

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

Minutes of the Regular Meeting held at 7:30 p.m.

March 18, 2013

**Lincoln Middle School – Gym
200 South Lincoln Avenue, Park Ridge, IL**

Board President John Heyde called the meeting to order at 7:05 p.m. Other Board members present were Dan Collins, Pat Fioretto, Scott Zimmerman and Anthony Borrelli. Board member Sharon Lawson arrived at 7:09 p.m.; Board member Eric Uhlig was not in attendance. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and approximately 15 members of the public.

Board of Education meetings are now 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>

Upon motion of Board member Zimmerman and second of Board member Fioretto, the Board appointed by consensus Board member Borrelli by voice vote as secretary for the meeting.

The Board convened a Committee-of-the-Whole: Recommendations from Math Curriculum Review Committee at 7:06 p.m.

During the Committee-of-the-Whole meeting, Board President Heyde proposed and Board members were in consensus to defer discussion of the math curriculum to the regular meeting and to move action on student fees for 2013-14 to the start of the agenda.

The Board adjourned from the Committee of the Whole: Recommendations from Math Curriculum Review Committee at 7:39 p.m. and immediately resumed as a regular Board meeting.

In addition to the persons listed above, also present at the regular meeting were approximately 35 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of Allegiance
and Welcome

Lincoln Principal Tony Murray welcomed the Board and attendees to Lincoln, and led the Pledge. He noted that the school had raised more than \$72,000 in a recent St. Baldrick's head-shaving fund-raiser for pediatric cancer research, and that those students were being honored at the City Council meeting this evening. Dr. Murray introduced school social workers Genevieve Chesney and Matt Shaffer and school psychologist Erin Liebman. They described the positive behavior incentive program utilizing the acronym, Lincoln "ROARS," which offers clear, consistent expectations in common

language easily understood by students for behavior across all school settings. They described a variety of activities used this year throughout the building to create a climate that points out and reinforces positive behavior of students in all grade levels. Dr. Murray thanked his staff members for reporting on this important initiative that will continue at the school. Board President Heyde thanked Dr. Murray and the staff for sharing details of this civil behavior initiative, and extended congratulations to the students for their generous St. Baldrick's fund-raising efforts.

PUBLIC COMMENTS

Board President Heyde invited public comments on topics not on the agenda. Comments were offered as follows:

Public
Comments

- Angie Collet, 129 Stanley, requested follow-up to ensure multiple email addresses are associated with her child's student record. Dr. Bender advised her to check with the school office first and then contact him if further follow up is needed.

DISCUSSION ON RECOMMENDATIONS FROM MATH CURRICULUM REVIEW COMMITTEE ON CURRICULUM MATERIALS

Discussion on
Recommendations
from Math
Curriculum Review
Committee on
Curriculum
Materials

Assistant Superintendent for Student Learning Hinton and members of the Math Curriculum Review Committee responded to questions from Board members based on their presentation at a Committee-of-the-Whole meeting immediately prior to the regular meeting. [Separate minutes are available for that meeting.] Areas of interest included: plans to provide professional development and how costs associated with these activities will be covered within the Department of Student Learning budget; plans to communicate the priority standards/Common Core State Standards Mathematics (CCSSM) with parents through the District website, annual Learner Objectives booklets and other means; implementation timing in District 64 leading up to new assessments in 2014-15; pending Board approval, availability of new materials for the 2013-14 school year; ability to grow into whatever technology is accessible to District 64 in future years through the bundling option, which is based on student enrollment and offers different timelines for each package; positive findings of middle school team visits to districts utilizing the materials; confidence in the analytical process used to evaluate the programs identified for review leading up to the selection of recommended materials; support for students with their learning through online resources increasingly and less through print editions; need for professional development around the resources that are available; cooperation with the Technology Department to provide needed resources to support math learning; ways to provide ongoing professional development on technology resources and math curriculum, and ways to establish measurable goals for the impact on student learning; compatibility of the math curriculum with the District's technology resources now and as resources grow; and availability of alignment tools to quickly assess where gaps are for students as the new curriculum is implemented.

In response to further Board member questions, Business Manager Allard confirmed the cost of the adoption would be in the 2013-14 budget. Dr. Hinton stated that when combined with the previous materials adoption for English Language Arts, the recommended math curriculum will give the District the critical resources needed for the next 5-7 years in this expected curriculum cycle. She also reported that the math adoption actually was overdue, and had been held specifically until the CCSSM had been released to ensure that the District would adopt exactly what is needed for the new standards. Ms. Allard noted that the District might have to reallocate among planned expenditures in the supplies area to make sure the adoption can be accommodated. For the remaining core subjects, Ms. Hinton reported that a draft of the CCSS for science was now available and a general framework was provided for social studies, which had a curriculum adoption recently. Team members noted that the committee had been comprised of teachers at all levels and from all schools, and included teachers with and without Smart boards currently in their classrooms. They further noted that enthusiasm for the recommended materials was very strong already and would continue to build through professional development and as staff members have the opportunity to design new learning experiences for students that support the CCSSM.

Board President Heyde thanked the committee for its work, and noted that the Board would be asked to consider adoption of these recommendations at the April 22 meeting.

APPROVAL OF STUDENT FEES 2013-14

Approval of
Student Fees
2013-14

Business Manager Allard briefly reviewed the recommended increases as presented to the Board in detail at the February 25 meeting, and noted that a memo included with her report provided additional data on student and revenue impact per fee type as requested by the Board.

Ms. Allard then focused on expanded information provided about the before school child care program, and pointed out the District had reduced the recommended annual fee to \$945 from a higher amount presented at the last meeting. Ms. Allard reviewed the increased staff required to operate the program in 2013-14, based on compliance with the Illinois School Code and to provide an appropriate student/adult ratio to limit any potential liability as recommended by the District's legal counsel.

Both Ms. Allard and Dr. Bender responded to Board member questions about the cost for additional personnel for the program; compliance with the Illinois School Code; liability concerns surrounding the current high student/adult ratio; and the Board's previous direction to operate child care programs on a cost-neutral basis.

In response to further Board member questions about the required student fees, Ms. Allard noted that the Community Finance Committee (CFC) in a 2009 in-depth study had recommended the present amounts, and that the current CFC student fee study group had been asked to update the study for the Board by

December 2013. She noted that the CFC would be able to utilize the FY 2013 actual expenditures for its review.

Board President Heyde then invited public comment. Comments were received as follows:

- Benjamin Yatvin, a Franklin parent, questioned what the additional fee for the before school program would purchase, such as curriculum and type of supervisors. Dr. Bender noted that the before school program would be modeled on the current after school program so that it is a quality program.
- Rocco Campanelli, 811 S. Seminary, a current Washington kindergarten parent, stated his satisfaction with the existing program and fee level. Dr. Bender pointed out the District's current hourly rate is the lowest in the State of Illinois, and that costs must increase to implement the required changes.
- Angie Collet, a Field parent, questioned whether the new program should have a mission statement; stated her satisfaction with an unstructured, relaxed environment; and requested the public law citation, which was then provided.
- Michelle Peterino, a Field parent, asked the Board to consider a pricing option for students who do not use the before school program consistently on a daily basis.
- Mike and Enza Tomlinson, parents of a first grade student, questioned the analysis behind the legal advice to lower the student/adult ratio in the before school program and expressed concern about the increased fee being passed on to parents all in one year.
- Katie Ranalli, a Roosevelt parent, commented that District 64 had the highest required student fees among area districts and urged the Board to lower fees to ease the financial burden on families.

During further discussion, Board President Heyde offered an historical perspective that in the years prior to the referendum in 2007, the Board had approved higher fees as a way of avoiding program cuts during a period of intensive cost-cutting; that subsequently the Board had maintained the higher student fees rather than shifting the expense to local property taxpayers; and how the current required student fees were set on recommendation from the CFC in 2009 and had not been raised since then. Board members also noted that if a Park District pilot at Roosevelt School is successful in 2013-14, the before and after school programs at the other four elementary schools would likely be transferred to the Park District as well. Board members also discussed the feasibility of offering some relief to parents for 2013-14 by changing the payment terms to split the amount owed into two installments; Ms. Allard agreed that this would be possible to do.

ACTION ITEM 13-03-4

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 2013-14 student fees presented in the attached worksheet; and specifically dealing with the before school child care, approve it at the rate of \$945 to be paid in two equal

Action Item
13-03-4

installments on or before July 15 and on or before January 15; additionally, the District directs the school administration to conduct a survey for both mandatory and participatory fees to be delivered to the School Board no later than December 15, 2013.

During discussion, Business Manager Allard agreed to bring a draft of the study's goals to the Board for approval by the June meeting.

The votes were cast as follows:

AYES: Lawson, Collins, Fioretto, Zimmerman, Heyde

NAYS: Borrelli

PRESENT: None.

ABSENT: Uhlig

The motion carried.

At 9:21 p.m., Board President Heyde recessed the meeting for a short break. The meeting was resumed at 9:33 p.m.

**APPROVAL OF THE 2012-2013 TENTATIVE AMENDED
BUDGET AND ESTABLISHMENT OF PUBLIC HEARING
DATE ON APRIL 22, 2013**

Approval of 2012-2013
Tentative Amended
Budget and
Establishment of Public
Hearing Date on April
22, 2013

Business Manager Allard stated that the 2012-13 budget adopted in September did not include salary increases, and that the Board needed to adopt an amended budget to include those amounts. She proposed a public hearing date of April 22, and reviewed the notice requirements. She stated the Board would begin looking at the 2013-14 budget at the May 6 meeting. Ms. Allard pointed out the revised budget for 2012-13 indicates a total all funds final ending balance on June 30 of \$47,636,114, which is a reduction of just over \$800,000 from the September budget. She noted that revenues have increased by \$789,040 from the adopted budget, and expenses have risen by \$1,347,527. She then reviewed specific changes in the expenditure and revenues budgets.

During Board member discussion, Ms. Allard pointed out that the overall 6.1 percent increase for Operating Fund salaries includes increases for various employee groups as well as the cost of new staff added. Although she did not include a breakdown of new staff in this revised budget presentation, Ms. Allard noted that she does so for the extensive budget presentation at the start of each new budget cycle. Board members suggested that a narrative for explanation of quarterly budget variances would be helpful.

ACTION ITEM 13-03-1

Action Item
13-03-1

It was moved by Board member Collins and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the 2012-2013 Tentative Amended Budget and that the public hearing and adoption for the final

Amended Budget for Community Consolidated School District 64 for the 2012-2013 school year be held on Monday, April 22, 2013 at 7:15 p.m. at the Roosevelt Elementary School, 1001 S. Fairview, Park Ridge, Illinois. The notice of the Public Hearing shall be placed in a Park Ridge and Niles newspaper.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

APPROVAL OF ANNUAL OPEN ENROLLMENT FOR FLEXIBLE SPENDING ACCOUNT AND HEALTH INSURANCE

Business Manager Allard said employees currently are offered an opportunity to make an election upon hiring, and can only change thereafter if a qualifying event occurs. The District's Insurance Committee recommends that the District offer a traditional annual open enrollment period for all employees. She pointed out that when District 64 became a member of the Northern Illinois Health Insurance Plan (NIHIP), the rates were set to accommodate such an open enrollment period. If approved by the Board, Ms. Allard suggested that the open enrollment would be conducted in May to take effect for the 2013-14 school year.

Approval of Annual Open Enrollment for Flexible Spending Account and Health Insurance

ACTION ITEM 13-03-2

Action Item
13-03-2

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt annual open enrollment for flexible spending account and health insurance.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

APPROVAL OF FOOD SERVICE CONTRACT RENEWAL

Business Manager Allard stated that 2013-14 would be the fifth year of a five-year contract with Arbor Management, and noted that the District would bid the middle school food service program in spring 2014 for the 2014-15 school year. Arbor is proposing a 2.5 percent increase in selling

Approval of Food Service Contract Renewal

prices for the highest volume items, and a range of pricing increases for the popular rotating food bars to give some flexibility due to the variability of food costs. She noted that Arbor's management fee would rise from 2.05 percent to 2.15 percent, and that the District's return would be about \$74,000.

Ms. Allard responded to Board member questions about the pricing differences on the rate sheet and said she would provide additional information to the Board on the components of the direct cost line item.

ACTION ITEM 13-03-3

Action Item
13-03-3

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, renew the food service contract with Arbor Management for one year, commencing July 1, 2013.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

APPROVAL TO AWARD CONTRACT FOR THE FRANKLIN SCHOOL MECHANICAL UPGRADES PROJECT

Approval to Award
Contract for the
Franklin School
Mechanical Upgrades
Project

Facility Management Director Mackall reported that along with architects Fanning Howey, the bids of the apparent lowest, responsive, responsible bidders had been reviewed and discussed with them. He recommended that the Board award the contract to Mechanical Concepts of Illinois for the mechanical upgrades at \$1,028,000 and for alternates 1 – new casework, 2 – vestibule heating units, 3 – exhaust fans, and 5 – polypropylene domestic water piping for an additional \$224,000. He pointed out that the base bid had come in lower than the projected cost from Fanning Howey. In response to Board member questions, Ms. VanSant from Fanning Howey confirmed that the overall combined base bid with the alternates included from Mechanical Concepts is the lowest. As to further work at the school, Mr. Mackall noted that several roof leaks are under control and replacement is not high on the maintenance list; the water piping does have leaks and needs to be addressed, however.

ACTION ITEM 13-03-5

Action Item
13-03-5

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, award the contract for mechanical upgrades at Franklin School to Mechanical Concepts including alternates numbers one, two, three, and five in the amount of \$1,252,000.00.

Mr. Mackall and Ms. VanSant responded to further Board member questions about the current air conditioning at the school and the suitability of polypropylene domestic water piping.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

APPROVAL TO AWARD CONTRACT FOR THE LINCOLN MIDDLE SCHOOL MECHANICAL UPGRADES PROJECT

Approval to Award
Contract for the Lincoln
Middle School
Mechanical Upgrades
Project

Facility Management Director Mackall reported that along with architects Fanning Howey, the bids of the apparent lowest, responsive, responsible bidders had been reviewed and discussed with them. He recommended that the Board award the contract to Hayes Mechanical, LLC for \$516,500. He also stated that although it would improve the air quality of the cafeteria, an alternate bid for air conditioning of the space was not being recommended for approval at this time due to the cost. Ms. VanSant added that the District could go to bid separately for the cafeteria air conditioning at some point in the future and might receive more competitive bids. She noted that Hayes was a reputable firm and was eager to do the project.

ACTION ITEM 13-03-6

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 mechanical upgrades to Hayes Mechanical in the amount of \$516,500.00 at Lincoln Middle School.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

DISCUSSION OF CLASS SIZE GUIDELINES

Discussion of Class
Size Guidelines

Dr. Bender reported that the current guidelines have been in place for more than 20 years, with the exception of three years prior to the 2007 referendum due to budget cuts. He noted that District 64 guidelines by grade level bands also are in keeping with practices in other districts. In previous discussions with the Board, he noted that it was

assumed that the focus was not on the guidelines themselves, but rather on the timing of when decisions are made to increase sections due to enrollment. He reviewed the differing procedure followed to increase sections before and after the school year begins. He recommended that the Board consider establishing a committee headed by the District's two assistant superintendents and to involve all stakeholders that would focus only on alternatives for establishing an earlier cut-off date – rather than the first day of student attendance – for adding sections prior to the opening of school, and that the committee could be asked to deliver recommendations to the Board in late 2013 or early 2014.

Following Board discussion, the consensus was to move forward with the committee. Dr. Bender asked Board members to send him any additional ideas for the committee's consideration.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Amanda Sedlacek	Employ as .20 Science Teacher, effective March 5, 2013 – Emerson.
Deogenes Valentin	Grant change of assignment as substitute custodian at Washington School to night custodian effective March 11, 2013 – Emerson - \$37,897.60.
Pablo Alvarez	Grant FMLA as teacher, effective July 25, 2013 – August 26, 2013 (tentative) - Washington.
Sara Born	Grant FMLA as teacher, effective June 15, 2013 – August 26, 2013 (tentative) – Washington.
Danielle Bielenda	Grant FMLA as teacher, effective May 13, 2013 – August 26, 2013 (tentative) – Carpenter.
Kellie Sultan	Grant FMLA as teacher, effective April 8, 2013 – June 3, 2013 (tentative) – Field.
Barbara Kadus	Accept resignation as teacher assistant, effective February 22, 2013 – Carpenter.
Sarah Merrill	Accept resignation as teacher, effective June 6, 2013 – Carpenter.
Robert Miller	Accept retirement as teacher, effective June 6, 2013 – Lincoln.

B. APPROVAL OF INCREASES FOR STAFF POSITIONS: TECHNOLOGISTS, PSYCHOLOGISTS, ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT, PUBLIC INFORMATION COORDINATOR, ASSISTANT FOR STUDENT LEARNING, ASSISTANT MANAGER OF TECHNOLOGY,

LUNCHROOM SUPERVISORS, BEFORE SCHOOL SUPERVISORS, JEFFERSON
DAY CARE WORKERS (EXCEPTION PRATAA MEMBERS), DISTRICT
TRAVELING NURSE, DISTRICT WAREHOUSE/DELIVERY

C. BILLS, PAYROLL AND BENEFITS

Bills

10 – Education Fund -----	\$761,495.56
20 – Operations and Maintenance Fund -----	178,422.27
30 – Debt Services -----	-
40 – Transportation Fund -----	152,575.54
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	48,545.35
80 – Tort Immunity Fund -----	-
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 111949 – 112160

Total: \$1,141,038.72

Accounts Payable detailed list can be viewed on the District 64 website
www.d64.org > Business Services.

Payroll for month of February 2013

10 – Education Fund -----	\$3,233,942.65
20 – Operations and Maintenance Fund -----	231,779.42
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	176,409.56
80 – Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 8139 - 8284

Direct Deposit: 900027491 – 900029275

Total: \$3,642,131.63

D. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
FEBRUARY 28, 2013

Monthly updates may be viewed on the District 64 website www.d64.org >
Business Services.

E. RESOLUTION #1093 RECOMMENDING THE BOARD ADOPT A COPY FEE SCHEDULE FOR FOIA REQUESTS

F. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 13-03-7

Action Item
13-03-7

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, approve the Consent Agenda of March 18, 2013, which includes the Personnel Report; Approval of Increases for Staff Positions: Technologists, Psychologists, Administrative Assistant to the Superintendent, Public Information Coordinator, Assistant for Student Learning, Assistant Manager of Technology, Lunchroom Supervisors, Before School Supervisors, Jefferson Day Care Workers (exception PRTAA members), District Traveling Nurse, District Warehouse/Delivery; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending February 28, 2013; Resolution #1093 Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 13-03-8

Action Item
13-03-8

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, approve the Regular Board Meeting Minutes of February 25, 2013.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

OTHER ITEMS OF INFORMATION

Dr. Bender called the Board's attention to items of information included in the packet on Healthy Living Month and other

Other Items of
Information

Board member Borrelli addressed the Board on the need for communication regarding the Board's goals to employee groups and other community members.

BOARD ADJOURNS TO CLOSED SESSION

At 10:25 p.m., it was moved by Board member Lawson and seconded by Board member Fioretto to adjourn to closed session to discuss Performance of a Specific Employee [5 ILCS 120/2 (c)(1)] and Collective Negotiations [5 ILCS 120/2 (c)(2)] not to take action and not to reconvene in open session.

Board
Adjourns to
Closed Session

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

The regular Board meeting adjourned from closed session at 11:55 p.m.

President

Secretary