

ARLINGTON HEIGHTS SCHOOL DISTRICT 25

1200 S. Dunton Ave.
Arlington Heights, Illinois 60005

School Board Meeting Minutes December 15, 2016

David Page, President of the Arlington Heights School District 25 Board of Education, called the meeting to order on December 15, 2016 to accept a motion to adjourn into closed session at 7:06 p.m. The meeting was held at Patton Elementary, 1616 N. Patton Avenue, Arlington Heights, Illinois.

The meeting was noticed for closed session to discuss Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees of the District, 5 ILCS 120/2 (c)(1); Possible Litigation, 5 ILCS 120/2 (c)(11); and review closed session minutes, 5 ILCS 120/2 (c)(21).



Regular Meeting

David Page, President of the Arlington Heights School District 25 Board of Education, called the meeting to order on December 15, 2016 at 7:31 p.m. The meeting was held at Patton Elementary, 1616 N. Patton Avenue, Arlington Heights, Illinois. Roll call was noted and the Pledge of Allegiance said.

Board members present: David Page, Brian Cerniglia, Denise Glasgow, Rich Olejniczak, Chuck Williams and Erin Johannesen.

Board members excused: Diana Chrissis

Others Present: Dr. Lori Bein, Superintendent; Dr. Eric Olson, Assistant Superintendent for Student Learning; Jake Chung, Assistant Superintendent for Personnel and Planning; Stacey Mallek, Assistant Superintendent for Business/Chief School Business Official; Coletta Hines-Newell, Director of Food Service; Ryan Schulz, Director of Facilities Management; Chris Fahnoe, Director of Technology and Assessment; Debbie Williams, recording secretary; staff and community.

Recognitions and Presentations

Congratulations to Stacey Mallek, recognized in the Illinois Association of School Board Officials' publication *Update*.

Community Input – none

Consent Agenda

Motion: C. Williams moved and E. Johannesen seconded the motion that the Board of Education approve those items on the Consent Agenda as follows: (A) Personnel Report and Addendum to Personnel Report; (B) Treasurer's Report; (C) Invoices;

(D) School Improvement Plans; (E) Public Hearing on the 2016 Tax Levy minutes of November 17, 2016; and (F) Regular and Closed Session Meeting minutes of November 17, 2016. Roll Call: C. Williams, yes; B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; D. Page, yes; and R. Olejniczak, no. Motion carried 5/1.

Communications to and from Board Members

- NSSEO – Ms. Johannesen said NSSEO continues with contract negotiations. This process reminded her of AHSD25 negotiations and thanked all who were involved in that smooth process. NSSEO Spotlight was on deaf and hard of hearing students participating in daily announcements at John Hersey High School. Ms. Johannesen said she had shared D25's "Insight" publication and received compliments on it from those at the meeting. And for those who wish to participate, NSSEO will have a fundraiser at California Kitchen on January 23rd.

There were no communication reports to or from Board Members from the following:

- IASB
- ED RED
- PTA
- ABC/25 Foundation
- ATA

Committee of the Whole Reports

Student Learning

K-5 Word Study Curriculum Adoption

Dr. Olson, Assistant Superintendent for Student Learning, introduced Sharon Nelles, LMC/Literacy Coordinator, and Lauren Miller, fourth grade teacher at Patton Elementary.

Ms. Nelles said the new K-5 Literacy Program, *Schoolwide Fundamentals*, was adopted in the spring of 2015. In the fall of 2015 the Literacy Committee started work on the final component of word study and the wrap up at grade levels is nearly complete. The Literacy Committee was made up of primary teachers, literacy teachers, one principal, one assistant principal, and Dr. Olson and Ms. Nelles from the Department of Student Learning.

The committee worked with Dr. Kathy Ganske, a renowned researcher and expert in the area of word study. Nine areas of learning regarding word study were identified. These are:

- Early Literacy Concepts
- Phonological Awareness
- Letter Knowledge
- Letter-Sound Relationships
- Spelling Patterns
- High-Frequency Words
- Word Meaning/Vocabulary

- Word Structure
- Word Solving Actions.

Ms. Nelles presented a chart showing the traditional spelling instruction versus word study. Research has proven the traditional way of learning spelling from lists to be ineffective. Through word study, children are assessed individually and word lists are created to best meet their needs. It is a hands-on approach using several activities.

Recommendations for kindergarten through third grade include Fountas and Pinnell *Word Study Lessons: Letters, Words, and How They Work*. Also recommended is *Handwriting Without Tears* which develops skills in a systematic way for kindergarten through second grade elementary students. Students in third grade would have exposure to cursive writing. They would be taught how to form each letter correctly.

Students in fourth and fifth grade would receive instruction from *Words Their Way: Word Study in Action*. It was created by world renowned researchers.

Words Their Way was piloted in classes fourth through fifth grade, and Fountas and Pinnell *Word Study Lesson* was piloted in kindergarten through third grade. Patton teachers, Corine Wegley, second grade, and Lauren Miller, fourth grade, piloted these programs, researched, and with thought and care, made recommendations to support Fountas and Pinnell. These programs create an important base for students. They have a common language in how words work, creating a solid foundation.

Ms. Miller said *Words Their Way* is important for students and helps identify needs and strategies. Students are active in the process, creating their own learning through a collaborative practice, working with their peers and making connections to other subject areas.

Dr. Olson said Fountas and Pinnell *Word Study Lessons: Letters, Words, and How They Work* and *Handwriting Without Tears* are in alignment with the committee's vision of a Balanced Literacy approach, follows the Reading Workshop model established by *Schoolwide* curriculum resource, and are aligned to the new Illinois Learning Standards for English Language Arts. Year one costs are pre-budgeted in the DSL 2016-17 budget and include professional development for staff.

Board members discussed the recommendation. Asked if parents were familiar with *Handwriting Without Tears*, Ms. Nelles said parents would be familiar with it as all kindergarten students have been using it. Cursive has been taught differently at each building, but that would change as the committee recommends to move forward with exposure to cursive.

As the Board agreed to extend the time for discussion another five minutes, they learned that a parent night would be held to share information regarding the K-5 word study curriculum.

Business and Finance

Workers' Compensation Insurance Renewal 2017

Ms. Mallek stated the recommendation is to stay with the current provider. Our broker put the workers' compensation insurance renewal out to bid, but several providers declined to bid. We had high claims in 2013-14. Ms. Mallek said safety training is in place and we have policy that should a staff become injured during the work-day he/she is to seek immediate medical attention. Most of our claims are a result of a normal part of the job.

Motion: C. Williams moved and E. Johannesen seconded the motion that the Board of Education approve Illinois Public Risk Funds as the provider of the Workers' Compensation insurance for calendar year 2017 at a cost of \$368,401. Roll Call: B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; D. Page, yes; C. Williams, yes; and R. Olejniczak, yes. Motion 6/0.

Resolution providing for the issue of not to exceed \$31,900,000 General Obligation Limited School Bonds

Elizabeth Hennessy, Managing Director of William Blair & Company, presented a financial update on the market, noting that interest rates have increased since the Presidential election. Tax cuts and higher interest rates are anticipated. It is unclear if the President Elect will implement his tax cuts in the first quarter. Market volatility is anticipated to continue throughout 2017. Financing options are being considered and it may be best to wait until 2018 to sell the remaining \$8.1 million in bonds. An alternative may be debt certificates and bonds.

Ms. Hennessy said the accelerated option for the \$31.9 million is good. It's still a good time to borrow. The financial schedule has been completed to date. They are preparing for a meeting with Moodys and hope to sell the bonds sometime in January 2017.

Board member discussed the purpose of the bond sale is to fund the construction projects at Thomas Middle School, Windsor Elementary, and Life Safety work. Previous bonds were sold for the purpose of construction projects at Ivy Hill and Olive-Mary Stitt Elementary schools. Asked about Greenbrier and Westgate Elementary, administration noted they are still under study. Regardless of the type of bonds sold, the rates are based on the district's credit rating.

Motion: C. Williams moved and E. Johannesen seconded the motion that the Board of Education approve the "Resolution providing for the issue of not to exceed \$31,900,000 General Obligation Limited School Bonds, Series 2017, of School District Number 25, Cook County, Illinois, for the purpose of increasing the Working Cash Fund of said school district, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the proposed sale of said

bonds to the purchaser thereof.” Roll Call: C. Williams, yes; B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; D. Page, yes; and R. Olejniczak, yes. Motion carried 6/0.

Resolution to Regulate Expense Reimbursements

Ms. Mallek presented the *Resolution to Regulate Expense Reimbursements* as revised based on legislative updates. Our policies already addressed several of these travel related pieces but the Resolution is specific and inclusive of a dollar amount. The Resolution reflects the total amount included in the 2016-17 budget for professional development expenditures.

Motion: C. Williams moved and B. Cerniglia seconded the motion that the Board of Education approve the “*Resolution to Regulate Expense Reimbursements.*” Roll Call: B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; C. Williams, yes; D. Page, yes; and R. Olejniczak, yes. Motion carried 6/0.

Building and Grounds

Addendum to Construction Manager Agreement

Mr. Schulz recommends approval of the addendum to the construction manager agreement for Thomas Middle School as presented. The total fee includes construction management fee and fixed general conditions. Nicholas and Associates provided services for expansion projects at Olive-Mary Stitt and Ivy Hill Elementary Schools and the District is satisfied with their services.

Motion: C. Williams moved and D. Glasgow seconded the motion that the Board of Education approve the addendum to the construction manager at-risk agreement with Nicholas and Associates for the project at Thomas Middle School in the amount of \$827,313. Roll Call: B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; D. Page, yes; R. Olejniczak, yes; and C. Williams, yes. Motion carried 6/0.

Addendum to Architectural Services Agreement

Mr. Schulz said STR Partners, LLC provided services for the additions at Ivy Hill and Olive-Mary Stitt Schools. We have been satisfied with their services. He recommends they provide architectural and engineering services related to the additions and renovations at Thomas Middle School and Windsor Elementary School. We anticipate the same professional fees at 7% of the cost of the work. These fees are based on the industry standard.

Motion: C. Williams moved and B. Cerniglia seconded the motion that the Board of Education approve the addendum to the Architectural Services Agreement with STR Partners, LLC, for Thomas and Windsor Schools. Roll Call: B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; D. Page, yes; C. Williams, yes; and R. Olejniczak, yes. Motion carried 6/0.

Five Year Facilities Master Plan

Mr. Schulz presented the Five Year Facilities Master Plan with a projected cost just over \$20 million. Many of the capital improvement projects consist of roofing,

HVAC, plumbing, electrical, paving and flooring. Within the next five years, the top three projected cost categories are: (1) roofing at \$8.3M; (2) HVAC at \$3.2M; and (3) Plumbing at \$1.9M. Mr. Schulz provided a few highlights from each year's project list. All items presented on the list are necessary to ensure our buildings are maintained.

- 2017 – The Rand roof is over 30 years old and will be replaced. South Middle School projects will include exterior envelope, lighting energy improvements, and paving and flooring projects.
- 2018 – Greenbrier will receive a new roof; mechanical and roofing at Rand; HVAC at Dryden and Greenbrier, and plumbing at Ivy Hill and Rand.
- 2019 – roofing at Westgate; flooring and paving projects at Dryden, Greenbrier, and Patton
- 2020 – roofing projects at Dryden and Windsor; plumbing at Westgate and Olive-Mary Stitt; and electrical at South Middle School
- 2021 – roofing at Westgate and South Middle School; HVAC at Rand, Ivy Hill and Greenbrier

Mr. Schulz noted there is an upward trend in construction costs and this trend is expected to continue. They have looked at roofing leaks and warranties to help with guidance on replacement cycles. Many HVAC projects are due to lack of efficiency and age of air handlers.

Mr. Ryan was asked about cash flow and value of asset versus maintenance of Rand and Miner. A study was previously done and reported to the Board in August and it was found a sale of Rand would not benefit the District at this time due to the revenue generated from leasing Rand. Looking long-term, we receive more revenue from rental.

Personnel and Planning

2017 – 2018 School Calendar

Mr. Chung presented the 2017 – 2018 school calendar. There were no changes to what was presented at the November 15, 2016 meeting.

Motion: Williams moved and E. Johannesen seconded the motion that the Board of Education approve the 2017 – 2018 School Calendar. Roll Call: C. Williams, yes; B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; R. Olejniczak, yes; and D. Page, yes. Motion carried 6/0.

Superintendent Report

Second Reading of policies

Dr. Bein presented policies for a second reading. These policies and exhibits are updated to reflect modifications as recommended by the Illinois School Board of Education. D25 has revised 2:125-E3, Resolution to Regulate Expense Reimbursements, to meet legislative requirements.

Motion: C. Williams moved and B. Cerniglia seconded the motion that the Board of Education approve the second reading of policies and exhibits as presented reflecting modifications and additions as recommended by the Illinois Association of School Boards. Roll Call: C. Williams, yes; B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; R. Olejniczak, yes; and D. Page, yes. Motion carried 6/0.

(PRESS Issue #93)

2:125 Board Member Expenses
2:125-E1 Board Member Expense Reimbursement Form
2:125-E2 Board Member Estimated Expense Approval Form
2:125-E3 Resolution to Regulate Expense Reimbursements
5:60 Expenses
5:60-E1 Employee Expense Reimbursement Form
5:60-E2 Employee Estimated Expense Approval Form

Mr. Page said the Board would not return to closed session.

Motion: Williams moved and E. Johannesen seconded the motion that the Board of Education adjourn. Roll Call: C. Williams, yes; B. Cerniglia, yes; D. Glasgow, yes; E. Johannesen, yes; R. Olejniczak, yes; and D. Page, yes. Motion carried 6/0.

The meeting adjourned at 8:50 pm.

Submitted,

Debbie Williams
Recording Secretary

Approved: January 19, 2017

David Page
President
Board of Education

Erin Johannesen
Secretary
Board of Education

Date minutes were available for public inspection: January 20, 2017

Date minutes were posted on District website: January 20, 2017