

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

**Minutes of the Regular Meeting held at 7:30 p.m.
October 24, 2011
Washington Elementary School
1500 Stewart Avenue**

John Heyde called the meeting to order at 7:33 p.m. Other Board members present were Anthony Borrelli, Pat Fioretto, Dan Collins, Scott Zimmerman and Sharon Lawson. Eric Uhlig joined the meeting at 7:37 p.m. Also present were Superintendent Philip Bender, Assistant Superintendents Dr. Sandra Stringer and Diane Betts, and Becky Allard, James Even, Terri Bresnahan, Scott Mackall and Bernadette Tramm.

Board of Education meetings are now are being videotaped and may be viewed in their full length from the District's website at:

<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

PUBLIC COMMENTS

Public Comments

Ms. Katie Renali stated her concern over high student fees in District 64 compared with other school districts.

TECHNOLOGY COACHES PRESENTATION

Technology Coaches
Presentation

Terri Bresnahan, Director of Technology, provided an update on the progress of the technology coach pilot that began this year. The idea for technology instructional coaches was introduced by Action Team 1 of the Strategic Planning Committee and coincides with the Strategic Plan goal to accelerate the use of advanced technology as a component of the District's educational program.

Ms. Bresnahan reviewed the timeline leading up to the pilot. Research shows that coaching is the most effective way to transfer teachers' technology skills and knowledge into the classroom where the coaches are available for guided practice and can collaborate with their peers.

Ms. Bresnahan said the three coaches are meeting all expectations. They provide individual teacher support, classroom instructional support, build awareness of technology resources, support differentiation and provide professional growth opportunities.

In addition, they have been able to build trusting, one-to-one relationships with staff within their assigned building, stay current with technology trends, and can provide input on technology resource purchases.

The three coaches are assigned to Franklin (a small elementary school), Roosevelt (a large elementary school) and Lincoln Middle School. Ms. Bresnahan cited the number of classrooms, teachers and students each coach is responsible for; they are being used to their maximum capacity. She also reviewed a menu of options describing resources, hardware, software and training that the technology coaches handle.

The coaches participate in faculty meeting presentations, small groups, grade level and department meetings. They have provided coaching before school, district-wide professional growth after school, Lunch and Learn opportunities, and one-to-one coaching, especially during classroom time.

A Technology Use Survey was created to inquire about the types of technology and frequency of use of various systems. These systems included LCD projectors, student computers, portable technology (such as iPads), document cameras, Smart Boards and student response systems (such as clickers). Staff took the pre technology use survey and will take a post survey to gauge improvement in knowledge, skills and use as a result of instructional coaching.

In pre survey results, teachers said they needed more professional development, more equipment, and time to use technology appropriately. So far, 78 percent of teachers in the three schools have already worked with the coaches since the school year began nine weeks ago. The goal is to reach all teachers by the spring, but Ms. Bresnahan thinks that will be achieved much sooner.

The three coaches shared personal experiences about working with staff in their buildings. Carrie Bellen spoke about how supporting low-end technology users, i.e., those who shy away from using technology, has helped them become more confident and likely to use technology in their classrooms.

Amanda Walsh, instructional coach at Lincoln Middle School, said it has been rewarding to help teachers plan projects so students can demonstrate their learning in a different way, i.e., to use technology to enhance projects, not as an additional piece to projects.

Caroline Schaab, who has been working at Roosevelt School, focused her work with kindergarten teachers and how they can use apps on iPads to teach literacy skills to their students. She will begin using math apps with them soon.

Ms. Bresnahan said the three coaches have done exactly what they set out to do. A video was shown of the coaches in action in the schools. The instructional coaching pilot will continue to be evaluated. A post survey will be administered to staff to quantify results, anecdotal records will be collected, and focus groups will provide further insight to gauge teachers' reaction to the coaching. Based on all these results, Ms. Bresnahan will bring forward a recommendation for technology in Year 3 of the Strategic Plan.

The Board asked whether working with the technology coaches is voluntary or required and what criteria will be developed to objectively measure effectiveness

of the coaching. Ms. Bresnahan stated the pre and post surveys will measure if staff are using technology and to what level. Minimum proficiency standards will be developed; in the meantime, the coaches maintain daily logs and logs are also kept to document how often the various types of equipment are checked out.

The Board requested more feedback from teachers in the future, information on progress as well as deficiencies, and inquired if technology concepts, apps, etc., are shared with parents so they can reinforce them with their students at home. The coaches are documenting apps and how they can be downloaded. An app request form for teachers will be developed. Teachers could include information on technology concepts and apps to parents through a parent newsletter or via email.

REVIEW OF CAPACITY STUDY (FACILITY MASTER PLAN)

Review of Capacity Study
(Facility Master Plan)

Ms. Keri VanSant from Fanning Howey presented a preliminary capacity study report of the District's schools (excluding Jefferson School). This report included information from the Kasarda demographic report that was completed in 2009, current enrollment figures from Ms. Allard, and student/teacher ratios in order to arrive at a utilization number on a scale of 0-100. Ms. VanSant also met with building principals and conducted walk-throughs of the schools, taking into account how teaching spaces are used.

Only Washington School is close to 100 percent utilization. Based on how the buildings are used currently, the District will be able to maintain proper utilization unless the higher than normal enrollment scenario occurs. Ms. VanSant anticipated that redistricting would only be necessary if utilization numbers exceed 100 percent.

The capacity study, along with the educational adequacy study that will be completed in Part 2 of the Master Facility Plan, will show space deficiencies or surpluses and give the Board a better idea of what class sizes should be.

The Board discussed reviewing demography data every 2-3 years as housing issues and birth rates may change causing enrollment projections to shift. It's best not to project enrollment more than five years out to get the best data. The Board also noted that the utilization study assumes always using the maximum class size. The current class size policy may need to be adjusted in the future.

DISCUSSION ON BOARD GOALS – COMMUNICATION

Discussion on Board
Goals - Communication

One of the four goals adopted at the Board retreat is to increase communication. Ms. Tramm compiled several strategies about how to be more proactive in this area and presented them to Board members for discussion.

Some of the ideas discussed were to conduct either a formal or informal “dipstick” survey with community stakeholders and to capitalize on unique opportunities such as the 5-year anniversary of the successful referendum, Facility Master Plan process and the District’s Strategic Plan to communicate with residents. The Board also discussed creating a news-type blog and using other social media to reach the community.

Ms. Tramm will create a communications timeline and work with Board members Borrelli, Collins and Uhlig on specifics of a communications plan.

Ms. Tramm also presented three visual options that depict Board goals for the next two years for Board members to consider; they selected Option A, which was the simplest. This new visual will be used on the District 64 web site, in the ESC Board meeting room, and on the cover of Board members’ information packets for Board meetings.

DISCUSSION ON COMMUNITY FINANCE COMMITTEE (CFC)

Discussion on
Community Finance
Committee (CFC)

Dr. Bender led a discussion about how to reinvigorate the Community Finance Committee (CFC) which has been on hiatus since last spring. He recommended repopulating the Committee as soon as possible, beginning with identifying two coordinators to work with Dr. Bender to help guide CFC activities.

Dr. Bender will reach out to key community stakeholders, such as former CFC, Board of Education, PTO, ELF and Strategic Plan members, as well as District administrators and the current Board, for suggestions. He hopes to report to the Board at the November 14, 2011 meeting that the coordinators have been identified or have solid leads by that time. If that timeline can be met, it is expected that the CFC would reconvene in early January after the holiday break. The Board agreed that the Community Finance Committee is a critical group and has provided valuable ideas for the Board in the past.

Dr. Bender addressed the time commitment for CFC leaders and members. Once the leadership team is selected, a list of CFC projects can be published on the District’s web site.

CONSENT AGENDA

Consent Agenda

The Board discussed what is involved in the approval of preparing an Early Childhood Construction Grant application. The grant is worth approximately \$5 million and would be used to improve the Early Childhood facilities and programs at Jefferson School. If District 64 were awarded the grant, it would be required to provide 10 percent up front and be

reimbursed later. Although the Board acknowledged this is a unique opportunity, several Board members voiced their concern about potential costs.

Mr. Even would work with Fanning Howey representatives on the application which is due by November 30, 2011.

A. PERSONNEL REPORT

The Personnel Report contains private information. If additional information is required please contact Dr. Sandra Stringer, Assistant Superintendent for Human Resources.

B. BILLS AND PAYROLL

10 - Education Fund-----	<u>\$ 1,518,091.13</u>
20 - Operations and Maintenance Fund -----	<u>434,613.31</u>
30 - Debt Services-----	<u>-</u>
40 - Transportation Fund -----	<u>150,971.56</u>
60 - Site and Construction Fund -----	<u>-</u>
80 -Tort Immunity Fund -----	<u>-</u>
90 - Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 105819 – 105820, 105865-106120
Total: \$ 2,103,676.00

Payroll for Month of September, 2011

10 - Education Fund -----	<u>\$ 5,340,461.07</u>
20 - Operations and Maintenance Fund -----	<u>333,305.66</u>
40 - Transportation Fund -----	<u>-</u>
50 - IMRF/ FICA Fund -----	<u>235,863.44</u>
80 - Tort Immunity Fund-----	<u>-</u>

Checks Numbered: 1346 – 2002

Direct Deposit: 900000482 - 900002187

Total \$ 5,909,630.17

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
SEPTEMBER 30, 2011

D. APPROVAL TO PREPARE EARLY CHILDHOOD CONSTRUCTION GRANT APPLICATION

E. DESTRUCTION OF AUDIO CLOSED MINUTES

ACTION ITEM 11-10-1

Action Item 11-10-1

It was moved by Board member Zimmerman and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 24, 2011, which includes the Personnel Report, Bills and Payroll, Approval of Financial Update for the Period Ending September 30, 2011, Approval to Prepare Early Childhood Construction Grant Application and Destruction of Audio Closed Minutes. The votes were cast as follows:

AYES: Borrelli, Fioretto, Collins, Heyde, Zimmerman, Uhlig, Lawson

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF MINUTES

Approval of Minutes

ACTION ITEM 11-10-2

Action Item 11-10-2

It was moved by Board member Fioretto and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the Regular Meeting minutes of September 26, 2011 and Closed Session Meeting Minutes of October 17, 2011. The votes were cast as follows:

AYES: Lawson, Uhlig, Zimmerman, Heyde, Collins, Fioretto, Borrelli

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of Information

Dr. Bender reported that Senator Dan Kotowski visited Roosevelt School and Lincoln Middle School. He toured several classrooms and spoke with both students and teachers.

He also noted a FOIA request, a memo on the 2010 Tax Extension, and several meeting minutes. Dr. Bender acknowledged the District's principals and assistant principals in honor of Principal Appreciation Day. He said Tim Benka (Emerson Middle School) is the 2011 Assistant Principal of the Year.

Dr. Bender, Mr. Mackall and Board member Scott Zimmerman visited Stevenson High School in Lincolnshire, which received an LEED Award. Mr. Zimmerman highlighted several unique features of the building and noted the double benefits of energy savings and unique learning opportunities for students who were engaged in researching and learning about the new technology.

Dr. Bender, Mr. Collins and Mr. Borrelli attended an ED RED meeting. Mr. Borrelli reported on the Stand for Children presentation and legislative education reform ideas.

ADJOURNMENT

At 9:55 p.m., it was moved by Board member Lawson and seconded by Board member Collins to adjourn the meeting. The motion passed by consensus.

President

Secretary