

Community Consolidated School District 15 Board of Education

580 N. 1st Bank Drive, Palatine, Illinois 60067 • 847-963-3000 • www.ccsd15.net

BOARD OF EDUCATION

Timothy Millar, President
Scott Herr, Vice President
Peggy Babcock, Secretary
Richard L. Bokor
Gerard Iannuzzelli
David W. Seiffert
Manjula Sriram

SUPERINTENDENT OF SCHOOLS

Scott B. Thompson

MISSION STATEMENT

To produce world-class learners
by building a connected learning community.



BOARD BRIEFS: *October 12, 2011, Regular Meeting*

Recognition—INSPIRA Award Winners: The Illinois Chapter of the National School Public Relations Association presented the District's Communication's Department with five awards during its annual communications contest and awards luncheon. The department received Awards of Excellence for the District's internal newsletter, *Check This Out*, and its Freedom of Information Act poster. It also received Awards of Merit for the District's community newsletter, *Connections*, and the District's *Financial Report Card for Fiscal Year 2011*. Additionally, the Communications Department and Joseph M. Kiszka, a retired District 15 administrator who now volunteers as the District's historian, received an Award of Merit for *Generations of Excellence: A History of Community Consolidated School District 15*.

Recognition—PTA/PTSA Presidents: Tracey Coleman, president of Northwest Suburban Council of PTA PTSA—Illinois PTA District 37, recognized the following PTA presidents for their work on behalf of District 15:

- **Karen Steffler**, John G. Conyers Learning Academy
- **Jen Towsey**, Central Road School
- **Lisa Jauch**, Carl Sandburg Junior High
- **Vanya Castle**, Carl Sandburg Junior High
- **Amy Langston**, Frank C. Whiteley School
- **Nancy Squillacioti**, Gray M. Sanborn School
- **Jen Williams**, Gray M. Sanborn School
- **Diane Zara**, Hunting Ridge School
- **Greg Elter**, Jane Addams School
- **Garrett Larkin**, Jane Addams
- **Bill Cooley**, Kimball Hill School
- **Jenni Eleftheriou**, Kimball Hill School
- **Brenda Cyr**, Lake Louise School
- **Cynthia Coroneos**, Lake Louise School
- **Debbi Azpuru**, Lincoln School
- **Chris Daly**, Lincoln School
- **Alison Silver**, Marion Jordan School
- **Mary Kay Aronson**, Marion Jordan School
- **Joanne Wojcik**, Plum Grove Junior High
- **Donna Hirsch**, Plum Grove Junior High
- **Sherri Lamerand**, Pleasant Hill School
- **Kristi Svec**, Pleasant Hill School
- **Jennifer Hurwitz**, Stuart R. Paddock School
- **Mana Bhasin**, Stuart R. Paddock School
- **Terri Hooker**, Thomas Jefferson School
- **Susie Thompson**, Thomas Jefferson School
- **Amy Henning**, Virginia Lake School
- **Leah Tenuta**, Virginia Lake School
- **Meg Andrew**, Willow Bend School
- **Enid Krambeer**, Winston Campus Elementary
- **Cheri Bernier**, Winston Campus Elementary
- **Belinda Breytenbach**, Winston Campus Junior High
- **Deanna Kolar**, Winston Campus Junior High
- **Nancy Kaye**, Walter R. Sundling Junior High
- **Jennefer Schelfhout**, Walter R. Sundling Junior High

Recognition—Those Who Excel: This year, members of the District 15 community have received a total of seven awards from the Illinois State Board of Education's (ISBE) prestigious "Those Who Excel" awards program.

Awards of Merit were won by:

- **Jennifer Grosch**, Marion Jordan School principal
- **Debra Goode**, a first-grade teacher at Gray M. Sanborn School
- **Rachel deLutio**, a fifth- and sixth-grade teacher at Willow Bend School
- **Julie Sciuckas**, a parent volunteer at Winston Campus Elementary

BOARD BRIEFS: October 12, 2011, Regular Meeting

Page 2 of 5

Awards of Recognition were won by:

- **Phyllis Carlstrom**, senior executive assistant for the superintendent and deputy superintendent of schools
- **Jennifer Reilly**, a reading consultant specialist at Thomas Jefferson School
- **Lincoln School's Student Services Team**, which is comprised of team members **Rebecca Dinkheller** and **Kathy Franzen**, special education teachers; **Jessie Kalinowski** and **Sharon Moore**, reading consultant specialists; **Lanae Recinas**, social worker; **Teresa Schwarz**, speech and language pathologist; and **Laura Swanlund**, school psychologist

Annual Student Achievement Report: Mary Zarr, assistant superintendent for curriculum, special services, and school improvement, delivered a brief PowerPoint presentation and summarized the 2010-11 Student Achievement Report. Mrs. Zarr noted that, in the aggregate, the District's Illinois Standards Achievement Test (ISAT) scores for reading and math continue to make Adequate Yearly Progress (AYP) toward the goals of the federal No Child Left Behind (NCLB) Act. The Board has also set a target that at least 90 percent of students at every grade level tested should meet or exceed state reading and math standards as measured by the ISATs. Mrs. Zarr reported that this target was met last year by Grades 3 and 6 in reading, and by every grade level tested—Grades 3-8—in math. As far as demographic subgroups are concerned, the District didn't experience any significant decreases in scores last year, but it did see a significant increase in reading scores for its Limited English Proficiency (LEP) subgroup. In fact, the District's LEP subgroup made AYP for the first time since 2007. With regard to Measure of Academic Progress (MAP) test data, Mrs. Zarr reported that the District's growth mean is higher than the normal growth mean at every grade level in both reading and math. Also, according to MAP test data, the percentage of students meeting their growth targets for both reading and math puts the District in the top quartile nationally. This year, the District also added its eighth graders' Explore scores from December to this report. (Explore is the ACT program's college readiness test for eighth and ninth graders.) Last year, District 15's eighth graders topped Township High School District 211's average Explore scores and the national averages.

FY 2011 Draft Audit Presentation: Michael Adamczyk, assistant superintendent for business and auxiliary services, and John Rossi, representing Baker Tilly Virchow Krause, LLP, the District's auditor, presented information and responded to questions from Board members concerning the FY 2011 Draft Audit. Mr. Rossi noted that his firm issued an "unqualified opinion" in its audit report for the District. An "unqualified opinion" means the firm concluded that the District's financial statements give a true and fair view in accordance with the financial reporting framework used for the preparation and presentation of such documents.

FY 2011 Budget Variances: Mr. Adamczyk reported that the District had experienced roughly \$5 million of positive budget variances for the 2010-11 fiscal year. As a result, the District finished the year with a \$690,527 deficit rather than the estimated \$5.7 million deficit it expected. This means the District's fund balances stand at 39.54 percent of its budget, or roughly \$55 million. Mr. Adamczyk attributed these variances to revenues coming in about \$3.4 million over budget, and expenditures coming in about \$1.6 million under budget. The expenditure variance equals about 1.1 percent of the District's total expenditures, which, said Mr. Adamczyk, is not an uncommon occurrence, as the District strives to keep its spending within budget. The favorable revenue variances can be attributed to several factors, he said. Property tax collection rates came in at 98.4 percent; the average for the preceding three years was 96.1 percent. Consequently, property tax revenues exceeded budgeted amounts by about \$1.7 million. Also, the District's Medicaid reimbursements exceeded budget by \$831,774 because the District received past due reimbursements from the 2009-10 fiscal year, and because the number of Medicaid-eligible students in the District increased last year. Additionally, special education reimbursements from the state exceeded budget by \$397,310, and special education tuition paid to the District exceeded budget by \$517,024 due to an increase of non-district students enrolled in Little City.

Five-Year Financial Projections: Mr. Adamczyk presented an updated five-year forecast that showed the District's expenditures exceeding its revenues through the 2015-16 fiscal year. Projected annual budget deficits continue this year with a roughly \$6.2 million shortfall that would reduce the District's fund balance from 39.54 percent of its budget, or roughly \$55 million, to 33.72 percent, or roughly \$49 million. Forecasts of future budgets show a steep decline in fund balances over the next five years. These annual budget deficits are projected to decrease the District's fund balance to 2.94 percent, or roughly \$4.8 million, at the end of fiscal year

BOARD BRIEFS: *October 12, 2011, Regular Meeting*

Page 3 of 5

2015-16. Mr. Adamczyk noted that the projections were built upon the audited figures presented earlier in the meeting and incorporated a series of assumptions that will change over the course of the five-year forecast.

Superintendent's Report: Superintendent Scott Thompson presented the Board with background information it requested regarding the possibility of hiring a grant writer for the District. In summarizing the report, he noted that, although the District Fifteen Educational Foundation has recently begun to work with a grant writer paid as an hourly consultant, no neighboring Districts have grant writers on their staff, and only a few have contracted them for specific projects. Additionally, most grants do not cover costs associated with grant writers. He concluded that he sees no benefit in hiring a grant writer for the District at this time.

ED-RED Council/Legislation: It was reported that ED-RED's first meeting was held September 26, and that those in attendance were told to expect both cuts and delays in education funding this year. During this report, it was also noted that fall veto sessions will be held October 25-27 and November 8-10. Passing bills in veto sessions requires a 60 percent "super majority" of votes, which means proposed pension reform measures are not likely to be approved this fall. Literature on pension reform and school consolidation proposals was also presented to the Board as part of this report.

District Fifteen Educational Foundation: The District Fifteen Educational Foundation held its Kelly Miller Circus fundraiser on September 23 and 24, and is set to host the famous dueling pianos show from Chicago called Howl at the Moon on Friday, November 4, from 7:30–9:30 p.m. at Dirty Nellies in Palatine.

Communication Committee: It was reported that the Board's first community forum will be held Monday, October 24, at 7 p.m. at the Joseph M. Kiszka Educational Service Center, 580 N. 1st Bank Drive, Palatine. Following an introduction outlining the purpose of the forums and the role of the Board, the forum will transition into a presentation on the District's financial outlook. A panel of Board members and District administrators will then take questions from the community regarding the District's finances. The meeting will conclude with a discussion of potential topics for future forums.

Financial Communications Plan: Mr. Thompson outlined details of the schedule he developed for sharing financial information with District 15 stakeholders in anticipation of budget reductions for the 2012-13 fiscal year. This communication initiative is intended to proactively inform the District's constituents, elicit their feedback, and develop a community consensus around tough decisions that may have to be made. The schedule is as follows:

October

- Present latest audited financial information, updated five-year financial projections, and 2011-12 budget forecast revisions to the Board
- Share the 2012-13 budget development timeline
- Board sets a budget target for 2012-13

November

- Convene budget information forums with ...
 - District Leadership Team (administrators and principals)
 - Board and union leadership
 - Staff and community members
- Create and distribute budget fact sheets

December

- Convene budget reduction committees with ...
 - District Leadership Team
 - Board and union leadership
 - Staff and community members

January

- Present budget reduction proposal to the Board
- Open a period of public comment on the proposal

February

- Present revised budget reduction proposal to the Board
- Present staffing and/or program changes for 2012-13

March/April

- Release staff members required to meet budget target

BOARD BRIEFS: October 12, 2011, Regular Meeting

Page 4 of 5

Superintendent's Finance Committee: Mr. Thompson presented the Board with minutes from the committee's October 3 meeting. During the meeting, the committee discussed the District's cash flow forecast and determined the District will not have to issue tax anticipation warrants this year. The committee also reviewed the District's workers' compensation losses for the past five fiscal years and agreed to issue a request for proposal to renew the District's self insurance program. According to Wine Sergi, the District's insurance agent, the District has saved a significant amount of money by implementing this program rather than a first-dollar, fully-insured program. The committee reviewed the draft audit results for the 2010-11 fiscal year and the resulting updates to the District's five-year financial forecast, and then concluded the meeting with discussions on two proposals it agreed had merit and should be presented to the Board for further consideration. The first proposal was to hire at a cost of no more than \$5,000 an outside firm to perform a study to identify cost-saving measures that could be implemented in Transportation Services. The second proposal was to hire a custodial supervisor to assist in training and supervising second-shift employees.

Strategic Goals/Board Goals for 2011-12: Following the presentation of these goals to the Board during its September 14 meeting, the District conducted an online stakeholder survey to elicit feedback regarding these documents. Eighty-two people responded, with approximately 74 percent of them indicating they felt the goals were appropriate. The survey also allowed respondents to include comments that explained their answers. District administrators reviewed all of the comments submitted and determined that those related to the goals had the following themes:

- The goals need more detail to thoroughly understand what is to be accomplished, who is responsible, the timeline for accomplishing them, and the metrics and measurements that will be used to determine if they have been accomplished.
- Specific steps need to be outlined regarding the accomplishment of the goals, particularly in the area of curriculum and finances.
- Children should be the driving force for all of the goals.

Mr. Thompson emphasized that the administration is charged with ensuring that the goals are accomplished, and he recommended their approval with the understanding that the survey feedback will be incorporated into the action plans developed to reach the goals. Those plans will include timelines, specific action items, and evaluation tools, and they will assign responsibility for each component of the goals. Later in the meeting, the Board adopted the Strategic Goals/Board Goals for 2011-12, as presented.

Citizens Address the Board: One resident addressed the Board regarding the District's new website, and one resident addressed the Board regarding private and parochial school enrollment in the area.

Also during the meeting:

- The Board tabled its review of the Illinois Association of School Boards' (IASB) resolutions and recommendations until its November 16 meeting.
- The Board tabled its decision as to whether to have an IASB representative conduct a training workshop for the Board until its November 16 meeting.
- The Board approved the October 12, 2011, Personnel Report, as presented.
- The Board approved the following recommended bid awards based on the lowest bids meeting specifications:
 - for one Model 2012 Refrigerated Delivery Truck to Northwest Trucks, Inc., Palatine, IL, for a total bid award amount of \$93,244.
 - for one Model 2012 Chevrolet Silverado 2500HD, 4WD, Extended Cab, to Advantage Chevrolet, Hodgkins, IL, for a total bid award amount of \$27,373.
 - for custodial cleaning equipment to Amsan, Lombard, IL, at a cost of \$43,962.50; and Metro Professional, Carol Stream, IL, at a cost of \$12,804.66; for a total contract amount of \$56,767.16.
 - for custodial cleaning supplies to Amsan, Lombard, IL, at a cost of \$80,497.70; the Boelter Companies, Wood Dale, IL, at a cost of \$5,435.70; Central Poly Corp., Linden, NJ, at a cost of \$33,500; Chemcraft Industries Inc., Chicago, IL, at a cost of \$472; Expert Chemical & Supply, Inc., Hazel Crest, IL, at a cost of \$4,486; WW Grainger Inc., Niles, IL, at a cost of \$326.16; HP Products, McHenry, IL, at a cost of \$10,010.32; Kranz Inc., Racine, WI, at a cost of \$1,533; Midland Paper, Wheeling, IL, at a cost of \$55,848; North American Corp., Glenview, IL, at a cost

BOARD BRIEFS: October 12, 2011, Regular Meeting

Page 5 of 5

of \$3,595.20; Pyramid School Products, Tampa, FL, at a cost of \$8,098; and School Health Corp., Hanover Park, IL, at a cost of \$4,296, for a total contract amount of \$208,098.08.

- The Board approved the following 11 consent calendar items:
 - Investment Report
 - September 2011 Treasurer's Report
 - Report of Payroll Vouchers and Invoices
 - August 2011 Activities Fund Report
 - September 2011 Budget Report
 - September 2011 Imprest Detail
 - Disposals
 - Renewal—Scholastic (Technology Service Plan) for Read 180/System 44 Computers
 - Second Reading—Board of Education Policy
 - 6:235 Instruction: Instructional Resources—Access to Electronic Networks
 - 7:260 Students: Welfare Services—Exemption from Physical Activity
 - Settlement Agreement/General Release
 - Destruction of Executive Session Audio Recordings—March 2010
- It was reported that three Freedom of Information Act requests/responses were responded to last month.

Next Regular Board of Education Meeting: Wednesday, November 16, 2011, at 7 p.m. at Walter R. Sundling Junior High School, 1100 N. Smith Street, Palatine.