

BOARD BUSINESS MEETING MINUTES
December 15, 2008

TRUTH IN TAXATION HEARING

Finance Liaison Lynch called the Truth in Taxation Hearing to order at 7:00 p.m. Lynch stated that the tax levy for 2008 is the topic of the evening's public hearing and that legal notice, as required by law, was published the week of December 3, 2008, in The Des Plaines Journal and gave information on the proposed levy for 2008 in relation to the 2007 tax extensions. Lynch read the following statement:

The Board of Education will again not be at the maximum rate of \$2.31 in the Education Fund and \$.55 in the Operations and Maintenance Fund with the 2008 levy. This is due to the Cook County tax cap, a 2008 CPI projection of 4.1% growth in equalized assessed valuation, and the need to spread the capped levy among all the District Funds so that expenses are covered and the Fund Balance Policy of the Board is addressed. In addition, as in past years, we will be passing a resolution tonight to suspend the rate factor increase available to the district from the April 2005 referendum. This resolution eliminates the district's ability to levy at a higher rate available to them from the referendum per state statute.

The Education and Special Education Fund rate times the prior year equalized assessed valuation of \$2.4 billion, plus an estimated new property EAV amount of \$50 million will generate levy dollars of approximately \$44.2 million for the Education Fund and \$.4 million for the Special Education Fund. The Operations and Maintenance Fund times the projected 2008 EAV will generate levy dollars of approximately \$7.8 million. We are minimally levying in the Tort Immunity and Life Safety funds, as we shifted most of these expenses to the Operations and Maintenance Fund in 2007 levy. The levy amount for the Education, Special Education and Operations and Maintenance Funds are up from the taxes extended for 2007.

The Transportation Fund levy is set at approximately \$1.5 million. The Social Security/Medicare Fund levy is set for approximately \$1 million. The IMRF Fund levy is set for \$1.1 million. The Working Cash levy is set for \$1.1 million. The 2008 levy amounts in these funds are comparative to the 2007 levy amounts.

Projections indicate that the proposed levy amounts for all funds, in addition to other annual revenue, should cover the projected fund expenditures for 2009-10 school year. The total levy request for 2008 is \$56.9 million, which reflects an increase of approximately 6.3% over the 2007 levy extension. The estimated total tax rate for 2008 for District 62 will be \$2.33. The 2007 total tax rate was \$2.35.

Lynch stated that although the district is stronger due to the passage of the Education Fund Referendum in April 2005, it should be noted that the tax cap in Cook County, PTAB's (property tax refunds), state economy, collective bargaining agreements and various pieces of legislation that may or may not be considered will continue to pose financial challenges in the years ahead. The Board will adhere to its Financial Planning Policy while striving to provide the best educational programming possible for our students as we prepare them to be productive and responsible citizens.

Lynch asked for comments from the audience and none were received.

Lynch adjourned the hearing at 7:05 p.m.

1. CALL TO ORDER

The regular meeting of the Board of Education of Community Consolidated School District 62 was held in the Forest School Board Room, 1375 Fifth Avenue, Des Plaines, Illinois, on December 15, 2008.

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President Brenda Murphy called the meeting to order at 7:05 p.m. Murphy then called for the roll.

Physically Present Board Members: Adams, Duckmann, Imig, Lynch, Murphy, Poskozim, and Suriano. Also present: Superintendent Westerhold, Associate Superintendent Shepard, Assistant Superintendent for Instructional Services Nguyen, Assistant Superintendent of Human Resources Hertel, Director of Student Services Voehringer, Director of Information and Instructional Technology Bowers, Director of Community Relations Ward, and Assistant to the Superintendent Goodchild.
Absent: None

Following the Pledge of Allegiance, Duckmann moved, and Suriano seconded, that the Board approve the December 15, 2008, District 62 School Board meeting agenda as presented. Murphy called for a vote to approve the agenda.

Ayes: Duckmann, Imig, Lynch, Murphy, Poskozim, Suriano, Adams
Nays: None

2. PRESENTATIONS/RECOGNITIONS

Director of Community Relations Ward announced that the Wieczorkiewicz and Komorowski families presented a \$5,000 donation from the estate of Edward Moskal to the Special Needs Preschool and Kindergarten programs at Cumberland. President Murphy presented a Certificate of Appreciation to alumnus Pat Jost, who recently completed an Eagle Scout project. Jost planned, collected, and mailed donated care packages to troops in Iraq.

3. PUBLIC COMMENT

Stan Zimmerman, 408 S. Wolf Road, expressed his displeasure with the pension and benefits available to retired district teachers and felt that those benefits should be reduced rather than asking taxpayers for additional funds. Murphy thanked him for sharing his concerns with the board.

4. STUDENT LEARNING AND SUPPORT SERVICES

Superintendent Westerhold introduced architect Craig Siepka of Wight & Company, who reported on progress of the Master Planning Process. Wight has concentrated efforts on the comprehensive plan analysis and investigated all schools to make sure that nothing was missed during the initial planning phase. They are working with district buildings and grounds crew, the technology department, and the Programs & Services group to finalize recommendations to be brought to the board in March 2009.

Associate Superintendent Shepard reviewed the proposed resolutions regarding the estimated tax amounts necessary to be levied for the 2008 tax year. A total levy of approximately \$57 million is requested, which is an increase of \$3.4 million over last year's levy request. In addition, Shepard requested the Board to approve a rate reduction resolution for certain funds and notification to the county clerk to suspend application of the rate increase factor. The rate reduction resolution will direct the Cook County Clerk to reduce 2008 levies for affected funds of the school district (tax cap). The suspension of the rate increase factor resolution will direct the Cook County Clerk to eliminate the district's ability to capture the tax rate increase factor.

Lynch moved, and Duckmann seconded, that the Board approve the following resolutions:

- Special Education Fund Resolution for 2008
- Working Cash Fund Resolution for 2008
- Resolution authorizing the reduction of certain fund levies for the 2008 Levy Year, and

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- Resolution instructing the Tax Extension Office not to extend the Rate Increase Factor relating to the 2004 tax year rate referendum. Murphy called for a vote.

Ayes: Imig, Lynch, Murphy, Poskozim, Suriano, Adams, Duckmann

Nays: None

Lynch moved, and Duckmann seconded, that the Board approve the following Certificates of Levy:

- Fire Prevention and Safety Certificate of Levy for 2008
- Working Cash Fund Certificate of Levy for 2008
- Certificate for the reduction of certain fund levies for the 2008 Levy Year
- Certificate of Compliance with the Truth in Taxation Act for the 2008 Levy Year
- Certificate instructing the Clerk of Cook County to suspend application of the rate increase factor calculation relating to the 2004 tax rate referendum; and the
- 2008 Certificate of Tax Levy (ISBE Form 50-02, June 2008) as follows:

Educational Purposes	\$ 44,217,205
Special Education Purposes	405,380
Tort Immunity Purposes	24,413
Operations & Maintenance Purposes	7,759,203
Transportation Purposes	1,474,304
IMRF Purposes	836,553
Social Security Purposes	1,082,551
Life Safety Purposes	24,413
Working Cash Purposes	1,059,356
Bond & Interest Purposes	0
TOTAL	\$ 56,883,378

Murphy called for a vote.

Ayes: Lynch, Murphy, Poskozim, Suriano, Adams, Duckmann, Imig

Nays: None

Education Liaison Suriano introduced Assistant Superintendent for Instructional Services Nguyen, who provided information on the district's Response to Intervention (RtI) plan. Illinois school districts are required to submit a plan by January 1, 2009. RtI is a problem solving, data informed approach used to provide high quality instruction and intervention to students. The district RtI committee has been working on the district plan since last year, focusing on core instruction and literacy. RtI coach Madi Phillips, is assisting with implementation for general education students and reviewing the existing program for special education students.

Suriano moved, and Adams seconded, that the board adopt the Response to Intervention plan as presented. Murphy called for a vote.

Ayes: Murphy, Poskozim, Suriano, Adams, Duckmann, Imig, Lynch

Nays: None

Returning extracurricular sports to the district was one of the priorities identified by the Master Planning Process Programs & Services Committee. Dr. Nguyen and Physical Education Coordinator, Don Dudek, reported on the recommendations of the Extracurricular Sports Committee. Interscholastic teams will include girls' and boys' basketball, Spirit Squads, cross country, and girls' and boys'

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volleyball. Intramural sports will include flag football, soccer, basketball, badminton, volleyball, track and field, and softball. Students will pay \$50 to participate in each sport (Spirit Squad and cross country fees will be \$25 for each sport) with a cap of \$75 annually. The district will provide uniforms for all teams except cross country, which uses physical education uniforms. Participants must follow a Code of Conduct for academics and behavior. President Murphy thanked the park district for assisting in the seamless transition and for their service to the students.

Suriano moved, and Duckmann seconded, that the board adopt the Extracurricular Sports Committee recommendations as presented. Murphy called for a vote.

Ayes: Poskozim, Suriano, Adams, Duckmann, Imig, Lynch, Murphy
Nays: None

Seth Bowers, Director of Information and Instructional Technology, reviewed the District 62 Library Media Center (LMC) program as required by regulations of the School per Capita Grant offered by Jesse White, Illinois Secretary of State and State Librarian. Bowers reported that the district's LMC program meets the requirements of the grant and uses the recommended Linking for Learning Media Program Guidelines.

Suriano moved, and Adams seconded, that the board approve the FY 2009 School District Library Grant Requirements as presented. Murphy called for a vote.

Ayes: Suriano, Adams, Duckmann, Imig, Lynch, Murphy, Poskozim
Nays: None

Murphy reviewed the proposed revisions to the Governance Compact that were discussed at the last meeting. As there were no further questions, Duckmann moved, and Poskozim seconded, that the board adopt the revised Governance Compact as presented. Murphy called for a vote.

Ayes: Adams, Duckmann, Imig, Lynch, Murphy, Poskozim, Suriano
Nays: None

Personnel Liaison Duckmann introduced Assistant Superintendent for Human Resources Hertel and Teacher/New Teacher Induction Mentor Coordinator Mary Fink, who reviewed the district Mentor Program. The district partners with the Consortium for Educational Change (CEC) to provide new teachers with training in the Danielson Framework and experienced teachers with mentor training. Mentors meet with their partner weekly and communicate on an ongoing basis. They also participate in classroom observations and provide feedback. Curriculum planning time has proven to be successful. Mentor/mentee partners, Catherine Sears, Bridget Gazzolo, Joanne Spachner, and Jodie Hockensmith shared their experiences with the board.

Policy Liaison Poskozim reviewed the proposed changes to board policies and noted that the recommendations are driven by legislative changes. A second reading of revised policies will take place at the February 17, 2009 meeting.

Duckmann moved, and Suriano seconded, that the Board approve the November 17, 2008, Closed Session minutes as presented. Murphy called for a vote.

Ayes: Duckmann, Imig, Murphy, Poskozim, Suriano, Adams
Nays: None
Abstain: Lynch

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Consent Agenda Items

Lynch moved, and Duckmann seconded, that the Board approve the Consent Agenda items which include the following items:

- CA1 – Personnel Report (AR#121508-06)
- CA2 – Authorization of Contract Approval (AR#121508-07)
- CA3 – Approval of Minutes - Business Meeting of November 17, 2008
- CA4 – District 62 Net Payroll for November 2008
- CA5 – District 62 Warrant Register and Report of Bills for November 7, 18, 20, 26, December 2, and 9, 2008
- CA6 – Monthly Financial Summary for November 2008
- CA7 – Reconciliation of Imprest Fund for November 2008
- CA8 – Voided Check Register for November 2008
- CA9 – North Cook Net Payroll for November 2008
- CA10 – North Cook Warrant Register and Report of Bills for November 10, 21, and December 9, 2008

Murphy called for a vote.

Ayes: Imig, Lynch, Murphy, Poskozim*, Suriano, Adams, Duckmann
Nays: None

* Poskozim recused himself from approval of any payments made to Commonwealth Edison or Exelon Corporation.

Personnel Report – Approval of the personnel report for December 15, 2008 (AR#121508-06) as follows:

<u>ASSIGNMENT (Classified)</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>SALARY</u>
Brooke Selep Replacement	Teacher Assistant at Cumberland Elementary School	December 8, 2008	Base \$16,497.00
Cindy Avina New-Grant Funded	Bilingual Family Coordinator	January 5, 2009	Base \$8,977.89
Juana Rodriguez- Serrano New-Grant Funded	Project Prevent Tutor at Orchard Place Elementary School	January 5, 2009	\$11.42 per hour
<u>RESIGNATION (Classified)</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	
Karen Krall	Teacher Assistant at Cumberland Elementary School	January 9, 2009	
Sheila O'Connell	Teacher Assistant at South Elementary School	December 19, 2008	
<u>TERMINATION (Classified)</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	
Ofelia Rivera	Administrative Assistant at Forest Elementary School	November 25, 2008	

LEAVE OF ABSENCE (FML)

Kelly Linney, a Special Education Resource teacher at Cumberland Elementary School, is requesting an eight-week (40 days) Family Medical Leave beginning approximately February 9, 2009 through April 14, 2009.

Kristy Radak, a Grade 8 Math/Literacy teacher at Chippewa Middle School, is requesting a 12-week (58 days) Family Medical Leave beginning approximately February 2, 2009 through May 1, 2009.

Lisa Butera, a Grade 2 teacher at Terrace Elementary School, is requesting a 12 week (60 days) Family Medical Leave beginning approximately February 6, 2009 through May 11, 2009.

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District 62 Net Payroll for November 2008

Net Payroll for November 2008

Checks Numbers:	401051	Payroll # 1	
	401052 - 401899	Payroll # 2	
	401900	Payroll # 3	
	401902 - 402750	Payroll # 4	
VOIDS:	None		
GROSS:	EDUCATIONAL FUNDS		\$3,079,850.49
	SPARK FUNDS		\$75,713.76
	OPERATIONS BUILDING & MAINTENANCE FUND		\$179,124.77
	TORT		
	TRANSPORTATION		
TOTAL:			\$3,334,689.02
GROSS			
DEDUCTIONS:			\$1,146,397.67
NET PAYROLL			\$2,188,291.35

District 62 Warrant Register and Report of Bills for November 7, 2008

Check Numbers 123157 - 123187		
Educational Fund		\$556,494.50
SPARK Fund		72.14
Operations & Maintenance Fund		55.28
Tort Fund		
Transportation Fund		
Fire & Safety Fund		
Municipal Retirement Fund		\$32,198.98
Social Security & Medicare Fund		\$41,894.01
Total Expenditures for 11/7/08 (11/14/08 Payroll)		\$630,714.91
Voids: None		

District 62 Warrant Register and Report of Bills for November 18, 2008

Check Numbers 123256 - 123392		
Educational Fund		\$340,425.38
SPARK Fund		\$1,430.23
Operations & Maintenance Fund		\$40,385.21
Tort Fund		\$2,260.00
Transportation Fund		\$29,104.23
Fire & Safety Fund		\$-
Municipal Retirement Fund		\$-
Social Security & Medicare Fund		\$-
Total Expenditures for November 18, 2008 (Accounts Payable)		\$413,605.05
Voids: 123271, 123354, 123368, 123270		

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District 62 Warrant Register and Report of Bills for November 20, 2008

Check Numbers 123393 - 123424	
Educational Fund	\$551,353.37
SPARK Fund	72.13
Operations & Maintenance Fund	55.28
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	\$31,841.82
Social Security & Medicare Fund	\$41,130.27
Total Expenditures for 11/20/08 (11/26/08 Payroll)	<u>\$624,452.87</u>
Voids: None	

District 62 Warrant Register and Report of Bills for November 26, 2008

Check Numbers 123425 - 123514	
Educational Fund	\$102,866.19
SPARK Fund	\$736.85
Operations & Maintenance Fund	\$21,000.44
Tort Fund	\$-
Transportation Fund	\$953.34
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for November 26, 2008 (Accounts Payable)	<u>\$125,556.82</u>
Voids: 123496	

District 62 Warrant Register and Report of Bills for December 2, 2008

Check Numbers 123515 - 123544	
Educational Fund	\$22,381.94
SPARK Fund	\$655.93
Operations & Maintenance Fund	\$12,643.72
Tort Fund	\$-
Transportation Fund	\$193.43
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for December 2, 2008 (Accounts Payable)	<u>\$35,875.02</u>
Voids: None	

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District 62 Warrant Register and Report of Bills for December 9, 2008

Check Numbers 123576 - 123658	
Educational Fund	\$630,798.71
SPARK Fund	\$8,004.38
Operations & Maintenance Fund	\$72,286.94
Tort Fund	\$-
Transportation Fund	\$173,862.80
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for December 9, 2008 (Accounts Payable)	\$884,952.83
Voids: 123648, 123649, 123579	

District 62 Reconciliation of Imprest Fund for November 2008

Check Numbers (No Activity)	
Imprest Fund Authorized Balance for November 1, 2008	\$15,000.00
Less Ledger Balance For November 30, 2008	\$-
Amount of Reimbursement Check	\$-
Education Fund	\$-
SPARK Fund	\$-
Operations & Maintenance Fund	\$-
Tort Fund	\$-
Transportation Fund	\$-
Total Fire & Safety Fund	\$-
IMRF	\$-
Total	\$-
Voids: None	

District 61 Net Payroll for November 2008

Net Payroll for November 2008	
Checks Numbers:	81075 - 81120 Payroll # 1
	81121 - 81165 Payroll # 2
VOIDS:	None
GROSS:	EDUCATIONAL FUNDS \$199,216.55
	SPARK FUNDS
	OPERATIONS BUILDING &
	MAINTENANCE FUND
	TORT
	TRANSPORTATION
TOTAL:	\$199,216.55
GROSS	
DEDUCTIONS:	\$61,933.71
NET PAYROLL	\$137,282.84

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District 61 Warrant Register and Report of Bills for November 10, 2008

Check Numbers 74030 - 74037	
Educational Fund	\$33,851.17
SPARK Fund	
Operations & Maintenance Fund	
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	
Social Security & Medicare Fund	
Total Expenditures for 11/10/2008 (11/14/08 Payroll)	<u>\$33,851.17</u>
Voids: None	

District 61 Warrant Register and Report of Bills for November 21, 2008

Check Numbers 74038 - 74045	
Educational Fund	\$33,647.82
SPARK Fund	
Operations & Maintenance Fund	
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	
Social Security & Medicare Fund	
Total Expenditures for 11/21/2008 (11/26/08 payroll)	<u>\$33,647.82</u>
Voids: None	

District 61 Warrant Register and Report of Bills for December 9, 2008

Checks Numbers 74934 - 75032

Educational Fund	\$217,977.11
Total Expenditures for December 2008	\$217,977.11

Voids - None

5. COMMUNICATIONS (No Board Action)

Board of Education –

Maine Township Special Education Program (MTSEP) Liaison Duckmann reported on recent meeting activities. Duckmann requested board members complete the Board Self-Evaluation survey by February 2, 2009 prior to the scheduled February 9, 2009 meeting. She reminded participants of the upcoming Education Foundation fundraiser on February 20, 2009 and noted that silent auction item donations are being sought. Poskozim stated that the topic of school districts utilizing alternative energy sources was discussed at a recent ED-RED meeting. Murphy noted the many thank you cards received from district staff. She stated that she attended the recent Parent Communications Council, the LICA Board of Control meeting, and an Instructional Improvement Council (IIC) meeting. Murphy invited citizens interested in running for school board to attend an informational session on January 5, 2009 at 7:00p.m. in the Forest School boardroom.

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Superintendent's Report –

Shepard presented a dashboard on the Tax Levy 2003-2008 that indicated a small increase in the 2007 tax extension base, anticipates a slight increase in 2008 due to the higher Consumer Price Index (CPI), and also anticipates a smaller, or no increase in future levy years due to a projected drop in CPI. The district will closely manage resources to ensure that spending stays in line with projected revenue increases and work with attorneys to minimize the impact of property tax refund objections.

Westerhold informed the board of two separate Freedom of Information Act (FOIA) requests that were handled. One requested information on the district food service provider and the other requested information on a professional development provider. Interviews for the School Resource Officer position have been completed and the intergovernmental agreement with the city of Des Plaines should be completed shortly. She noted the many holiday programs she has attended and thanked the teachers and students for their efforts. Westerhold reminded the board that students, teachers, and support staff are on winter recess from December 22, 2008 through January 2, 2009.

Board Dialogue

Board members discussed highlights of the recent Tri-Conference held November 21-23, 2008.

6. CLOSED SESSION

At 9:20 p.m. Duckmann moved, and Adams seconded that the board consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, and collective bargaining. Murphy called for a vote.

Ayes: Lynch, Murphy, Poskozim, Suriano, Adams, Duckmann, Imig

Nays: None

The Board returned from Closed Session at 9:58 p.m. with all members present who were formerly in attendance.

7. ACTION DEEMED NECESSARY

None

8. ADJOURNMENT

President Murphy adjourned the meeting at 9:58 p.m.

Brenda Murphy, Board President

Margaret Goodchild, Secretary to the Board