

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Special Meeting held at 7:00 p.m.  
February 11, 2013  
Hendee Educational Service Center  
164 S. Prospect Avenue  
Park Ridge, IL 60068**

Board President John Heyde called the meeting to order at 7:04 p.m. Other Board members present were Sharon Lawson, Dan Collins, Scott Zimmerman, Eric Uhlig and Anthony Borrelli. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Director of Technology Terri Bresnahan, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and approximately 30 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>.

**PUBLIC COMMENTS**

Public  
Comments

Comments were received from the following members of the public:

- Diane Kravets, a special needs teaching assistant at Jefferson School and a Park Ridge resident, shared excerpts from notes of appreciation she has received from families over the years that exemplify the impact of a teaching assistant's role in working with students.
- Maureen Lynch, a mother of five current or former District 64 students, expressed her appreciation for the work done by teaching assistants as the heart and soul of District 64, and the impact they have had in working with her children.
- Alexis Rodgers, a Roosevelt parent and Emerson Middle School staff member, pointed out that teaching assistants often work with the District's most vulnerable students and make strong connections with students that have allowed children to be served in our schools instead of receiving services elsewhere.

**PRESENTATION ON FINANCIAL PROJECTIONS**

Presentation  
on Financial  
Projections

Business Manager Allard presented the 2013 update to the District's long-range financial projections, which are an essential element of planning for the Board. She provided background information about the StratPlan forecasting model, which the District has utilized for four years to offer an independent

analysis and provide an analytical focus. The review highlights strategic issues, problems and opportunities. She noted that information used in the analysis comes from outside credible sources as well as various required public reports District 64 files with the Illinois State Board of Education.

Ms. Allard noted the Board of Education at the time of the successful 2007 referendum pledged that absent any dire economic developments, the District would not approach voters again before 2017 while maintaining a fund balance of 33% or 120 days of cash on hand as of June 30 each year. She then shared tables of operating expense per student and a history of the Consumer Price Index (CPI), which is used in the "tax cap" formula to limit the growth in tax revenues available to the District year-to-year. She also pointed out various sensitivities for \$1 million in added expense, 1% in CPI, and 5-cents in tax rate. Ms. Allard reviewed the key components of the District's current 2012-13 revenue and expenditure budgets.

Turning to the "base case" of the forecast, Ms. Allard noted that it reflects the status quo of continuing what is currently being done. She reviewed the various revenue assumptions built into the case for CPI, equalized assessed valuation and the triennial reassessment pattern. For student fee revenue, Ms. Allard said administration recommends accepting the recommendation from the recent Community Finance Committee (CFC) study to keep fees at the current level while preparing an in-depth fee analysis similar to the CFC's 2009 study by December 2013. She pointed out that no additional pension cost-sharing has been added into the projections due to the continuing uncertainties of what may be enacted by the state General Assembly. She also reviewed the expenditure assumptions for enrollment, salaries, benefits, other expenses, special education tuition, and capital projects and maintenance projects. Ms. Allard pointed out that all outstanding debt is scheduled to be retired by December 2016 and that District 64 has a very large capacity available.

Summarizing the new StratPlan "base case," Ms. Allard pointed out that the District is projected to maintain its fund balance target of 33% or 120 days' cash on hand through 2018-19, which is two years past the referendum commitment of 2016-17. Ms. Allard concluded her review by noting that District 64 has positioned itself with solid fund balances, positive cash flows and considerable flexibility to honor the referendum commitment. She stated the projections would be updated again in September after the 2013-14 final budget is adopted.

Ms. Allard then responded to Board member questions, providing clarifying information about: per pupil expenditures; decreases to operating expenditures achieved over the past two-three years primarily through continued competitive bidding, better tracking of student fees and under spending for purchased

services, supplies and capital outlays; and lowered expectations for tax revenue growth due to lower CPI figures.

Board President Heyde thanked Ms. Allard for preparing this important financial tool, and noted that the District's fund balance continues to follow the course that was expected when the referendum was passed. He noted the District appears to have reached the high point of that fund balance, and will begin a gradual decline as expected. The Board also requested that Ms. Allard prepare an alternate scenario to factor in additional pension costs of .5% per year.

## DISCUSSION ON STAFFING GUIDELINES

### Discussion on Staffing Guidelines

Dr. Bender noted that it is customary to begin reviewing staffing recommendations for the upcoming school year at this time. Ms. Allard and Assistant Superintendent Martin reviewed: enrollment projections for 2013-14 and the various related staffing changes, which will create a net increase of 7.0 full-time equivalent (FTE) positions; a request for an additional .5 FTE secretary for the Human Resources office due to regulatory changes; and a request for 6 staff for the before school child care program due to changes in supervision requirements. Ms. Allard stated that the District also would be eliminating 1 FTE position in the Business Office upon the retirement of the purchasing manager this year. Ms. Allard and Mr. Martin confirmed that actual employment of additional staff only occurs when the Board approves the personnel report at Board meetings, and that this projection is presented for budget planning purposes.

Ms. Allard and Mr. Martin responded to Board member questions about: the current supervision of the before school program; current class size guidelines; the transition between a tentative budget with staffing contingencies and the final budget in September after enrollment needs are known; the actual increase in staff for 2012-13 due to enrollment compared to the projections from last year at this time; the difference between enrollment and average daily attendance; and how student needs impact the addition of staff despite an overall enrollment decline.

Board President Heyde urged that legal counsel be consulted as to whether the before school child care supervision concerns should be resolved now or whether it could wait until the new school year, and that a request be brought to the Board if it is needed yet this school year. He also noted that the Board could carry forward its discussion about class size initiated last year at a future meeting. Board members also requested trend information about categories of employees.

Adoption of Resolution  
#1092 Directs the  
Business Manager  
Under the Direct  
Supervision  
of the Superintendent to  
Begin Preparation of a  
Tentative Budget for the  
2013-14 Fiscal Year in  
Accordance with Board  
Policy 4:10 Fiscal and  
Business Management

**ADOPTION OF RESOLUTION #1092 DIRECTS THE BUSINESS MANAGER UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2013-14 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105ILCS 5/17-1.**

Ms. Allard noted the parameters to be used in preparing a tentative budget for 2013-14, and pointed out a suggested budget calendar. She noted that the District should consider readopting the existing 2012-13 budget, as it did not include salary increases. Although the District will not overspend the budget, there may be over-expenditures in certain funds that will be balanced by under-expenditures in others. This performance would likely merit a comment on the annual audit.

Ms. Allard also responded to questions about the budget calendar. She noted that the proposed adoption of the 2013-14 budget in July would allow June 30 actual unaudited data to be used for comparison. She pointed out that a tentative budget adopted in June would have comparisons against the previous year's budget, not actual figures. She further noted that adopting the final budget in September allows the actual hiring data for enrollment needs to be utilized; districts that adopt a final budget earlier typically have to go through the full process of re-adopting it later in the fiscal year as District 64 may do this year.

Following further discussion among Board members, the consensus was to request Ms. Allard to prepare an analysis for the Board of the actual expected variance in the Education Fund before deciding whether budget re-adoption would be needed this spring for the 2012-13 budget.

Board President Heyde asked if there were any public comments on the topic; none were offered.

**ACTION ITEM 13-02-1**

Action Item  
13-02-1

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 adopt Resolution #1092, directing the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2013-14 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

## **REJECTION OF LIGHTING UPGRADE BIDS**

Rejection of Lighting  
Upgrade Bids

Facility Director Mackall reported that the bids were higher than budgeted, which in turn means that the incentives offered from the Illinois Department of Commerce and Economic Opportunity (DCEO) would not be available to offset the cost of the work. Mr. Mackall, therefore, recommended that the Board reject the bids and work with DCEO to unwrap the project and possibly bring an unwrapped version back to the Board in the future.

Board President Heyde asked if there were any public comments on the topic; none were offered.

### Action Item 13-02-2

Action Item  
13-02-2

It was moved by Board member Zimmerman and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, reject the lighting upgrade bids that were received on January 31, 2013.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

## **CONSENT AGENDA**

Consent Agenda

### **A. PERSONNEL REPORT**

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

B. BILLS, PAYROLL AND BENEFITS

Bills

10 - Education Fund -----	\$826,081.27
20 - Operations and Maintenance Fund -----	89,078.77
30 - Debt Services -----	-
40 - Transportation Fund -----	108,151.36
50 - Retirement (IMRF/SS/Medicare) -----	-
60 - Capital Projects -----	83,242.30
80 - Tort Immunity Fund -----	-
90 - Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 111564 - 111734

Total: \$1,106,553.70

Payroll for Month of January 2013

10 - Education Fund-----	\$4,767,507.52
20 - Operations and Maintenance Fund -----	327,333.99
40 - Transportation Fund -----	-
50 - Retirement (IMRF/SS/MEDICARE)-----	255,500.86
80 -Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 7855 - 8138

Total: \$ 5,350,342.37

C. ADOPTION OF FINAL CALENDAR FOR 2013-14 AND TENTATIVE  
CALENDARS FOR 2014-15 AND 2015-16

D. APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH DISTRICT  
62 AND DISTRICT 207 FOR VISION/O&M

E. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

F. ADJUSTMENT OF SUPERINTENDENT CONTRACT

ACTION ITEM 13-02-3

Action Item  
13-02-3

It was moved by Board member Lawson and seconded by Board member Uhlig that the Board of Education of Community Consolidated School

District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 11, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Adoption of Final Calendar for 2013-14 and Tentative Calendars for 2014-15 and 2015-16; Approval of Intergovernmental Agreement with District 62 and District 207 for Vision/O&M; Destruction of Audio Closed Minutes (none); and Adjustment of Superintendent Contract.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

#### **OTHER ITEMS OF INFORMATION**

#### **Other Items of Information**

Superintendent Bender pointed out two memos of current interest on common core standards and an update on the analysis of the adjustment of Illinois Standards Achievement Test (ISAT) scores.

Board members praised the efforts of Lincoln Middle School students for undertaking a St. Baldrick's head-shaving fund-raiser to benefit childhood cancer research next month.

#### **ADJOURNMENT TO CLOSED SESSION**

#### **Adjournment to Closed Session**

At 8:28 p.m. it was moved by Board member Zimmerman and seconded by Board member Lawson to adjourn to closed session to discuss collective negotiations 5 ILCS 120/2(c)(2) with no decisions to be made and not to reconvene in open session.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

The Special Board meeting adjourned from closed session at 11:05 p.m.

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President

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Secretary