

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 5:30 p.m.
October 22, 2018
Franklin School - Gym
2401 Manor Lane, Park Ridge, IL 60068**

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, Rick Biagi, and Eastman Tiu. Board member Larry Ryles arrived during the closed session. Board member Mark Eggemann was absent. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent for Human Resources Joel T. Martin; Director of Student Services Lea Anne Frost; Public Information Coordinator Bernadette Tramm; Board legal counsel Tony Loizzi; 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 agenda and all 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

At 5:36 p.m., it was moved by Board President Borrelli and seconded by Board member Tiu to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body 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)]; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more class of employees [5 ILCS 120/2(c)(2)]; the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(9)]; and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting [5 ILCS 120/2(c)(11)].

With respect to discussion of the Superintendent's evaluation, Board member Biagi noted that Board legal counsel Tony Loizzi at a previous meeting had confirmed that the Illinois School Code prohibits superintendent, principal and teacher evaluations from being conducted in open session and that there are no exceptions to this rule; that it is justified under the Open Meetings Act; and that it is advisable that the Board conduct the superintendent's evaluation in closed session.

The votes were cast as follows:

AYES: Tiu, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Eggemann, Ryles

The motion carried.

BOARD ADJOURNS FROM CLOSED SESSION AND RESUMES REGULAR MEETING

The Board adjourned from closed session and resumed the regular meeting at 7:02 p.m.. In addition to those listed above, also present were: Director of Innovation and Instructional Technology Mary Jane Warden; Director of Facility Management Ron DeGeorge; and approximately 60 members of the public.

Board President Borrelli noted that the Board would return to closed session later in the meeting to consider the Superintendent's evaluation. He also noted that the public comment period would be for non-agenda items and that the Board would take comments on agenda topics as they arise during the meeting.

PLEDGE OF ALLEGIANCE, STUDENT/STAFF RECOGNITION AND WELCOME TO FRANKLIN SCHOOL

Dr. Claire Kowalczyk, principal of Franklin school, welcomed Brownies from Troop 45681 to lead the Pledge of Allegiance. The Lincoln Symphonic Band directed by D64 Instrumental Music Specialist Brian Jacobi got the meeting off to a rousing start with selections from their recent concert. Dr. Heinz noted that the Symphonic Band is the top tier of the middle school band program, and that the 42 students in grades 6-8 rehearse twice weekly before school and attend weekly technique classes.

Board members and Dr. Heinz recognized 11 outstanding student musicians for 2018-19 selected by the Illinois Music Educators Association (ILMEA) in regional competition to participate at two upcoming events. Board members offered their congratulations and awarded certificates to the students in attendance along with teachers Mr. Jacobi and Ms. Erica Faulhaber.

Dr. Heinz reported that District 64 is joining with other schools across Illinois on Friday, October 26 to celebrate Principal Appreciation Day as part of a nationwide Principal Appreciation Month. Dr. Heinz noted that our school leaders wear many hats as they serve as the hub and heart of our school communities, and that they work to build strong connections with families to support each student's well being and academic growth. She encouraged all community members to email, tweet, or phone their school administrators to thank them for their leadership and dedication to their school community.

Franklin Principal Kowalczyk and Assistant Principal Christa Donnelly then shared a video describing the all-school focus in October on students completing acts of kindness through the third annual "Raise Craze" as well as other community service activities undertaken by the school together, such as collecting sack

lunches for Uncle Pete's ministry, donating books for Bernie's Book Bank, and gathering spare change to donate to the Red Cross for Hurricane Florence relief. The video report, delivered as a Franklin Falcon newsroom update, showcased the more than 1,600 acts of kindness students had completed to raise more than \$35,000 and the ultimate reward of transforming Principal Kowalczyk into a "human sundae." Board President Borrelli thanked Franklin School for its warm welcome and thanked the student musicians for their spirited performance.

PUBLIC COMMENT

Board President Borrelli invited comments on items not on the agenda, noting that comments would also be received during the meeting as agenda topics are covered. None were received.

DISCUSSION OF PROPOSED TAX LEVY RESOLUTION #1211 TO APPROVE 2018 PROPOSED TENTATIVE TAX LEVY AND ESTABLISHMENT OF PUBLIC HEARING

CSBO Kolstad provided background information about the levy process and reviewed how the levy request is structured. She noted that only the prior year Consumer Price Index-Urban of 2.1% as of December 2017 is known, and that the District's total Equalized Assessed Valuation (EAV) and new property EAV will not be available until July 2019. Because new construction is unknown at the time the levy must be adopted, she noted that past Boards have consistently set the percentage increase for the levy high enough to make sure the District could receive the full benefit from new construction. CSBO Kolstad provided more than a decade of history comparing the Board-approved levy request and the actual levy increase. She affirmed that no matter how large the levy request is for 2018, District 64 will only receive a 2.1% increase plus the taxes associated with new construction, as allowed under the tax cap (Property Tax Extension Limitation Law). She recommended that the Board adopt a tentative estimated property tax levy of \$68.15 million for 2018, which is a 4.64% increase over the prior year. She further recommended that although it is not required, the Board conduct a public hearing at 8:00 p.m. on Monday, November 12 during the regular Board meeting at Washington School, and that the Board schedule the final adoption of the levy at the regular meeting on December 10.

Turning to Cook County's loss and cost factor added to the Debt Service Fund levy, Board members, CSBO Kolstad and Dr. Heinz continued a discussion initiated in 2017 on whether to adopt a Board Policy regarding reduction of the loss and cost factor and whether to abate the \$105,280 loss and cost for 2018. It was noted that the approximately \$2 million balance currently in the fund is scheduled to be utilized as part of the financing for the issuance of working cash fund bonds for facilities work in summer 2019 and 2020. The consensus of the Board was to move toward adopting a policy for the reduction of the loss and cost factor in the Debt Service Fund. CSBO Kolstad was requested to provide further information from the District's legal counsel at the next regular meeting on how reducing or eliminating the loss and cost factor might be implemented with the County Clerk.

ACTION ITEM 18-10-1

It was moved by Board member Tiu and seconded by Board member Biagi that the Board of Education of Community Consolidated School District No. 64 approve the 2018 Tax Levy Estimate, establishment of the Date and Time of the Truth-in-Taxation hearing for November 12, 2018 at 8:00 p.m., and Publication of Notice of Truth-in-Taxation hearing.

Board President Borrelli invited any further public or Board member comments; none were received.

The votes were cast as follows:

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

NAYES: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

CONTINUED DISCUSSION OF 2019 SUMMER CONSTRUCTION

CSBO Kolstad, Facility Management Director DeGeorge, Studio GC architect Rick Petricek, and Principal Jason Bednar presented three new design concepts for Field School to create a secure vestibule within a reconfigured office and to provide additional classroom space to be completed as a summer 2019 project. Mr. Petricek began by reporting that based on a structural review of the third floor of Field, building out the unused, north end of the third floor would require extensive construction to reinforce the foundation and the structural beams that run perpendicular to the building. He noted that this work would require displacing all classrooms on the first and second floors in this area during the construction process, which would require bringing in mobile classrooms and would also entail high construction costs to perform the work. Mr. Petricek confirmed that administration and Studio GC recommend not pursuing this option further. Moving to the new options, the team presented three alternatives that would accomplish what the Board has requested in terms of additional classroom space, which range in cost from \$1.5 million to \$2.8 million.

Following Board discussion, the consensus of the Board was to set aside one option that would include not only the office/secure entry project but also add kindergarten classroom space. Further, the consensus of the Board was to proceed with fine-tuning the remaining two options: building an addition near the parking lot on Elmore for a new main office/secure entry; or building an addition in that location to house a multipurpose room with stage, while the existing auditorium would be renovated as a secure entry/office area. The District team will return at the next meeting with additional information.

SPECIAL EDUCATION UPDATE SEPTEMBER TO OCTOBER

Student Services Director Frost updated the Board on the steps undertaken since the last Board meeting in the four key areas of: staffing, professional development, consistency across the District, and creating a message of inclusion. Dr. Frost recommended the addition of .5 FTE staffing allocation for a resource teacher at Roosevelt School based on student needs. She also noted staff training had been provided in the past month on a variety of topics, such as Section 504 plans and IEP development, and that facilitated IEP

training was provided to special education administrators and District psychologists, among other professional development taking place for various staffing groups. Turning to consistency, Dr. Frost identified several Board procedures that the department is reviewing and updating to ensure they are being implemented with fidelity and consistency across the District. She also reported on the work of the Special Education Board Committee and additional meetings of the Parents and Teachers Talking Together (PT3) group. Dr. Frost further announced that a Special Olympics team has been formed with the Emerson instructional teachers and special education coordinators to coordinate efforts of all schools to be participants in Special Olympics; she cautioned that grade level participation may be limited due to the number of athletes and volunteers this year. She also noted other activities underway to develop a message of inclusion throughout the D64 community.

Following her report, Board member Sanchez updated the Board on the first meeting of the Special Education Board Committee on September 25 and reviewed the agenda topics that were covered. He reported that the committee planned to schedule its meetings to coordinate with PT3 sessions. He noted that the next meeting has been set for November 13, and requested that legal counsel provide an update on Open Meetings Act compliance for the committee. Dr. Heinz noted that minutes of the meeting were included in the public packet for tonight's Board meeting and were posted on the District website with other Board meeting materials.

At 9:19 p.m., Board President Borrelli recessed the meeting for a short break; the meeting resumed at 9:28 p.m.

The Board then agreed by consensus to reorder the agenda to consider the Settlement Agreement.

APPROVE SETTLEMENT AGREEMENT WITH STUDENT 2018-19(1)

Board President Borrelli noted the agreement had been discussed by the Board during closed session.

ACTION ITEM 18-10-5

It was moved by Board member Biagi and seconded by Board member Tiu to approve the Settlement Agreement with Student 2018-19 (1).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

DISCUSSION OF DISTRICT LEGAL FEES

Chief School Business Official Luann Kolstad reported on annual expenditures for legal services in each category of specialized work provided by the three firms utilized by the District in 2017-18. She noted that the District uses two firms on an ongoing basis for legal issues: Hodges Loizzi for the majority of matters and Franczek Radelet for Property Tax Appeal Board (PTAB), Tax Increment Financing (TIF), and general real estate issues related to the District. She noted that a large majority of the PTAB and TIF legal bills are shared with Maine Township High School District 207. CSBO Kolstad reported that in 2017-18, the District also used the services of Ekl Williams Provenzale for a single matter. Legal counsel Tony Loizzi of Hodges Loizzi then provided a more detailed review of the District's retainer relationship with the firm; attorney fees and billing practices including the "no charge" for certain services last year; and a review of the work performed by category. During the review, Board member discussion focused primarily on expenses related to special education, labor personnel, and Freedom of Information Act (FOIA) matters with Mr. Loizzi providing insights into the activities completed in the last year along, how school districts differ from municipalities in their legal needs, and comparisons of D64's legal activities to similar size districts in the north suburban region of Illinois. The Board also discussed the fees associated with the use of Ekl Williams last year for consultation related to the proposed School Resource Officer (SRO) pilot program for the middle schools. CSBO Kolstad noted that the District budget now includes separate program codes for each type of legal service, which will make it easier to monitor whether any areas are seeing significant activity during the fiscal year on an ongoing basis. The consensus of the Board was that the overview was very helpful in providing transparency to taxpayers on District expenditures.

DISCUSSION OF UPDATING HR/FINANCIAL MANAGEMENT SOFTWARE

CSBO Kolstad and Assistant Superintendent of Human Resources Martin presented a proposal to replace the District's financial and human resource management software to better integrate and streamline operations across multiple departments, access and link information currently maintained in multiple databases, and offer greater financial oversight for administrative staff. They reported that the existing software installed in 2010 is due for further revision, and reviewed the costs for this work. As an alternative, CSBO Kolstad and Assistant Superintendent Martin reported on their research and identification of a software system called Infinite Visions. As detailed in their written report, they described the internal evaluation that had been completed of the existing system compared to the comprehensive features of the Infinite Visions offerings. CSBO Kolstad noted that administration recommends the purchase of the new software to provide an integrated system with a high level of dependability, user friendly interface, and immediate access to a wide range of analytics and reports that will more effectively mesh the work of the Business Office and Human Resources to increase the District's overall efficiency and transparency. She reported that James Levi of Hodges Loizzi was reviewing the License and Services Agreement, and that the goal of administration would be to migrate to a new system in time for the start of the 2019-20 fiscal year on July 1. CSBO Kolstad, Assistant Superintendent Martin, Dr. Heinz and the Board then discussed the projected costs and benefits of the proposal. Board members expressed their views of the proposal, which will be returned for Board action at the November 12 meeting.

SAFE ROUTES TO SCHOOL GRANT - EMERSON ACCESS PROJECT

Dr. Heinz, CSBO Kolstad and Public Information Coordinator Tramm reported on the opportunity to work with the City of Park Ridge and Village of Niles to win a \$200,000 grant through the Illinois Department of Transportation to fund a joint project that would improve safe walking/biking access for students at Emerson Middle School. They reported that the proposal includes creating a new, 8' multi-use pedestrian/bike path in Park Ridge along the south side of Oakton Street from Prospect Avenue to Michael John Drive, and to add new sidewalks in Niles along the west side of Prospect Avenue from Farnsworth Drive to Monroe Street. It was noted that the City of Park Ridge would administer the grant, which is intended to fully pay for the improvements. Board members then discussed the proposal and focused primarily on the Oakton Street portion of the grant, including the design and location of the path on the right-of-way and safety concerns of adding the path next to a busy roadway. Dr. Heinz will provide further information from the City of Park Ridge engineers about the City's design and plans for the path in an update memo to the Board. Mrs. Tramm confirmed that to meet the application deadline, the Board would be requested to formally endorse the City of Park Ridge's grant application at the November 12 regular meeting.

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.

Everardo Cardenas - Employ as District Night Custodian effective October 15, 2018 - \$17.03 hourly

Mari Lou Ciprian - Employ as Level IV Secretary at Lincoln School effective October 1, 2018 - \$18.65 hourly

Maria Kolligris - Employ as Special Needs Teacher Assistant at Field School effective October 1, 2018 - \$15.98 hourly.

John Lyons - Employ as District Night Custodian effective October 15, 2018 - \$17.03 hourly

Louie Charles Merck - Employ as District Night Custodian effective October 15, 2018 - \$17.03 hourly

Kelly Moore - Employ as Level IV Human Resources Secretary effective October 10, 2018 - \$18.84 hourly

Eun Sun Park-Simpson - Employ as Teacher Assistant at Washington School effective October 17, 2018 - \$15.98 hourly.

Kelsey Peters - Employ as Teacher Assistant at Field School effective October 9, 2018 - \$15.98 hourly

Diane Mandell - Change of Assignment from Teacher Assistant at Washington School to Intervention Teacher at Washington School effective October 15, 2018 -BA+24, Step 1 - \$54,983

Carlos DeJesus - Resignation as District Custodian effective October 19, 2018

Michael Schaefer - Resignation as Teacher Assistant at Roosevelt School effective October 09, 2018.

ACTION ITEM 18-10-2

It was moved by Board member Sotos 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: Sanchez, Ryles, Sotos, Borrelli, Tiu

NAYS: None.

PRESENT: Biagi

ABSENT: Eggemann

The motion carried.

CONSENT AGENDA

A. Bills, Payroll and Benefits

Payroll & Benefits

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 4,111,458.22
20 - Operations and Maintenance Fund -----	\$ 239,261.58
40 - Transportation Fund -----	\$ 548.09
50 - IMRF/FICA Fund -----	\$ 78,541.59
51 - SS/Medicare -----	\$ 93,432.63
80 - Tort Immunity Fund -----	\$ -
	Total: \$ 4,523,242.11

Checks Numbered: 14350 - 14408

Direct Deposit: 900141945 - 900143469

Bills

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 1,204,592.76
20 - Operations and Maintenance Fund -----	\$ 241,781.48
30 - Debt Services -----	\$ 1,953,017.48
40 - Transportation Fund -----	\$ 168,109.60
50 - Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 92,131.36
61 - Capital Projects - 2017 Debt Certificates -----	\$ 1,046,350.03
80 - Tort Immunity Fund -----	\$ -
90 - Fire Prevention and Safety Fund -----	\$ -
	Total: \$ 4,705,982.71

Checks Numbered: 130134-130247

ACH's Numbered: 181900332-181900403

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 September 30, 2018

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

C. Destruction of Audio Closed Minutes (none)

ACTION ITEM 18-10-3

It was moved by Board member Biagi 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 for October 22, 2018, which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending September 30, 2018; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

APPROVAL OF MINUTES

ACTION ITEM 18-10-4

It was moved by Board member Sotos and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session Meeting on June 11, 2018; the Committee-of-the-Whole Meeting on September 10, 2018; the Closed Session on September 24, 2018; the Regular Meeting on September 24, 2018; and the Special Meeting on September 26, 2018.

The votes were cast as follows:

AYES: Ryles, Sotos, Borrelli, Biagi, Tiu

NAYS: None.

PRESENT: Sanchez

ABSENT: Eggemann

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Dr. Heinz reviewed drafts of the upcoming agenda for the regular meeting on November 12, 2018, and noted that the location had been changed so that the Board could meet at Washington School to congratulate the school for winning a 2018 Blue Ribbon School Award from the U.S. Department of Education, which will occur on November 7-8 in Washington, D.C. Dr. Heinz noted that she would be attending the ceremony

along with Washington Principal Stephanie Daly and a Washington School teacher. She also reported on recent FOIA requests received. Dr. Heinz then pointed out that a Memorandum of Information offered background about the important changes ahead on the Illinois School Report Cards, noting that the state is introducing a new system of support and accountability in compliance with the Every Student Succeeds Act (ESSA) signed into law in 2015. She previewed the changes expected in the 2018 state report cards, which are being modified to include a new summary dashboard for every school; a summative designation for each school; each district's distance to "adequate" funding; and a set of new data points, such as academic growth, chronic absenteeism, long-term English Learners, and ACCESS scores, among others. Dr. Heinz noted that the report cards along with a complete review of 2017-18 student achievement would be presented at the November 12 Board meeting. Dr. Heinz then noted that the minutes from the first meeting of the Special Education Board Committee were included in the packet. Turning to District happenings, Dr. Heinz reported that reservations were almost full for the showing of the documentary film, Angst, about teen anxiety and mental health concerns on November 5 through the sponsorship of the two middle schools and their PTOs. She also reported that parent-teacher conferences were underway, and thanked teachers and parents for coming together to build a strong home-school partnership that is so fundamental to student success. She encouraged participation by all members of the community in the Elementary Learning Foundation's second annual Halloween Hustle on Saturday, October 27, which will be ELF's single major benefit for this year to raise funds for innovation grants to teachers and schools for 2019-20. She reported that schools were engaging in friendly rivalry to win the official ELF award for the school with the highest percent participation. Dr. Heinz noted that all the elementary schools would be completing the fifth grade Outdoor Education program for this year in October.

ADJOURNMENT

Due to the lateness of the hour, Board members and Dr. Heinz agreed to reschedule the closed session to discuss her evaluation to another meeting. Dr. Heinz was requested to identify open dates and poll the Board to potentially add a closed session meeting to the calendar.

At 11:03 p.m., it was moved by Board President Borrelli and seconded by Board member Biagi to adjourn.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

President

Secretary

Dated: _____