

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:30 p.m.
September 22, 2014
Roosevelt Elementary School – North Gym
1001 S. Fairview Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:36 p.m. Other Board members in attendance were Dathan Paterno, Vicki Lee, John Heyde and Bob Johnson; Board member Dan Collins attended by phone. Board member Scott Zimmerman was not in attendance. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel T. Martin, Chief School Business Official Becky Allard, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm, and two 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>

BOARD ADJOURNS TO CLOSED SESSION

Board Adjourns
to Closed
Session

At 6:38 p.m., it was moved by Board President Borrelli and seconded by Board member Paterno to adjourn to closed session to discuss: appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine its validity [5 ILCS 120/2 (c)(1)], 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)] and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court of administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c) (11)].

The votes were cast as follows:

AYES: Collins, Paterno, Borrelli, Lee, Heyde, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

The Board adjourned from closed session at 7:34 p.m. and resumed as a regular Board meeting at 7:41 p.m. In addition to those mentioned previously, also present were

Assistant Superintendent Lori Lopez, Director of Special Education/Pupil Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, and approximately 30 members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of
Allegiance and
Welcome

Roosevelt School Principal Kevin Dwyer welcomed the Board to Roosevelt School. Roosevelt Scout Troop 201 led the Pledge of Allegiance followed by the Roosevelt Pledge of Respect. PTO Co-President Bridget Basquin described how funds raised from the annual track-a-thon had benefitted the library and the outdoor beautification of the school, and that the PTO had an added goal of providing new playground equipment. Dr. Dwyer then shared a video highlighting the first month of school and the many ways students are highly engaged in learning and collaboration with new technology, including the 1:1 Chromebook implementation. Board President Borrelli thanked the school for the warm welcome on behalf of the Board.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comments on topics not on the agenda; comments were received as follows:

- Angela Tuebo, Field School PTO facilities committee chair, thanked the Board and administration on behalf of the PTO Board and students for supporting the new HVAC systems that were in place for the return of students and staff to the school this year.
- Aimee Kish, Franklin parent, urged the Board to move forward on a thorough consideration of full-day kindergarten.

CARPENTER CONSTRUCTION UPDATE

Carpenter
Construction Update

Facility Management Director Mackall introduced Nick Papanicholas Jr. from Nicholas & Associates. As the District's new construction manager for the Carpenter School HVAC project, Mr. Papanicholas reviewed the extensive work undertaken since their hiring to utilize the information from the Farnsworth retrocommissioning study to move forward with contractor FE Moran and architects Fanning Howey with an aggressive and coordinated effort to correct the problems the building continues to experience. He described how his team had prioritized the projects to be completed and reported on the efforts already undertaken. Mr. Papanicholas noted that the goal is to have the cooling mode systems working efficiently within four weeks and then focus on the heating. In response to Board member questions, he reported that all contractors had been very responsive so far to the deadlines for action or information in the plan.

Board President Borrelli announced that the agenda would be re-ordered to review the financial dashboard updates prior to the final budget adoption.

**DISTRICT 64 FINANCIAL DASHBOARD UPDATES TO
REFLECT 2014-15 BUDGET**

District 64 Financial
Dashboard Updates to
Reflect 2014-15
Budget

Chief School Business Official Allard announced that the report was now more prominently displayed on the District website, and that a new page had been created within the Business Services department so that the report was clearly labeled and easy to access. She then reviewed the major updates that had been made since the last version in February to include the 2014-15 budget and the actual performance from 2013-14. She noted that the next scheduled update would be when the long-range forecast is updated in February following the release of the December CPI, which drives the property tax cap. Ms. Allard responded to Board member questions about data on the report. The Board consensus was that in addition to the planned twice year update, the report should be updated whenever the Board was asked to make major expenditure decisions that could impact the trend line of the District's long-range financial projections. Dr. Heinz noted that one of the goals for the year is to explore the possibility and costs of creating a digital dashboard that would be more responsive to real-time performance.

ADOPTION OF FY15 DISTRICT 64 BUDGET

Adoption of FY15
District 64 Budget

Ms. Allard noted that the Board was being asked to adopt a final budget, which has had lengthy discussion and review at numerous Board meetings beginning in May, through adoption of the tentative budget in July, and concluding at the September 8 public hearing and Committee-of-the-Whole meeting. She stated that the report presented to the Board at this meeting included final follow-ups requested by the Board and also to reflect information based on the June 30, 2014 audited financials. She reviewed the statement of position showing the beginning balance, budgeted revenues and budgeted expenditures, and estimated ending balance for each fund, culminating in a total all funds budget for 2014-15 revenues of \$73,720,564 and expenditures of \$78,637,869; she noted the deficit spending was caused by the timing of the bond proceeds provided to the capital projects fund in the last fiscal year but expenditures occurring during the current year. Ms. Allard noted that the budget was being presented for approval in the budget form required by the Illinois State Board of Education. Ms. Allard then responded to Board member questions about changes from previous drafts as new information on both revenues and expenditures became known through the summer.

ACTION ITEM 14-09-2

Action Item
14-09-2

It was moved by Board member Johnson and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the Budget for the Fiscal Year beginning July 1, 2014 and ending June 30, 2015, as presented.

The votes were cast as follows:

AYES: Paterno, Borrelli, Lee, Heyde, Johnson, Collins

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

SIXTH DAY OF ENROLLMENT REPORT

Sixth Day of Enrollment Report

Chief School Business Official Allard reported that the total enrollment on the sixth day for grades K-8 was 4,374 students, 31 greater than the June 2014 enrollment. She noted that elementary schools have 42 more students than in June, and the middle schools have 11 fewer. Ms. Allard reported that the demographic projection prepared by Dr. John Kasarda last fall anticipated 15 fewer students than are actually enrolled when using his most likely series B scenario. In responding to Board member questions, Ms. Allard reported that District enrollment although somewhat higher than the Kasarda forecast is well below the series C “higher than anticipated” projection that is 10 percent higher, and that Dr. Kasarda’s projections have been fairly accurate over the long run. The Board then discussed the need to keep careful watch on enrollment when considering future facility needs in light of the current class size guidelines. Dr. Heinz reported on the opening of an additional section at Franklin based on student needs, and noted that the Board could schedule further discussion of the timing of when decisions are made to add sections due to increased enrollment at a particular school/grade level.

ADMINISTRATION TO STUDENT RATIO COMPARISONS

Administration to Student Ratio Comparisons

Assistant Superintendent Martin reported on a comparison of 25 elementary school districts and their administration to pupil ratio. He noted that when ranking districts according to the highest number of students per administrator, District 64 was seventh with a ratio of 1 administrator for every 205.9 students. He noted that this ratio is well above the average of 1 administrator to every 164.4 students. During Board member discussion, it was pointed out that keeping the ratio high was Board members discussed the desirability of keeping noted that keeping the number of administrators low must be balanced against implementing the more rigorous and time-consuming teacher evaluation process required by changes in the law.

STUDENT ENROLLMENT AND STAFF ALLOCATIONS

Student Enrollment and Staff Allocations

Assistant Superintendent Martin presented a report summarizing enrollment and teacher Full-Time Equivalent (FTS) staffing for a four-year period beginning with the 2010-11 school year through the start of the current 2014-15 year. He reviewed the year-by-year information on the staffing approval given by the Board for specific positions along with staffing contingency due to enrollment changes to maintain class size guidelines. He reported that during this period enrollment has increased by 133

students and that the District's FTE has increased by 17.7 approved by the Board in the District staffing plan and 9.03 were added due to increases in the number of class sections. Mr. Martin and Dr. Heinz responded to Board member questions about the process used to monitor grade levels sections that are considered to be on the "bubble" to exceed the District's class size guideline prior to the opening of school, and the decision-making process to add a section if enrollment goes over the guideline prior to the opening of school. Once school has begun, Dr. Heinz noted the District has the option to add a teaching assistant or could open a new section based on a careful review of student needs. Mr. Martin pointed out that adding a section at any time impacts scheduling and requires additional special sections, such as art, music, physical education, and the like.

PERA OVERVIEW AND GOAL SETTING PROCESS

PERA Overview and Goal Setting Process

Dr. Heinz shared an overview of Performance Evaluation Reform Act (PERA) legislation, which required all schools in Illinois to change how teachers' and principals' performance is measured. She noted that PERA requires districts to design and implement performance evaluation systems that assess teachers' and principals' professional skills as well as incorporate measures of student growth into the evaluation process. Dr. Heinz noted that a District committee under the leadership of Dr. Lori Lopez, Assistant Superintendent for Student Learning, had been convened in spring 2014 to begin formulating the changes necessary for the teacher evaluation process. However, she noted that implementation for principals had already begun in September 2012, and that principal evaluations are quite robust. Dr. Heinz then related the process she goes through with each principal to utilize six professional performance standards for principals to set goals during an initial conference at the start of the school year. She noted that the District's one-year roadmap has been a useful guide in working collaboratively with each principal on developing the goal areas to focus upon, and that each principal also has been able to select additional goals that are specific to their buildings. She noted that the principals maintain electronic digital portfolios aligned with the performance standards to collect artifacts on an ongoing basis. Dr. Heinz also explained the formal observations that she conducts and how these are documented and discussed with each principal, along with other informal observations. She noted that the culmination occurs with a summative conference in the spring when each principal prepares a narrative self-assessment in addition to sharing the electronic portfolio related to the six performance categories; this is followed by a final written report from Dr. Heinz. Dr. Heinz noted that the review process had become quite comprehensive. She pointed out that although other central office administrators do not fall under PERA legislation, she was working with that group to align their evaluations to similar standards. Dr. Heinz then noted the mentoring being provided to the District's new principals, and that the administrative group would be creating its own professional learning community initially through a book study. In responding to Board member questions, Dr. Heinz pointed out that student growth goals for principals are set specifically for each person but are based on an analysis of assessment data working in conjunction with Dr. Lopez to determine areas for growth. She noted that 30% of the principals' rating is tied to whether their student growth targets are met. Dr. Heinz noted

that the timing of when the evaluation is required to be conducted is prior to the spring MAP data being available, so an effort is being made by the Illinois Association of School Administrators to have this modified so that the fall data can be compared with the spring data in the same year. Dr. Heinz noted this is the third year of implementation for principals using student growth, and that PERA calls for growth data to be implemented for teacher evaluations beginning in 2016-17.

BOARD MEMBER SCHOOL VISITS

Board Member School Visits

Board President Borrelli reported that the Board would continue its practice of conducting at least one meeting at every school again this year to continue its outreach to each school community and neighborhood. In addition, the Board will do a specific walk-through of the HVAC improvements when it meets at Field School on October 27 and Carpenter on April 27. In scheduling locations for the other meetings, Facility Management Director Mackall noted that Jefferson was selected because it did not conflict with after school programs or other community use of the gyms at the other schools; Carpenter's south gym would be a possible alternate location more centrally located within District 64 geographically.

SECURITY UPDATE

Security Update

Facility Management Director Mackall provided an update on the implementation of the new internal and external video cameras through the Sonitrol system. He noted that installation was complete and that in conjunction with the District's technology department, staff and principals have been trained on how to use the system. Mr. Mackall noted he would be contacting the Park Ridge and Niles police departments to establish the protocol for remote viewing of the cameras. Turning to the new visitor management system, called Raptor, Mr. Mackall reported that the District had experienced some down time with the software and that troubleshooting had been done, again in conjunction with the District's technology staff. In responding to Board member questions, Mr. Mackall suggested that he confer with colleagues and also security experts at an upcoming summit meeting on whether posting external signage announcing video surveillance would be a positive deterrent. He also will review the report prepared by RETA Security to determine whether any remaining items need to be addressed further by the Board.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Ashley Hardiman	Employ as Special Needs Assistant at Field School effective September 9, 2014 - \$18,502.12.
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Rebecca Hoffman	Employ as Substitute Lunch Program Supervisor at Carpenter School effective September 9, 2014 - \$12.00.
Stacy Karabetsos	Employ as Lunch Program Supervisor at Franklin School effective September 12, 2014 - \$12.00.
Catherine Keating	Employ as Special Needs Assistant at Lincoln School effective September 19, 2014 - \$19,059.04.
Adrian Starbuck	Employ as Lunch Program Supervisor at Field School effective September 11, 2014 - \$12.00.
Keith Engeriser	Change in Assignment to (.74) - (.50) Physical Education Teacher at Emerson/Carpenter Schools to (.73.94) Physical Education Teacher at Emerson/Carpenter Schools and .06 ASC Teacher at Emerson School effective August 25, 2014 - \$36,560.44.

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

B. BILLS

10 – Education Fund -----	\$834,732.86
20 – Operations and Maintenance Fund -----	70,174.20
30 – Debt Services -----	-
40 – Transportation Fund -----	252,255.84
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	547,129.75
80 – Tort Immunity Fund -----	1,846.52
90 – Fire Prevention and Safety Fund -----	-
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Checks Numbered: 118755 – 118912

Total: \$1,706,139.17

Payroll and Benefits for Month of August, 2014

10 – Education Fund -----	\$2,122,610.46
20 – Operations and Maintenance Fund -----	260,326.51
40 – Transportation Fund -----	-
50 – IMRF/FICA -----	-
80 – Tort Immunity Fund -----	-
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Checks Numbered: 106835 – 10733

Total: \$2,453,310.45

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING AUGUST 31, 2014

Monthly financial report can be viewed on the District 64 website www.d64.org > Departments > Business Services.

D. ANNUAL APPLICATION FOR RECOGNITION OF SCHOOLS

E. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

In response to questions, Ms. Allard announced that the District had experienced a notable increase in the amount of fees collected at this point in the school year compared to last year due to the launch of the Infosnap online registration system for 2014-15 in June, with almost \$108,000 more collected. She noted that first reminder letters had been sent to parents with unpaid fee balances.

ACTION ITEM 14-09-3

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 Consent Agenda, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending August 31, 2014; Annual Application for Recognition of Schools; and Destruction of Audio Closed Minutes (none).

**Action Item
14-09-3**

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

APPROVAL OF MINUTES

**Approval of
Minutes**

ACTION ITEM 14-09-4

**Action Item
14-09-4**

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: Finance, on September 8, 2014, Special Board Meeting on September 8, 2014, Closed Session on August 25, 2014, and Regular Board Meeting on August 25, 2014.

The votes were cast as follows:

AYES: Paterno, Borrelli, Lee, Heyde, Johnson

NAYS: None.

PRESENT: Collins

ABSENT: Zimmerman

The motion carried.

BOARD MEMBER LIAISON REPORT

**Board Member
Liaison Report**

Dr. Heinz reported on the recent meeting of the Elementary Learning Foundation and its preparations for the annual Casino Night fund-raiser in January. Board member Lee reported on the Sustainability Committee meeting, and described the focus on establishing waste-free lunches and to expand recycling efforts overall. She stated that she would be carrying the message forward to the PTO/A Presidents at the October meeting to engage their support of these efforts and to broaden the reach to parents. Dr. Lopez concurred that focusing on changing student behavior and education about waste-free lunches was essential. Dr. Heinz noted that for the middle schools, the food service contract bids would have to be structured to focus on this effort as well. Dr. Lopez noted that the effort would focus on supporting schools where the waste free culture and recycling is deeply implemented to sustain their efforts and to assist those schools that need additional help in expanding their programs.

APPROVAL OF SUPERINTENDENT EVALUATION TOOL 2014-15

**Approval of
Superintendent
Evaluation Tool
2014-15**

Board President Borrelli reported that the Board had scrutinized all details within the evaluation tool at a special meeting on Thursday, September 18, and had enlisted the assistance of a representative from the Illinois Association of School Boards in this process along with Dr. Heinz's own input. He noted that the extensive document presented for approval was the result of a lengthy process and thorough discussion. He pointed out that this tool had not been utilized before in District 64 and that it included detailed metrics for evaluation.

ACTION ITEM 14-09-5

**Action Item
14-09-5**

It was moved by Board member Heyde and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Superintendent Evaluation tool 2014-15.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion and Items of Information

Dr. Heinz reported that the Parent University event held prior to the Board meeting tonight had attracted an estimated 100 parents. She thanked Roosevelt for the video introduction focusing on the three “I’s” of interdependence, innovation and inspiration. She thanked the principal and staff at Jefferson School for their compassionate handling of the unexpected death of a student.

Turning to upcoming agendas, Dr. Heinz noted that the legal boot camp would be conducted on October 20 to provide helpful background to Board members about legal issues in education. She also announced two upcoming events including an informal coffee and conversation for community members interested in considering Board service on Tuesday, October 28, and noted that District 64 middle school students would be appearing on stage for part of the Park Ridge Civic Orchestra performance on October 29.

Dr. Heinz then responded to Board member questions concerning the timeline for further discussion regarding District 207’s announced changes to the 2015-16 school calendar to complete the first semester prior to winter break by beginning school earlier in August. She noted the District 64 Calendar Committee would meet October 2 to review the high school calendar, and that the District 64 Board would discuss it on October 27. She noted that the three feeder districts were considering sending the same survey to all parents about the changes and possible impact on the elementary district schedules. The consensus of the Board was to ensure that District 64 community members would have an opportunity to express their opinion on proposed changes to the elementary calendar prior to the Board taking action on any change for 2015-16. Dr. Heinz said her goal would be to establish a process for this input so that the Board could make a decision in December, especially if major changes were going to be recommended.

ADJOURNMENT TO CLOSED SESSION

Adjournment to Closed Session

At 10:11 p.m., it was moved by Board member Paterno and seconded by Board member Lee to adjourn to closed session to discuss: appointment, employment, compensation, discipline, performance, or dismissal of specific employees

of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]; 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)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court of administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c) (11)], not to return to open session and no action to be taken.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

The closed session was adjourned at 10:50 p.m.

President

Secretary