

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Meeting held at 7:30 p.m.
August 20, 2012
Raymond Hendee Educational Service Center
164 S. Prospect Avenue, Park Ridge**

Board President John Heyde called the meeting to order at 6:35 p.m. Other Board Members present were Eric Uhlig, Scott Zimmerman, Sharon Lawson, Anthony Borrelli, and Pat Fioretto. Board member Dan Collins was not in attendance. Also in attendance were Superintendent Dr. Philip Bender, Business Manager Becky Allard, and Assistant Superintendent for Human Resources Joel T. 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 6:37 p.m. it was moved by Board member Zimmerman and seconded by Board member Borrelli 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 – Heyde, Uhlig, Zimmerman, Lawson, Borrelli, and Fioretto; Nays - 0; Present- 0; Absent – Collins. The motion carried.

The Board adjourned from closed session at 7:28 p.m. and resumed the regular Board meeting at 7:30 p.m. All Board members were present. Also in attendance were Superintendent Dr. Philip Bender, Assistant Superintendents Joel T. 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 and 5 members of the community.

PUBLIC COMMENTS

Public Comments

There were no public comments

PRELIMINARY ENROLLMENT REPORT

Preliminary
Enrollment Report

Ms. Allard reported that the information presented is a draft and numbers are preliminary at this point. Enrollment as of 1:00 p.m. today for this school year is 4,270 students. In June 2012 enrollment was 4,223.

Enrollment at Carpenter increased by twenty-three students. Some grades increased by a section and some decreased by a section. In total one section of kindergarten was added at Carpenter, which was .50 position.

Field enrollment is down by sixteen students.

Franklin enrollment is down by twenty-one students.

Roosevelt's projection is up by thirty-two students and appears to be our largest elementary school.

Washington is down by twenty-one students.

At the middle schools, Emerson increased by twenty-four students and Lincoln increased by twenty-six students.

The District has added three sections of kindergarten; decreased two sections of 1st grade; added a section for 2nd grade; 3rd grade has no changes; 4th grade is down by one section; 5th grade is up by 1 section. Looking at grades 1st through 5th, the District is down by one section. If you look at the middle schools we are up two sections at 6th grade, down one section in 7th grade and no change in 8th grade. So we have an increase by one section at the middle school level. Kindergarten has increased by three sections but only 1.5 teachers.

In March 2012 the projection was a reduction of four FTE; however enrollment is up by 1.5 FTE. This does not take into account Art, P.E., Music, etc.

Overall for certified staff we added 4 Instructional Coaches in Technology, and a .5 facilitator due to the dissolution of MTSEP. In the early childhood diagnostics team a .5 Social Worker and .6 Speech Language Pathologist was added. In the end the final number may change by fractions.

The physical and occupational therapists are not included in this analysis.

Due to the retirement of the Gifted / Math Curriculum Specialist, a 1.0 Math Curriculum Specialist and .5 Channel of Challenge were added, so there is an additional .5 approved earlier by the Board.

For certified staff our total FTE is 375.81. We will most likely end up at 387.53 FTE but we are still sorting out the sections of art, music and PE.

ADMINISTRATION RESPONSE TO COMMUNITY FINANCE COMMITTEE (CFC) RECOMMENDATION

Administration Response to Community Finance Committee (CFC) Recommendation

Dr. Bender stated the Administration has developed a response to the five Community Finance Committee reports. Initially it was Dr. Bender, Ms. Allard and Ms. Tramm who worked closely with CFC to develop responses to take back to our entire team for further analysis and have developed recommendations for the Board.

The five areas include:

1. Enhancing taxpayer education tools.
2. Reviewing assumptions in the District's 10-year financial model and developing alternate scenarios.
3. Increasing financial transparency by enhancing the District's financial reporting.

4. Refreshing a CFC student fees study from 2009 that adjusted the District's fee structure.
5. Identifying borrowing options and budget impact as the District develops its maintenance priorities and new facility master plan.

The Response to Study Group #1 – Taxpayer Education

Administration supports the recommendation to create a series of new web pages under a new "District Finances" link. They also agree the Education Finance Fact Book be temporarily disconnected while the chapters are updated.

Ms. Tramm stated the work would continue into the fall. It is made up of a series of chapters and some chapters have been updated more on an interim basis and those would come back on stream sooner than others that have not been looked at for a longer period of time.

Response to Study Group #2 – 10-Year Financial Projections

Administration recommends the CFC group be asked to provide further input on the updating of the District's StratPlan financial model. The Board is scheduled to review the 2012 levy at the October 22 Committee-of-the Whole Finance meeting. Ms. Allard will be the liaison for this work.

Response to Study Group #3 – Financial Transparency

Topic 1 – Budget & Levy Hearings

- A. Budget Calendar- Administration will move forward with the adoption of the tentative budget to occur before June 30. However, administration recommends the adoption of the final budget remains in September as required by law.
- B. Tax Levy Hearings-Administration has already altered the process for the coming year to schedule the first Board review in October, a public hearing in November and Board adoption in December. This will provide a three-month window for community input and Board review.

Topic 2 – Published and Proposed Information

This has been addressed by Study Group #1; new or revised materials will be provided as recommended by that group.

Topic 3 – Reporting to the Community

- A. Annual Budgets-District 64 is under legal obligation to publish the formal budget. Fund references cannot be removed; however, annual revenue and expenses along with the annual statement of position will be utilized in the new website pages as recommended by Study Group #1 Taxpayer Education.
- B. PTO Financials-Dr. Bender will share these recommendations with PTO Presidents at the first meeting on September 10.

Topic 4 – 10 Year Histories on Revenue & Expenditures

CFC recommends only 5-year comparisons be provided.

Topic 5 – Projections for Future Spending

Study Group #2 has addressed this area in-depth

Topic 6 – Recurring Expenses vs. Capital Investments

Study Group #5 has addressed this area in depth. Ms. Allard will be the liaison for future work in this area.

Several Board members expressed a concern over issuing additional debt.

Response to Study Group #4 – Student Fees

Administration recommends reviewing the fee study done by CFC in 2008-09. In addition Administration believes the following guidelines must be incorporated into the direction of the fee study.

- Maintain the Districts dedication to educating the whole child and to provide encore/ elective programs as our basic offerings.
 - The goal is not to isolate any activity (music, interscholastic sports, etc.) as an independent cost center. Fees were never designed to cover the total cost of these activities.
1. Regarding transportation fees for optional paid riders, CFC will need to review information provided by the Business Office on State reimbursements, ridership, etc. and recent changes to “hazardous” designations at the middle schools. Assistant Business Manager Mr. Imoff will work with this group on the fee study to be completed for presentation to the Board by January 2013.
 2. Administration suggests the publicity around the results of the new study will offer good opportunities to create new informational material for parents and the community. Ms. Tramm will be the liaison for this outreach.

Response to Study Group #5 – District Borrowing Opportunities

- Administration concurs with the recommendation that the “no tax increase” option merits more careful analysis. This option would maintain the District’s current debt service levy beyond 2016-17 – when it otherwise would be eliminated – to finance approximately \$14 million in major capital improvements identified as urgent in the Facilities Maintenance Plan.
- This fall the Administrators suggested the study be updated based on future projects for summer 2013 and beyond. Becky Allard will work with CFC on the study.

The Board discussed the Administration’s response to Study Group #4 – Student Fees. Board member Borrelli requested an analysis of costs related to extracurricular programs. Board member Uhlig requested that the CFC group compare student fees with the typical comparable districts as the Administration recommends, but also a list of districts the CFC group believes to be comparable, along with their rationale for choosing these districts.

Administration will seek Board approval to work with CFC and move forward on implementation as recommended.

DEPARTMENT OF STUDENT LEARNING UPDATE

Dr. Hinton updated the Board on the top five summer activities the Department of Student Learning has been

Department of
Student
Learning Update

working on:

5. Professional Growth Workshops - District 64 has had 67 teachers participate in in-house professional development workshops. There were 12 workshops overall and they were presented largely by District 64 staff. The workshops focused on one of three concepts: instructional models to support differentiation of instruction, technology tools to support student learning and formative assessment practices.
4. Worlds of Wonder Summer School Program - served 860 students; 90% were District 64 students and the remainder were from our community. There were 72 classes overall and 13 of those classes required teacher recommendations. The remainder of the classes addressed different enrichment topics.
3. Relationship Building – Dr. Hinton spent time meeting with Curriculum Specialists and Department Chairs to learn about their areas, goals, and how to best support them.
2. New Teacher Orientation – 24 teachers in a variety of roles attended New Teacher Orientation, including the 4 new Instructional Technology Coaches.
1. Planning for priority standards implementation with technology integration - this has been the heart of our strategic plan for the year. Over the coming year we are going to work together as educators to come to an understanding of what instruction around those standards means and their relationship to the common core standards. This will be led by our Instructional Technology Coaches, Curriculum Specialists, Department Chairs and by teacher leaders.

Also, Dr. Hinton was pleased to announce, over the summer we have posted unwrapped priority standards in each subject area that are available for our teachers on the website. Teachers use these unwrapped standards for areas identifying the level of instruction they are working at. The last piece of the unwrapped standards are the big ideas and the essential questions. These identify what students will be focusing on and learning throughout the unit.

UPDATE FROM BOARD SELF-EVALUATION

Update from Board Self-Evaluation

John Heyde reported the session took place August 10, with all Board members present along with Dr. Bender. It was a good opportunity to interact with our Administrators and have some good conversation. It was a focus for self-evaluation with a representative from Illinois Association of School Board Facilitators. The purpose for putting it on the agenda was to have a public account from the closed session. It was a very useful and important session for the Board members. The Board's intent is to participate in a retreat or self evaluation every year or two and is a very helpful exercise to focus on how to work together as a Board and how to work with staff on some of the important process issues, as well as the day to day discussions.

The Board packets have the terms of expectations for the meeting and the topics we wanted to discuss. The Board members had a good exchange on the top several items

such as how we are relating to each other, meeting efficiency and reporting the district's performance to the public.

One suggestion Mr. Heyde had for the Board members was to decide whether they would like to have a follow-up to the Board retreat. Typically these are done during the summer at least every other year; therefore, it will most likely be the summer of 2013.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

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

B. BILLS

Bills

10 – Education Fund -----	\$ 456,822.89
20 – Operations and Maintenance Fund -----	88,013.26
30 – Debt Services -----	-
40 – Transportation Fund -----	25,190.43
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	584,488.49
80 – Tort Immunity Fund -----	45,108.64
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 109671-109806

Total: \$1,199,623.71

Payroll for Month of July, 2012

10 - Education Fund -----	\$ 448,540.48
20 - Operations and Maintenance Fund -----	<u>222,545.41</u>
40 - Transportation Fund -----	-
50 - IMRF/FICA Fund -----	<u>65,874.26</u>
80 - Tort Immunity Fund-----	<u>-</u>

Checks Numbered: 6376 – 6446

Direct Deposit: 900017050 - 900017249

Total \$ 736,960.15

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING JULY 31, 2012

D. APPROVAL OF CONTRACT FROM R & G CONSULTANTS FOR MEDICAID FEE

E. DESTRUCTION OF CLOSED MINUTES (NONE)

ACTION ITEM 12-08-6

Action Item
12-08-6

It was moved by Board member Fioretto and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of August 20, 2012, which includes the Revised Personnel Report; Bills; Payroll, and Benefits; Approval of Financial Update for the Period Ending July 31, 2012; Approval of Contract from R & G Consultants for Medicaid Fee; and Destruction of Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 12-08-7

Action Item
12-08-7

It was moved by Board member Lawson and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64 approve the Special Board Meeting Minutes of August 10, 2012, Closed Session Minutes of August 10, 2012 Special Board Meeting Minutes of August 6, 2012; and Committee-of-the-Whole: Finance Minutes of August 6, 2012; and Closed Session Minutes of August 6, 2012.

The votes were cast as follows:

AYES: Borrelli, Uhlig, Heyde, Fioretto, Collin, Lawson

NAYS: None

PRESENT: Zimmerman

ABSENT:

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of
Information

Mr. Mackall reported Carpenter's north playground is 90% complete and the remainder will be finished tomorrow. The sod has been laid and the air handling unit in the north gym is complete. Many parents and children outside of Carpenter this evening had very positive comments.

Dr. Bender addressed the Board with regard to the 2013 school Board elections.

Board members whose positions are up may want to review the material. It gives a chronological view of future dates.

Dr. Bender thanked Dr. Heyde and Ms. Lawson for coming to Institute Day this morning. Tomorrow is the first half-day of school for students. Next year 2013-14 the first day of school will be a full day.

The District is in the process of putting together a day care pilot program with the Park Ridge Parks Department to be held at Roosevelt after school beginning January 2013. Roosevelt was chosen because it is the school farthest from Jefferson and is one of the buildings that has not had many administrative changes.

Lastly, Dr. Bender referenced the Triple I conference. This is a great way to get Board credit, and a good opportunity for professional development.

ADJOURNMENT

Adjournment

At 9:02 p.m., it was moved by Board member Fioretto and seconded by Board member Collins to adjourn the meeting. The motion passed by consensus.

President

Secretary