

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

**Minutes of the Regular Meeting held at 7:00 p.m.
November 18, 2013
Carpenter Elementary School – North Gym
300 N. Hamlin Avenue, Park Ridge, IL**

Board President Anthony Borrelli called the meeting to order at 6:09 p.m. Other Board members present were Scott Zimmerman, Vicki Lee and John Heyde. Board member Dathan Paterno arrived during the meeting at 7:17 p.m. Board members Terry Cameron and Dan Collins were absent. Board member Zimmerman nominated and Board President Borrelli seconded the appointment of Board member Heyde as secretary for the meeting, which was approved by consensus.

Also present were Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, Assistant Business Manager Brian Imhoff and approximately 10 members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website:

<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

The Board convened a Committee-of-the-Whole: Communications at 6:10 p.m. The Board adjourned from the Committee of the Whole: Communications at 6:29 p.m. and immediately convened a Committee-of-the-Whole: Finance. The Board adjourned from the Committee of the Whole: Finance at 6:44 p.m. and after a short break, resumed as a regular Board meeting at 7:00 p.m.

In addition to the persons listed above, also present at the regular meeting were Director of Technology Terri Bresnahan (arrived in progress) and approximately 80 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of Allegiance
and Welcome

Carpenter Principal Brett Balduf introduced grade 3 students to lead the Pledge, and then welcomed the Board and community to Carpenter. Dr. Hinton announced that in recognition of School Board Members Day in Illinois, students would be presenting certificates of appreciation to members of the Board, and Mr. Balduf added that students also would present a special Carpenter PAWS certificate, which represents the characteristics emblematic of the school's civil behavior program: P for prepared, A for am I responsible, W for was I respectful, and S for safe. Mr. Balduf thanked the members of the Board for their service to the community. He then provided an update on the many learning initiatives at the school this fall including Study Island. PTO president Kelly Plaza also described the many ways the organization is supporting students, families and teachers. Board President

Borrelli thanked Carpenter for the warm welcome and special recognition to the Board.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comment on items not on the agenda. None were received.

PRESENTATION OF LEADERSHIP PROFILE FOR SUPERINTENDENT SEARCH

Presentation of Leadership
Profile for Superintendent
Search

Representatives from BWP & Associates Mark Friedman, Bruce Brown and Steve Griesbach shared the leadership profile compiled from responses to an online survey and a day of focus group interviews with key stakeholder groups. In all, information from the 777 surveys – which BWP noted was the second highest it has ever received – combined with input from the focus groups creates a high level of community participation to over 1,000 voices, BWP reported. Board member Paterno arrived for the report.

BWP reviewed the specific information from the survey, including the percentage of responses received from parents, staff and community members. The three most significant strengths of the district were noted as excellent teachers and staff, the reputation of the district, and available resources for students. The three most important skills for a new superintendent were listed as leadership skills, communications skills, with interpersonal, managerial and financial skills closely grouped for third. BWP noted that the high percentage ranking for leadership skills is different than what they have seen in other surveys. Turning to characteristics of the superintendent, being a good decision-maker/problem solver was the top-ranked item closely followed by integrity/trust and being child-centered. BWP then reviewed the items in the new superintendent's background or training that respondents considered important, and noted that items related to experience or knowledge of instruction were highly ranked, which is a change from 10-15 years ago when financial experience was ranked most highly in many of their client districts. Looking ahead to the next five years, BWP reported that respondents identified issues and concerns related to instruction and curriculum as the most important on the horizon. BWP representatives then responded to Board member questions on this segment, before moving to an analysis of data from the 11 focus groups conducted on October 29. BWP reported that the responses from the groups were very much aligned with the online survey data; BWP particularly praised the input from the middle school student council groups as being very thoughtful and impressive in understanding the key roles of the superintendent. BWP also reported on the interviews conducted individually with each Board member, noting that the views overall mirror the input received from the various community stakeholders.

BWP said it is using the profile in its screening of potential candidates to select a slate to present to the Board for interviews in December. BWP then responded to Board member questions, and noted that there was nothing heard in the group

interviews or through the surveys that was in opposition to Board member views, or that Board members themselves expressed widely divergent views, although the Board had a greater interest and concern on financial matters than was heard throughout the community. BWP noted that interested candidates would see the survey information posted on the District 64 website, and candidates selected for interviews would receive a copy in preparation for the December sessions if they had not already obtained it. Review of Security Survey

REVIEW OF SECURITY SURVEY

Facility Director Mackall thanked Board President Borrelli for his support of the study, and then introduced consultant Paul Timm of RETA Security for his report. Mr. Timm highlighted points from the Executive Summary that focused on deterrence, detection, delay and response. He then reviewed 12 key recommendations from the review, ranging from communications and hardware upgrades to providing secured main entry vestibules at all buildings. He praised the District's good relationships with police, fire, and park district in cooperatively planning for emergencies. Mr. Timm and Mr. Mackall then responded to Board member questions about how secured vestibules operate and how they could be created for all buildings; the tradeoffs between ease of access for daily operation of the school and reducing risk; and the possibility of incorporating some of the changes into upcoming maintenance projects at the schools. Mr. Timm reaffirmed that all risk cannot be eliminated, but that various best practices can reduce the risk if they are implemented with fidelity.

Board President Borrelli invited public comment; none was received.

Mr. Mackall concluded by noting he would work with Mr. Timm to prioritize the recommendations list and develop budget estimates, and added that many recommendations could be implemented immediately at minimal cost. Business Manager Allard noted that some funds are available in the current year budget through the Tort Fund.

APPROVAL OF TRANSITION OF BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM TO PARK RIDGE PARK DISTRICT EFFECTIVE 2014-15

Approval of Transition of Before and After School Child Care Program to Park Ridge Park District Effective 2014-15

Board President Borrelli invited public comment prior to action; comment was received as follows:

- Vicki Mutchler, a Roosevelt parent, stated her satisfaction with the Beyond the Bell program at Roosevelt this year, and urged the Board to adopt the program permanently for all elementary schools next year.

Dr. Dwyer and Mary Bart of the Park Ridge Park District provided information on how homework time is handled for students.

Board member Heyde noted that Board members questions had previously been answered as administration had provided extensive information about the plans

for the Beyond the Bell throughout the fall, and offered thanks to the current Jefferson program, Roosevelt School and the Park District for developing the pilot and preparing detailed plans for the expansion of the program to the other schools next year.

A further public comment was received as follows:

- Debbie Graziano, a Carpenter teacher, asked to clarify whether the extended day program for kindergarten students would continue at Jefferson.

ACTION ITEM 13-11-1

It was move by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the transition of the District 64 Before and After School Child Care Programs to the supervision of the Park Ridge Park District to be conducted on site at Carpenter, Field, Franklin, Roosevelt and Washington Schools effective with the 2014-15 school year.

Action Item
13-11-1

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

PRESENTATION AND APPROVAL OF SUMMER INTERIM SESSION 2014 DATES & FEES

Presentation and Approval
of Summer Interim Session
2014 Dates & Fees

Assistant Superintendent Hinton reviewed the proposal for the 2014 summer interim session to be held at Washington School and Lincoln Middle School. She noted that the timing of the Fourth of July holiday and the transition between the last day of school, which is now a full day of instruction, and the start of summer school resulted in the shortening of the program to two, 13-day sessions at slightly reduced tuition cost. Dr. Hinton and Business Manager Allard responded to Board member questions about the administrative supervision of the program and its operation on a break-even basis.

ACTION ITEM 13-11-2

It was moved by Board member Heyde and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the recommendations of dates, fees and locations for the 2014 Summer Interim Session.

Action Item
13-11-2

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

**UPDATE ON BOARD GOAL/STUDENT LEARNING #3 –
TECHNOLOGY METRICS**

Update on Board
Goal/Student
Learning #3 –
Technology Metrics

Technology Director Bresnahan reported on Board Consensus Goal #3 to provide a method to determine among the staff the level of technological ability in using and applying technology in the classroom.

She reported that administration recommends a variety of data points to best determine the technological ability of staff in using and applying technology in the classroom. The District has identified three data sources: LoTi digital age survey; Chromebook pilot surveys; and teacher web presence data. She then described each metric in detail and shared specific performance data on each, and noted that the purpose of the proposal is to outline a plan to provide additional objective and quantifiable data that can be used to target the District's professional development and demonstrate growth over time.

Dr. Bresnahan then provided a shorter update on two other areas. The first was related to the Board's student learning goal #2 regarding a 1:1 computing model. She outlined the data sources that have been identified to develop a plan that will be presented to the Board at the March 24 meeting. These include two different items from the LoTi digital age survey; the complete teacher and student survey results from the Chromebook pilot; action research projects; the Board Advanced Technology Committee (BATC) action research; and Technology Implementation Committee (TIC) consultative findings. Next, Dr. Bresnahan identified the data points that will be used to assess the impact of the Instructional Technology Coaches (ITC) related to Board Goal #4. She noted that a further update would be presented to the Board at the December 16 meeting, and that final presentations are scheduled for March 24 for goal #2 and April 28 for #4.

Dr. Bresnahan then responded to a series of Board member questions focusing on the personal computer use dimension of the LoTi Digital-Age survey data. Board consensus appeared to develop around the need to focus professional development at least initially on improving the lowest quartile of users, so that a level of consistency in instruction can be assured District-wide before accelerating the high-end users to the next level.

**BOARD GOAL/FINANCE #1 – RESOLUTION #1105 TO
APPROVE 2013 PROPOSED TENTATIVE TAX LEVY
AND ESTABLISHMENT OF PUBLIC HEARING DATE**

Board Goal/Finance #1
– Resolution #1105 to
Approve 2013 Proposed
Tentative Tax Levy and
Establishment of Public
Haring Date

Board President Borrelli noted the Board had conducted a Committee-of-the-Whole: Finance meeting earlier in the evening to review the proposed tentative tax levy. Business Manager Allard, therefore, briefly restated that the total property tax levy being sought is 4.98% greater than the 2012 extension, and that although the increase does not require a Truth in Taxation hearing, the Board would schedule one to be held on December 16 prior to final adoption of the levy. Ms. Allard reiterated that the levy increase would allow the Board to capture the maximum potential tax revenue as agreed upon in the Board's 2013-15 Consensus Goals for Finance, but noted that the final percentage increase would be far less, as documented in a report presented at the Committee-of-the-Whole meeting.

ACTION ITEM 13-11-3

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District No. 64 estimate the aggregate property tax levy for 2013 to be 4.98% greater than the 2012 extension.

I further move that the Board of Education of Community Consolidated School District No. 64 approve the attached Resolution #1105 TRUTH IN TAXATION LAW RESOLUTION.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

RECOMMENDATION/APPROVAL FOR COLLECTION OF STUDENT FEES

Recommendation/
Approval for Collection
of Student Fees

Business Manager Allard reported on the additional payments received since the September report, and also pointed out that 63 students had not paid fees in the two previous as well as the current school years. Ms. Allard reviewed a proposal for payment and collection of student registration fees procedures, both before and after the August 1 deadline. She also reported on preliminary research into an online registration program called Infosnap, which is compatible with the PowerSchool student database. The program can be set up to require the payment of fees or qualifying for free lunch or a payment plan before the registration process can be completed.

Ms. Allard provided additional information during the ensuing Board discussion on facets of the proposal, including: whether unpaid fees are reported to credit agencies; whether collection of prior year fees still outstanding should be undertaken; how communication would be structured to prepare parents for a

transition to Infosnap; and how communication about eligibility criteria under Board policies for free food or a waiver of student fees is handled. The consensus was to modify the proposal to include specific Board direction on these matters.

Board President Borrelli invited public comment; none was received.

ACTION ITEM 13-11-4

Action Item
13-11-4

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 the collection of student fees presented in the attached memo subject to the following five corrections and/or clarifications: 1) Accounts referred to collection agencies will be accompanied with an instruction to the collection agency to report delinquent accounts to credit bureaus; 2) Delinquent accounts from prior school years will also be sent to collection agencies following whatever communications administration deems appropriate; 3) The Infosnap portion of the recommendation is not approved at this time; 4) The December 1 letter referred to in Exhibit II, page 2 will be signed by the Superintendent rather than the Board of Education; 5) The Superintendent will retain discretion to not refer individual accounts to collections, if circumstances warrant.

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

ANNUAL AUDIT REPORT FY13

Annual Audit
Report FY13

Assistant Business Manager Imhoff reviewed the audit report for the fiscal year ended June 30, 2013, and noted that the auditors did not identify any findings within the material weakness, significant deficiency, or control deficiency categories. He noted that the auditors made one recommendation for consideration, which is to perform a full appraisal of the District's property and equipment since the last was completed in 2011. Mr. Imhoff noted the District would be doing the appraisal when the Field School renovations are complete in 2015, as this work would impact the appraiser's valuation considerably. Mr. Imhoff reported that the audit indicated the District remains financially strong and received a perfect 4.0 rating from the Illinois State Board of Education financial profile for the fifth year in a row.

Board member Zimmerman offered the Board's congratulations for the tremendous effort needed to achieve this type of audit report. Business Manager

Allard reaffirmed that it is a collaborative effort with many individuals contributing to the successful outcome.

BOARD GOAL/FINANCE # 4 – DISCUSSION ON CAPITAL PROJECTS FINANCING

Board Goal/ Finance
#4 – Discussion on
Capital Projects
Financing

Business Manager Allard reviewed a proposal aligned with the Board’s goal to utilize debt extension bonds to fund capital improvements at Field School, so that a second Board goal of extending the timeline until the next operating fund referendum would be needed until 2020-21 could also be reached. She noted the Board had received a report in June from Elizabeth Hennessy, partner at William Blair, and that Ms. Hennessy had now prepared two financing options for the issuance of working cash fund bonds to provide \$7.8 million for Field School only and for an additional \$19 million toward other District facility needs. Ms. Allard reviewed the proposed repayment schedules of both options, which are designed to reduce, but not eliminate, the debt service levy that taxpayers currently pay and extend that levy for several additional years beyond 2016 when it otherwise would be completed.

Ms. Allard then responded to Board member questions and confirmed the bond proceeds must be used for projects to be completed within three years. Ms. Hennessy arrived at the meeting, and also responded to Board member questions reviewing the timeline for issuance of the bonds. She pointed out the amount specified by the Board when authorizing the bond sale on December 16 could be lowered but not increased. Board members discussed the merits of the two repayment schedules and the impact on taxpayers, and also considered whether any facility upgrades identified in the security study could be readied in time to include with these projects. Ms. Hennessy reaffirmed that the Board in December would need to set the amount of the bond offering, but would not have to identify the structure of the bond and the repayment schedule until the public hearing in January when she recommends that it be clearly defined.

CONSENT AGENDA

A. PERSONNEL REPORT

Saima Akram	Employ as Lunchroom Supervisor at Field School effective November 11, 2013 – \$12.00 an hour.
Eliza Hamer	Employ as Instructional Resource Assistant at Washington School effective September 25, 2013 - \$15.17.
Marta Krupa	Employ as Lunchroom Supervisor at Washington School effective October 28, 2013 – \$12.00 an hour.
Gabriela Munoz-Lo	Employ as Lunchroom Supervisor at Field School effective November 13, 2013 - \$12.00 an hour.

Adam Tsikretsis	Employ as Lunchroom Supervisor at Washington School effective November 7, 2013 - \$12.00 an hour.
Kathleen Migasi	Request Leave of Absence, Maternity/FMLA as Reading Specialist Teacher at Emerson School effective November 25 – February 17, 2014 (tentative).
Amy Pekic	Request Leave of Absence, Maternity/FMLA as Resource Teacher at Emerson School effective April 7, 2014 – June 10, 2014 (tentative).
Christopher Speilburg	Request Leave of Absence, Paternity/FMLA as Math/Science Teacher at Emerson School effective February 27, 2014 – March 14, 2014 (tentative).
Amanda Hirschman	Resign as Extended Day Program Supervisor at Jefferson School effective October 31, 2013.
Deborah Jares	Retirement as Instructional Resource Assistant effective June 13, 2014 – Lincoln School.

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

B. BILLS

10 – Education Fund -----	\$ 771,705.87
20 – Operations and Maintenance Fund -----	140,327.22
30 – Debt Services -----	-
40 – Transportation Fund -----	79,798.25
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	81,697.88
80 – Tort Immunity Fund -----	2,490.69
90 – Fire Prevention and Safety Fund -----	_____
Checks Numbered: 115377 (11/1/13), 115402– 115600	
Total:	\$1,076,019.91

Payroll and Benefits for Month of October 2013

10 – Education Fund -----	\$3,768,427.63
---------------------------	----------------

20 – Operations and Maintenance Fund -----	216,649.71
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	178,739.25
80 – Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 94552 - 9568

Direct Deposit: 900042073 – 900043674

Total: \$4,163,816.59

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING OCTOBER 31, 2013

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

D. ACCEPTANCE OF ANNUAL AUDIT REPORT FY13

The audit report and management letters may be viewed on the District 64 website www.d64.org > Departments > Business Services > Financial Data – Prior Years.

E. APPROVAL OF POLICIES FROM PRESS ISSUES 79 AND 80

F. AUTHORIZATION TO SEEK BIDS FOR REGULAR TRANSPORTATION AND SUMMER SCHOOL SERVICES FOR 2014-15 SCHOOL YEAR

G. APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF EDUCATION OF PARK RIDGE-NILES SCHOOL DISTRICT 64 AND CITY OF PARK RIDGE POLICE DEPARTMENT

H. ACCEPTANCE OF DONATION

I. DESTRUCTION OF AUDIO CLOSED MINUTES

Business Manager Allard responded to questions about how the transportation contract is structured and whether there would be any savings due to the transition of the after school care program from Jefferson to the local elementary schools in 2014-15.

ACTION ITEM 13-11-5

Action Item
13-11-5

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 the Consent Agenda of November 18, 2013, which includes the Personnel Report;

Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending October 31, 2013; Acceptance of Annual Audit Report FY13; Approval of Policies from PRESS Issues 79 and 80; Authorization to Seek Bids for Regular Transportation and Summer School Services for 2014-15 School Year; Approval of Intergovernmental Agreement Between the Board of Education of Park Ridge-Niles School District 64 and City of Park Ridge Police Department; Acceptance of Donation; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 13-11-6

Action Item
13-11-6

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 Committee-of-the-Whole: Student Achievement Meeting on October 28, 2013; Regular Board Meeting on October 28, 2013; and Closed Session Meeting on October 28, 2013.

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Board members reported as liaisons to recent meetings.

Board member Paterno reported on the November 13 Medical Advisory Board meeting, including updates on the group's discussion of food served at school for parties and special events; the grade 5 outdoor education program; recently updated changes to diagnoses for mental illness; and baseline

concussion testing for middle school students participating in interscholastic sports. He noted that no consensus was reached about the District's role in such testing.

Following Board discussion, it was the consensus that administration return to the Board in the future with additional recommendations on baseline concussion testing, the outdoor education program, and the food at school policy.

Technology Director Bresnahan reported on recent individual visits to schools by Board President Borrelli, and Board members Lee and Cameron to view technology implementation, and upcoming scheduled visits by other Board members. She also updated the Board on the Elementary Learning Foundation annual fund-raiser planned for January 25.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Board President Borrelli noted various items in the packet, and pointed out the additional clarifying information from Business Manager Allard about the District's elementary milk program. He also invited Facility Director Mackall to report on an Energy Efficiency Grant award.

Other Discussion
and Items of
Information

BOARD ADJOURNS TO CLOSED SESSION

At 10:32 p.m., it was moved by Board member Zimmerman and seconded by Board member Lee to adjourn to closed session to discuss Discipline, Performance of Specific Employee [5 ILCS 120/2 (c)(1)] not to take action and not to reconvene in open session.

Board
Adjourns to
Closed Session

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

The regular Board meeting adjourned from closed session at 11:37 p.m.

President

Secretary