

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Meeting held at 7:30 p.m.
July 9, 2012
Raymond Hendee Educational Service Center
164 S. Prospect Avenue, Park Ridge**

Board President John Heyde called the meeting to order at 6:30 p.m. Other Board Members present were Eric Uhlig, Dr. Anthony Borrelli, Scott Zimmerman, Dan Collins, and Sharon Lawson. Also in attendance were Superintendent Dr. Philip Bender, Business Manager Becky Allard, and Assistant Superintendent for Human Resources Joel Martin.

Board of Education meetings are now being videotaped and may be viewed in their full length from the District's website at
<http://www.d4.org/subsite/dist/page/board-education-meetings-984>

At 6:35 p.m. it was moved by Board member Lawson and seconded by Board member Zimmerman to adjourn to closed session for the purpose of discussing matters related to collective negotiations 5 ILCS 120/2(c)(2). The votes were cast by roll call as follows: Ayes – Lawson, Collins, Zimmerman, Heyde, Uhlig, and Borrelli; Nays - 0; Present- 0; Absent – Fioretto. The motion carried.

The Board adjourned from closed session at 7:30 p.m. and resumed the regular Board meeting at 7:37 p.m. Present at the regular meeting were Superintendent Dr. Philip Bender, Assistant Superintendents Joel Martin and Dr. Lori Hinton, Business Manager Becky Allard, Director of Special Education/Pupil Services James Even, Director of Facility Management Scott Mackall and Public Information Coordinator Bernadette Tramm.

PUBLIC COMMENTS

Public
Comments

There were no public comments

APPOINTMENT OF HEARING OFFICER

Appointment of
Hearing Officer

Dr. Bender stated that at this time of year District 64 requests that the Board reappoints the Hearing Officer, who works on an "as needed" basis, in the unlikely event the District should require services.

ACTION ITEM 12-07-1

Action Item
12-07-1

It was moved by Board Member Lawson and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, appoint Richard P. Majka as the Hearing Officer for School District 64 until further notice.

The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: Fioretto

The motion carried.

**BOARD ADOPTS 2012-13 TENTATIVE BUDGET &
ESTABLISHMENT OF PUBLIC HEARING DATE**

Board Adopts
2012-13 Tentative
Budget &
Establishment of
Public Hearing
Date

Ms. Allard presented the third draft of the 2012-2013 tentative budget. The third draft is revised reflecting discussion at the June Board of Education Meeting in the area of Board of Education Actions and Investments in Student Learning.

The District is requesting approval of expenditure budget of \$68,748,804 against a revenue budget of \$71,384,395, which would leave the District with a surplus of revenue for the fiscal year 2012-2013 of \$2,635,591.

Dan Collins noted that last year the Board had a goal of staying below budget by a certain percent and asked if the Board had the same thought for this year.

Ms. Allard stated instead of having permanent reductions, she suggested having an additional year to monitor the budget to be certain we can live within our means. This would give us three years of under-spending our budget by 10%.

John Heyde presented a question on Pat Fioretto's behalf. Instead of having a 10% pull back could we do 15% for the following fiscal year? Ms. Allard was uncomfortable with holding back 15%; however would like to monitor this for one more year to see if the trend holds for a third year. Purchases were delayed that may have otherwise been made, so that the budget parameter goal could be met. She suggested starting to incorporate this trend in January when we start building the budget so staff know they have those reduced funds instead of at this point when some or all of the money has already been spent.

Sharon Lawson asked which purchases were delayed. Ms Allard could not outline them, however she stated the budget was monitored monthly, each expense was challenged, and only necessary purchases were made.

Dr. Borrelli asked for clarification on page 6 of the material, entitled Expenditure Changes from May 7, 2012 Exceeding \$1,000, the first line item Teacher Salary \$162,000 and the reason for change to accommodate class-size guidelines. He stated that in the original proposal there was a line item for ten contingency positions. He thought the Board elected not to include those ten positions. Scott Zimmerman stated that the ten positions in the original budget were not included; however the positions are added as needed.

John Heyde stated we have a class size policy and when we go over the maximum administration posts and fills the positions.

Ms. Allard stated that in the next presentation of the budget you will see the percentage increase and dollar increases compared to the June 30 actual. This budget holds no contingency. The Board asked the business office to revise the tentative budget to include a contingency line item. The tentative budget will be presented at the August 6, 2012 Board meeting.

ACTION ITEM 12-07-2 was not voted on.

RESOLUTION #1089 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN INVOICES PRIOR TO BOARD APPROVAL OF THE AUGUST 6, 2012 SPECIAL BOARD OF EDUCATION MEETING

Resolution #1089 Regarding the School District to Pay Certain Invoices Prior to Board Approval of the August 6, 2012 Special Board of Education Meeting

Due to the span of time between Board Meetings District 64 requires authorization to pay bills of a due date up to and including July 23, 2012.

ACTION ITEM 12-07-3

Action Item
12-07-3

It was moved by Board member Zimmerman and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois adopt Resolution #1089, regarding the School District to pay certain invoices prior to Board approval.

The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: Fioretto

The motion carried.

FACILITY MASTER PLAN PART 1 AND INTRODUCTION OF EDUCATION SPECIFICATIONS

Facility Master Plan Part 1 and Introduction of Education Specifications

Three representatives from Fanning Howey presented Part 1 of the Facility Master Plan and Introduction of Education Specifications. Dr. Bender stated technology would be included in the 2nd and final phase of the Master Plan.

Ms. Charlene Johnsos from Fanning Howey presented the purpose and focus of the Master Plan, which provides a "blueprint" for the School District and overview of what we have accomplished and what we plan to accomplish to achieve a full Facility Master Plan. We are clearly in the listening and

understanding place, they are still collecting data. The educational specification is missing which aligns the curriculum with the building.

The Master Plan Timeline consists of Part 1 (2011-12) and Part 2 (2012-13). Part 1 consists of the Physical Assessment, Maintenance Plan, Demographic Projection Review, and Capacity Analysis. Part 2 of the timeline includes the Technology Audit/Plan, Educational Assessment, Options Development, and Implementation Plan.

Keri VanSant from Fanning Howey presented the six key components of the physical assessment of the buildings student center sustainable design: indoor air quality, thermal comfort, lighting, building quality, acoustics, and school size. Research shows there are eight key benefits when instituting these designs. They are: increased student performance, increased student/staff attendance, increased teacher satisfaction, reduced operations cost, reduced liability exposure, reduced impact on the environment, building used as teaching tools, and supports community values.

Keri VanSant met with Director of Technology Terri Bresnahan, confirming that the Technology Department is on track with their current plan and has a great foundation for the future. An immediate recommendation is to install a generator and transfer switch in the main server room in Jefferson School. The technology closets are extremely hot, subsequently decreases the life of the equipment. Utilize a wide area network by designing a new IP phone system that would integrate into the email system.

Gregory Monberg from Fanning Howey presented the Hierarchy of Needs for 21st Century School Planning and Design. 21st Century Learning has more to do with project-based instruction. The key features are: small learning groups, variable sized spaces, individual work space, integrated technology, get away spaces and niches, collaboration space, personal home base storage, display space, project labs, easy access to food and beverages.

While developing ideas for Jefferson School we looked at "Preschool for All Program in Illinois," designed to develop early childhood skill sets for growing bodies by gross motor skills, fine motor skills, story telling, dramatic play, social play, learning letters, numbers and symbols. Several different design spaces were presented for early childhood, elementary, and middle schools.

John Heyde asked what have we already tasked Fanning Howey to do so far in Part 2 and is all of this additional. Kerry VanSant responded that Fanning Howey was tasked with the physical assessment of the four buildings, which are completed. None of these items in Part 2 have been approved.

John Heyde suggested to the Board to ask questions of Fanning Howey and give Administration a chance to give us some recommendations and ultimately make a decision.

Dr. Bender stated the concept is not to rebuild or redesign but to give the Board ideas as we move forward and think in a futuristic plan on how we utilize the facilities we have.

UPDATE ON SUMMER PROJECTS

Update on
Summer
Projects

Mr. Mackall updated the Board on summer projects. The asbestos removal project at Carpenter began on June 11 in the west and southwest wing is now complete. The removal is now concentrated on the office area and will end on the north side of the original building. This project is on schedule.

Mr. Mackall stated that the District had planned to use our in-house plumber to re-insulate the domestic water pipe in the southwest wing in the spring. Unfortunately he was unable to complete the work this summer necessitating the need to secure an outside agency. This resulted in a change order of \$8,895 for this project.

Mr. Mackall noted that the retention project at Carpenter is moving along. The hole has been dug and the slab for the underground storm trap retention area has been poured. Delivery of the storm trap will be on Wednesday at which time installation will begin.

The underground electric has been run and the concrete pads have been poured along with the generator pad. The switching gear should arrive later this week. The Water Reclamation Department has made changes on how we pump the water out of detention. We are waiting on the cost factor.

The cost factor to run electric to the pump site is an additional \$26,000. This cost includes a generator for the pump.

The Roosevelt track is complete and the project ran very smoothly.

The cleaning and maintenance of the buildings is underway. The District is catching up on a lot of painting this year. Carpet replacement at Roosevelt, Field and Carpenter is underway along with the replacement of the kitchen floor at Washington. All of these projects have asbestos under them with the exception of one room at Field.

CONSENT AGENDA

Consent
Agenda

Dr. Borrelli stated an observation, in his experience on previous board's the Consent Agenda is a common occurrence which usually is limited to items such as bills, payroll, approval of minutes, destruction of minutes, personnel reports and one other item of obvious Board approval as suggested by the President. Frequently and going back to previous meetings numerous items have populated the Consent Agenda and have required significant discussion.

Dr. Borrelli believes that moving forward perhaps some of these items that require lengthy discussion be pulled from consent and be made separate items. He realizes that anyone on the Board has the ability to pull the item; however it would be easier and more transparent to pull the item at the beginning.

John Heyde advised the Board that if there is one item that you do not agree with in the Consent Agenda, rather than vote against the Consent Agenda his advice is to pull the item and take care of it separately. Dr Bender, Mr. Zimmerman and Mr. Heyde who set the Consent Agenda for each meeting need to monitor and be certain the items that are placed in the Consent Agenda are going to be non-controversial and obvious approval.

A. PERSONNEL REPORT

The Personnel Report contains private information. If additional information is needed, contact Assistant Superintendent for Human Resources Joel Martin.

B. BILLS, PAYROLL AND BENEFITS

Bills

10 – Education Fund -----	\$ 145,601.01
20 – Operations and Maintenance Fund -----	85,973.38
30 – Debt Services -----	-
40 – Transportation Fund -----	8,236.62
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	471,522.08
80 – Tort Immunity Fund -----	550,494.00
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 1090787-109186

Total: \$1,261,827.09

C. APPROVAL OF STUDENT/PARENT HANDBOOK 2012-13

D. DESTRUCTION OF CLOSED MINUTES (NONE)

ACTION ITEM 12-07-4

Action Item
12-07-4

It was moved by Board member Lawson and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of July 9, 2012, which includes the Revised Personnel Report; Bills; Payroll, and Benefits; Approval of Student/Parent Handbook 2012-13; and Destruction of Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None

PRESENT: None
ABSENT: Fioretto

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 12-07-5

Action Item
12-07-5

It was moved by Board member Uhlig and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64 approves the Closed Session Minutes of June 25, 2012 and Regular Board Meeting Minutes of June 25, 2012.

The votes were cast as follows:

AYES: Borrelli, Uhlig, Heyde, Zimmerman, Collins, Lawson
NAYS: None
PRESENT: None
ABSENT: Fioretto

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of
Information

Dr. Bender noted the memos pertaining to the Final Strategic Plan Progress Report Year 2 and also the Update on 2011 Tax Extension. He also mentioned the August 20, 2012 District Institute Day for staff. The presenter will be author Dr. John Powers. Dr. Bender encouraged Board members to try to attend the Institute Day program.

Dr. Bender mentioned a tentative date for a Board and ESC Team workshop on August 10 or August 17, 2012. He plans to secure a field representative from IASB for one of those evenings and asked Board members to contact him as to their availability.

Dr. Bender also noted that administrators are actively participating in on-line training pertaining to the evaluation process. These on-line web-training sessions are quite extensive. Administrators will be prepared at start of school.

ADJOURNMENT

Adjournment

At 9:42 p.m. p.m., it was moved by Board member Lawson and seconded by Board member Collins to adjourn to closed session to discuss matters related to collective negotiations 5 ILCS 120/2(c)(2).

The votes were cast as follows:

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July 9, 2012

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

NAYS: None

PRESENT: None

ABSENT: Fioretto

The motion carried.

The regular Board meeting adjourned from closed session at 10:53 p.m.

President

Secretary