

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Committee-of-the-Whole on Roles, Goals and Controls Workshop
in District 64

held at 6:00 p.m. September 12, 2011
Emerson Middle School – Multipurpose Room
8101 N. Cumberland Avenue, Niles, IL

President John Heyde called the meeting to order at 6:02 p.m. Other Board members present were Anthony Borrelli, Scott Zimmerman, Pat Fioretto, Dan Collins, and Eric Uhlig. Board member Sharon Lawson joined the meeting via telephone. Also present were Superintendent Philip Bender, Assistant Superintendent for Student Learning Diane Betts, Business Manager Becky Allard, Director of Pupil Services James Even, Director of Technology Terri Bresnahan, Public Information Coordinator Bernadette Tramm, and members of the public.

Board of Education meetings 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>

Mr. Heyde stated the purpose of the Committee-of-the-Whole meeting was to discuss the Facility Master Plan process. It will be followed by a meeting to discuss the Draft Budget for 2011-12, beginning at 9:00 p.m. which will include a presentation by Business Manager Becky Allard, Board discussion, and public comments on the budget.

There will be a special meeting on September 19, 2011 at 6:00 p.m. for additional public comment on the budget, with a closed session afterward to discuss preparations for contract negotiations.

A Public Hearing on the budget will be held on September 26, 2011, followed by a regular business meeting of the Board of Education.

Dr. Bender provided background information about the Master Facility Plan process that began last year with the hiring of a new Facilities Director and new architect of record for the District, Fanning-Howey.

Fanning-Howey representatives presented a workshop on the Roles, Goals and Controls of the Board as it relates to the Master Facility Plan process. Five representatives from Fanning-Howey were present and contributed to the presentation: Keri VanSant, Charlene Johnsos, Carl Baxmeyer, George Kacan and Christopher Urban.

The Master Plan process is about managing, understanding and meeting expectations. Its focus is addressing enrollment trends and capacities and creating efficient and cost effective operations academically and with regard to

building space, size, configuration and life. The process will entail three phases: listening, understanding and creating.

Fanning-Howey representatives presented an introduction and workshop for the Board about the Master Facility Plan. The roles of both the Board and Fanning-Howey were discussed. The process will be clearly defined and reflect community values, the educational vision of the District, reasonable options and realistic costs. What's best for students will be at the center of all decisions made by the Board.

As part of the Vision discussion, the Board identified and agreed or disagreed with global issues (e.g., older buildings, funding, and community trust) and major tasks to be completed (e.g., physical assessments, a maintenance plan and Facility Master Plan). Some items were added or altered during the discussion.

Next, the Board reacted to a sample list of District facility goals presented by Fanning-Howey with either agreement or disagreement. Some goals involved design, such as designing schools that support the educational philosophy and curriculum, align with the District's Strategic Plan, and are energy and functionally efficient. Other goals related to process, such as involving the community and staff and providing facility equity.

A timeline was discussed for major pieces of the process, taking into consideration the budget schedule and identified HVAC issues at Carpenter and Field Schools. Physical assessments of the remaining buildings and a maintenance plan will be completed by the end of the 2011 calendar year in order for the Board to decide on the two HVAC issues and site improvement needs at Carpenter, Jefferson and Emerson Schools.

Two documents will be required of Fanning-Howey: a summary of findings and a full Facility Master Plan.

After a short break, the workshop continued with discussion about the input process. Scott Mackall from District 64 and Keri VanSant from Fanning-Howey will be the designated points of contact for project communications. Stakeholder groups will provide input, but the Board will approve final solutions. Design progress will be presented to the Board at regular Board of Education meetings as often as requested and information may be posted on the District 64 web site.

Three sample organizational charts were presented. The Board agreed to a communication process in which Fanning-Howey will provide information initially to Dr. Bender, Mr. Mackall and a Planning Team of volunteers comprised of staff, parents and community members, who will in turn make recommendations to the Board of Education. The Board will be responsible for final decisions.

Board facility goals and criteria will be written and agreed to by the September 26, 2011 Board of Education meeting. A maintenance plan, including costs, will

be developed in December so the Board can make budgetary decisions in late December or January in time for summer 2012 projects. A capacity study is being conducted currently with building principals and will be folded into the Master Plan. Existing surveys and site utility information will be utilized. Technology and energy benchmarking plans are complete. Energy audits, an educational adequacy study and the Master Facility Plan will be part of Phase II of the process.

The engagement process was discussed briefly. The Board can suggest members for the Planning Team(s) and begin to think about how to communicate information to stakeholders in the community through the District's web site and/or presentations to various community organizations.

Ms. Martha Rode, PTO President for Field School, asked for clarification on what will be presented at the September 26 and October 17 Board meetings.

Carpenter School parents Kelly Plaza and Mary Cunningham encouraged the Board to continue working on air conditioning issues at their school to provide a proper learning environment for students.

Ms. Kimberly LePico, a Field School parent, asked the Board to amend the excessive heat procedure for when classroom temperatures are assessed from 10:00 a.m. to early afternoon during peak heat times and to rotate students into air conditioned spaces within the building to provide relief.

Dr. Bender explained the reasons behind the morning heat assessment in order to meet State attendance requirements and transportation issues. Parents may pick up their child in early afternoon with no strike against the student if they feel it is too hot to attend school.

After the workshop concluded, Mr. Heyde asked Board members to complete and return their forms to sign up for school visits so that final assignments can be set.

The Board Roles, Goals and Controls workshop concluded at 8:29 p.m.

President

Secretary