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## Meeting of the Board of Education Park Ridge – Niles School District 64

Special Board Meeting  
Tuesday, May 30, 2017  
Jefferson School – Multipurpose Room  
8200 Greendale Avenue  
Niles, IL 60714

*On some occasions the order of business may be adjusted as the meetings progresses to accommodate Board members' schedules, the length of session, breaks and other needs.*

### TIME

### APPENDIX

- 5:00 p.m. **Meeting of the Board Convenes**
- Roll Call
  - Introductions
  - Opening Remarks from President of the Board
- 5:00 p.m. **• Board Recesses and Adjourns to Closed Session**
- 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)], student disciplinary cases [5 ILCS 120/2(c)(9)] 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)].
- 6:00 p.m. **• Board Adjourns from Closed Session and Resumes Special Board Meeting**
- **Public Comments**
  - **Appointment of Field Elementary School Principal** **1**
    - Superintendent **Action Item 17-05-12**
  - **Consent Agenda** **2**
    - Board President
      - Personnel Report
      - Approval of Policy 2:200

- **IASB Board Member Workshop**  
-- IASB Director, Field Services Barb Toney

9:00 p.m. • **Adjournment**

Next Meeting: **Monday, June 12, 2017**  
Special Board Meeting – 6:00 p.m.  
Committee-of-the-Whole: Review FY18 Budget – 7:30 p.m.  
**Jefferson School – Multipurpose Room**  
8200 N. Greendale Avenue  
Niles, IL 60714

Next Regular Meeting: **Monday, June 26, 2017**  
Public Hearing on the 2016-17 Amended Budget – 6:45 p.m.  
Regular Board Meeting – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
8200 N. Greendale Avenue  
Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.



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Upcoming Meetings and Topics  
As of May 23, 2017

**June 12, 2017 - Jefferson School – Multipurpose Room**

Special Board Meeting – 6:00 p.m.

- New Board Member Orientation

Committee-of-the-Whole: Review FY18 Budget – 7:30 p.m.

- Review FY18 Budget

**June 26, 2017 – Jefferson School – Multipurpose Room**

Public Hearing on the 2016-17 Amended Budget - 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

- Judith L. Snow Awards
- Approval of Tentative Budget 2017-18 Fiscal Year and Establishment of Public Hearing Date
- Strategic Plan Update – Year 2
- Discussion of District 64 Achievement Data
- Approval of Grounds Capital Purchases
- Discussion and Approval of Lawn Care Discussion Phase 2
- Adoption of 2016-17 Amended Budget
- Approval of Resolution #1186 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August 22, 2017 Regular Board of Education Meeting
- Discussion of Administrative and Exempt Salaries for 2017-18
- Approval of Financial Update for the Period Ending May 31, 2017 (consent)
- Approval of Resolution #1187 for Prevailing Wage (consent)
- Approval of Maine Township School Treasurer Depositories (consent)
- Approval of Resolution # 1188 Safety Hazards Transportation (consent)
- Resolution #1189 Authorizing and Directing the Permanent Transfer of Money From the Education Fund to the Debt Service Fund for VoIP and Copier Leases
- Hold or Release Closed Minutes (consent)
- Follow-up on Collection of Student Fees (memo of information)
- Discipline Data Report (other)

**July 17, 2017 Tentative – Jefferson School – Multipurpose Room**

Regular Board Meeting – 7:00 p.m.

**August 28, 2017 – Lincoln School – Gym, (200 S. Lincoln Avenue, Park Ridge)**

Regular Board Meeting – 7:00 p.m.

- District Institute Days & Opening Day Report
- Final Report of Summer Construction Projects
- Preliminary Enrollment and Staffing Report
- Supt. Evaluation / Goal Overview
- Approval of Financial Update for the Period Ending June 30, 2017 (consent)
- Approval of Financial Update for the Period Ending July 31, 2017 (consent)
- Update on Summer Construction Projects

### Future Meeting Topics

- Public Hearing on FY18 District 64 Budget (9/25/17)
- Adoption of FY18 District 64 Budget (9/25/17)
- Sixth Day of Enrollment (9/25/17)
- Annual Recognition of Schools (9/25/17)
- Approval of Financial Update for the Period Ending August 31, 2017 (9/25/17-consent)
- ISBE Report: Administrator & Teacher Salary and Benefits - School Year 2016 (9/25/17 - memo)
- Approval of Financial Update for the Period Ending September 30, 2017 (10/23/17-consent)
- Approval of Financial Update for the Period Ending October 31, 2017 (11/13/17-consent)
- Approval of Administrative and Exempt Salaries for 2017-18
- Resolution to Adopt Disclosure Compliance Policy
- Wellness Policy (memo)
- Report on 5 Essentials Survey (memo) Fall 2017
- Recommendation for Regular Education Transportation (Spring 2018)

The above are subject to change.

Appointment of Field Elementary School Principal

ACTION ITEM 17-05-12

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of \_\_\_\_\_ as the Principal at Field Elementary School beginning July 1, 2017 through June 30, 2018.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

5/30/17

Consent Agenda

ACTION ITEM 17-05-13

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of May 30, 2017 which includes the Personnel Report and Approval of Policy 2:200.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

5/30/17

Personnel Report  
May 30, 2017

Julia Egan	Employ as 1st Grade Teacher at Franklin School effective August 15, 2017 – BA, Step 1, \$50,050.00.
Sean Masterton	Resign as Special Education Teacher at Washington School effective June 2, 2017.

Approval of Policy 2:200

<b>Policy</b>	<b>Title</b>	<b>BOE Meeting 5/22/17 Change/No Change</b>	<b>Approval BOE Meeting 5/30/17</b>
2:200	School Board – Types of School Board Meetings	C	

5/30/17



## **School Board**

### **Types of School Board Meetings**

#### **General**

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. ~~Unless otherwise specified, all meetings are held in the District's main office.~~ Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### **Regular Meetings**

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with ten days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### **Closed Meetings**

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. 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 [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open

- Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
  6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
  7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
  8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
  9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
  10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
  11. 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).
  12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
  13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
  14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
  15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any three members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: 1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act  
5 ILCS 140/, Freedom of Information Act.  
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: October 27, 1997

REVISED: January 22, 2001, June 11, 2002, August 17, 2004, January 23, 2006, April 23, 2007, February 22, 2010, June 11, 2012, August 26, 2013, November 17, 2014, March 21, 2016, March 13, 2017