

Minutes of a Regular Meeting  
Of the Board of Education  
Of East Maine School District 63  
Maine Township, Cook County, Illinois  
Wednesday, January 11, 2017  
At Dr. Donald C. Stetina Educational Service Center  
10150 Dee Road, Des Plaines, IL 60016

President Janet Kaczowski called the meeting to order at 7:00 p.m. with the following Board Members present: Janet Kaczowski, Tom Simmons, Alexandra Brook (arrived at 8:11 p.m.), 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 Bublitz, 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: Two guests were in attendance.

Public Comment: - There was no public comment.

**Presentation – FY16 Audit**

Scott Klein of Klein Hall CPAs presented the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016. The data, as presented, is accurate in all material aspects.

**Presentation – Fall 2016 Student Risk Screening Scale, presented by Hannah Kreps, Behavior Development Coach**

What is the SRSS?

- The SRSS assessments are universal screening tools that help identify students who are at risk for behavioral problems. Teachers assess various risk factors for each student in their classroom to determine who is at-risk.
- Responding to these students with additional support may prevent their behavior problems from escalating over time. In addition to screening for individual students, schools use the SRSS to look at school-wide data for program evaluation.
- The SRSS is not an assessment of static traits or personality and it should not be used to determine eligibility or access to programs such as special education. The SRSS should be used as one of many data sources to inform instruction and indicate student risk.

Source: miblsi.org

What are the behaviors screened?

- Internalizing
- Externalizing

Goal for Summary data

- We want our data to show a healthy distribution of risk.

District-Wide Externalizing Summary - Total # screened: 2955

Score Range	Descriptive Category	# of students in range	Percentage
0-3	Low Risk	2214	74.92%
4-8	Moderate Risk	601	20.34%
9+	High Risk	140	4.74%

District-Wide Internalizing Summary - Total # screened: 2955

Score Range	Descriptive Category	# of students in range	Percentage
0-1	Low Risk	2290	77.50%
2-3	Moderate Risk	393	13.30%
4+	High Risk	272	9.20%

#### Resources to support student Social Emotional Growth

- Tier 1/ Universal (all students)
  - District-Wide Positive Behavior Interventions and Support (PBIS)
  - Paths Curriculum (PreK-Kindergarten)
  - Second Step (1st - 6th grades)
  - Alyssa's mission (grades 7 & 8, and Apollo 6th grade)
  - Responsive classroom strategies
- Tier 2 (at risk students)
  - Check-in/ Check-out
  - Social Academic Instructional Groups (SAIG)
- Tier 3 (high risk students)
  - Individualized Check-in/ Check-out
  - Social Academic Instructional Groups (SAIG) with intensive frequency and duration
  - Individual social emotional sessions with Social Worker and/or Psychologist

#### **Presentation – Project Presentation presented by Dan Barrie, Director of Operations**

##### **A Summary of Completed and Planned Capital Projects in East Maine 63**

2007-2009 Energy Services Agreement with Ameresco - Project spanned two full school years and included:

- Roof and soffit replacement at Apollo, Stevenson, and Twain
- Tuck pointing and brick repair at all seven buildings including the ESC
- Replacement/upgrading of storeroom, hallway, and various classroom doors to comply with new fire code. This totaled 163 doors throughout the district.
- Replacement of plumbing mains at Gemini
- Installation of air conditioning at Gemini
- New gym floor at Melzer
- New classroom carpeting in the second floor of Apollo

2009-2010 Secure Entryway Additions Project with Ameresco

- Secured vestibules at Nelson, Melzer, Washington, and Twain.
- The old office space located on the second floor of each building was converted to instructional space.

2012-2014 Flood Control Project at Gemini

- Project design started in 2012, a year's process to complete the design and receive approval from the Metropolitan Water Reclamation District. (MWRD)
- Project started in the fall of 2013 and was completed the summer of 2014.

2013 Projects

- New roof installed at Gemini Junior High School, including new downspouts and improved roof drainage.
- New parking installed at Mark Twain.

2014 Projects

- Apollo/ESC parking lot repaved and failing sidewalk replaced.
- Parking lot drainage improved on south end of lot to prevent premature failure of asphalt.
- Gemini cafeteria floor was replaced.
- Melzer roof was replaced along with the annex roof top HVAC unit.

2015 Projects

- Roof replacement at Nelson and Washington - With the completion of these two buildings, all 7 schools have new roofs.
- Roof top HVAC units replaced at Nelson and Washington
- Installation of air conditioning in the gymnasiums at Apollo, Gemini, Melzer, Twain, and Washington
- Parking lot replacements at Nelson, Stevenson, and Washington
- Installation of a gas fueled emergency generator at ESC
- New carpet in ESC.

#### 2016 Projects

- New windows at Apollo and ESC.
- First phase of flooring replacement completed at Nelson, Twain, and Washington.
- New restroom partitions installed at Apollo.
- Mobile classroom at Nelson removed.
- Crumbling concrete stoop at the Gemini front entrance was replaced.
- Gymnasiums at Washington and Nelson repainted.
- Overgrown shrubbery and dead/dying trees removed at all 7 schools.
- Field restoration at Nelson and Gemini.

Total cost of capital projects to date: \$23,012,197 - Funded through a combination of bond sales and fund balances.

#### Planned projects for summer 2017

- Complete flooring abatement and replacement at Nelson, Twain, and Washington started in 2016.
- Abate and replace flooring at Apollo.
- Replace plumbing mains at Melzer.
- Repave parking lot, play area, and sidewalk at Melzer.
- Improve drainage and install retaining wall on Apollo playground and play area.
- Replace/repair bus lane and play area at Twain.

Total Estimated Cost of 2017 Projects: \$3,337,100

Total estimated cost of all capital projects since 2007: \$26,349,297

Average annual expenditure on capital projects: \$2,395,390

#### 2018 and Beyond

- Flooring abatement and replacement at Melzer
- Plumbing main replacement at Washington
- Addition at Gemini to house 6th grade and allow full day kindergarten implementation at each elementary school
- Construct stand-alone pre-k center at site of records house
- Construct stand-alone maintenance building and expand ESC to allow more professional development, meeting, and warehouse space
- Construct new entryway at ESC with a wheelchair accessible ramp

**Agenda Item:** Approve the Consent Agenda

Summary of Discussion: N/A

#### **Items on the Consent Agenda include:**

- Minutes of the Public Hearing - 2016 Tax Levy, December 7, 2016
- Regular Business Meeting, December 7, 2016
- Closed Session, December 7, 2016
- Special Business Meeting, December 20, 2016
- Closed Session, December 20, 2016
- Accounts Payable for January 11, 2017 (\$885,291.02)
- Fund Balance Report for November 2016 (\$52,869,381)

- Gross Payroll (\$2,409,687.69) and Board Share Expenditures (\$503,514.70) for December 2016
- Payroll Accounts Payable for December 2016 (\$1,298,326.13)
- Appointment for Staff at Melzer, Nelson and Washington
- Resignation for Staff at Washington
- Retirement for Staff at ESC and Stevenson
- Destruction of Verbatim Recordings of Closed Session
- Freedom of Information Act Report for December 2016
- Children's Internet Protection Act (CIPA)
- 2017-2018 Budget Calendar
- Policy Revision – Second Reading – Policy 2:120 Board Member Development
- Policy Revision – Second Reading – Policy 2:125 Board Member Compensation; Expenses
- Policy Revision – Second Reading – Policy 2:200 Types of School Board Meetings
- Policy Revision – Second Reading – Policy 2:220 School Board Meeting Procedures
- Policy Revision – Second Reading – Policy 5:60 Expenses
- Policy Revision – Second Reading – Policy 5:250 Leave of Absence
- Policy Revision – Second Reading – Policy 5:260 Student Teachers
- Policy Revision – Second Reading – Policy 5:330 Sick Days, Vacation, Holidays, and Leaves
- Policy Revision – Second Reading – Policy 7:50 School Admissions and Student Transfers To and From Non-District Schools
- Policy Revision – Second Reading – Policy 7:250 Student Support Services
- Policy Revision – Second Reading – Policy 7:260 Exemption from Physical Education

Motion to approve made by Member Scarsella

Motion seconded by Member Zec

Action: Passed

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

Nays:

Absent: Alexandra Brook

### **President's Report**

President Kaczowski reported on the following items:

- Attended the Washington School Barnes & Noble / Buffalo Wild Wings Fundraiser
- Attended Mark Twain's Chipotle Fundraiser

### **Upcoming Events & Reminders**

- January
  - January 13, ED-RED Finance Legislative Meeting, Maine Township Administration Office, 1:30 – 3:00 p.m.
  - January 19, Nelson McTeacher Night, McDonald's at Milwaukee and Oakton, 5:00 – 8:00 p.m.
  - January 19, Special Education Parent Workshop: Helping your Picky Eater Make Healthy Food Choices, Melzer, 5:30 – 6:30 p.m.
  - January 19, Band-O-Rama, Maine East Auditorium, 7:00 – 8:00 p.m.
  - January 20, New Year's Dance, Washington, 6:30 – 8:00 p.m.
  - January 21, 40th Annual North Shore Jazz Fest, 8:00 a.m. – 7:00 p.m.
  - January 21, Extreme Cheer Competition, Gemini, 10:00 – 12:00 p.m.
  - January 27, Stevenson Movie Night, 6:30 – 9:00 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.
- February

- February 1, Board of Education Meeting, Mark Twain, 7:00 p.m.
- February 7, Apollo McTeacher Night, 8460 W Dempster, Niles, 5:00 – 7:00
- February 16, Special Education Parent Workshops - Social Skills, Melzer, 5:30 – 6:30 p.m.
- 37th Annual School Law Seminar - Scariano, Himes and Petrarca, McDonald's Hamburger University, Oak Brook, 8:00 – 12:30 p.m.

**Board Member Reports:**

**Member Simmons**

- Attended EMEA Negotiations in December

**Member Zec**

- Attended the Holiday Boutique at Nelson

**Member Urban**

- Attended the Washington School Barnes & Noble / Buffalo Wild Wings Fundraiser
- Attended several Gemini girls basketball games
- Attended the Orchestra strings field trip to nursing homes and The Boulevard Homeless Shelter

**Superintendent's Report**

Dr. Clay reported on the following items:

- Attended a performance by the Gemini orchestra at The Boulevard Homeless Shelter
- We continue to negotiate with the EMEA and will meet again next week.

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

Summary of Discussion: The Board of Education shall hold a Closed Session regarding the discussion of minutes of meetings lawfully closed, or semi-annual review of the minutes.

Motion to approve made by Member Scarsella

Motion seconded by Member Simmons

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: 8:05 p.m.

Time of Reconvening: 8:13 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 Zec

Action: Passed

Donation of: Check from Friends of the Niles Public Library to promote the love of reading through Battle of the Books at Stevenson School.

Value: \$500.00

Donated by: Friends of the Niles Public Library, Niles Public Library

Donation of: Grade 5/6 hygiene items for use at Mark Twain School.

Value: \$300.00

Donated by: Brigitte Powidzki, Village of Niles

Donation of: Funds for students in need at Apollo School.

Value: \$300.00

Donated by: Alan and Wendy Smith, Arlington Heights, IL

Donation of: Early Reading Intervention Programs (2 each grade K-3) books and materials for use in K-3  
Early Reading Intervention

Value: \$10,000.00

Donated by: Dr. Charlene Cobb

Donation of: Classroom Supplies for use at Apollo School

Value: \$277.02

Donated by: Donors Choose

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

Summary of Discussion: After careful review, all of the recommended closed session minutes are being released.

- October 27, 1992
- November 17, 1992 #1
- November 17, 1992 #2
- December 8, 1992
- February 1, 1993
- March 4, 1993
- March 23, 1993
- March 30, 1993 (reconvened meeting of March 23, 1993) #1 and #2
- April 7, 1993
- April 27, 1993
- June 29, 1993
- July 7, 1993
- July 12, 1993
- July 27, 1993 #1
- July 27, 1993 #2
- August 9, 1993
- August 10, 1993 #1 and #2
- August 24, 1993 #1
- August 24, 1993 #2
- September 14, 1993
- September 28, 1993
- October 28, 1993
- November 8, 1993
- November 9, 1993
- February 8, 1994

Motion to approve made by Member Scarsella

Motion seconded by Member Gluzkin

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

Nays: Absent:

**Agenda Item:** Approve Calendar for the 2017-2018 School Year

Summary of Discussion: After careful consideration the calendar that is aligned with District 207, with a start date of August 16, 2017 for students, was approved. The board felt strongly that much of our parent community, according to our survey, needed us to follow the high school schedule as closely as possible and therefore approved the earlier start version.

Motion to approve made by Member Gluzkin

Motion seconded by Member Scarsella

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

Nays: Absent:

**Agenda Item:** Approve Renewal of First Student Contract

Summary of Discussion: The general education bus transportation contract with First Student was bid for the FY15, FY16, and FY17 school years. We are currently in the third and last year of that contract and have the ability to renew it for two additional years by mutual agreement of the parties.

The District has negotiated with First Student regarding this renewal over the past couple of months. While First Student had initially indicated a significantly higher increase in rates (over 10% rate increases above current rates), we were able to reach an agreement of 5% increase over our current rates for the first year of the 2-year renewal (FY18) and a 3% increase for the second year of the 2-year renewal (FY19). All other contract terms remain the same as our current contract.

Several factors were considered by the district during this renewal process:

- After First Student won the current contract, they were not able to satisfy on time metrics and quickly had to add a few more routes. These additional routes were added on our current contract at no cost to the district. If the contract is renewed, they will start charging us.
- As the economy improves, there is a prevalent shortage of bus drivers, driving higher costs in salary and benefits for transportation companies in order to retain good drivers.
- The proposed rate % increase over current rates is in line with what other districts in the area are experiencing.
- Going out to bid could mean a higher % rate increase. Additionally, there is almost always an added cost if a new vendor wins the contract as that vendor goes through their learning curve.
- Finally, our experience with First Student has been extremely positive. Their team is very experienced and works well with our district. This has resulted in an excellent transportation experience for our students. The district places a high value in having continuity in this important service area for our students and their families.

All these factors lead to our recommendation of renewing the contract with First Student for 2 more years.

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:** 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.

Motion to approve made by Member Brook

Motion seconded by Member Gluzkin

Action: Passed

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

Nays: Absent:

Time of Adjournment: 8:39 p.m.

Time of Reconvening: 10:05 p.m.

**Approve Motion to Adjourn**

Summary of Discussion: N/A

Motion made by Member Gluzkin

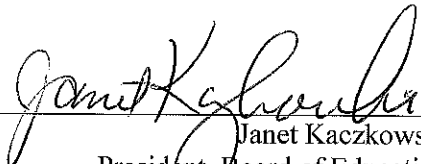
Motion seconded by Member Zec

Action: Passed

Time of Adjournment: 10:06 p.m.

Recorded: January 11, 2017

Approved: February 1, 2017

  
Janet Kaczkowski  
President, Board of Education

  
Deborah Piazza  
Secretary, Board of Education