

**BOARD OF EDUCATION**  
**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**  
**Minutes of the Regular Board of Education Meeting held at 7:30 p.m.**  
**December 16, 2013**  
**Field Elementary School – South Gym**  
**707 Wisner Avenue**  
**Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:31 p.m. Other Board members in attendance were Dathan Paterno, Scott Zimmerman, John Heyde, Vicki Lee, and Terry Cameron. Board member Dan Collins joined the meeting at 6:37 p.m. Also present were Superintendent Philip Bender, Assistant Superintendent Joel T. Martin, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Director of Special Education/Pupil Services Jim Even, Public Information Coordinator Bernadette Tramm, and three 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>

**BOARD ADJOURNS TO CLOSED SESSION**

At 6:32 p.m., it was moved by Board member Zimmerman and seconded by Board member Paterno to adjourn to closed session to discuss matters related to appointment, employment, compensation, discipline or performance of Specific Employee [5 ILCS 120/2(c) (1)] and Collective Negotiations [5 ILCS 120/2(c)(2)].

Board  
Adjourns to  
Closed Session

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Collins

The motion carried.

Board member Collins joined the meeting at 6:37 p.m.

The Board adjourned from closed session at 7:05 p.m. and took a short recess. In addition to those noted above, also present were Assistant Superintendent Lori Hinton, Director of Technology Terri Bresnahan, and approximately 40 members of the public.

Dr. Bender thanked the Field Elementary School string ensemble led by teacher Erica Charous for performing a short concert of holiday music during the recess.

**PUBLIC HEARING ON TAX LEVY**

Public  
Hearing on  
Tax Levy

At 7:20 p.m., Board President Borrelli convened to a public hearing on the tax levy.

Business Manager Allard noted the Board had previously adopted a 2013 tentative levy, which includes a 4.97% increase for the education and other "capped" funds totaling \$62.3 million and a 5.1% increase for debt service of \$3.1 million, for a total 2013 levy that is 4.98% greater than the 2012 tax extension. For budget purposes, she noted that the District anticipates that it may actually receive only about 2% from the levy now being requested.

Board President Borrelli invited public comments. None were received.

At 7:22 p.m., the Board adjourned from the public hearing and resumed the regular meeting.

**PUBLIC COMMENTS**

Public  
Comments

Board President Borrelli invited comment on items not on the agenda; none were received.

**UPDATE ON SUPERINTENDENT SEARCH**

Update on  
Superintendent  
Search

Board President Borrelli reported that the Board last week interviewed six candidates presented by the administrative search firm BWP & Associates, and that the Board is in the process of determining two finalists to be invited back for a full day of interviews with staff, administrators, community members and the Board following winter break. He thanked the members of the Board for the many extra hours devoted to this effort and also acknowledged Assistant Superintendent Martin for supporting the Board's work.

**APPROVAL OF NOTICE OF REMEDIAL WARNING**

Approval of  
Notice of  
Remedial  
Warning

ACTION ITEM 13-12-3

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, adopt the Resolution Authorizing Issuance of a Notice of Remedial Warning to be issued to Norita (Dee Dee) Kramer.

Action Item  
13-12-3

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF UNPAID SUSPENSION OF AN EMPLOYEE**      Approval of Unpaid  
Suspension of an  
Employee

ACTION ITEM 13-12-10

It was moved 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 a 3-day unpaid suspension for Norita (Dee Dee) Kramer pursuant to Board Policy 5:240, Suspension.

Action Item  
13-12-10

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**PRESENT FINAL CALENDAR FOR 2014-15 & TENTATIVE CALENDARS FOR 2015-16 & 2016-17**      Present Final  
Calendar for 2014-15  
& Tentative  
Calendars for 2015-  
16 & 2016-17

Dr. Bender reported on the recommendations of the Calendar Committee for the proposed 2014-15 school year calendar and drafts of two additional years. He noted that the only change from past practice is that the Monday following Easter – Monday, April 6, 2015 – would be a day of non-attendance to align with District 207. Dr. Bender noted the proposed calendar had also been discussed with the Park Ridge Education Association. Dr. Bender further noted that District 207 in future years is considering advancing the start of school so that the first semester would conclude prior to winter break; Dr. Bender said District 64 would follow progress on this potential change. He reported that the calendars would be presented for approval at the January meeting.

**RESOLUTION #1106 TO ADOPT FINAL 2013 TAX LEVY**      Resolution #1106  
to Adopt Final  
2013 Tax Levy

As she stated at the public hearing, Business Manager Allard again noted that the final levy is subject to the Property Tax Extension Limitation Law (PTELL) and that the limitations will not be known until July-August when Cook County does its final tax extension calculations. Although

District 64 is asking for a 4.97% increase, Ms. Allard noted that the District anticipates actually receiving about a 2% increase.

ACTION ITEM 13-12-4

Action Item  
13-12-4

It was moved by Board member Heyde and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt Resolution #1106 Providing For A Levy of Taxes For The Year 2013. This resolution and supporting documentation will be filed with the Cook County Clerk's office.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**RESOLUTION #1107 OF INTENT TO ISSUE WORKING CASH BONDS AND SET PUBLIC HEARING**

Resolution #1107 of  
Intent to Issue Working  
Cash Bonds and Set  
Public Hearing

Business Manager Allard reported that since June, the Board has discussed the possibility of issuing working cash bonds to fund Field School capital improvement projects. She noted that the Board's formal action this evening would set the process in motion. She reported that the maximum request is for \$8.6 million in working cash bonds, and that the Board could reduce this amount as the actual bids are received for the project.

Board President Borrelli announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution declaring its intention to issue working cash fund bonds pursuant to Article 20 of the School Code and directing that notice of such intention be published.

Board Secretary Cameron then read by title Resolution #1107 declaring the intention to issue Working Cash Fund Bonds of Community Consolidated School District Number 64, Cook County, Illinois, for the purpose of increasing the Working Cash Fund of said School District, and directing that notice of such intention be published in the manner provided by law.

ACTION ITEM 13-12-5

Action Item  
13-12-5

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 Resolution #1107

declaring the intention to issue Working Cash Fund Bonds for the purpose of increasing the Working Cash fund and directing that such notice be published in the manner provided by law.

Board member Collins noted he would not support the motion as the funds would be directed toward air conditioning at Field School.

The votes were cast as follows:

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

NAYS: Collins

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF THE CONSTRUCTION DOCUMENTS  
FOR THE FIELD SCHOOL PROJECT AND APPROVAL TO  
BID FOR THE FIELD SCHOOL PROJECT**

Approval of the  
Construction Documents  
for the Field School Project  
and Approval to Bid for the  
Field School Project

Keri Van Sant of architects Fanning Howey reviewed the timeline for the Field School project, including approval of construction documents for summer 2014 mechanical improvements and the release of bid documents for that work. She noted the timeframe would allow for a potential contract award by the Board at the February 24 meeting, pending a scope review of the submitted bid proposals and a recommendation by Fanning Howey. Ms. Van Sant reported that estimated construction costs are anticipated to be within a range of \$5.2-\$5.4 million for the summer 2014 work. Ms. Van Sant and Facility Director Mackall responded to Board member questions about the scope of work to be undertaken at Field included in their report materials.

ACTION ITEM 13-12-6

Action Item  
13-12-6

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 Construction Documents for the Field 2014 Mechanical Improvements and release bid documents for the 2014 Mechanical Improvements on Wednesday, January 8, 2014 with the bid opening scheduled for February 6, 2014.

The votes were cast as follows:

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

NAYS: Collins

PRESENT: None.

ABSENT: None.

The motion carried.

**REPORT ON STUDENT REGISTRATION AND  
PARTICIPATORY FEES**

Report on Student  
Registration and  
Participatory Fees

Board President Borrelli provided background on the Board's... previous reviews of student fees, and invited Board members to provide administration with specific guidance on what the Board would find helpful in this type of analysis. Business Manager Allard reported that in June 2013, the Business Office had presented three areas of study for this report, including required student registration fee; extracurricular, participatory fees; and the instrumental music fee. She noted that the analysis had been done using data from the 2012-13 school year.

Ms. Allard reported first on the category of the required student registration fee, which includes \$1.7 million of expenses and approximately \$974,000 of revenues collected, producing a revenue/expense ratio of 57.3%. Ms. Allard pointed to one of the spreadsheets in her report, which itemized the \$1.7 million in expenditures by curricular or expense area against the type of expenditure, such as textbooks, equipment, software, general supplies and so on.

Board members then engaged in a wide-ranging discussion. Board members agreed that providing additional information or explanation as to why some types of expenditures are eligible for the collection of fees to parents why others are not would be helpful. Consensus also was gained on providing a breakdown of how District 64's required student fee is allocated by percentage for each major area, such as textbooks or technology. Board members pointed out that both the previous and current Community Finance Committee (CFC) studies noted that District 64 fees were higher than those charged by most other school districts, but that previous Boards had sought to balance fees charged to current parents against the burden borne by all taxpayers. Board members then discussed the idea of "un-bundling" fees into the format they used to appear in prior to the change recommended in the 2009 CFC study to simplify fees into one combined amount for either kindergarten, elementary or middle school. The Board considered requesting two or three options for how the billing could be done going forward, along with the associated costs and labor involved in each option and problems arising with collection of fees under each scenario. The Board also discussed whether it would be more effective instead to report that the study had been completed; that the District is recapturing 57% of expenses; and to provide an explanation of the types of items being covered by the fees by showing the percentage for each area in a short report provided to parents with the fee bill for this year. There was also limited discussion about exploring accounting changes that would make tracking fee revenues and expenditures easier.

The Board deferred discussion of the other two components of the fee study – extracurricular, participatory fees and instrumental music fees – to another meeting.

Board President Borrelli recognized a member of the public wishing to comment:

- Katie Ranalli, a CFC member, urged the Board to consider whether spending is needed for consumable materials, assignment notebooks, and other items that appear to be not fully used.

Board members then discussed how additional research could be done on the use of consumables and ways to eliminate waste independent of the fee study.

**RESOLUTION #1108 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN INVOICES PRIOR TO BOARD APPROVAL AT THE JANUARY 28, 2014 REGULAR BOARD OF EDUCATION MEETING**

Resolution #1108 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 28, 2014 Regular Board of Education Meeting

Business Manager Allard noted that due to the span of time before the next regular Board meeting, District 64 requires authorization to pay bills of a due date up to and including January 28, 2014, such as health insurance premiums, construction payments and other invoices needing payment in a timely manner.

ACTION ITEM 13-12-7

Action Item  
13-12-7

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, adopt Resolution #1108 regarding the School District to pay certain invoices prior to Board Approval.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**DISCUSSION OF BOARD GOAL/COMMUNICATIONS #3 – BOARD OPERATING PLAN (WORKING DRAFT)**

Discussion of Board Goal/Communications #3 – Board Operating Plan (Working Draft)

Business Manager Allard shared a working draft of the Board Operating Plan, which will be updated further at a meeting this Thursday with Board member Collins. Board members then offered various suggestions for additional information to be included, and discussed how the document could be formatted to appear on the website as a

dashboard to track performance toward Board goals and also be provided in print form. Ms. Allard and Board member Collins will continue fine-tuning the draft for further Board review, prior to a final version targeted to be available at the February 10 meeting.

**FIRST READING OF POLICIES FROM PRESS ISSUES 79, 80, AND 81**

First Reading of  
Policies From Press  
Issues 79, 80, and 81

Dr. Bender and Board policy liaisons Heyde and Paterno reported that they had suggested no substantive changes from the versions presented by PRESS.

**CONSENT AGENDA**

Consent  
Agenda

**A. PERSONNEL REPORT**

Bridget Murphy	Employ as Level 4 - 10 month School Secretary at Franklin School effective January 13, 2014 - \$18.65 per hour.
Gabriela Munoz-Lo	Resign as Lunchroom Supervisor at Field School effective November 19, 2013.
Jill Benson	Retirement as Language Arts Teacher effective June 12, 2014-Emerson School.
Terri Bresnahan	Resign as Director of Technology effective June 30, 2014.

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

**B. BILLS, PAYROLL, AND BENEFITS**

Bills

10 – Education Fund -----	\$ 978,418.81
20 – Operations and Maintenance Fund -----	158,977.12
30 – Debt Services -----	428.00
40 – Transportation Fund -----	258,341.41
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	403,509.12
80 – Tort Immunity Fund -----	4,116.25
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 115656-115956

Total: \$1,803,790.71



Payroll and Benefits for Month of November, 2013

10 - Education Fund -----	\$ 3,853,674.12
20 - Operations and Maintenance Fund -----	226,148.84
40 - Transportation Fund -----	-
50 - IMRF/FICA Fund -----	184,132.24
80 - Tort Immunity Fund-----	-

Checks Numbered: 9569 – 9688

Direct Deposit: 900043675 - 900045401

Total \$ 4,263,955.20

Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services > Financial Data.

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING NOVEMBER 30, 2013

Monthly updates may be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services > Financial Data.

D. APPROVAL OF CONTRACT FOR AUDIT SERVICES IN 2013-14

E. RE-ADOPTION OF BOARD GOALS 2013-15

F. APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR THE COST-SHARING OF PTAB APPEAL INTERVENTION COSTS

G. ACCEPTANCE OF DONATION

H. DESTRUCTION OF CLOSED MINUTES

ACTION ITEM 13-12-8

Action Item  
13-12-8

It was moved by Board member Paterno and seconded by Board member Heyde that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 16, 2013, which includes the revised Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending November 30, 2013; Approval of Contract for Audit Services in 2013-14; Re-adoption of Board Goals 2013-15; Approval of Intergovernmental Agreement for the cost-sharing of PTAB Appeal Intervention Costs; Acceptance of Donation; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF MINUTES**

Board member Heyde noted that the amended minutes for the November 18 regular meeting had been distributed to the Board.

Approval of  
Minutes

ACTION ITEM 13-12-9

It was moved by Board member Lee and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Committee-of-the-Whole: Communications Meeting on November 18, 2013; Committee-of-the-Whole: Finance Meeting on November 18, 2013; amended minutes of the Regular Board Meeting on November 18, 2013; and Closed Session Meeting on November 18, 2013.

The votes were cast as follows:

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

NAYS: None.

PRESENT: Collins

ABSENT: None.

The motion carried.

**BOARD MEMBER LIAISON REPORT**

Board member liaisons reported on recent activities of the Board Advanced Technology Committee; ED-RED; the Triple I Conference; and the PTO/A Presidents' group. Dr. Bender also reported on the recent Elementary Learning Foundation and Traffic Safety Committee meetings, and Business Manager Allard reported on the Insurance Committee meeting. Board President Borrelli reported that the Board had reached out to express its interest in maintaining open communication with the Park Ridge Education Association (PREA), and invited Board member Cameron to report further on this initiative. Board member Cameron described a recent informal meeting he had with the PREA President to explore the opportunity for PREA to represent their thoughts and opinions directly to the Board on specific topics. Board President Borrelli noted that the Board seeks to make decisions with as much knowledge as possible and that hearing opinions and concerns from PREA would be helpful. He noted that further updates would be provided as conversation continues.

Board Member  
Liaison Report

## OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion  
and Items of  
Information

Board President Borrelli quickly reviewed the topics in the memos of information concerning follow-up on collection of prior year student fees, follow up on collection of current year's student fees, and an update on the Infosnap online registration; and also noted the proposed timeline for follow up on security recommendations.

Board President Borrelli then called upon a member of the public seeking to speak:

- A member of the community commented on annual property tax increases and inquired about how to gain a better understanding of how property tax increases occur and the District's budgeting process; Business Manager Allard asked him to contact her to review his property tax bills and so she could provide more detailed information about the overall process. He further inquired about why data on the sixth day of enrollment is tracked; Ms. Allard responded that it is used for financial projections and other calculations.

## ADJOURNMENT

Adjournment

At 9:27 p.m., it was moved by Board member Heyde and seconded by Board member Zimmerman, that the meeting be adjourned, which was approved by voice vote.

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President

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Secretary