

**Minutes of a Committee of the Whole, Regular Meeting of the Board of Education
of Community Consolidated School District 15 Palatine, Cook County, Illinois**

**Held on Wednesday, August 14, 2024
at Walter R. Sundling Junior High School
1100 N. Smith Street, Palatine, Illinois 60067
Committee of the Whole Meeting: 5:00 p.m.
Regular Meeting of the Board: 7:00 p.m.**

A Committee of the Whole Meeting was held on Wednesday, August 14, 2024, to allow the Board to tour Phase 1 construction projects at Walter R. Sundling Junior Middle School, Plum Grove Middle School, and Jane Addams Elementary School.

Afterward, a regular meeting of the Board of Education of Community Consolidated School District 15, Palatine, Cook County, Illinois, was held on the same day at Walter R. Sundling Junior High, 1100 N. Smith Street, Palatine, Illinois. Board members were notified by bulletin sent electronically on Friday, August 9, 2024.

Roll Call

President Szczupaj called the committee of the whole meeting to order at 5:00 p.m.

Board members physically present: Lisa Beth Szczupaj, Samantha Ader, James Taylor, Frank Annerino, Wenda Hunt, Zubair Khan, and Anthony Wang.

Board members physically absent: none

Also present were Laurie Heinz, EdD, Superintendent of Schools; Diana McCluskey, Chief School Business Official; and Jame Kaplanes, Director of Facilities and Operations

Call to convene in Committee of the Whole meeting

Board member Szczupaj made a motion, seconded by Board member Wang to convene in the Committee of the Whole Meeting.

A voice vote was taken and the vote was unanimous. The motion carried (7-0).

CONSTRUCTION TOUR

5:00 pm - 5:25 pm - Construction tour of WRS

5:25 pm - 5:40 pm - Take a bus to PG

5:40 pm - 6:05 pm - Arrive at PG, for construction tour

6:05 pm - 6:20 pm - Take a bus to JA

6:20 pm - 6:45 pm - Arrive at JA, for construction tour

6:45 pm - 7:00 pm - Take a bus to WRS for the BOE Regular meeting @ 7:00 pm.

Call to Convene in Regular Meeting

Szczupaj made a motion, seconded by Board member Wang.

A voice vote was taken and the vote was unanimous. The motion carried (7-0).

Roll Call

President Szczupaj called the regular board meeting to order at 7:00 p.m.

Board members physically present: Samantha Ader, Lisa Beth Szczupaj, James Taylor, Frank Annerino, Zubair Khan, Weda Hunt, and Anthony Wang.

Board members physically absent: none

Also present were Laurie Heinz, EdD, Superintendent of Schools; Shari Lazor, EdD, Associate Superintendent; MJ Warden, Chief Technology Officer; Diana McCluskey, Chief Business School Official; Lori Lopez, PhD, Assistant Superintendent of Teaching, Learning and Assessment; and Mindy McGuffin, EdD, Assistant Superintendent of Student Services.

Mission Statement

Board President Szczupaj recited the District's Mission Statement to open the meeting.

President's Welcome & Remarks

Board President Szczupaj thanked everyone for coming and shared that before the meeting the board visited phase 1 construction schools according to the Moving 15 Forward Plan, remarking that all schools looked awesome, and coming along. She added that District 15 schools will be ready to start on September 5.

Pledge of Allegiance: Multilingual Summer School

Melissa Dominguez and Kari Keith, Directors of Multilingual Programs, and students from our Multicultural Camp were invited to lead the Pledge of Allegiance. Students had fun participating in STEM, art, and assemblies plus an additional 70 hours of instruction focused on literacy, math, and language development this summer. In addition, students participated in a Dual Language Culture Camp where they explored the third pillar of Dual Language education which is socio-cultural competence while "visiting" different Spanish-speaking countries.

Student Pledge Leaders: Yareli M., Jayden C., Eliam H., Marcos T., Daisy H., Anthony A., Fausto D., Emir O., Ostap H., Sudhansh E., Kimderly A., Emerson R., Aia S., and Alesia K.

Public Comments

Board President Szczupaj opened Public Comments by stating the procedures to address the Board. No public comments were shared.

5.1 Superintendent's Reports

Superintendent Update and Back-to-School Planning

The Superintendent Report provides the Board with a monthly departmental update.

Superintendent's Office

- Hiring and Onboarding a new Communication Department team. Welcome, Ahmad and Jen!
- Held Administrative Advance – thanks to all departments for their leadership
- Middle School Leadership Team Roles and Responsibility Meetings
- Loeber Farm planning meeting, communication, and student fee follow-up

Administrative Services

- Planned and implemented AP Think Tank and new administrator training
- Planned and implemented New Principal Evaluation Training for 25 administrators

Business and Operations

- FY24 independent audit underway
- M15F construction countdown!

Educational Services

- Provided parent training to help early childhood students prepare for kindergarten
- Planned and implemented specialized “Jump Start” training for new special education staff
- Piloting Ukeru training, an advanced de-escalation and crisis intervention method, at CLA

Human Resources

- Hiring for the 2024-25 school year
- Review of the rollover to the new school year - confirming positions. Due to the M15F initiative, there have been approximately 600 certified changes..and counting
- Certification and Licensure internal audit

Multilingual Programs

- Welcoming 13 cultural exchange teachers from Spain, Colombia, Chile, and Mexico
- Preparing for New Staff Orientation
- Installed new BPAC Executive Board & planning for Welcome Back Picnic at Winston on 9/21
- Conducting language proficiency screeners for all eligible new students

Student Services

- Developed and implemented professional development for LEAP, SIP, AIME, MILE, STAR, and REACH programs throughout the month of August
- Completed digitization of all current special and general education student records
- Preparing for New Staff Orientation
- Preparing new program classrooms with furniture and instructional materials

Teaching, Learning & Assessment

- Collaborated with other ESC Departments to host Admin Advance for District 15 leaders
- Hosting Summer Professional Learning for Teachers including *Building Thinking Classrooms* and RUSH’s Executive Functioning for Students
- Planning for opening Institute Days and September 26 professional learning half-day
- Organizing teacher resources and materials orders for the 2024-25 school year

Technology

- Setting up all systems for the 2024-25 school year - student information system, all curriculum resources, and online apps and subscriptions
- Configuring and rolling out all new devices and equipment including staff laptop refresh, interactive flat panels, student Chromebooks, kindergarten iPads, and new Canon printer copiers
- Setting up technology in all classrooms – new, remodeled, and current
- Checking and testing AV installations in all large meeting spaces
- Planning for opening Institute Days and upcoming kindergarten iPad implementation
- Preparing for New Staff Orientation with devices and training

6. Informational Reports/Board Discussion

6.1 Review of 2023-24 Key Performance Indicators

This presentation has been moved to our next Board of Education meeting on September 11, 2024.

6.2 First Reading PRESS 115 and Update to Policy 7:190

Dr. Shari Lazor, Associate Superintendent, submitted for the Board to review PRESS 115 and Update to Policy 7:190, *Student Behavior*. Policies will be presented for a second reading and approval at the September 11, 2024, Board of Education meeting.

PRESS 115 includes:

- 2:070 *Vacancies on the School Board – Filling Vacancies*
- 2:125 *Board Member Compensation; Expenses*
- 2:160 *Board Attorney*
- 4:015 *Identity Protection*
- 4:040 *Incurring Debt*
- 4:070 *Resource Conservation*
- 4:080 *Accounting and Audits*
- 4:140 *Waiver of Student Fees*
- 5:130 *Responsibilities Concerning Internal Information*
- 5:180 *Temporary Illness or Temporary Incapacity*
- 5:200 *Terms and Conditions of Employment and Dismissal*
- 5:285 *Drug and Alcohol Testing for School Bus & Commercial Vehicle Drivers*
- 5:310 *Compensatory Time-Off*
- 6:110 *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*
- 6:140 *Education of Homeless Children*
- 6:150 *Home and Hospital Instruction*
- 6:230 *Library Media Program*
- 7:170 *Vandalism*

Other:

- 7:190 *Student Behavior*

6.3 Update on Health Services Structure

Dr. Mindy McGuffin, Assistant Superintendent of Student Services, provided the Board with a Health Department update. She stated that throughout the month of July, a district nursing needs assessment was completed through the use of nurse survey data, exit interviews, meetings with nursing coordinators Karen Flor and Corinne Jones, and a review of available quantitative data that was collected by the department during the 2023-24 school year. Based on information gathered, the following trends were identified as compelling areas in need of additional focus:

- Impact of nurse absence based on student needs;
- Students with medical plans who require daily individualized nursing care for medication administration and other needs;
- Students with highly specialized nursing needs (trachs, g-tubes, vents, catheterization);
- Number of students who require a CSN/Health Coordinator at their IEP meeting; and
- Increased number of students with diabetes.

Dr. McGuffin shared data collected illustrates the significant scope of the 5 issues enumerated above. She is therefore requesting additional staffing that includes two additional staff to support the needs of students through the hiring of one additional CSN/Health Coordinator and one substitute nurse. Concurrently, the department is being restructured to provide clarity in roles and responsibilities among the five CSN/Health Coordinators who are all equal with the only distinction being the number of days worked.

6.4 Phase 1 Review of Utilizing Electric Buses in District 15

Mr. Tom Bramley, Director of Transportation; Mrs. Diana McCluskey, Chief School Business Official; Dr. Claire Kowalczyk, Administrator on Special Assignment; and Mr. Anthony Fashoda, Director of Fiscal Services, presented an update on the pros and cons of purchasing electric buses in District 15. Over the past many months, the district team has been applying for and reviewing various Federal and State grant offerings that would help offset the costs of purchasing electric buses. The district has been awarded several grants to replace diesel buses. Grants, rebates, and credits available are as follows:

- State of Illinois EPA - Volkswagen Environmental Mitigation Trust Funds Grant Round 5
- Federal EPA 2023 Clean School Bus Program Rebate
- IL EPA Volkswagen Environmental Mitigation Trust Funds Grant Round 6 Program - *still awaiting award notification*
- Federal Commercial Clean Bus Credit - IRA Inflation Reduction Act Credit

Each grant has various award components and associated costs for the bus and charging station. A determination is pending notification of the IL EPA Round 6 award. Various factors need to be taken into account including purchase or lease options, electric bus technology is still relatively new, long term risks regarding maintenance, electricity costs, and battery life that were reviewed with the Board of Education.

7.0 Acceptance of Minutes

Board Member Hunt made a motion, seconded by Board Member Annerino, to approve the Regular Board of Education, and the Closed Session Meeting Minutes from June 12, 2024, placed on file:

Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (7-0).

8 Board Committee Reports

8.1 ED-RED Committee

Board Member Annerino shared that the legislature is not in session, but that at a recent legislature breakfast topics discussed were financial relief for unfunded mandates and what we can do to lessen the burden that districts are under to meet such mandates, and the ongoing push for TIF reform.

8.2 one-five Foundation

Board Member Taylor shared that the Foundation is donating Dashbots and Ari Robots to District 15 totaling roughly \$20,000. Dashbots and Ari Robots will be shared across our schools in D15.

8.3 Finance Committee

Board Members Wang and Hunt shared that there are no updates at this time but the finance committee will meet on September 3.

8.4 Equity Committee

Board Member Ader shared that she met with Dr. Tom Edgar and Dr. Laurie Heinz to review our preliminary scorecard data. She thanked Dr. Heinz and Dr. Edgar for their time and dedication to data collection and analysis that will drive decision-making at our schools.

9 Action Items

9.1 Approval of Assistant Director of Communication and Digital Media position.

Board Member Hunt made a motion, seconded by Board Member Taylor, motion to approve the Assistant Director of Communication and Digital Media position, as presented.

Roll Call Vote

Ayes: Hunt, Khan, Szczupaj, Taylor, Wang, Ader, and Annerino

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

9.2 Approval of Systems Analyst Position

Board Member Taylor made a motion, seconded by Board Member Hunt motion to approve the Systems Analyst Position, as presented.

Roll Call Vote

Ayes: Khan, Szczupaj, Taylor, Wang, Ader, Annerino, and Hunt

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

9.3 Approval of the Personnel Report: Recommendations for Administrative, Certified, and Non-Certified Staff Members

Board Member Wang made a motion, seconded by Board Member Kahn motion to approve the Personnel Report: Recommendations for Administrative, Certified, and Non-Certified staff members, as presented.

Roll Call Vote

Ayes: Szczupaj, Taylor, Wang, Ader, Annerino, Hunt, and Khan

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

9.4 Approval of Bid Award #25-001 Emergency Transportation Services for Unassigned Bus Routes

Board Member Taylor made a motion, seconded by Board Member Wang motion to approve the First Student Transportation bid for up to 26 drivers and Zoom Elite bid for up to 3 drivers in the Agreement for Unassigned School Bus Routes, as presented.

Roll Call Vote

Ayes: Taylor, Wang, Ader, Annerino, Hunt, Khan and Szczupaj

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

9.5 Approval of Bid Award #25-002 Taxi Services for Student Transportation

Board Member Annerino made a motion, seconded by Board Member Wang motion to approve the bids for American Taxi for \$26,100; Axess Taxi for \$30,400, and Zoom Elite for 2,500 based on 20 school days per month for a period of three years, as presented.

Roll Call Vote

Ayes: Wang, Ader, Annerino, Hunt, Khan, Szczupaj, and Taylor

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

10 Consent Calendar

Board Member Ader made a motion, seconded by Board Member Annerino, motion to approve the Consent Calendar items, as presented:

10.1 Budget Report

10.2 Investment Report

10.3 Report of Payroll Vouchers and Invoices

10.4 Student Activities Fund Report

10.5 Treasurer's Report

10.6 Agreement for Professional Therapy Services - Bilingual Speech Solutions - NN

10.7 Agreement for Professional Therapy Services - Bilingual Speech Solutions - OH

10.8 Agreement for Professional Support Services - Ascension/Alexian Brothers Center for Mental Health, Winston Campus Middle School

10.9 Agreement for Professional Support Services - Ascension/Alexian Brothers Center for Mental Health - WRS, PG, CS.

10.10 Agreement for Professional Therapy Services - PROCARE - CE

10.11 Agreement for Professional Therapy Services - PediaStaff of AHS

10.12 Agreement for Professional Therapy Services - MMC Educational Consulting & Staffing, LLC - SM Addendum

10.13 Donation - one-five Foundation

10.14 Revision to the Consolidated District Plan

10.15 Nonpublic Facility Contract for Alexander Graham Bell Montessori in Wheeling

10.16 Agreement for Professional Therapy Services - Stepping Stones Group - LA

10.17 Nonpublic Facility Contract for New Connections Academy in Palatine

10.18 Nonpublic Facility Contract for South Campus Middle School in Palatine

10.19 Nonpublic Facility Contract for W K at Hoffman Est. Campus INT

- 10.20 Nonpublic Facility Contract for Allendale-Stepping Stone-Day in Lake Villa
- 10.21 Agreement for Professional Therapy Services - Step Forward Therapy - PN
- 10.22 Nonpublic Facility Contract for ChildBridge Center for Ed-Intensive in Palatine
- 10.23 Nonpublic Facility Contract for Child's Voice in Wood Dale
- 10.24 Nonpublic Facility Contract for ChildBridge High-Intensity Thrive in Palatine
- 10.25 Nonpublic Facility Contract for Cove School in Northbrook - (2 students)
- 10.26 Nonpublic Facility Contract Metropolitan Prep Grade Sch- Ext Day in Arlington Heights
- 10.27 Nonpublic Facility Contract for Classroom Connection Day School in Bannockburn
- 10.28 Nonpublic Facility Contract for CORE Academy in Aurora
- 10.29 Agreement for Professional Therapy Services - Step Forward Therapy - JK
- 10.30 Agreement for Professional Services - Aya Healthcare - DE
- 10.31 Agreement for Professional Services - Aya Healthcare - TJ
- 10.32 Agreement for Professional Services - Aya Healthcare - DN
- 10.33 NSSEO Purchased Services Agreement for 2024-2025
- 10.34 Gifts to the District - Cradles to Crayons (Outfit Packs)
- 10.35 Gifts to the District - Cradles to Crayons (School supplies)
- 10.36 Yellow Folder Contract for Digitization of Student Records
- 10.37 Nonpublic Facility Contract Metropolitan Prep Grade School Ext. Day Arlington Heights Rate Change
- 10.38 Intergovernmental Agreement - Exceptional Learners' Collaborative
- 10.39 Intergovernmental Agreement- Palatine Park District (Cares)

Roll Call Vote

Ayes: Ader, Annerino, Hunt, Khan, Szczupaj, Taylor, and Wang

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

11. Correspondence

Dr. Heinz included a summary of Freedom of Information Act requests and the Impact Fees.

12. Closing Items

Adjournment

At 8:40 p.m. Board member Annerino made a motion, seconded by board member Taylor motion to adjourn the meeting, convene to a closed session, and not return to an open session.

Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (7-0).

13. Closed Session

Board President Szczupaj called the closed session to order at 8:50 p.m. with Board Member Annerino making a motion, seconded by Board Member Taylor, to convene in closed session to discuss:

- 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 a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).

Roll Call vote:

Ayes: Ader, Annerino, Hunt, Khan, Szczupaj, Taylor, and Wang

Nays: None

Absent: None

Motion Carried: (7-0)

Lisa Beth Szczupaj, Board President
Board of Education

Anthony Wang, Secretary
Board of Education