

**Minutes of a Regular Meeting of the Board of Education  
of Community Consolidated School District 15  
Palatine, Cook County, Illinois  
Held on Wednesday, June 12, 2024  
at Winston Campus Junior High School  
120 N. Babcock Drive, Palatine, Illinois 60067  
Regular Meeting of the Board: 7:00 p.m.**

A regular meeting of the Board of Education of Community Consolidated School District 15, Palatine, Cook County, Illinois, was held on June 12, 2024, at Winston Campus Junior High School, 120 N. Babcock Street, Palatine, Illinois. Board Members were notified by bulletin sent electronically on Friday, June 7, 2024.

**Roll Call**

Board President Szczupaj called the regular meeting to order at 7:08 p.m.

Board Members physically present: Ader, Khan, Hunt, Taylor, Szczupaj, Annerino, and Wang\*.

Board Members absent: None

\* Board member Wang arrived at 7:09 p.m.

Also present were Laurie Heinz, EdD, Superintendent of Schools; Deputy Superintendent Claire Kowalczyk, EdD; CSBO Diana McCluskey, Lisa Nuss, Assistant Superintendent for Human Resources; Lori Lopez, PhD, Assistant Superintendent for Teaching, Learning, and Assessment; Mindy McGuffin, EdD, Assistant Superintendent for Students Services; Renee Urbanski, Assistant Superintendent for Multilingual Programs, and Director of Human Resources Shari Lazor, EdD.

**Closed Session**

Board President Szczupaj called the closed session to order at 6:12 p.m. with Board Member Ader making a motion, seconded by Board Member Taylor, to convene in closed session to discuss:

- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- 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)

### **Reconvene in Open Session**

The Board returned to open session at approximately 7:04 p.m.

Motion to reconvene in Open Session made by Board Member Wang, seconded by Board Member Taylor

### **Roll Call vote:**

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

Nays: None

Absent: None

Motion Carried: (7-0)

### **Mission Statement**

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

### **President's Welcome & Remarks**

Board President Szczupaj thanked everyone for coming and remarked in the great year we had in District 15.

### **Pledge of Allegiance**

Interim Principal, Michael Coleman and the students involved in the Lincoln Video Club, and their sponsor, Mrs. Laccasio were invited to lead the Pledge of Allegiance at the Board of Education meeting.

Mr. Coleman shared that the video production team creates announcements that help begin each school day at Lincoln to help ensure their whole school community is informed and excited about the day ahead. We would like to thank this group of students for being positive role models at Lincoln and for their commitment to making everyone feel like a Lincoln Lion.

**Students:** L. Figurelli; S. Orellano; A. Sullivan; E. Lettieri; T. Banas; J. Pant; G. Bustamante; E. Iovu

**Teachers:** Melissa LoCascio and Kelley Russmann

### **Student Recognition:** Special Olympics Participants

District 15 was both thrilled and quite proud to recognize the students who represented our district in the Special Olympics of Illinois this past weekend. Each student qualified either through track and field or soccer skills by placing first in their sport during regional competitions this Spring.

Six talented District 15 athletes qualified for the games and four were able to attend the Special Olympics of Illinois hosted at Illinois State University. Congratulations to Saara G., Gehrig N., Adith

L., Muhammad H., and Dayton B. for their hard work, skill and participation in the Special Olympics. We could not be more proud of each and every one of our student athletes.

An additional congratulations to the following students who placed at the state Special Olympics competition:

- Saara G. placed fourth in her division in the softball throw;
- Dayton B. earned a silver in soccer skills;
- Nolan G. earned silver in the softball throw; and
- Muhammad H. earned a gold medal in soccer skills!

**Students recognized:** Saara G., Gehrig N., Adith L., Muhammad H., Dayton B, and Nolan G.

**Coaches:** James Hermetet, Melissa Souden, Ana Garay, and Elizabeth Skylakos

### **Public Comments**

Board President Szczupaj opened Public Comments by stating the procedures to address the Board. Comment forms were shared with Board President Szczupaj and the following citizens addressed the Board:

- Mr. Brown shared with the Board his desire to consider enhancing additional sporting events in future Special Olympic events for students with special needs.

### **5.1 Superintendent's Reports**

Dr. Laurie Heinz, Superintendent of Schools, presented to the Board the June Report that provides a brief update on the following topics:

#### **Superintendent's Office**

- New administrator meetings and school tours
- Ongoing work with the Village of Arlington Heights and 2:2 meetings with Board members
- Departmental review and reorganization meetings
- Year in Review work and 2024-25 planning

#### **Administrative Services**

- IGA Reviews with Village Presidents for SRO
- Routing for 2024-25 School Year
- Reviewing Intra-District Transfer Requests

#### **Business and Operations**

- Finishing FY25 Tentative Budget
- Coordination of moving furniture and curriculum across school buildings
- Shared oversight of Moving 15 Forward construction

#### **Communications**

- Preparing content on the website for launch prior to the 2024-2025 school year

- Support schools with branding projects
- Photos and videos of the end-of-school year

### **Educational Services**

- Title 1 Summer School is off and running for nearly 1,000 students
- Coordinated with Boys and Girls Club to provide a 6-week community school summer program
- Partnered with Teaching, Learning, and Assessment to facilitate school improvement planning meetings for school teams based upon SMART learning systems process

### **Human Resources**

- Hiring, Hiring, Hiring
- Exploring partnership with NABSE for recruitment
- Completing Evaluation documentation for state reporting

### **Multilingual Programs**

- Staffing & planning for welcoming 9 new cultural exchange teachers
- Preparing for Dual Language Culture Camp in June & Multilingual Summer Camp in July and August
- Coordinating English language screening for eligible incoming kindergarten and new students

### **Student Services**

- Summer claims
- Starting Extended School Year programs
- Completing Timely Meaningful Consultation meetings with parochial schools
- Setting up systems and training for new staff for the 2024-2025 school year

### **Teaching, Learning & Assessment**

- Facilitated School Improvement Planning meetings for school teams based on SMART Learning Systems process
- Hosting summer professional learning (3-5 grade writing, teachers new to a grade level/subject area, middle school student engagement)
- 1st Grade, 2nd Grade, and Art report card work

### **Technology**

- End-of-year reports, procedures, and processes for ALL technology systems and devices. Begin preparation for the new school year across ALL technology systems.
- Assisted in School Improvement Planning meetings for school teams with data visualizations in PowerSchool Insights Analytics
- Continued development of Infinite Campus to PowerSchool SIS migration
- Oversight and installation of audio-visual systems across all new and remodeled classrooms in

the Moving 15 Forward construction projects.

- Hosting summer professional development for instructional technology tools
- STEM teacher professional development coordination

## **6.0 Discussion/Informational Reports**

### **6.1 A Year in Review and A Look Ahead**

Dr. Heinz, Superintendent of Schools, presented a review of the many exciting initiatives and progress made during the 2023-2024 school year. During the presentation, Dr. Heinz shared an overview of the newly developed strategic plan with priorities that include an emphasis on:

- Success and Belonging
- Staff Engagement and Retention
- Community and Family Engagement
- Facility Improvements and Moving 15 Forward Transitions

It was reported that our Moving 15 Forward plan continues to be on time and on budget. [Check out this video](#) showcasing our progress in real-time throughout the past school year! It is truly remarkable to see it in action and we cannot wait for everyone to see the fruits of this project in September!

The presentation included highlights and accomplishments from this school year in which Dr. Lopez and the Department of Teaching, Learning, and Assessment focused on high expectations, alignment to curriculum, and data-informed instruction. This school year, the district launched CHAMPS, created resources for K-2 Magnetic Reading, 3-5 Ready Writing, 6-8 SmartHealth, and standardized a SMART process to help our schools set school improvement goals focused on academics, behavior, and attendance. The team also worked with the Technology Department to prepare for the launch of PowerSchool Unified Insights.

The Department of Student Services supported the planning for Moving 15 Forward to ensure equitable access to programs for all students, provided professional development for adaptive physical activity, and continues to work on Special Education to digitize student records.

Dr. McGuffin also shared that throughout the school year, the department conducted a program review for the LEAP program. For the 2024-2025 school year, the Student Services Department and the related services team from the Department of Educational Services will combine to optimize services and support for our students.

The Multilingual Department shared the successful expansion of Dual Language to Rolling Meadows this year, that they started a Bilingual preschool program, had a second-year increase with students eligible to exit bilingual programming, and worked on departmental roadmap alignment with the Teaching, Learning, and Assessment Department. Mrs. Urbanski shared that this year, our district welcomed over 500 newcomers and that her department created a curriculum to support their transition.

With the addition of CTO, MJ Warden the Technology Department was under review this year. It has three arms that include Technology Services, Instructional Technology, and Information Systems. This year, they provided professional development, created a digital learning program for all students, and created and streamlined system integrations and interoperability to name just a few of their areas of focus.

Dr. Heinz provided the Board with a high-level review of some projects at the top of the to-do list during the 2024-2025 school year which includes:

- Launching Moving 15 Forward;
- Year 2 of the CHAMPS initiative;
- Building-based school improvement planning;
- An attendance initiative;
- Utilization of common assessments;
- Powerschool SIS migration and staff training;
- Departmental learning and business continuity practices and plans;
- Continued focus on mental health and student behavior;
- The launch of our new website;
- SEIU negotiations; and
- much more!

**Dr. Heinz reminded everyone of key dates next year that include:**

- Teacher Institute on Tuesday, September 3, and Wednesday, September 4, 2024
- First Day of school for *all* students on Thursday, September 5, 2024
- Winter Break: December 23, 2024 - January 3, 2025
- Spring Break: March 24, 2024 - March 28, 2024
- Last day of School: June 13, 2024

## **6.2 Presentation: FY25 Tentative Budget**

Mrs. Diana McClusky, Chief School Business Officer, and Anthony Fashoda, Director of Fiscal Services, provided the Board with an overview of the tentative budget. The budget reflects the commitment to the district's strategic priorities, providing aligned programs and services to meet our students' needs.

Although the 5-Year Forecast presented at the February 21, 2024 Board meeting showed a *possible* (\$1,994,521) deficit in FY25, they are pleased to note that the deficit in the tentative budget has been substantially reduced to (\$1,109,340). As they shared on the Moving 15 Forward outreach roadshows, in educational materials, and at multiple Board meetings, the first few years of the Moving 15 Forward initiative will require utilizing available monies from the existing Education Fund balance to bring forth full-day kindergarten at no additional charge to families and move toward a teaming

structure across our five middle schools. They shared that the 2024-25 school year reflects an overall full-time equivalent increase from 1,020 staff to roughly 1,070 members with the CTC bargaining unit. Of the approximately \$22M in Federal COVID Relief grant revenue received by the district, \$1M is left to spend in FY25. As these critical COVID grant funds come to an end, either other funding sources must be identified or a reduction in services or a combination of both will be needed. In addition, Fund 50 and Fund 80 were under-levied in the levy year 2023 to absorb some of the accumulated fund balance and increase the levy in Fund 10. Both the ending of Federal COVID Relief grant revenue and the spending down of accumulated fund balance in Funds 40, 50, and 80 will pressure the expenditure budgets in future years. In closing, District 15 will continue to use its long-range fiscal planning practices and conservative resource allocation and management tools to ensure the district's continued fiscal health.

### **6.3 Presentation: Multi-Functional Printer Rollout**

Mrs. Diana McCluskey, Chief School Business Officer; Mr. Dave Kuechenberg, Director of Technology Services; and Ms. Julie Powell, Director of Instructional Technology shared with the Board members that the District currently has a fleet of 63 Toshiba copy machines located in school offices, teacher workrooms, and throughout the district office. In addition, an individual personal printer, purchased by the district, is located in almost every classroom. Toner replacement for these individual classroom printers is expensed through each principal's budget. The current 60-month Toshiba lease is set to expire at the end of July 2024. In light of the expiring lease and the new classroom construction, the District proposed phasing in new office printers to replace the Toshibas and printer stations to replace the classroom printers recommending to the Board to approve the contract from Canon Solutions America, Inc.

### **7.0 Acceptance of Minutes**

Board Member Annerino made a motion, seconded by Board Member Hunt, to approve the Regular Board of Education, and the Closed Session Meeting Minutes from May 8, 2024, placed on file:  
Roll Call Vote

A voice vote was taken and the vote was unanimous.

The motion carried (7-0).

### **8.0 Board Committee Reports**

#### **8.1 ED-RED Committee**

Board Member Annerino shared that the IL state legislature wrapped up its spring session. Funding to support newcomer students was not approved and will continue to be looked at in the next session. The House bill regarding the school polling places was opposed by the county clerks and will be reviewed again next year. The bills regarding equalizing reimbursement for special education, fentanyl education, and climate change education passed.

#### **8.2 one-five Foundation**

Board Member Taylor shared there was no formal update from the one-five Foundation this month. Its annual meeting will take place at the end of July and the Foundation will work with the district on its back-to-school events.

### **8.3 Finance Committee**

Board Members Wang and Hunt shared that they met on June 3 to discuss the FY25 budget, the copier rollout, the construction budget, and the new Palatine TIF.

### **8.4 Equity Committee**

Board Members Khan and Ader shared that they met to discuss the next steps with their work in the strategic plan and will work with Dr. Heinz to determine the next steps.

## **9.0 Action Items**

### **9.1 Approval of Administrative, Non-Union, and Non-Administrative Salary Increases**

Board Member Hunt made a motion, seconded by Board Member Ader, motion to approve the Administrative, Non-Union, and Non-Administrative Salary Increases, 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 Personnel Report: Administrative, Certified and Non-Certified Staff**

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

Roll Call Vote

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

Nays: None

Abstain: Szczupaj

Absent: None

Motion carries (6-0)

### **9.3 Approval of Increase from 220 to 260 Days Employment Status for Multilingual Program Coordinator**

Board Member Annerino made a motion, seconded by Board Member Ader motion to increase from 220 to 260 Days of Employment Status for Multilingual Program Coordinator, 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 Resolution Authorizing the Transfer of Funds from the Operations and Maintenance Fund of Community Consolidated School District 15, Cook County, Illinois, to the Debt Service Fund**

Board Member Kahn made a motion, seconded by Board Member Taylor motion to approve the resolution authorizing an interfund transfer, 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 Resolution Authorizing the Transfer of Interest from the Debt Service Fund of Community Consolidated School District 15, Cook County, Illinois, to the Educational Fund**

Board Member Ader made a motion, seconded by Board Member Kahn motion to approve the resolution authorizing an interfund transfer, as presented.

Roll Call Vote  
Ayes: Wang, Ader, Annerino, Hunt, Khan, Szczupaj, and Taylor  
Nays: None  
Abstain: None  
Absent: None  
Motion carries (7-0)

**9.6 Approval of Bid Award #24-019 - Landscape Service**

Board Member Wang made a motion, seconded by Board Member Taylor motion to award a three-year contract for landscape services to Complete Landscaping LLC (Itasca, IL) for a total contract amount of \$202,050.00 with an annual cost of \$67,350.00 for each respective year, as presented

Roll Call Vote  
Ayes: Ader, Annerino, Hunt, Khan, Szczupaj, Taylor, and Wang  
Nays: None  
Abstain: None  
Absent: None  
Motion carries (7-0)

**9.7 Approval of Bid Award #24-020 - Multipurpose Paper**

Board Member Ader made a motion, seconded by Board Member Annerino motion to award a one-year contract for Multipurpose Paper to Murnane Paper Company (Elmhurst, IL) for a total bid award of \$117,880.90, as presented

Roll Call Vote

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

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

### **9.8 Approval of Bid Award #24-021- Fresh Bakery Products**

Board Member Wang made a motion, seconded by Board Member Hunt motion to award a one-year contract for Fresh Bakery Products to Alpha Baking Company, Inc. (Chicago IL) for a total bid award of \$39,872.46, as presented

Roll Call Vote

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

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

### **9.9 Approval of Bid Award #24-022 - Cafeteria Packaging**

Board Member Khan made a motion, seconded by Board Member Taylor motion to award one-year contracts for Cafeteria Packaging to Big Red Distribution, LLC (Chicago, IL) in the amount of \$10,562.25; Daxwell (Houston, TX) in the amount of \$22,072.00; Durable Packaging (Wheeling, IL) in the amount of \$35,970.72; Form Plastics Company (St. Charles, IL) in the amount of \$33,436.25; IGC (Union City, CA) in the amount of \$86,625.00; North American (Glenview, IL) in the amount of \$7,755.00; and Plastic Connections(Santa Fe Springs, CA) in the amount of \$6,286.10 for a total bid award of \$202,707.32, as presented.

Roll Call Vote

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

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

### **9.10 Approval of Multi-Functional Devices and Print Solutions Contract to Canon Solutions America, Inc.**

Board Member Taylor made a motion, seconded by Board Member Ader motion to approve the Multi-Functional Devices and Print Solutions Contract to Canon Solutions America, Inc., as presented

Roll Call Vote

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

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

### **10.0 Consent Calendar**

Board Member Annerino made a motion, seconded by Board Member Taylor, 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 Approval of Resolution Authorizing Prompt Payment of July Bills

10.7 Approval of Resolution Authorizing Intervention in Proceedings before the State of Illinois Property Tax Appeal Board (PTAB)

10.8 Approval of Authorized Depositories, Investment Managers, Dealers, and Brokers

10.9 Approval to Appoint a School Treasurer and Assistant Treasurer

10.10 Approval of Second Reading of Press 114

10.11 Approval of Agreement for Professional Therapy Services - Sunbelt Staffing

10.12 Approval of Agreement for Professional Therapy Services - MMC Educational Consulting & Staffing, LLC - JA

10.13 Approval of Agreement for Professional Therapy Services - Community Therapy Services

10.14 Approval of Agreement for Professional Therapy Services - MMC Educational Consulting & Staffing, LLC - SM

10.15 Approval of Nonpublic Facility Contract for the School of Expressive Arts and Learning (SEAL) in Lombard (1 student)

10.16 Donation - District 15's Vision Impaired Program and District 15's Hearing Impaired Program

10.17 Approval of Agreement for Professional Speaker and Consultation Services - J. Minahan, LLC

10.18 Approval of Agreement for Professional Therapy Services - Formative Psychological Services

10.19 Approval of Agreement for Professional Therapy Services - CJW Clinical PLLC

10.20 Approval of Nonpublic Facility Placement Contract for the School of Expressive Arts and Learning (SEAL) in Lombard (1 student)

10.21 Approval of Nonpublic Facility Placement Contract Joseph Academy Melrose Park (1 student)

10.22 Approval of Nonpublic Facility Placement Contract for Menta Academy North in Waukegan (1 student)

10.23 Approval of Nonpublic Facility Placement Contract for Parkland Preparatory Academy in Bartlett (1 student)

10.24 Approval of Nonpublic Facility Placement Contract for C.O.R.E Academy in Aurora (1 student)

10.25 Approval of Nonpublic Facility Placement Contract for C.O.R.E Academy in Aurora (student 1)

- 10.26 Approval of Agreement for Professional Therapy Services - Grow With Me Bilingual Therapy, PLLC
- 10.27 Approval of EMBRACE IEP and 504 Contract for 2024-2025
- 10.28 Approval of SRO IGAs
- 10.29 Approval of Agreement for Professional Therapy Services - Soliant - KB
- 10.30 Approval of Agreement for Professional Therapy Services - Soliant - AH
- 10.31 Approval of Temporary Facility Elimination Plan for WB
- 10.32 Approval of Nonpublic Facility Placement Contract for South Campus in Palatine (1 student)
- 10.33 Approval of Treasurer's Bond
- 10.34 Approval of Intergovernmental License for the Operation of a Before and After School Program
- 10.35 Approval of EMBRACE Direct Service (DS) contract for 2024-2025

Roll Call Vote

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

Nays: None

Abstain: None

Absent: None

Motion carries (7-0)

### **11.0 Correspondence**

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

### **12.0 Adjourn Closed Session**

At 9:40 p.m. Board Member Annerino made a motion, seconded by Board Member Ader, motion to approve the adjournment of the meeting.

Roll Call Vote

A voice vote was taken and the vote was unanimous.

Motion carries (7-0)

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Lisa Beth Szczupaj, Board President  
Board of Education

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Anthony Wang, Secretary  
Board of Education