

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

**Minutes of the Regular Meeting held at 7:30 p.m.
October 28, 2013
Washington Elementary School – South Gym
1500 Stewart Avenue, Park Ridge, IL**

Board President Anthony Borrelli called the meeting to order at 6:30 p.m. Other Board members present were Scott Zimmerman, Dan Collins, Vicki Lee, John Heyde, and Dathan Paterno. Board member Terry Cameron participated by telephone. 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, Assistant Business Manager Brian Imhoff and approximately 40 members of the public.

Board of Education meetings are 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>

The Board convened a Committee-of-the-Whole: Student Achievement at 6:31 p.m. The Board adjourned from the Committee of the Whole: Student Achievement at 7:27 p.m. and after a short break, resumed as a regular Board meeting.

In addition to the persons listed above, also present at the regular meeting were approximately 80 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of Allegiance
and Welcome

Washington Principal Jessica Hutchison introduced student string musicians who performed a short program, and then invited Student Council members to lead the Pledge and then describe activities undertaken for Red Ribbon Week and other recent outreach efforts connected to Washington's civil behavior programs. Principal Hutchison also shared the many ways the PTO is supporting efforts at the school this year.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comment on non-agenda items, which were received as follows:

- Katie Ranalli, a Roosevelt parent, commented on the use of food in the classroom and the difficulties of creating a safe environment for students with food allergies.
- Susa Glines, an Emerson Middle School teacher, thanked the Board for authorizing the purchase of Chromebooks and providing instructional technology coaches, which both impact her teaching daily.

- Andy Duerkop, Lincoln Middle School teacher and President of the Park Ridge Education Association, expressed disappointment in the announcement of Dr. Bender's leaving District 64 at the end of the school year and invited the Board to collaborate with teachers and staff during the superintendent search process.

APPROVAL OF THE DESIGN DOCUMENTS FOR THE FIELD SCHOOL PROJECT

Approval of the Design Documents for the Field School Project

Fanning Howey architect Keri VanSant explained that the project consists of two segments: summer 2014 for HVAC work; and summer 2015 for primarily health and life safety items, including a new roof and exterior work, such as tuck-pointing, along with some interior projects and maintenance items. If approved to move forward with construction design documents, Ms. VanSant explained that the Board would then have an estimate of probable cost for both segments at the December 16 meeting. Mr. Mackall noted that an additional asbestos removal project of less than \$25,000 had been identified and would be completed during the upcoming winter break to be managed by the District's asbestos consultant Environ.

Ms. VanSant and Mr. Mackall then responded to Board member questions about the scope of what is included in several contingency line items; the timing of when construction bids would be sought if the projects proceed on schedule; the focused scope of work planned for each summer to fit within the school vacation schedule; the current status of the roof; and further approvals the Board would give before the projects would be fully authorized.

Ms. Allard also confirmed that financing options for the Field project would be presented for Board discussion at the November 18 meeting.

ACTION ITEM 13-10-2

It was moved by Board member Heyde and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve moving the Field 2014 HVAC improvements and the Field 2015 summer life safety improvements from Design Documents to Construction Documents.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: Collins, Cameron

PRESENT: None.

ABSENT: None.

The motion carried.

REPORT AND DISCUSSION ON TRANSITION OF BEFORE AND AFTER SCHOOL CHILD CARE

Report and Discussion on Transition of Before and After School Child Care Program to Park District Effective 2014-15

PROGRAM TO PARK DISTRICT EFFECTIVE 2014-15

Coordinator of Extended Day and Preschool Services Leslye Lapping provided an overview of: the District's after school child care program at Jefferson School; the Board's approval given in December 2012 for a one-year pilot in 2013-14 to shift supervision of both the before and after school program at Roosevelt School to the Park District; and, participation thus far in the Park District's renamed "Beyond the Bell" program. Park District Recreation Supervisor Mary Bart provided survey results from the Roosevelt pilot; shared the Park District's vision for expanding the on-site program to all five elementary schools in 2014-15; and described plans for how the program would operate at the other four schools including accommodating after-school uses by other student groups and school activities. Ms. Lapping then described the benefits to students and families, and discussed the impact on Jefferson staff and other considerations if the recommendation were to be accepted. Roosevelt parents Mrs. Amy Sullivan and Mrs. Clara Mok offered comments on their experiences with Beyond the Bell thus far; Mr. Scott Bennett, a Washington School parent and scout leader, reported on the pre-planning work he has done with the Park District to accommodate the needs of scouts if the program was expanded to his school and noted the questions he had expressed at a Board meeting in fall 2012 had all been addressed. Roosevelt Principal Kevin Dwyer reviewed the next steps, noting that the Board would be asked to authorize the transition effective for the 2014-15 school year at the November 18 meeting.

Board members then discussed the recommendation, with Ms. Lapping, Ms. Bart and Dr. Dwyer providing additional information regarding: the number of students that could be accommodated for the after school program at each school; the support services available for special needs students; other spaces available for the program at each school; insurance implications; and the schedule of Beyond the Bell activities and projects that students participate in currently at Roosevelt in the pilot.

Board member Heyde asked Ms. Lapping to express appreciation to the Jefferson staff for their dedication in providing an excellent after school program for students that his children have enjoyed over the years, and noted that the Board appears fortunate to be replacing one excellent after school child care program for another with the current pilot and recommendation for 2014-15.

PROGRESS UPDATE ON BOARD GOAL/STUDENT LEARNING #1B – STUDENT GROWTH METRICS

Assistant Superintendent for Student Learning Hinton and Director of Special Education/Pupil Services Even provided background on the Board's goal established during its August 2013 study sessions to evaluate student growth measured by performance on types 1, 2 and 3 assessments, and to return to the Board with metrics for each category. Dr. Hinton noted that type 1 assessments are scored by a non-District entity and administered either statewide or beyond Illinois, and that the Board had selected the Measures of Academic Progress (MAP)

Progress Update on
Board Goal/Student
Learning #1B – Student
Growth Metrics

assessment in this category to set a goal for the percentage of students meeting their individual growth targets. Dr. Hinton noted that type 2 assessments are used on a District-wide basis by all teachers in a given grade or subject area, and that these are typically called common formative assessments. She pointed out that District 64 currently uses them to measure student proficiency toward a common achievement target, but that they do not measure student growth, therefore, to address the current Board goal, these assessments would have to be modified or new ones created. She also pointed out that the District recommends removing type 3 assessments from the Board goal, as they are not administered District-wide.

Dr. Hinton and Mr. Even then discussed the student growth targets provided in MAP, which describe typical or anticipated growth over a period of time and are calculated based on a student's beginning RIT score and grade level. The Northwest Evaluation Association (NWEA), the publisher of MAP, describes as "average" growth when 50% of students meets their growth targets; "ambitious" growth when 63% meet their targets; and "aggressive" growth when 70% meet their growth targets, which translates to the 90-95th percentile for growth. She reviewed the District's historical and current performance on MAP in reading and math since 2009. Mr. Even reviewed the District's current capacity of teachers related to use and understanding of growth goals; professional development focus on the Common Core State Standards (CCSS); and implementation of a new K-8 math program. They then proposed a set of deliverables beginning in spring 2014 and continuing annually through spring 2017. These include annual increases in the percentage of students meeting their MAP growth targets in reading and the setting of annual targets in math; updates to the Educational Ends assessments to be completed by 2015; and specific professional growth activities and system-level implementation goals for high yield instructional strategies that support differentiation of instruction. Mr. Even summarized that by spring 2017, the result would be to have a new, three-year average of 60% of students achieving their reading growth goals, which would be characterized as "near ambitious" growth and in math, maintaining an "ambitious" growth level.

Board members then engaged in an interactive discussion with Dr. Hinton and Mr. Even on all facets of the proposal, including: whether the proposal would add an additional burden on teachers or add another layer of assessment on what is already in place; whether the goals dovetail with the existing Strategic Plan goals of implementing the CCSS and do not inadvertently create an alternate strategic plan; how to create a graphic that would illustrate how these initiatives overlap; how to continue focusing on the whole child through the Educational Ends and individual student growth through MAP targets; the need to provide additional professional development so that all staff can learn to use growth target data to design and differentiate instruction, since currently the use of growth targets varies across the District; the need to set a reasonable timeframe to allow for collaboration with all stakeholders throughout the process and gain consultative feedback from stakeholders; since MAP data is not made public, the need to work through NWEA for data about percentages of students meeting growth targets for comparison to other high-achieving districts; the need

to not accidentally over-emphasize student performance in reading and math, but rather to also continue to allow students to explore their talents and interests through the District's elective and encore programs and measuring these through Educational Ends; the need to refine the Ends to provide more information about student performance as a part of instruction; and the possibility of directly obtaining information about comparable districts' student growth targets on MAP.

The consensus of Board discussion was to accept the proposed metrics for this goal area.

**REPORT ON BOARD GOAL/FACILITIES #2 –KASARDA
DEMOGRAPHIC STUDY**

Report on Board
Goal/Facilities #2 –
Kasarda Demographic
Study

This report was deferred until later in the meeting.

**FIRST READING OF POLICIES FROM PRESS POLICY
ISSUES 79 AND 80**

First Reading of
Policies From PRESS
Policy Issues 79 and
80

Dr. Bender noted the proposed policy changes had been reviewed by Board members Paterno and Heyde, and are expected to be brought for final approval on November 18. Regarding Policy 5:280, Board President Borrelli questioned the definition of first aid training; Dr. Hinton will provide the administrative procedure that defines this. In response to further Board member questions, Dr. Bender noted that procedures are for internal use and are updated frequently based on changing needs, and are not available online as are the actual policies themselves; he will check with legal counsel on the typical access provided to administrative procedures.

**RECOMMENDATION/APPROVAL FOR COLLECTION
OF STUDENT FEES**

Recommendation/ Approval
for Collection of Student Fees

Assistant Business Manager Imhoff presented an update to a September report on unpaid fees, which indicated that the District had collected about \$47,000 since reminder letters were sent on September 30, reducing the outstanding fees to about \$121,000. A proposal also was included for further steps to be taken to collect the amounts owed.

Board members offered numerous suggestions and comments on the proposed guidelines, focusing on the need to provide a transparent process that will be fair to all families yet allow the District to collect fees on a timely basis, and that these guidelines be useful for not just the current year but be in place going forward. The administration will return with further recommendations at the next meeting.

Action Item 13-10-3 was not considered.

**REPORT ON BOARD GOAL/FACILITIES #2 – KASARDA
DEMOGRAPHIC STUDY**

Report on Board
Goal/Facilities #2 –
Kasarda Demographic
Study

Dr. Bender reported that the new demographic study prepared by consulting demographer Dr. John Kasarda indicates that nothing leads the District to believe that enrollment changes would have a major change in staffing during the next five years, and that Dr. Kasarda forecasts relatively stable overall District enrollment for the next 10 years. Several Board members expressed interest in maintaining a close eye on new construction in the community, and to consider updating the report at least every five years or sooner if significant activity is seen.

UPDATE ON SUPERINTENDENT SEARCH

This report was deferred until later in the meeting.

**DISCUSSION OF CONSENSUS GOALS AND
COMMUNICATION COW RECAP**

Discussion of
Consensus Goals
and Communication
COW Recap

Dr. Bender reported that although the Board set goals in the areas of student learning, facilities and finance, it had not formally set goals on communication although many ideas were brought forward during a lengthy Committee-of-the-Whole: Communication held on September 19. He noted that the ideas need to be prioritized to define the direction that the Board as a whole wishes to proceed. He suggested either a small group of Board members and administrators meet to do this, or it could be added as a short Committee-of-the-Whole meeting. It was then agreed that Dr. Bender would create a draft of the suggested priority schedule for the Board to review for November 18. Board member Collins then reported that he had met with members of the administration to further detail his thoughts about the three-page "Operating Plan" described in the section on Board communications items, and that a working draft should be available to the Board in December with a target of February 10 for a final document to coincide with the annual update to the District's financial projections.

UPDATE ON SUPERINTENDENT SEARCH

Update on
Superintendent
Search

Dr. Bender reported that the online survey was collecting input and that forums conducted by the administrative search consultants were planned for Tuesday, October 29 with various groups. Board President Borrelli noted that all Board members should be scheduled for an individual meeting with the consultant.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Angela Baker	Employ as Day Care Assistant at Jefferson School effective October 28, 2013 - \$15.17 per hour.
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Miguel Marcos	Employ as District Manager of Technology at Jefferson School effective October 30, 2013 - \$76,000.00.
Kellie Murphy	Employ as Secretary Level III at ESC effective November 5, 2013 - \$17.06 per hour
Colleen DeWitt	Request Maternity /FMLA as 1st grade Teacher at Washington School effective March 13, 2014 – May 15, 2014 (tentative).
Elizabeth Norman	Request Maternity /FMLA as 3rd grade Teacher at Carpenter School effective February 10, 2014 – May 12, 2014 (tentative).
Jill Besenjak	Resign as Lunch Program Supervisor at Field School effective September 6, 2013.

If additional information is needed, please contact Assistant Superintendent for Human Resources Martin.

B. BILL – OCTOBER 8, 2013

10 – Education Fund -----	\$ 12,771.96
Check Numbered: 114988	_____
Total:	\$ 12,771.96

C. BILLS – OCTOBER 15, 2013

10 – Education Fund -----	\$1,152,570.41
20 – Operations and Maintenance Fund -----	195,387.27
30 – Debt Services -----	-
40 – Transportation Fund -----	188,496.02
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	138,039.00
80 – Tort Immunity Fund -----	19,873.21
90 – Fire Prevention and Safety Fund -----	_____
Checks Numbered: 115014 – 115234	
Total:	\$1,694,365.91

D. BILLS – OCTOBER 28, 2013

Bills

10 – Education Fund -----	\$126,335.69
20 – Operations and Maintenance Fund -----	70,933.62
30 – Debt Services -----	-
40 – Transportation Fund -----	14,753.56
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	4,065.44
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 115258 – 115376

Total: \$216,088.31

Payroll and Benefits for Month of September 2013

10 – Education Fund -----	\$3,803,694.53
20 – Operations and Maintenance Fund -----	220,157.63
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	182,369.83
80 – Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 9322 - 9454

Direct Deposit: 900040276 – 900042072

Total: \$4,206,221.99

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

E. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
SEPTEMBER 30, 2013

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

F. APPROVAL OF ENERGY MANAGEMENT CONSULTANT –
CONSTELLATION NEW ENERGY

G. ACCEPTANCE OF DONATION

H. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 13-10-4

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 28, 2013, which includes the Personnel Report; Bill – October 8, 2013; Bills – October 15, 2013; Bills, Payroll, and Benefits – October 28, 2013; Approval of Financial Update for the Period Ending September 30, 2013; Approval of Energy Management Consultant – Constellation New Energy; Acceptance of Donation; and Destruction of Audio Closed Minutes (none).

Action Item
13-10-4

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno, Collins, Cameron

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 13-10-5

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meetings on October 8, September 28, and September 19, 2013; Regular Board Meeting on September 23, 2013; Closed Session Meetings on October 8, September 23, and September 19, 2013; and Committee-of-the-Whole: Communication Meeting on September 19, 2013.

Action Item
13-10-5

The votes were cast as follows:

AYES: Paterno, Borrelli, Heyde, Lee, Cameron

NAYS: None.

PRESENT: Collins, Zimmerman

ABSENT: None.

The motion carried.

BOARD MEMBER LIAISON REPORT

Board members reported on their attendance at recent meetings, including the Elementary Learning Foundation; Traffic Safety; PTO/A Presidents; and ED-RED. Dr. Bender reported on the Illinois Association of School Boards fall meeting. Board liaisons to the Board Advanced Technology Committee (BATC) Zimmerman and Heyde reported on a recent meeting with Dr. Hinton and Dr. Bresnahan on the metrics being developed

Board Member
Liaison Report

according to a Board goal for presentation in December. They encouraged all Board members to schedule a personal visit to a school to see technology in use in classrooms. Board members will contact Dr. Bresnahan to schedule a time and school to visit.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Bender noted recent FOIA requests and various memos of information.

Board President Borrelli suggested the Board consider adding a Committee-of-the-Whole: Curriculum to have a further discussion on the student learning metrics and achievement data presented this evening, and suggested Thursday, January 30.

Board President Borrelli also asked administration to develop more specific pricing and feasibility information to install an electronic sign similar to the Niles Public Library at Emerson School in Niles. The consensus of the Board was to receive additional information on this proposal.

Dr. Bender provided an overview of requirements to participate in the National School Lunch Program (NSLP); the differences between the NSLP and the current hot lunch program offered by District 64 under contract with Arbor Management at the two middle schools; the impact moving to the NSLP would have on the optional lunch offerings organized by the PTO/A at the five elementary schools; and the reimbursement process for the NSLP. Dr. Bender responded to Board member questions and after further discussion, the Board consensus was that since shifting the lunch program to the federal guidelines was not selected as a Board goal for 2013-15 during the study sessions this summer, further time-consuming analysis should not be undertaken by administration at this time. Dr. Bender stated the District would continue to closely monitor the volume of free and reduced lunches, as one indicator that the NSLP should be explored in the future.

Facility Management Director Mackall reported on before school entry procedures, and noted that a full report on school security by the District's consultant would be presented at the next Board meeting.

BOARD ADJOURNS TO CLOSED SESSION

Board
Adjourns to
Closed Session

At 10:53 p.m., it was moved by Board President Borrelli and seconded by Board member Collins to adjourn to closed session to discuss Discipline, Performance of Specific Employees [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.

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The regular Board meeting adjourned from closed session at 12:03 a.m. on
October 29, 2013.

President

Secretary