

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

**Minutes of the Regular Meeting held at 7:30 p.m.
January 11, 2010
Hendee Educational Service Center
164 S. Prospect Avenue**

President John Heyde called the meeting to order at 6:30 p.m. Other Board Members present were John Heyde, Genie Taddeo, Eric Uhlig, Ted Smart, Pat Fioretto, Russ Gentile and Sharon Lawson. Also present were Superintendent Sally Pryor, Sandra Stringer, Diane Betts, Rebecca Allard, Kathy Nelson, Lynne Farmer, Larry Sorensen and Roy Jensen.

At 6:31 p.m. it was moved by Board member Ted Smart and seconded by Board member Pat Fioretto to adjourn to Committee of the Whole on Policy. Vote was unanimous.

The Board adjourned from the Committee of the Whole on Policy at 7:22 p.m.

The Board resumed as a regular Board meeting at 7:31 p.m.

PUBLIC COMMENTS

There were no public comments.

UPDATE ON IMPLEMENTATION OF DISTRICT GOALS AT FRANKLIN

Principal Dan Walsh reported on how Franklin School is implementing the Reading Framework with students. His presentation focused on three areas of reading: teaching, practice and application.

In the first stage, teachers read to students while instructing them at the same time. They model fluency and reading with expression, help students make predictions, and offer clear instruction in vocabulary and comprehension strategies.

In the practice stage, teachers read aloud and students practice reading with them. Teachers coach students, guide them and offer feedback on their reading skills.

In the final stage, students apply what they have learned and are active readers. They make choices about what to read and become independent readers at their own level of ability.

Mr. Walsh highlighted the “reading to or teacher-led learning” area. In this area, teachers are very interactive with students when they read aloud, asking questions of the students throughout their reading. Picture books may be used so that students must predict what is happening based on the illustrations. They sometimes use “turn and talk” when they turn to their neighbor and talk about their predictions. Poetry and songs are also utilized to engage students in what is being taught. In addition, students learn the difference between fiction and non-fiction and use the Robust Vocabulary program. They learn to make connections between what they read and their own lives.

Mr. Walsh showed three video clips of teachers interacting with students in kindergarten, third grade and fifth grade to demonstrate the progression of pre-reading lessons. The fifth grade video included an illustration of how smart boards are used in the classroom.

Board members expressed that they were pleased to see how interactive reading instruction is, even at the fifth grade level. Mr. Walsh reported that teacher feedback on the new reading framework has been positive; they like the structure provided and how vocabulary is integrated into instruction. Ms. Betts acknowledged that reading to and with students is time-consuming for teachers. She clarified how spelling is reinforced.

APPOINTMENT OF DISTRICT 64 FOIA OFFICERS

Because of amendments to the Freedom of Information Act (FOIA), District 64 is now required to appoint a FOIA officer(s).

Administration recommended the appointment of Bernadette Tramm and Madelyn Wsol as the most appropriate people to act as FOIA officers. They will be trained by the State, as will Rebecca Allard, Roy Jensen and Sandra Stringer.

Action 10-01-01

It was moved by Board member Fioretto and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64 Park Ridge –Niles, Illinois, approve the motion, as amended, of the appointment of Public Information Coordinator Bernadette Tramm and Assistant to the Superintendent Madelyn Wsol to serve as School District 64’s FOIA Officers.

AYES: Lawson, Gentile, Fioretto, Heyde, Taddeo, Uhlig, Smart

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

BOARD DISCUSSION ON THE DEVELOPMENT OF SCHOOL DISTRICT BUDGETS

Business Manager Rebecca Allard provided the Board with background information on the process and content of a budget. She noted that budgets are really about children and the programs the District provides for them. School districts are one of the most regulated bodies in Illinois.

Ms. Allard discussed the regulations applicable to school district budgets. At the January 25, 2010 Board of Education meeting, she will present information on the Board's role in the budget process, the budget timeline, and financial projections. At that time, the Board will also be asked to authorize administration to start work on the budget for 2010-2011.

On January 15, 2010, the Consumer Price Index (CPI) will be released by the government. With that information, District 64 will be able to determine what its operating revenue for next year will be. This will also set the stage for 5-10 year budget projections.

The budget must be clear, reliable and understandable; it is designed to meet the requirements of school code. Ms. Allard uses two particular books for reference and guidance: *Essentials of Illinois School Finance* and the *Illinois School Law Survey*. In addition, she uses information on the District 64 web site on budgets and the Illinois Association of School Board's web site for information on the Board's role in budgeting.

A budget provides the authority to expend funds and tax property. It must include beginning and ending fund balances as well as expense and revenue projections. School districts must approve their budgets by September 30th each year. They are required to make the budgets available for public review and put the budgets on display for the public 30 days prior to a Public Hearing. That public hearing must be advertised in a local newspaper. The budget is then filed with the County Clerk, filed with the Illinois State Board of Education by October 31 annually, and posted on the District's web site.

If any changes are made to a budget, the same process must be utilized. District 64 uses fund accounting for its budget, i.e., each fund must be accounted for.

Ms. Allard answered Board members' questions about transferring money between funds. She noted that school districts must have a balanced budget. The Working Cash Fund is used as an internal savings account to assist with balancing the budget. Currently, the State of Illinois owes money to District 64 and many other school districts. Now is the time to make staffing and other decisions that will affect the budget.

Dr. Pryor said Ms. Allard's report and Board discussion is a good foundation and shows how Boards of Education can impact budgets based on their decisions.

An updated demographer's report with enrollment projections will be available by the January 25, 2010 Board meeting. There will be some leeway to possibly delay the resolution authorizing the superintendent to begin development of a tentative budget for 2010-11 from the January 25th to the February 8th Board meeting, if necessary. Board members requested CPI and demographic information as early as possible so they have more time to review it prior to the next meeting. A meeting is scheduled with the Community Finance Committee to review long-term budget projections following receipt of the CPI.

**ADMINISTRATIVE RECOMMENDATION ON STAFFING:
COORDINATOR OF EXTENDED DAY AND PRE-SCHOOL SERVICES AND
DIRECTOR OF TECHNOLOGY**

Dr. Pryor reviewed the memo in the Board packet about administration's recommendations for the Coordinator of Extended Day and Pre-School Services position as well as the Director of Technology. Mrs. Cheryl Nizolek and Mr. Larry Sorensen, who hold these two respective positions currently, are both retiring at the end of the 2009-10 school year. Administrators thought their retirements provided an opportunity to review and adjust the two job descriptions.

Mr. Sorensen's job title will change from Director of Technology Planning and Assessments to Director of Technology. The assessment component of that job will be assumed by the Assistant Superintendent for Student Learning Diane Betts and Director of EIS/RtI Lynne Farmer for the 2010-11 school year. They will make a recommendation after that on how assessments should be handled and by whom.

Dr. Stringer recommended that the Jefferson School Extended Day and Pre-School programs have a Type 75 administrator to oversee both programs. The programs have grown in the number of students, responsibilities of the team leader, and complexity of students' problems, particularly in the Pre-School program. She recommended changing the title from Team Leader of Extended Day Programs to Coordinator of Extended Day and Pre-School Services. In addition, Dr. Pryor pointed out that because of security issues since September 11, 2001, it is best to have a Type 75 administrator in the building at all times.

Budget implications were discussed. The new Director of Technology is not expected to have the same salary level as the current director, which may result in cost savings. The new Coordinator at Jefferson School may trigger a twenty percent or approximately \$25,000 budget increase in salary and benefits. The increase will be to cover the special education Pre-School program. The portion of the salary to oversee the Extended Day Program is covered through fees.

Dr. Pryor explained that the Director of Technology should hold a Type 75 certification because he/she interacts regularly with the Assistant Superintendent for Student Learning and the principals in implementing technology into the curriculum and evaluates nine people in the Technology

Department. In addition, it is desirable to have someone with both a teaching and administrative background to provide leadership.

Dr. Stringer said most comparable school districts require a Type 75 for their technology directors. She said administration will create job descriptions and determine salary ranges for the two positions based on comparable districts and in order to attract the best qualified candidates at a salary the District can afford to offer.

Dr. Pryor noted it will be important to select someone for the Director of Technology with strong teaching and staff development skills so that he/she can work with staff on how to use technology effectively and wisely. The Manager, Assistant Manager, and seven Technologists will continue to report to the new Director of Technology. The Board will be asked to approve recommendations for the two positions at the January 25, 2010 Board of Education meeting.

MIDDLE SCHOOL PROGRAM REVIEW: RECOMMENDATION ON MIDDLE SCHOOL SCHEDULE

Diane Betts, Assistant Superintendent for Student Learning, acknowledged the middle school staff and administrators present at the Board meeting. The multiple year Middle School Program Review included a thorough assessment of survey data and many aspects of the middle school program, including its strengths and areas for improvement. Class size, staff and space issues were considered when determining the recommendations.

The two areas that took the longest to examine were the core and encore class schedules for grades 6-8. For the seventh and eighth grade schedule, Ms. Betts and the Review Committee recommended continuing to use the same schedule that consists of four 50-minute core classes totaling 200 minutes per day and three 40-minute encore classes, p.e., and lunch making up the other half of the school day. Instrumental music will be kept as is with small group pull-out instruction and large group instruction either before or after the regular school day. The core class schedule can be adjusted daily if needed.

The sixth grade schedule has been very confusing for many years. The structure of reading and language arts and FLES were examined closely. The new recommendations included changes to the FLES, Health, and Technology schedules from an alternating day schedule to an every day schedule. Students would get FLES instruction daily each week for 18 weeks, Health daily for 9 weeks and Technology daily for 9 weeks. This would provide for more concentrated instruction and a consistent schedule for these three classes.

In addition, the core subjects of math, science, social studies and language arts would increase from 45 minutes to 60 minutes per day. A separate reading class (two 30 minute periods) will be eliminated; instead, reading, writing and learning strategies will be incorporated into instruction of all four of the other curriculum areas.

These changes will not affect the majority of sixth grade core teachers; however, an additional .25 FTE Channels of Challenge (C of C) staff would be needed if the recommendations are approved. Some staff development and curriculum writing time would also be required. Students who elect to take a foreign language in 7th grade may need more review time if their FLES class was scheduled during the first trimester in 6th grade.

The Board will be asked to approve the recommendations at the January 25, 2010 Board of Education meeting. If approved, the new schedule would go into effect for the 2010-11 school year.

Board members inquired if options such as flex time, a later start time, and alternative core/encore class schedules were considered. Dr. Pryor assured the Board that the Review Steering Committee had studied the implications of these options while keeping its focus on the whole child throughout the middle school review.

Ms. Betts said the proposed schedule would be piloted for two years. An informal evaluation will be done during the 2010-11 school year and then a formal evaluation in the second year to see if students' academic performance is impacted.

Some concerns were raised about the reduction in language arts/reading time. The teachers in attendance commented on the value of an additional 15 minutes in core classes, and how skills such as reading for knowledge that will be needed in high school, college and beyond as well as writing strategies can be integrated well into the core subjects. Two parents in attendance also commented on the recommendation.

Board member Lawson expressed her perception that teachers and staff found the Middle School Review process exhausting and difficult due to a lack of Board direction. She stated that the review started just as the referendum effort was starting and she felt this made at least some teachers worry about whether they would continue to be employed, making the early discussion difficult.

In addition, she stated that the question of whether or not instrumental music should be included in the class day at the Middle Schools was an unfair question to ask the teachers to grapple with and she wondered who had asked that the question be included in the review. She went on to indicate that including this question pitted teachers against each other as there is a perception that teaching positions would be lost if IM is included in the day. She expressed her opinion that this question requires Board direction.

She went on to say that she appreciates the sixth grade teachers' willingness to keep trying to find solutions that meet the students' needs.

Finally, she expressed her hope that this process will be undertaken again sooner rather than later and that the lessons learned at this review will be used to make the next review more productive as well as easier for those involved.

CONSENT AGENDA

The Board requested a report on the District's energy usage and savings, which administrators agreed to provide.

A. PERSONNEL REPORT

The Personnel Report contains private information. Please contact Sandra Stringer, Assistant Superintendent for Human Resources, if more information is needed.

B. APPROVAL OF BILLS AND PAYROLL

Bills

| | |
|---|---------------|
| 10 - Education Fund----- | \$ 662,276.42 |
| 20 - Operation, Building and Maintenance Fund ----- | 186,683.86 |
| 30 - Bond and Interest Fund ----- | .00 |
| 40 - Transportation Fund ----- | 28,818.05 |
| 60 - Site and Construction Fund ----- | .00 |
| 80 - Tort Immunity Fund ----- | 38,322.07 |
| 90 - Fire Prevention and Safety Fund ----- | .00 |

Checks Numbered: 274781 - 274964

Total: \$ 916,100.40

Payroll for Month of December, 2009

| | |
|---|----------------|
| 10 - Education Fund ----- | \$2,877,592.88 |
| 20 - Operation, Building and Maintenance Fund ----- | 144,074.12 |
| 40 - Transportation Fund ----- | 7,291.74 |
| 50 - IMRF/FICA Fund ----- | 131,643.19 |
| 11 - Tort Immunity ----- | 29,635.53 |

Total \$3,190,237.46

Checks Numbered: 116169 – 116730

Direct Deposit: 138701 – 139759

C. ACCEPTANCE OF PAPER DONATION

D. ADOPT FINAL CALENDAR FOR 2010-11 & TENTATIVE CALENDARS FOR 2011-12 AND 2012-13

E. RELEASE OF CLOSED MINUTES

F. DESTRUCTION OF AUDIO CLOSED MINUTES

Action Item – 10-01-2

It was moved by Board member Taddeo and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of January 11, 2010, which includes the Personnel Report, Bills and Payroll, Acceptance of Paper Donation, Adoption of Final Calendar for 2010-11 & Tentative Calendars for 2011-12 and 2012-13, the Release of Closed Minutes and the Destruction of Audio Closed Minutes.

AYES: Smart, Uhlig, Taddeo, Heyde, Fioretto, Gentile, Lawson

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF MINUTES

Action Item – 10-01-3

It was moved by Board member Lawson and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64 Park Ridge –Niles, Illinois, to approve the motion, as amended, to approve the open and closed minutes of December 14, 2009 and the open minutes of December 16, 2009.

AYES: Lawson, Gentile, Fioretto, Heyde, Taddeo, Uhlig, Smart

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

OTHER ITEMS OF INFORMATION

Dr. Pryor brought attention to two memos of information: the Race to the Top initiative and an update on the Carpenter School noise abatement.

With the U.S. Department of Education's "Race to the Top" project, states will compete for between \$200-400 million toward reform initiatives. Dr. Pryor's signature does not bind the District to participate in the project, but rather leaves the option open to do so. The District's legal counsel advised that signing a Memorandum of Understanding does not commit the District to full participation. The Board and administration will proceed carefully, as Race to the Top may have contractual implications.

The process for evaluating students' eligibility for the Channels of Challenge (C of C) gifted program and criteria for early entrance to kindergarten will be added to future Board of Education meetings.

ADJOURNMENT

At 10:10 p.m., it was moved by Board Member Lawson and seconded by Board member Taddeo to adjourn the meeting. The motion passed by consensus.

President

Secretary