

Minutes of a Regular Meeting  
Of the Board of Education  
Of East Maine School District 63  
Maine Township, Cook County, Illinois  
Wednesday, December 7, 2016  
At Nelson School  
8901 Ozanam, Niles, Illinois 60714

President Janet Kaczowski called the meeting to order at 7:07 p.m. with the following Board Members present: Janet Kaczowski, Tom Simmons (arrived at 8:03), Alexandra Brook, 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, Dr. Greg Publitz, Director of Special Services, Keith Shaffer, Director of Technology, Janet Spector Bishop, Director of Communications and Community Relations, and Erin Sterling, Director of ELL/Bilingual Services

Audience: Approximately sixty people attended.

Public Comment: - There was no public comment.

**Presentation - Club Nelson**

Students from Nelson School presented information on a new initiative this year called Club Nelson. Three to four-week sessions are offered during lunch alternating between primary and intermediate grades. They include Art Exploration, Theater, Arts and Crafts, and others. Two of the clubs currently taking place at Club Nelson are the Chromebook Club and Building Club. Students from both clubs were available to present their projects and answer questions presented by Board Members and Administrators.

**Presentation – Winter Card Design Contest**

East Maine 63 students were invited to participate in our first Winter Card Design Contest. The winning design was featured on our official District 63 holiday card. All entries submitted will be displayed at the Niles Public Library in their commons area in time for the Library's holiday open house "Winterpalooza" on Sunday, December 4th. The winners were presented with certificates at the board meeting.

**Presentation - Service Learning Group - Create Safer Schools**

The participants of the Gemini Expanded Learning program started a project focused on school safety, specifically street signage, and speed zones around our schools. They created petitions and prepared letters to our towns, County, and State to request the changes.

They hope to see all schools in our district have signage that reflects correct speed limits and school zone notifications similar to those at Melzer School.

**Presentation - Blue Ribbon Award for Excellence in Health Education**

Congratulations to Marge Melfi at Gemini Jr. High School. Upon the recommendation of the Blue Ribbon Health Committee, Illinois Association for Health, Physical Education, Recreation and Dance and Illinois School Health Association, Gemini Junior High School has been selected to receive its third Blue Ribbon Award for excellence in Health Education. The program continues to maintain high standards while delivering high-quality education.

**Agenda Item:** Approve the Consent Agenda

Summary of Discussion: N/A

**Items on the Consent Agenda include:**

- Minutes of the Regular Business Meeting, November 9, 2016
- Minutes of the Closed Session November 9, 2016
- Accounts Payable for December 7, 2016 (\$735,352.24)
- Fund Balance Report for October 2016 (\$59,715,073)
- Gross Payroll (\$2,426,847.35) and Board Share Expenditures (\$501,712.66) for November 2016
- Payroll Accounts Payable for November 2016 (\$1,292,923.99)
- Appointment for Staff at Apollo and Nelson
- Resignation for Staff at Apollo, Mark Twain, and Melzer
- Destruction of Verbatim Recordings of Closed Session
- Freedom of Information Act Report for November 2016
- Policy Revision - Policy 4:55 Use of Credit and Procurement Cards
- Policy Revision - Policy 4:60 Purchases and Contracts
- Policy Revision - Policy 4:110 Transportation
- Policy Revision - Policy 4:130 Free and Reduced-Price Food Services
- Policy Revision - Policy 4:175 Convicted Child Sex Offender; Screening; Notifications
- Policy Revision - Policy 5:10 Equal Employment Opportunity and Minority Recruitment
- Policy Revision - Policy 5:30 Hiring Process and Criteria
- Policy Revision - Policy 5:100 Staff Development Program
- Policy Revision - Policy 5:125 Personal Technology and Social Media; Usage and Conduct
- Policy Revision - Policy 5:185 Family and Medical Leave
- Policy Revision - Policy 5:190 Teacher Qualifications
- Policy Revision - Policy 5:280 Duties and Qualifications
- Policy Revision - Policy 6:15 School Accountability
- Policy Revision - Policy 6:50 School Wellness
- Policy Revision - Policy 6:60 Curriculum Content
- Policy Revision - Policy 6:140 Education of Homeless Children
- Policy Revision - Policy 6:145 Migrant Students
- Policy Revision - Policy 6:160 English Learners
- Policy Revision - Policy 6:170 Title I Programs
- Policy Revision - Policy 6:235 Access to Electronic Networks
- Policy Revision - Policy 6:340 Student Testing and Assessment Program
- Policy Revision - Policy 7:15 Student and Family Privacy Rights
- Policy Revision - Policy 7:30 Student Assignment and Intra-District Transfer
- Policy Revision - Policy 7:60 Residence
- Policy Revision - Policy 7:70 Attendance and Truancy
- Policy Revision - Policy 7:190 Student Behavior
- Policy Revision - Policy 7:305 Student Athlete Concussions and Head Injuries
- Policy Revision - Policy 7:310 Restrictions on Publications; Elementary Schools
- Policy Revision - Policy 7:340 Student Records
- Policy Revision - Policy 8:30 Visitors to and Conduct on School Property
- Policy Revision - Policy 8:70 Accommodating Individuals with Disabilities

Motion to approve made by Member Scarsella

Motion seconded by Member Gluzkin

Action: Passed

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

Nays:

Absent:

### **President's Report**

President Kaczowski reported on the following items:

- Attended the Triple I Joint Conference with sessions on superintendent evaluations, superintendent contracts, developing bilingual parent leaders, and the general sessions.
- Attended the District PTO Meeting

### **Upcoming Events and Reminders**

#### **A. December**

- December 8, Elementary Winter Band Concert, Gemini, 6:00 – 7:00 p.m.
- December 10, Washington PTO Barnes and Noble and Buffalo Wild Wings Fundraiser at Old Orchard, 9:00 – 4:00 p.m.
- December 13, Mark Twain Chipotle Fundraiser, 4:00 – 8:00 p.m.
- December 15, Special Education Parent Workshops: Assistive Technology in the Schools, Melzer, 5:30 – 6:30 p.m.
- December 16, Stevenson PTO Family Movie Night, 6:30 – 9:00 p.m.

#### **B. January**

- January 11, School Board Meeting, ESC, 7:00 p.m.
- January 13, ED-RED Finance Legislation Meeting, Maine Township Administration Office, 1:30 – 3:00 p.m.
- January 19, Special Education Parent Workshops - Helping your Picky Eater Make Healthy Food Choices, Melzer, 5:30 – 6:30
- January 19, Band-O-Rama, Maine East Auditorium, 7:00 p.m.
- January 30, 46<sup>th</sup> Annual ED-RED Legislative Dinner and Workshops, Chicago Marriott O'Hare, 4:00 – 9:00 p.m.

### **Board Member Reports:**

#### **Member Gluzkin**

- Attended the Triple I Joint Conference with a Friday pre-conference session on A Courageous Conversation About Race and Its Impact on Achieving Equity in Schools, the IASB delegate assembly, the general sessions, and sessions on partnering for teacher leadership throughout Illinois, and the superintendent evaluation process.

#### **Member Zec**

- Attended the Triple I Joint Conference with several sessions on School Safety.
- Attended the Nelson Book Fair

#### **Member Urban**

- Attended the Triple I Joint Conference with sessions on school safety, a 2016 legislative session review, setting district goals and directions, superintendent evaluations, and the general sessions
- Attended several Gemini Basketball games
- Attended the District PTO Meeting
- Attended the Technology Task Force meeting
- Attended the Orchestra Concert at Gemini

**Member Brook**

- Attended the Triple I Joint Conference with sessions on technology, superintendent evaluations, student discipline, and the general sessions.
- Attended the District PTO meeting
- Attended a session of the EMEA Negotiations

**Member Scarsella**

- Attended the Triple I Joint Conference with two sessions on district goals, and evaluations in the classroom.

**Member Simmons**

- Attended a session of the EMEA Negotiations

**Superintendent’s Report**

Dr. Clay reported on the following items:

- You have our school report cards at your seats and Dr. Cobb will explain a little about them and answer your questions
  - Dr. Cobb presented the results of the Illinois At-A-Glance Report Card for 2015-2016. Included were Fast Facts about the District and each individual school, Academic Success comparing the School, District and State results, Success by Student Groups, Student Characteristics, information about District Finance (Instructional/Operational Spending per Pupil), Student Attendance and Mobility, and the Achievement Gap between student groups.
- Attended the Wellness Committee meeting
- Attended the Joint Conference where I attended sessions on diversity, preschool programs, and community schools
- Attended the District PTO meeting
- Reviewed ETIP grants along with the committee
- Negotiations with the EMEA have continued and are nearing completion

**Agenda Item:** Adopt Resolution BR12-16/17 2016 Tax Levy

Summary of Discussion: The resolution will be filed with the County Clerk of Cook County, the Certificate of Tax Levy breaks down the specific amounts to be levied from each fund, while the Certificate guarantees compliance with the Truth in Taxation Law.

Motion to approve made by Member Scarsella

Motion seconded by Member Gluzkin

Action: Passed

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

Nays:

Absent:

**Agenda Item:** Adopt Resolution BR13-16/17 to Instruct the County Clerk how to Apportion 2016 Tax Levy Extension Reductions for East Maine School District 63

Summary of Discussion: The attached resolution directs the manner in which the Cook County Clerk will reduce the 2016 tax levels for funds of the school district in the event that reductions are required. In taking action, the Board of Education is identifying funds whose levies are to be reduced and the percentage of the reduction if the Property Tax Extension Limitation Law operates to require a reduction.

Motion to approve made by Member Scarsella  
Motion seconded by Member Gluzkin

Action: Passed  
Roll Call Vote: Yeas: Angelo Scarsella, Krystal Zec, Alexandra Brook, Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski  
Nays: Absent:

**Agenda Item:** Adopt Resolution BR14-16/17 Regarding Board Member and Employee Expenses  
Summary of Discussion: Section 10 of the Local Government Travel Expense Control Act provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation. The maximum allowable reimbursement for travel, meal, and lodging expenses for Board members for the duration of a school year shall not exceed \$20,000. The maximum allowable reimbursement for School District employees for each event shall not exceed \$3,000.

Motion to approve made by Member Scarsella  
Motion seconded by Member Brook

Action: Passed  
Roll Call Vote: Yeas: Krystal Zec, Alexandra Brook, Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella  
Nays: Absent:

**Agenda Item:** Approve Donations  
Summary of Discussion: N/A

Motion to approve made by Member Scarsella  
Motion seconded by Member Brook

Action: Passed

Donation of: Visa Gift Card from the 2016 Global Handwashing Day Drawing for use at Apollo School  
Value: \$100.00  
Donated by: American Cleaning Institute, Washington, DC

Donation of: Breakfast provided for American Education Week  
Value: \$730.00  
Donated by: Arbor Management, Inc., Itasca, IL

**Agenda Item:** Approve Gemini Jr. High Spring Break Trip to Washington D.C. /New York during spring break of 2018

Summary of Discussion: While there was a good deal of expressed interest in the 2017 Spring Break trip to Washington D.C. /New York, only three students officially signed up. A minimum of ten students is

required for the trip to take place. Approving the 2018 Spring Break trip now will give families a longer opportunity to make payments for the trip. All current 6<sup>th</sup> and 7<sup>th</sup> graders will be eligible for the trip.

Motion to approve made by Member Scarsella  
Motion seconded by Member Brook

Action: Passed  
Roll Call Vote: Yeas: Alexandra Brook, Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella, Krystal Zec  
Nays: Absent:

**Agenda Item:** Approve Special Education Transportation Contract Renewal

Summary of Discussion: The district is currently in the second year of a contract with Alltown, and has the ability to renew/extend the contract for two years by mutual agreement of the parties. While Alltown had initially indicated a higher increase, we were able to reach an agreement of 1.25% increase over our current rates for FY18 and an additional 1.25% increase for FY19 over FY18 rates. Considering some of the challenges school transportation companies are facing, like driver shortages for example, we believe this rate increase is appropriate. Also, while early in the school year we had some challenges with Alltown on time performance, things have stabilized, and they are providing a good service for our special need students. Finally, extending this agreement with Alltown will ensure continuity of service to our students.

Motion to approve made by Member Scarsella  
Motion seconded by Member Gluzkin

Action: Passed  
Roll Call Vote: Yeas: Tom Simmons, Sheila Urban, Walter Gluzkin, Janet Kaczkowski, Angelo Scarsella, Krystal Zec, Alexandra Brook  
Nays: Absent:

**Agenda Item:** Approve Policy Revisions

Summary of Discussion: A motion was made to combine action items 8.04 through 8.14

- Policy Revision - First Reading - Policy 2:120 Board Member Development
- Policy Revision - First Reading - Policy 2:125 Board Member Compensation; Expenses
- Policy Revision - First Reading - Policy 2:200 Types of School Board Meetings
- Policy Revision - First Reading - Policy 2:220 School Board Meeting Procedures
- Policy Revision - First Reading - Policy 5:60 Expenses
- Policy Revision - First Reading - Policy 5:250 Leave of Absence
- Policy Revision - First Reading - Policy 5:260 Student Teachers
- Policy Revision - First Reading - Policy 5:330 Sick Days, Vacation, Holidays, and Leaves
- Policy Revision - First Reading - Policy 7:50 School Admissions and Student Transfers To and From Non-District Schools
- Policy Revision - First Reading - Policy 7:250 Student Support Services
- Policy Revision - First Reading - Policy 7:260 Exemption from Physical Education

Motion to approve made by Member Gluzkin  
Motion seconded by Member Scarsella

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

Nays: Absent:

**Discussion: Facilities Utilization Three Phase Model**

**Goals:**

1. Reduce overcrowding at Stevenson and Nelson
2. Create space for the implementation of Full-day Kindergarten in each school
3. Create space for the expansion of First Steps Pre-school
4. Create space for the expansion of our Dual Language program to 5th and 6th grades
5. Develop a comprehensive plan that addresses our space needs on a long-term basis

**Preliminary Steps:**

1. Direction set by the school board
2. Hold focus groups with parents
  - a. Schedule meetings through the PTA/PTO presidents
  - b. Promote the meetings (Janet Specter-Bishop)
  - c. Primary presenter will be Dr. Clay with one board member present at each meeting

**Phase #1**

- Move 6th grade to Gemini Junior High to create one Middle School (Estimated cost: \$15m)
- Develop and implement plan for full day Kindergarten (Estimated staffing cost: \$500k/year)

**Phase #2**

- Build a First Steps Pre-school building (Estimated cost: \$7m to 10m)
  - Alternate Option: Move Pre-K to Washington
- Redraw attendance boundaries (Estimated cost: \$20,000)

**Phase #3**

- Build new maintenance garage and redesign current garage (Estimate cost: \$3 to 4m)

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

Summary of Discussion: The Board of Education shall hold a Closed Session regarding the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and collective bargaining matters.

Motion to approve made by Member Scarsella

Motion seconded by Member Brook

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

Nays: Absent:

Time of Adjournment: 9:17 p.m.  
Time of Reconvening: 10:41 p.m.

**Approve Motion to Adjourn**

Summary of Discussion: N/A

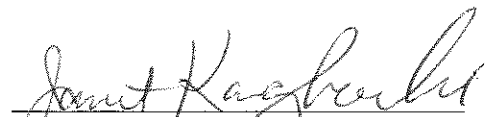
Motion made by Member Gluzkin  
Motion seconded by Member Zec


Action: Passed

Time of Adjournment: 10:41 p.m.

Recorded: December 7, 2016

Approved: January 11, 2017

  
Janet Kaczowski  
President, Board of Education

  
Deborah Piazza  
Secretary, Board of Education