

**Minutes of a Regular Meeting of the Board of Education of
Community Consolidated School District 15
Palatine, Cook County, Illinois
Held on Wednesday, February 10, 2021, 6:00 p.m.
at Walter R. Sundling Junior High School
1100 N. Smith Street, Palatine, Illinois 60067**

A regular meeting of the Board of Education of Community Consolidated School District 15, Palatine, Cook County, Illinois, was held on February 10, 2021, at Walter R. Sundling Junior High School, 1100 N. Smith Street, Palatine, Illinois. Board members assembled in person, following physical distancing and other safety guidelines. Board members were notified by bulletin sent electronically on February 4, 2021.

Roll Call

President Szczupaj called the regular meeting to order at 6:06 p.m.

Board members physically present:

Samantha Bray Ader, Wenda Hunt, Zubair Khan, Michael Smolka, Lisa Beth Szczupaj, Anthony Wang

Board members physically absent: Frank J. Annerino

Also present were Laurie Heinz, Ed.D., Superintendent of Schools, and Lisa Nuss, Assistant Superintendent for Human Resources

Closed Session

Mrs. Hunt made a motion, seconded by Mr. Smolka for the Board to convene in closed session to discuss:

- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2 (c)(2).
- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5ILCS 120/2(c)(1).

The vote was unanimous and the Board entered into closed session at 6:08 p.m.

Board member Frank J. Annerino entered the meeting/closed session at 6:09 p.m.

Reconvene in Open Session

The Board returned to open session at 7:08 p.m. on a motion made by Mr. Smolka, seconded by Mrs. Ader.

Roll Call Vote

Ayes: Annerino, Hunt, Khan, Smolka, Szczupaj, Wang, Ader
Nays: None
Motion carried (7-0).

Mission Statement

President Szczupaj recited the District's Mission Statement

Pledge of Allegiance: Video Recording of Students from Marion Jordan Elementary School

Marion Jordan Elementary School students, selected from Mrs. Falkenberg's sixth-grade class, lead the Board in the Pledge of Allegiance via pre-recorded video. This group of students lead by example every day. Their resilience, creativity and resolve are commendable every year, but especially in this unusual year of COVID-19.

Staff Recognition: Technology Department

Dr. Claire Kowalczyk, Deputy Superintendent, addressed the Board, honoring the 10 members of the Technology Services Department for their herculean efforts every day, but especially during this last pandemic year. Beginning with the abrupt forced shutdown of Illinois schools in March, the 10 member tech team dropped everything at a moment's notice, working nights and weekends to get devices imaged, inventoried, barcoded, hot spots activated, and classrooms set up with technical equipment so our students and staff had what they needed to be successful in a virtual environment. From March to May, 2020, they provided device support so staff and students so all could communicate and learn together. Building leaders commented on how essential this small but mighty team has been in the success of the district's virtual and concurrent learning models and how they work tirelessly to resolve any issues, all with friendly and positive demeanors. The following technology team members were recognized for their hard work and dedication.

- Dave Kuechenberg – Manager
- Steven Manka – Network Specialist
- Ashton Osburn – Tech Support Specialist, Google Admin
- Alex Marvin – Tech Support Specialist
- Tyler Sparacio – Tech Support Specialist
- Keith Garcia – Sr. Tech Support Specialist
- Mark Radtke – Sr. Server & Security Specialist
- Robert DeRosa – Tech Support Specialist
- Brittani Scarpulla – Tech Support Specialist
- Emily Dix – Secretary

A huge thank you to District 15's technology team. The team received a standing ovation by the Board of Education.

Public Comments

No public citizens addressed the Board at this meeting.

Superintendent Update

Dr. Laurie Heinz provided the Board with a brief update on the following topics:

District Improvement & Data

- Kindergarten Registration opens online February 15th! The process will be the same as in the past.
- We are hopeful the U.S. Department of Education will allow us to cancel IAR state assessment testing this year and reschedule for some time next year because of the ongoing disruption in instruction due to the pandemic.

Finance and Facilities

- RSP will provide the Board with an update tonight on our boundary capacity and overall facility focus.
- A very big thank you to the facility department for a great job with snow removal. The custodial team are unsung heroes. They are working tirelessly when others are still in bed to make sure our buildings are always ready to open safely.

Human Resources

- Much hiring is going as we continue with year 2 of the reorganization as presented at last month's meeting.
- Welcome Becca Latham, newly hired as District 15's Chief Communications Officer. We are very excited to have her join the team on March 1, 2021.

Instructional Technology

- We are very excited for the Board to hear the Instructional Technology Department's presentation later tonight.
- Our eBook Fair is taking place February 1st - 12th. A portion of the proceeds will come back to the district by putting new books into our school libraries.
- World Read Aloud Day was outstanding! Congratulations to Instructional Technologies. Many staff members enjoyed reading aloud and were very well received by families and students.

Literacy Programs

- Book Give Away Day was very successful. It was exciting to see so many families come out to build their own home library collections.

Multilingual Programs

- There will be 2 Dual Language Parent Nights: 2/18 (English) and 2/23 (Spanish). We will have 4 grade levels starting next year in Dual Language.
- We had another exciting Virtual Dance Party with Grammy winning 123 Andres; an outstanding opportunity to build that home to school connection.
- 6 Willow Bend EL students entered and won a poetry contest sponsored by the Illinois Teachers for English to Speakers of Other Languages. We are very proud of our students:
 - Newcomer Award: Parrots Weronika Z. (2nd Grade)
 - 1st Place Acrostic: Harry Potter Alyssa H. (3rd Grade)
 - 2nd Place Acrostic: Hamster Julia H. (3rd Grade)
 - 2nd Place Haiku: Poem About Oaks Benjamin Z. (3rd Grade)
 - 1st Place Haiku: Sunflower Aishwarya V. (4th Grade)

- o 1st Place Haiku: Forest Usmon A. (5th Grade)
- o Best of the Best: Harry Potter Alyssa H. (3rd Grade)
- Their teacher, Ewa Pitcher, sought out this opportunity and facilitated their participation. There will be a virtual ceremony to celebrate their writing talents. Thank you, Ewa Pitcher, for creating this opportunity for your students!

Student Services

- CEC Audit continues - Junior High on-site visits will be completed this week with AIME/MILE/SEAL onsite visits and staff stakeholder feedback sessions later this month.
- Student Records training and follow-up project is underway to establish a baseline of what and how records are maintained at the building level, and to help revise our system of maintenance of various temporary and permanent records in the district. We want to remain up to date with the legal requirements in this process.

Teaching & Learning and Professional Development Updates

- Our very own WCJH Principal, Martin Da Costa, was featured on a Pearson Podcast highlighting D15's cutting edge efforts in cultural responsiveness in our schools.

Partnerships

- The one-Five Foundation 50/50 Raffle is going on with 128 tickets sold already. Half the proceeds will go towards 2 fundraising efforts: Blessings in a Backpack and modernizing our school LRCs.
- The POC free COVID-19 testing is now open to all.

COVID-19 Update

Morgan Delack and Karen Flor addressed the Board via Zoom video. Dr. Heinz asked everyone to join in to sing happy birthday to Mrs. Delack.

Mrs. Delack began by reporting another change in the guidelines by the Cook County Department of Public Health. We are back in Phase 4 and now able to meet in person if need be outside of Board of Education meetings.

Karen Flor, Health Services Coordinator, started by noting the number of positive cases in the district have reduced considerably. Our internal metrics are the same and we are not seeing transmissions in the classrooms or on the buses. No adaptive pauses were needed to be taken since our last meeting in January. Almost all of our Tier 1a staff: nurses, health care assistants, OT, SLP, have all received their first and many their second vaccines. Tier 1b staff opened January 25th to include everyone else in education. This is a very large Tier and the rollout is projected to take at least 12 weeks. We have been working very closely with the IDPH to get the vaccine to our staff. They are prioritizing Southern and Western Cook right now where the transmissions are higher, so we have been working very diligently with outside providers such as pharmacies and hospitals to have the vaccine brought to our staff. We are finding there simply is more demand than supply right now and with such a large tier, the rollout has been a lot slower. We are encouraging staff to make appointments on their own if they can get them.

Mrs. Delack noted some school districts have been able to work with their counties, such as Lake and DuPage. We don't have that opportunity with our county which is why it has been more difficult for District 15 to get staff vaccinated.

Karen Flor added, we are still working on partnering with pharmacies and are doing everything we can to get all staff vaccinated, even if it means having to bring in small groups at a time.

Mrs. Delack spoke about Spring Break. The district will treat it the same as Winter Break. Families that travel or have close contact to COVID-19 over Spring Break are asked to consider requesting concurrent through April 7th based on current IDPH quarantine guidelines.

Morgan added, the district does not intend to lift the 6 foot distance guideline in our classrooms. While it would allow us to accommodate more students in person, the contact tracing and quarantine guidelines would remain the same. A neighboring school district did remove the 6 foot distance rule and had to pivot to all remote learning soon after.

Dr. Heinz explained that we are looking at bringing back our EL and special education students with the greatest needs for more in person learning days. Also, bringing back Junior High students for more than 2 days of in person learning would require a lift to the 6 foot distance guidelines.

Additional Calendar Items

- 02.01 - 02.12.2021: D15 Follett eBook Virtual Book Fair
- 02.15.2021: Presidents' Day - Federal Holiday. District closed.
- 02.18.2021 and 02.23.2021: Kindergarten Dual Language Info webinar
- 03.12.2021: 5th and Final eLearning Plan Day
- Board Election: April 6, 2021

Discussion of Residency Re-Verification Protocols

Due to technical difficulties, this discussion preceded the next item scheduled to be discussed on the agenda, Today's Students, Tomorrow's Future, Department of Instructional Technology and Innovation Presentation.

Laurie Heinz started by saying that District 15 does not require it's families to annually re-verify their residency, which is fairly atypical as most surrounding districts do require families to verify residency annually. Currently, only Kindergarteners and new families to the district are asked to prove they live within district boundaries. Our proposal is, for the 2021-22 school year, Kindergarteners and new students continue to go through the registration process and prove residency. We would also like to require students entering grades 4 and 7 to re-verify residency.

Diana McCluskey, Chief School Business Official, spoke about putting in place CLEAR Batch, a software service used by several other districts which will allow us to run additional checks to ensure all families registering live within our boundaries.

Dr. Heinz continued, the potential goal of 2022-23 and beyond is to ask all families at all grade levels to verify their residency. She also spoke of adding a registrar due to the size of the district using an open FTE in the Business Department. She asked the Board for their opinion on this proposal. After discussion with the Board, Dr. Heinz stated the district would try the smaller scale residency verification process, continuing with Kindergarteners and new students, and adding grades 4 and 7 for the 2021-2022 school year. She will monitor the process and report back to the Board in a year or so. Then a decision can be

made on whether or not the district should proceed with the expansion of residency reverification to all grades in the following years.

Discussion of 2021-22 Student Fees

This item was discussed out of order due to technical difficulties.

Diana McCluskey, Chief Business Official, reiterated that the business department continues to look for ways to improve our financial position. The district relies on student fees to offset many of its expenses. K-6 fees have remained the same since 2014 while Junior High fees have not increased since 2016. Since 2015, District 15 has invested heavily in technology, which has cost roughly \$5 million dollars over many years. A fee increase of \$65 per student in grades 1-8 and \$30.00 in Kindergarten was suggested. These increases would generate approximately \$400,000 in additional revenue.

She additionally shared that we have 1,400 families past due on their fees totaling \$220,000, with \$256,000 in collections on over 1000 accounts. Mrs. McCluskey proposed families who choose to pay their student fees by credit card absorb the 3 to 4% convenience fee which would save the district \$25,000 to \$30,000.

After discussion with the Board, Dr. Heinz suggested modifying Action Item 9.6 an additional \$15 fee will be charged per student in grades 1-8 for the next 4 years starting in the 2021-22 school year for a total of \$60 per student over 4 years.

An additional fee of \$15 will be charged per Kindergarten student for the next 2 years for a total increase per student of \$30 over 2 years. Mrs. McCluskey added that student fees would be due June 17th.

Today's Students, Tomorrow's Future, Department of Instructional Technology and Innovation Presentation

This Item was discussed out of order due to technical difficulties.

Janice Mattheis, Director of Instructional Technology presented their department's mission and teacher plan with a primary focus upon the nationally recognized Future Ready Library Program. Mrs. Mattheis summarized the team's summer 2020 activities and the challenges of moving to e-learning and hybrid and concurrent learning environments. She highlighted new tools put in place for connecting with teachers and new technology tools, including Seesaw for Schools, BrainPOP and others. New partnerships were established with the Palatine Public Library and with various departments within the district. An upcoming focus on safeguarding student information across our databases and vendor platforms is required as SOPPA (Student Online Personal Protection Act) legislation takes effect in July. The team's vision is to bring new technologies to the student experience and help teachers become more comfortable with technology and how to integrate it to their teaching methods.

Their strategic direction is focused on students, staff, results and facility improvement. A proposal was made seeking approval for 2 FTE library teachers to be added for the 2021-22 school year with potentially 6 hires across the 2022- 2024 timeframe as pilot program results are examined and may justify the additions. The Future Library Ready Program was expanded upon via a live Zoom video presentation from national spokesperson Shannon Miller of Van Meter, IA. Shannon is the District Librarian of a school in Iowa that is a current leader in this area. She

spoke of the impact librarians can make encouraging students and collaborating with teachers and staff. She also emphasized the importance of connecting with other districts and external programs.

Update on School Organizational Planning by RSP & Associates, LLC

This presentation was discussed out of order due to technical difficulties.

Robert Schwartz, CEO, RSP & Associates, LLC, addressed the Board via Zoom video. He began with a brief status update on developments since the January board meeting. He noted the forecast enrollment decrease from the existing ~11,000 students down to 10,500 by 2025-26. Current pre-Kindergarten enrollment is the smallest it has been in 10 years of CCSD15 enrollment data. He and his team continue working with Jim Kaplanes, Facilities and Operations Director, on capacity planning.

The Northeast corridor and to a lesser extent, the Southeast corridor (Central Road) present the biggest challenges to redistribute students across those corridor facilities. RSP examines birth rate data to predict future Kindergarten enrollments. Birth information for 2015-2021 reveals that not all babies born 5 years ago in the district still live in the district when it is time to enroll for Kindergarten. The trend is that outgoing 8th grade class sizes are larger than the incoming Kindergarten classes. The current feeder pattern will be addressed at the next iteration of this planning process. Conversations have been had with Schaumburg and Arlington Heights officials on new property developments on the former Motorola site and around Arlington International Racecourse.

RSP, STR, and the CCSD15 team are working together to determine which plan possible scenario meets all/most of the community and administrative priorities. Proposals include additions at Pleasant Hill and Lincoln schools in lieu of constructing a new school. Additionally, Winston Campus Junior High could transition to have 5th grade in one wing of the building. A complete feeder system would be met. The railroad tracks would be the break in boundary areas. The main goal is to disrupt the fewest number of students as possible. The proposal also provides for full day Kindergarten at each elementary school and balancing special education programs and their locations.

Dr. Heinz noted a community engagement process outline will be presented at the March 10 Board meeting. The project will bring together our discussions and proposals on facilities, boundaries, capacity issues and the totality of facility and ongoing educational improvements into a package for distribution to the community.

Additionally, Dr. Heinz proposed a special Committee of the Whole Board of Education meeting on April 21, 2021, at 6:30 p.m. to focus solely on facility and boundary capacity work. Lisa Szczupaj suggested changing the school zoning in that area to feed into Rolling Meadows schools as Hunting Ridge and Pleasant Hill are currently at capacity.

Mrs. Szczupaj then asked for a short conversion on the potential for District 15 to become a member of the Illinois Elementary School Association. A proposal was brought to her by two principals at two of the districts' Junior High Schools who have passion for creating opportunities for students to compete at a high level. Club sports are costly which could prevent many students from participating in the sports or activities they would like. The cost would be \$75 for District 15 to become a member, but due to possible implications with the district's collective bargaining agreement with CTC, it was determined that more discussion needs to be had before taking this on. Further discussion will take place at the March 10 Board of Education meeting.

Acceptance of Minutes

Mrs. Hunt made a motion, seconded by Mr. Smolka, that the minutes from the following meetings of the Board of Education be approved and placed on file:

- January 13, 2021, Regular Board of Education Meeting and Closed Session

Roll Call Vote

Ayes: Ader, Annerino, Hunt, Khan, Smolka, Szczupaj, Wang

Nays: None

The motion carried (7-0).

Education Research Development (ED-RED) Organization

Mr. Annerino stated there has been no meeting since the inauguration of the new IL State Representative. Nothing new to report.

one-Five FOUNDATION

Mr. Smolka announced that the district's 3rd 50/50 Raffle kicked off February 1 and was off to a great start. 128 tickets have been sold, ahead of last year's sales. He encouraged people to buy their tickets early to support the one-Five Foundation!

Finance Committee

Mr. Wang said the committee met on February 3 and discussed student fees which was talked about here tonight. Nothing new to report.

Equity Committee

Mrs. Ader spoke about ongoing work and the 4 subcommittees. They should be ready to present to the Board at the April, 2021 meeting. Mr. Kahn commented he is excited about the good work being done and interested to see what comes out of it. He also talked about interesting school related seminars he recently participated in.

Board Policy: First Reading Policy 7:060

President Szczupaj asked if anyone had questions or comments on this policy's first reading. There were no questions.

This policy will be presented for second reading at the March 10, 2021, Board of Education meeting.

Approval of Personnel Report: Administration, Certified and Non-Certified

Mr. Smolka made a motion, seconded by Mr. Khan, to approve the February 10, 2021, Personnel Report, as presented.

Roll Call Vote

Ayes: Khan, Smolka, Szczupaj, Wang, Ader, Annerino, Hunt

Nays: None

The motion carried (7-0). A copy of the Personnel Report is contained in the Official Minutes.

Park Place Extension Renewal

A short discussion was had by the Board members and Dr. Heinz prior to a motion being made. Mrs. Ader made a motion, seconded by Mrs. Hunt, to terminate the Real Estate Purchase Agreement for the Park Place property, dated June 25, 2019, as presented.

Roll Call Vote

Ayes: Smolka, Szczupaj, Wang, Ader, Annerino, Hunt, Khan

Nays: None

The motion carried (7-0). A copy of the Park Place Extension termination is on file in the Department of Business and Auxiliary Services.

Request for Quotation, Chromebooks and Services

Mr. Wang made a motion, seconded by Mr. Smolka, to award the contract for Chromebooks & Services to Trafera of St. Paul, MN, in an amount not to exceed \$501,310, as presented.

Roll Call Vote

Ayes: Szczupaj, Wang, Ader, Annerino, Hunt, Khan, Smolka

Nays: None

The motion carried (7-0). A copy of the bid summary is on file in the Department of Business and Auxiliary Services.

Approval of Two Additional FTE Library Teachers (LRCs)

Mrs. Ader made a motion, seconded by Mr. Khan, to approve the addition of two FTE Library Teachers (LRCs) for a total estimated cost of \$125,000, as requested.

Roll Call Vote

Ayes: Wang, Ader, Annerino, Hunt, Khan, Smolka, Szczupaj

Nays: None

The motions carried (7-0).

Bid Award 2021 Life Safety Projects at Lake Louise and Gray M. Sanborn Elementary Schools

Mr. Smolka made a motion, seconded by Mrs. Ader, to award the 2021 Life Safety Projects at Lake Louise and Gray M. Sanborn Elementary Schools to Monarch Construction Co. (Elk Grove Village, IL – General Trades) in the amount of \$1,045,200, DeKalb Mechanical, Inc. (DeKalb, IL – HVAC) in the amount of \$3,728,300, and Cary Electric Contracting LLC (McHenry, IL – Electrical) in the amount of \$1,490,680, for a total award of \$6,264,180.

Roll Call Vote

Ayes: Ader, Annerino, Hunt, Khan, Smolka, Szczupaj, Wang

Nays: None

The motion carried (7-0). A copy of the bid summary is on file with the Department of Business and Auxiliary Services.

2021-22 Student Fee Recommendation

The original motion was modified and voted on by the Board.

Mr. Khan made a motion, seconded by Mr. Wang, to approve a technology fee increase for grades 1-8 of \$15 per year for 4 years for a total fee per student of \$60; and

A Kindergarten fee of \$15 per year for 2 years for a total fee per Kindergarten student of \$30, as discussed.

Roll Call Vote

Ayes: Wang, Ader, Annerino, Hunt, Khan, Smolka, Szczupaj

Nays: None

The modified motion carried (7-0).

Consent Calendar

Mrs. Szczupaj presented the consent calendar and asked if any board member wished to have any items removed for separate consideration and vote. No items were removed.

Mr. Smolka made a motion, seconded by Mrs. Hunt, to approve the Consent Calendar, as presented.

Roll Call Vote

Ayes: Hunt, Khan, Smolka, Szczupaj, Wang, Ader, Annerino

Nays: None

The motion carried (7-0).

Copies of the Consent Calendar items 2-6 are contained in the Official Minutes. Items 8-11 are on file in the Department of Student Services. Item 12 is on file in the Department of Business and Auxiliary Services.

1. Approval of Consent Calendar
2. Investment Report
3. Report of Payroll Vouchers and Invoices
4. Budget Report
5. Student Activities Fund Report
6. Treasurer's Report
7. Second Reading: IASB PRESS 106
 - Policy 3:040 - Superintendent
 - Policy 4:010 - Fiscal and Business Management
 - Policy 4:055 - Use of Credit and Procurement Cards
 - Policy 4:080 - Accounting and Audits
 - Policy 4:090 - Student Activity and Fiduciary Funds
 - Policy 4:150 - Facility Management and Building Programs
 - Policy 4:175 - Convicted Child Sex Offender; Screening; Notifications
 - Policy 5:030 - Hiring Process and Criteria
 - Policy 5:190 - Teacher Qualifications
 - Policy 5:270 - Employment at Will, Compensation, and Assignment
 - Policy 6:015 - School Accountability
 - Policy 6:020 - School Year Calendar and Day
 - Policy 6:040 - Curriculum Development
 - Policy 6:280 - Grading and Promotion
 - Policy 6:310 - High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
 - Policy 6:315 - High School Credit for Students Grade 7 or 8
 - Policy 6:340 - Student Testing and Assessment Program
 - Policy 7:100 - Health, Eye, and Dental Examination, Immunizations, and Exclusion of Students
 - Policy 7:140 - Search and Seizure
 - Policy 7:300 - Extracurricular Athletics
 - Policy 7:325 - Student Fund-Raising Activities
8. Updated Nonpublic Facility Placement Center: South Campus School (1 student)
9. Nonpublic Facility Placement Contract: New Connections Academy (1)
10. Updated Agreement for OT: Step Forward Therapy
11. Nonpublic Facility Placement Contract: Jeanine Schultz Therapeutic Day School (1 student)

12. Workers' Compensation Settlements

Correspondence

Dr. Heinz reported on the Freedom of Information Act requests that were received and/or responded to last month.

Adjournment

There being no further business to come before this meeting, Mr. Annerino made a motion, seconded by Mrs. Hunt, for adjournment of the meeting.

The motion carried unanimously, and the meeting adjourned at 9:56 p.m.