

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
September 28, 2015
Roosevelt School – North Gym
1001 S. Fairview Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:24 p.m. Other Board members in attendance were Mark Eggemann, Vicki Lee, Dathan Paterno and Tom Sotos. Board member Scott Zimmerman participated by phone. Board member Bob Johnson arrived at 10:12 p.m. immediately prior to approval of the minutes. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent for Human Resources Joel T. Martin, Public Information Coordinator Bernadette Tramm, and four 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

At 6:25 p.m., it was moved by Board President Borrelli and seconded by Board member Lee to adjourn to closed session to discuss the 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)].

Board Adjourns
to Closed
Session

The votes were cast as follows:

AYES: Lee, Borrelli, Paterno, Sotos, Zimmerman

NAYS: Eggemann

PRESENT: None.

ABSENT: Johnson

The motion carried.

The Board adjourned from closed session at approximately 7:20 p.m. and after a short recess resumed the regular Board meeting at 7:27 p.m. In addition to those mentioned above, also present were Assistant Superintendent for Student Learning Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, and 35 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of
Allegiance and
Welcome

Principal Kevin Dwyer welcomed the Board to Roosevelt School. He introduced members of Pack 201, which dates back to the mid-1970's at the school, to post the colors and lead the Pledge of Allegiance. Dr. Dwyer then described the activities being undertaken by Roosevelt teachers and staff on one of this year's school goals of creating a culture of unity and team under the umbrella of "Team Roosevelt" with the hashtag #beawesome. He noted this goal also connects with one of the new 2020 Vision Strategic Plan strategic objectives. Board President Borrelli thanked Dr. Dwyer, students and staff for the warm welcome and interesting presentation.

PUBLIC COMMENTS

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

Public
Comments

PUBLIC HEARING ON THE BUDGET

Board President Borrelli convened the public hearing, and invited comments from the public on the proposed 2015-16 budget. None were received.

Public Hearing on
the Budget

Board President Borrelli adjourned the hearing and immediately resumed the regular meeting.

FINANCIAL PROJECTIONS

CSBO Kolstad noted this was the first set of projections that she had developed for the Board since joining District 64 on July 1. She stated the five-year projections were developed utilizing the 2015-16 budget and the assumptions for revenues and expenditures the Board had discussed at its August 24, 2015 meeting. She pointed out the projections also utilized curriculum adoption projections and technology 1:1 refresh cycle projections from administration. She noted that \$750,000 per year had been added to the Operations & Maintenance expenditures for capital projects that are beyond the scope of normal maintenance, such as replacing flooring, roof repair, parking lot seal coating, etc. The funds would be used to either replace aging equipment or for services that would extend the life of the District's assets. CSBO Kolstad also pointed out that for the first time, the financial projections include a pension cost shift/TRS phase in from the state to the District of .5%, increasing each year to 2.5% in FY 2020-21. She concluded that the projections indicate that with these assumptions and data, the District would be expected to end the 2020-21 year with an operating fund balance of about \$38.9 million, or a 46% operating fund balance that equates to 170 days. Board members discussed the advisability of lowering the annual additional Operations & Maintenance expenditures in the projections to \$500,000 and slowing down the pension shift from the state as a way of forestalling the District moving into eroding its fund balance, which the projections indicate would occur beginning in the 2016-17 fiscal year when using the current set of assumptions. CSBO Kolstad pointed out that projections are useful for 2-3 years ahead, and that once the teacher contract negotiations in 2016 are concluded, anticipated salary expenditures will reflect those actual costs for future years and help to sharpen the model.

Financial
Projections

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CSBO Kolstad reported the projections would be updated based on this conversation and presented with the upcoming 2015 tentative tax levy at an upcoming Board meeting.

ADOPTION OF FY16 DISTRICT 64 BUDGET

Adoption of FY16
District 64 Budget

CSBO Kolstad reported that the Board had thoroughly reviewed the budget fund by fund at two meetings in August and September, and that she had reviewed with the Board the new account structure. She noted that she had presented a report that compares the fund by fund unaudited actuals from 2014-15 with the 2015-16 budget, and that operating funds expenditures overall are 2.72% higher while revenues are 4.35% higher. Her report further indicated the District was expected to end the 2015-16 fiscal year on June 30 with an Operating Fund balance of almost 74% or 267 days cash on hand. She then responded to Board member questions about expenditures for the capital projects completed at Field School this summer and available funds for 2016 projects. Board President Borrelli invited further Board member questions and public comments; none were received.

ACTION ITEM 15-09-2

Action Item
15-09-2

It was moved by Board member Paterno and seconded by Board member Sotos 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, 2015 and ending June 30, 2016, as presented.

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Paterno, Sotos, Zimmerman

NAYES: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

SIXTH DAY OF ENROLLMENT

Sixth Day of
Enrollment

CSBO Kolstad presented the report tracking the 6th day of school. Overall, she pointed out the District's total K-8 enrollment for 2015 is 4,372, which is two fewer students than last year. She noted that the elementary schools had seen an increase of 57 students, and had experienced a significant influx in grades 1-5. CSBO Kolstad reported that this was offset by a decline of 59 students at the middle schools, because last year's graduating 8th grade class was larger than the incoming 6th grade. She noted the District plans to project enrollment internally going forward using live birth data and a cohort survival methodology. An updated set of enrollment projections will be presented to the Board later in the fall for further discussion.

REVIEW OF EDUCATIONAL ENDS WITH DEPARTMENTAL FOCUS: FOREIGN LANGUAGE, INSTRUMENTAL MUSIC, MUSIC, ART AND PHYSICAL EDUCATION

Assistant Superintendent Lopez provided an in-depth report on revisions to the District's Educational Ends statements, assessments and scorecards, which had been selected as an ongoing goal for District 64 at the August 2013 Board study session. The Ends have been under construction for the past two years due to changes in national standards and assessments. She noted the focus of tonight's report is on the Educational Ends in five areas of visual art, general music, instrumental music, foreign language, and physical education, to provide more in-depth analysis. Dr. Lopez noted that 14 years ago, District 64 had created the Ends in an effort to be able to identify what we want District 64 students to learn as a result of their education here. The Ends are District 64's unique view of learning beyond high stakes tests in reading and math. She noted that the Ends framework has three components: statements, which are broad learning goals in 12 areas, including the five just identified, along with language arts, math, science, social studies, health, critical thinking/problem-solving skills, and social emotional development; assessments that identify how we will measure student mastery of the goals; and scorecards, which identify our annual targets for success. Dr. Lopez reported that the revision of the ends included alignment, application and targets for the five areas addressed this evening. She then introduced short audio clips describing the revisions created by the Curriculum Specialists from each of these departments, including: Sonja Dziedzic, visual art; Terry Broeker, general music; Brian Jacobi, instrumental music; Sue McGovern, physical education; and Shannon Rodriguez, foreign language.

Dr. Lopez and Superintendent Heinz then responded to Board member comments and questions about the Ends framework for these five areas. They pointed out that the standards were developed using national standards from organizations specializing in these areas when available and through teacher consensus of what mastery would look like, however there is no nationally normed assessments of learning in these areas. Dr. Lopez further explained the color-coding on the scorecards, and that the goal over time is for 100% mastery. Dr. Heinz and Dr. Lopez reiterated that District 64 was far ahead of others in creating the Ends 14 years ago, and that these 12 areas were valued equally as part of a child's education. Board President Borrelli questioned whether District 64 surpasses others in these areas, and that it would be helpful to have a comparison of what we provide that others do not or whether we have deficits and could provide alternatives. Dr. Lopez noted that some of the opportunities we afford students in terms of elective choices exceed what our neighbors are providing in giving students voice and choice at the middle school level. Dr. Heinz noted that the new Strategic Plan does provide for such a review.

UPDATE ON RESIDENCY RE-VERIFICATION PROCESS

Dr. Heinz noted that on February 9, the Board had approved 100% residency re-

Review of Educational
Ends with Departmental
Focus: Foreign Language,
Instrumental Music,
Music, Art and Physical
Education

Update on
Residency Re-
Verification
Process

verification for all students prior to the start of school on August 18. She provided a detailed report on how the process had operated this year, including staff training, communications outreach, document handling, and staffing at the schools and during the summer. She noted that by the June 1 deadline, 89% of returning students had verified residency, and that during the summer, outreach was focused on the remaining families to submit documentation or inform the District of their plans not to return by the start of school. She described the impact on parents, the school offices and District office required to re-verify about 4,000 returning students. Look ahead, Dr. Heinz recommended a combined approach for 2016-17. Kindergarten and new students would be processed in person and all documents examined at that time. Residency re-verification would be conducted only for students entering grades 3, 5 and 7, and parents/guardians would be allowed to scan their documents and upload them to District 64 through the Infosnap registration process. Dr. Heinz recommended this as a way to balance the time and personnel required to manage this process, while still providing rigorous oversight of residency. She also noted that the District had engaged a new private investigative firm to conduct investigations, and that 7-8 cases are currently being examined. Most of these cases appear to be individuals who have falsified affidavits. Dr. Heinz confirmed that the District would be pursuing legal action against them as a deterrent to others. Dr. Heinz and CSBO Kolstad responded to Board member discussion and questions about the alternate proposal. Board President Borrelli informally polled the Board, and the consensus was to continue re-verification of all families for 2016-17.

FOLLOW-UP ON DISTRICT DASHBOARD AND WEBSITE

Technology Director Warden provided an update on continued development of the District Dashboard on the website since the August 24 Board meeting presentation, and identified new displays and refinements underway. She also offered updates on the capabilities of the “advanced search” feature of the website and new links added to the Dashboard, which has been identified as being under development. Board members discussed additional information that might be added to the Dashboard, and Dr. Heinz noted that the Board could recommend additional menu tabs within the Board area of the website as well. Director Warden noted that the build out of the Dashboard would be continuing.

Follow-up on
District Dashboard
and Website

2014-15 BRIGHT BYTES SURVEY RESULTS AND FALL 2015 UPDATE

2014-15 Bright Bytes
Survey Results and
Fall 2015 Update

Technology Director Warden reported on the outcome of the Bright Bytes survey data obtained during fall 2014 and spring 2015 of teachers/administrators and students concerning technology integration in our learning process and environments. She noted the CASE framework for the survey includes Classroom, Access, Skills and Environment, and that results are provided along a 5-step maturity scale ranging from beginning to exemplary. She reported that from the fall 2014 surveys, the District's overall score was proficient, and that the District had developed a plan to focus on professional development to grow effectiveness in using technology to improve student achievement by setting a growth goal of moving from “emerging” to “proficient” in the

domain of Classroom. She pointed out that this domain encompasses the integration of the 4 C's of 21st century learning: communication, collaboration, critical thinking, and creativity. Director Warden reported that by spring, the District had recorded substantial progress in achieving a 12-point gain in our overall score, and had made progress toward moving toward proficient in the Classroom domain. She noted that the largest gains were in the areas of communication and collaboration as reported by students. Director Warden noted that the District is reviewing the fall collection of data and will develop focus goals for growth efforts in this school year. She confirmed that this is the second year of the survey to track continued growth and progress, and that this data also will appear in the scorecard for the 2020 Vision Strategic Plan.

BOARD MEMBER SPOTLIGHT VISITS ON 2020 VISION STRATEGIC PLAN

Board Member Spotlight Visits on 2020 Vision Strategic Plan

Board members discussed renewing a past practice of scheduling visits to the schools individually or in teams, and determined that facilities needs would be a good focus of visits this year given the amount of work identified in the Master Facilities Plan. Further discussion will be scheduled regarding other outreach efforts.

APPROVAL OF RESOLUTION AUTHORIZING ISSUANCE OF NOTICE OF REMEDIAL WARNING TO A TENURED TEACHER

Approval of Resolution Authorizing Issuance of Notice of Remedial Warning to a Tenured Teacher

Board President Borrelli noted that the Board had conducted a closed session tonight on this matter, at which time the individual had spoken to the Board and had legal representation. The language of the resolution includes references to violations of Policy 5:120, Illinois State Board of Education regulations, and the Individuals with Disabilities Act.

Action Item
15-09-3

ACTION ITEM 15-09-3

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 formal Resolution Authorizing Issuance of a Notice of Remedial Warning to a Tenured Teacher Sean Masterton.

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Eggemann

NAYS: None.

PRESENT: Zimmerman

ABSENT: Johnson

The motion carried.

**APPROVAL OF RESOLUTION AUTHORIZING THE
SUSPENSION WITHOUT PAY OF A TENURED
TEACHER**

Approval of Resolution
Authorizing the Suspension
Without Pay of a Tenured
Teacher

ACTION ITEM 15-09-4

Action Item
15-09-4

It was moved by Board member Paterno and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the formal Resolution Authorizing the Suspension Without Pay of Tenured Teacher Sean Masterton for misconduct, pursuant to Board Policy 5:240, for a period of two days.

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Paterno

NAYS: Sotos

PRESENT: Zimmerman

ABSENT: Johnson

The motion carried.

**APPROVAL OF SEPARATION AGREEMENT WITH AN
EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE**

Approval of Separation
Agreement with an
Educational Support
Personnel Employee

Board President Borrelli noted that the Board had time in closed session to review the matter.

ACTION ITEM 15-09-5

Action Item
15-09-5

It was moved by Board member Lee and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the formal Separation Agreement with Colleen Krone, an Educational Support Personnel Employee, and the Board accepts her resignation from employment effective October 28, 2015 following her use of Family and Medical Leave.

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Eggemann, Zimmerman

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Edward Dreyer	Employ as Instructional Resource Assistant at Emerson School beginning September 8, 2015 – \$19,772.34.
Danielle Bogolub	Employ as Special Needs Assistant at Franklin School beginning October 1, 2015 – \$16,616.34.
Katherine Dulek	Employ as 5th Grade Teacher at Roosevelt School beginning August 17, 2015 – \$48,582.00.
Laura Frayn	Employ as (.50) Special Education Teacher at Private/Parochial School beginning October 5, 2015 – \$22,804.02.
Elizabeth Frink	Employ as Lunch Program Supervisor at Carpenter School effective September 21, 2015 - \$12.00.
Linda Khalouf	Employ as 10-Mo Secretary Level IV at Emerson School beginning August 31, 2015 - \$24,804.50.
Magdalena Szakola	Employ as Instructional Resource Assistant at Field School beginning September 11, 2015 – \$18,052.23.
Minh Thu Nguyen	Employ as Special Needs Assistant at Emerson School beginning September 10, 2015 – \$19,551.42.
Laura Papageorgiou	Employ as Special Needs Assistant at Roosevelt School beginning September 1, 2015 - \$11,487.84.
Nancy Pomis	Employ as 10-Mo Secretary Level IV at Emerson School beginning August 24, 2015 - \$25,457.25.
Amy Rendino	Employ as Special Needs Assistant at Roosevelt School beginning September 14, 2015 - \$17,949.75.
Staci Rusch	Employ as Part-Time Health Assistant at Jefferson School beginning September 3, 2015 - \$11,487.84.
Jacob Szczesniak	Employ as Special Needs Assistant at Emerson School beginning August 24, 2015 - \$20,987.40.
Amy Tecu	Employ as Early Childhood Assistant at Jefferson School beginning September 14, 2015 - \$17,949.75.
Shannon Bechtold	Change of Assignment from Lunch Program Supervisor at Washington to Lunch Program Assistant Head Supervisor at Washington effective September 22, 2015.
Lynn Bugai	Change of Assignment from .50 Kindergarten Teacher at Roosevelt to fulltime Kindergarten Teacher at Roosevelt effective August 17, 2015 - \$102,779.00.
Christine Johnson	Change in Assignment from 1st Grade Teacher at Washington School to 3rd Grade Teacher at Washington School effective August 17, 2015 - \$72,214.00.

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Janet Johnson	Leave of Absence Request, FMLA/Family Medical – Instructional Resource Assistant at Washington School effective August 31, 2015 – December 1, 2015 (tentative).
Erin McCoy	Leave of Absence Request, Maternity/FMLA – 4th Grade Teacher at Roosevelt School effective August 17, 2015 – September 11, 2015 (tentative).
Melissa Milostan	Leave of Absence Request, Maternity/FMLA – C of C Language Arts/Math at Lincoln School effective January 18, 2016 – April 8, 2016 (tentative).
Amy Pekic	Leave of Absence Request, Maternity/FMLA – Instructional Resource Teacher at Emerson School effective March 25, 2016 – May 27, 2016 (tentative).
Robyn Schmit	Leave of Absence Request, Maternity/FMLA – Special Education Teacher at Carpenter School effective January 13, 2016– April 6, 2016 (tentative).
Molly Staron	Leave of Absence Request, Maternity/FMLA – Instructional Resource/Literacy Teacher at Roosevelt School effective February 8, 2016– May 2, 2016 (tentative).
Jamie Zimniok	Leave of Absence Request, Maternity/FMLA – Instrumental Music Teacher at Emerson School effective January 29, 2016– April 22, 2016 (tentative).
Mary Jo Baldassone	Resign as Lunch Program Supervisor at Washington School effective September 17, 2015.
Katie Moorman	Resign as Special Education Teacher at Field School effective June 12, 2015.
Doris Moss	Resign as Lunch Program Supervisor at Roosevelt School effective September 4, 2015.
Katherine White	Resign as Special Needs Assistant at Roosevelt School effective August 28, 2015.

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

B. BILLS, PAYROLL AND BENEFITS

Bills

10 - Education Fund-----	\$1,311,144.34
20 - Operations and Maintenance Fund -----	239,238.06
30 - Debt Services-----	-
40 - Transportation Fund -----	397,533.78
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	1,083,481.11
80 - Tort Immunity Fund -----	2,990.00
90 - Fire Prevention and Safety Fund -----	-

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Checks Numbered: 122582 - 122839 Total: \$3,034,387.29

Payroll and Benefits for Month of August, 2015

10 - Education Fund-----	\$2,047,556.42
20 - Operations and Maintenance Fund -----	230,669.68
40 - Transportation Fund -----	-
50 - IMRF/FICA -----	58,549.09
80 - Tort Immunity Fund -----	-

Checks Numbered: 11745 - 11783 Total: \$2,336,775.19

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

C. APPROVAL OF AUGUST FINANCIALS ENDING AUGUST 31, 2015

Monthly financial reports 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)

<u>ACTION ITEM 15-09-6</u>	Action Item 15-09-6
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It was moved by Board President Borrelli and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 28, 2015 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of August Financials Ending August 31, 2015; Annual Application for Recognition of Schools; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Paterno, Sotos, Zimmerman

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 15-09-7

It was moved by Board member Paterno and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meetings on September 21 and August 27, 2015, the Regular Board Meeting on August 24, 2015, and Closed Meetings on September 21, August 27 and August 24, 2015.

Action Item 15-09-7

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Eggemann, Zimmerman, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Dr. Heinz reported on the recent Elementary Learning Foundation (ELF) meeting, and noted that new members had joined the board, which is preparing for its annual fundraiser, Casino Royale. She noted that she and CSBO Kolstad had also met separately with board members regarding plans for the fundraiser. Dr. Heinz reported on the first meeting of the new Superintendent Community Relations Council to provide foundational information and background for this larger group of community members beyond our parent body. She noted that the first meeting was filled with in-depth information, including the quality audit, 2020 Vision Strategic Plan, a tour of the website, and other information to give members a broad view. Dr. Heinz said she had already received follow up emails after the first meeting as members are helping to spread information about the District in the community and getting ideas from them as well. She also gave a brief overview of the 20 members selected, with a balance between parents and non-parent community members and representation from all school attendance areas. Board President Borrelli noted he had also attended and found the presentations excellent and the interactions to be very lively. Dr. Heinz noted that finance/facilities and student learning/technology would be the topics of the two upcoming meetings this year, and that there is a constant conversation about communications in productive ways running through all the sessions.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reported on a recent FOIA request pertaining to student transportation contracts that had entailed extensive document searches and reviews to redact exempted information. She noted that request had been deemed voluminous and had gone through steps to narrow the request. She noted that another

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FOIA to obtain the settlement agreement with a tenured teacher had been responded to, but the requester had asked the Public Access Counselor to review the District's response. The District is in the process of providing the requested documentation to the office of the Illinois Attorney General as required. Dr. Heinz also noted that a lengthy request also had been received from the Better Government Association, and that the District had invoked a five-day extension. Dr. Heinz concluded by announcing that the Illinois Chapter of the National School Public Relations Association (INSPRA) had honored District 64 with a trio of awards for its communications work, including the District website, the 2014 Financial Report and the series of video podcasts about the Consortium for Educational Change (CEC) quality audit, and congratulated all involved with these efforts.

ADJOURNMENT

Adjournment

At 10:27 p.m., it was moved by Board member Paterno and seconded by Board member Eggemann to adjourn, which was approved by voice vote.

President

Secretary