

**Minutes of a Committee of the Whole Meeting and a Regular Meeting of the Board of Education
of Community Consolidated School District 15
Palatine, Cook County, Illinois
Held on Wednesday, December 13, 2023
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 December 13, 2023, at Walter R. Sundling Junior High School, Thomas Jefferson, and Plum Grove; and 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 School, 1100 N. Smith Street, Palatine, Illinois. Board members were notified by bulletin sent electronically on December 11, 2023.

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 and Anthony Wang.

Board members physically absent: Zubair Khan, and Wenda Hunt

Also present were Laurie Heinz, EdD, Superintendent of Schools, Diana McCluskey, Chief School Business Official.

Call to convene in Committee of the Whole meeting

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

A voice vote was taken and the vote was unanimous.

The motion carried (5-0).

Board members Szczupaj, Ader, Taylor, Annerino, and Wang; along with Dr. Heinz, Superintendent of Schools, and Diana McCluskey, Chief School Business Official visited three phase 1 schools, according to the following schedule:

CONSTRUCTION TOUR -

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

5:25 pm - 5:40 pm - Take bus to TJ

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

6:05 pm - 6:20 pm - Take bus to PG

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

6:45 pm - 7:00 pm - Take bus to WRS for BOE meeting arriving at 7:00 pm.

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 and Anthony Wang.

Board members physically absent: Wenda Hunt

Also present were Laurie Heinz, EdD, Superintendent of Schools.

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 (6-0).

Mission Statement

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

President's Welcome

President Szczupaj welcomed everyone, and shared that they had visited the phase 1 construction sites of three junior high schools, noticing all the work that has gone into Moving 15 Forward.

Pledge of Allegiance

Principal VanWinkle invited students who worked diligently to memorize a skit that was performed during their school assemblies honoring fourteen special Veterans at their annual Veterans' Day celebration. Students invited: Thomas C., Madelyn G., Hannah H., Pavneet K., Julie L., Kaylee M. R., Dev P., Mauri M., Annabelle S., Ava W., and Leo V.

Staff Recognition

- Jennifer Bustos was selected for the Above and Beyond recognition for December following a nomination by Amy Molinsky, Principal of Jane Addams, and an additional nomination from Kari Keith, Director of Multilingual Services.
- Sharon Lawson was selected for the Above and Beyond recognition for December following a nomination by Larry Sasso, Principal of Thomas Jefferson, and Jack Olson, Assistant Principal of Thomas Jefferson. Sharon has been a crossing guard for Thomas Jefferson for the last 45 years.

Public Comments

President Mrs. Szczupaj opened Public Comment by stating our procedures to address the Board.

Comment forms were shared with President Szczupaj and the following citizens addressed the Board:

- Matthew Koehlinger of Rolling Meadows, addressed the board regarding adding choir into the curricular part of the middle school school day.
- Lee Bennet from Palatine, addressed the board regarding middle school sports offerings.

Truth in Taxation Public Hearing Call to order to Open Public Hearing

Board member Taylor made motion, seconded by Board member Annerino to open the truth in taxation public hearing:

Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (6-0).

Diana McCluskey, Chief School Business Official, and Anthony Feshoda, Director of Fiscal Services presented to the board:

The District held a Truth in Taxation Public Hearing where Mrs. McCluskey presented a synopsis from the formal levy presentation at the November 15, 2023, meeting. The Truth in Taxation Hearing is required when the levy exceeds 5% of the previous year's extension.

The LY23 levy is approximately a 7.41% increase from the LY22 levy. Under PTELL, the Cook County Clerk will limit the final extension to the 5% CPI maximum allowed. The final extension will be more than 5% due to new property coming on the tax rolls. The final LY23 levy is \$153,580,221.

There were no public comments or questions that followed.

Board member Khan made motion, seconded by Board member Ader to adjourn the public hearing:

Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (6-0).

Informational / Discussion Reports

FY2023 Final Audit from Miller Cooper & Co., Ltd.

Diana McCluskey, Chief School Business Official, and John Epperson, partner at Miller Cooper & Co. Ltd., presented to the board that all school districts in Illinois are required to have an annual audit conducted by a public accounting firm in Illinois. District 15 received the highest level of assurance meaning the financial statements presented fairly and changes in financial position for the year ended in accordance with accounting principles generally accepted auditing standards and government auditing standards.

2024-25 Student Fees with CSBO Diana McCluskey

Diana R. McCluskey, Chief of School Business Official, and Anthony Fashoda, Director of Fiscal Services presented the to the board that Like most Districts in Illinois, District 15 collects student fees to help offset the cost of programs and services, district initiatives, new instructional resources, and technology purchases provided to students. District 15 educates roughly 12,000 students annually and

relies on student fees collected to help offset our per-pupil expenditures. Student fees provide an additional, although somewhat nominal, source of revenue to the district. The proposed student fees for the 2024-25 school year are as follow: Middle School (6th, 7th, & 8th grade) fee of \$ 195 per year, the Elementary (Kindergarten through 5th grade) fee of \$180 per year; and the interscholastic sports fee of \$85 for each sport a student participates in per year.

Review of Student Information System and Migration Plan with Chief Technology Officer MJ Warden

MJ Warden, Chief Technology Office, presented the Board a review of the Student Information System. She stated that a student information system (SIS) plays a vital core role in many aspects of operating a school and district like managing student data and records including attendance, discipline, schedules, courses, and grades; enrollment monitoring and reporting; constructing required reports to ISBE as well as information required in Title grants; providing a hub of staff and student information as it intersects with various systems like transportation, food service, and resource management; streamlining administrative processes; and providing communication between school, parents, and students. She recommended the District move to PowerSchool SIS, explaining the numerous advantages and capabilities it has. She explained that a thoughtful timeline has been established to ensure the transition is smooth.

Preview: Key Performance Indicator (KPI) Dashboard with Members of Cabinet

Dr. Heinz, Superintendent of Schools; Dr. Edgar, Assistant Superintendent for Educational Services; Dr. Lopez, Assistant Superintendent for Teaching, Learning, and Assessment; Dr. McGuffin, Assistant Superintendent for Student Services, Dr. Lazor, Director for Human Resources; Mrs. Urbanski, Assistant Superintendent for Multilingual Programs; and Mrs. Warden, Chief Technology Officer presented the Board updated Key Performance Indicators (KPIs). The District 15 Strategic Plan has four key components. Three of these components - Priority Areas, AIMS, and Corresponding Goals - were shared with the Board in August. This fall, Key Performance Indicators (KPIs), which monitor progress on specific goals, were identified in consultation with Hanover Research. The team shared a review the KPIs related to each goal; reported baseline data related to each KPI; shared the alignment of KPIs to “The Big Three” leverage points that help improve student achievement, which include high expectations; the alignment of curriculum, instruction, and assessment; and data-informed instruction; and reviewed the timeline for annual updates to the Board and schools.

First and Second Reading of Press 113 BOE policy 7:270 Administering Medicines to Students

Karen Flor, Coordinator of Health Services shared with the Board that there is an existing Board Policy 7:270 Administering Medicines to Students. However, per statute 105 ILCS 5/22-30 (f), effective January 1, 2024, school districts are required to maintain a supply of undesignated opioid antagonists to administer as necessary. Mrs. Flor shared the updates to the policy requiring districts to retire the Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form and replace it with an allergy emergency action plan. The statute also now permits school districts to

maintain a supply of undesignated albuterol, which has been supplied by ISBE, without cost to the district. This will allow treatment of students experiencing a significant asthmatic episode to be treated and remain at school, rather than transported via ambulance, should parents not be available. Moreover, she explained that undesignated oxygen tanks may be maintained at special education facilities. Karen Flor related that the District's practice has been to require the parents/guardians of children that require oxygen to supply the school the child attends with the oxygen tank. Finally, she recommended that the Board approves the second reading of BOE policy 7:270 Administration of Medicines to Students.

Acceptance of Minutes

Board member Zubair made motion, seconded by Board member Wang, to approve the Regular Board of Education and Closed Session Minutes from the November 15, 2023 placed on file:

Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (6-0).

Board Committee Reports

Education Research Development (ED-RED) Organization

Board Member Annerino shared that he will be joining a few ED-RED committees including transportation, the TIF reform, and the plans for new arrival students grant to help schools that are impacted with new student arrivals.

one-five Foundation

Board Member Taylor shared that the one-five Foundation sponsored a LEGO robotics team from Willow Bend. The one-five Foundation approved 16 mini-grants this year totalling \$21,620.

Finance Committee

Board Member Wang shared that they met to discuss the audit results and the student fee structure which were both presented at the meeting.

Equity Committee

Board Members Khan and Ader shared that they will schedule a meeting to discuss how they will continue to be a part of the strategic plan to ensure the district is holding itself accountable to supporting and serving all students equitably.

Action Items

- 1. Approval of Personnel Report: Recommendations for Administration, Certified and Non-Certified staff members**

Board member Annerino made a motion, seconded by Khan, motion to approve the Personnel Report: Recommendations for Administration, Certified and Non-Certified Staff Members, as presented.

Roll Call Vote

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

Nays: none

The motion carried (6-0).

2. Acceptance of FY2023 Final Audit

Board member Wang made a motion, seconded by Khan motion to accept the audited financial Statements for the fiscal year 2023, as recommended.

Roll Call Vote

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

Nays: none

The motion carried (6-0).

3. Approval of the Resolution Authorizing Final Aggregate Tax Levy 2023 and Certificate of Tax Levy

Board member Khan made a motion, seconded by Wang motion to approve the the Resolution Authorizing Final Aggregate Tax Levy for Tax Year 2023 and Certificate of Tax Levy, as presented.

Roll Call Vote

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

Nays: none

The motion carried (6-0).

4. Approval of First Student Transportation bid and the Agreement for Unassigned School Bus Routes

Board member Taylor made a motion, seconded by Ader motion to approve the First Student Transportation bid for up to 8 drivers and the Agreement for Unassigned School Bus Routes, as presented.

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

Nays: none

The motion carried (6-0).

5. Approval of Resolution Awarding and Assigning Trade Contracts for Additions and Renovations related to Hunting Ridge School.

Board member Annerino made a motion, seconded by Wang motion to approve the Resolution Awarding and Assigning Trade Contracts for Additions and Renovations related to Hunting Ridge School, as presented.

Roll Call Vote

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

Nays: None

The motion carried (6-0).

6. Approval of PowerSchool Contract

Board member Ader made a motion, seconded by Taylor approve the PowerSchool Contract, as presented.

Roll Call Vote

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

Nays: None

The motion carried (6-0).

7. Approval of 2024-25 Fees: Textbook Rental, Material, Technology Fee and Interscholastic

Board member Wang made a motion, seconded by Taylor motion to approve the Middle School (6th, 7th, & 8th grade) fee of \$ 195 per year, the Elementary (Kindergarten through 5th grade) fee of \$180 per year; and the interscholastic sports fee of \$85 for each sport a student participates in per year.

Roll Call Vote

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

Nays: None

The motion carried (6-0).

8. Approval of Second Reading of Press 113 BOE policy 7:270 Administering Medicines to Students

Board member Taylor made a motion, seconded by Khan motion to approve the BOE policy 7:270 Administration of Medicines to Students, as presented.

Roll Call Vote

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

Nays: None

The motion carried (6-0).

Superintendent Report

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

Superintendent's Office

- Joint Conference with the Board of Education

- IASA/ISBE Advisory Committee meeting
- Moving 15 Forward Planning – January Board presentation
- Parents as Partners meeting
- Principal Observations
- I Love You Guys training
- Graduation Update - Wednesday, May 22, 2024

Administrative Services

- Went out to bid again for supplemental bus drivers
- Completed menu sampling at junior highs and are surveying students to gather data on preferred menu items

Business and Auxiliary Services

- Finalizing 2023 Levy and FY23 audit
- Onboarding new Assistant Director of Fiscal Services Pei Pei Moy
- Phases 1 & 2 construction continues; planning Phase 3 projects to begin Spring
- Winter break projects include lighting upgrades and some floor tile replacement

Communication

- Coordinated volunteer opportunities for District administrators
- District 15 PACK THE BUS initiative
- Full Day Kindergarten and Registration promotion co-planning
- The design phase of the website transition

Educational Services

- Completed pilot of new Middle School math intervention materials
- Completing staffing projections for related services, RCS, and interventionists
- Updating/strengthening social and emotional support for the ATG program
- Completed Mental Health Awareness for 7th-8th grade and providing program for 6th grade

Human Resources

- All buildings have had an individual HR meeting to discuss staff input regarding placement for the 2024-25 school year
- Working with both Multilingual and Special Education to determine anticipated staffing levels and program placements as a result of Moving 15 Forward changes
- Began Administrative hiring for 2024-25 school year (first hire is being presented tonight for Board Approval)

Multilingual Programs

- Conducted program review with Dual Language New Mexico
- Hosted Dual Language Curriculum Night on 12/7/23 at Jane Addams
- Preparing for 2024 ACCESS assessments
 - Virtual Parent ACCESS Informational Meeting on 12/14/23 - [Flyers linked here](#)

Student Services

- Student Records Retention Project continues and since July 2023 have scanned 6591 records into YellowFolder
- Finalizing program locations and student counts for next year
- Continuing to visit classrooms and provide support to students and staff in buildings

Teaching, Learning & Assessment

- Ongoing Math Steering Committee meetings to address pacing in math units
- Planning for January professional learning (Middle School Transition, Using Data to Support ELA & Math Instruction, CHAMPS, Supporting Student Attendance, and more!)
- Curriculum mapping for Full-Day Kindergarten and Grade 6
- Planning for collection and future distribution of instructional materials as we transition to Full-Day Kindergarten and Middle School

Technology

- Infinite Campus focus groups, summary, and system review
- PowerSchool Unified Insights continued configuration and development
- Continued alignment of the Library Innovation Program to support curriculum and instruction
- Development of middle school STEM electives curriculum and lessons
- Providing professional development around the district's educational technology tools and devices including AI for school staff
- Intergovernmental agreement with the Village of Palatine and start of work for the secondary Internet connection expansion project
- Technology design, input, and support where applicable with Moving 15 Forward Project

Consent Calendar

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

1. Approval of Consent Calendar
2. Budget Report
3. Investment Report
4. Report of Payroll Vouchers and Invoices
5. Student Activities Fund Report
6. Treasurer's Report
7. Approval of the Agreement for Non Public Facility Contract Updated Private Facility Rate - South Campus
8. Approval of Agreement for Professional Therapy Services - PediaStaff
9. Approval of Agreement for Professional Therapy Services - Procure
10. Approval of Agreement for Professional Therapy Services - CJW Clinical PLLC
11. Approval of Agreement for Professional Therapy Services - Johnson
12. Approval of Agreement for Bilingual Evaluation Services - Petrova

13. Approval of Donation - Lions Club

14. Approval of Donation - Canon

Roll Call Vote

Yes: Taylor, Wang, Ader, Annerino, Hunt, Khan, and Szczupaj.

Nays: None

The motion carried (6-0).

Correspondence

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

Adjournment

At 9:20 p.m Board member Annerino made a motion, seconded by board member Khan motion to approve the adjournment.

Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (6-0).

Lisa Beth Szczupaj, President
Board of Education

Anthony Wang, Secretary
Board of Education