

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

Minutes of the Committee-of-the-Whole
held at 7:00 p.m. September 12, 2016
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 7:52 p.m. Other Board members in attendance were Vicki Lee, Mark Eggemann, Bob Johnson, Scott Zimmerman, Dathan Paterno, and Tom Sotos. Also present were Superintendent Laurie Heinz, Assistant Superintendents Joel T. Martin and Lori Lopez, Chief School Business Official Luann Kolstad, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Student Services Jane Boyd, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and approximately 25 members of the public.

Board President Borrelli stated the purpose of the meeting was to hear reports on safety and security planning and on changes to the 2016-17 tentative budget.

▪ **NIPSTA Update and Crisis Go App**

Dr. Heinz introduced Northeastern Illinois Public Safety Training Academy (NIPSTA) Executive Director Jill Ramaker and her associate Sam Pettineo, retired City of Evanston Deputy Police Chief and former Evanston Township High School security director. Dr. Heinz summarized that safety has been a top priority in the District for several years as recommendations from the 2013 RETA physical security audit of our facilities have been implemented. She reviewed a wide variety of improvements already completed, and focused on summer 2016 work to install: impact resistant security film to the exterior doors at all schools; “panic buttons” in school offices; upgrades to the Sonitrol alarm system including “hold open” door alarms; direct alerts to administrators when 911 calls are placed within the District; and a secured vestibule at Washington School, the first within District 64.

Turning to the current school year, Dr. Heinz noted that as a continuation of the Board’s directives on safety, the District would be focusing on emergency planning and training. She reported that in 2015-16, the District had created a partnership with NIPSTA to craft a comprehensive Safety, Security and Emergency Operations Plan (EOP) to identify and respond to incidents by outlining the responsibilities and duties of all involved. The plan is almost complete, and includes more than two dozen threat/hazard-specific annexes that outline an organized, systematic method to address incidents. Dr. Heinz shared the annex on Tornados as an example of how the plan is laid out in action steps. Dr. Heinz, Ms. Ramaker and Mr. Pettineo reviewed the efforts underway to enhance the training and preparedness of all staff this year. Dr. Heinz noted that the message to staff was that everyone must feel confident in being a first responder until the community First Responders arrive. She reported that every staff member had participated in a NIPSTA-led safety workshop during the August staff Institute Days. They then discussed the Incident Command System (ICS) training already provided to the District’s full administrative team, and the upcoming ICS preparedness training to be provided to each school’s crisis team members. They noted that the goal was to ensure the consistency of operations and to standardize procedures across all schools. They pointed out that the training is building the capacity of all staff to react to crisis situations swiftly and with confidence, and that the further level of training means that our administrators and school crisis team staff will be able to coordinate more efficiently with local First Responders who have long followed this structure.

Dr. Heinz then introduced a new safety resource, the Crisis Go mobile app, that will help keep administrators connected to District safety resources, such as crisis checklists for each type of incident, class rosters, school maps, emergency contact information for leadership and First Responders, and the like. She noted that all the EOP annexes are now being transferred to checklist format in Crisis Go, and that the app would be introduced to administrators this fall. She also introduced a new District 64 public website that provides an overview of our plans and safety approach, and noted that password-protected access for staff would be added to more detailed materials via the employee portal. Dr. Heinz also pointed out that new shelter-in-place/evacuation maps for each room in the District were being prepared based on the updated Health Life Safety survey for posting by each room's exit door with the Crisis Go Guide flip book.

Discussing other projects this year, Dr. Heinz noted that reviewing procedures for active supervision while students are outdoors and on field trips/off-campus events would be updated this year. Board members and Dr. Heinz then discussed what items remain to be accomplished from the original 2013 RETA recommendations; Dr. Heinz will provide a short summary to the Board at an upcoming meeting. Discussion shifted to a new model for daily arrival and dismissal procedures now in use at Washington School. Dr. Heinz noted that entry at Washington is now limited to two doors and students are admitted continuously on arrival in the morning, rather than congregating outside waiting for a bell. She reported that adult supervisor responsibilities were shifted to accommodate the supervision indoors rather than outside, and that traffic congestion has been reduced significantly. Similarly, she noted that dismissal also is conducted through two doors only. Dr. Heinz reported that reducing the number of doors being used, coupled with a continuous arrival procedure, would be an ongoing conversation with principals this year to determine how such a model might be adapted for their buildings.

▪ **2016-17 Budget Changes from Tentative Budget**

CSBO Kolstad reported on changes to the 2016-17 tentative budget adopted by the Board on July 18, 2016. She focused on the Education Fund, the District's largest, and provided specific details of a \$470,000 increase in revenues and a \$778,000 increase in expenditures now budgeted for 2016-17. She noted that a projected increase in insurance benefit costs was driving the increase, but that additional enrollment information from the District's insurance carrier is still being settled from the open enrollment period in August. CSBO Kolstad reported this line item would be monitored and may be adjusted prior to the budget's final adoption on September 26, 2016. She also drew the Board's attention to changes in the Capital Projects Fund, which now includes the Lincoln Middle School window replacement project and the Carpenter north gym roof deck replacement/re-roofing project. CSBO Kolstad provided clarifying information to Board member questions on individual items. She confirmed that further public comment was invited at the public hearing at 6:45 p.m. on September 26 in advance of the Board's final action. She noted that updated five-year financial projections would also be presented at that time.

Board President Borrelli invited comments from the public; none were received.

At 8:52 p.m., it was moved by Board member Zimmerman and seconded by Board member Paterno to adjourn, which was approved by voice vote.

President

Secretary