



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

NOTICE OF BOARD MEETINGS

January 26, 2015 – Jefferson School – Multipurpose Room

6:00 p.m. – Closed Session Meeting

7:30 p.m. – Regular Board Meeting

February 9, 2015 – Jefferson School – Multipurpose Room

6:00 p.m. – Closed Session Meeting

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

7:15 p.m. – Special Board Meeting (to begin at 7:15 p.m. or at the end of the COW, whichever is later)

February 23, 2015 – Washington School – Gym

7:30 p.m. – Regular Board Meeting

March 23, 2015 – Lincoln School - Gym

7:30 p.m. – Regular Board Meeting

April 13, 2015 – Jefferson School – Multipurpose Room

Committee-of-the-Whole

April 27, 2015 – Carpenter School – North Gym

7:30 p.m. – Regular Board Meeting

May 4, 2015 – Jefferson School – Multipurpose Room

Committee-of-the-Whole

May 18, 2015 – Emerson School – Multipurpose Room

7:30 p.m. – Regular Board Meeting

Beginning July 1, 2014, all meetings are held at Jefferson School, 8200 Greendale Avenue, Niles unless otherwise noted.

Board Secretary

1/20/15

c: Pioneer Press Chicago Tribune Northwest Bureau
Principals PREA B. Tramm

Park Ridge Journal & Topics

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

Board of Education Agenda Monday, January 26, 2015 Regular Board Meeting Jefferson School – Multipurpose Room 8200 Greendale Niles, IL 60714

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, January 26, 2015

TIME

APPENDIX

6:00 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none">• Roll Call• Introductions• Opening Remarks from President of the Board <ul style="list-style-type: none">• Board Recesses and Adjourns to Closed Session<ul style="list-style-type: none">-- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)], collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)] and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court of administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].	
7:30 p.m.	<ul style="list-style-type: none">• Pledge of Allegiance and Welcome<ul style="list-style-type: none">-- Principal/Students/Teachers• Public Comments• CEC Calendar<ul style="list-style-type: none">-- Superintendent• Strategic Planning Calendar and Timeline<ul style="list-style-type: none">-- Superintendent• Superintendent Progress Update/District Roadmap and Goals<ul style="list-style-type: none">-- Superintendent• Report on New Residency Re-Verification and Registration<ul style="list-style-type: none">-- Superintendent	A-1 A-2 A-3 A-4

• Update on PEAC/PERA Administrative Evaluation Update --Superintendent		A-5
• First Reading and Approval of Policy 6:170 -- Superintendent	Action Item 15-01-1	A-6
• Discussion of Common Core State Standards (CCSS) MAP -- Assistant Superintendent for Student Learning		A-7
• Approval of Wrestling as an Interscholastic Sport -- Asst. Superintendent for Student Learning	Action Item 15-01-2	A-8
• Consent Agenda - -- Board President	Action Item 15-01-3	A-9
<ul style="list-style-type: none"> • Personnel Report • Bills – January 14, 2015 • Bills, Payroll and Benefits - January 26, 2015 • Approval of Financial Update for the Period Ending December 31, 2014 • Adopt Final Calendar for 2015-16 • Re-adoption of 2015-16 Student Fees • Acceptance of Donations • Approve the Renewal of the Child Care with Confidence Lease • Review of Closed Minutes for Release • Destruction of Audio Closed Minutes (none) 		
• Approval of Minutes -- Board President	Action Item 15-01-4	A-10
<ul style="list-style-type: none"> • Special Board Meeting..... January 12, 2015 • Closed Session Minutes.....January 12, 2015 • Regular Board Meeting Minutes.....December 15, 2014 • Closed Session Minutes.....December 15, 2014 		
• Board Member Liaison Report -- Board of Education		A-11
<ul style="list-style-type: none"> • PTO/A Presidents • Traffic Safety Committee • Elementary Learning Foundation (ELF) • ED RED 		
• Other Discussion and Items of Information -- Superintendent		A-12
<ul style="list-style-type: none"> • Upcoming Agenda • Freedom of Information Act (FOIA) Requests • Board Committee Minutes -- Traffic Safety Committee Minutes of January 13, 2015 • Memoranda of Information -- Follow-up on Collection of Current Years Student Fees • Other -- Update on Carpenter School 		

• **Adjournment**

Next Meeting: Monday, February 9, 2015
Closed Session – 6:00 p.m.
Committee-of-the-Whole-Financial Projections – 6:30 p.m.
Special Board Meeting – 7:15 p.m. or at the conclusion of the
Committee-of-the-Whole
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714

Next Regular Meeting: Monday, February 23, 2015
Washington School – Gym – 7:30 p.m.
1500 Stewart Avenue
Park Ridge, IL 60068

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: Dr. Laurie Heinz
Date: January 26, 2015
Re: CEC Calendar

As reported previously to the Board, District 64 will be undertaking a system overview assessment through the Consortium for Educational Change (CEC). The purpose of a system assessment is to allow District 64 to benchmark ourselves against effective practice criteria as well as criteria for high performing organizations.

In preparation for this audit, an internal self-study team was formed in December, and tasked with completing an extensive questionnaire and rating scale documents within three areas of focus: **learning, collaboration** and **results**. Although very time-consuming, the process has been very informative for the administrative team. We are already seeing opportunities for improvement just in going through the information gathering and reflection process.

On February 3-5, an external audit team of more than 20 members will meet with different stakeholder groups to assess strengths, opportunities for improvement and identify key action items to consider addressing within the three categories. When the external audit team arrives in February, the team will have reviewed the internal self-study documents and will look for confirmation of findings during their school visits. The team will visit all eight schools within our District and engage as many stakeholder groups as possible in conversations surrounding how the District is doing in the three areas.

A schedule for site visits has been developed; highlights are provided below. Invitations have gone out to all staff and to parents regarding our desire for their participation in this important process. The CEC also will be meeting with a number of Board members during its visit.

At the conclusion of the 3-day visit, the internal self-study team will receive a verbal report of preliminary findings. Within a month, we will receive a written report of findings that will be presented to us by a member of the CEC external audit team. Typically, they provide three high-impact recommendations within each category to consider. Once the results are shared, we will work as a District to assess how best to actualize data to improve our work in the areas of learning, collaboration and results.

We are looking forward to engaging in this process and using the results generated to continue to improve our practices as a District.

Here are the highlights of the February 3-5 schedule:

Tuesday, February 3 (full day)

The CEC visitors will remain at the District 64 Educational Service Center (ESC). After its own first working session, the CEC will split into teams. Each team will meet with various groups through the day, spending approximately 40 minutes on each session. The groups currently scheduled include representatives from these areas: District administrative team; teaching assistants; secretaries; PTO/A leaders; Board members; Curriculum Department; Elementary Building Principals and Assistant Principals; Middle School Principals and Assistant Principals; Custodians; Human Resources Department; Finance Department; Facilities Department; Special Education/Pupil Services Department; and the Technology Department. The team ends their day with a debriefing session.

Wednesday, February 4 (full day)

The CEC visitors will devote the entire day to on-site visits at the schools. Dividing into teams, they will simultaneously visit Carpenter, Washington, Lincoln and Emerson in the morning. After a working lunch back at the ESC, the teams will then simultaneously visit Roosevelt, Jefferson, Franklin and Field. At each school, stakeholder sessions will include multiple groups of parents, teachers, and students. The team ends their day with a debriefing session.

Thursday, February 5 (half-day)

The CEC will work together at the ESC to analyze their findings and prepare their initial findings. At the end of the morning, the Team Leader will present a verbal report of preliminary recommendations.

To: Members of the Board of Education
 From: Laurie Heinz
 Date: January 26, 2015
 Re: Strategic Planning Calendar & Timeline

Strategic Planning

According to our strategic planning consultant Bob Ewy, “The process for creating a long-range mission, vision, goals, and strategies is called *strategic planning*. A well written plan focuses equally on the *what* (purpose and direction) as well as the *how* (goals and strategies).” Since District 64’s current Strategic plan will sunset at the end of this school year, we are about to embark upon crafting a new vision for Park Ridge-Niles School District 64. This new plan will carry the District through 2020 and should allow us to continue to improve every aspect of our District operations.

District 64 is committed to using a community-driven strategic planning process, which will be guided by a Strategic Planning Committee. District 64 has sought a wide range of community stakeholders to serve on the committee. This committee is currently in formation. Extensive publicity on the opportunity to participate in such an exciting and meaningful task has yielded a wealth of interested applicants from parents, staff, and community members. The administrative team is working with me to assemble a diverse Strategic Planning Committee from the names of willing volunteers from our schools and community. We will have the difficult job of balancing the membership of the group to ensure a wide representation of stakeholders. Unfortunately, all who volunteer will not be selected to participate on the planning committee. However, all stakeholders will have several opportunities to contribute their ideas and vision for District 64 through completing a survey or participating in a focus group. I anticipate the Steering Committee will number approximately 35 individuals.

Calendar and Timeline

The Strategic Planning Executive Team and I have been in regular communication with Bob Ewy to finalize the dates, plans, and participation needs for our upcoming strategic planning process. Here are the highlights of our Strategic Planning calendar:

Thursday, February 5

An open invitation will be made available for District 64 staff members to meet with Bob Ewy and share their vision for the District. Staff can join the conversation from 4:15 - 6:00 p.m. (location TBD).

Friday, February 6 (Institute Day)

Mr. Ewy will receive a tour of District 64 and meet with the Executive Committee to:

- Review External/Environmental Scan
- Prepare/review suggested community outreach calendar for February-March

Saturday, February 7 - Meeting #1

We will be kicking off our Strategic Planning Steering Committee at a half-day morning session. The agenda includes:

- Superintendent Welcome and Steering Committee Charge -Visioning for 2020
- Reviewing the Strategic Planning process and schedule
- Review and respond to External and Environmental Scan
- Overview community survey collection process and create survey

Thursday, March 26 - Meeting #2

In the interim period between meetings, the community will be given an opportunity to complete an online forced-choice survey that will also include an area for an additional narrative response.

At its second meeting, the steering committee will analyze the survey data and prioritize key findings. A first draft of the Strategic Plan will be developed to identify challenge priorities, student learning target priorities, measures of quality education priorities, financial priorities, and strategic goals based on priorities.

Wednesday, April 15

Similar to the opportunity offered to all staff, an open invitation for all District 64 community members to meet with Bob Ewy will take place from 4:30 - 6:00 p.m. at the Educational Service Center (ESC).

Thursday, April 16 - Meeting #3

The steering committee will meet again to review a first draft of plan goals and make suggestions for improvement. Additionally, the team will categorize the responses for each of the 4 SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

Thursday, May 21 - Meeting #4

At its final meeting, the steering committee will meet at ESC to determine if the plan reflects the reviewed information, review the strategy map, and develop a scorecard for inclusion into the final Strategic Plan document.

Adoption & Implementation

On Monday, June 8 the Board of Education will participate in a COW to review the 2020 Strategic Roadmap.

On Monday, June 22 the Board will formally approve the Strategic Plan.

Over the summer months from June-August, the District 64 ESC team will draft a deployment plan and work with administrators at our annual Administrative Advance session to understand the implications of each goal, deployment timelines and resources. We anticipate sharing the plan with staff at the opening Institute Day for the 2015-16 school year. We also will develop an extensive community outreach effort about the plan during that time period. The Strategic Plan will be reviewed on an annual basis to reflect progress and changes to our national and local educational landscape.

To: Members of the Board of Education
From: Dr. Laurie Heinz
Date: January 26, 2015
Re: Mid-Year Update on District Priorities and Goals

With the completion of the first half of the 2014-15 school year, I am pleased to provide you with an update on our progress toward the achievement of annual District priorities. The priorities were included in the ***Park Ridge-Niles District 64 Roadmap*** and shared with the Board at our Administrative Advance in July.

As a result of my transition work in spring 2014 prior to entering the District including *Listen and Learn* sessions, review of the existing Strategic Plan, review of the Board Consensus Goals and additional mandates that came down from the federal level such as implementation of the Common Core State Standards, I developed a one-year Roadmap to represent my vision as I moved into the superintendency.

The roadmap identified six Key Success Factors:

1. Outstanding Student Achievement and Growth
2. 21st Century Learning
3. Highly Qualified Staff
4. Safe and Effective Learning Environment
5. Stable Financial Position
6. Effective Partnerships and Processes

In addition to the Key Success Factors, Strategic Objectives, Strategic Challenges, Related Key Goals and Action Plans were identified to guide our work for the 2014-15 school year.

In an effort not to be redundant in terms of reports already given to the Board, my mid-year Powerpoint report will highlight selected elements of the plan that are having the highest impact or have required the greatest concentration of time and resources to achieve during my first seven months on the job.

In conclusion, turning toward the second half of the school year, it is clear that some projects will be underway but not complete as they were established as multi-year goals. We will be spending time looking at the CEC findings, which we expect to receive in early March. This report will inform additional work to begin this year and move us into the future. The Strategic Plan also will be completed at the end of this school year, and will have a significant impact on the 2015-16 school year and beyond.

I look forward to continuing to report to the Board on various key topics as we move through the spring. If the past is precursor to the future, then the next months of 2015 will continue at a very brisk pace, indeed.

To: Board of Education
From: Laurie Heinz
Date: January 26, 2015
Re: Report on New Residency Re-Verification and Registration

At the December 15 Board of Education meeting, I shared a recommendation to increase the interval at which we re-verify residency. The administrative group believes some form of more frequent re-verification will allow us to ensure we are allocating district funds to educate students living within district boundaries.

A recommendation was made, in addition to establishing residency upon enrollment (typically for entry into kindergarten), to re-verify residency at two additional points over a student's typical 9-year stay in District 64. This would provide verification on a three-year cycle, and has the added benefit of conforming well with the progression of students into the upper elementary grades and into middle school.

The proposed re-verification timeline would include:

- Kindergarten
- Upon entry into grade 3
- Upon entry into grade 6

Per Board directive at the December 15 meeting, several members of the Board of Education expressed interest in having District staff implement yearly residency checks for all District 64 families.

In January, a small internal team met to discuss options regarding how best to re-verify residency in District 64. After extensive conversation, three options emerged that the team thought worthy of Board consideration.

For all options, Kindergarten registration will remain as it always has been conducted. Families register their incoming kindergartner at their home school on designated registration days. Also, all families that change addresses or have a lease or residency affidavit that expired prior to the start of school will still be required to provide updated residency documents per the District's current practice.

Option A: Entering grades 3 & 6 only

- Elementary school-based review
- Combination of during the day and one evening option to accommodate scheduling needs of families

- Two week window designated to meet with a secretary to check documents; verification done at the time of drop-off
- Daytime temporary desk set up in foyer for secretary to perform residency checks
- This approach may delay the registration process for students in these two grades as Infosnap codes will be released individually, after documentation is checked
- The Business Office (during regular work hours at the Educational Service Center) will continue to handle all residency situations that require more extensive documentation, such as signed affidavits, etc.

Approximate Cost to Implement Option A: \$5,600

- 3 hours of additional salaries and benefits for one secretary at each elementary building to work the designated evening for residency review
- Two weeks of substitute clerical staff per elementary building to cover while the building secretary conducts re-verification at the temporary desk

Option B: ALL GRADES - In-person verification of residency at evening registration event

- Approximately 3,000 families
- In-person registration to take place in spring to be staffed by building secretarial staff and Business Office
- Direct all families to visit two middle school “hubs” during designated week: Monday-Thursday (evening hours)
- Families to bring necessary documents to school and move through drop-off stations, which would include representatives from each elementary school, middle school AND the Business Office
- Missing or incomplete documentation is immediately pointed out to families for their attention promptly in real time
- Infosnap code can be released as soon as family documentation is verified that evening.
- The Business Office also is available on site to handle all residency situations that require more extensive documentation, such as signed affidavits, etc.

Approximate Cost to Implement Option B: \$11,000

- More substantial secretarial cost due to staffing over four evenings at two schools (includes overtime hours)
 - 8 clerical staff at Emerson (including two representatives each from Carpenter, Field, Franklin, and Emerson) per night
 - 6 clerical staff at Lincoln (including two representatives each from Roosevelt, Washington, and Lincoln) per night
 - 1 Business Office staff member at each location
- An event of this nature would also require the presence of principals and other administrators. Although there is no additional cost in terms of salary included in the cost estimate for this option, there are organizational costs to consider such as the time and resources involved for these individuals to prepare for and attend the event.

Option C: ALL GRADES - drop off paperwork only (verification done by existing staff over several weeks as time permits)

- Send to school of oldest/only child (only need to do once per family)
- Deliver documents in person, but drop them off by a certain date (District 207 model)
- Specify a two week period after the due date for secretaries to go through documents that have been provided during the regular work day, AND follow up with families for incomplete or missing documentation
- This approach may delay the registration process as Infosnap codes will be released individually, after documentation is checked
- The Business Office (during regular work hours at the Educational Service Center) will continue to handle all residency situations that require more extensive documentation, such as signed affidavits, etc.

Approximate Cost to Implement Option C: \$7,500

- Two weeks of substitute clerical staff at all elementary and middle school buildings to cover while the building secretary performs residency reviews and follow-ups

Summary

Regardless of what option is identified, we will ensure that timely and extensive communication to families announces the planned re-verification timeline, documentation requirements, and procedures.

We believe implementing any one of the three above-mentioned options would ensure we are allocating our financial resources to provide rich learning opportunities to children whose families are contributing to the local tax base.

To: Board of Education
From: Dr. Laurie Heinz
Date: January 26, 2015
Re: PEAC/PERA Administrative Evaluation Update

This fall, I provided the Board with background information regarding the principal evaluation cycle and the elements within the document that would be in effect during the months of September and October. This memo outlines activities that are currently underway as the cycle moves forward.

During the winter months, my primary focus with the principal team is to conduct formal observation of each administrator working with their staff and/or community. In addition to my frequent “Walk and Talks,” I am currently completing round two of formal observations and conducting post conferences with building leaders.

Principals also devote considerable effort as they work on completing their self-assessment tool. The tool helps to illustrate progress toward their professional goals and alignment to *Interstate School Leaders Licensure Consortium (ISLLC) Standards for School Leaders*.

Additionally, they are working to update their individual Google sites, which store artifacts that support the work they are doing in their schools.

At the end of February, I will meet individually with each principal to review their goals, discuss student growth data, and review shared artifacts that support progress toward or achievement of goals. I will then write a comprehensive, summative evaluation of each administrator. Although this concludes the formal, annual evaluation cycle, I continue to work closely with our school leaders to monitor and support their ongoing activities with staff and their school communities.

First Reading and Approval of Policy 6:170

Policy 6:170	March 2013	Instruction – Title I Programs
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ACTION ITEM 15-01-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Board Policy 6:170.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

1/26/15

Instruction

Title I Programs ¹

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools. ²

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact ³

The Superintendent or designee shall develop a *District-Level Parental Involvement Compact* according to Title I requirements. The *District-Level Parental Involvement Compact* shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. **This policy is mandatory for any district that receives or desires to receive Title I funds.** Title I is part of the Elementary and Secondary Education Act (20 U.S.C. §6301 et seq.). It was amended by the No Child Left Behind Act (NCLB). NCLB was signed on 1-8-02 and officially expired on 9-30-07. NCLB remains in effect due to a continuing resolution but must be reauthorized. The U.S. Dept. of Education invited each State educational agency (ISBE in Illinois) to request flexibility regarding NCLB requirements in exchange for rigorous and comprehensive State-developed plans designed to improve educational outcomes, close achievement gaps, increase equity, and improve instructional quality. See www2.ed.gov/policy/elsec/guid/esea-flexibility/index.html.

ISBE's focus on NCLB flexibility is reported at www.isbe.state.il.us/nclb_waivers/default.htm.

² This paragraph, or similar language, is mandatory for each district receiving Title I funds (20 U.S.C. §6321).

³ 20 U.S.C. §6318(a) requires each district receiving Title I funds to "develop jointly with, agree on with, and distribute to, parents of participating children a written parent involvement policy." This requirement is accomplished in this sample policy by mandating the superintendent or designee to develop a *District-Level Parental Involvement Compact*, according to Title I requirements. A sample *District-Level Parental Involvement Compact* is contained in 6:170-API, E1, *District-Level Parental Involvement Compact*. A sample process for developing a parental involvement compact is contained in 6:170-API, *Checklist for Development, Implementation, and Maintenance of Parent Involvement Compacts for Title I Programs*.

School-Level Parental Involvement Compact ⁴

Each Building Principal or designee shall develop a *School-Level Parental Involvement Compact* according to Title I requirements. This *School-Level Parental Involvement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference:

6:170-API, E1 (District-Level Parental Involvement Compact) and 6:170-API, E2 (School-Level Parental Involvement Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.:

2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Language Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ 20 U.S.C. §6318(b) requires each school served under Title I to "jointly develop with, and distribute to, parents of participating children a written parent involvement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f)." This requirement is accomplished in this sample policy by mandating the building principal or designee to develop a *School-Level Parental Involvement Compact*, according to Title I requirements. A sample *School-Level Parental Involvement Compact* is contained in 6:170-API, E2, *School-Level Parental Involvement Compact*. A sample process for developing a parental involvement compact is contained in 6:170-API, *Checklist for Development, Implementation, and Maintenance of Parent Involvement Compacts for Title I Programs*

To: District 64 Board of Education
From: Dr. Lori Lopez, Assistant Superintendent for Student Learning
Date: January 26, 2015
Re: Discussion of Common Core Standards (CSSS) MAP

District 64 moved to a web-based platform for NWEA in Spring 2013. We recently learned that the Common Core version of the MAP assessment was never uploaded from the NWEA system during this transfer. The result is that we have continued to administer the version aligned to the previous Illinois Learning Standards.

Upon our request, several members of NWEA's Regional Management and Research Departments provided a comparative analysis of the tests. NWEA has assured us that our scores and longitudinal data continue to be valid. Both tests use the same norms and there is significant overlap between the test questions on the two versions. According to NWEA, the adaptive questioning format of the MAP Test will enable us to compare growth between the two versions of the assessment. NWEA has agreed to perform a cost-free comparative analysis of our data over the course of this school year.

The consultative team at NWEA recommends that we migrate to the new Common Core version at this time (Winter 2015). Last week, we administered the CCSS-aligned Math MAP to all 3rd-5th graders. We also administered the CCSS-aligned Math MAP to our middle school students who scored at the 25th percentile or below in the fall. Given our Board Goals and District focus on math growth this year, this will provide us with information on student performance that is linked to our current curriculum.

Approval of Wrestling as an Interscholastic Sport

Since 2009, Emerson has sponsored a Wrestling Teen Leisure Club. Given the expansion of this program and its current similarity to an interscholastic team, District 64 Administration recommends that Wrestling be offered as an interscholastic sport at both Emerson and Lincoln Middle Schools beginning in the 2015-16 school year. Participating students would pay a \$100 fee. Students would also be responsible for the purchase of headgear and shoes.

ACTION ITEM 15-01-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve wrestling as an interscholastic sport.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Consent Agenda

ACTION ITEM 15-01-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of January 26, 2015, which includes the Personnel Report; Bills – January 14, 2015; Bills, Payroll and Benefits – January 26, 2015; Approval of Financial Update for the Period Ending December 31, 2014; Adopt Final Calendar for 2015-16; Re-adoption of 2015-16 Student Fees; Acceptance of Donations; Approve the Renewal of the Child Care with Confidence Lease; Review of Closed Minutes for Review and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
January 26, 2015

Catherine Biller	Employ as Lunch Program Supervisor at Field School effective November 7, 2014 - \$12.00.
Marco Colapietro	Employ as One-on-One Assistant at Emerson School effective January 5, 2015 - \$11,911.90 (prorated 110 days).
Sara Malecki	Employ as Special Needs Assistant at Franklin School effective December 16, 2014 - \$11,664.34 (prorated 116 days).
Lisa Marciniak	Employ as Lunch Program Supervisor at Washington School effective January 20, 2015 - \$12.00.
Kathie Walsh	Employ as Assistant at Jefferson School effective January 13, 2015 - \$11,262.16 (prorated 104 days).
Tiffany Costa	Leave of Absence Request, Maternity / FMLA – 3rd Grade Teacher at Field School effective March 2, 2015 – April 10, 2015 (tentative).
Linnea Eschenbaum	Leave of Absence Request, Maternity / FMLA – 4th Grade Teacher at Washington School effective March 28, 2015 – May 11, 2015 (tentative).
Terese Conklin	Resign as 10-month School Secretary at Washington School effective February 17, 2015.
Mary Ciccotelli	Retirement as Instrumental Music Teacher at Roosevelt and Lincoln School effective June 2016.
Paula Gleason Risk	Retirement as Health Assistant at Carpenter School effective June 11, 2015.
Marcia Kozelka	Retirement as Language Arts Teacher at Emerson School effective June 11, 2015.
Cathy Reardon	Retirement as part-time (.50) Social Worker for Private / Parochial Program effective June 2016.
Linda Thomas	Retirement as General Music Teacher at Roosevelt and Jefferson School effective June 2016.
Ashley Apa	Added building location from 12/15/14 Personnel Report - Employ as Instructional Resource Assistant at Field School effective December 1, 2014 - \$12,770.44 (prorated 127 days).

Personnel Report
January 26, 2015

Alice Beauvais	Added building location from 12/15/14 Personnel Report - Employ as LRC Assistant at Emerson School effective December 1, 2014 - \$13,752.83 (prorated 127 days).
Claire Kirchner	Added building location from 12/15/14 Personnel Report - Employ as 2nd Grade Teacher at Field School effective December 1, 2014 - \$31,152.40 (prorated 121 days).
Nancy Jensen	Employ as Summer School Special Education Principal effective June 16, 2015 – Emerson and Franklin Schools.

APPROVAL OF BILLS

The following bills are presented for approval:

Bills

10 - Education Fund -----	\$ 769,104.97
20 - Operations and Maintenance Fund -----	\$ 170,615.19
30 - Debt Services -----	\$ 200.00
40 - Transportation Fund -----	\$ 151,605.54
50 - Retirement (IMRF/SS/MEDICARE) -----	\$ -
60 - Capital Projects -----	\$ 240,700.90
80 - Tort Immunity Fund -----	\$ 11,352.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 119983 - 120168, 120172

Total: \$ 1,343,578.60

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

APPROVAL OF BILLS AND PAYROLL

The following bills, payrolls and Board's share of pension fund are presented for approval:

Bills

10 - Education Fund -----	\$ 76,655.85
20 - Operations and Maintenance Fund -----	\$ 52,293.06
30 - Debt Services -----	\$ -
40 - Transporation Fund -----	\$ 6,376.88
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 11,108.13
80 - Tort Immunity Fund -----	\$ 349.19
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 120175 - 120253

Total: \$ 146,783.11

Payroll and Benefits for Month of December, 2014

10 - Education Fund -----	\$ 3,925,466.42
20 - Operations and Maintenance Fund -----	\$ 224,669.40
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 88,714.50
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 11027 - 11113

Direct Deposit: 900065902 - 900067621

Total: \$ 4,238,850.32

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

To: Board of Education
Laurie Heinz, Superintendent

From: Rebecca Allard, Chief School Business Official

Date: January 26, 2015

Subject: Executive Summary
Financial Update for the Period Ending December 30, 2014

The following highlights the financial activity for the month of December 2014.

Fund Balance:

The cash & investment, all funds, balance decreased, by **\$1,000,348** (*page 1*) from the 2013-14 fiscal year end. At this time of year, this is common, and will most likely continue until Cook County taxes are received in February & March. As reported by the School Township Treasurer, Tom Ahlbeck, the District ended the month with \$36.8 million in fixed investments (*pages 4 - 6*) and \$21.6 million in the Chase money market fund.

Key Revenue Factors:

The chart on page 2 shows that revenues, during the month of December, were 12.3% greater than the same period last year.

Certain revenues are beyond the control of D64, these revenue types include:

- Property Tax collections are trending upward by 0.2%
- State and federal revenues are down by 7.8% because of the timing of State payments.

Other revenues that are trending upwards are:

- Tuition up by 4.7%
- Other local income up by 43.7% (*Receipt of TIF Student Payment*)

Key Expenditure Factors:

The chart on page 3 shows that expenditures, during the month of December, were 1.9% less than the same period last year.

Salaries are trending 2.6% less and employee benefits are trending 3.5% less than the same period last year.

There are changes in the area of purchased services (decreased by 4.3% and supplies (decreased 12.1%).

The decrease in the capital outlay area is the result of timing of contractor payments.

The decrease in the other expense area is the timing of tuition payments.

Report Index

Report Description For the Period Ending December 2014	Page Number (s) Color
Statement of Position	1
Summary of Revenue	2
Summary of Expense	3
Summary of Investments	4 - 6
Detail Revenue Report	
Detail Expenditure Report	

Park Ridge - Niles Community Consolidated School District 64
Statement of Position for the Period Ending December 2014

Fund	Audited Cash & Investment Balance June 30, 2014	2014-15 FYTD Revenues	2014-15 FYTD Expenditures	Excess / Deficiency of Revenues Over Expenditures	Inter-Fund Loan Balance	Cash & Investment Balance December 2014	Restricted Funds
Education	\$26,761,507	\$26,588,558	(\$22,904,107)	\$3,684,451	-	\$30,445,958	No
Tort Immunity	1,429,594	289,875	(922,809)	(632,933)	-	\$796,661	Yes
Operations & Maintenance	1,509,380	3,645,567	(2,625,239)	1,020,328	-	\$2,529,708	No
Transportation	3,157,275	644,035	(878,053)	(234,018)	-	\$2,923,257	No
Retirement (IMRF & SS)	745,133	999,583	(1,031,269)	(31,686)	-	\$713,447	Yes
Working Cash	14,064,048	275,214	-	275,214	-	\$14,339,262	<i>Reserved for Cash Flow Purposes</i>
Sub-Total Operating Funds	\$47,666,937	\$32,442,833	(\$28,361,477)	\$4,081,356	\$0	\$51,748,293	
Capital Projects	9,107,370	25,156	(3,767,391)	(3,742,235)	-	\$5,365,135	Yes
Total Operating Funds	\$56,774,307	\$32,467,989	(\$32,128,868)	\$339,121	\$0	\$57,113,428	
Debt Service	3,671,811	1,543,696	(2,883,165)	(1,339,469)	-	\$2,332,342	Yes
Total All-Funds	\$60,446,118	\$34,011,684	(\$35,012,033)	(\$1,000,348)	\$0	\$59,445,770	

Fund Balance Objective at Fiscal Year End = 33% (4-months (120 days) of operating expenses); for ISBE purposes this number is measured as of June 30.

Park Ridge Niles Community Consolidated School District 64													
December 2014 - Summary of Revenue													
	Fund												
Description of Revenue Source	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total	Budget	% of Budget Received	Prior Year Pacing	Better (Worse) than Prior Year
Current Year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,276,000	0.0%	0.0%	0.0%
Prior Year	\$22,806,813	\$3,557,043	\$1,546,250	\$479,449	\$1,001,329	\$0	\$192,039	\$287,409	\$29,870,332	\$30,223,000	98.8%	97.3%	1.5%
Other Prior Year	(\$94,577)	(\$16,233)	(\$5,931)	(\$1,967)	(\$3,148)	\$0	(\$789)	(\$1,178)	(\$123,822)	(\$216,000)	57.3%	45.9%	11.4%
Total Property Taxes	\$22,712,236	\$3,540,810	\$1,540,319	\$477,482	\$998,181	\$0	\$191,251	\$286,231	\$29,746,510	\$63,283,000	47.0%	46.8%	0.2%
Corp Replace Tax	\$458,005	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458,005	\$1,166,256	39.3%	39.3%	0.0%
Interest Income	\$161,513	\$5,955	\$3,377	\$14,018	\$1,402	\$14,270	\$83,963	\$3,644	\$288,143	\$581,465	49.6%	51.1%	-1.5%
Tuition	\$41,183	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,183	\$306,935	13.4%	8.7%	4.7%
Lunch	\$302,154	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$302,154	\$589,200	51.3%	53.1%	-1.9%
Registration	\$692,549	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$692,549	\$1,021,915	67.8%	72.9%	-5.2%
Pay Riders/Field Trips	\$0	\$0	\$0	\$27,309	\$0	\$0	\$0	\$0	\$27,309	\$66,905	40.8%	50.8%	-10.0%
Other Student	\$42,358	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,358	\$68,770	61.6%	65.3%	-3.7%
Total Student Fees	\$1,037,061	\$0	\$0	\$27,309	\$0	\$0	\$0	\$0	\$1,064,370	\$1,746,790	60.9%	65.7%	-4.7%
Extended Day Care	\$188,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$188,240	\$145,000	129.8%	49.4%	80.4%
TIF Payment	\$215,971	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$215,971	\$490,000	44.1%	0.0%	44.1%
Before School Care	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA	63.2%	NA
MTSEP/LICA Refund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA	NA	NA
FAA - Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA	NA	NA
Rental	\$0	\$16,402	\$0	\$0	\$0	\$0	\$0	\$0	\$16,402	\$53,004	30.9%	29.1%	1.8%
Other	\$89,744	\$82,400	\$0	\$660	\$0	\$10,886	\$0	\$0	\$183,690	\$104,511	175.8%	100.0%	75.8%
Total Other Local	\$493,956	\$98,802	\$0	\$660	\$0	\$10,886	\$0	\$0	\$604,304	\$792,515	76.3%	32.6%	43.7%
General State Aid	\$628,784	\$0	\$0	\$0	\$0		\$0	\$0	\$628,784	\$1,382,828	45.5%	45.5%	0.0%
Other State	\$518,662	\$0	\$0	\$124,566	\$0	\$0	\$0	\$0	\$643,228	\$2,640,625	24.4%	37.5%	-13.2%
Federal	\$537,159	\$0	\$0	\$0	\$0		\$0	\$0	\$537,159	\$1,611,206	33.3%	40.7%	-7.4%
Total of State & Federal	\$1,684,605	\$0	\$0	\$124,566	\$0	\$0	\$0	\$0	\$1,809,171	\$5,634,659	32.1%	40.0%	-7.8%
Transfer of Funds/Bond P	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,944	0.0%	0.0%	0.0%
Total Revenue	\$26,588,558	\$3,645,567	\$1,543,696	\$644,035	\$999,583	\$25,156	\$275,214	\$289,875	\$34,011,684	\$73,720,564	46.1%	33.9%	12.3%
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Total Actual Revenue	\$26,588,558	\$3,645,567	\$1,543,696	\$644,035	\$999,583	\$25,156	\$275,214	\$289,875	\$34,011,684				
Total Budget Revenue	\$57,615,286	\$7,012,634	\$3,485,070	\$1,741,369	\$2,521,794	\$46,786	\$577,010	\$720,615	\$73,720,564				
% of Budget Received	46.1%	52.0%	44.3%	37.0%	39.6%	53.8%	47.7%	40.2%	46.1%				
Prior Year Pacing	46.1%	23.4%	35.5%	45.0%	38.5%	3.0%	3.0%	48.2%	33.9%				
Better (Worse) than Prior Year	0.1%	28.6%	8.8%	-8.0%	1.1%	50.8%	44.7%	-7.9%	12.3%				

Park Ridge Niles Community Consolidated School District 64													
December 2014 Summary of Expense													
Description of Expenditure Type	Fund									Expenditure Budget	% of Budget Expended	Prior Year Pacing	Better (Worse) than Prior Year
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Salary-Teacher	\$11,734,144	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,734,144	\$34,035,818	34.5%	36.4%	1.9%
Salary-All Other	\$4,732,343	\$1,314,828	\$0	\$13,438	\$0	\$30,751	\$0	\$0	\$6,091,360	\$14,114,698	43.2%	43.8%	0.7%
Benefits	\$2,361,694	\$202,295	\$0	\$1,748	\$1,031,269	\$0	\$0	\$1,238	\$3,598,244	\$9,203,698	39.1%	42.6%	3.5%
Purchased Services	\$1,191,166	\$539,577	\$0	\$862,867	\$0	\$197,999	\$0	\$662,204	\$3,453,813	\$6,570,469	52.6%	56.9%	4.3%
Supplies	\$1,814,060	\$434,535	\$0	\$0	\$0	\$0	\$0	\$11,407	\$2,260,002	\$3,629,271	62.3%	74.4%	12.1%
Capital Outlay	\$91,497	\$134,004	\$0	\$0	\$0	\$3,538,038	\$0	\$247,960	\$4,011,499	\$5,800,235	69.2%	192.5%	123.3%
Other Expense	\$74,313	\$0	\$2,883,165	\$0	\$0	\$603	\$0	\$0	\$2,958,081	\$3,330,600	88.8%	91.0%	2.2%
Other Expense: Tuition	\$904,890	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$904,890	\$1,760,000	51.4%	62.5%	11.1%
Other Expense: Transfer of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$193,080	0.0%	0.0%	0.0%
Total Expenses	\$22,904,107	\$2,625,239	\$2,883,165	\$878,053	\$1,031,269	\$3,767,391	\$0	\$922,809	\$35,012,033	\$78,637,869	44.5%	46.5%	1.9%
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Total Actual Expense	\$22,904,107	\$2,625,239	\$2,883,165	\$878,053	\$1,031,269	\$3,767,391	\$0	\$922,809	\$35,012,033				
Total Expense Budget	\$58,684,143	\$5,252,127	\$3,220,870	\$1,881,450	\$2,542,730	\$5,869,000	\$160,010	\$1,027,539	\$78,637,869				
% of Budget Expended	39.0%	50.0%	89.5%	46.7%	40.6%	64.2%	0.0%	89.8%	44.5%				
Prior Year Pacing	40.5%	30.3%	91.3%	40.2%	47.3%	179.4%	0.0%	103.1%	46.5%				
Better (Worse) than Prior Year	1.5%	-19.6%	1.8%	-6.5%	6.7%	115.2%	0.0%	13.3%	1.9%				

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

**SCHOOL DISTRICT 64 PARK RIDGE-NILES
2015-16**

AUGUST

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6	7	0
10	11	12	13	14	0
17	18	19	20	21	4
24	25	26	27	28	5
31					1
			Total		10

10

SEPTEMBER

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
HOL	8	9	10	11	4
14	15	16	17	18	5
21	22	23	24	25	5
28	29	30			3
			Total		21

31

OCTOBER

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
HOL	13	14	15	16	4
19	20	21	22	23	5
26	27	28	29	30	5
			Total		21

52

NOVEMBER

Mon	Tue	Wed	Thr	Fri	Total
2	TI	4	5	6	4
9	10	*XH	12	13	5
16	17	18	19	20	5
FPT	NIA	NIA	HOL	NIA	0
30					1
			Total		15

67

DECEMBER

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
NIA	NIA	NIA	NIA	HOL	0
NIA	NIA	NIA	NIA		0
			Total		14

81

JANUARY

Mon	Tue	Wed	Thr	Fri	Total
				HOL	0
4	5	6	7	8	5
11	12	13	14	15	5
HOL	19	20	21	22	4
25	26	27	28	29	5
			Total		19

100

FEBRUARY

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	TI	4
8	9	10	11	*XH	5
HOL	16	17	18	19	4
22	23	24	25	26	5
29					1
			Total		19

119

MARCH

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
*XH	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	FPT	4
NIA	NIA	NIA	NIA		0
			Total		18

137

APRIL

Mon	Tue	Wed	Thr	Fri	Total
				NIA	0
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29	5
			Total		20

157

MAY

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	5
HOL	31				1
			Total		21

178

JUNE

Mon	Tue	Wed	Thr	Fri	Total
		1	2	XED	2
XED	XED	XED	XED	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
			Total		2

180

JULY

Mon	Tue	Wed	Thr	Fri	Total
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

School Begin for Students:	Monday, 8/18/2015
School Closes for Students:	Friday, 6/2/2016
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185
Proposed Emergency Days	5

UPCOMING ELECTIONS

General Election President	11/8/16
Consolidated Election (local)	4/4/17

SCHOOL HOLIDAYS

Labor Day	9/7/15
Columbus Day	10/12/15
*Veterans' Day	11/11/15 XH
Thanksgiving Day	11/26/15
Christmas Day	12/25/15
New Year's Day	1/1/16
M.L. King Day	1/18/16
*Lincoln's Birthday	2/12/16 XH
Presidents' Day	2/15/16
*Pulaski Day	3/7/16 XH
Good Friday	3/25/16
Memorial Day	5/30/16

CALENDAR LEGEND

Legal School Holidays	HOL
Institutes	TI
Not in Attendance	NIA
School Begins	(
School Closes)
Half-day Inservice	XHI
Full-day Parent/Teacher Conf.	FPT
*Attendance Day - Holiday Waiver	XH
Half-day School Improvement	XHS
Proposed Emergency Days	XED

Presented to Board 12/15/14
Adopted 1/26/15

Acceptance of Donation Checks

Jefferson School received donations in the amount of \$590 from individuals to support their School. We want to thank those individuals for their contribution to School District 64 – Jefferson School.

**FOURTH AMENDMENT TO LEASE AND LICENSE AGREEMENT BY
AND BETWEEN PARK RIDGE-NILES COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 64, COOK COUNTY, ILLINOIS AND CHILD
CARE WITH CONFIDENCE, INC.**

THIS FOURTH AMENDMENT (the "Amendment") to that certain Lease and License Agreement dated as of July 1, 2011 (the "Lease") by and between the Board of Education of Park Ridge-Niles Community Consolidated School District No. 64, Cook County, Illinois ("Landlord") and Child Care with Confidence, Inc., an Illinois not-for-profit corporation ("Tenant").

WHEREAS, the parties intend by this Amendment to amend the Lease as herein provided and otherwise desire to confirm and ratify the Lease.

NOW THEREFORE, in consideration of the mutual covenants contained herein and in consideration of the rents, covenants and agreements on the part of Landlord and Tenant to be observed and performed, Landlord and Tenant hereby agree as follows:

1. The Lease Term is extended for a one (1) year period commencing on July 1, 2015 and terminating on June 30, 2016. Landlord and Tenant may meet and confer prior to the expiration of the Lease Term to discuss a further renewal and extension of the Lease Term upon such terms and conditions as are mutually agreeable to the parties. In the absence of such an agreement to further renew and extend the Lease Term, the Lease shall terminate on June 30, 2016.
2. The Rental amount will be increased annually by the CPI-U (0.8%) issued in December prior to the effective date of the lease. The CPI-U is the factor used in the Property Tax Extension Limitation Law (PTELL).
3. Tenant agrees to pay Landlord a rental amount of Thirty thousand five-hundred four dollars (\$30,748) per year for its use of the Leased Space and the Licensed Space for the Lease Term.

4. As amended hereby, the Lease is in full force and effect and hereby ratified.
5. In the event of any conflict between the terms of this Amendment and the Lease, as it existed prior to this Amendment, the terms of this Amendment shall control.
6. Any capitalized term used herein but not defined herein shall have the meaning specified in the Lease.
7. Each individual signing this Amendment represents and warrants that such person is authorized to execute the Amendment and that the Amendment shall be binding on the Landlord or Tenant, as the case shall be.
8. This Amendment shall be effective upon, and deemed dated on, the date executed by the latter to sign of Landlord or Tenant.

LANDLORD:

BOARD OF EDUCATION, PARK RIDGE-
NILES COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 64, Cook County,
Illinois,

By: _____
President

Attest: _____
Secretary

Dated: _____, 2014

Address:
Superintendent
Park Ridge-Niles Comm. Cons. School
District No. 64
164 S. Prospect Ave.
Park Ridge, IL 60068

TENANT:

CHILD CARE WITH CONFIDENCE, INC.,
an Illinois not-for-profit corporation,

By: _____
President

Dated: _____, 2014

Address:
Ms. Lois Fisher
Child Care with Confidence, Inc.
8200 Greendale Ave.
Niles, IL 60714

TO: Board of Education
FROM: Laurie Heinz
DATE: January 26, 2015
RE: Review /Release of Closed Minutes

Superintendent Laurie Heinz and Board Secretary, Vicki Lee, reviewed closed minutes from May 16, 2014 through November 17, 2014.

CONSIDERATION OF DISTRICT 64 CLOSED SESSION MINUTES

DATE OF MEETING	ISSUE	RECOMMENDATION
May 19, 2014	1. Compensation or Performance of a Specific Employee	1. Hold
	2. Collective Negotiating Matters	2. Hold
	3. Possible Litigation	3. Hold
June 9, 2014	1. Possible Litigation	1. Hold
June 23, 2014	1. Possible Litigation	1. Hold
July 7, 2014	1. Board Vacancy	1. Hold
July 12, 2014	1. Board Self-Evaluation	1. Hold
August 25, 2014	1. Possible Litigation	1. Hold
	2. Performance of Specific Employees	2. Hold
	3. Placement of Individual Students in Special Education Programs.	3. Hold
September 22, 2014	1. Possible Litigation	1. Hold
October 20, 2014	1. Placement of Individual Students in Special Education Programs.	1. Hold
	2. Possible Litigation	2. Hold
October 27, 2014	1. Collective Negotiations	1. Hold
November 17, 2014	1. Possible Litigation	1. Hold
	2. Possible Litigation	2. Hold
	3. Collective Negotiations	3. Hold

1/26/15

Approval of Minutes

ACTION ITEM 15-01-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meeting on January 12, 2015, Regular Board Meeting on December 15, 2014 and Closed Session Minutes on January 12, 2015 and December 15, 2014.

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 Special Board of Education Meeting held at 6:00 p.m.
January 12, 2015
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:07 p.m. Other Board members in attendance were Vicki Lee, Dathan Paterno, John Heyde and Bob Johnson; Board member Dan Collins attended by telephone. Board member Scott Zimmerman arrived during the closed session at approximately 7:07 p.m. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel T. Martin, Chief School Business Official Becky Allard, and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comments; none were received.

BOARD ADJOURNS TO CLOSED SESSION

Board Adjourns
to Closed
Session

At 6:10 p.m., it was moved by Board President Borrelli and seconded by Board member Paterno to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].

The votes were cast as follows:

AYES: Collins, Paterno, Borrelli, Lee, Heyde Johnson

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

The Board adjourned from closed session at 8:45 p.m.

President

Secretary

DRAFT

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:30 p.m.
December 15, 2014
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:05 p.m. Other Board members in attendance were Vicki Lee, Scott Zimmerman, John Heyde, and Bob Johnson. Board member Dan Collins attended by phone. Board member Dathan Paterno arrived during the closed session. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel T. Martin, Director of Facility Management Scott Mackall, Chief School Business Official Becky Allard, Director of Special Education/Pupil Services Jane Boyd, Public Information Coordinator Bernadette Tramm, and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>

BOARD ADJOURNS TO CLOSED SESSION

Board Adjourns
to Closed
Session

At 6:07 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss matters related to collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)] and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Collins

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

The Board adjourned from closed session at 7:15 p.m. and took a short recess before convening the public hearing.

PUBLIC HEARING ON TAX LEVY

Public Hearing
on Tax Levy

At 7:24 p.m., Board President Borrelli convened to a public hearing on the tax levy. Other Board members in attendance were Vicki Lee, Dathan Paterno, Scott Zimmerman, John Heyde, Bob Johnson. Board member Dan Collins attended by phone. Also present were Superintendent Laurie Heinz, Assistant Superintendents Lori Lopez and Joel T. Martin, Director of Facility Management Scott Mackall, Chief School Business Official Becky Allard, Director of Special Education/Pupil Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, Public Information Coordinator Bernadette Tramm, and approximately 40 members of the public.

Chief School Business Official Allard provided a brief overview of the levy process. She pointed out that the Board's consensus goals adopted in 2013 included extending the referendum commitment to 2020-21 and to levy to maximize revenue under the PTELL (Property Tax Limitation Law) formula to help reach that goal. She noted that although the levy requested is a 4.6% increase, the District budget is based on actually receiving a 1.7% increase. The difference is to allow for new construction, which will not be known until June. Regardless of how large the levy request is, CSBO Allard affirmed that District 64 will only receive a 1.5% increase plus the taxes associated with new construction through the PTELL process.

Board President Borrelli invited public comments, which were received as follows:

- Mark Lyons, a Park Ridge taxpayer, urged the Board to operate the District in a more cost efficient way and to be creative in ways to save, before turning to taxpayers for more money.
- Steve Schildwachter, 232 Meacham Ave., Park Ridge, urged the Board to vote no on a 4.6% levy request because it exceeds the increase in the Consumer Price Index and is too ambitious in terms of maximizing revenue.

At 7:38 p.m., it was moved by Board member Zimmerman and seconded by Board member Johnson to adjourn the public hearing and resume the regular meeting, which was approved by voice vote.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited comment on items not on the agenda; none were received.

RECOGNITION OF P.E. BLUE RIBBON – LINCOLN SCHOOL

Recognition of
P.E. Blue Ribbon-
Lincoln School

Dr. Heinz called upon Lincoln Principal Tony Murray to introduce physical education (PE) teachers Ron Cacini, Kristie Janicki, Bob Barker, Dale Haase and Linna Cohen. Dr. Murray thanked them for their efforts to provide outstanding programs especially suited for middle school students' physical as well as social and emotional needs. He then introduced Maureen Fournier of the Illinois Association for

Health, Physical Education, Recreation & Dance. Ms. Fournier announced that Lincoln had received the 2014 Blue Ribbon Program Award for outstanding physical education programs, based on the Lincoln program's exemplary quality and commitment to state and national standards. She described the intensive, self-study process encompassing curriculum, instruction, facilities, health and safety issues, administration, and other areas, followed by a site visit of an evaluation committee to review documentation; interview students, staff, parents and others; and evaluate the strengths and areas for improvement of the program. She noted that Lincoln is one of the few that have received the award multiple times. Ms. Fournier congratulated the Board and District for its support of quality, daily PE that has a positive impact on student learning and well-being. Board members and Dr. Heinz heartily congratulated the Lincoln team and thanked them for their diligence in obtaining this significant distinction for the department.

RECOGNITION OF TEACHER ACHIEVING NATIONAL BOARD CERTIFICATION

Recognition of
Teacher
Achieving
National Board
Certification

Dr. Heinz announced that Franklin grade 2 teacher Natalie Schuetz had achieved National Board Certification, joining Susan Glines at Emerson, Mike O'Malley at Field, and Linda Diekman at Roosevelt, in obtaining this advanced teaching credential. Dr. Heinz noted that it is similar to certification in fields such as medicine, and that it is a rigorous, peer-reviewed process to ensure that Board-certified teachers have proven skills to advance student achievement. She described some of the steps followed to obtain the distinction. Dr. Heinz then presented a card of congratulations from Mrs. Schuetz's students. Dr. Heinz further noted that she and Assistant Superintendent for Student Learning Lori Lopez had laid plans to propose the formation of a National Board Certification cohort group in District 64, and described the possibility of obtaining grants to offset some of the costs borne by the teachers who undertake this process. Dr. Heinz hoped to begin the outreach to teachers in January. She noted the District would like to continue to expand the number of teachers who would like to seek the credential.

Board President Borrelli suggested the appointment of the CSBO be moved forward on the agenda, which was agreed by consensus.

APPOINTMENT OF CHIEF SCHOOL BUSINESS OFFICIAL

Appointment of
Chief School
Business Official

Dr. Heinz reviewed the multiple steps followed in selecting a replacement for CSBO Allard, who is retiring at the end of the current fiscal year on June 30.

Dr. Heinz stated that the District began with an initial pool of 39 candidates, and through a screening process had selected seven for the first round of interviews with the District's administrative team. Two candidates then were recommended for a final interview with a second committee, which included a variety of stakeholders. Dr. Heinz stated she then conducted a 1:1 interview with both finalists before selecting Ms. Luann Kolstad as her choice for the position. Dr. Heinz noted that Ms. Kolstad's disposition combined with her resume and work history, particularly her experience in so many of the areas sensitive to District 64, such as construction projects, master facility planning, budgeting, levy,

referendum, and oversight of construction management firms, made her an outstanding candidate. Dr. Heinz noted that Ms. Kolstad currently is CSBO at Prospect Heights District 23, and reviewed her previous posts of increasing responsibility through the years. Dr. Heinz then introduced Ms. Kolstad to the Board and community.

ACTION ITEM 14-12-9

Action Item
14-12-9

It was moved by Board member Heyde and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the appointment of Luann Kolstad as Chief School Business Official effective July 1, 2015.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

PRESENTATION OF RECOMMENDED 2015-16 SCHOOL CALENDAR

Presentation of
Recommended
2015-16
School
Calendar

Dr. Heinz reported that the District's Calendar Committee had met in December to review the results of the survey of parents and staff, with 1,229 responses recorded from parents and 393 from staff. Dr. Heinz noted that upon review of these responses, the committee had developed a recommended calendar for 2015-16. Dr. Heinz then announced the key dates of the calendar: Institute Day on August 17, 2015; first day for students on August 18; Thanksgiving recess, November 23, returning on November 20; Winter recess December 21, returning on January 4, 2016; Spring recess March 25, returning on April 4; and the final day of school June 2, 2016; and noted how these proposed District 64 dates compare with the calendar adopted by Maine Township High School District 207. Dr. Heinz stated that she had confirmed with District 207 Superintendent Ken Wallace that the summer school program at the high school would be timed to accommodate the slightly later end to the school year planned for District 64, namely June 2 compared to May 27. Dr. Heinz and other administrators provided answers for Board member questions and comments, including: gauging the impact of respondents answering on a mobile phone vs. other devices related to the "drag and drop" feature particularly in regards to selection of the earlier start date in August vs. a later start date; providing an additional weekend for families in the summer by scheduling Institute Day on Monday rather than returning prior to the weekend; and the greater importance placed by staff than parents on preserving a full week of recess at Thanksgiving. Dr. Heinz encouraged the Board to adopt a final calendar for 2015-16 at the January meeting, so that the District and families can have a firm calendar to move forward in their planning.

Board President Borrelli then offered an overview of upcoming meeting agendas. He also provided a short update on the status of Board of Education candidate filing, which opened today with the Cook County Clerk for the Board election on April 7, noting that District 64 has one, two-year seat and three, four-year seats to be elected.

REPORT ON ELL AND CHANGING NEEDS

Report on ELL
and Changing
Needs

Dr. Heinz noted that the District's English Language Learners (ELL) have been on a steady increase, and introduced Director of Special Education/Pupil Services Jane Boyd for an in-depth report. Board members questioned Ms. Boyd as she moved through the report, asking for clarification on various items as she proceeded. She began by reviewing the components of a excellence English Learners (EL) program, and noted that ELL students include refugees; immigrants; children who are born in the United States to parents whose first language is not English or who speak another language in their home; older children who are adopted from countries by Americans; and students whose parents are visiting the U.S. for educational or business purposes. She described the home language survey questions required by the Illinois State Board of Education (ISBE), and the prescribed screening that must be administered within 30 days of enrollment depending on the responses given that determines the student's program eligibility and appropriate level of EL services needed. She reported on the annual ELL assessment and the EL proficiency process. Ms. Boyd shared information about the program models dictated by ISBE based on enrollment, and noted that District 64's enrollment population dictates the use of a Transitional Program of Instruction (TPI) "pull out" model for grades K-8 where English as a Second Language (ESL) services are provided to small groups of students up to one hour per day for those with the lowest scores. She also reviewed the assessment options, noting District 64 uses the ACCESS measure of English Language Proficiency. She noted 50 languages are spoken within District 64 homes. Currently, about 20% of students have a second language, but only 256 are qualified for services; 202 are actually receiving them, with the others declining. The number of students qualifying for services has increased substantially over the past five years – about 100 students – with the number of ESL teachers also increasing. She identified critical next steps including expanding staff development opportunities for all teachers working with EL students, seeking funding opportunities to support EL programming, being mindful of this growth trend in recommending staffing plans for 2015-16, and using test data to monitor the effectiveness of the District's EL program. She confirmed that for most students, it is a multi-year advancement through the EL proficiency process within the District's program. Board members had further questions about the continuation of this growth trend in the number of students to be served; reviewing the effectiveness of the program and individual growth of students; the time commitment required of Dr. Heinz as the District's designated certified bilingual administrator; communication with families whose students are in the program; and funding possibilities.

Board President Borrelli suggested the authorization to negotiate with the architects be moved forward on the agenda, which was agreed by consensus.

AUTHORIZATION TO NEGOTIATE WITH PREFERRED ARCHITECTURAL FIRM

Authorization to
Negotiate with
Preferred Architectural
Firm

CSBO Allard described the process dictated by the School Code and followed by District 64 to select a new architect. She reported on the step-by-step process since the September 22 Board meeting associated with the selection of a District architect, which led to the selection committee ranking the top three architectural firms. She noted that Board President Borrelli and Board member Johnson had served on the District Committee. Ms. Allard noted that the committee at this time recommends that the Board authorize negotiation of two contracts with FGM Architects, the top-ranked firm, with one contract to cover conditions and fees associated with project work and a second contract to complete the facility master plan and 10-year Health Life Safety Survey. She noted that once these negotiations are completed, a contract would be presented to the Board for approval. CSBO Allard and Mr. Kerry Leonard from FGM responded to Board member questions concerning the transition from the District's current architect Fanning Howey to FGM and the firm's experience in such situations to map out and effectively carry forward critical projects.

ACTION ITEM 14-12-4

Action Item
14-12-4

It was moved by Board member Paterno and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the negotiations of two contracts with FGM Architects: one contract that covers conditions and fees associated with project work and a separate contract to complete the facility master plan and 10-year Health Life Safety Survey. Once contract negotiations are complete, a contract will be presented to the Board of Education for approval.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Lee, Heyde, Johnson, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

RESIDENCY RE-VERIFICATION AND REGISTRATION TIMELINE

Residency Re-
Verification and
Registration
Timeline

Dr. Heinz began with a discussion of the specific language of Policy 7:60 to allow for attendance of students whose family residence is under construction or renovation with the District but who also concurrently rent

outside the District while the work is being completed. She provided language from legal counsel that could be used for such occasions up to one year, which would parallel the provision on military enrollment. Board members then discussed whether one year was sufficient time and other possible changes to the wording. The consensus was to provide up to 18 months, and Dr. Heinz will work with legal counsel to determine if further wording is required to ensure that it is the change in abode of a student who is a current resident.

Moving to a re-verification of residency, Dr. Heinz proposed that the District consider re-verifying the residency for all students entering grades 3 and 6. This would provide three checks within a typical student's nine-year stay in District 64 from the time of enrollment in Kindergarten when proof of residency is first required through grade 8. Dr. Heinz noted that in-person verification would be required for residency at these grades, but that the annual updating of student information and payment of fees would still be completed using the online Infosnap system. Board members considered the impact and logistics of implementing this proposal, and discussed various alternatives and brought forward other considerations. Topics included providing an online option; conducting a pilot during 2015; expanding it to all grades for a pilot during 2015; the cost to parents to gather the documentation and deliver it to the school; the cost to the District to verify the documentation; the optimal timing for this to take place to achieve the impact on staffing; and other ways District 64 monitors residency issues. Dr. Heinz will return to the Board with further analysis about how the proposed K-3-6 re-verification plan would work and an alternate to expand to all grades for further Board discussion.

DISCUSSION AND APPROVAL TO ISSUE RFP FOR VOICE OVER IP (VOIP)

Discussion and
Approval to Issue
RFP for Voice
Over IP (VoIP)

Director of Innovation & Instructional Technology Warden noted that the District's current Centrex system contract is up for optional renewal on June 30, 2015 and provided additional information regarding replacement of the obsolete telecommunications phone system as outlined previously in a November 14 memo to the Board. Director Warden outlined the research that had been undertaken on the District's choices regarding the replacement of the existing Centrex system, and the work underway with a consulting firm to assist in the assessment and return on investment (ROI) analysis for these choices. She reported that the analysis included using a more current methodology, namely Voice over Internet Protocol (VoIP), and provided budgetary estimates and a timeline. She reported that funds to purchase a new phone system would be provided through the Capital Projects Fund. The goal would be to have the new system in operation prior to the start of the 2015-16 school year. Based on this analysis, Ms. Warden stated that administration recommends moving forward with issuing a Request for Proposal (RFP) to vendors to pursue options and plans to migrate to a VoIP telecommunications system. She and CSBO Allard then provided additional clarifying information in response to Board member questions, including a discussion of back-up/auxiliary electricity for the system; reduction in monthly costs and expected ROI of fewer than 6 years; use of Capital Projects Fund for the phone upgrade with savings

returned via the Operations & Maintenance Fund; and additional credit or potential savings from reuse or sale of switches.

ACTION ITEM 14-12-1

Action Item
14-12-1

It was moved by Board member Johnson and seconded by Board member Heyde that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve to issue an RFP for Voice Over IP (VOIP).

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

ABSENT: None.

PRESENT: None.

The motion carried.

**CENTER FOR EDUCATIONAL CHANGE (CEC) SYSTEM
OVERVIEW ASSESSMENT TIMELINE**

Center for Educational
Change (CEC) System
Overview Assessment
Timeline

Dr. Heinz reviewed the timeline for the System Overview Assessment to be conducted by an external audit team on February 3-5 through the Consortium for Educational Change (CEC). She noted the purpose of the assessment is to allow District 64 to benchmark itself against effective practice criteria as well as criteria for high performing organizations. Dr. Heinz said the team will visit all eight schools and engage with as many stakeholder groups as possible in conversations surrounding how the District is doing in three categories: learning, collaboration, and results. Dr. Heinz reported that an internal self-study team has been formed and tasked with completing an extensive questionnaire and rating scale documents for these focus areas. The external team will begin its visit by reviewing these reports, and will look for confirmation of findings during their school visits. Dr. Heinz then outlined the final reports and recommendations that will be received as a result of the visit, and how the results will be utilized to continue to improve our practices in District 64. Dr. Heinz then noted Board members' availability to meet with the CEC team during its visit here.

AUTHORIZATION TO BID FIELD PHASE II SUMMER 2015

Authorization to
Bid Field Phase II
Summer 2015

Director of Facility Management Mackall and CSBO Allard outlined the work to be completed in Phase II at Field School during summer 2015, including primarily roofing on the three-story section; gutters; and exterior tuck-pointing. They provided a detailed cost summary of the Phase I work completed in summer 2014, noting that the total actual cost is expected to be approximately \$1 million lower than the original budget estimate. CSBO Allard noted that the bonds issued in spring 2014 were

based on the higher estimated cost, leaving this additional amount available for use on VoIP telecommunications needs. CSBO Allard and Director Mackall provided further clarifying information on the role of the construction manager for Phase II; the continuing work with architects Fanning Howey on this project; the bidding process; and schedule for the Phase II project.

ACTION ITEM 14-12-2

Action Item
14-12-2

It was moved by Board member Zimmerman and seconded by Board member Heyde that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize the administration to bid Field Phase II project.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**ADOPTION OF FINAL 2014 LEVY RESOLUTION #1130 AND
RESOLUTION #1131 FOR THE REDUCTION OF CERTAIN FUND
LEVIES**

Adoption of Final
2014 Levy
Resolution #1130
and Resolution
#1131 for the
Reduction of
Certain Fund
Levies

As she stated at the public hearing, CSBO Allard presented a brief overview of the levy's importance and described how it fits within the Board's consensus goals. She pointed out that the Board's consensus goals adopted in 2013 identified as an operating principle for finance to extend the referendum commitment for an additional four years, and that the Board had adopted a consensus goal to levy to maximize revenue under the Property Tax Extension Limitation Law (PTELL) formula. She pointed out that these goals are consistent in strengthening the District in the face of uncertainty regarding legislation to modify school funding formulas and pension reform. She reviewed the PTELL formula, and noted that the limitations will not be known until July-August when Cook County does its final tax extension calculations. She provided a chart back to 2005 indicating that the levy request approved by the Board is always significantly higher than the actual levy increase, to allow sufficient margin to capture the benefit of new construction. CSBO Allard further noted that a decision not to levy at the maximum would impact not just a single year, but in fact the loss would be compounded going forward. Ms. Allard reaffirmed that 85% of the District's revenue is from local property taxes. She noted that the District's budget is based on receiving a 1.7% levy increase, but that administration recommends requesting a total levy increase of 4.6% to capture all growth due to new construction. CSBO Allard reported the Board's levy action tonight would be filed with the County by December 30 as legally required. Board members then engaged in a lengthy discussion regarding the

possibility of setting a lower levy request to reduce the burden on local taxpayers; the impact a lower levy would have on extending the referendum the four additional years the Board currently envisions; the Board's recent actions to control costs, manage resources, and curb the rate of growth by prudently investing cash in facility improvements; how the levy requests each year are in step with inflation since they are limited by PTELL; and the fairness in collecting all the revenues made available through new construction each year.

ACTION ITEM 14-12-3

Action Item
14-12-3

It was moved by Board member Johnson and seconded by Board member Heyde that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the attached Resolution #1130 Providing For A Levy of Taxes For The Year 2014 and Resolution #1131 Authorizing Reduction of Certain Fund Levies for the 2014 Levy Year. These resolutions and supporting documentation will be filed with the Cook County Clerk's office.

The votes were cast as follows:

AYES: Zimmerman, Borrelli, Lee, Heyde, Johnson, Collins

NAYS: Paterno

PRESENT: None.

ABSENT: None.

The motion carried.

**RESOLUTION #1132 REGARDING THE SCHOOL DISTRICT
TO PAY CERTAIN INVOICES PRIOR TO BOARD APPROVAL
AT THE JANUARY 26, 2015 REGULAR BOARD OF
EDUCATION MEETING**

Resolution #1132
Regarding the School
District to Pay Certain
Invoices Prior to Board
Approval at the January
26, 2015 Regular Board of
Education Meeting

CSBO Allard noted that due to the span of time before the next regular Board meeting, District 64 requires authorization to pay bills of a due date up to and including January 14, 2015. She noted such authorization is typically requested twice per year due to the timing between meetings.

ACTION ITEM 14-12-5

Action Item
14-12-5

It was moved by Board member Heyde and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, adopt Resolution #1132 regarding the School District to pay certain invoices prior to Board approval.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**PRESENTATION AND APPROVAL OF SUMMER INTERIM
SESSION 2015 DATES & FEES**

Presentation and
Approval of Summer
Interim Session 2015
Dates & Fees

Assistant Superintendent for Student Learning Lori Lopez reviewed the plans for the 2015 summer program, including changing the location of the program to Franklin and Emerson to permit facility work at Washington and Lincoln, which have hosted the program for the past several years. She provided additional background on why the program ran a small deficit last year due to tuition waivers, and plans to augment the charitable fund used for that purpose and to provide some grant funding as well. She also announced that registration would be moving online. Upon this further review, administration recommends a small increase in per class tuition to \$105. Dr. Lopez also provided clarifying information on administrative salaries are covered through the program and/or grant funding.

ACTION ITEM 14-12-6

Action Item
14-12-6

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, approve the recommendations of dates, fees and locations for the 2015 Summer Interim Session.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

CONSENT AGENDA

Consent Agenda

CSBO Allard and/or Facility Management Director Mackall responded to Board member questions regarding the vehicle purchase, and the additional work completed on the Carpenter HVAC system and possible recoup of the District's continuing expenditures. Ms. Allard also responded to questions regarding student fees,

and confirmed that there had been no increase in the annual student fee since 2009 despite increased costs. Board members observed that this was effectively a reduction when compared with other districts that had increased fees over the same time period. She confirmed that a proposal put forward in a memo of information at tonight's meeting to designate wrestling as an interscholastic sport for middle school was not included in the fee schedule as this time.

A. PERSONNEL REPORT

Ashley Apa	Employ as Instructional Resource Assistant at Field School effective December 1, 2014 - \$12,770.44 (prorated 127 days).
Alice Beauvais	Employ as LRC Assistant at Emerson School effective December 1, 2014 - \$13,752.83 (prorated 127 days).
Claire Kirchner	Employ as 2nd Grade Teacher at Field School effective December 1, 2014 - \$31,152.40 (prorated 121 days).
Luann Kolstad	Employ as Chief School Business Official effective July 1, 2015 - \$160,000.00.
Luc Lach	Change in assignment from Building Supervisor to Night Custodian at Lincoln School beginning December 11, 2014.
Kellie Murphy	Change in assignment from Secretary Level III at ESC to Secretary Level IV at ESC beginning December 15, 2014.
Samantha Meza	Leave of Absence Request, Maternity/FMLA – Physical Education Teacher at Field School effective March 25, 2015 – June 11, 2015 (tentative).
Matt Shaffer	Leave of Absence Request, Paternity/FMLA – Social Worker at Lincoln School effective April 13, 2015 – May 26, 2015 (tentative).
Lindsay Fallico	Resign as Special Needs Assistant at Jefferson School effective December 1, 2014.
Kristen Graack	Retirement as Science Teacher at Emerson School effective June 2016.

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

B. BILLS, PAYROLL, AND BENEFITS

Bills

10 – Education Fund -----	\$ 884,855.93
20 – Operations and Maintenance Fund -----	147,157.27
30 – Debt Services -----	802.50
40 – Transportation Fund -----	65,181.68
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	101,624.15
80 – Tort Immunity Fund -----	21,973.00
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 119682-119909

Total: \$1,221,594.53

Payroll and Benefits for Month of November, 2014

10 - Education Fund -----	\$ 3,934,821.19
20 - Operations and Maintenance Fund -----	227,668.56
40 - Transportation Fund -----	-
50 - IMRF/FICA Fund -----	87,470.62
80 - Tort Immunity Fund-----	-

Checks Numbered: 10916 – 11026

Direct Deposit: 900064234 - 900065901

Total \$ 4,249,960.37

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
NOVEMBER 30, 2014

Monthly updates may be viewed on the District 64 website www.d64.org > Departments > Business Services > Financial Data.

D. APPROVAL OF 2015-16 STUDENT FEES

E. APPROVAL TO PURCHASE DISTRICT VEHICLE THROUGH THE STATE BID

F. APPROVAL OF CARPENTER HVAC CHANGE ORDER–F.E. MORAN
MECHANICAL

G. ACCEPTANCE OF DONATION

H. DESTRUCTION OF CLOSED MINUTES (NONE)

ACTION ITEM 14-12-7

Action Item
14-12-7

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 15, 2014, which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending November 30, 2014; Approval of 2015-16 Student Fees; Approval to Purchase District Vehicle through the State Bid; Approval of Carpenter HVAC Change Order-F.E. Moran Mechanical; Acceptance of \$1,000 Donation for Heroes in the Classroom; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Lee, Heyde, Johnson, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

Alternate wording for the closed minutes of October 27, 2014 was circulated among the Board members; it was agreed this wording should be approved for the minutes of the closed session.

ACTION ITEM 14-12-8

Action Item
14-12-8

It was moved by Board member Heyde and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Regular Board Meeting on November 17, 2014 and Closed Session Meetings on November 17 and October 27, 2014.

The votes were cast as follows:

AYES: Johnson, Heyde, Lee, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Dr. Heinz reported on a recent ED-RED meeting that provided a year-end legislation watch. Several Board members reported on sessions they had attended at the recent Triple I Conference and the valuable information they gained from the workshops on various Board-related topics. Dr. Heinz noted that the Elementary Learning Foundation (ELF) benefit was coming in January, and would call upon many teachers and administrators as well as members of the community as volunteers.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Due to the lateness of the hour, Dr. Heinz highlighted: the postcard mailing to announce the publication of the 2014 Financial Report as an online resource; and, the voluminous nature of recent FOIA requests and the time needed to respond. Dr. Heinz confirmed she would poll the PTO/A Presidents in January whether there is interest in having Board members visit their meetings later in the spring.

ADJOURNMENT

Adjournment

At 11:43 p.m., it was moved by Board member Zimmerman and seconded by Board President Borrelli, that the meeting be adjourned, which was approved by voice vote.

President

Secretary

Board Member Liaison Report

- PTO/A Presidents
- Traffic Safety Committee
- Elementary Learning Foundation (ELF)
- ED RED

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

Board of Education Agenda
Special Board Meeting
Monday, February 9, 2015
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714

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, February 9, 2015

TIME

APPENDIX

- 6:00 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 6:00 p.m. • **Board Recesses and Adjourns to Closed Session**
- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]
- 6:30 p.m. • **Board Adjourns from Closed Session and Convenes Committee-of-the-Whole: Financial Projections**
- 7:15 p.m. • **Board Adjourns from Committee-of-the-Whole: Financial Projections and Resumes Special Board Meeting**
- or at conclusion of COW
- **Public Comments**
 - **Discussion on Staffing for 2015-16** A-1
 - Chief School Business Official / Assistant Superintendent for Human Resources
 - **Adoption of Resolution # XXX Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2015-16 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS** A-2
 - Chief School Business Official **Action Item 15-02-1**

- **Consent Agenda** Action Item 15-02-2
 - Board President A-3
 - Bills
 - Approval of Board Policy 6:170
- **Board Member Liaison Report** A-4
 - Board of Education
- **Other Discussion and Items of Information** A-5
 - Superintendent
 - Upcoming Agenda
- **Adjournment**

Next Meeting: **Monday, February 23, 2015**
Regular Board Meeting – 7:30 p.m.
Washington School - Gym
1500 Stewart Avenue
Park Ridge, IL 60068

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.

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

Board of Education Agenda

Monday, February 23, 2015
Regular Board Meeting
Washington Elementary School –Gym
1500 Stewart Avenue
Park Ridge, IL 60068

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, February 23, 2015

TIME

APPENDIX

- 7:30 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
 - **Pledge of Allegiance and Welcome**
-- Washington Elementary School Principal/Students/PTO
 - **Public Comments**
 - **Recognition of 2014 Illinois Honor Roll Schools** A-1
-- Superintendent
 - **Discussion on 2015-16 Staffing Report** A-2
-- Chief School Business Official/
Assistant Superintendent for Human Resources
 - **Update on Educational Ends** A-3
-- Assistant Superintendent for Student Learning
 - **Approval of Contract for Phase II Project at Field School** A-4
-- Director of Facility Management **Action Item 15-02-3**
 - **Approve Contract for FGM Architectural Firm** A-5
-- Director of Facility Management **Action Item 15-02-4**
 - **Consent Agenda -** A-6 **Action Item 15-02-5**
-- Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending January 31, 2015
 - Destruction of Audio Closed Minutes

- **Approval of Minutes**
- Board President

Action Item 15-02-6

A-7

• Closed Session Minutes.....	February 9, 2015
• COW: Finance Minutes.....	February 9, 2015
• Special Board Meeting Minutes.....	February 9, 2015
• Regular Board Meeting Minutes.....	January 26, 2015
• Closed Session Minutes.....	January 26, 2015

- **Board Member Liaison Report**

A-8

-- Board of Education

- Insurance Committee
- Elementary Learning Foundation (ELF)

- **Other Discussion and Items of Information**

A-9

-- Superintendent

- Upcoming Agenda
- Memorandum of Information
- Follow-up on Collection of Current Years Student Fees
- Minutes of Board Committees (none)
- Other
- Discipline Data Report

- **Adjourn**

Next Meeting: Monday, March 23, 2015
7:30 p.m. Regular Board Meeting
Lincoln School –Gym
200 S. Lincoln Avenue
Park Ridge, IL 60068

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.



**D64
Apps**

Madelyn Wsol <mwsol@d64.org>

Re: FOIA request

1 message

Bernadette Tramm <btramm@d64.org>

Mon, Dec 15, 2014 at 10:10 AM

To: Jason Rolloff <jrolloff@isbscorp.com>, Madelyn Wsol <MWsol@d64.org>

Mr. Rolloff - Thank you for your FOIA request. We will respond according to the established timelines.

Bernadette

Bernadette Tramm
Public Information Coordinator
Park Ridge-Niles School District 64
164 S. Prospect Ave., Park Ridge, IL 60068
P/847-318-4343 F/847-318-4351 www.d64.org
District 64 Park Ridge-Niles is now on Facebook

On Fri, Dec 12, 2014 at 5:15 PM, Jason Rolloff <jrolloff@isbscorp.com> wrote:

Bernadette, would you please provide me with copies of all active copier and printer lease agreements the District currently has as well as any corresponding & active service agreements for the District's existing fleet of copiers and printers. Thank you in advance. If you have any questions whatsoever my contact information is below.

Jason Rolloff
Document Imaging Solutions Specialist
Image Systems & Business Solutions
1776 Commerce Drive
Elk Grove Village, IL 60007
Phone: (847) 852-2324 - Direct
Fax: (847) 882-7544
www.isbscorp.com

409 S. Clifton Ave.
Park Ridge, IL 60068
January 2, 2015

RECEIVED

JAN 05 2015

BOARD OF EDUCATION
DISTRICT 64

Park Ridge-Niles School District 64
164 S. Prospect Ave.
Park Ridge, IL 60068

Dear Sir or Madam:

Per the Freedom of Information Act I am requesting the following information:

1. The number of families who have not paid school fees.
2. The dollar amount of the unpaid school fees.

NOTE: If any of the unpaid fees are due to proven financial hardship, please indicate the number of those families and the dollar amount.

3. Current number of students who attend non-District 64 schools but receive services from District 64.

Should you have any questions regarding this request, please let me know.

Thank you,



Joan Sandrik
joansandrik@comcast.net
847-302-4296



**D64
Apps**

Madelyn Wsol <mwsol@d64.org>

Fwd: IMPORTANT FOIA REQUEST

1 message

Wed, Jan 7, 2015 at 5:20 PM

Begin forwarded message:

From: Scott Reeder <sreeder@illinoispolicy.org>
Date: January 7, 2015 at 5:11:51 PM CST
To: sreeder@ilnews.org
Subject: IMPORTANT FOIA REQUEST

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140.

I request the following:

- Provisions within the district's collective bargaining agreement providing for compensation (pay and or benefits) for union officials while performing union-related activities.
- The pay record of the employee(s) who receive this benefit.

In lieu of the actual documents, a statement of what annual financial benefits accorded union leadership by the school district for union work would suffice.

I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. 5 ILCS 140/6.

I request a waiver of all fees for this request. Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest.

I am requesting these documents in electronic format.

Please note as of Jan. 1, 2015, it is a Class 4 felony to withhold public documents available through the Illinois Freedom of Information Act.

I write a newspaper column that appears weekly in more than 70 newspapers across the state. The requested information will contribute to my journalism endeavors.

I look forward to hearing from you in writing within seven working days, as required by the Act. 5 ILCS 140(3).

If you have any questions regarding this request, I can be reached at: (217) 528-8800 ext. 203.

Sincerely,

Scott Reeder

DATE: January 13, 2015 - 4:00 P.M.

LOCATION: Field Elementary School LRC, 707 Wisner, Park Ridge

Attendance (see below)

Standing Agenda Items:	Participant(s)	Notes:
Welcome and Introductions	Dr. Laurie Heinz, Superint Board members Dan Collins (absent) and Vicki Lee (absent)	Dr. Heinz welcomed everyone to the winter meeting.
Board of Education Liaison		
Reports from Police and City Representatives	Park Ridge Police - Chief Frank Kaminski, Deputy Chief Lou Jogmen, Off. Tom Rechlicz Park Ridge Crossing Guards - Kathy Jozwiak (absent) Niles Police - Adm. Sgt. Bob Tornabene (absent)	Off. Rechlicz reported that things are going well in PR. Schools seem as though they are doing well. Cumberland and Grandville crossing guard reported a dangerous driving situation. From last meeting - police have followed up with City Engineer regarding request for Carpenter stop sign - it doesn't meet the accident threshold criteria. Crossing Guard costs forwarded to CSBO Becky Allard. Finding a guard can be difficult. No report No report
Reports from Schools	Carpenter School - Emily Lech, Assistant Principal Emerson School - Tim Benka, Assistant Principal Jefferson School - Leslye Lapping, Principal Field School - Katie Kelly, Assistant Principal; School rep Jane Everett Franklin School - Emily Lech, Assistant Principal Lincoln School - Tim Gleason, Assistant Principal (absent) Roosevelt School - Sia Albans, Assistant Principal Washington School - Andy Petrolina, Assistant Principal Mary Bart, program director (absent)	AP Lech reported on Kiss and Go areas in front of school. Changing Kindergarten pick-up area to allow parents to pull up. They will monitor the impact since stop signs weren't able to be added. AP Benka reports that Greendale is very difficult most days after school due to bus staging and parents wanting to pick-up at the same time. Parents don't stop when arms are out. Solution: can we stagger release times? No, but perhaps with a new contract? Snow removal was good - not stacked as high at bus stops. Principal Lapping reports that traffic remains bad at Emerson and Jefferson. She has put together some traffic tips for her parents. Staff will pass tip sheet out to parents that block intersections etc. Niles Police have been out in the past - tough to commit to daily police presence. AP Kelly reported that overall after school has been going well, even with cold temperatures; Rep Everett reconfirms it as well - really cold weather helps with children moving into school immediately and cars leaving after drop off instead of lingering AP Lech reports that traffic is moving smoothly. No report AP Albans reported that it is moving; some parents have been ticketed. Parents have received repeated email reminders with safety tips. AP Petrolina reported that it is going well. Kiss 'n Go has been difficult with parents parking and not moving on. Parents have received repeated emails with safety tips. Absent - no report
Report from Beyond the Bell Representative		
Update from Facility Management (as needed)	Scott Mackall, Director of Facility Management	Director Mackall reports that two tractors have been purchased to move snow, and will be used to widen the pathways and corners. Contact him if specific areas need attention.
Update from Communications (as needed) Successes/Concerns	Bernadette Tramm, Public Information Coordinator	PIC Tramm reported that Superintendent's Newsletter had carried the reminder on observing bus stop arms; please forward any materials needing publicity to her.
Strategic Planning		Dr. Heinz reported Strategic Planning is getting started with opportunity for all staff input on Thursday, Feb. 5. Saturday morning Feb. 7 will be the first full Steering Committee meeting to begin the formal process; community will be invited Wed, April 15 to give input. Will be seeking police/fire presence on the Steering Committee.

Additional Items for Discussion

Idle Free Zone Signs - are these still in effect
Calendar for 2015-16

This was a voluntary effort several years ago in conjunction with Park District; not enforceable. Still a good idea!
Plan to meet four times per year: August, October, January and May

Schedule of Next Meeting Dates & Adjournment

Next meeting: Tuesday, March 17 at Roosevelt
May - TBD

The meeting was adjourned at 4:30 p.m.

MEMORANDUM OF INFORMATION**#018****2014-2015**

To: Board of Education

From: Brian Imhoff, Assistant Business Manager

Date: January 26, 2015

Subject: Follow-up on Collection of Student Fees

The District launched the Infosnap 2014-15 online registration system on June 11, 2014. With Infosnap, parents paid their school fees at the same time that they were updating student demographic, medical, and family and emergency contact information. This streamlined process made paying fees more convenient for parents.

District 64 also utilized Infosnap to send targeted, periodic communication reminders up through the first day of school to individuals that had not completed the online registration process. As a result, the District experienced a noticeable increase in the amount of fees collected before school started.

That trend has continued throughout the school year. A yearly comparison shows the District's uncollected fee balance has been cut in half from the prior year (\$30,476 in this report versus \$73,467 in January 2014). The table in Attachment 1 presents a history of the District's unpaid student fees by month for 2014-15. Any students who qualify for fee waivers are excluded from the report. In accordance with the fee collection procedures established by the Board in November 2013, District 64's most recent collection letter mailed to parents on December 3 indicated it was the final reminder, and any balances not paid by January 15 would be submitted to a collection agency. These balances were reported to the collection agency on January 22.

Review of Unpaid Student Fees 2014-15

Building	January 20, 2015		December 8, 2014		November 10, 2014		October 21, 2014		September 16, 2014		Change Since Sept 16th
	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue	
Carpenter	6	\$ 785	4	\$ 578	9	\$ 1,541	10	\$ 1,598	14	\$ 2,749	\$ (1,964)
Field	17	\$ 2,982	24	\$ 4,581	25	\$ 4,710	32	\$ 5,804	37	\$ 6,938	\$ (3,956)
Franklin	17	\$ 3,626	24	\$ 5,212	29	\$ 6,108	28	\$ 6,283	36	\$ 7,600	\$ (3,974)
Roosevelt	15	\$ 2,976	18	\$ 3,657	19	\$ 3,884	23	\$ 4,615	28	\$ 5,369	\$ (2,393)
Washington	7	\$ 1,446	12	\$ 2,235	16	\$ 3,046	17	\$ 3,351	18	\$ 3,451	\$ (2,005)
Jefferson	0	\$ -	2	\$ 117	3	\$ 209	4	\$ 302	11	\$ 829	\$ (829)
Emerson	36	\$ 9,875	42	\$ 12,137	48	\$ 13,703	47	\$ 13,782	58	\$ 17,428	\$ (7,553)
Lincoln	34	\$ 8,786	43	\$ 11,768	48	\$ 13,641	50	\$ 14,073	56	\$ 16,303	\$ (7,517)
Total	132	\$ 30,476	169	\$ 40,285	197	\$ 46,842	211	\$ 49,808	258	\$ 60,667	\$ (30,191)

Note: Of the unpaid total at January 20th, the District has \$3,334 committed to be paid through installment plans for 17 students.

To: Board of Education
Dr. Laurie Heinz

From: Scott Mackall, Director of Facility Management

Date: January 26, 2015

Subject: Update on Carpenter School

Due to the addition of Nicholas and Associates overseeing the work needed at Carpenter School this past fall, the District has seen great progress. To date all critical issues (62) from the Farnsworth Report have been resolved. The system is operational and responding to all commands. As we move forward in the process, the District will continue to work with Farnsworth on the items that are not critical and identified in the report. Many of those items are control related. By moving the controls to "two sides" one being Delta and the other LG Smart, the District has solved the majority of those issues. As we continue working with Farnsworth to identify the open issues, we will close the report.

Other items that have been completed in recent weeks include confirming that each LG cassette is responding to the command given and all sensors are functioning and temperature set points are being met. The diffusers have been set in a fixed position to obtain the comfort level desired. I will be at Monday's Board meeting to answer any questions that may surface.

I would also like to thank the following for their hard work and dedication to this project. Many hands have been involved to resolve the challenges the District has experienced. All involved parties have stayed with the District to resolve the issues, they are as follow in no special order:

F.E. Moran
Nicholas and Associates
Fanning/Howey
Farnsworth Group
Midwest Applied Solutions
Delta Controls
Greenheck/Brucker
Vince Evola
Lochinvar Boilers

Attachments

- Nicholas & Associates, Inc.
- F.E. Moran
- Fanning Howey



NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive
Mt. Prospect, IL 60056

Phone 847.394.6200
Fax 847.394.6205

December 5, 2014

Carpenter School – HVAC Progress Update

Completed Tasks

- Leaking PVC (a hard plastic material) piping in boiler room has been replaced with steel piping. Leaking caused from hot to cold swings/change overs in water running through pipe. PVC expands and contracts during temperature changes causing leaking at the connection points of the different PVC pieces. Properly installed & supported steel pipe will not leak.
- Leaking fittings (a small part that connects pipe together) in boiler room have been removed and replaced with a new and improved fittings. Leaking caused by fitting having no ability to move with the expanding and contracting piping. Improved fittings have 'flex' abilities (at the fitting there are a 'Chinese finger trap' type of material to allow movement).
- Leaking fittings in attic connecting to MAU's (Makeup Air Units – Units used to bring in fresh air and move air around the school) have been removed and replaced with the same new and improved 'flex' type of fitting.
- Compressors (motors) that failed on VRF System Zone 3 (Variable Refrigerant Flow – Piping system used to heat cool the school) have been replaced. Original failure cause by oversized piping. Refrigerant (fluid used in VRF systems) did not have enough pressure to make it back to the compressor. Smaller piping creates more pressure.
- Isolation valves (valve to stop flow) and smaller piping have now been added on all 5 VRF Systems. Smaller piping will prevent further compressor failure. Isolation valves to protect compressors in event of failure.
- MAU's programming has been modified with a web based interface for user (a standalone program is now being utilized at the schools PCU that controls these units allowing for easier & streamlined commands).
- Nineteen classrooms have had heating modifications completed. There is a MAU diffuser (ceiling hung 'grill' in which the air provided by the MAU is brought into the classroom. MAU has duct work running off of the unit that then runs above the ceiling to the diffusers) in the classrooms. These diffusers were in the middle of classrooms. The duct work (tin enclosures that air runs through) was extended to reach the windows. New diffusers, (AKA slot diffusers), were installed at the windows. The MAU air now blows down at the window creating an air barrier between the cold attempting to seep in through the windows and the heat attempting to escape the classrooms, also known as supplemental heating. The install of this work is complete.
- About a dozen VRF Cassettes (ceiling hung unit in classrooms that provides heat) leaking issues have been addressed. Condensate check valves (valve to prevent back flow of condensate during cooling mode) were installed at problem units.
- Boiler failure issues have been addressed. Boilers were short cycling (turning off and then on too frequently causing a variety of alarms). There were water set point issues on the control side.

- A handful of classrooms had air infiltration issues addressed. The top of the window was separating from the window jamb. The separation gaps have been sealed.
- As a general note; all new piping and duct work has been insulated. Insulating prevents condensation from occurring.

In Progress Tasks

- Remaining control items (units operation during unoccupied mode – no students, occupied, morning warm up, emergency heat, damper configuration, etc.) for MAU's are currently being addressed.
- VRF System commissioning (testing each units operation) will take place for every VRF Cassette over Christmas Break.
- The nineteen rooms with MAU modifications are in the process of being balanced (workers go around to each diffuser with special hoods that read the air flow. Workers adjust air flow as needed. Needed air flow provided by engineer). Balancing on slot diffusers to take place Saturday 12/6/4.
- Balancing of other mechanical equipment is in progress running into week of 12/8.
- Air conditioning controls items in progress.

F.E. Moran

Many of the controls issues described in the report stem from integration issues between the Delta and LG systems. After consideration by the District, Design Team, N&A, FE Moran, LG, and Delta, these control systems have been disconnected. A separate web-based LG interface has been established for control of only the LG system. This separate interface provides full monitoring and control of the LG system as well as alarm notifications to the facilities staff.

Boiler controls have been reviewed and re-programmed per discussions with Lochinvar, Nicholas & Associated, FE Moran, and Delta Controls. HW plant has been operational without issues since these modifications were set in place.

To improve airflow and overall building comfort, the ERV control sequences have been re-written. These revised sequences have been reviewed and approved by the Design Team, School District, and N&A. Revised programming and ERV retrofitting are already complete. The Delta Controls and Greenheck/Brucker teams are working through several programming items currently. Full implementation of these revised sequences is expected in the next coming weeks.

FANNING-HOWEY

January 19, 2015

Executive Summary
Carpenter Elementary School Mechanical Upgrades
Park Ridge-Niles CCSD 64
Park Ridge, IL
Project No. 211143.01

The following responses have been generated by the Architect/Engineer to address final closure for the items denoted in the Retro-Commissioning Report generated independently by The Farnsworth Group dated August 15, 2014. Over 60 items were noted as critical in nature due to the impact those specific items have on the operation of the system and the comfort of the teaching environment. This summary specifically addresses those issues associated with design.

Design Items

1. *The calculated air diffusion performance index (ADPI) of a typical classroom was found to be between 40-50 percent. Standards recommend for ADPI for typical rooms to be no less than 80 percent. Given the progress of the Project, the practical solution is to ensure the cassettes are programmed to operate at high speeds with swing operation in all modes of operation including deadband*

Follow the recommendations from Farnsworth in the original report. The recalculated ADPI with the obtained LG data does confirm that the ADPI for the installed units does not reach the 80 percent desired.

Final modifications resulted in the LG cassettes set to operate at high speeds, and will have the vanes locked in a position that keeps the air blowing along the ceiling line.

2. *The overall balance of the facility by design appears to be negative based on Design Documents. Although the ERV schedule shows a positive condition of 1,650 cfm, this value does not account for the three new exhaust fans or the five existing exhaust fans. The three new fans are considered intermittent exhaust and at least four of the five existing fans are schedule based, and could present enough exhaust volume to take the facility negative. The recommended course of action for this issue would be to re-balance the ERV's to properly account for the existing exhaust volumes by adjustment of the outside and exhaust airflows at each unit.*

Further evaluation shows that the building is, indeed, at a negative of just less than 600 cfm at worst case, but not to the degree originally denoted in the report. That being noted, the current

ARCHITECTURE | ENGINEERING

32 Main Street | Suite C | Park Ridge, IL 60068
847.292.1039 | fax 847.292.1021 | www.fhai.com

balance of the ERV units is not within tolerance on the exhaust air side of the equation, which enhances the positive pressurization of the building. Therefore, the building has not been operating negative and the building load would not have been impacted.

It has been determined by reviewing the design documents and project calculations that there is enough capacity in the ERV's and AHU-1 to make up the apparent shortage in ventilation air needed to keep the building positive. That is assuming the systems will be properly balanced.

3. *Within the Design Documents, a reference was included for the building automation system to integrate control and monitoring of the five existing exhaust fans. However, the documents do not provide the location of these five fans or the method of control they are to have. Based on field investigation we could that only two of these fans had any form of BAS integration provided and were operational. The other two fans were not functioning and had no BAS integration provided, neither did the kiln exhaust fan. We would recommend clarifying the intent of the operation for the exhaust fans as it pertains to BAS control and location. In addition, evaluate functionality of existing bathroom exhaust for the code required exhaust rates and review potential integration to ERVs.*

Identify if systems are integrated and then follow-through on meeting the intent of the design, which was to integrate the exhaust system, control into the new BAS. Kiln automation operation has been re-established to operate as it was before the project was constructed including the activation of the existing make-up air unit. All 5 exhaust fans are under BAS control. Bath exhaust fans are on/off based on building occupied/unoccupied schedule. Attic EFs (EF-2 & 2) engage when attic temp is 85 deg and disengage when temp is below 85. EF-1 (mech. room) is enabled when mech. room temp is 78 and disables when temp is below 78 deg.

4. *The original basis of design for the VRF system was not an LG system. However, in the bidding and the submittal process the LG system was submitted as an equal. However, the submitted system fundamentally changed to require hydronic flows required for the heat pumps from a basis of design of 24 gpm to a minimum of 36 gpm to 42 gpm. This was not addressed in the VRF system or pump submittals by either the engineer of record or the installer. Complicating the issue further the balanced condition of the pumps serving the heat pumps is on average 20 percent below design values. This condition negatively affects the pump capacity in all modes of operation and can reduce the operation life of the heat pumps.*

During construction, the contractor was instructed to balance the pumps to a minimum of 31 GPM. The pumps were reported to have balanced to that amount rather than the amount denoted in the Farnsworth report.

Re-balance the pumps to meet the 36 GPM minimum required by the LG system. If that is not possible with the pumps installed, then new pumps with the needed capacity should be installed and the system re-balanced again. F.E. Moran, Inc. has completed a re-balance, and a report on that re-balancing has been released and approved as the pumps are meeting the minimum value required by the heat pump manufacturer. New pumps are not required and have not been installed.

5. *The calculated Cooling Tower capacity is 78 percent of the peak cooling load and 96 percent of the block-cooling load and 48 percent of the installed equipment capacity. Generally, the cooling tower is sized for approximately 115-125 percent of the peak load to provide some safety factor and allow for improved energy efficiency. This would suggest that the cooling tower is undersized for the given installation. In addition, when the sizing tables for the Evapco unit per the manufacturer, it appears the unit would top out at 240 gpm with 100 degree Fahrenheit EWT and 90 degree Fahrenheit LWT; in fact, based upon those same tables a model 516 or 526 appear to match the desired water temperatures and gpm. Review increasing size of cooling tower at a minimum to match manufacturer's sizing tables. However, heat pump hydronic and connected load conditions will likely require further analysis and re-design of cooling tower.*

Peak design is 95 tons so the tower as designed provides 123 percent capacity. The heat exchanger is sized at 100 percent of the tower capacity. We have 176 tons of connected with the tower providing 66 percent of that capacity. Library and gymnasium systems are independent of tower so currently the system is sized for 111 percent of block load at zero hours and 138 percent of block load at 8 hours. Farnsworth reviewed the information presented by Fanning Howey and concluded Farnsworth had miscalculated in their initial review. Fanning Howey and Farnsworth are currently in agreement that the designed tower meets the necessary requirements and the installed tower would perform to meet those requirements.

The cooling tower and heat exchanger, as installed, have been evaluated by Fanning Howey and Farnsworth Group and do meet the designed requirements and, therefore, should remain as installed.

6. *Within the proposed and approved LG system submittal, multiple cassette units were identified to be undersized based upon the Design Documents and Schedules. During field investigation, these units were verified to match the submitted unit and are approximately one size smaller, than intended, based upon nominal sizing criteria noted. Recommend reviewing sizing of noted cassettes based upon peak loads and design criteria specified. Replace units with larger capacity cassettes as required.*

Two cassettes in kindergarten area are denoted as under the design load. Nine cassettes in Zone 4 are denoted as under the design load. We believe this occurred so that LG could meet their required 130 percent connected to the heat pump capacity. The design for Mitsubishi allows for 150 percent of the heat pump capacity.

The spaces were trended to determine if the under capacity units are actually affecting the condition in those spaces. Most of the units denoted are located in Zone 4. Actually, Zone 4 has been the most comfortable over the past year. After further evaluation, changing out of the room units would not have a great impact on the overall comfort of the rooms. At this time, the units denoted in the report are maintaining expected space conditions.

7. *The approved, record TAB report shows numerous areas where the final balance values for unit or system are significantly outside the contractually permitted tolerances. For example, ERV-1, 2, and 3 all have EA volumes 30 percent below design. These gross out of tolerance items coupled with the absence of any water data has a sufficient impact to the facility and system operations. In addition, TAB verification identified additional numerous areas where repeated measurements were not feasible as indicated in report or values were significantly off from record report despite standard conditions for TABs simulated.*

Actually, the reports reviewed as a part of the Retro-Commissioning effort had not been reviewed by the Engineering of Record; therefore, at that time, the system balance was not approved by the Engineer. Since that point, Air and Water Balance reports have been reviewed by the Engineer and have been returned with comments. Re-work and re-balance of the air systems was just completed and a new report released. The readings taken at ERV's 1-3 show full flow right at the unit. It appears there is some degree of air leakage in the existing ductwork that has been repurposed as ERV RA ductwork. RTU has had a sheave change, and EF-3 has new motor. Both these have been rebalanced as well. Fanning Howey will review the new TAB report and offer comment back to the Contractor. The water re-balancing has occurred, report issued and report reviewed by the Engineer and approved.

8. *The blowdown sequence for cooling tower has resulted in over 900,000 gallons of water to be dumped in the past year of operation. Currently, the signal for blowdown has been from the Evapco controller directly but is resulting in the excessive water consumption (sequence cycles ~22 times a day), and has been noted to cause air entrainment for the cooling tower pump as evident by gravel type noises in the pump and excessive vibrations. In addition, the cycle has been increased in duration from 5 second to 30 seconds, and the valve is opened fully during this cycle.*

The Evapco chemical treatment system controller is designed to send the signal for blowdown. The design called for 5 seconds in an 8 hour time period. An Architect's Supplemental Instructions (ASI) was issued before pump installation that changed the location of the pump to flow from the pump through the heat exchanger. Controls have been reviewed and corrected to meet the intent of the design. The updated TAB water balance is to include the Tower Pump Balance information. This has been completed with operation of the system being tracked for accuracy.

9. *TAB reports and resulting information included in the report (section 3).*

The final report was actually provided in January 2014 but not made available to Farnsworth Group for evaluation. The Engineer has completed review and has returned with additional requirements by the contractor. A re-balance and re-issue of the report has resulted in values that are within tolerance of the design and approval by the Engineer.

10. *Recalculate the heating load assuming the building is unoccupied and verify the installed heating system is sufficient to meet the load for specified setback conditions and morning warm-up.*

The heating load calculations do not include people or lights. Our re-checking of the calculations show a capacity of 50 btuh/sf for the VRF system and areas served. The library and gymnasium systems are independent and are not included in this calculation. Fanning Howey and Farnsworth have concluded the heat load calculations are acceptable.

For heating, we found the auditorium has a load of 84 MBH with a capacity of 147 MBH. The Gym has a load of 52 MBH with a capacity of 156 MBH. Further evaluation as to the calculations used concluded to Fanning Howey and Farnsworth that the heating capacities for the gymnasium and auditorium are acceptable given the use and operation of each space.

11. *The installed boiler capacity of 1.8 MMBtuh is approximately equal to the total installed VRF system heat of absorption of 1.9 MMBtuh. This suggests the boiler system is adequate to serve the VRF system assuming the VRF system is sized adequately. However, the presence of VHP sizing concerns based on flow demands as well as ERV sizing and pressurization concerns warrant a re-check of calculations.*

The minimal capacity change we are considering for the ERV's and AHU-1 will not affect the capacity needed or available. The boiler plant is already at 124 percent of peak load conditions.

Fanning Howey and Farnsworth have concluded the boiler capacity is acceptable to meet the requirements for the systems installed.

12. *The installed VHP heating capacity for FCV and VHP serving the gymnasium and auditorium areas is only 95 percent and 92 percent respectively of the calculated peak load as determined by the engineer's load calculations. It appears the heating load calculation is sufficiently conservative; however, this should be double-checked by the engineer.*

For heating, we found the auditorium has a load of 84 MBH with a capacity of 147 MBH. The Gym has a load of 52 MBH with a capacity of 156 MBH. Further evaluation as to the calculations used concluded to Fanning Howey and Farnsworth that the heating capacities for the gym and auditorium are acceptable given the use and operation of each space.

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