of the Open Meetings Act.

ADJOURNMENT

Adjournment

At 10:17 p.m., it was moved by Board member Johnson and seconded by Board member Eggemann to adjourn, which was approved by voice vote.

President

Secretary