

Inspire every child to



Meeting of the Board of Education Park Ridge – Niles School District 64

Special Board Meeting Agenda
Monday, February 6, 2017
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714

On some occasions the order of business may be adjusted as the meetings progresses to accommodate Board members' schedules, the length of session, breaks and other needs.

TIME

APPENDIX

6:00 p.m.

Meeting of the Board Convenes

- Roll Call
- Introductions
- Opening Remarks from President of the Board

• Board Recesses and Adjourns to Closed Session

- 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). 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 the selection of a person to fill a public office, including a vacancy in a public office, when the District is power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance [5 ILCS 120/2(c)(3)]

7:00 p.m.

• Board Adjourns from Closed Session and Resumes Special Board Meeting

• Public Comments

- **Approval of Resolution 1178 Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on the District's Outstanding Limited Bonds** A-1
 - Chief School Business Official Action Item 17-02-1
- **First Reading of Policies 2:80, 2:81, 2:100, 2:110, 2:140, 2:230** A-2
 - Superintendent

- **Board Vacancy Update**
-- Superintendent

7:15 p.m. • **Adjournment to Committee-of-the-Whole: Finance**

Next Meeting: **Monday, February 13, 2017**
Special Board Meeting – 6:00 p.m.
Closed Session to Follow
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714

Next Regular Meeting: **Tuesday, February 21, 2017**
Regular Board Meeting – 7:00 p.m.
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714

To: Board of Education
 Dr. Laurie Heinz, Superintendent
 From: Luann Kolstad, Chief School Business Official
 Date: February 6, 2017
 Subject: Approval of Resolution 1178 Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on the District’s Outstanding Limited Bonds

As discussed at the January 23, 2017 Board of Education meeting, the District will need to issue a supplemental tax levy to pay a small part of the principal of and interest on the 2014 Working Cash Bonds. This amount represents the difference between the assumed 1.5% CPI that was used when the bonds were issued in March 2014 and the actual CPI for tax levy years 2015 and 2016; the rates for those years were 0.70% and 0.80%, respectively.

Elizabeth Hennessy from William Blair has confirmed the amount of the supplemental tax levy to be \$29,394 for the tax levy years 2016 - 2019. A resolution will be brought to the Board each year for approval. Attached is a copy of the Supplemental Resolution Calculation (Attachment 1) used to develop the resolution that is recommended for adoption now. (Attachment 2).

Below is the explanation given for the supplemental tax levy at the January 23, 2017 Board meeting:

On March 13, 2014, the Board of Education issued General Obligation Limited Tax School Bonds, Series 2014A to pay for construction projects at Field Elementary School. Not knowing the CPI that would be used each year to increase the Debt Service Extension Base (DSEB), the annual payments on the District’s non-referendum bonds were set up to exceed the District’s Base and were structured this way to enable the District to capture the CPI annual increase in the DSEB. By law, the District’s DSEB increases each year by the CPI.

The Supplemental Tax Levy allows the District to levy for debt service up to the increased DSEB base once the CPI increase is known. For the 2016 tax levy, the debt service portion is being increased by CPI. Any amount owed beyond this is paid out of the existing funds in the Debt Service fund.

Approval of Resolution 1178

ACTION ITEM 17-02-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution 1178 Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on the District’s Outstanding Limited Bonds.

The votes were cast as follows:

Moved by _____ Seconded by _____

- AYES:
- NAYS:
- PRESENT:
- ABSENT:

2/6/2017

**PARK RIDGE SCHOOL DISTRICT NUMBER 64
Supplemental Resolution Calculation**

<u>Tax Year</u>	<u>Debt Service Extension Base (1994 Levy)</u>	<u>% CPI Increase in DSEB (1)</u>	<u>\$8.6M Non-Referendum Series 2014 Debt Service</u>		<u>2016 Supplemental Tax Levy</u>	<u>Total Non-Referendum DS Levies</u>	<u>Total Non-Referendum Debt Service</u>	<u>Remaining Debt Base Available (2)</u>	<u>Proposed Total Debt Service</u>	<u>5% Loss and Collection</u>
			<u>2014 Bond Resolution Levy</u>	<u>2014 Bond Resolution Levy</u>						
2013	1,923,439	1.70%	216,863	201,863			216,863	1,706,576	3,155,642	10,843
2014	1,952,291	1.50%	302,600	302,600			302,600	1,649,691	3,161,275	15,130
2015	1,967,909	0.80%	302,600	302,600			302,600	1,665,309	3,160,700	15,130
2016	1,981,685	0.70%	2,022,600	1,952,291	29,394	1,981,685	2,022,600	(40,915)	2,833,000	101,130
2017	1,981,685		2,063,800	1,952,291	29,394	1,981,685	2,063,800	(82,115)	2,063,800	103,190
2018	1,981,685		2,105,600	1,952,291	29,394	1,981,685	2,105,600	(123,915)	2,105,600	105,280
2019	1,981,685		2,147,800	1,952,291	29,394	1,981,685	2,147,800	(166,115)	2,147,800	107,390
2020	1,981,685		350,200	350,200			350,200	1,631,485	350,200	17,510
2021	1,981,685							1,981,685	-	
2022	1,981,685							1,981,685	-	
2023	1,981,685							1,981,685	-	
2024	1,981,685							1,981,685	-	
2025	1,981,685							1,981,685	-	
2026	1,981,685							1,981,685	-	
2027	1,981,685							1,981,685	-	
2028	1,981,685							1,981,685	-	
2029	1,981,685							1,981,685	-	
2030	1,981,685							1,981,685	-	
			9,512,063				9,512,063		18,978,017	

(1) Estimated after levy year 2015

(2) DSEB amounts are negative in 2016-2019 levy years because the 2015 CPI came in at .8% versus the projected 1.5%. However Cook County levies 5% loss and collection factor which should be adequate to fund any shortfall.

MINUTES of a regular public meeting of the Board of Education of Community Consolidated School District Number 64, Cook County, Illinois, held in the Multipurpose Room in the Jefferson School Building in said School District at 7:00 o'clock P.M., on the 6th day of February, 2017.

* * *

The President called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Anthony Borrelli, the President, and the following members were physically present at said location: _____

The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: _____

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The President announced that in view of the current financial condition of the District, the Board of Education would consider the adoption of a resolution authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of the District.

Whereupon Member _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION #1178 authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of Community Consolidated School District Number 64, Cook County, Illinois.

* * *

WHEREAS, Community Consolidated School District Number 64, Cook County, Illinois (the “*District*”), is a duly organized School District operating under the provisions of the School Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*School Code*”); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax School Bonds, Series 2014A, dated March 13, 2014 (the “*Bonds*”); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”); and

WHEREAS, pursuant to a resolution adopted by the Board of Education of the District (the “*Board*”) on the 24th day of February, 2014, and a Direction for Abatement of Taxes for the Bonds, dated the 25th day of February 2014 (collectively, the “*Bond Resolution*”), and in accordance with the provisions of the School Code and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the Bonds as set forth in Column (B) of the schedule attached hereto as *Exhibit A*; and

WHEREAS, the Bond Resolution has been filed with the County Clerk of the County of Cook, Illinois (the “*County Clerk*”); and

WHEREAS, pursuant to the Bond Resolution, the District directed the County Clerk to extend the taxes levied in the Bond Resolution to pay principal of and interest on the Bonds in accordance with the terms of the Bond Resolution; and

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the School Code and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Tax Extension Limitation Law*"); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the "*Base*"), which is an amount equal to that portion of the extension of the District for the 1994 levy year constituting an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2016 is equal to \$1,981,684.53 (the "*2016 Base*"); and

WHEREAS, the principal of and interest due on the Bonds is set forth in Column (A) of *Exhibit A* and in certain levy years exceeds the taxes levied in the Bond Resolution; and

WHEREAS, in accordance with the School Code, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of taxes levied to pay the principal of and interest on the Bonds to be increased up to the amount of the 2016 Base or the amount of the principal of and interest due on the Bonds, whichever is less; and

WHEREAS, the Board has heretofore determined and does hereby determine that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the Bonds as further described herein:

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Education of Community Consolidated School District Number 64, Cook County, Illinois, as follows:

Section 1. The preambles to this Resolution are hereby found and determined to be true, correct and complete and are hereby incorporated into this Resolution by this reference.

Section 2. The District does hereby levy for each of the years 2016 to 2020, inclusive, the supplemental amounts set forth in Column (C) of *Exhibit A*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the Bond Resolution. A schedule showing the aggregate of the taxes levied in the Bond Resolution and the taxes levied in this Resolution is set forth in Column (D) of *Exhibit A*.

Section 3. Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerk, and it shall be the duty of the County Clerk to annually in and for each of the years 2016 to 2020, inclusive, ascertain the rate necessary to produce the tax as set forth in Column (D) of *Exhibit A*, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for school purposes, in order to raise the respective amount aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general school purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special fund heretofore created and designated as the "School Bond and Interest Fund of 2014", which taxes

are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this Resolution shall also be filed with the School Treasurer who receives the taxes of the District.

Section 4. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 5. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted February 6, 2017.

President, Board of Education

Secretary, Board of Education

EXHIBIT A

SUPPLEMENTAL AND TOTAL TAXES LEVIED AND TO BE EXTENDED

YEAR OF LEVY	(A) DEBT SERVICE ON THE BONDS	(B) TAXES LEVIED IN 2014	(C) 2016 SUPPLEMENTAL TAX LEVY	(D) TOTAL TAXES TO BE EXTENDED TO PRODUCE
2016	\$2,022,600	\$1,952,290	\$29,394.53	\$1,981,684.53
2017	2,063,800	1,952,290	29,394.53	1,981,684.53
2018	2,105,600	1,952,290	29,394.53	1,981,684.53
2019	2,147,800	1,952,290	29,394.53	1,981,684.53
2020	350,200	350,200	-0-	350,200.00

Member _____ moved and Member _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: _____

The following members voted NAY: _____

Whereupon the President declared the motion carried and said resolution adopted, and in open meeting approved and signed said resolution and directed the Secretary to record the same in full in the records of the Board of Education of Community Consolidated School District Number 64, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Consolidated School District Number 64, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 6th day of February, 2017, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION #1178 authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of Community Consolidated School District Number 64, Cook County, Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 6th day of February, 2017.

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 2017, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION #1178 authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of Community Consolidated School District Number 64, Cook County, Illinois.

duly adopted by the Board of Education of Community Consolidated School District Number 64, Cook County, Illinois, on the 6th day of February, 2017, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2017.

County Clerk

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Community Consolidated School District Number 64, Cook County, Illinois (the "*District*"), and as such official I do further certify that on the 6th day of February, 2017, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION #1178 authorizing a supplemental tax levy to pay the principal of and interest on outstanding limited bonds of Community Consolidated School District Number 64, Cook County, Illinois.

duly adopted by the Board of Education of the District on the 6th day of February, 2017, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 6th day of February, 2017.

School Treasurer

First Reading of Policies 2:80, 2:81, 2:100, 2:110, 2:140, 2:230

Policy	Title	BOE Meeting 2/6/17 Change/No Change	Approval BOE Meeting 2/21/17
2:80	School Board – Board Member Oath of Conduct		
2:81 (New)	School Board – Board Member Self-Governance (New)		
2:100	School Board – Board Member Conflict of Interest		
2:110	School Board – Qualifications, Term and Duties of Board Officers		
2:140	School Board – Communications To and From the Board Based on PRESS October 2014 revisions		
2:230	School Board – Public Participation at Board of Education Meetings and Petitions to the Board		

2/6/17

School Board

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office:

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education (or Board of School Directors, as the case may be) of *(name of School District)*, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.

The Board President will administer the oath in an open Board meeting; in the absence, of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

Code of Conduct

The Board adopts the Illinois Association of School Boards' (IASB) "Code of Conduct for Members of School Boards." A copy of the Code shall be displayed in the regular Board meeting room.

The IASB Code is as follows:

As a member of my local School Board, I will do my utmost to represent the public interest in education by adhering to the following standards and principles:

1. I will represent all School District constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my Board membership for personal gain or publicity.
3. I will recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a Board meeting.
4. I will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the Board, while retaining the right to seek changes

- in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow Board members and will participate in Board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
 7. I will prepare for, attend and actively participate in School Board meetings.
 8. I will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
 9. I will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing my responsibility to represent the interests of the entire community.
 10. I will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
 11. I will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by my State and national school board associations, and encourage my fellow Board members to do the same.
 12. I will strive to keep my Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

LEG. REF: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

REVISED: April 23, 2007

REVISED: November 15, 2010

REVISED: November 17, 2014

REVISED: XXXXX, 2017

School Board

Communications To and From the Board

The School Board welcomes communications from ~~the community~~, staff members, parents, ~~students~~, and community members. ~~should~~. Individuals may submit questions or communications for the School Board's consideration to the Superintendent, ~~or may use the electronic link to the Board's email address(es) that is posted on the District's website~~. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of District business with a majority of a Board-quorum.

The Superintendent ~~or designee shall: provide the Board with a summary of these questions or communications and provide,~~

1. Ensure that the home page for the District's website contains an active electronic link to the email address(es) for the School Board, and
2. Provide the Board, such as ~~appropriate, his or her~~ in the Board meeting packet, with all emails that are received and any feedback regarding ~~the matter-them~~.

If contacted individually, Board Members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board Members will not take ~~private individual~~ action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members ~~individually~~, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications ~~to, by, and among a majority or more of a Board-quorum members, in their capacity as Board members~~, shall not be used for the purpose of discussing District business. Electronic communications among Board members ~~shall should~~ be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. ~~The following list contains examples of permissible electronic communications: may contain:~~

1. Agenda item suggestions
2. Reminders regarding meeting times, dates and places
3. Board meeting agendas or information concerning agenda items

4. Individual ~~emails or text messages to responses to questions posed by~~ community members, subject to the other limitations in this policy

LEGAL REF.:5 ILCS 120/.

50 ILCS 205/20.

CROSS REF.: 2:220 (School Board Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED: October 27, 1997

REVISED: September 14, 1999

REVISED: July 9, 2007

REVISED August 22, 2011

REVISED XXXX, 2017

School Board

Public Participation at Board of Education Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and District employees may comment on or ask questions of the Board, subject to reasonable constraints.

Prior to the public comment period, the Board President shall make the following statement:

“Per Illinois Statute and the Open Meetings Act, we now begin the public comment section of our agenda. All individuals who wish to speak are asked to line up next to the podium in preparation. Please note that you each will have a strict 3-minute time frame allotted. Please state your name as you are called to speak. As this is a meeting of the Board conducted in public and not a meeting of the public, speakers should not expect an immediate response or enter into a dialogue with the Board during the meeting. With a consensus of the Board, however, issues or topics raised during public comment may be added to future agendas for Board discussion or may be addressed by the Superintendent or designee individually with the speaker at a future time.”

The Individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Comments shall be limited to 3 minutes. In unusual circumstances, and when the person has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 5 minutes.
3. Observe the Board President’s decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President’s decision to determine procedural matters regarding public participation not otherwise covered in Board of Education policy.
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

During the public comment period, Board members shall refrain from

commenting directly to or engaging in a dialogue with any speaker.

Following the public comment period, a Board member may make a motion to have a discussion by the Board to determine whether there is a consensus that any of the issues or topics brought forward during public comment should be scheduled for further discussion at an upcoming Board meeting or should be addressed by the Superintendent or designee individually with the speaker at a future time. Upon a second of the motion and a majority vote approving the motion, the Board will proceed with the discussion.

LEGAL REF.: 5 ILCS 120/2.06.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: October 27, 1997

REVISED: April 4, 2011, November 17, 2014, February 22, 2016, ~~XXXX~~,
2017

2:230

Policies 2:81, 2:100 and 2:110

Proposed drafts of these policies will be provided at the Board meeting:

- Policy 2:81 - NEW - School Board - Board Member Self-Governance
- Policy 2:100 - update - School Board - Board Member Conflict of Interest
- Policy 2:110 - update - School Board Qualifications, Term and Duties of Board Officers

TO: Board of Education
 FROM: Dr. Laurie Heinz, Superintendent
 DATE: February 6, 2017
 SUBJECT: Board Vacancy Update

The Board of Education announced that the resignation of Board member Dathan Paterno had been received on January 23, 2017. According to Board Policy 2:70 (Attachment 1), the Board is required to appoint a replacement to serve from the date of appointment until the special meeting (tentatively scheduled for May 1, 2017) following the April 4, 2017 municipal election when the new Board is seated. Per that policy, I immediately notified Dr. Bruce Brown, director of the North Cook Intermediate Service Center (NCISC), of the resignation. Dr. Brown verified in writing that the District has 45 days to fill the vacancy, which he stated would be March 9, 2017. Therefore, the Board must act to select a replacement no later than March 9.

At the January 23, 2017 meeting, the Board agreed on the following timeline and procedure to fill the vacancy:

Date	Event	Expected Action
January 24, 2017	Invitation to submit application for appointment to vacant seat	Public announcement of invitation to apply for vacant seat and publicity materials prepared (Attachment 2)
Friday, February 3 - Noon	Deadline for receipt of applications	Applicant materials will be provided to the Board for review
February 6, 2017 - Special Board of Education meeting	Board reviews candidate applications	<ul style="list-style-type: none"> ● Determine whether some or all candidates will be interviewed ● Decide on interview schedule for February 13 ● Develop questions and decide whether questions are to be provided in advance to the candidates
February 13, 2017 - Special Board of Education meeting, closed session	Candidate interviews	<ul style="list-style-type: none"> ● Interviews conducted at duly called open meeting ● Deliberation in closed session
February 21, 2017 - Regular Board of Education meeting	Board votes on candidate in open session at public meeting	New Board member sworn in and seated

For the most recent Board vacancy in 2014, the Board requested that each candidate provide written responses *in advance* to three questions:

1. What do you perceive to be the most pressing challenge that District 64 faces and what ideas or strengths would you bring to the Board, if appointed?
2. Additionally, what do you feel is a particular strength of the District and why?
3. Should you be selected, how have you or will you prepare for this position?

The Board tonight is asked to discuss whether it would like to send questions, and whether these questions as written should be used. Should the Board decide to ask for this additional information, we would email the candidates on Tuesday, February 7 for their response by Friday, February 10, so that this additional information could be shared in advance of the February 13 interviews.

Policy 2:70 Vacancies on the School Board - Filling Vacancies

Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the Board of Education;
3. Legal disability of the incumbent;
4. Conviction of a felony, bribery, perjury, or other infamous crime, or of any offense involving a violation of official oath or of a violent crime against a child;
5. Removal from office;
6. The decision of a competent tribunal declaring his or her election void;
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated;
8. An illegal conflict of interest; or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular Board of Education election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept applications from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled open meetings and candidate deliberations to occur in closed session.

LEGAL REF.:

[105 ILCS 5/10-10](#) and [5/10-11](#).

CROSS REF.: [2:40](#) (Board Member Qualifications), [2:60](#) (Board Member Removal From Office)

ADOPTED: October 27, 1997

REVISED: August 24, 1998; December 13, 1999; October 23, 2000; November 13, 2006; April 4, 2011; June 9, 2014

Park Ridge-Niles School District 64

January 24, 2017

Park Ridge-Niles School District 64
Board of Education Vacancy - January 2017
Applicant Qualifications & Instructions

A candidate must meet the following legal qualifications per Board Policy 2:40:

A School Board member must be, on the date of election or appointment, a United States citizen at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter. Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment. A child sex offender, as defined in State law, is ineligible for School Board membership.

The term of office will be from the date of appointment to the special meeting (tentatively scheduled for May 1, 2017) following the April 4, 2017 municipal election when the new Board is seated. The appointment will be made in conformance with state law as found in Board Policy 2:70.

Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of the Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. Information about Board duties and policies are available on the District 64 website at: www.d64.org > Board of Education. The menu tab for Board Election 2017 although related to the April 4 election, also contains information on Board service that would be helpful for candidates interested in this interim appointment.

Applications should be written, and mailed or delivered to:

Board President Anthony Borrelli
Park Ridge-Niles School District 64
164 S. Prospect Ave.
Park Ridge, IL 60068

The application should include:

- Full name and contact information (home address, cell number and email address)
- A letter of interest summarizing: why you would like to serve on the Board; the skills you would bring to the Board; previous relevant community or non-profit experiences
- A resume.

Applications must be received at the address above NO LATER THAN 12 NOON on Friday, February 3, 2017. Please direct questions to Board President Anthony Borrelli, aborrelli@d64board.org or 847-344 -7437.

The Board expects to review applications at the special Board meeting on Monday, February 6, 2017 and also has agreed to conduct interviews for some or all candidates at a special meeting tentatively scheduled for Monday, February 13, 2017. The Board desires to make its appointment at the February 21, 2017 regular meeting.