

Minutes of a Regular Meeting  
Of the Board of Education  
Of East Maine School District 63  
Maine Township, Cook County, Illinois  
Wednesday, August 3, 2016  
At Dr. Donald C. Stetina Educational Service Center  
10150 Dee Road, Des Plaines, IL 60016

President Janet Kaczkowski called the meeting to order at 7:00 p.m. with the following Board Members present: Janet Kaczkowski, Tom Simmons, Walter Gluzkin, Angelo Scarsella, Sheila Urban, and Krystal Zec

Other Attendees: Dr. Scott Clay, Superintendent, Dr. Charlene Cobb, Assistant Superintendent of Teaching & Learning, Dr. Shawn Schleizer, Assistant Superintendent of Human Resources, Jordi Camps, Executive Director of Business Services, Dan Barrie, Director of Operations, Greg Bublitz, Director of Special Services, and Keith Shaffer, Director of Technology

Audience: Approximately two people attended.

Public Comment: - There was no public comment.

**Presentation – Tentative FY17 Budget**

Current Economic and Budget Climate

- The overall economy has been steady and slowly improving.
- The State education budget was finally approved.
- This approved budget maintains our GSA funding from FY16 and adds \$500K to it. The incremental \$500K is the District's portion of a new \$250M statewide grant to be distributed based on State Board of Education low income grant formula.
- Possible legislative changes for General State Aid allocations, pension cost shifts, and property tax freezes continue to be debated, are possible, and could have material negative impacts for District 63. We must be cautious about these.
- Property values have increased slightly in Maine Township

2016-17 Budget Highlights

- Including State "On Behalf" Payments, the tentative budget reflects approximately \$58.2M in revenue and \$58.9M in expenses, for an approximate \$700K deficit attributable to capital spending.
- Employment of staff is always our largest cost. The estimated expenditure for staff salaries in FY17 is \$29.3M and for benefits is \$5.6M
- Summer staffing changes will be incorporated into the final budget and may result in changes to amounts and of staff and benefit costs.
- Summer 2016 capital projects include window replacement at Apollo and ESC as well as flooring for Nelson, Washington, and Twain. Projects during FY17 include AC server room (ESC), bathroom sinks (Melzer), and signs for all buildings. Mobilization payments for summer 2017 projects include balance of carpeting (Nelson/Washington/Twain), parking lot (Melzer), flooring (Apollo), plumbing main replacement (Melzer), bus lane (Twain), and retaining wall (Apollo). Payments for these projects plus ESC facility improvements are budgeted at \$1.8M.
- General State Aid payments from the State are budgeted at \$5.3M. This is \$500K higher than payments in FY2016.
- Favorable health insurance renewal costs have helped to keep budgeted insurance cost increases low. Health insurance is budgeted at approximately \$3.2M but will vary based on staff insurance elections.
- Bond and interest payments budgeted at \$4M are based on outstanding debt service schedules.

- A 5 teacher contingency is included to accommodate enrollment changes.
- Other budget contingencies are \$50K in Education, \$40K each in Transportation and IMRF/Social Security, and \$100K in Operations & Maintenance.
- The budget may be modified before the final budget is adopted to incorporate the most current State of Illinois projected payments, which could result in a revenue decrease, as well as any other material changes to revenue or expenses.

2016-17 Summary

- The tentative budget for FY17 reflects a \$700K deficit attributable to capital projects.
- Changes may occur in the final budget based on refinement of revenues and expenses.
- An amended budget may be required for FY17 if any material changes in the budget are not known by or occur after the final budget is adopted in September.
- The final budget will be presented at the September meeting with a public hearing in advance of the meeting.

**Agenda Item:** Approve the Consent Agenda

Summary of Discussion: N/A

**Items on the Consent Agenda include:**

- Minutes of the Regular Business Meeting, July 13, 2016
- Minutes of the Closed Session July 13, 2016
- Accounts Payable for August 3, 2016 (\$669,758.97)
- Fund Balance Report for June 2016 (\$49,327,591)
- Gross Payroll (\$540,918.16) and Board Share Expenditures (\$85,874.79) for July 2016
- Payroll Accounts Payable for July 2016 (\$219,900.63)
- Appointment for Staff at Apollo/Stevenson, Gemini, Melzer and Washington
- Resignation for Staff at Apollo and Washington
- Destruction of Verbatim Recordings of Closed Session
- Freedom of Information Act Report for July 2016

Motion to approve made by Member Scarsella

Motion seconded by Member Gluzkin

Action: Passed

Roll Call Vote: Yeas: Krystal Zec, Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella

Nays:

Absent: Alexandra Brook

**President's Report**

President Kaczkowski reported on the following items:

- Attended TLC Summer Learning Wrap Up Celebration

Upcoming Events

A. August

- August 3, Board Meeting at ESC at 7:00 p.m.
- August 13, School Supply Drive conducted by Niles Public Services and Niles Park District. (Niles Jewel Osco locations at Milwaukee & Oakton, and Dempster & Greenwood, 8:00 a.m. – 4:00 p.m.) (Pioneer Park in Niles, 8:00 a.m. – 5:00 p.m.)
- August 14, Read for the Win Wrap Up, Niles Public Library, 2:00 – 2:45 p.m. and 3:30 – 4:15 p.m.

- d. August 15, Open Houses at Apollo (ice cream social), 5:30 – 6:30 p.m.; Mark Twain, 6:00 – 7:00 p.m.; and Stevenson, 6:30 – 7:30 p.m.
  - e. August 18, Open Houses at Melzer, 6:00 – 7:00; and Washington, 6:30 – 7:30
  - f. August 23, Open House at Gemini, 6:00 – 8:00 p.m.
  - g. August 25, Open House at Nelson, grades K-2, 5:30 – 6:30 p.m.; grades 3-6, 7:00 – 8:00 p.m.
- B. September
- a. September 7, Board Meeting at ESC at 7:00 p.m.
  - b. September 15, MCYAF 2016 Community Heroes Benefit, Café La Cave, 2777 S Mannheim Road, Des Plaines, 6:00 – 9:00 p.m.
  - c. September 22, District PTO Meeting at Mark Twain, 6:30 – 8:00 p.m.
  - d. September 28, Culver's Mark Twain Spirit Night (7310 W Dempster Street, Morton Grove), 5:00 – 8:00 p.m.
- C. October
- a. October 5, Board Meeting at Melzer, 7:00 p.m.
  - b. October 15, Nelson PTO Fall Festival, 10:00 a.m. – 2:00 p.m.

**Board Member Reports:**

**Member Urban**

- Attended TLC Summer Learning Wrap Up Celebration

**Superintendent's Report**

Dr. Clay reported on the following items:

- Attended the Safe and Civil School Conference along with a team from Nelson and the special education department
- We continue to hire staff
- Yesterday was central registration. We don't have numbers at this time
- Summer building projects are progressing well.
  - Window replacement at Apollo and ESC 99% complete
  - First phase of carpeting at Nelson, Twain and Washington done
  - Restroom partitions at Apollo completed
  - Mobile classroom unit at Nelson removed
  - Concrete stoop replacement at Gemini completed
  - Replacement of backstop at Apollo in conjunction with the Glenview Park District in progress
  - Gym at Washington will be painted next week (if not possible due to construction schedule, it will be painted over winter break)
  - Landscaping work at various schools

**Agenda Item:** Recommendation to Adjourn to Closed Session

**Summary of Discussion:** The Board of Education shall hold a closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district and a discussion of the semi-annual review of minutes of meetings lawfully closed.

Motion to approve made by Member Scarsella

Motion seconded by Member Urban

Action: Passed

Roll Call Vote: Yeas: Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski,  
Angelo Scarsella, Krystal Zec,

Nays:

Absent: Alexandra Brook

Time of Adjournment: 7:35 p.m.

Time of Reconvening: 8:05 p.m.

**Agenda Item:** Approve Donations to the District

Summary of Discussion: N/A

Motion to approve made by Member Scarsella

Motion seconded by Member Gluzkin

Action: Passed

Donation of: Five standing desks and sixteen balance ball chairs to use for flexible seating. They will help empower student choice, help with sensory regulation and increase student engagement at Washington School.

Value: \$1,885.65

Donated by: Donorchoose.org

**Agenda Item:** Approve Tentative Budget

Summary of Discussion: N/A

Motion to approve made by Member Simmons

Motion seconded by Member Gluzkin

Action: Passed

Roll Call Vote: Yeas: Sheila Urban, Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella,  
Krystal Zec, Tom Simmons

Nays:

Absent: Alexandra Brook

**Agenda Item:** Approve Review and Release of Closed Session Minutes for Public Release

Summary of Discussion: After careful review, it was decided that the following closed session minutes would not be released at this time: August 16, 1990 #1 and #2, May 5, 1992, and May 26, 1992 #2.

The following closed session minutes are being released:

- February 29, 1988
- November 27, 1989
- May 7, 1990
- June 12, 1990 #1 and #2
- June 26, 1990 #2
- September 11, 1990
- September 25, 1990
- October 30, 1990
- January 22, 1991
- July 16, 1991
- September 24, 1991 #1

- September 24, 1991 #2
- October 22, 1991 #1 and #2
- November 12, 1991 #1 and #2
- March 21, 1992
- March 24, 1992
- May 11, 1992
- June 4, 1992
- June 8, 1992 #1 and #2
- June 17, 1992

Motion to approve made by Member Zec

Motion seconded by Member Simmons

Action: Passed

Roll Call Vote: Yeas: Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella, Krystal Zec, Tom Simmons, Sheila Urban

Nays:

Absent: Alexandra Brook

**Agenda Item:** Approve Unpaid Leave of Absence

Summary of Discussion: N/A

Motion to approve made by Member Simmons

Motion seconded by Member Gluzkin

Action: Denied

Roll Call Vote: Yeas: Angelo Scarsella, Krystal Zec, Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski

Nays:

Absent: Alexandra Brook

**Agenda Item:** Recommendation to Adjourn to Closed Session

Summary of Discussion: The Board of Education shall hold a closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, probable litigation and/or the establishment of reserves or settlement of claims as provided in the local government and governmental employees tort immunity act.

Motion to approve made by Member Scarsella

Motion seconded by Member Simmons

Action: Passed

Roll Call Vote: Yeas: Krystal Zec, Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella

Nays:

Absent: Alexandra Brook

Time of Adjournment: 8:30 p.m.

Time of Reconvening: 8:55 p.m.

**Approve Motion to Adjourn**

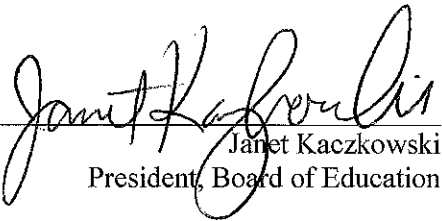
Summary of Discussion: N/A

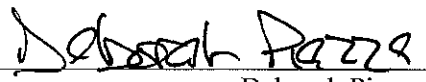
Motion made by Member Scarsella  
Motion seconded by Member Zec

Action: Passed

Time of Adjournment: 8:56 p.m.

Recorded: August 3, 2016  
Approved: September 7, 2016

  
Janet Kaczowski  
President, Board of Education

  
Deborah Piazza  
Secretary, Board of Education