

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

PUBLIC HEARING

A Public Hearing for Community Consolidated School District 62 was held in the Forest School Board Room, 1375 Fifth Avenue, Des Plaines, Illinois, on October 19, 2009. The meeting was called to order by Board Member Sharon Lynch at 7:04 p.m. In addition to board member Lynch, the following board members were physically present: Adams, Duckmann, Imig, Murphy, Poskozim, and Suriano. Lynch stated that the Board is conducting a public hearing to receive public comments on the proposal to transfer \$1,000,000 from the Education Fund to the Transportation Fund. She stated that the reason for the proposed transfer of funds is to provide a positive fund balance in the Transportation Fund that will allow the district to meet their financial obligations related to the transportation of students for the 2009-2010 school year. She asked Assistant Superintendent for Business Services, Nelson Gray, to comment and he reviewed the rationale for requesting the transfer. Lynch asked for written or oral comments from board members and Murphy noted that the process was merely a fund transfer and does not increase any cost to the district. Lynch asked if the public had any written or oral comments and receiving none, adjourned the meeting at 7:06 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 October 19, 2009.

President Brenda Murphy called the meeting to order at 7:06 p.m. Murphy called for the roll call.

Physically Present Board Members: Adams, Duckmann, Imig, Lynch, Murphy, Poskozim, and Suriano. Also present: Superintendent Westerhold, Associate Superintendent Hertel, Assistant Superintendent for Business Services Gray, Assistant Superintendent 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 October 19, 2009, 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 introduced Terrace Elementary School teacher, Jennifer Sharko, and two of her students, who provided highlights of a fourth and fifth grade curriculum project on the Ellis Island immigration experience. Ward shared that Des Plaines Mayor Martin Moylan proclaimed October 23, 2009 as Principal Appreciation Day. Murphy noted the importance of principals as building leaders and thanked them, and the district assistant principals, for their hard work and dedication.

3. PUBLIC COMMENT

Paul Piszkiwicz, 1441 Oakwood, Des Plaines, stated that as a community resident and former Board of Education member, he congratulated past and present district business administrators and the Board of Education for their financial good judgment that produced an excellent first time bond rating of AA+. He thanked administrators and board members for developing a beneficial long-term strategy that, combined with good stewardship, has positively affected the district finances.

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

4. STUDENT LEARNING AND SUPPORT SERVICES

Superintendent Westerhold thanked Mr. Piskiewicz for his comments. She noted that although the bond rating process was a painstaking experience, it proved worthwhile and will save the district a significant amount in the form of lower interest rates. Assistant Superintendent for Business Services Gray stated that financial advisors are reporting a high level of interest from investors and the bond sale could take place tomorrow.

Westerhold stated that with the Comprehensive Plan Analysis (CPA) Phase I designs completed, the district is ready to begin Phase II design work for North, Orchard Place, and Plainfield schools. President Murphy noted that the Wight contract has been thoroughly reviewed by district legal representation. Adams moved, and Duckmann seconded, that the board approve the contract with Wight & Company to proceed with CPA Phase I implementation as presented. Murphy called for a vote.

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

Finance liaison Lynch and Assistant Superintendent for Business Services Gray introduced Jason Coyle, of Baker Tilly Virchow Krause, who reviewed the financial audit results for the 2008-2009 school year. Coyle commended the district on again receiving an unqualified opinion, which is the highest rating available. He noted that Baker Tilly will continue to monitor and advise the district as reporting requirements and standards continue to change.

Lynch and Gray noted that in order to transfer funds from the Education to Transportation Fund, the district was required to publish 30-day prior public notice and hold a public hearing before taking action. As those steps have been completed with no public comment, Lynch moved, and Adams seconded, that the board approve a resolution authorizing the transfer of \$1,000,000 from the Education Fund to the Transportation Fund. Murphy called for a vote.

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

Gray discussed the changes that will need to be made in developing the 2009 levy, due to the volatile real estate market and decline in property values. Since properties were reassessed and the Equalized Assessed Value (EAV) remains near the previous year's level, or in some cases decreased, the tax rate will increase. When the property values decrease, the tax rate increases to offset the change. Since the projected increase in tax dollars is expected to be greater than 5% over the 2008 tax levy extension, the district is required to hold a public hearing. The process requires the board to adopt a tentative levy at the November 16, 2009 board meeting, publish and hold a public hearing, and after adopting the levy at the December 21, 2009 board meeting, file with the Cook County Clerk prior to December 29, 2009.

Education liaison Suriano introduced Dr. Janice Rashid, Director of Curriculum; Milagros Bravo, Director of English Language Learners; and Brad Voehringer, Assistant Superintendent of Student Services, who reviewed results of the 2009 Illinois Standards Achievement Test (ISAT) and Illinois Alternative Assessment (IAA). It was noted that results are preliminary. The "Students with Disabilities" subgroup did not meet progress requirements so a District Improvement Plan will be presented for approval. Results for other subgroups that did not make Annual Yearly Progress (AYP) guidelines are being addressed in individual school improvement plans. In addition, the district is focusing on balanced literacy and Response to Intervention Plans (RtI) that address core programs and interventions at all grade levels. Board member Duckmann commended staff efforts and noted the inequity of testing students in their non-native language.

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

Policy liaison Poskozim stated there were no further changes to the policies discussed at the September meeting and moved, seconded by Suriano, to approve the revisions to district policy as presented in the second reading. Murphy called for a vote.

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

Westerhold advised that the Cook County Department of Public Health (CCDPH) is coordinating with local school districts to provide a H1N1 vaccination program that will administer a first dose of the vaccine to as many students in pre-kindergarten through eighth grade as possible. Volunteers and Cook County health providers will staff the free program. The campaign is scheduled during regular school hours. Legal counsel has provided guidance on the Memorandum of Agreement required by the CCDPH to participate in the program. Duckmann moved, and Suriano seconded, that the board approve the Memorandum of Agreement with the Cook County Department of Public Health as presented. Murphy called for a vote.

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

Maine Township Special Education Programs (MTSEP) liaison Duckmann reviewed the proposed revisions to the MTSEP Articles of Agreement. Murphy noted the practice of examining the value of district MTSEP affiliation is worthwhile, since it is important to know if our students are benefiting from membership. Duckmann moved, and Poskozim seconded, that the board approve the MTSEP Articles of Agreement as presented. Murphy called for a vote.

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

Duckmann moved, and Poskozim seconded, that the Board approve the September 21, 2009, Closed Session minutes as presented. Murphy noted that the minutes would remain closed until the next semi-annual review and called for a vote.

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

Consent Agenda Items

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

- CA1 – Revised Personnel Report (AR#101909-05)
- CA2 – Approval of District Improvement Plan (AR#101909-06)
- CA3 – Approval of Interagency Agreement with the Illinois Department of Healthcare and Family Services (AR#101909-07)
- CA4 – Approval of Parent Group Liability Insurance (AR#101909-08)
- CA5 – Authorization of Contract Approvals (AR#101909-09)
- CA6 – Approval of Public Gifts to the Schools (AR#101909-10)
- CA7 – Approval of Minutes - Committee of the Whole of September 14, 2009 and Business Meeting of September 21, 2009
- CA8 – District 62 Net Payroll for September 2009
- CA9 – District 62 Warrant Register and Report of Bills for September 8, 22, 23, 29, October 6, and 13, 2009
- CA10 – Monthly Financial Summary for September 2009
- CA11 – Reconciliation of Imprest Fund for September 2009
- CA12 – Voided Check Register for September 2009
- CA13 – North Cook Net Payroll for September 2009

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

CA14 – North Cook Warrant Register and Report of Bills for September 9, 24, and October 9, 2009

Murphy called for a vote.

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

Nays: None

* Poskozim recused himself from approval of any payments made to Exelon Corporation or its subsidiaries.

Personnel Report – Approval of the revised personnel report for October 19, 2009 (AR#101909-05) as follows:

<u>RE-ASSIGNMENT (Classified)</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>SALARY</u>
Martha Avina Replacement	From Part-Time Secretary at Iroquois Community School to Full-Time Administrative Assistant at Plainfield Elementary School	October 14, 2009	Base \$22,500.00

<u>ASSIGNMENT (Classified)</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>	<u>SALARY</u>
Mary Fitzpatrick New	Part-Time Registered Nurse	September 21, 2009	\$35.00/hour

ASSIGNMENT (Classified) Reading Improvement Grant Reading Aides

The following individuals have been hired as Reading Aides to be paid from the Reading Improvement Grant at \$11.88 per hour:

Caroline Lodewyck

ASSIGNMENT (Classified) TITLE I Grant Reading Aides

The following individuals have been hired as Reading Aides to be paid from the Title I Grant at \$11.88 per hour:

Lisa Arens

Juana Rodriguez-Serrano

<u>RESIGNATION (Classified)</u>	<u>POSITION</u>	<u>EFFECTIVE DATE</u>
Enieda Franceschi	Administrative Assistant at Plainfield Elementary School	October 16, 2009

FAMILY MEDICAL LEAVE OF ABSENCE

Peter Martin, a Social Worker at Chippewa Middle School, is requesting a three-week (15 days) Family Medical Leave beginning approximately January 11, 2010 through February 1, 2010.

Jason Hanrahan, a Grade 5 Teacher at Plainfield Elementary School, is requesting a two-week (10 days) Family Medical Leave beginning approximately December 14, 2009 through January 11, 2010.

Patricia Hanrahan, a Special Education Teacher at Plainfield Elementary School, is requesting a ten-week (50 days) Family Medical Leave beginning approximately December 9, 2009 through March 5, 2010.

Deanna Avina, a Teacher Assistant at Plainfield Elementary School, is requesting a three-week (17 days) Family Medical Leave, beginning approximately November 20, 2009 through December 18, 2009.

Dominic LaCerbera, a full-time Night Custodian at Orchard Place Elementary School, is requesting a three-week (15 days) Family Medical Leave, beginning October 26, 2009 through November 16, 2009.

Tracy Kellerhals, the Media Assistant at Central Elementary School is requesting a three-week (17 days) Family Medical Leave of Absence beginning November 22 through December 18, 2009.

Leonard Stancy, the Head Custodian at Orchard Place Elementary School is requesting a twelve-week (60 days) Family Medical Leave beginning July 28 through October 21, 2009.

Stephen Boudas, the Physical Education Teacher at Algonquin Middle School is requesting a three-week (18 days) Family Medical Leave of Absence beginning October 2 through October 28, 2009.

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

District 62 Net Payroll for September 2009

Net Payroll for September 2009

Checks Numbers:	417757 - 418534	Payroll # 1	
	418535 - 419386	Payroll # 2	
VOIDS:	None		
GROSS:	EDUCATIONAL FUNDS	\$2,868,093.74	
	SPARK FUNDS	\$77,385.24	
	OPERATIONS BUILDING & MAINTENANCE FUND	\$192,390.56	
	TORT		
	TRANSPORTATION		
TOTAL:		\$3,137,869.54	
GROSS			
DEDUCTIONS:		\$983,748.70	
NET PAYROLL		\$2,154,120.84	

District 62 Warrant Register and Report of Bills for September 8, 2009

Check Numbers 127167 - 127192

Educational Fund	\$554,921.51
SPARK Fund	
Operations & Maintenance Fund	64.41
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	31,633.48
Social Security & Medicare Fund	40,540.54
Total Expenditures for 9/8/09 (9/15/09 Payroll)	\$627,159.94
Voids: None	

District 62 Warrant Register and Report of Bills for September 22, 2009

Check Numbers 127271 - 127340

Educational Fund	\$76,666.02
SPARK Fund	\$2,220.34
Operations & Maintenance Fund	\$40,378.48
Tort Fund	\$-
Bond And Interest Fund	\$-
Transportation Fund	\$264.00
Capital Projects	\$17,557.00
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for September 22, 2009 (Accounts Payable)	\$137,085.84
Voids: None	

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

District 62 Warrant Register and Report of Bills for September 23, 2009

Check Numbers 127341 - 127367	
Educational Fund	\$470,510.64
SPARK Fund	
Operations & Maintenance Fund	64.41
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	32,655.30
Social Security & Medicare Fund	41,676.37
Total Expenditures for 9/23/09 (9/30/09 Payroll)	\$544,906.72
Voids: none	

District 62 Warrant Register and Report of Bills for September 29, 2009

Check Numbers 127368 - 127465	
Educational Fund	\$113,860.61
SPARK Fund	\$630.54
Operations & Maintenance Fund	\$37,834.45
Tort Fund	\$-
Bond And Interest Fund	\$-
Transportation Fund	\$-
Capital Projects	\$26,690.00
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for September 29, 2009 (Accounts Payable)	\$179,015.60
Voids: 127375, 127436	

District 62 Warrant Register and Report of Bills for October 6, 2009

Check Numbers 127466 - 127552	
Educational Fund	\$160,508.90
SPARK Fund	\$53.47
Operations & Maintenance Fund	\$9,991.53
Tort Fund	\$-
Bond And Interest Fund	\$-
Transportation Fund	\$2,601.00
Capital Projects	\$-
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for October 6, 2009 (Accounts Payable)	\$173,154.90
Voids: None	

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

District 62 Warrant Register and Report of Bills for October 13, 2009

Check Numbers 127580 - 127656	
Educational Fund	\$887,642.05
SPARK Fund	\$8,440.68
Operations & Maintenance Fund	\$38,365.16
Tort Fund	\$11,920.00
Bond And Interest Fund	\$-
Transportation Fund	\$7,225.00
Capital Projects	\$265,088.85
Fire & Safety Fund	\$-
Municipal Retirement Fund	\$-
Social Security & Medicare Fund	\$-
Total Expenditures for October 13, 2009 (Accounts Payable)	\$1,218,681.74

Voids: None

District 62 Reconciliation of Imprest Fund for September 2009

Check Numbers 15345 - 15347	
Imprest Fund Authorized Balance for September 1, 2009	\$15,000.00
Less Ledger Balance For September 30, 2009	\$12,826.75
Amount of Reimbursement Check	\$2,173.25
Education Fund	\$2,173.25
SPARK Fund	\$-
Operations & Maintenance Fund	\$-
Tort Fund	\$-
Transportation Fund	\$-
Total Fire & Safety Fund	\$-
IMRF	\$-
Total	\$2,173.25

Voids: None

District 61 Net Payroll for September 2009

Net Payroll for September 2009		
Checks Numbers:	81954 - 81996	Payroll # 1
	81997 - 82040	Payroll # 2
VOIDS:	None	
GROSS:	EDUCATIONAL FUNDS	\$208,959.04
	SPARK FUNDS	
	OPERATIONS BUILDING & MAINTENANCE FUND	
	TORT	
	TRANSPORTATION	
TOTAL:		\$208,959.04
GROSS		
DEDUCTIONS:		\$58,036.48
NET PAYROLL		\$150,922.56

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

District 61 Warrant Register and Report of Bills for September 9, 2009

Check Numbers 75749 - 75755	
Educational Fund	\$31,375.77
SPARK Fund	
Operations & Maintenance Fund	
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	
Social Security & Medicare Fund	
Total Expenditures for 9/9/2009 (9/15/09 Payroll)	\$31,375.77
Voids: None	

District 61 Warrant Register and Report of Bills for September 24, 2009

Check Numbers 75829 - 75835	
Educational Fund	\$32,025.58
SPARK Fund	
Operations & Maintenance Fund	
Tort Fund	
Transportation Fund	
Fire & Safety Fund	
Municipal Retirement Fund	
Social Security & Medicare Fund	
Total Expenditures for 9/24/2009 (9/30/09 Payroll)	\$32,025.58
Voids: None	

District 61 Warrant Register and Report of Bills for October 9, 2009

Check Numbers 75845 - 75913	
Educational Fund	\$215,914.04
Total Expenditures for October 2009	\$215,914.04
Voids – None	

5. COMMUNICATIONS (No Board Action)

Board of Education –

Vice President Duckmann asked board members to let her know if they plan to participate in a tour of MTSEP program locations scheduled for October 27, 2009 and a tour of Low Incidence Cooperative Agreement (LICA) locations scheduled for November 5, 2009. She also noted that board member Adams and several administrators joined her at a recent Legislative Roundtable with local state representatives and senators to voice district concerns on education related issues. Adams and Poskozim also attended an ED-RED seminar regarding virtual learning programs. Lynch expressed the desire that the district participate in the Fall Fest next year. Murphy attended a LICA Board of Control, IASB Fall Dinner, ED-RED Fall Luncheon, a YMCA long range planning, and Instructional Improvement Council (IIC) meetings. Murphy asked members to review the IASB Report to Membership in order to discuss the proposed resolutions at the November 16, 2009 board meeting.

Superintendent's Report –

Gray reviewed a dashboard on 2008 and 2009 Financial Comparisons. The district continues to have a low tax rate, offset by a very high Equalized Assessed Valuation (EAV) base. These factors allow the district to maximize the dollars available to educate students with a lower burden on the taxpayers. Westerhold stated that the Illinois Association of School Administrators (IASA) would conduct educational finance meetings with all Illinois legislators in December and she will attend the Illinois

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

School Board of Education (ISBE) Annual Superintendents' Conference in Springfield on October 26-28, 2009

6. CLOSED SESSION

At 9:00 p.m. Duckmann moved, and Suriano seconded, that the board go to Closed Session to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district and collective bargaining. Murphy called for a vote.

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

The Board returned from Closed Session at 9:07 p.m. with all members present who were formerly in attendance.

7. ACTION DEEMED NECESSARY

Duckmann moved, and Suriano seconded, that the board approve the Collective Bargaining Agreement between the Des Plaines Classified Support Personnel Association and the Community Consolidated School District 62 Board of Education as presented. Murphy called for a vote.

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

8. ADJOURNMENT

President Murphy adjourned the meeting at 9:13 p.m.

Brenda Murphy, Board President

Margaret Goodchild, Secretary to the Board

COMMITTEE OF THE WHOLE MEETING

1. CALL TO ORDER

Murphy called the Committee of the Whole meeting to order at 9:15 p.m.

2. SCHOOL IMPROVEMENT ROUNDTABLES

Murphy welcomed the principals and asked each to introduce themselves and the school they represent: John Swanson of Algonquin Middle School; Lillian Mosier and Ben Brand of Chippewa Middle School; Carol Gibbs of North Elementary School; Lauren Leitao and Shawn Mannion of Orchard Place Elementary School; and Lori Poelking of South Elementary School.

Principals were asked to reflect on three questions provided by the board prior to the meeting. These questions were:

1. The Board of Education has adopted the following instruction goal: *Community Consolidated School District 62 will provide a productive and inclusive learning environment that improves literacy skills for all students.* What have you implemented in your school to improve literacy skills for all students?

BOARD OF EDUCATION MEETING MINUTES
October 19, 2009

2. The Board of Education has adopted the following facilities' goal: *Community Consolidated School District 62 will complete a three-year comprehensive facilities' plan to improve safety, to improve energy efficiency, and to enhance the quality of the learning environment.* How will the comprehensive facilities' plan improve the learning environment for students in your building?
3. In your school improvement plans, you have identified specific action plans. What action plan is your top priority and how are you facilitating its implementation?

The principals agreed that improved literacy is their main goal. The uninterrupted 90-minute literacy block, which is offered in most schools, provides time to help students across all levels of achievement. Small group instruction provides lessons structured to help students. Teachers encourage independent reading, the use of vocabulary word walls, and incorporate technology and graphic organizers. Principals appreciate the literacy coaches who model student instruction and provide teachers with planning assistance. Teachers embrace opportunities to provide extra help to students.

The principals look forward to the facility improvements. Middle school principals are excited about the new cafeterias that will allow more students to be served at one time. This would potentially open up an extra 20 minutes during the school day for instruction. They believe that the renovations will positively impact school pride and morale among both students and staff. Improved technology and reconfigured spaces will encourage community use of buildings.

Murphy thanked the principals for sharing their thoughts with the board.

3. ADJOURNMENT

Murphy adjourned the Committee of the Whole meeting at 9:50 p.m.

Brenda Murphy, Board President

Margaret Goodchild, Secretary to the Board