

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 7:30 p.m.
February 10, 2014
Field Elementary School – North Gym
707 N. Wisner Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:00 p.m. He nominated John Heyde as Secretary for the meeting, which was approved by voice vote. Other Board members in attendance were Dan Collins, Dathan Paterno, Scott Zimmerman, John Heyde and Vicki Lee; Board member Terry Cameron attended by telephone. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and approximately eight 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

Board
Adjourns to
Closed Session

At 6:02 p.m., it was moved by Board President Borrelli and seconded by Board member Paterno to adjourn to closed session to discuss: security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property [5 ILCS 120/2(c)(8)]; collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]; the performance of a specific individual [5 ILCS 120/2(c)(1)]; and the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at 7:12 p.m. and convened a Committee-of-the-Whole: Finance meeting. In addition to those mentioned previously, also present were Director of Technology Terri Bresnahan, Director

of Facility Management Scott Mackall and approximately 15 members of the public.

At 7:51 p.m., the Board adjourned from the Committee-of-the-Whole and resumed as a special Board meeting. Approximately 60 more persons were present at that time.

PUBLIC COMMENTS

Public Comments

Board President Borrelli invited comments from the public, and noted that the Board had reviewed responses to the parent survey concerning the grade 5 Camp Duncan outdoor program that will be addressed later in the meeting. Comments were received as follows:

- Meghan Keefer, District 64 teacher and parent of preschool children, urged the Board to consider extending Kindergarten to a full day in light of greater curriculum and social/emotional learning demands.
- Scott Kish, parent of preschool children, also urged the Board to investigate full-day Kindergarten.
- Anthony Fallico, District 64 parent, reiterated that the Board should examine the possibility of providing full-day Kindergarten as opinions in the community have changed in recent years.
- Kris Purtell, District 64 parent, recommended greater direct parent input and involvement in decision-making regarding changes to the Camp Duncan outdoor education program for grade 5 students.
- Ed McCarthy, District 64 parent and Camp Duncan chaperone, requested the Board maintain the overnight component of the Camp Duncan program.
- Sara Eng, District 64 parent, urged further study of solutions for concerns raised by administration regarding the Camp Duncan overnight program.
- Jean Costigan, District 64 parent, suggested the Board eliminate the Camp Duncan field trip and replace it with a trip to the Lincoln Presidential Museum in Springfield, IL.
- Chris Oberholtzer, District 64 parent, requested further analysis of data concerning health and safety concerns regarding the overnight component of Camp Duncan.
- Michael Olijnyk, District 64 parent and Camp Duncan chaperone, stated his support for maintaining the overnight component of the Camp Duncan program.
- Conor Maloney and Tim Maloney, District 64 students, commented on the positive experiences of visiting Camp Duncan.
- A Field School parent addressed the positive benefits of the overnight component of Camp Duncan.
- A community member questioned whether changing the location back to White Pines would be considered; Board President Borrelli responded that the location was not the central issue.
- Anthony Fallico, District 64 parent and White Pines chaperone, urged the Board to provide more details about the concerns being raised.

Board President Borrelli thanked community members for their comments.

Board members agreed by consensus to move the Update on the Outdoor Education Program Recommendation item forward on the agenda.

UPDATE ON OUTDOOR EDUCATION PROGRAM RECOMMENDATION

Update on Outdoor
Education Program
Recommendation

Board President Borrelli noted that based on a report to the Board on November 18 regarding a recent Medical Advisory Committee meeting, the Board had requested administration share a recommendation on the program, which was delivered on January 28. He noted that the Board had received further information about specific security and safety concerns from administration during a closed session earlier at tonight's meeting.

Assistant Superintendent Hinton reviewed the recommendations made by the District's administrative team for the grade 5 Outdoor Education Program, in light of growing student safety concerns about the overnight component of the program. She noted that the team recommends removing the overnight component, continuing to implement a program a Camp Duncan in an alternative format to address the program's curricular objectives, and reconvening the task force to redesign the program without the overnight.

She provided a recap of the additional feedback obtained from grade 3-7 parents, as requested by the Board at the January 28 meeting. She offered specific statistics from her written report concerning whether parents see value in the overnight component of the Camp Duncan experience and whether they have concerns about safety during the overnight component. She reiterated that the administrative team continues to believe that changing the overnight component will not significantly impact the essential curricular goals of the outdoor education program, while acknowledging changing sensitivity to liability and privacy concerns.

Field School Assistant Principal Katie Kelly reaffirmed the inherent difficulties of utilizing parent volunteers rather than certified staff to supervise students for the overnight component leading to inconsistencies, privacy issues and safety concerns. Dr. Hinton again addressed the health and risk issues and privacy concerns for the overnight component.

Board members questioned Dr. Hinton along with Ms. Kelly and Carpenter Principal Brett Balduf about: potential modifications to the program to maintain the overnight component, including reviewing what arrangements other school districts that have an overnight component make for supervision; what the program would look like if the overnight were removed; the feasibility of replacing parent volunteer chaperones with certified District 64 staff or other trained camp chaperones to maintain the overnight component; and other facilities that could be utilized.

Dr. Hinton will prepare a further report addressing and evaluating alternate options for Board consideration at the February 24 meeting, when the Board is scheduled to vote on the recommendations.

UPDATE ON CARPENTER HVAC

Update on
Carpenter
HVAC

Board President Borrelli noted that the Board had been monitoring problems that have arisen with the new HVAC system at Carpenter School during the current heating season.

Charli Johnsos from architects Fannie Howey introduced team members assembled at the meeting to address equipment issues, operational issues and design issues. She referred to a detailed letter in the Board report that outlines the specific issues related to the HVAC system that the team has been addressing together since the end of August 2013 at Carpenter, along with the corrective actions being taken and the next steps involved.

She pointed out that the group had been monitoring daily temperatures since its last visit to Carpenter. She noted that increased training with the building's custodial staff is also planned, and that alarm codes need to be provided so they are better able to troubleshoot issues as they arise. She announced that on Presidents' Day (February 17) when school is not in session, a large team would work on site to address air balancing issues and to provide further training. As a next step, she noted that some of the control systems that had been disconnected will need to be reengaged in order to provide remote access to the controls. She pointed out that additional support would be needed to work through technology issues related to providing this remote access for Facility Director Mackall and others. Finalization of operation of two of the ERVs need to be completed and additional training supplied as well.

Board members questioned the architect group on whether the problems will be fixed after the next round of work. Fanning Howey Executive Director of Engineering Terry Liette reported that as items are addressed, new items have cropped up. He would be hopeful that after the completion of the next phase of work outlined earlier it would be at 90% approaching 95% that the identified issues had been resolved.

Board members also had a lengthy discussion with the architects about the building's insulation, windows and doors and infiltration of outside air that may be impacting the operation of the system. Keri Van Sant of Fanning Howey noted that the original District Maintenance Plan prepared in fall 2011 pointed to those items at Carpenter as useful energy efficiency areas that could be addressed.

She noted that Fanning Howey had recommended a mechanical system upgrade and air conditioning, but that building shell improvements were not included with that project. She reported that Carpenter is seeing more drastic infiltration than what had been anticipated. Mr. Liette pointed out that this winter has far exceeded what the standard is for the Chicagoland area set by a national organization, and this in part has created some of the challenges.

Mr. Liette confirmed that the current focus is on the design, installation and execution of getting the system to work; looking at the components to make sure they are doing what they are supposed to do; and targeting in particular the rooms in which the heating has been identified as not working well.

Board members also questioned whether the HVAC system planned for Field School should be studied further in light of these issues. Ms. Van Sant pointed out that Field will not have the same system, but that an addendum had been added to the Field project to address the single story addition at Field to make sure infiltration is not an issue there. She noted that the multi-story design at Field makes it a different challenge.

Fanning Howey representatives also responded to Board member questions about heating of hallways at Carpenter, why classroom doors need to be closed, and the use of space heaters as a temporary measure until the heating system is turned off later this spring and a permanent fix can be addressed.

Board President Borrelli then recognized the following Carpenter staff members for comments:

- Suz Stevens, grade 3 teacher, observed that when she arrives early each morning, the custodians are trying to balance heat from classrooms to provide heat for halls, which are not heated overall.
- Sue Douglass, grade 3 teacher, noted that problems with the heating were observed since the heating system was turned on in October, and pointed out that teachers are utilizing daily logs to track heating in their rooms. She also pointed out how insulation has been added temporarily as well as space heaters.
- Principal Balduf expressed his hope that this complex situation could be resolved successfully and soon, as HVAC issues have claimed a greater proportion of his administrative and custodial staff time since the opening of school in August.
- Lisa Gray, grade 1 teacher, reaffirmed that HVAC issues arose immediately in August with inconsistent cooling.

Facility Management Director Mackall will follow up on the placement of temporary insulation in certain classrooms mentioned earlier.

Dr. Bender confirmed that the architect-led group is actively working to address these issues and the expectation that the group will continue to vigorously troubleshoot problems until the issues are dealt with. Board President Borrelli reaffirmed that the Board expects the situation at Carpenter to be fixed completely.

ADOPTION OF RESOLUTION # 1110 DIRECTS THE BUSINESS MANAGER UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2014-15 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105 ILCS 5/17-1

Adoption of Resolution #1110 Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2014-15 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1

Business Manager Allard noted this motion is a legal requirement that the Board goes through each year. She noted that she had advanced the schedule to allow for adoption of the tentative budget for 2014-15 to be completed in June, rather than July.

Board members discussed the long-range financial projections received at the Committee-of-the-Whole meeting earlier tonight and possible impact on the budget for 2014-15. Board members noted that Ms. Allard had presented options for including varying amounts of ongoing spending in the Operations & Maintenance fund, and the differing impact on meeting the Board's fund balance policy of maintaining 120 days of cash on hand measured at the end of the fiscal year in future years through 2020-21. Ms. Allard announced that the new transportation contract is likely to come in under the amount included in the assumptions, which would have an immediate positive impact on the projections. She also affirmed that the lower CPI factor for 2013 would have a lasting impact on the projections, just as CPI factors in coming years would have their own impact if they would be higher than the assumptions in the model.

Board members then offered various thoughts on the budget, including reducing expenditures to make the 2020-21 goal; reducing expenditures by a lesser amount and dropping the number of days cash on hand to make the 2020-21 goal; and the impact on the District's ISBE financial profile as days cash on hand decreases in coming years. Dr. Hinton also answered questions about the curriculum review cycle. Dr. Bresnahan reported that preliminary options for technology funding related to the 21st Century Learning 1:1 initiative would be presented at the next meeting on February 24.

Ms. Allard will work with the PMA consultant to provide additional scenarios of the long-range projections for the Board.

ACTION ITEM 14-02-1

Action Item
14-02-1

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, adopt Resolution #1110, directing the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2014-15 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: Collins, Paterno, Zimmerman, Borrelli, Heyde, Lee, Cameron

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**DISCUSSION ON BOARD GOAL COMMUNICATIONS #3 –
BOARD OPERATING PLAN**

Board member Collins and Business Manager Allard described the creation of the new four-page report, which Board members Collins hopes will be a helpful and handy dashboard to assist other members and the community in focusing on the Board's specific goals, action plans and metrics. He noted that it will be updated as new information is available periodically, and can be placed on the website. Board members also suggested other ways the information could be displayed in a more interactive manner on the website when it is re-designed. Board members agreed it was a valuable new tool in its present form, and thanked Board member Collins and the team for its preparation.

Discussion on
Board Goal
Communications
#3 – Board
Operating Plan

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Vilma Pangoniene	Employ as District Building Supervisor effective December 8, 2013 - \$12.00.
Anthony Perrone	Employ as District Building Supervisor effective December 8, 2013 - \$12.00.
Lisa Szydlowski	Employ as (.50) Assistant at Jefferson School effective February 5, 2014 - \$4,338.62.
Kathleen Leslie	Retirement as Special Needs Pre-K Assistant effective June 13, 2014 at Jefferson School.
Katherine Olmstead	Retirement as Special Needs Assistant effective June 13, 2014 at Roosevelt School.

Jan Travis	Retirement as Extended Day Assistant effective June 13, 2014 at Jefferson School.
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If additional information is needed, please contact Assistant Superintendent for Human Resources Joel T. Martin.

B. BILLS

10 – Education Fund -----	\$293,524.05
20 – Operations and Maintenance Fund -----	117,147.26
30 – Debt Services -----	-
40 – Transportation Fund -----	72,322.05
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	21,232.88
80 – Tort Immunity Fund -----	529.19
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 116272 – 116397

Total: \$1,504,755.43

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

C. APPROVAL OF BASELINE CONCUSSION TESTING – PROPOSED SPRING PILOT

Board President Borrelli responded to Board member questions about the privacy of the test results and whether parents could utilize a company of their own choice if follow-up is needed.

ACTION ITEM 14-02-2

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 Consent Agenda of February 10, 2014, which includes the Personnel Report, Bills, and Approval of Baseline Concussion Testing – Proposed Spring Pilot.

Action Item
14-02-2

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

SUPERINTENDENT REPORT

Superintendent
Report

Dr. Bender announced that the District's former Green Team sustainability/recycling group was being revived and would meet on February 25. He noted that Board member Lee had agreed to be the Board's ongoing liaison to the group.

ADJOURNMENT

Adjournment

At 10:02 p.m., it was moved by Board member Heyde and seconded by Board member Zimmerman to adjourn, which was passed by voice vote.

President

Secretary