

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Regular Board of Education Meeting held at 5:30 p.m.  
September 24, 2018  
Field School - North Gym  
707 Wisner Street, 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 who arrived immediately following the roll call, Larry Ryles, Tom Sotos, Rick Biagi, and Eastman Tiu. Board member Mark Eggemann arrived before the closed session. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent for Student Learning Lori Lopez; Assistant Superintendent for Human Resources Joel T. Martin; Director of Student Services Lea Anne Frost; Director of Innovation and Instructional Technology Mary Jane Warden; Director of Facility Management Ron DeGeorge; 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>. 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.

**NEW STAFF RECEPTION**

Board members informally greeted new D64 staff members joining the District for the 2018-19 school year.

**TOUR OF FIELD SPACE**

Dr. Heinz, CSBO Luann Kolstad, Studio GC architect Rick Petricek, and Facility Director DeGeorge conducted a tour of the first floor areas near the office, auditorium and adjacent space that may be affected by a proposed project for summer 2019 to create a secure entrance and reconfigured office. The tour then moved to the third floor to see the access point to the northern attic section that is currently unused.

**BOARD RECESSES FROM TOUR AND ADJOURNS TO CLOSED SESSION**

In addition to those mentioned above, Board legal counsel Michelle Todd of Hodges Loizzi was also present.

At 6:30 p.m., it was moved by Board President Borrelli and seconded by Board member Eggemann to adjourn to closed session to discuss the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(9)]; 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)]; and 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)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

### **BOARD ADJOURNS FROM CLOSED SESSION AND RESUMES REGULAR MEETING**

The Board adjourned from closed session at approximately 7:05 p.m. and resumed the regular meeting. In addition to those listed above, approximately 80 members of the public were in attendance.

### **PLEDGE OF ALLEGIANCE, STUDENT/STAFF RECOGNITION - ROOSEVELT CHORUS, AND WELCOME TO FIELD SCHOOL**

Field School Principal Jason Bednar welcomed the Board and community to Field School. The Pledge was led by Field students from Brownie Troop 45630. Dr. Heinz introduced the Roosevelt Chorus directed by Mrs. Alaina Knapp, who treated the audience to a spirited rendition of the National Anthem and God Bless America, which Dr. Heinz reported they had performed at the Patriot Day ceremony for the City of Park Ridge community event earlier this month. Dr. Bednar then shared a video presentation featuring Field students talking about the many ways the school is working to create a culture of literacy among its learners at all grade levels, such as establishing “responsibility buddies” across grade levels to share their reading goals. Board President Borrelli thanked the school for its warm welcome.

### **PUBLIC COMMENTS**

- Miki Tesija, D64 parent, inquired whether the Board would invite public comment following the special education report. The consensus of the Board was to do so.
- Sal Galati, D64 parent, addressed the Board concerning school security.

### **ADOPTION OF DISTRICT 64 BUDGET FY19**

CBSO Kolstad noted that the written budget book and all supporting documentation presented to the Board tonight are the culmination of work begun in early 2018, which led to the Board’s review of a draft budget in June, followed by adoption of a tentative budget and several updates through the summer months. She noted that budgets for each curricular/program area are based on the needs of the program, and that budgets at the school level are set using per pupil formulas and/or staff allocations. She pointed out that equipment that needs replacement is included in the budget, and that at the District level, budgets are based on the needs of each department to meet the strategic objectives for 2018-19. CSBO Kolstad confirmed that the a zero-based budgeting approach is taken with all budgets. She then highlighted the few changes made to the budget since the Board’s last review, before turning to a summary of the financial projections. She noted that the unaudited actual figures at the close of the 2017-18 fiscal year on June 30 indicate an Operating Fund balance of 69.98% or 255 days of cash on hand, and that the budget for 2018-19 calls for the fund balance to decrease slightly to 66.19% or 242 days. CSBO Kolstad and Dr. Heinz responded to Board member questions about the projections, budget and use of contingency funds. Assistant Superintendent Martin and Field Assistant Principal Amanda Spsychalski also contributed insights into a Board member

discussion concerning supervision in elementary school lunchrooms provided by a mix of teaching staff and lunchroom supervisors.

ACTION ITEM 18-09-1

It was moved by Sotos and seconded by Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, as presented.

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

NAYES: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**OVERVIEW AND FORMATION OF NILES TAX INCREMENT FINANCING (TIF) DISTRICT**

Legal counsel Ares Dalianis of Franczek Radelet presented background information on current City of Park Ridge and Village of Niles TIF districts. He then offered a more detailed update on the new proposed Village of Niles Milwaukee-Oakton Redevelopment Project TIF, which is within D64's boundaries. Mr. Dalianis reviewed the potential impact of this new Niles TIF on D64 finances now and in the future. During Board discussion, CSBO Kolstad noted that about \$22-23 million of Equalized Assessed Valuation (EAV) would be included in the tax base for this TIF. Mr. Dalianis reported that this amount would always be included in D64's tax base to levy against, but that the TIF means D64 could not levy against any EAV growth within that area during the life of the TIF once it is created by the Village of Niles.

The Board then agreed by consensus to advance the agenda to hear the special education report.

**SPECIAL EDUCATION UPDATE AUGUST TO SEPTEMBER**

Student Services Director Frost reported on activities that have occurred within the department between August 27 and tonight's meeting in support of the multi-year improvement effort, which aligns with the District 64 2020 Vision Strategic Plan. Her detailed written report and slide presentation noted progress in four key target areas of staffing, professional development, consistency, and message of inclusion. For staffing, Dr. Frost noted that the department is fully staffed, and that she will continue to monitor staffing needs and make adjustments as needed. She noted that projections for 2019-20 staffing will begin in January where an allocation process will be implemented based on rules and regulations and student needs that drive staffing. Moving to professional development, Dr. Frost reported that the District's legal counsel had provided training on 504 plans and school records, and that additional training is being provided on several curriculum programs and assessments as well as the new Embrace IEP system. In the key target area of consistency, the department is building and piloting several academic programs throughout the District and staff are receiving appropriate training. She also noted that an administrative committee is aligning disability awareness into the District's social emotional learning curriculum. Dr. Frost reported that the department is reviewing, updating and implementing Board procedures as well as best practices to ensure fidelity and consistency across the District. Finally, she announced that a new newsletter, "Snapshots from Student Services," has been created and is being shared bi-weekly with all department staff to enhance communication. In the final area, Dr. Frost confirmed that she and Assistant Director Sue Waughon were highly visible and accessible to staff, parents and the community. She reported that the Parents and Teachers Talking Together (PT3) group had held its first meeting of the 2018-19 school year on September 20, and

that consultant Stanley Leone would be facilitating the work of the group as they begin by developing trusting relationships before delving further into the priority areas identified by PT3 in late spring. She further noted that the Special Education Board Committee would be convened for the first time tomorrow evening, September 25, with Board members Ryles and Sanchez serving as co-chairs. Dr. Frost noted that the department would be continuing its inquiry gathering as it continues to focus on these four target areas in coming months. Board President Borrelli noted that Dr. Frost would be updating the Board monthly on progress.

### **BOARD COMMITTEES DISCUSSION UPDATE**

Board President Borrelli reported that as Dr. Frost had noted, the Special Education Board Committee would be getting underway tomorrow. He noted that the School Resource Officer (SRO) Board Committee also was moving forward in its planning under the direction of Board members Biagi and Sotos serving as co-chairs to select members and arrange a meeting schedule. The Board then turned to a discussion of the governance of both Board committees, utilizing a 10-point checklist provided by legal counsel Hodges Loizzi. The Board discussed and reached agreement on each item, in consultation with legal counsel Tony Loizzi and further input as needed from Dr. Heinz and CSBO Kolstad. As previously agreed, the Board committees will operate under the Open Meetings Act and members will complete online OMA training provided through the Illinois Attorney General. Committees may ask legal counsel to work with the committee in person to respond to any specific questions members may have regarding OMA and its practical implications for their work. It was suggested that non-Board committee members may find it helpful, but not required, to establish an email address that would be devoted exclusively to committee business. The co-chairs of both committees were charged to define the length of time needed for their work to be completed. It was noted that the Board as a whole had reached consensus on the tasks and scope of work given to each committee when they were formed by the Board earlier in the summer.

Turning to committee membership, it was noted that Board co-chairs had worked with the Board President to select members from among community members and staff who had volunteered over the summer and from other individuals they believe may offer important perspectives to their work. Board President Borrelli under Board Policy 2:150 will make the official appointment. Regarding the length of Board Committee meetings, consensus was reached that meetings of approximately one hour in the evening would be held with a consistent location of the Lincoln Middle School Learning Resource Center as available and that each committee would establish its own work schedule. Dr. Heinz noted that Assistant Director of Student Services Waughon would be taking the minutes for the Special Education Board Committee, and that the SRO Board Committee would similarly identify a D64 staff member to take minutes. She confirmed that the minutes would be provided publicly through the regular Board of Education meeting webpage alongside all other D64 Board meeting minutes as well as being provided as a standing item within each regular Board meeting packet. Legal counsel Loizzi confirmed that there is no legal requirement to provide audio or video recording of meetings. Dr. Heinz noted that a Google site had been created for the SPED Committee members as a helpful way to consolidate background materials in one place, and that a similar site would be created for the use of SRO Committee members when established. She noted that any other resources the committees need would also be provided from the District, such as legal support, supplies, meeting space and so on.

Regarding the final checklist item, Mr. Loizzi and CSBO Kolstad confirmed that the volunteer committee members are covered under the District's liability insurance through its membership in the CLIC insurance cooperative, unless a committee member personally does something illegal outside the scope of his or her

volunteer duties. Mr. Loizzi also reconfirmed for the Board that each committee will decide for itself whether to follow Robert's Rules of Order to conduct its business. He also noted that each committee will make a recommendation by consensus that will come before the full Board of Education, and that the committees are advisory only meaning that any substantive action must be taken by the full Board. He also confirmed that public comment must be taken at the committee meetings, but that each committee could decide whether it is limited to agenda items or can also include comments regarding non-agenda items.

Board President Borrelli then invited public comments. D64 parents Ginger Pennington and Alice Dobrinsky separately addressed the Board to clarify the scope of work of the SRO Committee.

### **ADJOURN TO CLOSED SESSION**

Board President Borrelli announced that the Board had previously agreed to return to closed session to continue its discussion.

At 9:01 p.m., it was moved by Board President Borrelli and seconded by Board member Sanchez to adjourn to closed session to discuss the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(9)]; 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)]; and 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)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

At 10:15 p.m., the Board adjourned from closed session and resumed the regular meeting.

### **CONTINUED DISCUSSION OF PROPOSED 2019 SUMMER CONSTRUCTION**

CSBO Kolstad, Mr. Petricek from Studio GC, and Jeff Chamberlain of 2010 Engineering updated the Board on further research regarding summer 2019 facility projects at Field School and Lincoln Middle School, as a follow up from discussion at the September 10, 2018 Committee-of-the-Whole: Facilities meeting. Regarding Field School, they reported that additional research must be completed on the possibility of turning unfinished third floor attic space into useable instructional space, potentially as additional classrooms. They noted this research will be brought to the Board at the October 22, 2018 regular meeting, and recommended that additional research on the office enhancement/secure vestibule portion of the

proposed summer 2019 projects remain on hold pending this analysis. Turning to Lincoln's Learning Resource Center (LRC) mechanical unit, the team reported its recommendation that given the age of the current equipment and its recent failures it be replaced with two smaller roof-top units that have dehumidification capabilities. Following further questioning of the team, the consensus of the Board was to proceed with this alternative. The team then reviewed the recommendation to provide air conditioning to the lunchroom and kitchen on the school's lower level, which are not currently air conditioned and have no windows that open. The team responded to Board member questions about the scope of the work. The Board then reached consensus to proceed with the project as recommended.

CSBO Kolstad and Mr. Petricek also reported that the District will begin meeting with the City of Park Ridge regarding plans to replace the Lincoln parking lot. Board members joined in a discussion of several possible enhancements that may be addressed through this work.

### **APPROVAL OF EMERSON SPRINKLER BID**

CSBO Kolstad, Facility Director DeGeorge and Mr. Petricek reported on a required replacement of sprinkler heads at Emerson Middle School due to a recall of the heads, as noted by the Village of Niles fire inspector. They noted that further research had verified that reimbursement was no longer available from the manufacturer, Tyco, from a 2007 recall. They noted that current D64 administration could find no record of the District's having received the original recall, although the manufacturer states that notice was given. They noted that administration had previously bid this work with other summer 2018 facilities projects, but that only two firms attended a pre-bid meeting resulting in only one bid. In an effort to increase the level of interest, the District had gone out to bid again and had received two bids, one of which did not meet the requirements for receipt of a bid and was not considered. The District was recommending moving forward with the sprinkler head replacement to award the contract to the lowest responsible bidder. Board members reviewed the details of the scope of work with the team, and discussed the impact of the Prevailing Wage requirement on the project cost.

### ACTION ITEM 18-09-2

It was moved by Board member Tiu and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Emerson Sprinkler Bid to D Kersey Construction in the amount of \$94,667.00

The votes were cast as follows:

AYES: Sanchez, Sotos, Borrelli, Eggemann, Tiu

NAYES: Ryles, Biagi

PRESENT: None.

ABSENT: None.

The motion carried.

### **OPENING ENROLLMENT AND STAFFING REPORT**

Assistant Superintendent Martin reported that grades K-8 enrollment for August is 4,526 students, which is a decrease of 13 students from the end of the 2017-18 school year. Overall, the number of sections decreased by two from the previous school year, while still maintaining class size guidelines: Kindergarten - 22 students; Grades 1 & 2 - 24 students; Grades 3 & 4 - 26 students; and Grades 5-8 - 28 students. He noted that staffing increased, however, to include 402.44 full-time equivalent (FTE) staff members, due to new staffing added for the special education program (one school psychologist, an English Learner teacher, and a

District-level behavior interventionist), along with three teachers at Jefferson to expand the fee-based Extended Day Kindergarten program. CSBO Kolstad reported that the new Clear Batch program implemented for the 2018-19 school year registration allowed the District to pre-screen families for residency purposes, and that as a result, 1,085 students were required to prove residency. She noted that of this group, 103 had not completed registration and did not return for the 2018-19 school year. CSBO Kolstad noted that some are due to the normal turnover of moving or public to private school transitions, however administration believes the Clear Batch screening prevented some of these families who were living out of District from registering. Looking ahead, CSBO Kolstad reported the District will use a consultant to update demographic trends and enrollment projections; the last study was completed in 2013. She noted that the new study is similarly intended to look at enrollment trends across the District and the capacity of the buildings in preparation for future facility planning. At the Board's request, CSBO Kolstad will provide an update on the status of the collection of the annual student fees to the Board in a memo from the Dr. Heinz.

### **MIDDLE SCHOOL REVIEW UPDATE**

Due to the lateness of the hour, the consensus of the Board was to shift this report into the upcoming Committee-of-the-Whole on Curriculum and Technology scheduled for October 9, 2018.

### **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.

- |                   |   |
|-------------------|---|
| Maria Kobylarczyk | Employ as Special Needs Teacher Assistant at Washington School effective September 20, 2018 - \$15.98 hourly.   |
| Taylor Sutschek   | Employ as Special Needs Teacher Assistant at Washington School effective September 19, 2018 - \$15.98 hourly.   |
| Valerie Varhalla  | Employ as Assistant Chief School Business Official effective October 1, 2018 - \$95,000.  |
| Jenny Macias      | Change of Assignment from .71 EDK Teacher Assistant at Jefferson School to 1.0 EDK Teacher Assistant at Jefferson School effective August 22, 2018 - \$16.83 hourly.          |
| Elmin Pittges     | Change of Assignment from .5 Special Needs Teacher Assistant at Jefferson School to .71 EDK Teacher Assistant at Jefferson School effective August 28, 2018 - \$16.13 hourly. |
| Brian Imhoff      | Resignation as Assistant Chief School Business Official effective October 10, 2018.   |
| Luc Lach          | Terminate as Night Custodian at Lincoln School effective September 24, 2018.  |

### **ACTION ITEM 18-09-3**

It was moved by Board member Biagi and seconded by Board member Eggemann 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, Biagi, Eggemann, Tiu

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**CONSENT AGENDA**

**A. Bills, Payroll and Benefits**

**Payroll & Benefits**

Fund	Fund Total
10 - Education Fund -----	\$ 2,210,230.34
20 - Operations and Maintenance Fund -----	\$ 249,578.37
40 - Transportation Fund -----	\$ 762.21
50 - IMRF/FICA Fund -----	\$ 57,189.03
51 - SS/Medicare -----	\$ 69,425.47
80 - Tort Immunity Fund -----	\$ -
	Total: \$ 2,587,185.42

Checks Numbered: 14316 - 14348

Direct Deposit: 900141186 - 900141944

**Bills**

Fund	Fund Total
10 - Education Fund -----	\$ 1,246,853.01
20 - Operations and Maintenance Fund -----	\$ 652,577.53
30 - Debt Services -----	\$ 6,117.48
40 - Transportation Fund -----	\$ 150,382.77
50 - Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 414,391.87
61 - Capital Projects - 2017 Debt Certificates -----	\$ 782,420.60
80 - Tort Immunity Fund -----	\$ -
90 - Fire Prevention and Safety Fund -----	\$ -
	Total: \$ 3,252,743.26

Checks Numbered: 129980-130045, 130049-130126

ACH's Numbered: 181900179-181900268, 181900275-181900319

The Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

B. Approval of Financial Update for the Period Ending July 31, 2018

C. Approval of Financial Update for the Period Ending August 31, 2018



The financial updates may be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

D. Destruction of Audio Closed Minutes (none)

ACTION ITEM 18-09-4

It was moved by Board member Tiu and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for September 24, 2018, which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending July 31, 2018; Approval of Financial Update for the Period Ending August 31, 2018; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF MINUTES**

ACTION ITEM 18-09-5

It was moved by Board member Biagi 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 Session Meeting on June 11, 2018; the Closed Session Meeting on July 9, 2018; the Closed Session Meeting on August 7, 2018; the Special Meeting on August 20, 2018; and the Regular Meeting on August 27, 2018.

The votes were cast as follows:

AYES: Sanchez, Ryles, Borrelli, Biagi

NAYS: None.

PRESENT: Sotos, Eggemann, Tiu

ABSENT: None.

The motion carried.

**OTHER DISCUSSION AND ITEMS OF INFORMATION**

Dr. Heinz reported on upcoming Board meeting agendas including the Special Education Board Committee tomorrow and the ABC's of School Board Service special meeting on Wednesday. She noted the seven FOIA requests included in the packet and the time that has been devoted to responding to these records requests; Public Information Coordinator Tramm confirmed that as suggested by the Board, a log would be placed onto the District 64 website to track requests received as of October 1. Dr. Heinz announced that District 64 had won three awards from the annual communications contest sponsored by the Illinois Chapter of the National School Public Relations Association for its entries of: the D64 Board of Education meetings wrap-around publicity and outreach package; the online D64 Student-Parent Handbook for 2018-19; and the 2017 Financial eReport. She noted that the submissions are judged by out-of-state public relations professionals against a rubric of excellence. Dr. Heinz reported on her visits to PTO/A meetings this fall,

and noted the high attendance at family math enrichment nights conducted at the five elementary schools last week with noted math educator Greg Tang sponsored by a grant from the Elementary Learning Foundation.

Board President Borrelli then initiated a discussion surrounding Board self-governance according to Policy 2:220 *School Board Meeting Procedure* particularly as it relates to rules of order for how Board members speak at meetings. The Board also discussed how to conduct the public comment periods at meetings. Following further discussion and input from legal counsel Tony Loizzi on best practice, Board members reached consensus on guidelines offered by the Board President in the hope of expediting meetings, maintaining an orderly flow of communication among Board members during discussion, and receiving input from and responding to community members.

**ADJOURNMENT**

At 11:30 p.m., it was moved by Board member Sanchez and seconded by Board member Tiu to adjourn.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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President

\_\_\_\_\_  
Secretary