

Meeting of the Board of Education Park Ridge-Niles School District 64

Board of Education Agenda
Monday, July 8, 2013
Hendee Educational Service Center
164 South Prospect Avenue

On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.

Monday, July 8, 2013

TIME		APPENDIX
7:00 p.m.	<ul style="list-style-type: none"> Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board 	
7:00 p.m.	<ul style="list-style-type: none"> • Board Recesses and Adjourns to Closed Session <ul style="list-style-type: none"> -- Compensation of Specific Employee 5 ILCS 120/2(c)(1) -- Collective Negotiations 5 ILCS 120/2(c)(2) 	
7:30 p.m.	<ul style="list-style-type: none"> • Board Adjourns from Closed Session and Resumes Regular Board Meeting • Public Comments • Year-End Report on Strategic Plan and District-Wide Priorities <ul style="list-style-type: none"> -- Superintendent, ESC Team, Instructional Technology Coaches, and Teachers • Presentation and Discussion of Facility Master Plan Phase II Program <ul style="list-style-type: none"> -- Fanning Howey and Director of Facility Management • Board Adopts 2013-14 Tentative Budget & Establishment of Public Hearing Date <ul style="list-style-type: none"> -- Business Manager Action Item 13-07-1 • Discussion of Proposed Building Security Enhancements <ul style="list-style-type: none"> -- Director of Facility Management • Resolution #1102 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August 12, 2013 Special Board of Education Meeting <ul style="list-style-type: none"> -- Business Manager Action Item 13-07-2 • Approval of Salaries for Administrators Effective July 1, 2013 <ul style="list-style-type: none"> -- Superintendent Action Item 13-07-3 • Approval of Hourly Staff Salaries: Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013 <ul style="list-style-type: none"> -- Superintendent Action Item 13-07-4 	<p>A-1</p> <p>A-2</p> <p>A-3</p> <p>A-4</p> <p>A-5</p> <p>A-6</p> <p>A-7</p>

- **Consent Agenda** A-8
- Board President **Action Item 13-07-5**
 - Personnel Report, including Resolution #1103 of Non-Reemployment of Part-time Educational Support Personnel Employees
 - Bills
 - Approval of Student-Parent Handbook 2013-14
 - Approval of Parking Lot Repair Bid at 6 Schools
 - Approval of Roof Work at Field School
 - Appointment of Hearing Officer
 - Release of Closed Minutes
 - Destruction of Audio Closed Minutes (none)

- **Approval of Minutes** A-9
- Board President **Action Item 13-07-6**
 - Committee-of-the-Whole: Finance Work Session.....June 27, 2013
 - Regular Board Meeting Minutes.....June 24, 2013
 - Closed Session Minutes.....June 24, 2013

- **Board Member Liaison Report** A-10
- Board of Education

- **Other Discussion and Items of Information** A-11
- Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - Update on Baseline Concussion Testing
 - Minutes of Board Committees (none)
 - Other
 - Update on Summer Construction Projects
 - Update on Field School Facility Design

- **Closed Session to Follow Regular Board Meeting**
- Performance of Specific Employee 5 ILCS 120/2(c)(1)
- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Meeting **Monday, August 12, 2013**
Committee-of-the-Whole: Finance – 7:00 p.m.
Special Board Meeting – 7:15 p.m. or conclusion of COW,
whichever is later
Meeting Location Moved to Field School – North Gym
707 Wisner Avenue
Park Ridge, IL 60068

Next Regular Meeting: **Monday, August 26, 2013**
Committee-of-the-Whole: Finance - 6:30 p.m.
Regular Board Meeting – 7:30 p.m.
Meeting Location Moved to Field School – North Gym
707 Wisner Avenue
Park Ridge, IL 60068

August 12, 2013 – *Field School – North Gym
Committee-of-the-Whole: Finance – 7:00 p.m.
• Presentation by Maine Township School Treasurer

Special Board Meeting – 7:15 p.m. or conclusion of COW, whichever is later

- Discussion of Field School Facility Design
- Consent Agenda (Personnel Report and Bills)
- Approval of June Financials Ending June 30, 2013

* *new location*

August 16, 2013 – Emerson School - LRC

Board Retreat – 5:30 p.m.

August 17, 2013 – Emerson School – LRC

Board Retreat – 8:30 a.m.

August 26, 2013 – *Field School – North Gym

Committee-of-the-Whole: Finance – 6:30 p.m.

- Board Reviews Final Draft of 2013-14 Budget

Regular Board Meeting – 7:30 p.m.

- Update on Institute Day & Opening Day of School
- Update on Summer Construction Projects • Approval of July Financials Ending July 31, 2013

* *new location*

September 9, 2013 – *Field School – North Gym

Special Board Meeting - 6:30 p.m.

- Public Hearing on 2013-14 Final Budget
- Sixth Day of Enrollment • Consent Agenda (Personnel Report and Bills)

* *new location*

September 23, 2013 – Roosevelt School – South Gym

Regular Board Meeting – 7:30 p.m.

- Board Adopts 2013-14 Budget • Approval of Baseline Concussion Testing
- Approval of August Financials Ending August 31, 2013
- Update on Summer Construction Projects

Upcoming Topics

- Analysis of Student Achievement – 10/28/13
- Approval of September Financials Ending September 30, 2013 – 10/28/13

TBD

- Recognition/Plans for Community Finance Committee
- Discussion and Approval for Design of Field Phase 2
- Intergovernmental Agreements District 62 and NSSEO
- Resolution to Approve 2013 Proposed Tax Levy
- Public Hearing on 2013 Tax Levy
- Adoption of Final 2013 Tax Levy Resolution
- Annual Application for Recognition of Schools
- Update on 2012 Tax Extension
- Report on Park District Child Care Pilot Program at Roosevelt School

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

All action items included
in this packet are subject to
final Board approval.

To: Board of Education

From: Philip Bender, Superintendent

Date: July 8, 2013

Re: Year-End Progress Report on 2012-13 District-Wide Priorities and Strategic Plan Activities

The 2012-13 school year was the third year of implementation for the District 64 Strategic Plan, which was originally adopted by the Board of Education in May 2010. (Attachment 1) The plan was named a “*Journey of Excellence*” to acknowledge that implementation would require a minimum of five years.



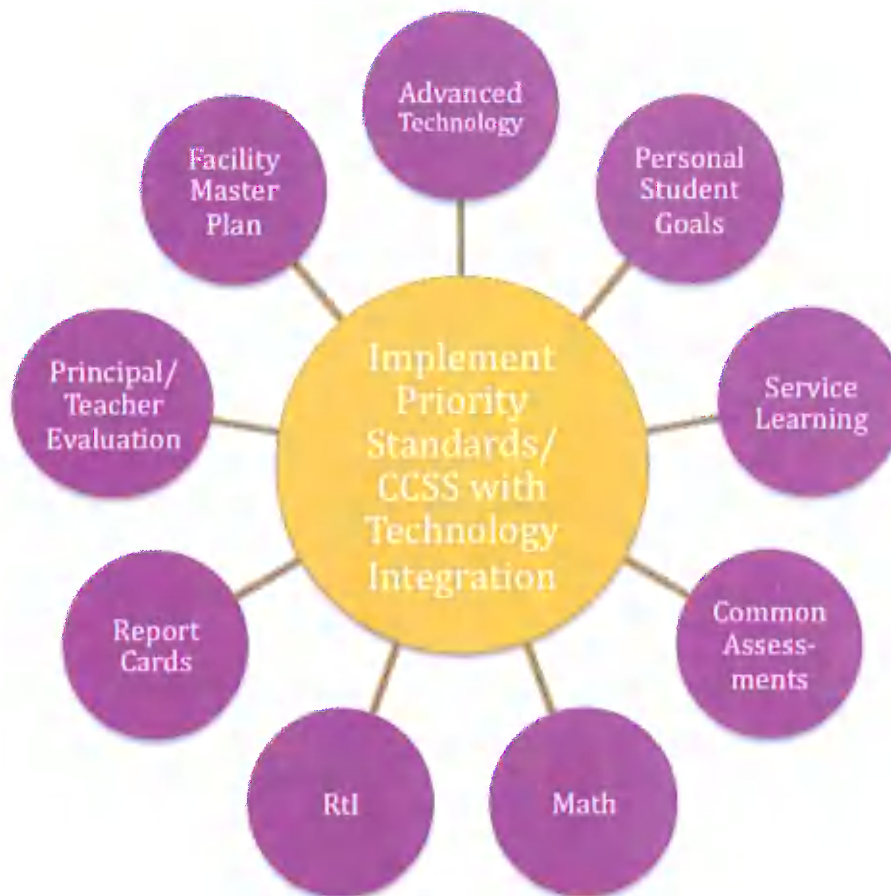
Based on the substantial progress made during the first two years, Strategic Plan activities for 2012-13 were focused largely on implementation and were clearly embedded within the District’s key initiatives described below.

District-Wide Priorities for 2012-13

The District’s mission provides the lens for thinking about how time and resources were prioritized:

The mission of District 64, a vital partnership of staff, families and community, is to inspire all students to embrace learning, discover their strengths and achieve personal excellence in order to thrive in and contribute to a rapidly changing world by providing a rich, rigorous and innovative curriculum integrating civil behavior and fostering resilience.

The following graphic illustrates these priorities, with emphasis on the center.



Placed at the center of the illustration, **the main priority for all staff this year was the implementation of the Priority Standards/Common Core State Standards (CCSS) with technology integrated into the instruction of these standards, and the professional development needed to support this work.** Nine other important focal points are arranged around this center.

A summary of the progress accomplished in 2012-13 is shared below. As scheduled, Strategic Plan activities were in various stages of progress, with some just beginning and others actively being implemented. (Attachment 2)

In addition, an overview of plans for 2013-14 also is included as we move into the fourth year of implementation.

► Implement Priority Standards/CCSS with Technology Integration ◀

This year, the way in which we think about the Strategic Plan was redefined in two critical ways:

- First, the collaborative structures required to complete the work were shifted to maximize the District’s investment in job-embedded professional development through the Instructional Technology Coaches, Curriculum Specialists, and Department Chairpersons.

- Second, the nature of the work itself has changed. Having completed the identification of priority standards in large Strategic Plan strategy committees, we focused on their implementation in the classroom. Instead of requiring the “all in” participation of all staff and administrators to serve on individual Strategic Plan committees, we enlisted an “all in” commitment to this implementation effort. Smaller, more focused sub-committees utilized release time to support all staff with planning, instruction, and assessment.

The shift in both our collaborative structures and the nature of our work had an impact on all areas of the Strategic Plan, but particularly on our area of primary focus, the implementation of the priority standards/CCSS with technology integration.

The timeline for this focus area can be summarized as follows:



The Illinois State Board of Education (ISBE) has set forward a five-year timeline to begin implementation of CCSS across Illinois. The 2012-13 school year was the mid-point of this process, which will culminate in students being assessed for the first time on these standards utilizing the Partnership for Assessment of Readiness for College & Careers (PARCC) assessments in 2014-15. District 64’s CCSS transition plan is comprised of four stages: Introduction, Early Implementation, Supplemented Implementation, and Full Implementation.

2011-12 Stage 1: Introduction

During the first two years of the plan, nearly 400 certified staff and administrators collaborated to address the five strategies of the District 64 Strategic Plan. As a part of this effort, each core and encore area reviewed the curriculum to identify priority standards and develop a detailed outline of their implications for instruction. In English Language Arts and Mathematics, teachers identified priority standards based on the CCSS.

2012-13 Stage 2: Early Implementation

This school year, much of our strategic collaborative work transitioned to the operational work of various District committees and became embedded in our daily practice and District staff development plan. Educators worked together to develop a deep understanding of the priority standards, their relationship to the Common Core Standards (where appropriate), and their implications for planning, instruction, and assessment.

Year-End Update

Our collaborative efforts resulted in the following accomplishments:

- The **Instructional Technology Coaches, Library Information Specialists, Curriculum Specialists, and other teacher leaders** provided job-embedded professional development in addition to professional development sessions on District Staff Development Wednesdays and Staff Development Days. Teachers applied their learning to design and implement standards-aligned instruction.
- **Elementary Grade-Level Teams and Middle School Departments** were responsible for the review and implementation of the Priority/CCSS Standards supported by technology integration. While each team or department had a plan based on the needs of students related to their subject area or grade-level, all staff had the opportunity to participate in this work on Staff Development Wednesdays during department meeting time or grade-level planning time.
- The responsibilities of the **Staff Development Committee** were broadened this year to collaboratively plan "District-Directed" Staff Development Wednesdays and District Staff Development Days. The Staff Development Committee is comprised of one representative from each building, one Instructional Technology Coach, two principals, and the Assistant Superintendent for Student Learning. The design of staff development activities reflected the District's priority focus on implementing the Priority Standards/CCSS with technology integration.
- In addition to grade-level and department teams, various **District leadership committees** were responsible for this work:
 - Two, "in-house" professional development committees (Reading and Math) were established to build the capacity of District 64 teachers to understand and implement the CCSS.
 - Other previously existing committees were reconstituted this year to support this focus.

Each District leadership committee described below has a unique charge related to meeting the needs of specific grade levels and subject areas.

Supporting the Transition to the English Language Arts (ELA) Common Core Standards:

- **Kindergarten Curriculum Review Committee**

The Kindergarten Curriculum Review Committee is comprised of teacher representatives from Kindergarten and the Literacy Program. Over the course of the school year, the team met to review recommendations for curriculum expectations and pacing based on the Common Core State Standards. Committee members annotated their students' progress related to these expectations each trimester. At the end of the school year, the Committee reviewed student performance data and finalized Kindergarten literacy expectations by trimester.

- **Reading Committee**

The Reading Committee is comprised of representatives from each elementary building. Reading Committee members provide consultative feedback from the buildings regarding the implementation of the ELA CCSS, the alignment of District 64 curricular materials related to the CCSS, and the professional needs of staff. This year, the Reading Committee reviewed the professional development modules implemented in January and February to “field test” their effectiveness before bringing them to a broader audience.

- **Reading Professional Development Team**

The Reading Professional Development Team was formed this year and consists of the elementary Library Information Specialists, the elementary Instructional Technology Coaches, and one representative from each grade level K-5. This team was charged with presenting professional development modules for all grade-level teachers responsible for literacy instruction. Modules were presented on a January Staff Development Wednesday, at our February Staff Development Day, and on a March Staff Development Wednesday. The modules provided teachers with a comprehensive explanation of the standards as well as instructional activities that support the standards. They addressed the three shifts in English Language Arts instruction required by the CCSS as well as explicit strategies for supporting higher-level comprehension. The Instructional Technology Coaches, Library Information Specialists, and Language Arts Curriculum Specialist provided job-embedded coaching for the implementation of these activities.

Supporting the Transition to the Math Common Core Standards:

- **Math Curriculum Review Committee**

The District Math Review Curriculum Committee is comprised of grade-level representatives from each school in the District in addition to representatives from Instructional Resource, Channels of Challenge, and the Principal Team. This year, the goals of the committee were threefold: 1) Approve recommendations for small refinements to the District 64 Math Priority Standards, 2) Identify math curriculum materials for potential adoption, and 3) Make recommendations about current math assessments and progress-monitoring tools.

Key elements of the committee’s work this year included:

- A comparison of the District 64 Math Priority Standards to the PARCC Assessment Framework was completed, which offers insight into the focus of this new assessment. The Math Curriculum Review Committee made recommendations about changes to the Math Priority Standards and shared this information with staff at spring and summer professional development sessions related to the new math materials.
- The Math Curriculum Review Committee implemented a comprehensive process to review the alignment of math curriculum materials to the Common Core State Standards for Mathematics and to make a final recommendation for materials

adoption. Three alignment tools developed by the CCSS Mathematics Curriculum Analysis Project were used to evaluate potential materials for adoption. The CCSS Mathematics Curriculum Analysis Project is led by a national team of educators with expertise in mathematics, mathematics education, and school administration. The tools are designed to provide educators with objective measures and information to guide their selection of mathematics curriculum materials based on evidence of the materials' alignment with the CCSS. Tool 1 provides information about the degree to which specific topics are incorporated appropriately at each grade level. Tool 2 focuses on the extent to which the Standards for Mathematical Practice are embedded and integrated in the curriculum materials. Tool 3 focuses on the extent to which mathematics curriculum materials address considerations related to equity, assessment, materials, and technology. The Math Curriculum Review Committee recommended two programs for adoption, both of which are published by McGraw-Hill: My Math (K-5) and Glencoe Math (6-8). The Board approved the adoption this spring for the 2013-14 school year.

- The Math Curriculum Review Committee recommended that the District continue with current progress-monitoring tools to measure the growth of struggling students in math. The Committee also recommended exploring the use of the STAR Math assessment to inform instruction for students participating in interventions.

- **Math Grade-Level Professional Development Committee**

The Math Grade-Level Professional Development Team was formed this year and consists of one teacher at each grade level from each K-5 school in addition to the Instructional Technology Coaches. This team presented three math professional development modules for all grade-level teachers responsible for math instruction. The modules were engaging, hands-on opportunities that provided teachers with a comprehensive explanation of the standards as well as instructional activities that support the standards. The Instructional Technology Coaches and Math Curriculum Specialist also provided job-embedded coaching for the implementation of these activities. Each K-2 teacher explored three modules related to the Math Common Core Standards: 1) Operations and Algebraic Thinking, 2) Measurement and Data/Geometry, and 3) Number and Operations in Base Ten. Kindergarten teachers also explored Counting and Cardinality in Module 3. Each grades 3-5 teacher explored three modules related to the Math Common Core Standards: 1) Operations and Algebraic Thinking, 2) Measurement and Data/Geometry, and 3) Number and Operations in Base Ten/ Number and Operations-Fractions. The three half-day modules were presented by the Grade-Level Professional Development Team at: a District Grade-Level Meeting on a Staff Development Wednesday, a half-day session on our November 6 Institute Day, and a half-day professional development session scheduled for each grade level in December.

Plans for 2013-14 (Stage 3: Supplemented Implementation)

The work of the BATC plays an integral role in the implementation of the CCSS/Priority Standards. For 2013-14, the BATC will continue its research on devices

and the impact of technology on student learning. Any possible technology models that might be considered by the BATC will be aligned with the goal of supporting the CCSS/Priority Standards and the work of current curriculum committees.

Our Curriculum Specialists and Department Chairpersons in English Language Arts and Mathematics will continue supporting teachers as students transition to the CCSS. This support is important for intermediate and middle school students who are transitioning to the CCSS later in their elementary school careers.

In 2013-14, we will expand our focus in English Language Arts to the area of Writing. Committee work at the K-5 level has begun this summer and representatives from the Middle School Language Arts Department are attending summer professional development to share with colleagues this fall. Extensive support will also continue for the implementation of the new math materials. Professional development will focus not only on the Content Standards and Mathematical Practices, but also on the integration of technology to support student learning.

2014-15 Stage 4: Full Implementation

We anticipate full implementation of the standards in the 2014-15 school year. This is the same year that new PARCC assessments will be introduced and the ISAT will no longer be administered. As teachers work fully with the standards, they will continue to use their knowledge of student learning to adjust and refine instruction.

Now we will look at each of the other focus areas for 2012-13 individually, moving clockwise around the illustration.

► Advanced Technology ◀

This focus area carries forward the Strategic Plan Strategy I that states: *We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.*

This year, all District 64 staff were heavily involved in accelerating the use of advanced technology. Whether it is for productivity or teaching and learning, technology usage has increased throughout the District. The roles of the Instructional Technology Coaches (ITC) have transformed professional development, especially in the area of technology integration. We continue to see an increase in the effective use of technology to support student learning as teachers are transforming their instruction to meet the demands of the 21st century.

Year-End Update

Major accomplishments for the 2012-13 school year include:

- **Technology Implementation Committee (TIC)**
 - TIC is a long-standing committee developed as part of the Strategic Plan in 2010-11. It consists of teachers, Instructional Technology Coaches, technologists, and administrators that meet several times throughout the year.
 - This committee continued to serve as a sounding board for technology initiatives in the District, including equipment purchases and usage.
- **Google Apps for Education**
 - This system for communication and collaboration among staff, students and parents was implemented throughout the District. (Strategic Plan/ Action Plans 4 & 5) Google Apps for Education has been made available to all staff and is now the District's sole platform for email.
 - Many teachers also worked this year to utilize Google Apps for Education with their students. In various classrooms in grades 2-8, students have access to their own accounts through secure logins to collaborate, create, and share digital documents.
- **Instructional Technology Coaching**
 - Background:
 - Researched as a model for professional development by the original Technology Action Team as part of the Strategic Plan.
 - In 2011-12, Technology Coaching was piloted in 3 of the District's schools: Franklin, Roosevelt and Lincoln.
 - In 2012-13, the model was expanded to all buildings, grades K-8.
 - Vision:
 - The vision for this model is to provide job-embedded professional development to meet the individual needs of teachers as they learn to effectively integrate technology. Using the National Educational Technology Standards (NETS) as a framework, the Instructional Technology Coaches focused on:
 - Goal setting with teachers
 - Co-teaching
 - Co-planning
 - Modeling
 - Additionally, ITCs spend time conducting research and development, participating on curricular committees, and supporting District-wide initiatives.
 - In the 2012-13 school year, the ITCs provided a combined total of:
 - 4,132 hours of 1:1/ small group professional development
 - 249 hours of whole group professional development
- **Board Advanced Technology Committee (BATC)**
 - The BATC was formed to advise and alert the Board of Education about advanced technology issues. This committee developed a clear understanding of how technology supports teaching and learning and

researched how to leverage technology to help all students in District 64 achieve success.

- The committee met as a whole group on January 10, January 29, and March 11 to conduct their work. Additionally, members collaborated online through a Google site and conducted site visits and other research through smaller sub-committees.
- The first formal presentation to the Board took place on April 8 followed by additional presentations and reports on April 22, May 6, May 20, and June 10. Based on the recommendations from the BATC, the Board approved infrastructure upgrades, 675 Chromebooks, 84 SmartBoards, and 70 iPads for 2013-14.
- For complete details of the work of the committee and materials presented to the Board, please visit: <https://sites.google.com/a/d64.org/batc-recommendation/>

Plans for 2013-14

The District will focus on the following for the coming school year in the area of technology:

- Providing opportunities for exposure and exploration of the new Chromebook devices in each building to gain a better understanding of their impact on teaching and learning throughout the District.
- Increased access to iPads for grades K-2, with continued access for grades 3-8.
- Sustained professional development through the Instructional Technology Coaches to support the implementation of new SmartBoards, Chromebooks, and use of Google Apps for Education.
- The Board Advanced Technology Committee will continue its work to research and explore options for 1:1 computing for students to fulfill its goal of providing equitable access to all students for anywhere, anytime 21st century learning. The committee will review policies, collect data, and continue to articulate with District 207 to best prepare our students for their future.
- Aligning technology and student learning with a focus on formative assessments, differentiation, inquiry-based learning, flipped classrooms, and the integration of the NETS with the CCSS.
- Utilizing technology resources, such as SmartBoards, iPads, and Chromebooks, to support the implementation of the new math materials.
- Continued monitoring of infrastructure to support teaching and learning, as well as productivity for all staff. This will include collaboration with the Facility Management Department to align infrastructure needs with any upgrades to buildings. Telecommunication needs will be explored further as part of this process.

► Personal Student Goals ◀

This focus area carries forward the Strategic Plan Strategy II action plans that need further readiness work prior to full implementation. The strategy states: *We will*

develop and implement a system for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents and interests.

Year-End Update

The goal setting committee addressed all of the stated action steps to varying degrees during its first two years of work. As noted earlier, the large strategy-based committees have been discontinued and smaller groups formed as needed. The committee's valuable work products have been shared on the new District 64 Staff Portal (intranet) to provide support for staff members interested in beginning the process of assisting students in setting, measuring and achieving personal goals in four core areas: academics, civil behavior, talents and interests.

Student goal setting was addressed in the April workshop, "Seven Strategies of Assessment for Learning." The workshop was attended by Curriculum Specialists, Department Chairpersons, Instructional Technology Coaches, and representatives from each building. This workshop explored how formative assessment can teach students to self-assess and set goals, and prepare students to reflect on, track and share their learning. This workshop will also inform our work with common assessments (see below).

Plans for 2013-14

The work products which have been shared on the District 64 Staff Portal (intranet) will be highlighted with staff at the beginning of the school year. Student goal-setting will continue to be explored as an element of formative assessment through subject area professional development and additional professional development on formative assessment.

► Service Learning ◀

This focus area carries forward the Strategic Plan Strategy III/ Action Plans 1 and 2. The strategy states: *We will develop and implement plans to ensure all members of our vital partnership (staff, families, community members and organizations) are working collaboratively to help us achieve our mission.*

Year-End Update

The efforts this year have included:

- Presentation and discussion of the service learning model at two Administrative Council meetings, to continue building awareness among school principals of how to utilize a common planning tool for projects. Use of a common tool will be the groundwork for sharing project ideas and experiences among our schools. Principals have been asked to fortify or transform community service projects into service learning activities as opportunities arise.
- Creation of a new page on the District's new Staff Portal (intranet) to promote sharing of projects across the District and to provide additional resources to teachers.

- Presentation and discussion with the District’s Curriculum Team in January to present the service learning model and build understanding of the opportunity to embed service learning in new CCSS curriculum units.
- The Steering Committee with representatives from each school met in May to share reports and materials on service learning projects already underway and identify ways to build further awareness and understanding among teachers about best practices. The Service Learning page on the Staff Portal will be expanded as teachers share their projects using the common planning form, which is being made into a “live” form for easy access.

Plans for 2013-14

Activities in the coming year will continue focusing on building a base of local, District 64 service learning project information for all teachers to access, and on building connections with the community. The Steering Committee also will continue to provide a building-based resource on service learning. School administrators will continue to seek ways to encourage teachers to fortify community service projects whenever possible into richer service learning experiences for students. A presentation also is planned for the PTO/ A Presidents’ group.

▶ Common Assessments ◀

This focus area carries forward activities in the Strategic Plan – Strategy IV Student Learning Action Plan 6. Now that the Priority Standards have been identified and unwrapped in all core and encore subject areas, we need to determine how we will assess student learning of these standards.

Year-End Update

The focus of 2012-13 was on developing knowledge of the Priority Standards/CCSS and designing instruction, supported by technology, which enables students to master these standards. As individual teachers and teams designed instructional activities, they implemented assessments to measure student progress. These activities will inform our future work of designing common assessments for implementation across grade levels and teams. Rather than accomplishing this task this year as scheduled, we devoted additional time to building a deep understanding of the standards. We will begin to address common formative assessments next year.

In April, the Curriculum Specialists, Department Chairpersons, Instructional Technology Coaches and representatives from each building attended a one-day workshop, “Seven Strategies of Assessment for Learning,” designed to deepen participants’ understanding of how assessment for learning can be woven into daily teaching activities to strengthen instruction. Powerful formative assessment helps students develop a clear vision of the intended learning, provides descriptive feedback effectively and efficiently, teaches students to self-assess and set goals, and prepares students to reflect on, track and share their learning. This workshop will inform our

work with personal student goals (see above). It will also support the development of common assessments across teams and grade levels.

Plans for 2013-14

The Curriculum Specialists and Department Chairpersons will continue to review and refine our District's current common assessments, the Educational Ends, which are comprised of both standardized and locally developed assessments. Additional staff development will be provided within specific content areas to help teachers further understand the role of formative assessment in the differentiation of instruction. Technology plays a critical role in the formative assessment process and will be included in this staff development. Technology enables teachers to quickly administer, collect, and analyze data in order to tailor instruction to student needs.

► Math Curriculum Review Committee ◀

The work in this area was described earlier in the report.

► Response to Intervention (RtI) ◀

Full development and implementation of District 64's RtI program is an ongoing initiative for the District that is linked to Strategic Plan – Strategy IV Action Plan 11: *Use data over time as an indicator for instructional change.*

Year-End Update

Prior to this school year, two committees were established to address District-wide implementation of the Response to Intervention (RtI) model. The **Elementary RtI Leadership Team** and the **Middle School RtI Leadership Team** supported staff with developing an understanding of RtI, including the process, resources, and personnel at different levels of intervention. This year, this information was used to design a District 64 RtI website that all staff members can access to support their work.

To customize professional development for each school, the Elementary RtI Leadership Team was reconfigured this year into five, building-based teams. These teams established school-specific action plans and collaborated with District Curriculum Specialists, the Assistant Superintendent of Student Learning, and the Director of Special Education/Pupil Services to achieve their goals. While each elementary school's goals are unique, all address challenges related to: differentiation, eligibility for intervention, intervention design, data collection, progress-monitoring and scheduling.

The Middle School RtI Leadership Team has continued to include representatives from both Emerson and Lincoln. In addition to reviewing the RtI process with staff, the team supported professional development around intervention design and progress-monitoring. The team also focused on differentiation and instructional strategies that support student learning within general education classes.

A third group, the **Literacy Leadership Team**, supports the work of the RtI Leadership Teams at both the elementary and middle school levels. This grades K-8 committee is comprised of representative Literacy teachers, Instructional Resource teachers, Special Needs teachers, psychologists, and curriculum specialists. The Literacy Leadership Team addresses literacy intervention in the District. This year, the committee implemented Aimsweb testing, refined universal screeners at the kindergarten and first grade levels, and piloted a progress-monitoring tool for reading comprehension.

Plans for 2013-14

Next school year, building-based elementary RtI teams and the Middle School RtI Leadership Team will support schools with two goals:

1. Establishing a process that enables teachers to collect baseline data, identify student goals, implement an intervention with fidelity, refine the intervention based on data, and determine a student's eligibility for additional intervention
2. Documenting interventions in INFORM, a district-wide data base that enables teachers to review customized interventions and student performance data for individual students and sub-groups

In consultation with other curriculum committees, the RtI Teams will also recommend an assessment plan at the end of the 2013-14 school year that includes a consistent universal screener at each grade level and progress-monitoring tools for reading comprehension.

► Report Cards ◀

This focus area relates to Strategic Plan – Strategy IV Action Plan 10 on student progress reporting. Now that we have new learning standards identified at each grade level in all subject areas as a result of the Priority Standards work and adoption of the Common Core State Standards, the District will need to revise our current report card to reflect student learning in relation to these new standards. An examination and revision of our current report card should include analysis of the differences in assessment, grading and reporting practices with a traditional approach to report cards and a standards-based approach to reporting progress.

Year-End Update

This committee is scheduled to be established in Fall 2013. The later timing is the result of our focus on identifying Priority Standards/CCSS and understanding their implications for instruction.

Plans for 2013-14

At the start of the 2013-14 school year, a grades K-8 District 64 Report Card Committee will be formed, and will be tasked to develop an understanding of the differences between a traditional report card and a standards-based report card. The committee also will create an action plan for its future work.

► Principal/Teacher Evaluation ◀

As part of the state mandated Performance Evaluation Reform Act (PERA) of January 2010, new evaluation systems are being implemented over the next several years for both teachers and administrators. Growth in student achievement will become a key component in all evaluations.

Year-End Update

- The new Principal Evaluation System was successfully implemented, meeting all of the new state rules and timelines. The administration will be using the data from this 2012-13 school year to assist in the 2013-14 goal setting process. A full review of the process is underway to determine if changes need to be implemented in the evaluation process.
- The District successfully instituted a new, four-tier evaluation rating system (Excellent, Proficient, Needs Improvement and Unsatisfactory) for all teachers evaluated in the 2012-13 school year. This new rating system was a critical component in meeting the new Reduction in Force (RIF) procedures as defined by the newly implemented educational law. The District used the new four-tier rating system to determine the order in which staff were RIF'd at the April 2013 Board of Education meeting.
- All District 64 administrators responsible for evaluating staff passed the five mandated evaluation training modules by the State imposed deadlines.

Plans for 2013-14

The District's Evaluation Committee, comprised of staff and administrators, will meet this fall to begin the process of analyzing the changes needed to be in compliance with the new Performance Evaluation Reform Act to be instituted in the fall of 2016.

► Facility Master Plan ◀

This focus area relates to the first parameter within the Strategic Plan, which states: *We will always maintain safe, supportive learning environments.*

District 64 began work in 2011-12 on a Facility Master Plan to provide a framework to manage facilities, and to plan and budget for the full range of building maintenance needs going forward. During 2012-13, the focus was on the priority projects defined in late 2011 at Carpenter, Franklin, Lincoln and Field schools, and on exploring the financing alternatives for this work.

Year-End Update

- Administration together with architects Fanning Howey facilitated extensive Board discussion through the year to consider and move forward on work at Carpenter, Franklin, Lincoln and Field schools authorized for summer 2013.

- In fall 2012, the Board heard presentations on alternate financing mechanisms, including performance contracting, to consider its applicability to District 64's projects.
- During the year, the Board also received two, in-depth reports from a Community Finance Committee study group on borrowing options, which reviewed the financial impact of various scenarios.
- With the transition to a new Board in May, the Board received a comprehensive review of the Facility Master Plan process from architects Fanning Howey and an update on the items needed to complete the original Master Plan study, such as an educational adequacy study and technology review.
- During a recent Committee-of-the-Whole Work Session on revenues, the Board also received a current analysis of potential bonding scenarios from William Blair.

Plans for 2013-14

The key activities now foreseen for the coming year include:

- Monitoring the successful completion of projects undertaken in summer 2013 at Carpenter, Franklin, Lincoln and Field schools.
- Deciding whether to move forward with additional studies to complete the Facility Master Plan.
- Considering whether to move forward with Phase II at Field School, how such work would be financed, and the timing of the project for summer 2014 and/or future years.
- Reviewing the existing District-wide Maintenance Plan (from December 2011) to develop a schedule for additional projects currently identified in the plan, and to determine financing for the work.
- Determining if additional study on security enhancements should be undertaken at each school, and implementing any subsequent recommendations.

Summary and Next Steps

Strategic Plan activities are now clearly embedded within the District's key initiatives. Based on the substantial progress made during the first two years, our collaborative structures and the nature of our work shifted in 2012-13. The District's main priority for all staff in 2012-13 was the implementation of the Priority Standards/CCSS with technology integrated into the instruction of these standards.

To succeed, teachers received professional development and assistance with how to infuse instruction that leads students to develop deeper and more cognitively complex skills in:

- critical thinking
- problem formulation as well as problem solving
- interpretation
- communication
- creative expression and development of innovative ideas

- research, and
- the use of technology.

This is what educating the whole child in the 21st century must be about; our activities this year were focused on achieving this mission.

As we move into the fourth year of the Strategic Plan in 2013-14, we continue to shift more heavily into implementation of strategies and plans as described in detail above. We will plan to report to the Board on these activities twice during the year. In addition, administration and the Board will want to begin preliminary discussion in 2013-14 of the timing for a “refresh” of the Plan itself, which would reflect both the many changes that have occurred in the environment in which we operate and the progress that has been made in implementing the current plan. District 64 has a long history of bringing all stakeholders together to create its strategic plan; the current plan was created using Cambridge Strategic Services. We anticipate working with the Board during the coming year to consider how to move forward with strategic planning to guide our schools as we enter the second half of this decade.



Park Ridge-Niles School District 64 Strategic Plan

Journey of Excellence

Mission The mission of District 64, a vital partnership of staff, families and community, is to inspire all students to embrace learning, discover their strengths, and achieve personal excellence in order to thrive in and contribute to a rapidly changing world by providing a rich, rigorous and innovative curriculum integrating civil behavior and fostering resilience.

We believe that...

- All people have inherent worth.
- Quality education benefits everyone.
- Everyone within our community is responsible for the education and development of our children.
- The family environment has a major influence on the development of a child.
- All people can be successful learners and continue to learn throughout their lives.
- A safe, nurturing environment is essential to learning.
- People grow through a variety of experiences, opportunities and adversities.
- High expectations and a positive attitude result in higher performance.
- Both cooperation and healthy competition are necessary to achieve excellence.
- Effort, perseverance, and self-discipline are necessary for people to achieve their personal best.
- People are responsible for their actions and honoring their commitments.
- Honesty and integrity are essential to build and sustain trusting relationships.
- Everyone benefits from contributing to the well being of others.
- Understanding diversity is essential to thrive in an interdependent global community.
- Change is inevitable and challenges us to grow.

Objectives

- All students will meet or exceed the District's targeted benchmarks for critical thinking, creative expression and problem solving.
- Each student will identify, set and achieve personally challenging goals related to academics, civil behavior, talents and interests.

Strategies

- I:** We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.
- II:** We will develop and implement a system for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents, and interests.
- III:** We will develop and implement plans to ensure all members of our vital partnership (staff, families, community members and organizations) are working collaboratively to help us achieve our mission.
- IV:** We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District's targeted benchmarks.
- V:** We will develop and implement a protocol to ensure staff and community members understand, are committed to, and have the tools to carry out changes within the system that are needed to achieve our mission and objectives.

Parameters

1. We will always maintain safe, supportive learning environments.
2. We will not tolerate behavior that is demeaning or disrespectful to any individual or group.
3. School improvement plans will always be consistent with the strategic plan of the District.
4. No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify the costs, and provisions are made for professional development and program evaluation.
5. No program or service will be retained unless it provides an optimal contribution to the mission and benefits continue to justify the cost.
6. Student performance on the Illinois Standards Achievement Tests (ISATs) will always compare favorably with other high-achieving districts.
7. Absent dire unforeseen financial circumstances, the District will honor its commitment to not seek a referendum before 2017.
8. We will always maintain programming that addresses the academic, social emotional and physical development of the whole child.

Adopted by the Board of Education May 10, 2010

"A Journey of Excellence" - Strategic Plan Implementation Schedule 2012-13

YELLOW = Readiness Activities

ORANGE = Implement with Support

GREEN = Fully Implement

Strategy	Action Plan	2010-11	2011-12	2012-13	2013-14	2014-15 PARCC
1. Accelerating the Use of Advanced Technology	1 Curriculum scope & sequence		Pilot			
	2 Staff proficiency standards					
	3 Resources/peer coaches		Pilot			
	4 Management of schools					
	5 Communications w/community					
	6 Network infrastructure					
	7 TIC (Tech Implementation Comm)					
	8 BATC (Bd Adv Tech Comm)					
2. Model for Personal Student Goals	1 Grades K-2		Pilot	Pilot		
	2 Grades 3-5		Pilot	Pilot		
	3 Grades 6-8		Pilot	Pilot		
3. Collaboration within Our Partnership	1 Engage partners					
	2 Service learning			Pilot		
	3 Non English-spkg families					
4. Expectations for Student Learning and Instructional Practices	1 Develop Priority Standards/CCSS		Staff Dev	Staff Dev	Staff Dev	
	2 Hiring differentiation experience		Pilot			
	3 Staff dev on differentiation			Staff Dev	Staff Dev	
	4 Plan differentiation peer coaches					
	5 Implement differentiation peer coaches					
	6 Pre/post common assessments				Pilot	
	7 Develop differentiated lessons					
	8 Implement differentiated lessons					
	9 Critical/creative/pbm-solving skills		Staff Dev	Staff Dev	Staff Dev	
	10 Student progress reporting				Pilot	
	11 Data-driven instruction					
5. Support & Tools for Change	1 Utilize change protocol					
Existing Initiatives	Rtl: Math & Social/Emotional					
	Rtl: Special Ed Eligibility					
	Implement K-5 reading framework					
	Implement new gds 1-5 writing pgm					
	Implement MS reading framework/curr					
	Teach learning strategies (all content areas)					
	Math Curriculum Review Committee					
	New principal/teacher evaluations			Principals		
	Orient new administrators					
	Facility Master Plan					
	MTSEP Dissolution					
	Conversion to Skyward					
	Contract negotiations					
	Board of Education orientation					

FANNING HOWEY

July 2, 2013

Dr. Philip Bender, Superintendent
 Park Ridge-Niles Community Consolidated School District 64
 164 South Prospect Avenue
 Park Ridge, IL 60068

Re: Proposal for Facilities Master Plan, Part II
 Park Ridge-Niles CCSD 64
 Park Ridge, IL
 Project No. 211056.01

Dear Dr. Bender:

Fanning/Howey Associates, Inc. proposes to provide architectural and engineering services for the Project referenced above, for a fixed fee of One Hundred Seventy-two Thousand Two Hundred Sixty-six and no/100 Dollars (\$172,266.00). We propose this fee to be broken out as follows:

Educational Adequacy Study (Ed Specs and Audit/Building Overlays)	\$70,994.00
Community Engagement Meetings/Surveys	\$12,525.00
Facility Technology Alignment Review	\$16,070.00
Technology 5-Year District-Wide Plan	\$12,315.00
Facility Master Plan Components (Options, Costs and Implementation Plan)	\$35,311.00
Community Engagement Meetings/Surveys (Associated with Options, Costs and Implementation Plan)	\$25,051.00

If the provisions of this proposed breakdown are acceptable, we will initiate an Amendment to our Owner/Architect agreement, as we have done with previous projects.

The goal of the Educational Adequacy Study is to assess how well the facilities provide the learning environment necessary to support and enhance the delivery of the educational curriculum. Using an educational adequacy assessment tool, each building is evaluated based upon the educational environment and the physical environment as it impacts education. In addition to the physical amenities present to support education, the other element is the type and size of the learning spaces. Templates are developed for each building based upon Educational Specifications that are developed for the District. As part of the assessment process, the configuration of each building being evaluated is added to a program, which generates a report for each building that identifies deviations between the program standards and how the facility is currently figured.

To take the Educational Adequacy Assessment a step further involves using or developing Educational Specifications. Commonly referred to as "Ed Specs", this document details the spaces necessary to support the current and future curriculum. The Ed Specs detail the type, quantity, and size of each of the spaces. In short, the Ed Specs are "ideal" spaces that you would find in a new building. Often, additions and/or renovations are the most effective means of providing an outstanding learning environment, in lieu of having to provide a completely new building. A comparison between the "ideal" spaces defined in the Ed Specs, and the existing spaces in an educational facility is a useful "road map" in identifying solutions that are cost effective, while improving the overall educational environment.

ARCHITECTURE | ENGINEERING

32 Main Street | Suite C | Park Ridge, IL 60068

847.292.1039 | fax 847.292.1021 | www.fhai.com

Dr. Philip V. Bender, Superintendent
Facility Master Planning – Part II
Park Ridge-Niles CCSD 64
Park Ridge, IL
July 2, 2013
Page 2

The Facility Technology Alignment Review will include coordination of the BATC's recommendation for technology equipment and infrastructure upgrades with respect to curriculum, and how these upgrades align with the District's facilities needs. This review will also work to align building controls across the District, specifically related to heating, ventilation and air-conditioning (HVAC) systems; as well as, security-related technology components. The ultimate goal is to work with the District to develop a comprehensive, holistic technology plan to include these 3 key levels of technology, and provide recommendations for improvements and future upgrades which will be folded into the Facility Master Plan.

Once the opportunities and challenges have been identified, together with the associated costs, it is important to share that information with all of the stakeholders. This involves a working session to discuss the needs. This should involve the internal stakeholders, the Superintendent, Board members, and key faculty and staff members as well as with the external stakeholders which are the community at large.

Next, solutions are developed, assessed and a recommendation is proposed. This is done by creating options that address previously identified needs from both the physical and educational assessments. Once the preliminary options are determined the first draft of the Plan is prepared. A key element in this process is engaging the stakeholders by the sharing of information, once the preliminary options are developed. This is not to say that information isn't shared at other times throughout the process. It is an acknowledgement that it is especially important to share the options with the stakeholders before the final Plan is drafted. After stakeholder input is incorporated into the Plan, the final draft will be prepared and presented to the Board for final action.

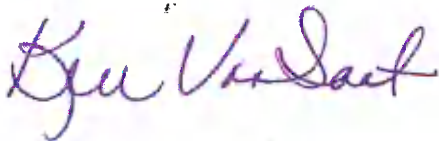
After approval by the Board, the last step is implementation, culminating in a celebration. The world is full of plans sitting on shelves. If it is not implemented, then what was the point in preparing the plan? Our professionals are prepared to assist in implementing the plan. Finally, and perhaps most importantly, our process uses key performance metrics to trigger implementation actions. For example, enrollment is often used as a key performance metric. When the enrollment reaches a particular point, this triggers the implementation of actions defined in the Plan. Using this approach, a Master Plan is in sync with real-world conditions at a particular point in time, rather than letting time dictate what the conditions should be.

With regard to the timeline for completing these remaining components of the Facility Master Plan, please refer to the attached proposed schedule.

Should you have any questions, regarding the information described above, please do not hesitate to contact us.

Regards,

FANNING HOWEY



Keri L. VanSant, AIA, NCARB, LEED AP BD+C
Project Manager

klv/chb/mm

Master Plan Updated Timeline

Remaining Proposed Plan Components (2013-14)

- Facility Technology Alignment Review
 - Technology Review / 5-Year District-wide Plan
 - August – October 2013
- Educational Assessment
 - Develop Educational Plan/Specifications
 - September – October 2013
 - Finalize and approve Educational Specifications document
 - October 2013
- Options
 - Develop Options and Graphic Layouts
 - October – November 2013
- Implementation Plan
 - Develop and Approve Implementation Plan
 - November 2013 – January 2014



BOARD ADOPTS 2013-14 TENTATIVE BUDGET AND ESTABLISHMENT OF PUBLIC HEARING DATE

The Administration is presenting the 2013-14 Tentative Budget for approval. The approved budget must be on display for at least 30 days prior to the public hearing. If the proposed date for the public hearing and adoption are accepted, the budget will be displayed beginning August 1, 2013. The document will be available at the District administrative office and the Park Ridge and Niles Public Libraries.

It is recommended to hold the Public Hearing on Monday, September 9, 2013 at Field School, 707 Wisner Avenue, Park Ridge, Illinois and have final adoption on Monday, September 23, 2013 at Roosevelt School, 1001 S. Fairview, Park Ridge, Illinois. The Tentative Budget may be modified anytime prior to final adoption.

ACTION ITEM 13-07-1

I move that the 2013-14 Tentative Budget be approved and that the public hearing for the Final Budget for Community Consolidated School District 64 for the 2013-14 school year be held on Monday, September 9, 2013 at 6:30 p.m. at Field School, 707 Wisner Avenue, Park Ridge, Illinois. The notice of the Public Hearing shall be placed in a Park Ridge and Niles Newspaper.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

LEGAL NOTICE

NOTICE IS HEREBY GIVEN BY THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 IN THE COUNTY OF COOK, STATE OF ILLINOIS, THAT A TENTATIVE BUDGET FOR SAID SCHOOL DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014 WILL BE ON FILE AND CONVENIENTLY AVAILABLE FOR PUBLIC INSPECTION, STARTING ON AUGUST 1, 2013, AT THE RAYMOND E. HENDEE EDUCATIONAL SERVICE CENTER, 164 S. PROSPECT AVENUE, PARK RIDGE, ILLINOIS, 60068, FROM 8:00 A.M. TO 4:00 P.M., MONDAY THROUGH FRIDAY. COPIES OF SAID BUDGET WILL ALSO BE AVAILABLE AT THE PARK RIDGE AND NILES PUBLIC LIBRARIES.

NOTICE IS FURTHER HEREBY GIVEN THAT A PUBLIC HEARING ON SAID BUDGET WILL BE HELD AT 7:20 P.M. ON MONDAY, SEPTEMBER 9, 2013 FIELD SCHOOL, 707 WISNER AVENUE, PARK RIDGE, ILLINOIS

DATED THIS JULY 8, 2013

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

TERRY CAMERON
SECRETARY

TO BE PUBLISHED IN THE PARK RIDGE HERALD ADVOCATE AND THE NILES SPECTATOR ON THURSDAY, JULY 25, 2013.

This report can be viewed
on the District 64 website
www.d64.org on the
Financial Data-Current
link.

Discussion of Proposed Building Security Enhancements

PARK RIDGE SCHOOL DISTRICT 64 CURRENT SECURITY MEASURES

Intrusion system: Each school has a Sonitrol burglar alarm system installed. The alarm system consists of door switches on all exterior doors. Sonitrol audio sensors are installed in all classrooms that have windows. The audio sensors are installed at the building entrances as well. The audio sensors are designed to detect impact sounds in the building. Once the system is tripped, Sonitrol operators can listen in to the building to verify what is taking place. This verification technology better prepares the police department to respond to alarms.

Card Access Control: Each school has anywhere from 2-4 doors of card access. This enables the school to control the issuing of physical keys. Each staff member is given an access card which will grant them access to the school. This also allows the school to keep all doors locked and secured during school hours. If a card is lost the school simply accesses our web site and deletes the card. Specific hours can also be assigned to the cards to limit when cards can be used at the school.

Intercom Systems: Main entrances at the schools have a video/audio intercom system wired back to the school office. When visitors arrive at the school they contact the school office via the intercom. School personnel will communicate with the individual, both verbally and visually, and determine if access will be granted to the school. If there is a reason for the visit the door will be released remotely.

Camera and Monitor: Each school is equipped with a camera and monitor, with the exception of Emerson Middle School. Emerson has a locked vestibule requiring all visitors to enter the school through the office. The camera is facing the main entry and the monitor is installed in the school office. The purpose of the camera is to view the visitor once they are buzzed into the school. Visitors are expected to check in at the office. The camera alerts school office personnel if a visitor does not follow the path to the office.

It would be the recommendation of the Administration to hire an independent consulting firm to evaluate the needs of the District. Please find attached proposal from RETA Security in the amount of \$19,000.00 for all schools and updating the District's Emergency Plan.

ADOPTION OF RESOLUTION #1102 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN INVOICES PRIOR TO BOARD APPROVAL OF THE AUGUST 12, 2013 BOARD OF EDUCATION MEETING

A special resolution is required to pay invoices prior to the August 12, 2013 Board of Education meeting.

Invoices that may require payment prior to the August 12, 2013, Special Board Meeting include but are not limited to: insurance payments, construction payments, repair invoices, supplies and materials that have a due date of up to and including July 22, 2013.

ACTION ITEM 13-07-2

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, adopt Resolution #1102 regarding the School District to pay certain invoices prior to Board approval.

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

**RESOLUTION #1102 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN
INVOICES PRIOR TO BOARD APPROVAL OF THE AUGUST 12, 2013 BOARD OF
EDUCATION MEETING**

WHEREAS, the Board of Education of Community Consolidated School District 64 has determined that it is in the best interest of the school district to pay certain invoices prior to board approval, and

WHEREAS, a special resolution is required to pay invoices prior to the August 12, 2013, Board of Education meeting,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District 64 that upon certification of the invoices by the superintendent or his designee, the school treasurer is hereby directed to sign payments for approved expenditures that are due and payable by July 22, 2013. Check registers will be provided at the August 12, 2013, Board of Education Meeting.

BE IT FURTHER RESOLVED that this resolution will terminate effective July 22, 2013.

Adopted this 8th day of July, 2013 by the following vote:

President
Board of Education
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT #64
Cook County, Illinois

Secretary

Approval of Salaries for Administrators Effective July 1, 2013

ACTION ITEM 13-07-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for Administrators Effective July 1, 2013.

The votes were cast as follows:


Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

TO: Board of Education
FROM: Philip Bender, Superintendent 
DATE: July 8, 2013
RE: Approval of Salary Increases for Administrators Effective July 1, 2013

Background

At the January 28, 2013 Board of Education meeting, then Board President John Heyde presented an approach for setting compensation for administrators and exempt employees. The proposal offered a framework for setting these salaries moving forward, which included for the first time, an explicit consideration of merit in salary increases. The framework called for increases within a modest range of 0-4%, which in effect would place the current and most recent CPI factors roughly in the middle of the range for salary increases. The proposal also offered the Superintendent the ability to deviate up or down from this CPI figure as appropriate while staying within the range. The Superintendent also would prepare a confidential update on the merit increases for the Board annually. Salary levels would be benchmarked periodically as well.

Board members discussed key components of this approach during the public meeting. Those discussions included the proposed total budget equal to an increase of 2.75% to distribute to these employees, whether the 2.75% would be the same for the five years proposed for this system or whether it would vary annually with CPI. Other possible total budget percentage amounts, alternate periods for the framework to be in effect, what evaluation rubric would be followed, and the difficulty of developing a rubric for this 2012-13 school year also were discussed.

The Board considered several amendments to the proposed framework, and eventually adopted the following motion (Action Item 13-01-6): "...to accept the framework proposed for adjusting salaries for administrators and non-exempt (non-hourly) employees in District 64 to expire after the 2013-14 school year."

Recommendation on Salary Increases for 2013-14

Pay adjustments based on "merit" are by definition based on past performance. Unfortunately, evaluation procedures were already well underway with administrators for the 2012-13 year when the Board adopted the merit-based approach seven months into the work year. This meant that the concept of "merit" could not be effectively incorporated into the evaluation process already in use for 2012-13.

The result of this timing is that the "merit" approach cannot be used as the sole basis in the salary recommendations for the 2013-14 school year. However, administration will fully implement a performance evaluation procedure for 2013-14 that will tie salary increases in 2014-15 to the Board's desired "merit" approach. Each contract or agreement with administrators for 2013-14 will clearly state that any salary increase for 2014-15 will be made based upon their evaluation with a rubric developed jointly with those involved in the evaluative process. This will allow the Superintendent to fully involve the employee throughout the process to meet the spirit behind the Board's

“merit” pay framework. The results of this new evaluation approach would be utilized to set salary increases for the 2014-15 school year, per the Board’s action in January 2013.

For 2013-14 salary increases, I have completed a comprehensive review of the evaluations for each administrator presented for approval by the Board. I believe that each of these employees is entitled to a salary increase, and based upon the recommendation of January 2013, would suggest allowing a 2.75% increase. This action would be consistent with the District’s past practice, and meets the budget guidelines in the Board’s framework approved in January. However, based upon Board decisions at the June 24 Board meeting referencing merit pay for exempt employees, I recommend that each employee be given a 2% increase consistent with PREA and other groups within the District. I will also officially notify administrators of the changes to the District’s approach to their evaluation under a merit-pay framework for their work beginning July 1, 2013, and that this evaluation would be used to set their compensation for the 2014-15 school year.

This recommendation for 2013-14 will allow the Board to realize its goal to shift administrators to a merit-based pay and evaluation system, while allowing every employee a fair opportunity to fully invest their energies into a new incentive structure from the outset of the new contract year.

The Board should take formal action again in spring 2014 to consider continuation of the merit pay framework.

Approval of Hourly Staff Salaries: Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013

ACTION ITEM 13-07-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Joel T. Martin

Date: July 8, 2013

Re: Wage Increase Recommendation for Before School, Lunchroom, and Jefferson Extended Day Care Supervisors

The administration is recommending a 1.6% hourly wage pay increase (January C.P.I.) for the Before School, Lunchroom, and Jefferson Extended Day Care Supervisors for the 2013 – 2014 school year. Other at-will full-time employees with greater job responsibilities in the District received a 2% raise as approved by the Board of Education at the June 24, 2013, meeting. The 1.6% hourly pay increase recognizes that supervising students is an important job. Going forward we propose that raises for the Before School, Lunchroom, and Jefferson Extended Day Care Supervisors be reflective of the January Consumer Price Index (All Consumer Index) with a floor of 0% and a ceiling of 2%.

Additionally, the administration is recommending a ceiling on the hourly wages for the employees within each group as follows:

Before School Supervisor:

Start – \$12.00 Ceiling - \$18.65

Head Lunchroom Supervisor:

Ceiling - \$21.60

Assistant Head Lunchroom Supervisor:

Ceiling - \$21.60

Lunchroom Supervisors:

Start - \$12.00 Ceiling - \$18.65

Jefferson Extended Day Care Supervisors:

Start - \$12.00 Ceiling - \$18.65

The starting wages are reflective of the current starting salary for the positions. The ceilings reflect the highest pay rate of employees in these positions for the 2012 – 2013 school year. Employees who are at the ceiling in their current position would not receive a pay raise for the 2013 – 2014 school year.

Consumer Price Index - All Urban Consumers 12-Month Percent Change

Series Id: CUUR0000SA0
 Not Seasonally Adjusted
 Area: U.S. city average
 Item: All items
 Base Period: 1982-84=100
 Years: 2003 to 2013

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2003	2.6	3.0	3.0	2.2	2.1	2.1	2.1	2.2	2.3	2.0	1.8	1.9
2004	1.9	1.7	1.7	2.3	3.1	3.3	3.0	2.7	2.5	3.2	3.5	3.3
2005	3.0	3.0	3.1	3.5	2.8	2.5	3.2	3.6	4.7	4.3	3.5	3.4
2006	4.0	3.6	3.4	3.5	4.2	4.3	4.1	3.8	2.1	1.3	2.0	2.5
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.8	3.5	4.3	4.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7
2013	1.6	2.0	1.5	1.1	1.4	1.4	1.4	1.7	2.0	2.2	1.8	1.7

Consent Agenda

ACTION ITEM 13-07-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of July 8, 2013, which includes the Personnel Report, including Resolution of Non-Reemployment of Part-time Educational Support Personnel Employees; Bills; Approval of Student-Parent Handbook 2013-14; Approval of Parking Lot Repair Bid at 6 Schools; Approval of Roof Work at Field School; Appointment of Hearing Officer; Release of Closed Minutes; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
July 8, 2013

Joseph Hancock Jr.	Employ as Night Custodian at Washington School effective July 2, 2013 - \$35,286.16
Marie Anderson	Rehire as a Special Education Assistant at Field School effective August 26, 2013 - \$19,658.93
Caira Barbanente	Rehire as a 2nd-3rd grade Instructional Resource Assistant at Washington School effective August 26, 2013 - \$19,658.93
Christina Bridich	Rehire as a Special Needs Kindergarten - 1st grade Assistant at Washington School effective August 26, 2013 - \$19,658.93
Caroline Brzozowski	Rehire as a Special Needs Kindergarten - 1st grade Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Rebecca Hebding	Rehire as a 4th grade Instructional Resource Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Lisa Horn	Rehire as a Special Education Assistant at Field School effective August 26, 2013 - \$19,658.93
Claire Kirchner	Rehire as a Special Education Assistant at Field School effective August 26, 2013 - \$19,658.93
Jackie Mayer	Rehire as a 3rd grade Instructional Resource Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Jennifer Myer	Rehire as a kindergarten-5th grade Special Education Assistant at Carpenter School effective August 26, 2013 - \$19,658.93
Cassandra Prejzner	Rehire as a 4th grade Instructional Resource Assistant at Washington School effective August 26, 2013 - \$19,658.93
Pauline Ronan	Rehire as a 2nd grade Special Education Assistant at Carpenter School effective August 26, 2013 - \$18,860.40
Alex Shalzi	Rehire as a Special Needs Kindergarten - 1st grade Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Jean Thorsen	Rehire as a Special Needs 4th grade Assistant at Franklin School effective August 26, 2013 - \$19,658.93
Kristin May	Resignation as a School Psychologist at Washington School effective June 18, 2013.
Katie Frank	Resignation as a School Social Worker at Roosevelt School effective June 28, 2013.

Personnel Report
July 8, 2013

<p>*Ashley Arsenault Cathleen Blachut Patricia Braun Cheryl Carr Marilyn Cuesta Ingrid Czech Nada Dikranian Roxann Giovannini Elizabeth Hattam Jean Hoffman *Sandra Koljovic Maria Kroschel Doris Moss *Maria Panagopoulos Donna Marie Romano Linda Ryan Maria Sewinski *Nancy Stummer</p>	<p>Approval of Formal Resolution Authorizing the Dismissal and Non-Reemployment of Part-time Educational Support Personnel Employees (Before and *After School Supervision) Effective August 23, 2013 - Resolution 1103</p>
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APPROVAL OF BILLS

The following bills are presented for approval:


Bills

10 - Education Fund -----	<u>\$ 444,813.23</u>
20 - Operations and Maintenance Fund -----	<u>\$ 110,436.85</u>
30 - Debt Services -----	<u>\$ -</u>
40 - Transportation Fund -----	<u>\$ 10,537.50</u>
50 - Retirement (IMRF/SS/MEDICARE) -----	<u>\$</u>
60 - Capital Projects -----	<u>\$ 120,178.44</u>
80 - Tort Immunity Fund -----	<u>\$ 578,604.90</u>
90 - Fire Prevention and Safety Fund -----	<u>\$ -</u>

Checks Numbered: 113423 - 113633

Total: \$ 1,264,570.92

TO: Board of Education
Dr. Philip Bender, Superintendent

FROM: Bernadette Tramm, Public Information Coordinator 

DATE: July 8, 2013

RE: 2013-14 Student-Parent Handbook

The District 64 Student-Parent Handbook is now in its 7th edition and remains the mainstay of essential information distributed to our families each year. Our handbook is an award-winning publication, having previously received awards at both the state and national levels from the National School Public Relations Association (NSPRA).

For 2013-14, one copy will be mailed to every family to arrive approximately 7-10 days in advance of students' return to school on Tuesday, August 27.

Attached is the Final Working Draft of the 2013-14 Handbook, which is presented for the Board's approval in conformance with Board Policy 7:190; it includes the District's disciplinary rules, primarily found in Chapters 6 and 2. Also as required by that policy, the PTO/ A Presidents group at its May 20 meeting reviewed the disciplinary section.

Updating the handbook is a major undertaking each year, requiring careful review of policy changes and incorporating suggestions for improvements from a host of users. Specific notices and sections within the handbook also fulfill many of the District's varying legal notice requirements. (Please note that corrections and necessary revisions will be made until press time to ensure the most complete and up-to-date materials are presented.)

Inside the cheerful cover "gallery" of student artwork, the handbook is a ready and reliable resource for information about District 64 and our schools, ranging from:

- School year calendar
- Board of Education meetings
- District operations and Strategic Plan
- Day-to-day school essentials
- Communications and safety
- Travel to and from school
- Academics
- School health services
- Student behavior expectations

A handy roster section includes:

- A full page for each school with unique facts and calendar
- Information about our related organizations.

An online acknowledgement form via our website will continue to be offered as an alternative to completing the paper "tear-out" forms in the front of the handbook.

I would like to thank District and school administrators; school secretaries; Facilitator of School Health Services Margaret Petkofski; Administrative Assistant to the Superintendent Madelyn Wsol; various organization heads; Curriculum Specialist for Art Sonja Dziedzic, art teachers and student artists; and many other contributors for their assistance.

TO: Board of Education
Dr. Phil Bender, Superintendent

FROM: Scott Mackall, Director of Facility Management

DATE: July 8, 2013

RE: Parking Lot Bids

The District opened bids for Parking Lot Paving repairs at six locations on July 2, 2013. Maul Enterprises presented the low bid in the amount of \$35,756.00.

Attached is the Bid Tabulation sheet for your review.

BID TABULATION**DISTRICT PAVING
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
JULY 2, 2013 @ 10:00AM**

Contractor Name	Bid Bond	Performance Bond	Base Bid
JR ASPHALT	✓		<i>#83,600 CAG #20 per ton</i>
MAUL ASPHALT	✓		<i>#35,765 CAG #15 per ton</i>

TO: Board of Education
Dr. Phil Bender, Superintendent

FROM: Scott Mackall, Director of Facility Management

DATE: July 8, 2013

RE: Field Roofing Bid

The District opened bids for the Field roof gym replacement on July 2, 2013. The low bid was presented from Waukegan Roofing in the amount of \$55,000.00. The bid tabulation sheet is attached for your review.

This project is part of the Illinois State Board of Education (ISBE) maintenance grant of \$50,000.00 in 2012. Interior door handles will also be replaced in the building.

BID TABULATION**ROOFING
FIELD SCHOOL
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
JULY 2, 2013 @ 11:00AM**

Contractor Name	Bid Bond	Performance Bond	Base Bid
WAUKEGAN ROOFING	✓		\$55,000
L. MARSHALL	✓		\$63,000
MPI - NON-Union			

Appointment of Hearing Officer

The District is recommending the Board of Education ratify the continuation of the appointment of Richard P. Majka to serve as the Hearing Officer in District 64, in the event his services are needed.

Approval of Minutes

ACTION ITEM 13-07-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Committee-of-the-Whole: Finance Work Session of June 27, 2013, Regular Board Meeting of June 24, 2013, and Closed Session of June 10, 2013.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

Minutes of the Committee-of-the-Whole
Finance Work Session
held at 6:30 p.m. June 27, 2013
Jefferson School – Multipurpose Room
8200 Greendale, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 6:32 p.m. Other Board members present were Vicki Lee, John Heyde, Scott Zimmerman, Dathan Paterno, and Terry Cameron (via conference call). Board member Dan Collins was absent. Also present were Superintendent Philip Bender, Assistant Superintendent Joel Martin, Business Manager Becky Allard, Director of Special Education/Pupil Services James Even, Director of Facility Management Scott Mackall, Assistant Business Manager Brian Imhoff, and Elizabeth Hennessey, Partner at William Blair & Company, LLC.

Board President Borrelli stated the purpose of the meeting was to have an informal and interactive discussion on District revenues. He announced the Board plans to hold similar Committee-of-the-Whole meetings in the near future on communication, expenditures, curriculum, and other topics.

Ms. Allard presented an outline for the evening's discussion and introduced Mr. Imhoff and Ms. Hennessey. She then turned it over to Mr. Imhoff, who explained the various sources of revenues for District 64. He identified the District's primary local, state, and federal revenues and each revenue line item's overall impact on the District's financial statements.

Ms. Allard continued the presentation by discussing the District's budget process, the property tax levy process, and the property tax formula and factors that influence its calculation. She then described the layout and purpose of the District's monthly financial reports using draft financials for June 2013 as an example. She also highlighted important sections of the District's budget reports using tentative budget data for fiscal year 2013-14. The presentation then shifted into cash flows and financial projections. Board members discussed the feasibility of reviewing cash flow projections more frequently, particularly when projects with significant expenditures are being evaluated.

Ms. Hennessey shared information on the current bond market's performance. She presented non-referendum bond issuance options available to school districts and District 64's current debt capacity should it choose to issue bonds for capital projects at Field School or other projects. The Board asked several questions related to the effect of any bond issuances on a homeowner's tax bill and discussed pros and cons of issuing bonds for capital improvements. Ms. Hennessey wrapped up by comparing District 64's bond ratings to neighboring districts' ratings. Moody's will be conducting a review of District 64's bond rating in July 2013.

Board President Borrelli thanked the presenters for their time and information.

At 9:35 p.m., it was moved by Board member Zimmerman and seconded by Board member Paterno to adjourn the Committee-of-the-Whole meeting. The motion passed by voice vote.

President

Secretary

DRAFT

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

**Minutes of the Regular Meeting held at 7:30 p.m.
June 24, 2013
Raymond Hendee Educational Service Center
164 S. Prospect Avenue, Park Ridge, IL**

Board President Anthony Borrelli called the meeting to order at 7:01 p.m. Other Board Members present were Terry Cameron, Scott Zimmerman, Vicki Lee, and Dathan Paterno. Board members John Heyde and Dan Collins were absent. Also present were Superintendent Philip Bender, Assistant Superintendent Joel T. Martin, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and two members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website:
<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

ADJOURNMENT TO CLOSED SESSION

At 7:02 p.m., it was moved by Board member Zimmerman and seconded by Board member Paterno to adjourn to closed session for the purpose of discussing compensation of a specific employee [5 ILCS 120/2 (c)(1)] and collective negotiations [5 ILCS 120/2(c)(2)].

Adjournment to
Closed Session

The votes were cast as follows:

AYES: Lee, Cameron, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

The Board adjourned from closed session at 7:41 p.m. and immediately resumed the regular Board meeting. In addition to those mentioned above, also present at the regular meeting were Director of Technology Terri Bresnahan, Director of Special Education/Pupil Services Jim Even, and four additional members of the public.

PUBLIC COMMENTS

None were received.

Public
Comments

**DISCUSSION OF COMMUNITY FINANCE COMMITTEE
(CFC) STUDENT FEE STUDY GOALS**

Discussion of
Community
Finance
Committee
(CFC) Student
Fee Study Goals

Business Manager Becky Allard presented the proposed goals for the study, which will be conducted and presented to the Board by CFC in December 2013. The study will include a review of: required student registration fee; extracurricular, participatory fees; instrumental music fee; communications about fees; and provisions for future reviews. She noted the CFC would delve more deeply into a previous study conducted in 2008-09. She noted that fees have been maintained at this level since 2009.

Board member discussion focused primarily on extracurricular activities. Specifically, Board members requested that all costs associated with all extracurricular activities be identified, including those activities listed in the proposal such as interscholastic sports, instrumental music and chorus, but also other clubs or activities not in the proposal for which staff members receive stipends, such as Chess Club or Girls on the Run. The Board consensus was to examine all costs and determine later what proportion to be covered by the fee associated with participation in extracurricular activities.

**RESOLUTION #1098 FOR TRANSFER OF INTEREST
FUNDS FROM WORKING CASH TO EDUCATIONAL
FUND**

Resolution #1098
for Transfer of
Interest Funds
from Working
Cash to
Educational
Fund

Business Manager Allard explained that the Board customarily transfers interest earned during the year from Working Cash to provide additional revenue to the fund most in need, which is the Educational Fund. Board members briefly discussed how the levy could be adjusted to compensate for interest income earned.

Action Item 13-06-3

Action Item
13-06-3

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt Resolution #1098, authorizing the transfer of \$171,954.06 interest earned from June 2012 – May 2013 from the Working Cash Fund to the Educational Fund on or before June 30, 2013.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Cameron, Lee

NAYS: Borrelli

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

RESOLUTION #1099 FOR TRANSFER OF INTEREST FUNDS FROM DEBT SERVICE TO EDUCATIONAL FUND

Resolution #1099
for Transfer of
Interest Funds
from Debt
Service
Educational
Fund

Business Manager Allard reported that the Board similarly transfers interest income earned from the Debt Service Fund to the Educational Fund each year.

Action Item 13-06-4

It was moved by Board member Lee and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge–Niles, Illinois, adopt Resolution #1099, authorizing the transfer of \$12,704.95 representing the interest earned from June 2012 – May 2013 from the Debt Service Fund to the Educational Fund on or before June 30, 2013.

Action Item
13-06-4

The votes were cast as follows:

AYES: Lee, Cameron, Zimmerman, Paterno

NAYS: Borrelli

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

RESOLUTION #1100 FOR TRANSFER OF FUNDS TO THE CAPITAL PROJECTS FUND

Resolution
#1100 for
Transfer of
Funds to the
Capital
Projects Fund

Business Manager Allard noted that the District is transferring money from other funds to the Capital Projects Fund to reflect that such monies have been authorized by the Board and are pledged to pay for specific capital projects.

Action Item 13-06-5

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge–Niles, Illinois, adopt Resolution #1100, authorizing the transfer of \$3,500,000 from the Operations & Maintenance Fund and \$2,000,000 from the Education Fund to the Capital Projects Fund on or before June 30, 2013.

Action Item
13-06-5

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Cameron, Lee

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

RESOLUTION #1101 FOR PREVAILING WAGE

Business Manager Allard noted that the Illinois School Code requires districts to annually adopt a resolution to pay the prevailing wage on a per-hour basis for laborers, workmen and mechanics employed in public works. A school district need not pay prevailing wages to its own employees. Ms. Allard noted that although the District also has a Project Labor Agreement in place through July 2015, it does not negate the need to annually adopt such a resolution.

Resolution
#1101 for
Prevailing
Wage

Action Item 13-06-6

It was moved by Board member Paterno and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge–Niles, Illinois, adopt Resolution #1101, regarding the Illinois Prevailing Wage Act as provided by the Illinois Department of Labor.

Action Item
13-06-6

The votes were cast as follows:

AYES: Lee, Cameron, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

APPROVAL OF FIELD WINDOW CAULKING BID

Facility Director Mackall presented the analysis of the bids received for the project. He noted that all bids were below the anticipated amount, and recommended the Board accept the low bid from Union Contracting. He confirmed that this work is being undertaken in conjunction with other asbestos abatement work at Field, and will be completed this summer.

Approval of
Field
Window
Caulking Bid

Action Item 13-06-7

It was moved by Board member Cameron and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge–Niles, Illinois, award the Field window caulking project to Union Contracting, Inc. in the amount of \$38,900.00

Action Item
13-06-7

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Cameron, Lee

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

**APPROVAL OF SALARY FOR SECRETARIES AND
CUSTODIAL STAFF EFFECTIVE JULY 1, 2013**

Approval of
Salary for
Secretaries and
Custodial Staff
Effective July 1,
2013

Dr. Bender noted that Board member representatives Borrelli and Heyde, District administrators, and leadership of the secretaries and custodial/maintenance employee groups had conducted meet and confer sessions last week. The groups are willing to accept a 3.5% increase for 2013-14 above the 2012-13 schedule, with no step advancement. This will meet a goal of shifting non-teaching employee groups away from step advancement. Dr. Bender recommended the Board adopt the salary increases as proposed. Board President Borrelli stated that the raise is intended to provide a fair, merit-based program that reflects the general movement in compensation in other sectors. Board members discussed the trade-off between step advancement and a higher annual increase for all employees.

Action Item 13-06-8

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the salary increases for the Secretaries and Custodial/Maintenance Staff Effective July 1, 2013.

Action Item
13-06-8

The votes were cast as follows:

AYES: Lee, Cameron, Borrelli, Paterno

NAYS: Zimmerman

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

**APPROVAL OF SALARY INCREASES FOR THE FOLLOWING
EXEMPT STAFF: TECHNOLOGISTS, DIRECTOR OF FACILITY
MANAGEMENT, ADMINISTRATIVE ASSISTANT TO THE
SUPERINTENDENT, PUBLIC INFORMATION COORDINATOR,
ASSISTANT FOR STUDENT LEARNING, ASSISTANT
BUSINESS MANAGER, JEFFERSON DAY CARE, MANAGER OF
TECHNOLOGY, ASSISTANT MANAGER OF TECHNOLOGY, DISTRICT**

Approval of Salary
Increases for Exempt
Staff (as listed) Effective
July 1, 2013

TRAVELING NURSE, DISTRICT WAREHOUSE/DELIVERY/PRINTER, AND OCCUPATIONAL AND PHYSICAL THERAPISTS EFFECTIVE JULY 1, 2013

Dr. Bender reported that this group basically includes those employees who do not fall clearly into any other group. He presented background on the Board's discussion in January regarding moving administrators and exempt employees to a merit-based system. The framework at that time was to include increases within a range of 0-4%, with the current and most recent CPI factors roughly in the middle of the range. He noted that the Board's action to move toward a merit-based pay system occurred seven months into the 2012-13 school year, making it difficult to utilize a merit approach as the sole basis for salary recommendations for 2013-14. However, Dr. Bender noted that an evaluation system for a merit-based pay framework will be put into place for these employees for 2013-14, which would allow the merit pay system to impact proposed salary increases for the 2014-15 school year. He pointed out these employees are evaluated by several different administrators currently utilizing different tools. He recommended the Board adopt a salary increase of 2.75% along with changes in the merit-based evaluation system as presented.

Board members discussed the types of evaluation tools to be utilized and whether a 2% raise would link more clearly to the Park Ridge Education Association annual increase. Dr. Bender noted that the pool of dollars set aside during the January discussion was based on 2.75% for this group overall, with the range of 0-4% for each individual increase. He confirmed that these employees do not receive step advancement, as do PREA members. He described how the rubrics would be developed to evaluate each employee under the new system.

Action Item 13-06-9

Action Item
13-06-9

It was moved by Board member Paterno and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve salary increases of 2.0% for the following exempt staff: Technologists, Director of Facility Management, Administrative Assistant to the Superintendent, Public Information Coordinator, Assistant for Student Learning, Assistant Business Manager, Jefferson Day Care, Manager of Technology, Assistant Manager of Technology, District Traveling Nurse, District Warehouse/ Delivery/Printer, and Occupational and Physical Therapists Effective July 1, 2013.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Cameron, Lee

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

Athanasia Albans	Employ as Assistant Principal at Roosevelt School beginning August 5, 2013.
Stephanie Daly	Employ as Assistant Principal at Carpenter/Franklin Schools beginning August 5, 2013.
Ashley Anderson	Change of assignment from Kindergarten Teacher at Carpenter School to 6th Grade Science/Social Studies Teacher at Emerson School beginning August 26, 2013.
Eric Lawson	Change of assignment from 6th Grade Social Studies Teacher at Lincoln School to 7th grade Language Arts/Social Studies Teacher at Lincoln School beginning August 26, 2013.
Christie Thielen	Change of assignment from Math/ Language Arts Teacher at Lincoln School to 7th Grade Math and C of C Math Teacher at Lincoln School beginning August 26, 2013.
Scott Hulting	Change of assignment from Science/Social Studies Teacher at Lincoln School to Science Teacher at Lincoln School beginning August 26, 2013.
Kerry Venn	Change of assignment from (.50) 8th Grade Social Studies Teacher at Lincoln School to full-time FACS/Health Teacher at Lincoln School beginning August 26, 2013.
Liz Cichy	Change of assignment from (.50) 8th Grade Social Studies Teacher at Lincoln School to full-time Social Studies Teacher at Lincoln School beginning August 26, 2013.
John Branch	Change of assignment from Night Custodian at Washington School to Head Day Custodian at Franklin School beginning July 1, 2013.
Anne Ham	Resignation as a 5th Grade Teacher at Field School effective June 30, 2013.
Rebecca Allard	Retirement as Business Manager Effective June 30, 2014.

If additional information is needed, please contact Assistant Superintendent for Human Resources Joel T. Martin.

B. BILLS, PAYROLL, AND BENEFITS

Bills

10 – Education Fund -----	\$ 691,910.57
20 – Operations and Maintenance Fund -----	110,591.42
30 – Debt Services -----	-
40 – Transportation Fund -----	166,898.80
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	17,700.66
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 113250-113398

Total: \$ 987,101.45

Accounts Payable detailed list can be viewed on the District 64 website
www.d64.org > Business Services.

Payroll for Month of May 2013

10 – Education Fund -----	\$3,780,918.61
20 – Operations and Maintenance Fund -----	225,263.97
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	204,613.29
80 – Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 8622-8808

Direct Deposit: 900033087 – 900035106
Total: \$4,210,795.87

C. APPROVAL OF MAY FINANCIALS ENDING MAY 31, 2013

D. APPROVAL OF POLICIES FROM PRESS ISSUES 79, 80, 81

E. APPROVAL OF BID FOR COPIER PAPER

F. APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE GOVERNING BOARD OF THE NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION #807 AND THE BOARD OF EDUCATION OF PARK RIDGE CONSOLIDATED COMMUNITY SCHOOL DISTRICT 64 FOR THE PROVISION OF CERTAIN SPECIAL EDUCATION SERVICES

G. DESTRUCTION OF AUDIO CLOSED MINUTES

Action Item 13-06-10

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge–Niles, Illinois, approve the Consent Agenda of June 24, 2013, which includes the Personnel Report;

Action Item
13-06-10

Bills, Payroll, and Benefits; Approval of Financials Ending May 31, 2013; Approval of Policies from PRESS Issues 79, 80, 81; Approval of Bid for Copier Paper; Approval of Intergovernmental Agreement Between the Governing Board of the Niles Township District for Special Education #807 and the Board of Education of Park Ridge Consolidated Community School District 64 for the Provision of Certain Special Education Services; and Destruction of Audio Closed Minutes.

Dr. Bender noted two minor adjustments since the First Reading to policy 4:170 to add a definition of a physical fitness facility and to clarify that student insurance is provided at no cost to the student.

The votes were cast as follows:

AYES: Lee, Cameron, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

APPROVAL OF MINUTES

Action Item 13-06-11

Approval
of Minutes

It was moved by Board member Cameron and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the minutes from the Special Board Meeting of June 10, 2013; Closed Sessions of June 10 and May 20, 2013; Committee-of-the-Whole: Review Tentative Budget for 2013-14 of May 20, 2013; and Regular Board Meeting of May 20, 2013.

Action Item
13-06-11

The votes were cast as follows:

AYES: Lee, Cameron, Borrelli, Paterno

NAYS: None.

PRESENT: Zimmerman

ABSENT: Collins, Heyde

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

None.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Board President Borrelli reminded Board members to bring their budget binders and have questions prepared for the June 27 Committee-of-the-Whole Finance Work Session.

Other Discussion
and Items of
Information

Dr. Bender noted an update on summer construction projects at Carpenter, Lincoln and Franklin schools included in the report. He noted the current status of Board member required training. He distributed information on Triple I Conference workshops that can be very helpful in expanding Board members' knowledge and offer networking opportunities.

ADJOURNMENT TO CLOSED SESSION

Adjournment
to Closed
Session

At 9:00 p.m., it was moved by Board member Zimmerman and seconded by Board member Cameron to adjourn to closed session to discuss matters related to performance of a specific individual [5 ILCS 120/2 (c) (1)] and collective negotiations [5 ILCS 120/2(c)(2)].

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Cameron, Lee

NAYS: None.

PRESENT: None.

ABSENT: Collins, Heyde

The motion carried.

The regular Board meeting adjourned from closed session at 10:20 p.m.

President

Secretary

Meeting of the Board of Education Park Ridge-Niles School District 64

Board of Education Agenda
Special Board Meeting
Monday, August 12, 2013
Field Elementary School
707 Wisner Avenue
Park Ridge, IL

On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.

Monday, August 12, 2013

TIME

APPENDIX

- | | | | |
|---|---|---|---|
| 7:00 p.m. | <ul style="list-style-type: none"> Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board • Board Adjourns to a Committee-of-the-Whole: Finance | | |
| 7:15 p.m.
or at conclusion
of COW | <ul style="list-style-type: none"> • Board Adjourns from Committee-of-the-Whole: Finance and Resumes Board Meeting • Public Comments • Discussion of Field School Facility Design <ul style="list-style-type: none"> -- Director of Facility Management • Consent Agenda <ul style="list-style-type: none"> -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills, Payroll, and Benefits • Approval of Financial Update for the Period Ending June 30, 2013 • Board Member Liaison Report <ul style="list-style-type: none"> -- Board of Education | <p style="text-align: right;">Action Item 13-08-1</p> <p style="text-align: right;">Action Item 13-08-2</p> | <p style="text-align: right;">A-1</p> <p style="text-align: right;">A-2</p> <p style="text-align: right;">A-3</p> |

Next Regular Meeting: **Monday, August 26, 2013**
 Committee-of-the-Whole: Finance - 6:30 p.m.
 Regular Board Meeting -- 7:30 p.m.
Meeting Location Moved to Field School – North Gym
 707 Wisner Avenue
 Park Ridge, IL 60068

August 12, 2013 – *Field School – North Gym

Committee-of-the-Whole: Finance – 7:00 p.m.

- Presentation by Maine Township School Treasurer

Special Board Meeting – 7:15 p.m. or conclusion of COW, whichever is later

- Approval of Field School Facility Design
- Consent Agenda (Personnel Report and Bills)
- Approval of June Financials Ending June 30, 2013

* *new location*

August 16, 2013 – Emerson School - LRC

Board Retreat – 5:30 p.m.

August 17, 2013 – Emerson School – LRC

Board Retreat – 8:30 a.m.

August 26, 2013 – *Field School – North Gym

Committee-of-the-Whole: Finance – 6:30 p.m.

- Board Reviews Final Draft of 2013-14 Budget

Regular Board Meeting – 7:30 p.m.

- Update on Institute Day & Opening Day of School
- Update on Summer Construction Projects
- Approval of July Financials Ending July 31, 2013

* *new location*

September 9, 2013 – *Field School – North Gym

Special Board Meeting - 6:30 p.m.

- Public Hearing on 2013-14 Final Budget
- Sixth Day of Enrollment
- Consent Agenda (Personnel Report and Bills)

* *new location*

September 23, 2013 – Roosevelt School – South Gym

Regular Board Meeting – 7:30 p.m.

- Board Adopts 2013-14 Budget
- Approval of Baseline Concussion Testing
- Approval of August Financials Ending August 31, 2013
- Update on Summer Construction Projects

Upcoming Topics

- Analysis of Student Achievement – 10/28/13
- Approval of September Financials Ending September 30, 2013 – 10/28/13

TBD

- Recognition/Plans for Community Finance Committee
- Discussion and Approval for Design of Field Phase 2
- Intergovernmental Agreements District 62 and NSSEO
- Resolution to Approve 2013 Proposed Tax Levy
- Public Hearing on 2013 Tax Levy
- Adoption of Final 2013 Tax Levy Resolution
- Annual Application for Recognition of Schools
- Update on 2012 Tax Extension
- Report on Park District Child Care Pilot Program at Roosevelt School

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

TO: Members of the Board of Education
Dr. Philip Bender, Superintendent

FROM: Dr. Lori Hinton, Assistant Superintendent for Student Learning
Margaret Petkofski, Facilitator – School Health Services

DATE: July 8, 2013

RE: Baseline Impact Testing Options

OVERVIEW

The District 64 Medical Health Advisory Committee addresses issues related to student health and safety. The Medical Health Advisory Committee is made up of District 64 RNs, District 64 Board Members, a District 64 Health Assistant, representatives from the District 64 Special Education Department, District 64 administrators, and representatives from the medical/health community. Recently, the committee discussed baseline impact testing, which has been implemented in Illinois high schools for interscholastic sports per IHSA regulations. Baseline impact testing is a computer-based pre-season exam. Results from baseline tests (or pre-injury tests) can be used and compared to a similar exam conducted during the season if an athlete has a suspected concussion. This can help inform a physician's decisions about medical care.

Currently, District 64 has a comprehensive concussion/head injury protocol in place:

- Concussion/head injury education is included in the District 64 Parent-Student Handbook and on the District 64 website. The information in the handbook was greatly expanded this year by Bernadette Tramm, District 64 Public Information Coordinator, and Margaret Petkofski, Facilitator – School Health Services.
- All interscholastic athletes must provide annual written documentation from a health care provider indicating that they are eligible for participation in interscholastic sports.
- When a student suffers a head injury at school, written information is provided to parents regarding signs and symptoms of concussions.
- Interscholastic participation forms include information about concussion symptoms.
- Students who suffer a concussion (based on a physician's diagnosis) cannot return to school without a completed District 64 Concussion Health Care Plan.

The purpose of this memo is to provide information in the event that the Board would like to provide optional in-district baseline impact testing to District 64 interscholastic athletes. Currently, we are unaware of any other local middle schools that provide this service. This memo details two possible options. Option 1 provides for additional parent education so that families may pursue

baseline impact testing independently (typically covered by insurance). Option 2 outlines the steps required for the implementation of in-district baseline impact testing.

Option 1:

Provide our school and parent communities with concussion education and information about baseline impact testing.

Action Steps for Option 1:

1. Educate students, parents, coaches and teachers about concussions and local organizations that provide baseline testing (typically covered by insurance).
2. In the event of head injury, D64 Concussion Protocol is followed. Student seeks medical attention through family physician.
3. Physician determines student care/return to normal activity/return to play. The District 64 Concussion Protocol and documentation is completed.

Cost & Personnel Considerations for Option 1:

None

Option 2:

Conduct baseline and follow-up testing (upon physician's request) in-district for students who are participating in interscholastic sports identified by the American Academy of Pediatrics as "limited-contact" or "contact" sports. This would include approximately 300 students participating in interscholastic basketball, volleyball, field events, and wrestling. Students participating in intramurals (approximately 400+ students at each middle school) would not participate in district-sponsored baseline testing. However, parents of intramural students would be provided with information about concussions and baseline testing available through local organizations (typically covered by insurance).

Action Steps for Option 2:

1. Educate students, parents, coaches and teachers about concussions and local organizations that provide baseline testing (typically covered by insurance).
2. Coaches and nurses complete an IMPACT Training Webinar to learn about baseline testing administration.
3. Seek parental consent for optional baseline testing for all *interscholastic* athletes participating in "contact sports" and "limited contact" sports (based on the American Academy of Pediatrics guidelines). In District 64, this would include approximately 300 7th and 8th graders participating in basketball, volleyball, field events, and wrestling. Students would be tested in 7th grade only as the assessment is valid for two years. Intramural students would not be tested.
4. Manage consent forms to ensure consent/waiver is collected for all students participating in interscholastic sports.
5. Schedule supervised baseline testing during afterschool practice time.

6. Test administrator (coach) confirms all ImPACT tests are valid (if invalid, retest student).
7. In event of head injury, student seeks medical attention. Upon physician's request, athlete takes post-injury assessment supervised by District nurse. Parent is provided with a copy of both the baseline assessment and the follow-up assessment to share with physician.
8. Physician considers results of post-injury assessment to determine student care/return to normal activity/return to play. Physician may request additional post-injury testing to ensure ImPACT Test scores are back to baseline. This additional testing would be administered by a District nurse.

Cost & Personnel Considerations for Option 2:

- Annual purchase of baseline assessment package - \$500.00 (350 baseline assessments and 90 post-injury assessments).
- Training Costs:
 - 2 hours of per diem time per coach (8 coaches) – Approx. \$800
 - \$60 per nurse (3 nurses) - \$180
- Coaching assignments for 2013-14 were finalized in early June. Most District 64 staff members are unaware of the possibility of optional in-district baseline testing. They have not yet had the opportunity to learn about baseline concussion testing and participate in this discussion.

NEXT STEPS

District 64 Administration recommends that we wait until after the start of school to make decisions about baseline impact testing. This will enable us to confer and plan with the 2013-14 coaching staff and the PREA. After consultation with staff, this topic will be brought forward for Board approval at the regularly scheduled Board Meeting on September 23, 2013.

TO: Members of the Board of Education
FROM: Scott Mackall, Director of Facility Management
DATE: July 8, 2013
RE: Update on Summer Construction Projects

As of July 2, 2013 the five summer projects are on schedule.

Carpenter Mechanical Project
Franklin Mechanical / Domestic Water Piping Replacement
Lincoln Boilers Replacement
Field Air Conditioning/ Asbestos Abatement

Attached are notes of the progress meeting from Carpenter School on June 26, 2013 and a picture of Dr. Bender reviewing the progress at Carpenter.

Franklin is moving very nicely with only a minor issue on the location for the air handler in the gym area. This was solved at the June 26, 2013 progress meeting. I have also provided a photo of the new boiler that was delivered today, Franklin will have three of these boilers.

The Lincoln project has some work to be completed on the condensate return pump. You will be kept updated as we move forward with this project. A storage tank for the return condensate may need to be added. A photo of the condensate pump is also included.

The asbestos removal at Field is on time and I am anticipating no issues.

The air conditioning of the North Gym at Field is on target with no issues.

FANNING HOWEY

JOB VISIT NO. 05

Date: June 26, 2013

By: Keri VanSant

CARPENTER ELEMENTARY SCHOOL –

MECHANICAL UPGRADES

PARK RIDGE-NILES CCSD 64

Park Ridge, IL

Project No. 211143.01

Present: Refer to the attached sign-in sheet.

It is the responsibility of each Prime Contractor to distribute this Job Visit report to their subcontractors.

Following is a report of our observations on the above date. If you find anything with which you disagree, please inform us, in writing, within 10 calendar days of receipt.

THE FOLLOWING ITEMS WERE OBSERVED:

1. A Progress Meeting was held this date. Please refer to the attachment.
2. The next Progress Meeting is scheduled for **Wednesday, July 3, 2013**, at 8:30 a.m.

klv/mm

attachments

ARCHITECTURE | ENGINEERING

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847.292.1039 | fax 847.292.1021 | www.fhai.com

FANNING HOWEY

PROGRESS MEETING NO. 05

Date: June 26, 2013

By: Keri VanSant

CARPENTER ELEMENTARY SCHOOL –

MECHANICAL UPGRADES

PARK RIDGE-NILES CCSD 64

Park Ridge, IL

Project No. 211143.01

Present: Refer to attached sign-in sheet.

It is the responsibility of each Prime Contractor to distribute this Progress Meeting Report to their subcontractors.

Following is a report of our interpretation of the information presented during the meeting on the above date. If you find anything with which you disagree, please inform us, in writing, within 10 calendar days of receipt.

Work Completed:

1. The layout for the ceiling cassette units and pipe/conduit hangers is complete.
2. A ceiling cassette unit has been installed for mock-up review.
3. Removal of ceilings for access is continuing.
4. Demolition of air-handling units (AHUs) in the attic is complete, structural platforms remain in place.
5. Removal of attic insulation is partially complete.
6. Life safety work within the attic has begun.
7. New ductwork installation is continuing.
8. New electrical conduit installation feeds are continuing.
9. Cooling tower piping installation is continuing.

Work Scheduled for next 2 weeks:

1. The heat exchanger is expected to be delivered next week.
2. The new energy recovery ventilators (ERVs) are expected to be delivered the week of July 17, 2013.
3. Delivery for the new roof top unit (RTU) and cooling tower is still to be determined.
4. Continue to hang and install the ceiling cassette units, and then tie-in the piping, electrical, etc.
5. Piping, electrical and ductwork installation will continue.
6. Structural steel reinforcement is expected to occur next week. The Contractor will notify the Architect of the anticipated date for inspection by the Structural Engineer.

Requests for Information (RFIs):

1. At a previous Progress Meeting, the Electrical Subcontractor questioned whether or not the 2 evaporator coil unit circuits could be split to the east and west sides of the 1954 and 1955 building additions, in lieu of 1 circuit for each building addition. The Architect indicated that a formal Request for Interpretation (RFI) should be submitted for a response.
2. The Electrical Subcontractor questioned the circuiting for the 2 ceiling cassette units to be located in Gymnasium 110. The Architect indicated that a formal Request for Interpretation (RFI) should be submitted for a response.

Submittals:

1. A submittal for HVAC controls has been submitted for review.
2. Verification plastic laminates samples are expected to be submitted for review.

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3. Product data and physical samples have not been submitted for the acoustical ceiling tile and grid.
4. A submittal for the revised curb to be used for the rooftop unit above the library resource center must be submitted for review.
5. A resubmittal for firestopping is still expected.
6. A resubmittal for duct silencers is still expected.
7. A resubmittal for meters and gauges is still expected.

Proposal Requests:

1. A Proposal Request will be issued for the installation of thermal insulation within the attic space of the 1955 addition. The insulation within the attic space above Gymnasium 110 is actually blown-in insulation, installed at the ceiling plane, in lieu of batt insulation within the rafters. The Contractor shall calculate the new area of the 1955 attic space and deduct the attic area above the gym to provide the appropriate credit for not replacing the blown-in insulation.
2. A Proposal Request will be issued for 3 new dampers to be installed within the masonry walls of Corridor 162. This request will also include 2 new dampers to be located within the attic, through the existing hip roof structure, above Classrooms 127 and 128.

Architect Supplemental Instructions (ASI):

1. An ASI will be issued for the relocation of exhaust fan, EF-2, to the south side of an existing, obstructing masonry wall.

Change Orders/Cash Allowance Authorizations:

1. There are no new Change Orders or Cash Allowance Authorizations at this time.

Contractor Comments:

1. The Contractor indicated that the penetrations through the transite panels within the original 1950s building are larger than what had originally been intended. Therefore, they will be required to fill these larger areas to maintain the smoke separation. The mechanical drawings indicated approximate openings of 2-feet by 2-feet to be created for ductwork and piping. The Contractor will note areas where these openings are larger than what has been indicated on the Drawings and provide a cost to infill the remainder of these openings.
2. The Contractor indicated that a high, hard ceiling was found above the existing ceiling in Boys 118 and Girls 117. Previous discussion of keeping the existing low ceiling, patching areas for light fixtures, and installing the new acoustical panel system below are deemed to no longer be necessary. The lower of the 2 hard ceilings should be able to be removed, as long as the higher hard ceiling remains and is properly sealed to maintain the smoke separation. The acoustical ceiling system should be able to be installed as indicated on the Drawings.

Owner Comments:

1. The Owner indicated that there would be a site crew on site this week to complete Corrections/Punch List items for a Project from the previous summer. The crew should not cause any disturbance for the Contractor, but if something were to affect this Project, the Owner should be notified right away. At some point, the painted graphics on the hard surface lot to the north will need to be repaired. The Owner will contact the Contractor should any equipment or other items or vehicles need to be temporarily relocated.

Progress Meeting No. 5 (June 26, 2013)
Carpenter Elementary School – Mechanical Upgrades
Park Ridge-Niles CCSD 64
Park Ridge, IL
Project No. 211143.01
Page 3

Architect/Engineer Comments:

1. The Contractor had previously questioned the use of the existing 2.5-inch heating pipes for reuse to serve ERV-4. These lines are very close to the locations shown for the new 2-inch condenser water piping serving ERV-4. After further consideration of this request, Fanning Howey indicated that it is best to remain consistent with the current Project Documents.
2. The Sheet Metal Contractor is installing duct with an integral gasket seal on the longitudinal joint. Because of the gasket seal, a duct sealer is not required at this longitudinal joint; however, a duct sealer is still required at all latitudinal joints and at observed adjustable fitting joints.

Next Progress Meeting:

1. The next Progress Meeting is scheduled for Wednesday, **July 3, 2013** at 8:30 a.m.

Attendees Required for Next Progress Meeting:

1. F.E. Moran, Inc.
2. Amber Mechanical Contractors, Inc.
3. City Service Electric
4. Landmark Construction

klv/mm

c: Scott Mackall, Park Ridge-Niles CCSD 64
F. E. Moran, Inc.

distributed electronically

Carpenter Elementary School Mechanical Upgrades
 Park Ridge-Niles CCSD 64
 Park Ridge, Illinois
 Project No. 211143.01
 June 26, 2013

PLEASE PRINT CLEARLY.
 Thank you!

SIGN IN SHEET (PLEASE PRINT)

NAME (Please Print)	TITLE	COMPANY (Including Address Info)	TELEPHONE NO./ FAX NO.	E-MAIL
DON TOWNSEND		AMBER MECH.		
MIKE DORIS	FORUM	CITY SERVICE ERECT.	773-282- 7186 7186	OFFICE @ CITY SERVICE INC. ORG
DAVE SANTOPRE VINCE EVOLA	FF SUPER. CART HEAD CUST	F. E. MORAN	436 202-1342	DAVE SANTOPRE @ COMCAST.NET
SCOTT MEDALL	064 FM	D#64		
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