

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:30 p.m.
November 28, 2016
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:07 p.m. Other Board members in attendance were Vicki Lee, Mark Eggemann, Bob Johnson, Dathan Paterno, Tom Sotos and Scott Zimmerman. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Public Information Coordinator Bernadette Tramm, and one member 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

Board Recesses
and Adjourns to
Closed Session

At 6:10 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at approximately 6:45 p.m. and after a brief recess, resumed the Special Board meeting. In addition to those mentioned previously, also present were Assistant Superintendent Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and about 25 additional members of the public.

PUBLIC COMMENTS

Public
Comments

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

By consensus, the Board agreed to adjust the order of the agenda.

CONTINUING DISCUSSION ON SUMMER 2017 PROJECTS

Continuing Discussion
on Summer 2017
Projects

CSBO Kolstad reported that following the most recent Board discussion at the November 14, 2016 regular meeting, administration had continued to work with Studio GC architects to refine cost estimates and identify the highest priority projects for summer 2017 and beyond. CSBO Kolstad, Architect Pat Callahan of Studio GC, and Facility Management Director DeGeorge then reviewed a draft five-year plan that would invest about \$6 million annually. The projects were drawn from four categories of identified needs, including those listed as: “B” priority from the Health Life Safety Survey; “2” priority from the critical infrastructure projects in the Master Facilities Plan; additional recommended capital projects; and “3” priority items from the Health Life Safety Survey. They noted the five-year proposal had been developed to provide a balanced strategy of grouping the work by priority while completing it efficiently and cost-effectively, and to avoid backtracking through an area that had just been addressed. Board members and the team then discussed the projects within the five-year plan through summer 2021, focusing most intently on the projects proposed for summer 2017. Discussion included a detailed review of the scope of the summer 2017 proposed work of “b” projects at Field – windows, Franklin – plumbing, Lincoln – doors and plumbing, Washington – plumbing, and “2” projects at Roosevelt – roofing, and Lincoln – roofing and water piping. Additional discussion then focused on the proposed summer 2017 capital projects at Lincoln, including a new secured vestibule entry and Learning Resource Center repairs, and Franklin auditorium improvements. It was noted that the secured entry now being proposed for Lincoln had been modified from a draft plan presented last year to create the secure vestibule inside the school’s existing footprint to avoid a more costly small addition that had previously been considered. The team noted that the LRC work and the secure vestibule would be bid and could be done separately, although there would be synergies in undertaking both projects together because of their location. Studio GC also pointed out that the estimate to transform Franklin’s auditorium into a flexible learning space had not been fully updated from a preliminary estimate. Dr. Heinz further reported on the initial support received from the school and Franklin PTA on the potential for transitioning the auditorium into more flexible space that could be utilized more fully to benefit student learning.

The Board then turned to an extended discussion regarding adding secured vestibules at additional schools, which are scheduled as capital projects in the proposed five-year plan. Dr. Heinz and the District 64 team provided additional information about the proposal to stagger the vestibule work over multiple years as other work is accomplished at that building and to spread out the investment over time. Dr. Heinz confirmed that the administration’s recommendation has not changed from last year, and reiterated that it is of critical importance to control access to the buildings and provide a layered security approach as recommended by the RETA Security audit, local First Responders, and District 64’s partnership with the Northeastern Illinois Public Safety Training Academy (NIPSTA). Discussion then focused on the experience gained with the new secured entry at Washington School completed in summer 2016; Dr. Heinz will provide additional information to the Board at an upcoming meeting on the functioning of the vestibule thus far as well as information on adherence to current entry procedures and security protocols at all schools. CSBO Kolstad then reviewed the proposals recommended for action, the

financial commitment requested at this time to move the planning forward on summer 2017 projects, and the timeline of when bids would be brought back to the Board for final authorization of the work. She noted that administration would further refine the cost estimates for the Franklin auditorium, and would present those for consideration in December.

AUTHORIZATION TO BID SUMMER 2017 PROJECTS

Authorization to
Bid Summer 2017
Projects

CSBO Kolstad confirmed that Board approval was being sought for design development, construction documents and bidding of the summer 2017 projects just discussed. Board members agreed by consensus to break the projects into separate components for action.

ACTION ITEM 16-11-7

Action Item
16-11-7

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid for Summer 2017 projects consisting of: Health Life Safety B items and Critical Infrastructure Projects #2 which includes the Roosevelt Elementary School roof; Field Elementary School windows; Lincoln Middle School roof, doors, plumbing and water piping; and Franklin Elementary School plumbing, for total architecture fees estimated to be \$172,207.50.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 16-11-7a

Action Item
16-11-7a

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid the Lincoln Middle School Learning Resource Center project with estimated architecture fees for design to be \$31,800.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 16-11-7b

Action Item
16-11-7b

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid the secure vestibule at Lincoln Middle School for an estimated design cost of \$54,054.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Lee, Johnson

NAYS: Sotos, Eggemann

PRESENT: None.

ABSENT: None.

The motion carried.

Following a short recess, the meeting resumed at 8:33 p.m.

DISCUSSION ON SUMMER 2017 CONSTRUCTION FUNDING OPTIONS

Discussion on
Summer 2017
Construction
Funding Options

CSBO Kolstad reported that the District would have approximately \$3.5 million remaining of the \$10 million authorized by the Board last year for the Capital Projects Fund, once the summer 2016 construction projects and Lincoln and Roosevelt windows are completed. She noted that the proposed summer 2017 facility projects total about \$6 million, leaving about \$2.5 million to be identified for summer work. CSBO Kolstad then introduced Elizabeth Hennessy from William Blair and Co. to review a full array of funding options, including the use of debt certificates, which would be new to District 64. Ms. Hennessy began by providing a market update, and reviewed the District's outstanding debt, debt limit, and the Working Cash Fund bond limit. She also noted that the District had a \$2 million balance in its Debt Service Fund that could potentially be made available for these projects.

Focusing on raising \$2.5 million for 2017 work, Ms. Hennessy offered three options: issuing \$2.5 million in debt certificates; issuing \$2.5 million in Working Cash Fund bonds using a portion of the \$2 million balance in the District's Debt Service Fund to pay interest and avoid refunding the Series 2014 bonds; or issuing \$2 million in Working Cash Fund bonds repaid in 30 days using the balance in the Debt Service Fund, with the remaining \$500,000 taken from the District's fund balance. CSBO Kolstad and Ms. Hennessy provided clarifying information on each option in response to Board member discussion of the cost, benefits, potential shortcomings, and impact on taxpayers for each alternative. Board members also discussed the possibility of using an additional \$2 million in fund balance for the proposed summer 2017 work as a fourth option. Turning to 2018, Ms. Hennessy then reviewed a scenario of raising \$13.8 million by issuing limited bonds and using the \$2 million funds on hand in the Debt Service fund. These funds would be available to finance facility work for several additional years as part of the five-year schedule discussed earlier with the architects. Ms. Hennessy noted that using some combination of fund balance, debt certificates and limited tax bonds would be needed to meet the District's facility funding needs. CSBO Kolstad noted that the

financing options were presented this evening to continue informing the Board’s thinking about financing, but that no action was required at present. She also noted that the District’s long-range financial projections would be updated in early 2017 to reflect the impact of retirements emanating from the new teachers’ contract as soon as these become known at the end of December and with the 2016 CPI figures released in mid-January. A further Board discussion will be scheduled as this information becomes available.

REVIEW OF DISTRICT 64 COMMUNICATIONS THEN AND NOW

Review of District 64
Communications Then
and Now

Dr. Heinz and Public Information Coordinator Tramm presented an overview of the changes and accomplishments in the District’s communications over the past three years since a 2013 report. They began by reviewing the six action items included in the Board’s communications goal for 2013-15, and how the District had fully accomplished each item, ranging from creation of an award-winning website to providing more consistent communication from teachers across all schools. They noted that communications is an ongoing, shared responsibility and provided a review of the communications tools now being used by key communicator groups: teachers; principals/schools; departments/areas; Superintendent/District; and the Board. They described the progress that has been made by these communicators in expanding outreach and opening new channels of communication since 2013, such as the use of social media, a new award-winning community-wide annual report and financial e-report, a new interactive Thoughtexchange survey, a new interactive dashboard, the award-winning branding and launch of the 2020 Vision Strategic Plan, award-winning video podcasts, and many other steps. Acknowledging the progress that has been made under Dr. Heinz’s leadership, Board member discussion focused primarily on additional ways to increase awareness among the non-parent members of the community about the District’s strengths, successes and future challenges. Dr. Heinz recommended that the District work with an outside consultant to conduct a communications audit that would identify how to enhance outreach especially to this non-parent community and help determine what methods and messages would be effective in capturing their interest. Dr. Heinz and Ms. Tramm will report to the Board in coming months as this research is completed.

CONSENT AGENDA

Consent
Agenda

ACTION ITEM 16-11-8

Action Item
16-11-8

A. PERSONNEL REPORT

Chrystal Abplanalp	Employ as Special Education Assistant at Lincoln School effective November 17, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Anka Rasic	Employ as LRC Assistant at Lincoln School effective November 17, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>

Jeffrey Sorensen	Employ as Assistant at Washington School effective November 14, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Genevieve Bigler - Chesney	Leave of Absence Request, Maternity/FMLA – Social Worker at Lincoln School effective March 21, 2017 – June 2, 2017 (tentative).
Karima Benfekran	Resign as Lunch Program Supervisor at Franklin School effective November 7, 2016.
Janet Groll	Resign as Part-time (.40) Occupational Therapist at Jefferson School effective June 2, 2017.
Deborah Scheitel	Retire as Health Assistant at Washington School effective November 11, 2016.

It was moved by Board member Johnson and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of November 28, 2016, which includes the Personnel Report.

The votes were cast as follows:

AYES: Eggemann, Johnson, Borrelli, Sotos

NAYS: None.

PRESENT: None.

ABSENT: Lee, Zimmerman, Paterno

The motion carried.

Adjournment

ADJOURNMENT

At 10:47 p.m., it was moved by Board member Eggemann and seconded by Board member Sotos to adjourn the special Board meeting, which was approved by voice vote.

 President

 Secretary