

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

- 6:00 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 6:00 p.m. • **Board Recess 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))], 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)].
- 7:30 p.m. • **Board Adjourns from Closed Session and Resumes Regular Board Meeting**
- **Pledge of Allegiance and Welcome**
 - Washington Elementary School Principal/Students/PTO
 - **Public Comments**
 - **Approval of Phase II Project at Field School Bid Package I** A-1
 - **General Trades – Manusos \$407,000.00**
 - **Roofing – Metalmaster Roofmaster \$948,983.00**
 - **Masonry – B.E.T.O.N. Construction Company \$418,000.00**
 - **Electrical - American Electric Construction Company \$224,700.00**
 - Director of Facility Management/ **Action Item 15-02-5**
Chief School Business Official/Nicholas & Associates

- **Approval of Master Contract for Architect of Record** A-2
 -- Chief School Business Official Action Item 15-02-6

- **Approval of 10-Year Health Life Safety Survey/Master Facility Plan** A-3
 -- Chief School Business Official / FGM Representative Action Item 15-02-7

- **Summary of Capital Projects Funding and Authorization to Proceed with 2015 Summer Projects** A-4
 -- Chief School Business Official / Director of Facility Management Action Item 15-02-8

- **Board Authorizes 2015-16 Staffing Plan** A-5
 -- Chief School Business Official / Action Item 15-02-9
 Assistant Superintendent for Human Resources

- **Report on February 6 Institute Day** A- 6
 -- Assistant Superintendent for Student Learning

- **Discussion: Plan for Year 1 Web Post Implementation Review (June 2015)** A-7
 -- Board President

- **Update of Financial Projections** A-8
 -- Chief School Business Official

- **Consent Agenda -** Action Item 15-02-10 A-9
 - Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending January 31, 2015
 - Approval - Middle School Food Service Contract Extension for Arbor Management
 - Destruction of Audio Closed Minutes (none)

- **Approval of Minutes** Action Item 15-02-11 A-10
 -- Board President
 - 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-11
 -- Board of Education
 - Insurance Committee
 - Elementary Learning Foundation (ELF)
 - PTO/ A Presidents Meeting

- **Other Discussion and Items of Information** A-12
 -- Superintendent
 - Upcoming Agenda
 - Freedom of Information Act (FOIA)
 - Memorandum of Information

- Follow-up on Collection of Current Years Student Fees
- Minutes of Board Committees
- Health Insurance Minutes of February 10, 2015
- Other
- Discipline Data Report

- **Adjournment**

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.

Upcoming Meetings and Topics
As of February 17, 2015

March 23, 2015 – Lincoln School – Gym

Regular Board Meeting – 7:30 p.m.

- VoIP Proposal/Vendor Approval
- Update on TIF Payment
- 2010-15 Strategic Plan Update
- ISBE Financial Profile
- Resolution(s) Reduction in Force List (tentative)
- Approval of Financial Update for the Period Ending February 28, 2015
- Follow-up on Collection of Current Years Student Fees
- Healthy Living Month
- Discipline Data Report – February 2015
- Organizational Meeting – May 4, 2015 (memo of information)

April 13, 2015 – Jefferson School – Multipurpose Room

Special Board Meeting

- Resolution(s) Reduction in Force List (tentative)

April 27, 2015 – Carpenter School –

Tour of Carpenter School

Regular Board Meeting – 7:30 p.m.

- FGM Architect Update
- Update on Educational Ends
- Approval of Financial Update for the Period Ending March 31, 2015
- Follow-up on Collection of Current Years Student Fees
- Approval of 2015 – 20__ Health Insurance Plan
- Discipline Data Report – March 2015

May 4, 2015 – Jefferson School

Special Board Meeting – 6:30 p.m.

- Acceptance of Canvass of Votes for Election of Board Members for April 7, 2015
- Approval of Minutes
- Recognition of Retiring Board Members

Organizational Meeting – 7:30 p.m.

- Administration of the Oath of Office for Newly Elected Board Members
- Election of Board President
- Election of Board Vice-President
- Election of Board Secretary
- Ratification of Board of Education Policies and Procedures
- Approval of Board of Education Meetings for 2015-16
- Review of Board of Education Assignments
- Photo Session
- Board Vacations

May 11, 2015 – Jefferson School

Committee-of-the-Whole: Finance

- Board Reviews 2015-16 Tentative Budget

May 18, 2015 – Emerson Middle School – Multipurpose Room

Regular Board Meeting – 7:30 p.m.

- Recognition of Student Awards
- ELF Grant Awards
- Recognition of Tenured Teachers
- Approval of Financial Update for the Period Ending March 31, 2015
- Follow-up on Collection of Current Years Student Fees
- Community Use of School Facilities (Cost to Use) Procedure 8:20 R1
- Bid for Copier Paper
- Bid for Custodial Supplies
- Discipline Data Report – April 2015

Upcoming Topics

Committee-of-the-Whole: Review 2020 Strategic Roadmap – 6/8/15

Approve the Strategic Plan – 6/22/15

Discipline Data Report – May 2015 – 6/22/15

Discipline Data Report – June 2015 – July 2015

TBD

- Present Tentative Calendars for 2016-17 & 2017-18
- Adopt Final Tentative Calendars for 2016-17 & 2017-18
- Approval of Summer 2015 Capital Improvement Projects
- Discussion on Committee and Meeting Structures

The above are subject to change.

APPROVAL OF PHASE II PROJECT AT FIELD SCHOOL BID PACKAGE I

ACTION ITEM 15-02-5

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, authorize the contract awards for Phase II Project at Field School Bid Package I per the following:

- General Trades – Manusos General Contractors, Inc. - \$407,000
- Roofing - Metalmaster Roofmaster - \$948,983
- Masonry - B.E.T.O.N. Construction Company - \$418,000
- Electrical - American Electric Construction Company - \$224,700

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

2/23/15



NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive
Mt. Prospect, IL 60056

Phone 847.394.6200
Fax 847.394.6205

February 10, 2015

Ms. Rebecca J. Allard
Chief School Business Official
Community Consolidated School District 64
164 S. Prospect Avenue
Park Ridge, IL 60068-4079

Re: Award Recommendations for the 2015 Field Elementary School Phase 2 Summer Improvements

Dear Ms. Allard,

Bids for the above-referenced project were received at the District Administrative Offices located at 164 S. Prospect Avenue, Park Ridge, IL. Bids were publicly opened and read aloud on Thursday, January 29th, 2015 at 1:00 PM local time.

Enclosed for your information is a copy of the bid tabulation sheet outlining the bids received from the contractors and applicable bid packages. Please note Bid Package #3 - A. Horn Masonry withdrew their bid as they found an error in their estimating take-off deeming their quantities of work incorrect.

Nicholas & Associates, Inc. has confirmed that the apparent low/most responsive bidders for each bid package have reviewed and understand the bid documents for the 2015 Field School Summer Improvements and intend to perform the work as specified. All Contractors being recommended have extensive work history with Nicholas & Associates and/or have completed numerous projects for other local School Districts.

Therefore, we recommend that the Board of Education issue construction contracts to the following Contractors for the 2015 Summer Work:

Contractors	<u>Contract Value Amount</u>
Manusos General Contractors, Inc. 91 Christopher Way Fox Lake, IL 60020	\$ 407,000
Metalmaster Roofmaster 4800 Metalmaster Way McHenry, IL 60050	\$ 948,983
B.E.T.O.N. Construction Company 1415 W. 37th Street Suite 200 Chicago, IL 60609	\$ 418,000
American Electric Construction Company 620 Pratt Avenue Schaumburg, IL 60193	\$ 224,700
Total Project Costs	\$ 1,998,683

Should you have any questions regarding the above or you need additional information, please do not hesitate to contact our office.

Sincerely,
Nick Papanicholas, Jr.
Vice President

cc: Project File
encl: Bid Tabulation Summary



Park Ridge-Niles School District 64

Field Elementary School 2015 Summer Improvements

January 29, 2015 at 1:00 pm

Bid Package # 1 - General Trades			
Contractor	Base Bid	Bid Security	Addendums
Schramm Construction	-	-	-
Manusos	\$407,000.00	×	×
Monarch Construction	\$450,370.00	×	×
Frontier Construction	\$439,375.00	×	×
RB Construction	\$619,300.00	×	×
Bid Package # 2- Roofing			
Contractor	Base Bid	Bid Security	Addendums
L. Marshall Inc.	\$1,987,000.00	×	×
Filotto Roofing	-	-	-
Metalmaster Roofmaster	\$948,983.00	×	×



Park Ridge-Niles School District 64
Field Elementary School 2015 Summer Improvements
 January 29, 2015 at 1:00 pm

Bid Package # 3 - Masonry			
Contractor	Base Bid	Bid Security	Addendums
J+E Duff	\$593,000.00	×	×
A. Horn	\$318,855.00	×	×
Midwest Masonry	\$618,000.00	×	×
JAC Masonry	\$665,000.00	×	×
B.E.T.O.N. Construction	\$418,000.00	×	×
Bid Package # 4 - Electrical			
Contractor	Base Bid	Bid Security	Addendums
Shoreline Electric	\$245,000.00	×	×
Prospect Electric	\$263,000.00	×	×
American Electric	\$224,700.00	×	×
TOTAL			

APPROVAL OF MASTER CONTRACT FOR ARCHITECT OF RECORD

Attached contract has been reviewed and approved by Hodges Loizzi Eisenhammer Rodick & Kohn LLP.

ACTION ITEM 15-02-6

I move the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve FGM, architect of record.

Moved By:_____Seconded By:_____

AYES:

NAYS:

PRESENT:

ABSENT:

2/23/15

AIA[®] Document B132[™] – 2009

Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition

AGREEMENT made as of the 23rd day of February in the year 2015
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Board of Education of
Community Consolidated School District No. 64
164 S Prospect Avenue
Park Ridge, IL 60068-4000

and the Architect:
(Name, legal status, address and other information)

FGM Architects, Inc.
1211 West 22nd Street, Suite 705
Oak Brook, Illinois 60523

for the following Project:
(Name, location and detailed description)

This Agreement is a Master Agreement between the Owner and the Architect for projects assigned to the Architect by the Owner. Specific projects shall be assigned to the Architect by a written Project Identification Exhibit. A Project Identification Exhibit shall include the specific project scope, fee, hourly billing rates, schedule and terms and conditions, if applicable, of the assigned project in addition to or in lieu of those contained in this Master Agreement. All Project Identification Exhibits shall be attached as exhibits to this Master Agreement. The Project for the purposes of this Contract shall be the individual specific projects each identified in a separate Project Identification Exhibit. A specimen Project Identification Exhibit is attached hereto as Exhibit B.

The Construction Manager:
(Name, legal status, address and other information)

Nicholas & Associates, Inc.
101 Feehanville Drive
Mt. Prospect, Illinois 60056

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132[™]–2009, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; A232[™]–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition; and C132[™]–2009, Standard Form of Agreement Between Owner and Construction Manager as Adviser.

AIA Document A232[™]–2009 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

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11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

§ 1.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

| As set forth in the applicable Project Identification Exhibit

§ 1.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

| As set forth in the applicable Project Identification Exhibit

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

| As set forth in the applicable Project Identification Exhibit

§ 1.1.4 The Owner's anticipated design and construction schedule:

.1 Design phase milestone dates, if any:

| As set forth in the applicable Project Identification Exhibit

.2 Commencement of construction:

As set forth in the applicable Project Identification Exhibit

.3 Substantial Completion date or milestone dates:

As set forth in the applicable Project Identification Exhibit

.4 Other:

§ 1.1.5 The Owner intends to retain a Construction Manager adviser and:

(Note that, if Multiple Prime Contractors are used, the term "Contractor" as referred to throughout this Agreement will be as if plural in number.)

☐ One Contractor

☐ Multiple Prime Contractors

☒ Unknown at time of execution

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling, multiple bid packages, or phased construction are set forth below:

(List number and type of bid/procurement packages.)

As set forth in the applicable Project Identification Exhibit

§ 1.1.7 Other Project information:

(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements.)

As set forth in the applicable Project Identification Exhibit

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.4:

(List name, address and other information.)

As set forth in the applicable Project Identification Exhibit

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address and other information.)

As set forth in the applicable Project Identification Exhibit

§ 1.1.10 The Owner will retain the following consultants:

(List name, legal status, address and other information.)

.1 Construction Manager: The Construction Manager is identified on the title page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention:

As set forth in the applicable Project Identification Exhibit

.2 Cost Consultant (if in addition to the Construction Manager):

(If a Cost Consultant is retained, appropriate references to the Cost Consultant should be inserted in Sections 3.2.6, 3.2.7, 3.3.2, 3.3.3, 3.4.5, 3.4.6, 5.4, 6.3, 6.3.1, 6.4 and 11.6.)

As set forth in the applicable Project Identification Exhibit

.3 Land Surveyor:

As set forth in the applicable Project Identification Exhibit

.4 Geotechnical Engineer:

As set forth in the applicable Project Identification Exhibit

.5 Civil Engineer:

As set forth in the applicable Project Identification Exhibit

.6 Other consultants:

(List any other consultants retained by the Owner, such as a Project or Program Manager, or scheduling consultant.)

As set forth in the applicable Project Identification Exhibit

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address and other information.)

Kerry Leonard, Managing Principal

§ 1.1.12 The Architect will retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address and other information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

CEA&A Structural Engineers

Init.

175 N. Franklin Street
Suite 410
Chicago, IL 60606

.2 Mechanical Engineer:

CS2 Design Group, LLC
837 Oakton Street
Elk Grove Village, IL 60007

.3 Electrical Engineer:

CS2 Design Group, LLC
837 Oakton Street
Elk Grove Village, IL 60007

§ 1.1.12.2 Consultants retained under Additional Services:

Civil Engineer:

Eriksson Engineering Associates, Ltd.
145 Commerce Drive
Suite A
Grayslake, IL 60030-1421

§ 1.1.13 Other Initial Information on which the Agreement is based:

As set forth in the applicable Project Identification Exhibit

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and Architect shall, by mutual written agreement, appropriately adjust the schedule, the Architect's services and the Architect's compensation. Any requested adjustment to the schedule, Architect's services or Architect's compensation under this Section must be submitted in writing to the Owner detailing the adjustments sought by the Architect and the reason therefor.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2.1 The Architect represents that it is knowledgeable in school design and shall review applicable federal and state laws as well as rules, regulations and specifications adopted by the Illinois State Board of Education and any other agency with authority and shall exercise professional care and judgment to design in compliance with requirements imposed by governmental authorities having jurisdiction over the project.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in AIA Document C132™–2009, Standard Form of Agreement Between Owner and Construction Manager, as may be amended by Owner. The Architect shall not be responsible for actions taken by the Construction Manager.

Init.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 The Architect shall maintain the following insurance for the duration of this Agreement.

§ 2.6.1 Commercial General Liability, on an occurrence basis, with policy limits of not less than One Million and No/100 Dollars (\$ 1,000,000) for each occurrence and Two Million and No/100 Dollars (\$2,000,000) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering owned and rented vehicles operated by the Architect with policy limits of not less than One Million and No/100 Dollars (\$ 1,000,000) combined single limit and aggregate for bodily injury and property damage.

§ 2.6.3 Umbrella liability insurance with policy limits of not less than Two Million and No/100 Dollars (\$2,000,000) for each occurrence and in the aggregate. The umbrella liability insurance shall follow the form of the underlying Comprehensive General Liability insurance in all material respects.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than Five Hundred Thousand and No/100 Dollars (\$ 500,000).

§ 2.6.5 Professional Liability covering the Architect's negligent acts, errors and omissions in its performance of professional services with policy limits of not less than Two Million and No/100 Dollars (\$ 2,000,000) per claim and Three Million and No/100 Dollars (\$3,000,000) in the aggregate. The Architect shall maintain such professional liability insurance for at least five (5) years after final completion of the Project.

§ 2.6.6 The Architect shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as an additional insured on the Comprehensive General Liability, Automobile Liability, umbrella or excess policies. The Owner will be provided with 30 days advanced notice with the exception of non-payment of premiums where 10 days' notice will be provided in the event coverage is cancelled by the insurer.

§ 2.6.7 With the exception of the Professional Liability insurance and Worker's Compensation Insurance, the Architect shall add the Owner, its individual Board members, and employees, as additional insureds on all insurance required hereunder. The Commercial General Liability insurance and Automobile Liability insurance required of the Architect shall be the primary insurance and the Commercial General Liability insurance shall be non-contributory. If the additional insureds have other insurance which is applicable to the loss, it shall be on an excess or contingent basis.

§ 2.6.8 With the exception of professional liability and workers' compensation insurance, all insurance required of the Architect shall provide that the insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

§ 2.6.9 Under no circumstances shall the Owner be deemed to have waived any of the insurance requirements hereunder. The Architect agrees that the obligation to provide the insurance is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Owner.

§ 2.6.10 Notwithstanding any other provision contained herein or in any Contract Document, the Owner, at its own option, may satisfy its obligation to purchase any insurance required of the Owner hereunder through its membership in a self-insurance risk pool.

§ 2.6.11 Notwithstanding any other provision herein or in any Contract Document, the Owner shall not, in any manner, be deemed or intended to have waived any right of subrogation which it, any insurer or any self-insured risk pool of which it is a member may have against the Architect or any of its agents or consultants.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services as may be necessary to provide a complete and accurate performance of services required hereunder. The Architect shall engage engineers, consultants, subcontractors, agents, employees and officers who shall possess the experience, skill, knowledge and character necessary to qualify them individually for the particular duties they perform and who shall perform all work in conformity with the standards of care and skill with respect to professional services they are rendering. Said consultants shall carry professional liability insurance. The Architect assumes full responsibility for the acts, errors and omissions of its consultants. Services not set forth in this Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner and the Construction Manager, research applicable design criteria, attend Project meetings, Board of Education meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager and the Owner's other consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner, the Construction Manager, and the Owner's other Consultants, unless the Architect, in its professional judgment, knows otherwise. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit to the Owner, for its approval, and the Construction Manager, for its information, a schedule of the Architect's services for inclusion in the Project schedule prepared by the Construction Manager. The schedule of the Architect's services shall include design milestone dates, anticipated dates when cost estimates or design reviews may occur, and allowances for periods of time required (1) for the Owner's review, (2) for the Construction Manager's review, (3) for the performance of the Owner's consultants, and (4) for approval of submissions by authorities having jurisdiction over the Project ("Architect's Schedule"). As the Project progresses, the Architect shall update its schedule required hereunder as necessary, with the Owner's and Construction Manager's input and consent, so that it reflects the current status of the Project. If the Architect desires to extend or change a milestone date, the Architect shall provide the Owner and Construction Manager a written request for an extension of time or change in the milestone date detailing the need for the change, the course of the change and the effect of the change on the Project Schedule by submitting a critical path analysis.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services.

§ 3.1.5 Once the Owner and the Architect agree to the time limits established by the Project schedule, the Owner and the Architect shall not exceed them except for reasonable cause and as mutually agreed upon by the parties as provided in Section 3.1.3.

§ 3.1.6 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made without the Architect's approval.

§ 3.1.7 The Architect shall, at appropriate times, in coordination with the Construction Manager, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.8 The Architect, with the assistance of the Owner, shall prepare and file documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval and the Construction Manager's review. The Schematic Design Documents shall consist of drawings and other documents including a site plan and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4. To the extent that the Owner utilizes environmentally responsible design approaches and private, local, state or federal funds may be available as a result, the Architect shall assist the Owner in completing any applications for such funding.

§ 3.2.5.2 The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager in accordance with the Architect's schedule. The Architect shall meet with the Construction Manager to review the Schematic Design Documents to ensure the Architect is designing the Project to budget.

§ 3.2.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, identify agreed upon adjustments to the Project's size, quality or budget, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase. If the Owner rejects the Schematic Design Documents as submitted, the Architect shall revise said documents in accordance with the Owner's comments and resubmit the Schematic Design Documents to the Owner for its approval.

§ 3.2.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work pursuant to Section 5.4, the Architect shall prepare Design Development Documents for the Owner's approval and the Construction Manager's review. The

Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.3.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development documents to the Owner and the Construction Manager in accordance with the Architect's schedule. The Architect shall meet with the Construction Manager to review the Design Development Documents to ensure the Architect is designing the Project to budget.

§ 3.3.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval and the Construction Manager's review. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner and the Construction Manager in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions); and (4) compile a project manual that includes the Conditions of the Contract for Construction and may include bidding requirements and sample forms.

§ 3.4.3.1 The Architect shall submit to the Owner's attorneys the conditions of the Contract for Construction (General, Supplementary and Other Conditions) for their review and comments at least two (2) weeks prior to release for bid.

§ 3.4.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager in accordance with the Architect's schedule. The Architect shall meet with the Construction Manager to review the Construction Documents to ensure the Architect is designing the Project to budget.

§ 3.4.5 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7 and request the Owner's approval of the Construction Documents.

§ 3.5 Bidding Phase Services

§ 3.5.1 General

The Architect shall assist the Owner and Construction Manager in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner and Construction Manager in (1) obtaining competitive bids; (2) confirming responsiveness of bids; (3) determining the successful bid; and (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner and Construction Manager in bidding the Project by

- .1 facilitating the reproduction of Bidding Documents for distribution to prospective bidders,
- .2 participating in a pre-bid conference for prospective bidders, and
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents in the form of addenda.

§ 3.5.2.3 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and shall consult with the Construction Manager and Owner and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Intentionally Deleted.

§ 3.5.3.2

(Paragraphs deleted)

Intentionally Deleted.

§ 3.5.3.3 Intentionally Deleted.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A232™–2009, General Conditions of the Contract for Construction, Construction Manager as Adviser Edition, as amended by Owner. If the Owner and Contractor modify AIA Document A232-2009. Those modifications shall not affect the Architect's services under this agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Manager, or the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents and endeavor to guard the Owner against defects and deficiencies in the Work. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner and the Construction Manager (1) known deviations from the Contract Documents and from the most recent construction schedule, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and shall notify the Construction Manager and Owner about the rejection. Whenever the Architect considers it necessary or advisable, the Architect, upon written authorization from the Owner and notification to the Construction Manager,

shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Construction Manager, Owner, or Contractor through the Construction Manager. The Architect's response to such requests shall be made in writing within seven business days.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The limitation of liability provided under this Section 3.6.2.4 to the Architect shall be limited to interpretations and decisions rendered in good faith while acting as the Initial Decision Maker.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A232–2009, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify an application for payment not more frequently than monthly based upon the Architect's observations and evaluation of the Project. Within seven days after the Architect receives an application for payment forwarded from the Construction Manager, the Architect shall review and certify the application as follows:

- .1 Where there is only one Contractor responsible for performing the Work, the Architect shall review the Contractor's Application and Certificate for Payment that the Construction Manager has previously reviewed and certified. The Architect shall certify the amount due the Contractor and shall issue a Certificate for Payment in such amount.
- .2 Where there are Multiple Prime Contractors responsible for performing different portions of the Project, the Architect shall review a Project Application and Project Certificate for Payment, with a Summary of Contractors' Applications for Payment, that the Construction Manager has previously prepared, reviewed and certified. The Architect shall certify the amounts due the Contractors and shall issue a Project Certificate for Payment in the total of such amounts.

§ 3.6.3.2 The Architect's certification for payment shall constitute a representation to the Owner, based on (1) the Architect's evaluation of the Work as provided in Section 3.6.2, (2) the data comprising the Contractor's Application for Payment or the data comprising the Project Application for Payment, and (3) the recommendation of the Construction Manager, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.3 The issuance of a Certificate for Payment or a Project Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.4 The Architect shall maintain a record of the applications and certificates for payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Construction Manager's Project submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals transmitted by the Construction Manager

shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved Project submittal schedule, and after the Construction Manager reviews, approves and transmits the submittals, the Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review shop drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals, unless the Architect knows, in its professional judgment, that the shop drawings or other submittals are inaccurate or incomplete.

§ 3.6.4.4 After receipt of the Construction Manager's recommendations, and subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect, in consultation with the Construction Manager, shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals transmitted by the Construction Manager in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect shall review and sign, or take other appropriate action, on Change Orders and Construction Change Directives prepared by the Construction Manager for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such changes shall be effected by written order issued by the Architect through the Construction Manager.

§ 3.6.5.3 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect, assisted by the Construction Manager, shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; sign Certificates of Substantial Completion prepared by the Construction Manager; receive from the Construction Manager and review written warranties and related documents required by the Contract Documents and assembled by the Contractor; and, after receipt of a final Contractor's Application and Certificate for Payment or a final Project Application and Project Certificate for Payment from the Construction Manager, issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner and Construction Manager to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Construction Manager and Contractor of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete by the Construction Manager and Architect, and after certification by the Construction Manager and the Architect, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work. The Architect shall also prepare a list of items that must be completed by the Contractor to achieve final completion ("Punch List"). The Architect shall provide the Owner, the Construction Manager and the Contractor with a copy of the Punch List and shall establish a date by which all work in the Punch List must be completed.

§ 3.6.6.4 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

§ 3.6.6.5 The Architect, with the final Certificate of Payment, shall provide the Owner with one (1) set of "As-Built" drawings from the Contractors.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in a Project Identification Exhibit as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below)
§ 4.1.1 Programming <i>(Row deleted)</i>	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.2 Multiple preliminary designs	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.3 Measured drawings	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.4 Existing facilities surveys	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.5 Site evaluation and planning (B203™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.6 Building information modeling <i>(Row deleted)</i>	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.7 Civil engineering	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.8 Landscape design	See Project Identification Exhibit	See Project Identification Exhibit

Init.

§ 4.1.9 Architectural interior design (B252™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.10 Value analysis (B204™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.11 Detailed cost estimating	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.12 On-site project representation (B207™–2008)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.13 Conformed construction documents	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.14 As-designed record drawings	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.15 As-constructed record drawings	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.16 Post occupancy evaluation	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.17 Facility support services (B210™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.18 Tenant-related services	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.19 Coordination of Owner's consultants	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.20 Telecommunications/data design	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.21 Security evaluation and planning (B206™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.22 Commissioning (B211™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.23 Extensive environmentally responsible design	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.24 LEED® certification (B214™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
<i>(Row deleted)</i>		
§ 4.1.25 Historic preservation (B205™ 2007)	See Project Identification Exhibit	See Project Identification Exhibit
§ 4.1.26 Furniture, furnishings, and equipment design (B253™–2007)	See Project Identification Exhibit	See Project Identification Exhibit
	See Project	See Project Identification Exhibit

	Identification Exhibit	
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§ 4.2 A description of each Additional Service designated in Section 4.1 as the Architect's responsibility shall be detailed in the Project Identification Exhibit.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement, upon written approval of the Owner. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, or approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, building systems, the Owner's schedule or budget for Cost of the Work, constructability considerations, procurement or delivery method, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work materially exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes or equipment;
- .3 Services necessitated by the Owner's request for extensive environmentally responsible design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .4 Changing or editing previously finalized Instruments of Service necessitated by the enactment or revision of codes, laws or regulations or official interpretations;
- .5 Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner, Construction Manager or the Owner's other consultants or contractors;
- .6 Preparing digital data in the form of CAD drawings for transmission to the Owner's contractors, or to other Owner authorized recipients;
- .7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;
- .8 Intentionally Deleted.
- .9 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .10 Intentionally Deleted.
- .11 Consultation concerning replacement of Work resulting from fire or other cause during construction;
- .12 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect may provide the following Additional Services with the consent of the Owner. If a circumstance arises that may result in the following Additional Services, the Architect shall notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. Thereafter, the Architect shall proceed as directed by the Owner:

- .1 Reviewing a Contractor's submittal out of sequence from the initial Project submittal schedule agreed to by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of finalized Instruments of Service;

- .4 Intentionally Deleted.
- .5 Evaluating substitutions proposed by the Owner, Construction Manager or Contractor and making subsequent revisions to the finalized Instruments of Service resulting therefrom; or
- .6 Intentionally Deleted.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Intentionally Deleted.
- .3 Two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two (2) inspections for any portion of the Work to determine final completion

The Architect shall ensure that the General Conditions are revised to provide that the Contractor shall be directly responsible for all Architect fees incurred by the Owner under this Section 4.3.3.

§ 4.3.4 Intentionally Deleted.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties and responsibilities as described in AIA Document C132-2009, Standard Form of Agreement Between Owner and Construction Manager, as may be amended by Owner. Upon request, the Owner shall provide the Architect a copy of the executed agreement between the Owner and the Construction Manager, and any further modifications to the agreement.

§ 5.3 The Owner shall furnish the services of a Construction Manager that shall be responsible for creating the overall Project schedule. The Owner shall adjust the Project schedule, if necessary, as the Project proceeds.

§ 5.4 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1, (2) the Owner's other costs, and (3) reasonable contingencies related to all of these costs. The Owner shall furnish the services of a Construction Manager that shall be responsible for preparing all estimates of the Cost of the Work. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect and the Construction Manager. The Owner and the Architect, in consultation with the Construction Manager, shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 5.4.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services. Notwithstanding the above, however, Architect acknowledges that the Owner, as public body, may not delegate full authority to its representative for the Project and certain matters may need approval by the Board of Education.

§ 5.6 Upon reasonable request of the Architect, the Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys

and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests, as the Owner deems necessary.

§ 5.11 Although the Owner has no duty or obligation to inspect the Project, the Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 Except as otherwise provided in the Contract Documents or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor through the Construction Manager, and shall contemporaneously provide the same communications to the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Intentionally Deleted.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager and Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 The Owner shall contract separately for the consulting services required in Article 5 and as listed in the Project Identification Exhibit. Unless otherwise indicated, these services shall be performed by licensed professionals, who shall affix their seals on the appropriate documents prepared by them. The Architect shall have no responsibility for the components of the project designed by the Owner's consultants or the adequacy of their Instruments of Service. Review by the Architect of the consultant's drawings and other Instruments of Service is solely for consistency with the Architect's design concept for the Project. The Architect shall be entitled to rely on the technical sufficiency and timely delivery of documents and services furnished by the other consultants in connection with such documents and services, and shall not be required to review or verify those computations or designs for compliance with applicable laws, statutes, ordinances, building codes, and rules and regulations.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the contractors' general conditions costs, overhead and profit. The Cost of the Work includes the compensation of the Construction Manager and Construction Manager's consultants during the Construction Phase only, including compensation for reimbursable expenses at the job site, if any. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of

the Owner. For purposes of calculating the Architect's fee and compensation, the Construction Cost shall not include additions by Change Order to the Construction Cost as a result of errors by the Architect or the Architect's consultants. However, for omissions due to Architect's fault, Architect shall be entitled to its fee on the cost of such omitted Construction Work as if such work had been included in the original Construction Documents, less any costs incurred by the Owner as a result of such omission.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.4 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the finalized Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect and the Construction Manager shall work cooperatively to conform the cost estimates to one another.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .3 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.2, the Architect, without additional compensation, shall incorporate the required modifications in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility as a Basic Service under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the final Drawings, Specifications or other documents necessitated by subsequent cost estimates that materially exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official

regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Construction Manager, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Notwithstanding anything in this Article to the contrary, and provided the Owner is not in default under this agreement and has paid for the services provided, upon final completion of the Project, the Architect shall tender to the Owner hard copies of the Instruments of Service and shall be permitted to use the Instruments of Service without restriction. The receipt of the documents and files stated hereunder shall be a condition precedent to remittance of the final payment to the Architect. The Owner shall not hold the Architect liable for the Owner's use of the Instruments of Service other than in connection with this Project.

§ 7.6 In addition to providing the Owner with a set of the Instruments of Service, the Architect shall also provide to the Owner upon final completion of the Project an electronic copy of all drawings and Specifications. The submitted data files are intended to work only as described in this Agreement. These files are compatible only on AutoCAD release 2009 or greater. The Architect makes no warranty as to the compatibility of these files beyond the specified release of the above stated software. The Architect cannot be held responsible for uses of the data outside or beyond the scope of this agreement.

§ 7.7 The information on the electronic media is not considered part of the Architect's Instruments of Service, the Instruments of Service shall be the sealed drawings and specifications prepared by the Architect. The information contained on the electronic media shall not be used on other projects, for additions to this Project or for completion of this Project by another design professional without written consent of the Architect for the specific purpose intended. Architect shall have no responsibility for the use of electronic files by others without Architect's written consent.

§ 7.8 The Architect will not be held responsible to maintain copies of the electronic files for more than one (1) year after acceptance of the Project.

§ 7.9 The electronic files are submitted to the Owner for a 30-day acceptance period. Because data stored on electronic media can deteriorate undetected or modified without the Architect's knowledge, the Owner agrees that the Architect cannot be liable for the completeness or correctness of the electronic data after an acceptance period of 30 days from delivery of the electronic files. During this period, Owner may review and examine these files and any errors detected during this time will be corrected as a part of Basic Services. Any changes requested after the acceptance period will

be considered additional services to be performed on a time and material basis at the Architect's standard rates. No software is to be transferred to the Owner.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 Intentionally Deleted.

§ 8.1.2 Intentionally Deleted.

§ 8.1.3 Intentionally Deleted.

§ 8.1.4 Intentionally Deleted.

§ 8.2 Mediation

§ 8.2.1 Intentionally Deleted.

§ 8.2.2 Intentionally Deleted.

§ 8.2.3 Intentionally Deleted.

§ 8.2.4 The method of binding dispute resolution shall be the following: (Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in a court of competent jurisdiction

☐ Other: *(Specify)*

§ 8.3 Arbitration

§ 8.3.1 Intentionally Deleted.

§ 8.3.1.1 Intentionally Deleted.

§ 8.3.2 Intentionally Deleted.

§ 8.3.3 Intentionally Deleted.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Intentionally Deleted.

§ 8.3.4.2 Intentionally Deleted.

§ 8.3.4.3 Intentionally Deleted.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services under this Section, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to Suspension and those reasonable expenses directly related to the interruption and resumption of the Architect's services..

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due.

§ 9.7 Intentionally Deleted.

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9. In no event shall the Architect be liable for any errors or omissions in the Instruments of Service if this Agreement is terminated by the Owner prior to a stamped set of drawings being submitted to the Regional Office of Education for a construction permit and the permit is issued.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of Illinois.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232-2009, General Conditions of the Contract for Construction, as amended by Owner.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include images of any students or the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information or (4) as may be required by law.

§ 10.9 This Agreement and its Exhibits shall constitute the complete understanding between the parties.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

The Architect's fee for Basic Services shall be based upon the attached Exhibit A: Architectural/Engineering Fee Schedule. The final fees, however, shall be agreed upon and set forth in an applicable Project Identification Exhibit.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

See the applicable Project Identification Exhibit

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

See the applicable Project Identification Exhibit

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Schematic Design Phase	twenty	percent (20	%)
Design Development Phase	twenty	percent (20	%)
Construction Documents Phase	thirty	percent (30	%)
Bidding or Negotiation Phase	five	percent (5	%)
Construction Phase	twenty-five	percent (25	%)
<hr/>				
Total Basic Compensation	one hundred	percent (100	%)

The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the lowest bona fide bid, or (2) if no such bid is received, the most recent estimate of the Cost of the Work prepared by the Construction Manager for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.6.1 Bid Alternate Compensation: The Architect shall be compensated for bid alternates as follows:

- .1 For bid alternates which are accepted for construction, the Architect shall be compensated at the agreed upon percentage of the Cost of Work for the subject bid alternates.
- .2 For bid alternates not accepted, the Architect shall be compensated at eighty percent (80%) of the agreed upon percentage of Cost of Work for subject bid alternates.
- .3 The Architect shall not receive any compensation on bid alternates that do not require the Architect to prepare additional drawings or that involve no more than minor changes to the Construction Documents.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth in the applicable Project Identification Exhibit below.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Employee or Category

Rate (\$0.00)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses; and
- .10 Site office expenses.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants.

§ 11.9 Compensation for Use of Architect's Instruments of Service

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner may continue to use the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project.

See the applicable Project Identification Exhibit

§ 11.10 Payments to the Architect

§ 11.10.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Payments for services shall be made in accordance with the Illinois *Local Government Prompt Payment Act*, 50 ILCS 505/1 et seq.

(Insert rate of monthly or annual interest agreed upon.)

per annum

§ 11.10.3 Subject to the Owner's rights provided under Section 11.10.2, the Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

(Paragraph deleted)

§ 11.10.4 On or before the first day of each month during the performance of the Basic Services, Reimbursable Services and Additional Services, Architect shall submit to Owner for its approval a request for payment ("Request for Payment") in form and substance satisfactory to Owner detailing the Basic Services provided and fees due relating

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thereto, as well as detailing all Reimbursable Expenses or Additional Services due, Reimbursable Expenses and Additional Services shall be listed by unit or hourly. Each Request for Payment shall set forth the amount due for services rendered, a detailed breakdown of the amount and the sum of all prior payments. The Architect shall furnish with each Request for Payment waivers of lien for itself in form and substance satisfactory to Owner and any other such forms as required by Owner, lender or title insurer, in order to assure an effective waiver of mechanic and materialmen liens in compliance with the laws of the State of Illinois. Owner shall review each such request for payment and make such exceptions as Owner reasonably deems necessary or appropriate under the circumstances then existing. Owner shall make payment to Architect as required by the Illinois *Local Government Prompt Payment Act*, 50 ILCS 505/1 et. Seq.

§ 11.10.5 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

§ 12.1 To the fullest extent permitted by applicable law, the Architect (collectively "Indemnitors") shall and does agree to indemnify and hold harmless the Owner, and its respective board members, officers, directors, and employees (collectively "Indemnitees") from and against all claims, damages, losses, causes of actions, suits, judgments and expenses (but only if and to the extent same are recoverable under applicable law absent this agreement), including attorneys' fees of any nature, kind or description (collectively "Liabilities") of any person or entity whatsoever arising out of, caused by or resulting from a breach of the Agreement or the performance of the Services or any part thereof provided that, with regard to the performance of the services, such liabilities (1) are attributable to bodily injury, personal injuries, sickness, disease or death of any person or to the injury to or destruction of personal or real property, including the loss of use and consequential damages resulting therefrom, and (2) are caused in whole or in part by any negligent act or omission of the Architect, anyone directly or indirectly employed by it or anyone for whose acts it may be liable even if it is caused in part by the negligence or omission of any Indemnitee, so long as it is not caused by the sole negligence or willful misconduct of any Indemnitee.

§ 12.2 Notwithstanding any other provision herein or in any Contract Document, the Owner shall not, in any manner, be deemed or intended to have waived any claim by making a payment or a progress payment of any amount.

§ 12.3 The Architect shall notify the Owner, in writing, of any actual or possible claim for personal injury or property damage relating to the Work, or of any occurrence which might give rise to such a claim..

§ 12.4 Any Additional Service for which the Owner is to compensate the Architect must be authorized in writing by the Owner before the Work is commenced, and an estimate of the cost or a method of determining the cost must be submitted by the Architect prior to the authority being granted for the said service by the Owner. Notwithstanding anything in this Agreement to the contrary, the Architect shall not be entitled to payment for Additional Services involved in:

- a. Revision of project documents in order to secure the approval of the Owner for the basic work unless said project documents have been previously approved by the Owner;
- b. Revisions of or additions to the project documents required because of errors or omissions of the Architect; and
- c. Intentionally Deleted.
- d. Revision of contract documents to bring the project within the budget which is authorized for the project per Section 6.5.2.

§ 12.5 The Architect certifies that the Architect is not barred from entering into this contract as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E or any other applicable law, rule or regulation.

§ 12.6 The Architect agrees to fully comply with the requirement of the Illinois Human Rights Act, 775 ILCS 5/1-101 et. seq., including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Architect further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans With Disabilities Act, 42 U.S.C. Section 12101 et. seq., and rules and regulation promulgated thereunder.

The following provisions of this Section are included in this Agreement pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code, and Architect shall be required to comply with these provisions only if and to the extent they are applicable under the law.

As required by Illinois law, in the event of the Architect's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Architect may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of the contract, the Architect agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, creed, sex, marital status, national origin or ancestry, age, citizenship, physical or mental handicap or disability, military status, or an unfavorable discharge from military service or arrest record status or sexual orientation; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, sexual orientation, or an unfavorable discharge from military service.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Architect's obligation under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Architect in its efforts to comply with such Acts and Rules, the Architect will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Architect will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails to or refuses to comply therewith. In addition, the Architect will not utilize any subcontractor declared by the

Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

§ 12.7 No failure of either the Architect or the Owner to exercise any power given in this Agreement or to insist upon strict compliance by the other party with any obligation hereunder and no custom or practice of the Owner or the Architect at variance with the terms hereof shall constitute a waiver of the right of either party to demand exact compliance with the terms of this Agreement.

§ 12.8 Intentionally Deleted.

§ 12.9 Any written notices provided for in this Agreement and copies of all correspondence shall be transmitted to the Superintendent of the Owner and the Architect at the following addresses;

Architect:
FGM Architects, Inc.
1211 West 22nd Street, Suite 705
Oak Brook, Illinois 60523

Owner:
Board of Education of Community Consolidated School District No. 64
164 S Prospect Avenue
Park Ridge, IL 60068-4000

§ 12.10 Asbestos Certification. Architect hereby certifies that it will not specify or require any materials, products, fixtures and equipment that contain asbestos.

§ 12.11 This Agreement may not be assigned without written consent of both parties

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B132™–2009, Standard Form Agreement Between Owner and Architect, Construction Manager as Adviser Edition
- .2 AIA Document E201™–2007, Digital Data Protocol Exhibit, if completed, or the following:
- .3 AIA Document E202™–2008, Building Information Modeling Protocol Exhibit, if completed, or the following:
- .4 Other documents:
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

Exhibit A- Architectural/Engineering Fee Schedule
Exhibit B- Specimen Project Identification Exhibit
Project Specific Project Identification Exhibit

This Agreement is entered into as of the day and year first written above.

OWNER (Signature)

ARCHITECT (Signature)

(Printed name and title)

Kerry Leonard, Principal
(Printed name and title)

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Exhibit A

Fee Schedule

February 23, 2015

The following Fee Schedule will be used to establish the Basic Services fees for various projects covered by the Master Agreement for Architectural Services.

Park Ridge Niles School District 64 Architectural / Engineering Fee Schedule			
Renovation / Addition / Life Safety Projects			
Construction Cost			Fee Percentage
\$0	to	\$999,999	Hourly or negotiated lump sum
\$1,000,000		\$1,499,999	9.25%
\$1,500,000		\$1,999,999	9.00%
\$2,000,000		\$4,999,999	8.75%
\$5,000,000		\$9,999,999	8.50%
\$10,000,000		\$14,999,999	8.25%
\$15,000,000		\$19,999,999	8.00%
\$20,000,000			7.75%
New Construction Projects			
Construction Cost			Fee Percentage
\$0	to	\$999,999	Hourly or negotiated lump sum
\$1,000,000		\$1,999,999	8.00%
\$2,000,000		\$4,999,999	7.50%
\$5,000,000		\$9,999,999	7.25%
\$10,000,000		\$14,999,999	7.00%
\$15,000,000		\$19,999,999	6.75%
\$20,000,000			6.50%

The percentage fees in the above schedule would be used to establish the fee through Schematic Design. At the start of Design Development based on the approved Design Development budget a fixed fee would be established using the approved budget and the scheduled percentage fee.

The fixed fee will be adjusted if changes that increase or decrease the scope of the work and architectural engineering fee are made.

The percentage fee includes Basic Services including Structural, Mechanical, Electrical, Plumbing and Fire Protection Engineering.

The percentage fee does not include specialty engineering and consultants or reimbursable costs. Specialty engineering and consultants could include Civil Engineering, Kitchen Consultant, Acoustical Engineering, etc. Cost consulting is provided by the Construction Manager.

**Project Identification Exhibit ____ to AIA® Document B132™ -
2009, Standard Form of Agreement between Owner and
Architect, Dated February 23, 2015 (“Agreement”)**

Between the Owner: Board of Education
Community Consolidated School District No. 64
164 S Prospect Avenue
Park Ridge, IL 60068-4000

And the Architect: FGM Architects
1211 West 22nd Street, Suite 705
Oak Brook, IL 60523

Project:

FGM Project Number:

Date of Exhibit:

This Project Identification Exhibit No. ____ incorporates all of the terms and conditions of the Agreement, subject to the terms herein.

1. Initial Information:

1.1.1 Program

1.1.2 Physical Characteristics

1.1.3 Owner's Budget

1.1.4 Owner's Anticipated Schedule

1.1.5 Contractor

1.1.6 Owner's Delivery Requirement

1.1.7 Other Project Information

1.1.8 Owner's Representative

1.1.9 Additional Representatives

1.1.10 Owner's Consultants

1.1.13 Other Initial Information

**Project Identification Exhibit ____ to AIA® Document B132™ -
2009, Standard Form of Agreement between Owner and
Architect, Dated February 23, 2015 (“Agreement”)**

4. Services

4.1 Additional Services

4.2 Description of Additional Services

11. Compensation:

11.1 Basic Services

11.2 Additional Services

11.3 Contingent Additional Services

11.7 Hourly Billing Rates

11.9 Compensation for Use of Architect's Instruments of Service

13. Scope of Agreement

13.2.4 Other Documents - Attached

1. Hourly Billing Rates

Board of Education
Community Consolidated
School District No. 64
164 S Prospect Avenue
Park Ridge, IL 60068-4000

FGM Architects
1211 West 22nd Street, Suite 705
Oak Brook, IL 60523

By: _____
Title: _____

By: _____
Title: _____

APPROVAL OF 10-YEAR HEALTH LIFE SAFETY SURVEY/MASTER FACILITY PLAN

Attached is the information.

ACTION ITEM 15-02-7

I move the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the 10-year Health Life Safety Survey /Master Facility Plan for the amount of \$199,705.

Moved By:_____Seconded By:_____

AYES:

NAYS:

PRESENT:

ABSENT:

2/23/15

**Project Identification Exhibit B.1 to AIA® Document B132™ -
2009, Standard Form of Agreement between Owner and
Architect, Dated February 23, 2015 (“Agreement”)**

Between the Owner: Board of Education
Community Consolidated School District No. 64
164 S Prospect Avenue
Park Ridge, IL 60068-4000

And the Architect: FGM Architects
1211 West 22nd Street, Suite 705
Oak Brook, IL 60523

Project: Health Life Safety Survey and Master Facilities Plan

FGM Project Number:

Date of Exhibit: February 23, 2015

This Project Identification Exhibit No. B.1 incorporates all of the terms and conditions of the Agreement, subject to the terms herein.

1. Initial Information:

1.1.1 Program

A Ten Year Health Life Safety Survey (HLS), in conjunction with the HLS Survey a five-step Master Facilities Plan (MFP) will be completed including the following phases:

- Data Gathering
- Vision
- Program
- Concept
- Decision Making

1.1.2 Physical Characteristics

The following facilities will be included in the Health Life Safety Survey and Master Facilities Plan

1. George B. Carpenter Elementary
2. Benjamin Franklin Elementary
3. Eugene Field Elementary
4. Thomas Jefferson
5. Theodore Roosevelt Elementary
6. George Washington Elementary
7. Ralph Waldo Emerson Middle
8. Abraham Lincoln Middle
9. Hendee Educational Service Center

1.1.3 Owner's Budget

Not applicable – there will not be any construction projects associated with the HLS Survey and Master Facility Plan.

1.1.4 Owner's Anticipated Schedule

The HLS and MFP will be completed by July 1, 2015.

**Project Identification Exhibit B.1 to AIA® Document B132™ -
2009, Standard Form of Agreement between Owner and
Architect, Dated February 23, 2015 (“Agreement”)**

- 1.1.5 Contractor
Nicholas & Associates, Inc. is the Construction Manager and will provide cost consulting services and also provided constructability input.
- 1.1.6 Owner's Delivery Requirement
Not Applicable
- 1.1.7 Other Project Information
None
- 1.1.8 Owner's Representative
Rebecca J. Allard, Chief School Business Official
- 1.1.9 Additional Representatives
None
- 1.1.10 Owner's Consultants
None – Construction Manager to provide Cost Consulting services
- 1.1.13 Other Initial Information
None
- 4. Services
 - 4.1 Additional Services
Civil Engineering
Structural Engineering
 - 4.2 Description of Additional Services
Consulting engineering services for civil and structural services may be required based on discovered conditions; an allowance will be established for these services if they become necessary.
- 11. Compensation:
 - 11.1 Basic Services
One Hundred Ninety Nine Thousand Seven Hundred and Five Dollars
(\$199,705.00)
 - 11.2 Additional Services
An allowance of fifteen thousand dollars (\$15,000) will be allocated to be used if it is determined Additional Services are necessary.
 - 11.3 Contingent Additional Services
None
 - 11.7 Hourly Billing Rates
See Attached

**Project Identification Exhibit B.1 to AIA® Document B132™ -
2009, Standard Form of Agreement between Owner and
Architect, Dated February 23, 2015 (“Agreement”)**

11.9 Compensation for Use of Architect's Instruments of Service
Not Applicable

13. Scope of Agreement

13.2.4 Other Documents – Attached

1. Hourly Billing Rates
2. Health Life Safety and Master Facilities Planning Scope of Services dated February 23, 2015.
3. Scheduled Meetings Attachment dated February 23, 2015.

Board of Education
Community Consolidated
School District No. 64
164 S Prospect Avenue
Park Ridge, IL 60068-4000

FGM Architects
1211 West 22nd Street, Suite 705
Oak Brook, IL 60523

By: _____
Title: _____

By: _____
Title: _____

**FGM ARCHITECTS INC.
HOURLY RATE SCHEDULE**

Effective November 1, 2014*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

FGM Architects

Arch IV	\$185.00
Arch III	\$145.00
Arch II	\$110.00
Arch I	\$ 85.00
Project Administrator III	\$105.00
Project Administrator II	\$ 80.00
Project Administrator I	\$ 70.00

PARK RIDGE-NILES SCHOOL DISTRICT 64

Health Life Safety and Master Facilities Planning Project Identification B.1 Scope of Services Attachment

FGM will complete a 10-Year Health Life Safety (HLS) Survey meeting the requirements of Illinois State Board of Education and a Master Facilities Plan (MFP) for the Districts nine facilities. The scope of services includes the following five phases:

- Data Gathering
- Vision
- Program
- Concept
- Decision Making

Data Gathering

The first step in data gathering will be the Health Life Safety Survey. FGM will complete a fire separation and exiting analysis of the buildings, conduct a survey of the building to verify conditions and identify health life safety code deficiencies.

During the Health Life Safety Survey process FGM will also collect existing documentation for each building including: current and projected enrollment, current curriculum and space use, academic and activity schedules, special education and other student support programs, technology, security, and community use. We will meet with each school to further understand the use of space, operational patterns of the facilities, and challenges using the current facilities. FGM will conduct an educational adequacy review identifying how existing space supports its intended educational activities.

Vision

FGM will facilitate a meeting of the project design team to develop a vision for the District's facilities. FGM will present current educational facilities trends, technological trends, and an understanding of how educational facility design can support pedagogy. This discussion will include changes currently being implemented or foreseen in space use and operational practices.

February 23, 2015

FGM ARCHITECTS

Program

FGM will meet with the project design team to understand current and projected curricular directions, capacity needs, and other program, activity or operational needs. FGM will use the program information to evaluate where each of the current facilities is relative to the program information. This will identify where there are space deficiencies, inefficiencies, or other anomalies that should be considered in the Concept Phase.

Concept

Based on HLS, individual school meetings, site observations and direction from project design team FGM will prepare concepts for addressing building and district wide needs.

Decision Making

FGM will meet with the project design team to present and discuss the concepts, using the Vision established by the project design team as the criteria to evaluate options and select a preferred direction.

Health Life Safety Survey and Final Report

A 10-Year Health Life Safety Survey including Building Descriptions and Safety Reference Plans will be prepared in accordance with applicable requirements. After approval by the District the HLS will be submitted through ISBE's IWAS system.

FGM will prepare a draft MFP report documenting the process and findings. The draft will be reviewed with the project design team and then finalized.

This report will be in color and will be provided in electronic format for the use of the school district. A summary presentation will be created to share with the District and the community.

February 23, 2015

1211 West 22nd Street, Suite 705
Oak Brook, IL 60523-2109
630.574.8300 PHONE 630.574.9292 FAX

FGM ARCHITECTS

Meetings

The services will include community meetings at regularly scheduled Board meetings, meetings with a project design team, meetings at individual buildings and meetings with the Villages and Park Districts of Niles and Park Ridge.

Board and Community Meetings

Five meetings will be held as public meetings prior to regular scheduled Board meetings for the purpose of updating the Board and for soliciting community input.

Individual School Meetings

Conduct a series of three meetings at each school building:

- Meeting 1 - Gather information from the Principal and staff

- Meeting 2 - Review findings and possible improvements

- Meeting 3 - Review final recommendations

Design Team Meetings

Nine meetings with the District leadership to review findings from individual buildings, establish facility standards and educational needs, review findings for individual buildings, review possible concepts and options, provide direction to A/E team for recommended actions and review material prior to Board and Community meeting presentations.

Village and Coordination Meetings

Meet with Villages and Park Districts to provide a comprehensive understanding of the entire community's needs.

Meet with the District's Environmental Consultant to include consultant's environmental considerations in the MFP.

Meet with the Construction Manager on a regular basis the construction manager will provide constructability input and cost estimating.

February 23, 2015

Park Ridge Niles School District 64
Health Life Safety and Master Facilities Planning
Project Identification B.1 - Scheduled Meetings Attachment

Meetings	Possible Participants	Agenda Topics
Community Meetings Held as special meetings before regularly scheduled Board meeting or as a report during Board meeting	Community Board of Education Administration and Staff Nicholas and Associates, Inc. FGM Architects	
February 23, 2015 Board Meeting		Scope of Services and Project Plan
March 23, 2015 Board Meeting		Report and solicit feedback on facility condition
April 27, 2015 Board meeting		Report and solicit feedback on program needs
May 18, 2015 Board Meeting		Review criteria for decision making Present major projects and options being explored Solicit feedback
June 22, 2015 Board Meeting		Final plan presentation

Park Ridge Niles School District 64
Health Life Safety and Master Facilities Planning
Project Identification B.1 - Scheduled Meetings Attachment

Meetings	Possible Participants	Agenda Topics
Individual School Meetings: George B. Carpenter Elementary Benjamin Franklin Elementary Eugene Field Elementary Thomas Jefferson Theodore Roosevelt Elementary George Washington Elementary Ralph Waldo Emerson Middle Abraham Lincoln Middle	Principal Representative Teachers School Custodian Director of Facility Management Student Learning and Technology Representative(s) Students Parents (PTO) Neighbors Nicholas and Associates, Inc. FGM Architects	Use CEC structure for engaging students and staff
Meeting 1 Carpenter Elementary - February 18th Franklin Elementary - TBD Field Elementary - February 18th Jefferson - February 20th Roosevelt Elementary - TBD Washington Elementary - TBD Emerson Middle - February 20th Lincoln Middle - TBD	Required Participants Principal School Custodian	Information Gathering: Current use of building spaces Enrollment, programs and activities Before and after school uses Site use Facility condition and space needs Tour building Discussion topics <i>Has new technology changed how learning occurs in the building?</i> <i>What will learning look like in the next 10 years?</i>
Meeting 2 (April)		Review building condition findings Opportunity for staff, student and parent input Discuss possible improvements Review budget parameters
Meeting 3 (May)		Review building recommendations Prepare for presentation to Board

Planning Information to be Developed for Each Building:

Health Life Safety Survey	Existing Space Use Plans
Building Condition Survey	Building Capacity Review
Site Analysis	Educational Suitability

Information Gathering Tools

Document Review
Building Observations
Facility Staff Questionnaire
Interviews and Meetings

Park Ridge Niles School District 64
Health Life Safety and Master Facilities Planning
Project Identification B.1 - Scheduled Meetings Attachment

Meetings	Possible Participants	Agenda Topics
Design Team Meetings	Dr. Laurie Heinz Dr. Lori Hinton Lopez Mary Jane Warden Becky Allard Brian Imhoff LuAnn Kolstad Scott Mackall Bernadette Tramm Nicholas and Associates, Inc. FGM Architects	
February 19th 4:00 PM - Meeting 1		CEC findings Review HLS procedures (definitions, code strategies, financial) Discussion - Expectations and budget parameters Discussion - What will learning look like in the next 10 years? Review material for February 23rd Board meeting
March 5th 4:00 PM - Meeting 2		FGM Presentation-Educational Facilities Trends Review synthesis of input from each building
March 19th 4:00 PM - Meeting 3		Review material for March 23rd Board meeting
April 9th 4:00 PM - Meeting 4		Strategic Planning Update
April 23rd 4:00 PM - Meeting 5		Strategic Planning Update Program and capacity discussion Review material for April 27th Board meeting
May 14th 4:00 PM - Meeting 6		Review material for May 18th Board meeting
May 28th 4:00 PM - Meeting 7		Preliminary Concept review Strategic Planning Update
June 4th 4:00 PM - Meeting 8		Concept Review
June 18th 4:00 PM - Meeting 9		Review final Board presentation on June 22nd

Park Ridge Niles School District 64
Health Life Safety and Master Facilities Planning
Project Identification B.1 - Scheduled Meetings Attachment

Meetings	Possible Participants	Agenda Topics
Information Gathering Meetings		Schedule meetings with Scott Mackall
Village of Niles	Village Manager	
Village of Park Ridge	Fire Prevention / Fire Chief	
Niles Park District	Executive Director	
Park Ridge Park District	Director of Facility Management	
Coordination Meetings		
Nicholas & Associates - Construction Manager		
ENVIRON - Asbestos Consultant		
Administrative Council Meetings		
As required		
Administrative Team Meetings		
As required		

TO: Board of Education

FROM: Scott Mackall, Director of Facility Management
Becky Allard, Chief School Business Official
Laurie Heinz, Superintendent

DATE: February 23, 2015

SUBJECT: Background on Fanning Howey Facility Maintenance Plan and Transition to FGM's Master Facilities Planning

Background on District 64 Master Facility Planning

In spring 2011, District 64 hired Fanning Howey as the District's architect of record. During the architect selection process, a Facility Master Plan was discussed in detail. Once selected, the Board decided that a maintenance plan was more urgently needed.

Rather than complete a full Facility Master Plan study as a single product, therefore, Fanning Howey was directed instead to develop a two-step approach: Phase I was the development of a *Maintenance Plan* and Phase II was the development of an *Education Adequacy Study* needed to complete a full Master Plan.

The Fanning Howey work proceeded as follows:

- The *Phase I - Maintenance Plan* was completed and presented to the Board of Education in December 2011. This plan did NOT include a new 10-year life safety survey. The cost of the maintenance plan was \$148,016. This plan was used by the Board to identify its top five priority projects; those projects will be completed summer 2015 with the Field School phase 2 work. Documentation of this work is provided [on our website](#).

Itemized cost of services from Phase 1 of Fanning Howey's Facility Master Plan:

Physical Assessment of Buildings	\$94,840.00
Capacity Study Educational Buildings	\$ 9,708.00
Community Engagement held 3/2011	\$11,454.00
Maintenance Plan/Mechanical Assessment	\$32,014.00
Total	\$148,016.00

- Although the District continued discussing *Phase II - Educational Adequacy Study*, it was never completed. The range of costs proposed by Fanning Howey for *Phase II – Educational Adequacy Study* varied from \$281,516* to \$175,266 after review of District needs. The District has never started any component of Phase II of the Facility Master

Plan with Fanning Howey. (*The \$281,516.00 top range is from the original proposal for the Master Plan; from that document the District established the final proposal of \$175,216.)

Itemized proposed cost for Phase 2 of Fanning’s Facility Master Plan (not undertaken):

Educational Adequacy Study	\$70,944.00
Technology Assessment of Buildings	\$19,070.00
Five Year Technology Plan	\$12,315.00
Community Engagement	\$37,576.00
Drafting the Facility Master Plan	\$35,311.00
Total	\$175,216.00

Again, it is important to understand that the District has never started any component of Phase II of the Facility Master Plan with Fanning Howey nor did it complete any 10-Year Life Safety work.

Selection of New Architect of Record/Facility Master Planning

In September 2014 (memorandum attached), the District embarked on an assessment of architectural services. In December 2014 (memorandum attached), the architectural review committee ranked three architectural firms: 1) FGM 2) BLDD 3) Legat. The Board authorized the administration to negotiate with FGM to perform the 10-Year Health Life Safety Survey (HLS) and complete a comprehensive Facility Master Plan (Fanning Howey referred to this as *Educational Adequacy Study*). Negotiations have been completed and the administration is recommending that FGM be authorized at the February 23 Board of Education meeting to proceed towards completion of the project.

The following provides additional background on the Health Life Safety Code and how FGM will incorporate the Fanning Howey maintenance plan into the process as well as the comprehensive nature of FGM’s facility master plan protocols.

Health Life Safety (HLS) Requirements

Illinois school districts are required to keep their facilities in continual compliance with the Health Life Safety Code (HLS); the HLS re-survey is a legislated method to assist districts in maintaining continual compliance.

A Health Life Safety Survey consists of the following requirements:

- *Architect / Engineer survey* of the building to identify violations of the applicable Health Life Safety Code.
- *Safety Reference Plans* that analyze area, fire separation and exit travel distances in each building and also graphically document the location of specific systems and devices as dictated in the code.
- *Building Description* that identifies construction and building systems in a written format.
- *Survey Documents* submitted in hard copy and through IWAS system that document District, ROE and ISBE approval and that identify individual violations and include code reference as well as a plan and estimated cost to correct each deficiency.

The requirements and procedures are specifically identified in Part 180 and in ISBE's Life Safety Handbook.

Transition between Fanning Howey and FGM Studies

The Maintenance Plan work completed in 2011 by Fanning Howey identified *"maintenance items related to the condition of each of the 9 District buildings... subdivided into 4 different categories, including site, mechanical/plumbing, building factors, and electrical."*

As part of the Master Facilities Plan:

- FGM will review the items identified in the District's current Maintenance Plan prepared by Fanning Howey, verify the items identified as complete, and conduct an independent assessment of the facilities.
- In addition to the observations by FGM's team of architects and engineers, FGM will gather additional information on the buildings' physical condition through questionnaires and meetings with the District and building staff.

This comprehensive approach will create a baseline condition allowing any proposed improvements to be evaluated in the context of extending the life of a building or its systems based on individual building needs and overall needs across the District.

The Master Facilities Plan will become the one place where information regarding the construction, operation and maintenance of building information can be found. Information management is a necessary step in increasing efficiency of operation and improved decision making.

Other Key Components of Master Facilities Planning

Another key element of FGM's Master Facilities Planning process for District 64 will be incorporating the most current planning and design solutions to create a safe learning environment. This work will investigate hardening building components and the zoning and separation of public activities. Planning will involve local first responders and will need to align

building operational procedures with the physical structure. This effort will be based on the work completed by RETA, the District's security consultant.

The reasons these facilities exist is to serve the educational needs of the students of District 64. Therefore, it is impossible to consider the needs of the building without considering the educational needs. Observations at the schools, as well as District and building level discussions will focus on the capacity of the building, how space is utilized, the relationship of educational areas within a building, incorporation of technology in the physical environment, and an assessment of the buildings for flexible learning environments as educational needs evolve.

Through the master planning process, a synergy between facility needs and educational needs is found and limited resources are leveraged to increase the value of each dollar spent. Deferred maintenance is a strategy based on fully understanding the impact of that decision.

Summary

The District manages buildings with a replacement cost of between \$125 million - \$150 million plus site and Furniture, Fixtures & Equipment (FFE). The Master Facilities plan is a comprehensive look at code requirements, physical condition and educational needs. Every school district has limited resources and no school district can do all the work that needs or wants to be done. It is more important, now than ever, for school districts to understand their facility needs and prioritize expenditures to maintain safe buildings, to support learning in the buildings, and to protect the community's investment in the existing buildings.

SUMMARY OF CAPITAL PROJECTS FUNDING AND AUTHORIZATION TO
PROCEED WITH 2015 SUMMER PROJECTS

See attached memo.

ACTION ITEM 15-02-8

I move the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, authorizing the Administration to proceed with the 2015 Summer Projects.

Moved By: _____ Seconded By: _____

AYES:

NAYS:

PRESENT:

ABSENT:

2/23/15

TO: Board of Education
Laurie Heinz, Superintendent

FROM: Becky Allard, Chief School Business Official
Scott Mackall, Director of Facility Management

DATE: February 23, 2015

SUBJECT: Summary of Capital Projects Funding and Authorization to Proceed with 2015 Summer Projects

The following chart identifies a summary of available funds in the Capital Projects Fund. There are two sources of funds, bond sale proceeds and prior internal transfers to fund projects during the summer of 2015 & 2016.

	<i>Bond Sale</i>	<i>Internal Transfers</i>	<i>Summer 2015 Project Considerations</i>	
<i>Cash & Investments as of 2/9/2015</i>	\$4,232,277	\$751,000		<i>Capital Projects fund balance prior to the issuance of Bonds / \$1,131,360</i>
<i>Anticipated Cost's as of 2/9/2015</i>				<i>Additional Comments</i>
Architect Fees	\$26,958			Field Phase II
Construction Manager	\$99,934			Field Phase II
Balance to Complete Field Phase I	\$477,339			Bergen Construction
Field Phase II	\$1,998,683			Contract approval 2/23
10-Year Health Life Safety/Facility Master Plan			\$199,750	10-year Health Life Safety required by Illinois School Code
*Washington Gym Divider Wall			\$95,000	Movable wall
*VoIP			\$500,000	Replacement of Phone System
Carpenter Close-out	\$0	\$176,000	\$0	Balance to close-out Carpenter Project
<i>Sub-Total of Project Costs</i>	\$2,602,914	\$176,000	\$794,750	
<i>* Actual cost unknown at this time</i>				
<i>Balance Of Remaining Funds</i>	\$2,204,363			

As the above chart indicates, the administration is recommending two projects for the summer of 2015 VoIP and the replacement of the Washington gym divider wall, in addition to the completion of the Health Life Safety Survey / Facility Master Plan. The aforementioned projects will be funded from the bond sale proceeds.

Additional projects that have been discussed are Washington & Carpenter replacement carpet, Washington & Carpenter asbestos abatement, District wide door & lock replacement, and repair of stage extensions.

As the District embarks on the 10-Year Health Life Safety Survey / Facility Master Plan additional projects will be identified. Once the Board accepts the report from FGM in June, the administrative team will need to prioritize projects and recommend funding sources.

Approval of 2015-16 Staffing Plan

The administration is re-submitting for approval the recommended 2015-2016 Staffing Plan as originally presented and discussed at the February 9 Board of Education meeting. The original memo and attachments have been included in this appendix.

ACTION ITEM 15-02-9

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the 2015-16 staffing report as presented.

The votes were cast as follows:

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Laurie Heinz, Superintendent
Rebecca Allard, Chief School Business Official
Joel Martin, Assistant Superintendent for Human Resources

Date: February 9, 2015

Subject: 2015-16 Recommended Staffing Plan

In preparation for budget development, we have completed an analysis of staffing needs. The administration continues to review current staffing for efficiencies and any proposed changes in certified and classified staff will be in accordance with collective bargaining agreements (CBAs), the Illinois School Code, and any other applicable state and federal laws. Actual employment of additional staff occurs when the Board of Education approves the Personnel Report.

With the exception of staff listed on the attached chart it is anticipated that all other current positions will be factored into the 2015-16 budget.

In addition, the 2015-16 enrollment projections are attached. When the current student enrollment “rolls over” for next year school year, we will need 3 less sections -- 2 at the middle school level and 1 at the elementary school level. As a result, we may need to RIF (reduction in force) three full-time teachers due to the decrease in enrollment. However, we have 7 sections that are on “the bubble” for the next school year.

A “bubble section” is a class that is within 2 students of exceeding the District’s class size guideline at a particular grade level. These bubble sections are viewed as having the potential to exceed the District’s class size guideline prior to the start of a school year. If a bubble section exceeds class size guidelines, again prior to the start of the school year, the District will hire a teacher. Subsequently, when a new section is added at a grade level, the District will need to add special sections (art, music, PE, Spanish). This results in an increase in the number of the current staff’s FTE beyond just the 1 teacher hired for the new section.

Regardless of any staffing decisions based on enrollment numbers, the administration is requesting that the District hire 1 full-time English Language Learner teacher and 1 full-time District Technologist. Moreover, the District will be reducing staff by 2 full-time teachers, 1 kindergarten teacher and 1 resource teacher.

One additional full time EL (English Language) teacher is being recommended in response to the significant increase in EL students in the District. With this increase the District will be closer to the staffing ratio set several years ago. This increase will also increase student service time by reducing the travel time for EL teachers working in multiple buildings.

Due to the implementation of the 1:1 Chromebook Rollout this past summer, there has been a dramatic increase in the number of devices, users, and technical support needed in the District. The Technologists and staff have reported the large volume of work has created difficulty in having issues addressed in a timely manner. As a result the administration is requesting an additional full-time District Technologist to support the District's technology needs.

For example, there are triple the amount of devices to support this year than compared to last year throughout the entire District. At the middle schools alone, the technology department has received over one thousand technology related work orders at the midway point of the school year. Under the current technology staff allocation it is a challenge to meet the demands of device and user support.

Please let this memo serve as a brief overview of the attached charts and staffing requests that will be reviewed in detail with the Board of Education at the meeting on Monday, February 9th.

Park Ridge - Niles Community Consolidated School District 64
2015-16 Staff Requests

Position	FTE Change	Comments	Salary Impact	Employee Category
Enrollment Changes				PREA
PREA - Teacher	(3.00)	Reduction in grades 1 -5 due to enrollment fluctuations	(\$165,000)	
Student Learning Support				PREA
English Learning Teacher	1.00	Enrollment increase requiring this specialized service	\$55,000	
Resource Teacher	(1.00)	Allocation of current staff based on student enrollment	(\$55,000)	
Jefferson Kindergarten Teacher	(1.00)	First year program elimination	(\$55,000)	
Technology				Exempt
District Technologist	1.00	New 12-month Position to support additional building needs	\$60,000	
Cost Summary				
Estimated Cost Impact			(\$160,000)	
**Estimated Benefit Cost			(\$32,000)	
Total Estimated Cost			(\$192,000)	
PREA - Teacher	7.00	"Bubble" class sections for enrollment	\$385,000	PREA
PREA - Teacher	2.50	"Bubble" sections for specials (Art, Music, PE, Foreign Language)	\$137,500	PREA
"Bubble" class sections are within 1 of class size guidelines			\$522,500	
Any positions that are funded by a Federal or State Grant will come to the Board for approval prior to the Grant being submitted for approval.				rja 2/9

Park Ridge - Niles Community Consolidated School District 64
2015- 16 Class Size/Section Projections with Average Class Size

As of December 31, 2014

School	K	1	2	3	4	5	6	7	8	Total By School		
Maximum Class Size	22	24	24	26	26	28	28	28	28	2015-16	2014-15	Difference
Carpenter	73	73	70	82	75	83				456	449	7.0
# of Sections	4	4	3	4	3	3				21	21	0.0
Average Class Size	18.25	18.25	23.33	20.50	25.00	27.67						
Field	86	86	117	107	106	117.00				619	649	(30.0)
# of Sections	4	4	5	5	5	5				28	29	(1.0)
Average Class Size	21.50	21.50	23.40	21.40	21.20	23.40						
Franklin	75	75	80	74	92	72				468	466	2.0
# of Sections	4	4	4	3	4	3				22	22	0.0
Average Class Size	18.75	18.75	20.00	24.67	23.00	24.00						
Roosevelt	102	102	86	132	106	127				655	656	(1.0)
# of Sections	5	5	4	6	5	5				30	29	1.0
Average Class Size	20.40	20.40	21.50	22.00	21.20	25.40						
Washington	88	88	106	109	89	99				579	611	(32.0)
# of Sections	4	4	5	5	4	4				26	27	(1.0)
Average Class Size	22.00	22.00	21.20	21.80	22.25	24.75						
Emerson							255	273	289	817	843	(26.0)
# of Sections							10	10	11	31	31	0.0
Average Class Size							25.50	27.30	26.27			
Lincoln							223	209	244	676	717	(41.0)
# of Sections							8	8	9	25	27	(2.0)
Average Class Size							27.88	26.13	27.11			
Total By Grade	424	424	459	504	468	498	478	482	533	4,270	4,391	(121.0)
15-16 Total Sections	21	21	21	23	21	20	18	18	20			
14-15 Total Sections	21	21	24	21	21	20	18	20	20			
Class Sections										152.00	155.00	(3.0)
Change in Sections	0	0	(3)	2	0	0	0	(2)	0			

Notes:

Projections do not include Jefferson

To: District 64 Board of Education

From: Lori Lopez, Assistant Superintendent for Student Learning

Date: February 23, 2015

Re: Report on February 6, 2015 Institute Day

Each District-Directed early release Wednesday and Staff Development Day, the Department for Student Learning plans professional development activities for over 31 teams. Professional development is facilitated by the Curriculum Specialists, Middle School Department Chairpersons, Instructional Technology Coaches, Library Information Specialists, consultants, and other teacher leaders. Professional development activities are aligned with the goals of the Strategic Plan and target the implementation of the priority standards/CCSS with technology integration.

On Friday, February 6, all District 64 staff participated in a full day of professional development activities. For many teams, activities focused on the integration of technology to support student learning and on developing instructional strategies to support the implementation of the Common Core. Other themes included differentiation, student engagement, and supporting struggling students with positive behavior choices. Highlights include:

- K-5 grade-level teachers and Literacy teachers participated in the half-day session *Best Practices in Writing Instruction*. Teachers joined a consultant from the Developmental Studies Center to explore classroom structures for writing that build independence, support collaboration and inquiry, and support student mastery of the CCSS.
- 3rd-5th grade teams who required additional time to review Math MAP data and plan for differentiated instruction, or wanted to explore strategies for teaching fractions concepts were able to select these half-day sessions. Other teams explored the integration of science and social studies into English language arts.
- Instructional Technology Coaches facilitated sessions for Middle School Core and Elective teachers (Science, SS, FACS, Health, Math, LA). Topics addressed the design of multimedia presentations, using technology to support formative assessment, 21st Century classroom management, data analysis, and the use of technology specifically in the mathematics classroom. Middle School math teachers also met with a consultant to

review the online student resources, teacher management tools, and differentiated lessons available through Glencoe/McGraw-Hill's ConnectEd.

- Middle School Encore teachers and other Elective teachers explored instructional strategies grounded in best practice for their subject area. For example, the Art Team traveled to the Lillstreet Art Center in Chicago to learn new approaches for mark making with wet and dry media. The P.E. Team met with a consultant to better integrate moderate to vigorous physical activity into each student's day. Instrumental Music teachers explored high-impact instructional strategies in their subject area and Music teachers worked with consultants to learn more about the Orff-Schulwerk teaching method and the use of iPad apps in the Music classroom.
- All members of the Department of Special Education & Pupil Services attended a full-day session to explore how to support students who are unsuccessful with typical behavior interventions.

Following each Staff Development Day, the District Staff Development Committee administers a survey to all staff to evaluate the effectiveness of professional development. Based on survey results, the Staff Development Committee makes recommendations to the Department for Student Learning for future activities. In addition, all presenters access the data to reflect upon their session content, strengths, and opportunities for growth.

To: Board of Education
From: Mary Jane Warden, Director of Innovation & Instructional Technology
Bernadette Tramm, Public Information Coordinator
Allison Blum, District Technologist/Webmaster
Date: February 23, 2015
Re: Discussion: Plan for Year 1 Web Post Implementation Review (June 2015)

Background

The redesigned District 64 website was launched after the close of school in late June 2014. It was the culmination of a year-long effort intended to “strengthen the website as a convenience source of information for parents and community members” as part of the Board’s consensus goals 2013-15.

The process began with an in-depth, strategic analysis of the current website prepared by consultant American Eagle in fall 2013. Our working group then completed a series of action steps leading to the selection of a new Content Management System (CMS) provider and third-party graphic designer. The development schedule was accelerated due to the unexpected termination of services on June 30, 2014 by the District’s CMS provider (PowerIT). Extensive reports were provided to the Board at the January 28, 2014 and March 24, 2014 meetings.

Prior to the launch, our working group completed a months-long process of transferring existing materials to the new website; uploading of fresh calendar information and latest news items; and conducting extensive previews and preliminary training. These sessions included previews for the Technology Implementation Committee, Administrative Council, building webmasters, and PTO/A Presidents group. In addition, separate training sessions were conducted for the Principals/Assistant Principals and building webmasters; school secretaries were trained on calendar/event features. The Instructional Technology Coaches also worked one-on-one with any teachers who still utilized websites provided by the outgoing website provider to ensure a seamless transition with their web presence at the end of the school year.

Key Features of the Redesigned Website

All key features recommended in the American Eagle report were addressed in the design and development of the new website. These features were based on surveys (720 respondents), eight in-depth focus groups, and an extensive analysis of website metrics using two different data sources.

The new design meets the following top priorities of our users:

- ***User-focused experience.*** This is delivered through “I want to...”/”Tell me about...” resource panels for 4 categories of frequent users (parents, students, community, staff), which are customized for every school and the District webpage.
- ***Enhanced search capability.*** The search feature is prominently located, powered by Google, and permits searches within pdf documents.
- ***Consistent layout across District and school sites.*** Each school’s basic architecture mirrors the District site. Page designs and color combinations are prescribed.
- ***Prominent access to calendars/events.*** The calendar information is prominently displayed in a continuous rotation, and is customized for each school.
- ***“Responsive” design*** (adapts automatically to cell phones, tablets, laptops, etc.). The site was constructed so that viewing from a cell phone (or other device) is convenient and easy to use.
- ***Clear navigation.*** An 8-color wheel helps guide visitors to the schools or District. Menus are kept short according to best practice. Quick links on each page give access to subpages.
- ***School information separated from District information.*** Each school site provides information about its own building; the District website hosts Superintendent, Department, Board and general information.

2014-15 School Year Activities - Mid-Year Update

From its previews and through its rollout, we have received very strong, positive support for the new website from parents, teachers, and community members who have offered congratulations on the engaging, colorful presence and easy use. During the past seven months, considerable time has been invested by many individuals in making sure the site is being operated as intended and bringing new features online. It is a cooperative effort among the many who contribute content to the website.

Highlights of this work include:

- Expanding the training and knowledge of website content creators to understand the operation of the site (how pages are created, how to add content, resize photos, etc.). Webmaster Blum has provided both group and/or individual, 1:1 training for all principals, all eight school webmasters, and all staff members who maintain specific areas of the site, and continues to provide “on-call” support.
- New Google public calendars for all eight schools and the District were created to feed into the “calendar” area of the new website. Webmaster Blum provided training to school secretaries and offers ongoing support for this key element.
- As of January, a “news blog” module has been introduced at all schools. Authored by the Principal/Assistant Principal, the blog posts have become a popular way to stay in touch with parents building-by-building. In addition, the blog posts feed immediately to each school’s social media presence on Facebook, further expanding their reach. Webmaster

Blum provided 1:1 training for principals and continues to provide ongoing support for this effort.

- Photo galleries are being introduced. In addition to providing the array of student photos appearing on each home page, the website also can present galleries of photos to showcase various activities and events. Webmaster Blum is providing training and ongoing support to the schools and other users for this effort.
- The “non-emergency banner” has proven a useful tool. This is a short announcement that occasionally is seen as an overlay on the home page photos. It was a custom feature requested by Public Information Coordinator Tramm, who has used it on numerous occasions through the year to highlight specific events or announcements. (Its use contrasts with the “emergency banner” that drops down at the top of every page throughout the website and is reserved for critical announcements.) The schools also utilize the non-emergency banner to highlight their events if not otherwise in use.
- Resource panels (“I want to...”/“Tell me about...”) have proven to be another highly useful feature, and have been changed routinely through the year to highlight changing interests.

Next Steps in 2014-15

Continuous improvement is an expectation for our website as it grows to meet the needs of the District 64 community. The website is a work in progress. It changes each day as news stories are added, calendars are updated, new materials are posted to existing pages, new pages are introduced, existing pages are remodeled, and so on. As we move into the second half of the year, we will continue to make such enhancements to better meet the needs of our users.

In addition, we anticipate directing focused attention in these areas:

- We are currently working with CampusSuite to relocate the Google translate feature from the bottom of each page to the top. This change is intended to make it easier for users needing translation services to find that tool when placed in a more prominent location. This is an effort in line with the District’s growing language diversity among its families.
- Researching options to add a dashboard to provide key indicators of financial performance, student learning, and other measures.
- Continuing to develop a solid working relationship with CampusSuite. As the primary liaison, Webmaster Blum has cultivated good communication with the company to provide further training and guidance on website features and to troubleshoot problems as they have arisen.

We look forward to the Board’s discussion on February 23 regarding the information it would like to have compiled for a year one review this summer.



Integrity. Commitment. Performance.™



Park Ridge CCSD 64

PMA Financial Planning Program
Presented by
Howard Crouse, Sr. Vice President
PMA Financial Network, Inc.
Updated February 23, 2015

Revisions to the February 9 Presentation

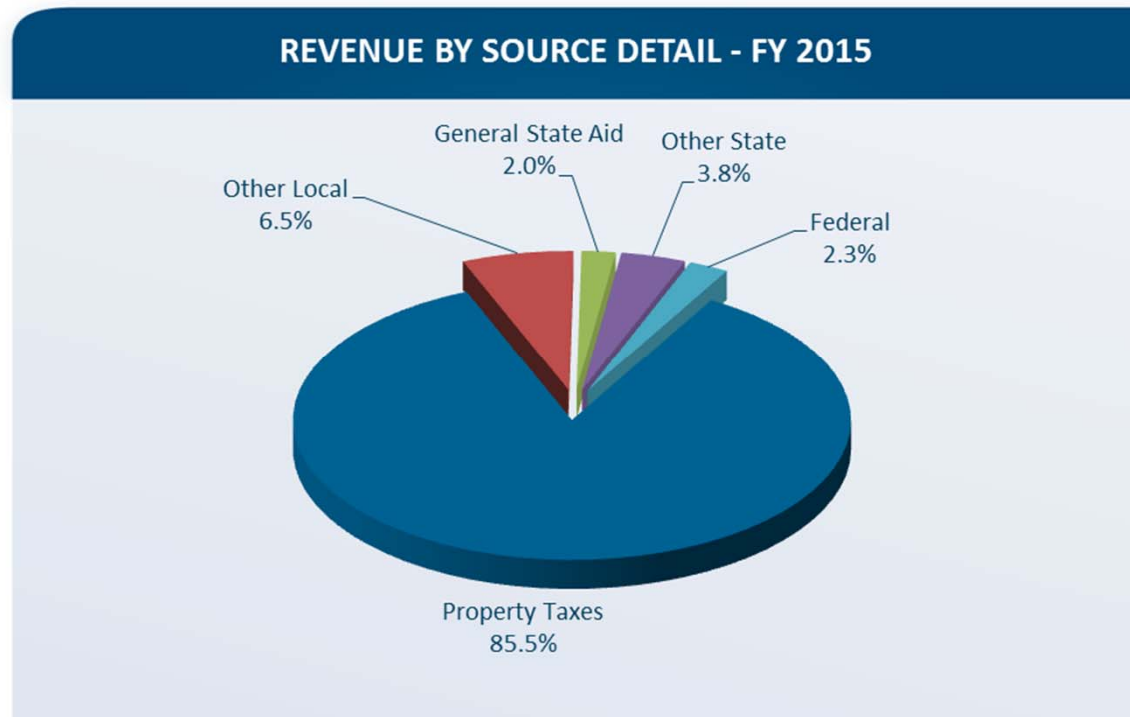
- Enrollment:
 - ❑ Kdg enrollment was calculated at half of head count. To correspond to Board reports, we have changed that to the actual head count. (Page 12)
- Staffing
 - ❑ FY15 staffing is 395.51 FTE. We are rounding that to 395.5 FTE.
 - ❑ We are adding 5.5 FTE in FY16, to project 401.00 FTE
 - ❑ All subsequent years are flat at 401.00 FTE. (Pages 11 and 12)
- Health insurance increased dropped from 7% to 5% (2/13)
- Results
 - ❑ These changes impact pages 13, 15, and 16

Financial Planning Program

Data Elements

- Five Years of Audited Annual Financial Reports
- FY2015 Budget
- Tax Levy / Extensions / Tax Rates/Distributions
- Equalized Assessed Valuation
- Enrollment
- Staffing Ratios
- Compensation and Benefits Provided
- District Assumptions

FY 2015 Budget Revenue by Source – Operating Funds



Operating Funds – Education, Operations & Maintenance, Transportation, Illinois Municipal Retirement Fund , Working Cash and Tort Funds

Data & Assumptions provided by District

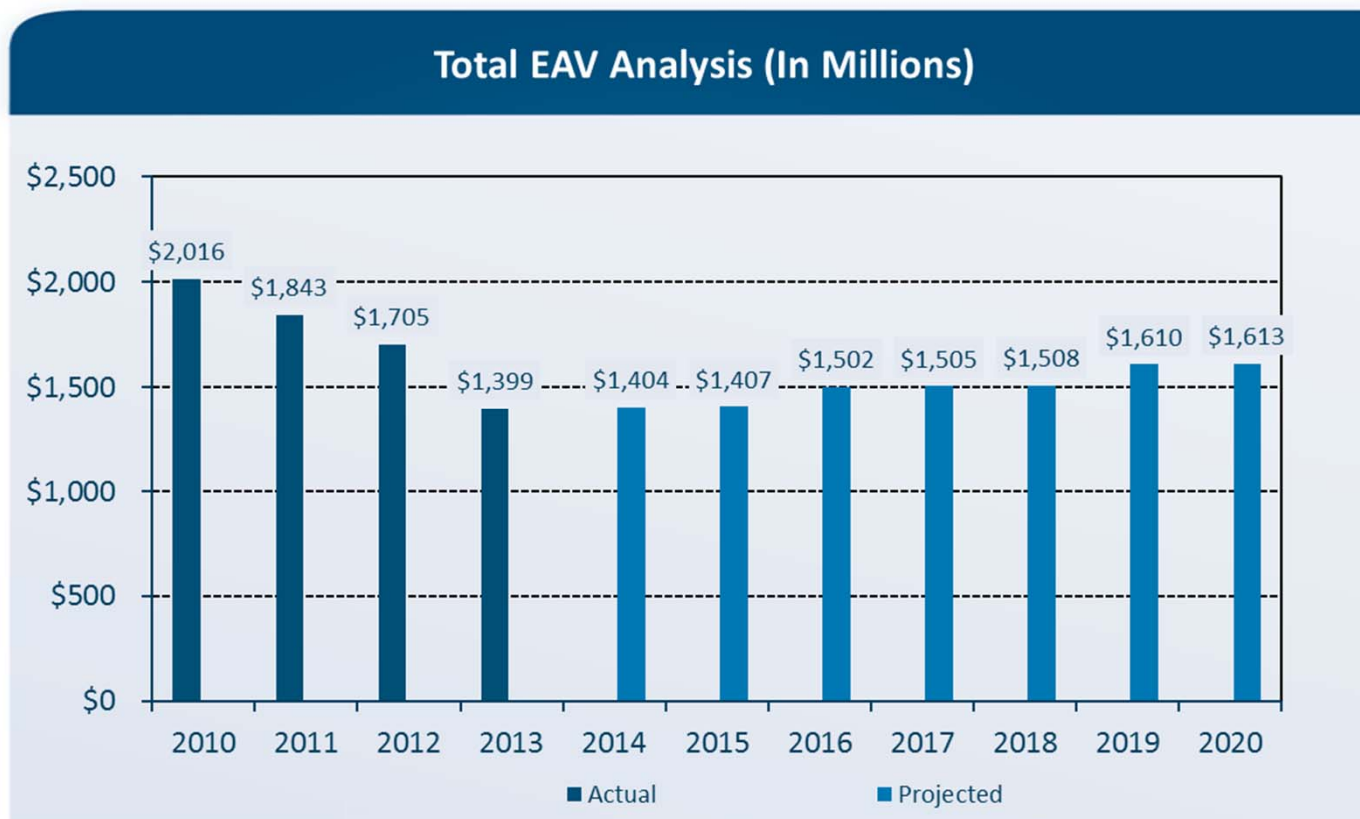
Key Revenue Assumptions

- Local Revenue
 - Levies 2014 – 2020
 - 1.5% CPI for Levy Year 2014 and .8% for LY2015; CPI will average 1.1% between LY2016 and LY2019
 - Each .1% CPI increases or decreases operating fund tax revenues by approximately \$62,000
 - Existing EAV projected be flat this year and next, then increase 6.5% in LY16, repeating the cycle in LY2017 and LY2020
 - This change only impacts the tax rate, not the revenue from existing EAV
 - New property estimates: \$4.3 million this year, and \$3.3M in subsequent years
 - Each \$1 million of new construction generates approximately \$43,000 for the operating funds

Key Revenue Assumptions

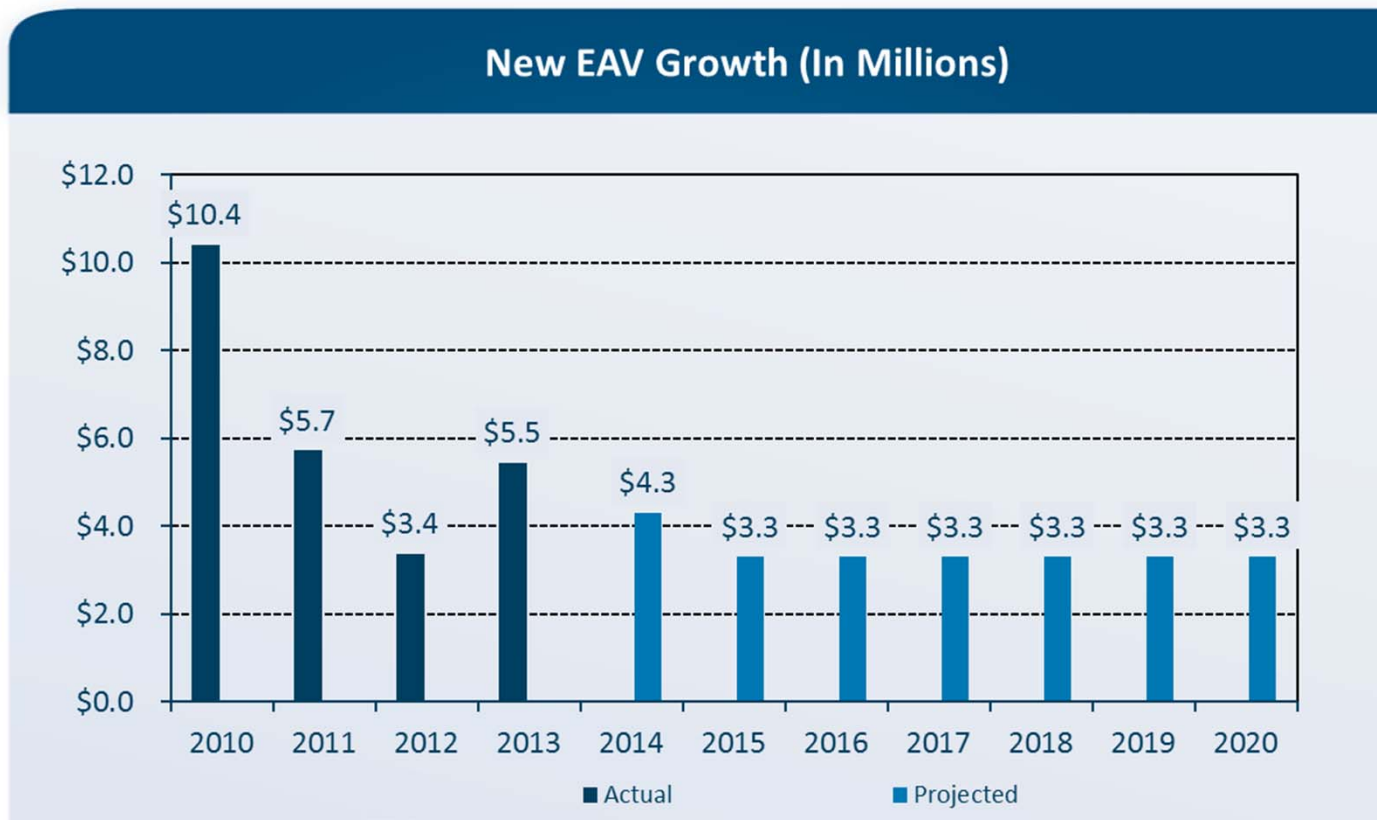
- State Revenue
 - ❑ General State Aid
 - The District is in the Alternate Formula for General State Aid
 - Foundation level projected to stay flat, but prorated at 89% each year
 - ❑ Each 1% proration equates to approximately \$15,000
 - GSA stays relatively flat under these assumptions
 - NOTES: There is concern that the State will not be able to pay its fourth categorical payment in the current fiscal year (approximately \$450,000)
 - And, we have not shown impact of what is now Senate Bill 1, formerly SB16
- Federal Revenue:
 - ❑ No increases projected

Equalized Assessed Valuation

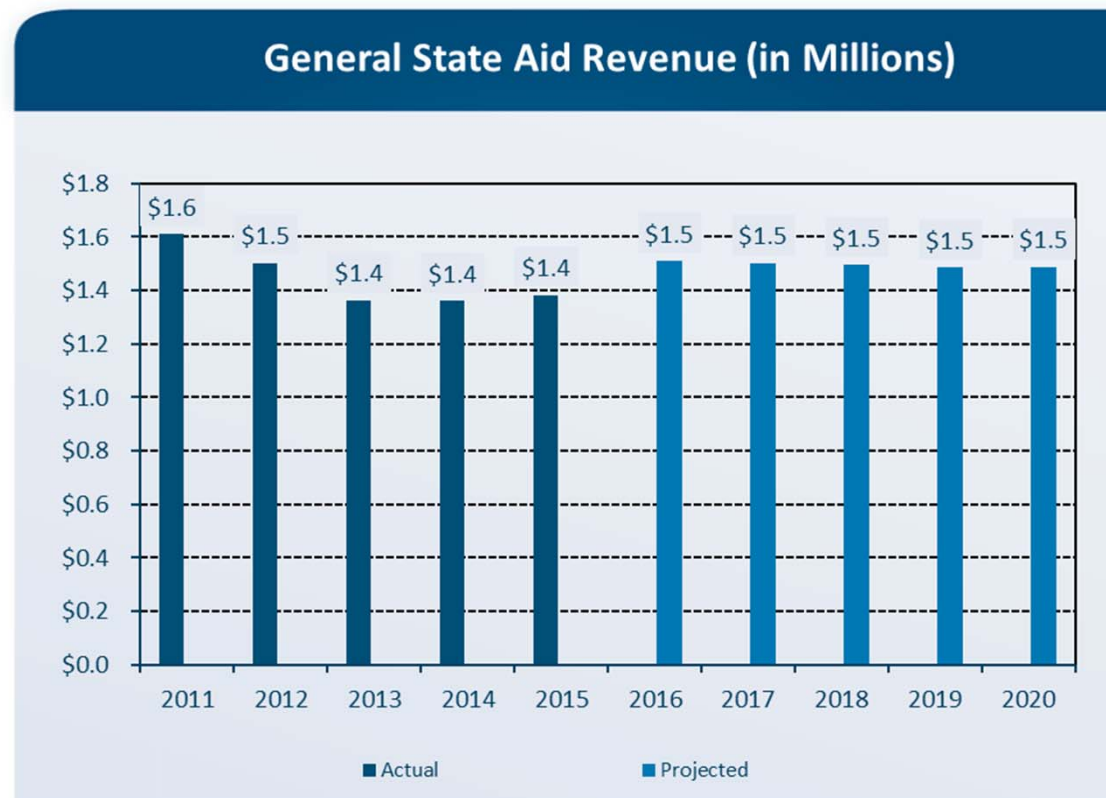


Source: District Projections

New Growth



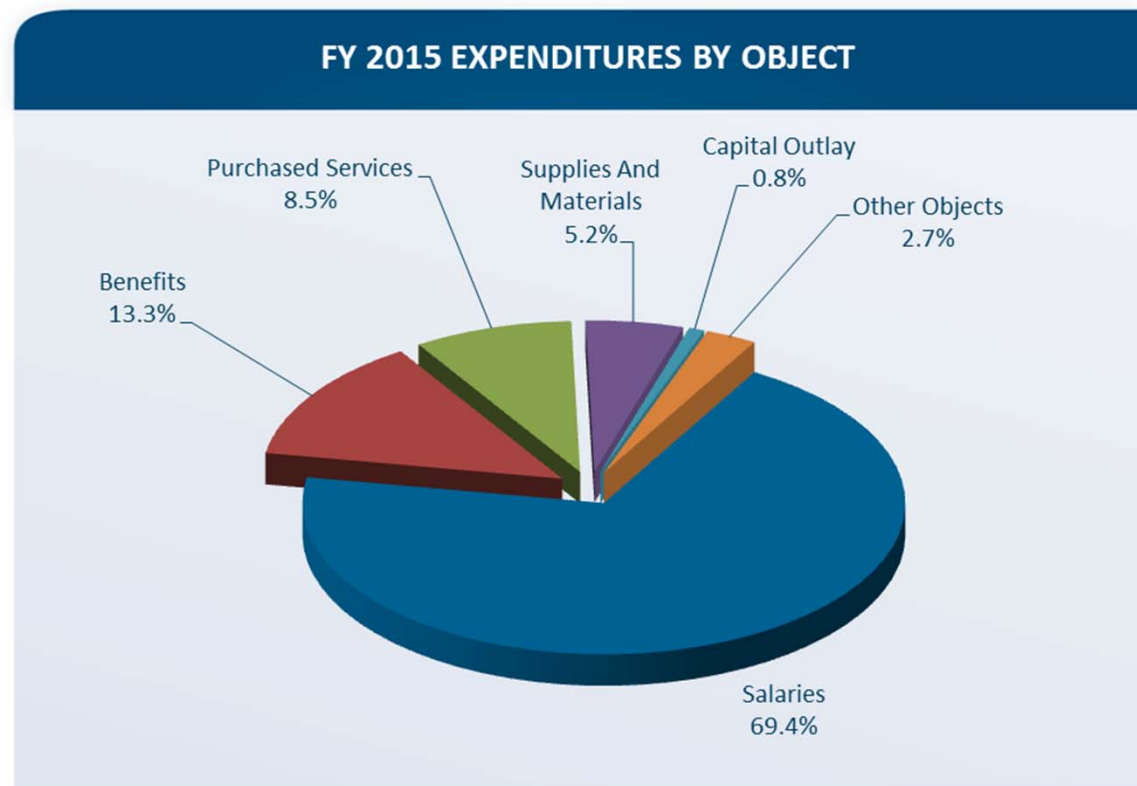
State Revenue: General State Aid



Source: District Projections

FY15 Budget

Expenditures by Object – Operating Funds

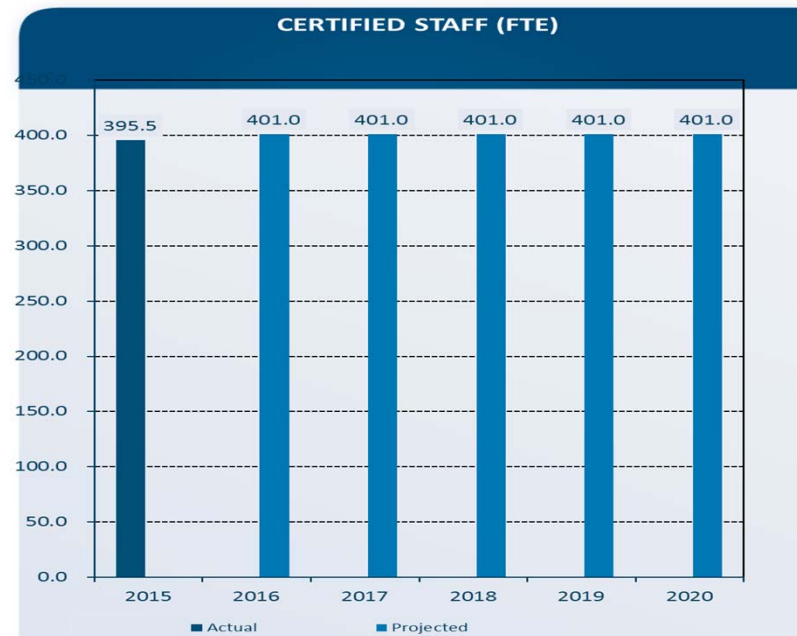
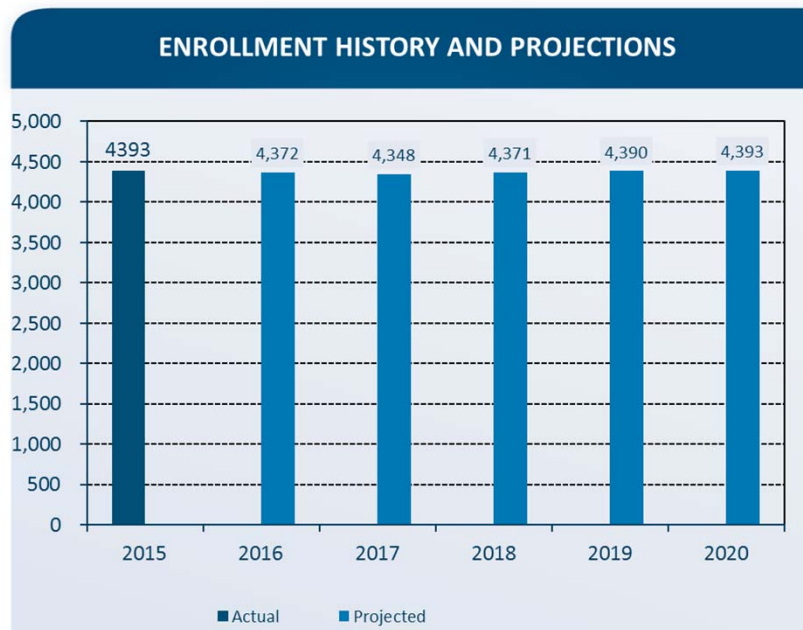


Operating Funds – Education, Operations & Maintenance, Transportation, Illinois Municipal Retirement, Working Cash and Tort Funds

Key Expenditure Assumptions

- Salaries
 - Teachers
 - Current contract through FY2016
 - Future years to be negotiated, but projections beyond FY16 are based on the current contract
 - 5.5 Additional staff added for FY16, then staffing held flat at 401.0 FTE
- Health Benefits
 - FY16-20 5% annual increases for health insurance, 5% for dental insurance
- Education, O&M, Transportation and Tort Funds
 - Purchased Services, Supplies & Materials, Capital Outlay,
 - Increases reflect Consumer Price Index assumptions, averaging 1.1% FY17-20
 - Tuition increases are 3.5% annually

Enrollment and Staffing Are Stable



Base Model Aggregate Projections

(Operating Funds include Educational, O&M, Transportation, IMRF, Working Cash and Tort Funds)

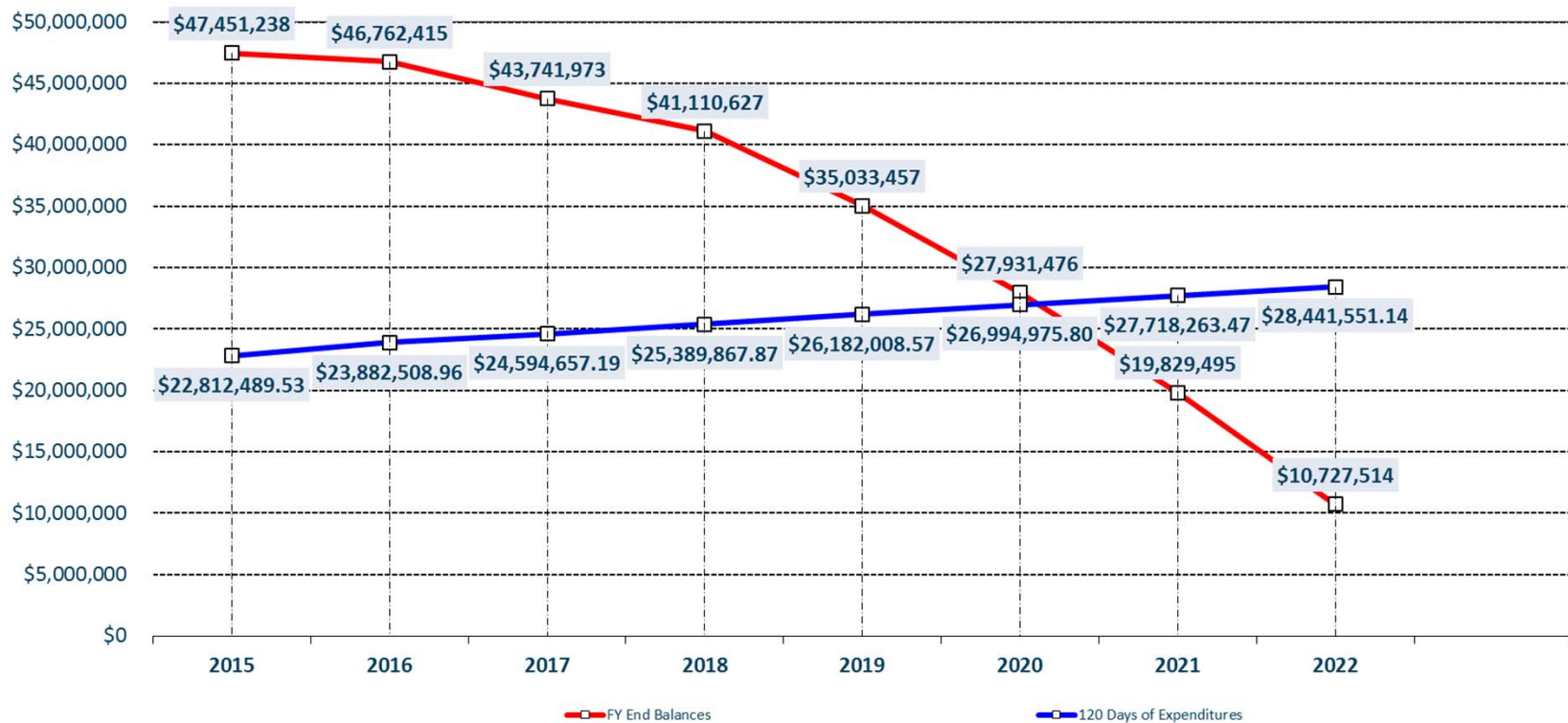
Aggregate - Projection Summary											
	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2015	FY 2016	% chg	FY 2017	% chg	FY 2018	% chg	FY 2019	% chg	FY 2020	% chg
REVENUE											
Local	\$64,345,105	\$66,097,401	2.72%	\$65,928,429	-0.26%	\$68,737,838	4.26%	\$67,704,498	-1.50%	\$69,146,174	2.13%
State	\$4,023,453	\$4,245,201	5.51%	\$4,248,673	0.08%	\$4,247,124	-0.04%	\$4,244,069	-0.07%	\$4,250,357	0.15%
Federal	\$1,611,206	\$1,611,206	0.00%	\$1,611,206	0.00%	\$1,611,206	0.00%	\$1,611,206	0.00%	\$1,611,206	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$69,979,764	\$71,953,808	2.82%	\$71,788,308	-0.23%	\$74,596,168	3.91%	\$73,559,773	-1.39%	\$75,007,737	1.97%
EXPENDITURES											
Salary and Benefit Costs	\$57,354,214	\$60,363,805	5.25%	\$62,380,294	3.34%	\$64,595,489	3.55%	\$66,848,679	3.49%	\$69,110,016	3.38%
Other	\$12,033,775	\$12,278,827	2.04%	\$12,428,455	1.22%	\$12,632,026	1.64%	\$12,788,263	1.24%	\$12,999,702	1.65%
TOTAL EXPENDITURES	\$69,387,989	\$72,642,631	4.69%	\$74,808,749	2.98%	\$77,227,515	3.23%	\$79,636,943	3.12%	\$82,109,718	3.11%
SURPLUS / DEFICIT	\$591,775	(\$688,823)		(\$3,020,441)		(\$2,631,346)		(\$6,077,169)		(\$7,101,981)	
OTHER FINANCING SOURCES/USES											
Transfer Among Funds (Net)	\$32,566	\$0		\$0		\$0		\$0		\$0	
Sale of Bonds	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL OTHER FIN. SOURCES/USES	\$32,566	\$0		\$0		\$0		\$0		\$0	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	\$624,341	(\$688,823)		(\$3,020,441)		(\$2,631,346)		(\$6,077,169)		(\$7,101,981)	
BEGINNING FUND BALANCE	\$46,826,897	\$47,451,238		\$46,762,415		\$43,741,973		\$41,110,627		\$35,033,457	
PROJECTED YEAR END BALANCE	\$47,451,238	\$46,762,415		\$43,741,973		\$41,110,627		\$35,033,457		\$27,931,476	
FUND BALANCE AS % OF EXPENDITURES	68.39%	64.37%		58.47%		53.23%		43.99%		34.02%	
FUND BALANCE AS # OF MONTHS OF EXPEND.	8.21	7.72		7.02		6.39		5.28		4.08	

120 Days Cash on Hand and Extrapolation to FY2022

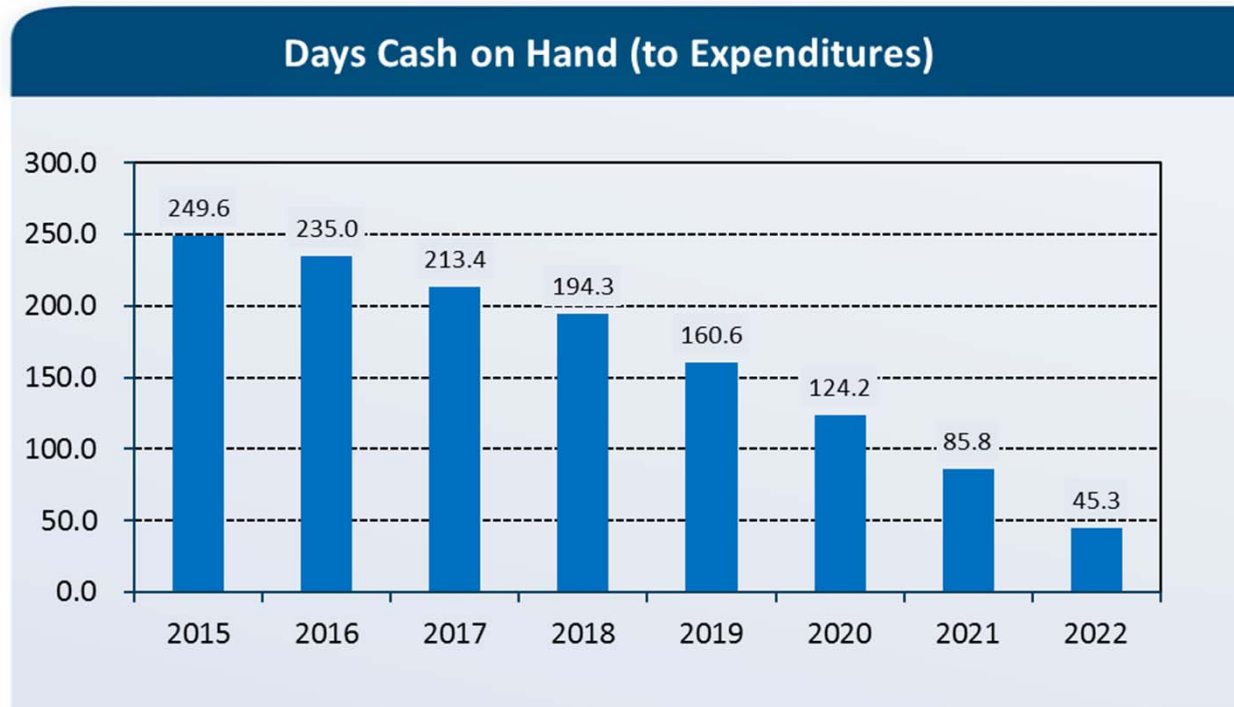
- The District has adopted a Board Policy of having a minimum of 120 days of expenditures in cash on hand (in relation to expenditures) as measured on June 30 of each fiscal year
- The District has stated its goal of maintaining that minimum balance through FY2021

Base Model Future Projection Summary through FY2022

Aggregate View - Projection Summary



Base Model – Days Cash on Hand



Pension Reform

- Pension reform now in the courts
 - ❑ Cost shift from State to local school districts is NOT currently part of that reform
 - ❑ Could resurface, particularly if any part of the pension reform legislation is found unconstitutional
 - ❑ Not included in current projections
 - ❑ Smallest shift discussed was .5% per year increase (from .58% to 1.08% to 1.58%, up to some undetermined percent around 8%)
 - ❑ .5% would be approximately \$200,000

PMA Financial Planning Program | Park Ridge CCSD 64 February 9, 2015



The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

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Consent Agenda

ACTION ITEM 15-02-10

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 23, 2015, which includes the Personnel Report; Bills, Payroll, Benefits; Approval of Financial Update for the Period Ending January 31, 2015; Approval – Middle School Food Service Contract Extension for Arbor Management and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
February 23, 2015

Meghan Philippsen	Leave of Absence Request, Maternity/FMLA – Literacy Teacher at Field School effective May 20, 2015 – June 11, 2015 (tentative).
Lucas Cowden	Resign as Network Manager at Jefferson School effective June 30, 2015.
Stacy Niedorkorn	Resign as Lunch Program Head Supervisor at Washington School effective January 1, 2015.
Byron Rogers	Retirement as Night Custodian at Roosevelt School effective February 13, 2015. (Date change from 1/26/15 Personal Report).

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 955,801.35
20 - Operations and Maintenance Fund -----	\$ 67,157.34
30 - Debt Services -----	\$ 2,320.00
40 - Transporation Fund -----	\$ 45,839.30
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 26,958.00
80 - Tort Immunity Fund -----	\$ 12,561.74
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 120436 - 120578

Total: \$ 1,110,637.73

Payroll and Benefits for Month of January, 2015

10 - Education Fund -----	\$ 5,728,494.02
20 - Operations and Maintenance Fund -----	\$ 348,507.81
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 122,705.12
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 11114 - 11233

Direct Deposit: 900067622 - 900070010

Total: \$ 6,199,706.95

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: February 23, 2015

Subject: Executive Summary
Financial Update for the Period Ending January 31, 2015

The following highlights the financial activity for the month of January 2015.

Fund Balance:

The cash & investment, all funds, balance decreased, by **\$7,519,298** (*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 \$37.3 million in fixed investments (*pages 4 - 6*) and \$14.9 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 0.1%
- State and federal revenues are down by 8.5% because of the timing of State payments.

Other revenues that are trending upwards are:

- Tuition up by 6.0%
- Other local income up by 43.8% (*Receipt of TIF Student Payment*)

Key Expenditure Factors:

The chart on page 3 shows that expenditures, during the month of December, were 2.3% less than the same period last year.

Salaries are trending 3.9% less and employee benefits are trending 4.1% less than the same period last year.

There are changes in the area of purchased services (decreased by 7.4% and supplies (decreased 12.6%).

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 January 2015	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 January 2015

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 January 2015	Restricted Funds
Education	\$26,761,507	\$27,108,153	(\$28,880,876)	(\$1,772,722)	-	\$24,988,785	No
Tort Immunity	1,429,594	291,955	(934,510)	(642,555)	-	\$787,039	Yes
Operations & Maintenance	1,509,380	3,671,080	(3,197,519)	473,561	-	\$1,982,941	No
Transportation	3,157,275	650,127	(1,035,923)	(385,796)	-	\$2,771,479	No
Retirement (IMRF & SS)	745,133	1,131,454	(1,287,108)	(155,654)	-	\$589,479	Yes
Working Cash	14,064,048	286,515	-	286,515	-	\$14,350,563	<i>Reserved for Cash Flow Purposes</i>
Sub-Total Operating Funds	\$47,666,937	\$33,139,284	(\$35,335,935)	(\$2,196,651)	\$0	\$45,470,286	
Capital Projects	9,107,370	27,436	(4,019,200)	(3,991,764)	-	\$5,115,606	Yes
Total Operating Funds	\$56,774,307	\$33,166,720	(\$39,355,135)	(\$6,188,415)	\$0	\$50,585,892	
Debt Service	3,671,811	1,552,483	(2,883,365)	(1,330,882)	-	\$2,340,929	Yes
Total All-Funds	\$60,446,118	\$34,719,202	(\$42,238,500)	(\$7,519,298)	\$0	\$52,926,820	

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													
January 2015 - 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	\$22,966,284	\$3,583,929	\$1,556,496	\$482,676	\$1,008,072	\$0	\$193,330	\$289,345	\$30,080,132	\$30,223,000	99.5%	98.2%	1.3%
Other Prior Year	(\$123,178)	(\$21,142)	(\$7,724)	(\$2,561)	(\$4,100)	\$0	(\$1,027)	(\$1,534)	(\$161,266)	(\$216,000)	74.7%	61.3%	13.4%
Total Property Taxes	\$22,843,107	\$3,562,787	\$1,548,772	\$480,114	\$1,003,972	\$0	\$192,303	\$287,811	\$29,918,866	\$63,283,000	47.3%	47.2%	0.1%
Corp Replace Tax	\$502,523	\$0	\$0	\$0	\$125,931	\$0	\$0	\$0	\$628,454	\$1,166,256	53.9%	56.1%	-2.2%
Interest Income	\$183,322	\$6,942	\$3,710	\$16,172	\$1,551	\$16,550	\$94,212	\$4,144	\$326,603	\$581,465	56.2%	60.5%	-4.4%
Tuition	\$53,649	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,649	\$306,935	17.5%	11.5%	6.0%
Lunch	\$343,619	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$343,619	\$589,200	58.3%	59.9%	-1.6%
Registration	\$700,326	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700,326	\$1,021,915	68.5%	73.9%	-5.4%
Pay Riders/Field Trips	\$0	\$0	\$0	\$28,615	\$0	\$0	\$0	\$0	\$28,615	\$66,905	42.8%	54.3%	-11.6%
Other Student	\$47,073	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47,073	\$68,770	68.4%	71.0%	-2.6%
Total Student Fees	\$1,091,018	\$0	\$0	\$28,615	\$0	\$0	\$0	\$0	\$1,119,633	\$1,746,790	64.1%	68.7%	-4.6%
Extended Day Care	\$239,519	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$239,519	\$145,000	165.2%	58.3%	106.9%
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	94.8%	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	\$18,944	\$0	\$0	\$0	\$0	\$0	\$0	\$18,944	\$53,004	35.7%	33.9%	1.8%
Other	\$90,637	\$82,406	\$0	\$660	\$0	\$10,886	\$0	\$0	\$184,589	\$104,511	176.6%	100.0%	76.6%
Total Other Local	\$546,127	\$101,350	\$0	\$660	\$0	\$10,886	\$0	\$0	\$659,023	\$792,515	83.2%	39.3%	43.8%
General State Aid	\$754,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$754,551	\$1,382,828	54.6%	54.5%	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	\$615,196	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$615,196	\$1,611,206	38.2%	50.7%	-12.5%
Total of State & Federal	\$1,888,409	\$0	\$0	\$124,566	\$0	\$0	\$0	\$0	\$2,012,975	\$5,634,659	35.7%	44.2%	-8.5%
Transfer of Funds/Bond F	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,944	0.0%	0.0%	0.0%
Total Revenue	\$27,108,153	\$3,671,080	\$1,552,483	\$650,127	\$1,131,454	\$27,436	\$286,515	\$291,955	\$34,719,202	\$73,720,564	47.1%	34.8%	12.3%
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Total Actual Revenue	\$27,108,153	\$3,671,080	\$1,552,483	\$650,127	\$1,131,454	\$27,436	\$286,515	\$291,955	\$34,719,202				
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	47.1%	52.3%	44.5%	37.3%	44.9%	58.6%	49.7%	40.5%	47.1%				
Prior Year Pacing	47.4%	23.6%	35.9%	45.4%	45.3%	3.2%	3.2%	48.6%	34.8%				
Better (Worse) than Prior Year	-0.3%	28.8%	8.7%	-8.1%	-0.4%	55.4%	46.5%	-8.1%	12.3%				

Park Ridge Niles Community Consolidated School District 64													
January 2015 Summary of Expense													
	Fund												
Description of Expenditure Type	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total	Expenditure Budget	% of Budget Expended	Prior Year Pacing	Better (Worse) than Prior Year
Salary-Teacher	\$15,645,385	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,645,385	\$34,035,818	46.0%	48.6%	2.6%
Salary-All Other	\$5,888,584	\$1,619,782	\$0	\$13,438	\$0	\$30,751	\$0	\$0	\$7,552,555	\$14,114,698	53.5%	54.8%	1.3%
Benefits	\$3,055,299	\$246,694	\$0	\$1,748	\$1,287,108	\$0	\$0	\$1,497	\$4,592,345	\$9,203,698	49.9%	54.0%	4.1%
Purchased Services	\$1,330,461	\$653,078	\$0	\$1,020,737	\$0	\$209,107	\$0	\$673,646	\$3,887,030	\$6,570,469	59.2%	66.5%	7.4%
Supplies	\$1,861,989	\$533,877	\$0	\$0	\$0	\$0	\$0	\$11,407	\$2,407,273	\$3,629,271	66.3%	78.9%	12.6%
Capital Outlay	\$95,723	\$144,087	\$0	\$0	\$0	\$3,778,739	\$0	\$247,960	\$4,266,509	\$5,800,235	73.6%	194.3%	120.8%
Other Expense	\$78,290	\$0	\$2,883,365	\$0	\$0	\$603	\$0	\$0	\$2,962,258	\$3,330,600	88.9%	91.2%	2.2%
Other Expense: Tuition	\$925,145	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$925,145	\$1,760,000	52.6%	67.7%	15.1%
Other Expense: Transfer of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$193,080	0.0%	0.0%	0.0%
Total Expenses	\$28,880,876	\$3,197,519	\$2,883,365	\$1,035,923	\$1,287,108	\$4,019,200	\$0	\$934,510	\$42,238,500	\$78,637,869	53.7%	56.0%	2.3%
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Total Actual Expense	\$28,880,876	\$3,197,519	\$2,883,365	\$1,035,923	\$1,287,108	\$4,019,200	\$0	\$934,510	\$42,238,500				
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	49.2%	60.9%	89.5%	55.1%	50.6%	68.5%	0.0%	90.9%	53.7%				
Prior Year Pacing	51.2%	36.3%	91.3%	48.8%	58.7%	187.1%	0.0%	103.1%	56.0%				
Better (Worse) than Prior Year	2.0%	-24.6%	1.8%	-6.2%	8.1%	118.7%	0.0%	12.1%	2.3%				

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

To: Laurie Heinz, Superintendent
Board of Education

From: Rebecca J. Allard, Chief School Business Official

Date: February 23, 2015

Subject: Approval – Middle School Food Service Contract Extension for Arbor
Management

Arbor Management has been the provider of the Middle School Hot Lunch Program since the 2009-10 school year. District 64 is unique because the program we offer at the middle school is not subject to the National School Lunch Program guidelines; therefore, District 64 is not required to competitively bid the Middle School Hot Lunch Program.

The attached correspondence from Arbor Management is offering a zero percent increase for the 2015-16 school year.

District administration is recommending that District 64 continue the relationship with Arbor Management with a zero percent increase for the 2015-16 school year.

January 7, 2015

Ms. Becky Allard
Business Manager
Park Ridge Niles CMCSO 64
164 S. Prospect Street
Park Ridge, IL 60068

Dear Ms. Allard,

This letter shall serve to confirm the agreement that Arbor Management, Inc. will operate the Park Ridge Niles CMCSO 64 foodservice program for the 2015-16 school year with no increase in percentage for administrative costs and management fees. All other terms and conditions of the agreement shall remain in place. All of us at Arbor appreciate the opportunity to continue to be of service to the students and staff of District 64.

Best regards,

Jack Bortko
Arbor Management, Inc.

Approval of Minutes

ACTION ITEM 15-02-11

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session on February 9 and January 26, 2015; Committee-of-the-Whole: Finance on February 9, 2015; Special Board Meeting on February 9, 2015 and Regular Board Meeting on January 26, 2015.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Committee-of-the-Whole: Finance
held at 7:30 p.m. on February 9, 2015
Jefferson School – Multipurpose Room
8200 Greendale, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 7:44 p.m. Other Board members in attendance were Dan Collins, Dathan Paterno, Scott Zimmerman, Vicki Lee, John Heyde, and Bob Johnson. Also present were Superintendent Laurie Heinz, Assistant Superintendents Lori Lopez and Joel T. Martin, Director of Special Education/Pupil Services Jane Boyd, Chief School Business Official Becky Allard, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm, and approximately six members of the public.

Board President Borrelli stated the purpose of the meeting was to review the annual long-range financial projections update. Ms. Allard reported the 2015 update had been developed using a model prepared by PMA Financial Network, Inc. to forecast the financial health of the District through 2022. Ms. Allard was joined by Howard Crouse from PMA to deliver the report. She pointed out that projections are based on a certain set of assumptions for both expenditures and revenues. If the Board would like to modify assumptions or create different combinations, new projections can be run. She pointed out that the most significant change from the 2014 projections on the revenue side was a reduction in the CPI-U factor for December 2014 from the assumption used last year; on the expenditure side, an assumption on staffing growth has been added based on the historical average each year.

Mr. Crouse then reviewed the data elements that form the basis of the projections, and began an in-depth review of assumptions used for revenue and expenditure components. For revenues, Mr. Crouse reviewed the District's primary revenue sources, and noted that property taxes provide more than 85% of the District's Operating Fund revenues. He stated that the single biggest factor affecting the projections is what CPI-U is in effect for each levy year included in the forecast period. For the 2015 projections, Mr. Crouse noted that the actual CPI-U for levy year 2014 of 1.5% and .8% for levy year 2015 have been used; an assumption has been made that the CPI will average 1.1% between levy years 2016 and 2019 although it will rise and fall each year. He noted that each .1% CPI change impacts Operating Fund tax revenues by approximately \$62,000. He also reviewed the projected EAV and new property estimates. Moving to state and federal revenues, he cautioned that the assumptions result in General State Aid remaining relatively flat, with no increase in federal revenues anticipated. CSBO Allard pointed out the projections do not factor in the potential delay of the state's fourth categorical payment in the current fiscal year, nor do they show the potential impact of Senate Bill 1, formerly Senate Bill 16, that would redistribute state revenue away from suburban Cook County districts.

Mr. Crouse and CSBO Allard then turned to the expenditure side, noting that 83% of Operating Fund expenditures are salaries and benefits. Mr. Crouse reported that salaries in the projections reflect the current contract through 2016 with a placeholder for future years that are to be negotiated, and that additional staff have been added at the historical average of 4.5 Full Time Equivalent (FTE) per year. Assistant Superintendent Martin joined with CSBO Allard to respond

to Board member questions about the 4.5 FTE assumption used for the projections; Mr. Martin noted that a staffing proposal for 2015-16 would be covered in the special meeting that follows. Board members shared their opinions on whether the 4.5 FTE staffing growth should be built into the projections each year, and also discussed the projections for future enrollment included in the model and how sections are added when enrollment increases beyond the class size guideline prior to the opening of school. Mr. Crouse then resumed reviewing the assumptions for health benefits, and the other key factors within the Education, Operations & Maintenance, Transportation and Tort funds.

Moving to the aggregate projections, Mr. Crouse and CSBO Allard reported that in each of the next five years after 2015, the District would draw down the Operating Fund balance. He noted the District's fund balance policy is to maintain at least 120 days (33-1/3%) of Operating Fund expenditures in cash on hand as measured on June 30 of each fiscal year. CSBO Allard reported that the District would succeed in maintaining this balance only through 2019, not the Board's current goal of 2021. She noted this is primarily the result of the CPI-U decline from the assumption used in the 2014 projections.

CSBO Allard then reviewed how changing the assumption on CPI-U for the 2016 levy would affect future years and yield some improvement. Mr. Crouse noted that increased expenditures for staffing built into the model, however, would dampen the favorable impact. They also discussed the impact of legislative action being considered in Springfield to shift pension payment responsibility to districts, which would further negatively impact future years.

At the conclusion of Board discussion, it was agreed that CSBO Allard would prepare additional projections for continuing discussion by the Board at its next meeting, which would include a staffing increase for 2015-16 but removing additional staffing growth thereafter.

Board President Borrelli concluded the Committee-of-the-Whole meeting at 8:49 p.m., and immediately returned to the special meeting.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 8:15 p.m.
February 9, 2015
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:04 p.m. Other Board members in attendance were Dan Collins, Scott Zimmerman, Vicki Lee, John Heyde, and Bob Johnson. Dathan Paterno arrived during the closed session. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel T. Martin, Chief School Business Official Becky Allard, Public Information Coordinator Bernadette Tramm, and two members of the public.

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

BOARD ADJOURNS TO CLOSED SESSION

Board Adjourns
to Closed
Session

At 6:05 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman 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, Zimmerman, Borrelli, Lee, Heyde, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

The Board adjourned from closed session at 7:38 p.m. and after a short recess, convened a Committee-of-the-Whole: Finance.

The Board adjourned from the Committee of the Whole: Finance Projections at 8:49 p.m. and reconvened the special meeting. In addition to those mentioned earlier, also

present were Assistant Superintendent Lori Lopez, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Special Education/Pupil Services Jane Boyd, Director of Facility Management Scott Mackall, and approximately 10 members of the public.

PUBLIC COMMENTS

Public
Comments

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

- Rachel Hubbard, a District 64 parent, thanked the Board for making time available for public comments, and expressed her appreciation for ensuring the District maintains high standards of communication in keeping parents informed about their child's educational process that permits parents and educators to work hand in hand.
- Joan Sandrik, a long-time Park Ridge resident, urged the Board to approve re-verification of residency for all grade levels and to use tight standards of proof.

APPROVAL OF RESIDENCY RE-VERIFICATION PLAN

Approval of
Residency Re-
Verification Plan

Dr. Heinz reported that an administrative team had reviewed the Board's lengthy discussion at the January 26 meeting, which reflected the diversity of opinion among Board members on how frequently residency should be re-verified. As outlined in her written report, Dr. Heinz noted that further research had yielded a clearer estimate of the number of families whose residency would be re-verified if only families with students entering K/3/6 were targeted. She also noted that the District already re-verifies annually families on a lease or whose parent/guardian has executed additional affidavits to prove their residency. Dr. Heinz reported that these two measures combined would mean that at least 48% of the total number of enrolled families would have their residency checked for 2015-16. She pointed out the number would be higher when transfer students in grades other than kindergarten also are considered. Dr. Heinz further noted that this recommendation offered a reasonable alternative at a moderate expense for introducing a residency re-verification procedure to the District while covering almost 50% of the families. Board members then shared their views on residency re-verification, including the number of grades to be included, the effectiveness of such checks, and whether additional staff training in document verification should be added. Dr. Heinz and CSBO Allard responded to questions about the type of acceptable documentation required currently, and the current training provided to staff at the schools and in the Business Office. Board members also shared their preferences on the two options presented for an in person check or a drop off model to review the necessary paperwork. Dr. Heinz responded to Board member questions about the practices at District 207.

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

- Joan Sandrik, who had commented earlier, stated her support for the expansion to all grades.

Board members briefly discussed whether the re-verification policy should be applied for 2015-16 only or for all future years; it was noted the policy could be changed by Board action at any time in the future.

ACTION ITEM 15-02-1

Action Item
15-02-1

It was moved by Board member Collins and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64 Park Ridge – Niles, Illinois, approve the Residency Re-Verification Plan requiring 100% of District 64 students' residency be re-verified on an annual ongoing basis.

The votes were cast as follows:

AYES: Collins, Paterno, Borrelli, Lee, Johnson

NAYS: Zimmerman, Heyde

PRESENT: None.

ABSENT: None.

The motion carried.

ADOPTION OF RESOLUTION #1133 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

Adoption of Resolution #1133
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

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 #1133, directing 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 05 ILCS 5/17-1.

In response to a Board member question, CSBO Allard noted the 2015-16 budget calendar should be amended to include a public hearing on the 2015-16 budget on September 28.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

PRELIMINARY DISCUSSION ON STAFFING FOR 2015-16

Preliminary
Discussion on Staffing
for 2015-16

Assistant Superintendent Martin reviewed an analysis of staffing needs for the coming school year, as presented in a written report. Based on enrollment projections, the District anticipates needing three fewer sections and may need to authorize a reduction in force (RIF) of three full-time teachers due to this decrease. However, Mr. Martin further noted that seven sections are currently “on the bubble” for the next school year, meaning they are within two students of exceeding the District’s class size guideline for that grade level. He explained the process of how a new section would be added at a grade level, along with special sections for art, music, PE and Spanish. In addition to these enrollment-driven changes, Mr. Martin reported that administration is requesting that the District add one, full-time English Language Learner teacher and one, full-time District Technologist as described in the written report. However, he noted that these additions would be balanced by the reduction of one, full-time kindergarten teacher and one resource teacher. In response to Board member questions, Technology Director Warden and Dr. Heinz provided additional background and rationale for the technologist request based primarily on the District’s 1:1 Chromebook rollout this year and the dramatic increase in the number of devices, users, and technical support needed in the District.

Mr. Martin also responded to Board member questions about the process followed in adding a new section when a grade level reaches the bubble prior to the start of school. Board members discussed alternatives that could be considered to this timing, and how it might impact class sizes compared to the guideline. In response to Board member questions, Mr. Martin and CSBO Allard also provided information about how other districts may choose to make the decision to add a new section and how class size guidelines are applied. In addition, in response to questions about teacher assistants, Mr. Martin and Director Boyd noted that all first year assistants are released every year, and that a rubric is being developed to help guide the allocation of assistants throughout the District.

CONSENT AGENDA

A. PERSONNEL REPORT

Consent
Agenda

Maria Cullotta	Resign as Lunch Program Head Supervisor at Washington School effective June 11, 2015.
Tim Benka	Employ as Summer School Principal effective June 16, 2015 – Emerson School.

Tony Clishem	Employ as Summer School Principal effective June 16, 2015 – Franklin School.
Tim Gleason	Employ as Summer School Principal effective June 16, 2015 – Emerson School.
Leslye Lapping	Employ as Summer School Early Childhood Principal effective June 16, 2015 – Jefferson School.

B. BILLS

Bills

10 - Education Fund-----	\$ 280,538.57
20 - Operations and Maintenance Fund -----	94,965.51
30 - Debt Services-----	-
40 - Transportation Fund -----	189,049.98
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	130,933.56
80 - Tort Immunity Fund -----	-
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 120283 - 120412

Total: \$ 695,487.62

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

C. AMENDMENT TO SHORTEN THE CHIEF SCHOOL BUSINESS OFFICIAL'S CONTRACT BY 2 DAYS AND CORRESPONDING SALARY

CSBO Allard responded to Board member questions about various accounts payable items.

ACTION ITEM 15-02-3

Action Item
15-02-3

It was moved by Board member Paterno 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 February 9, 2015, which includes the Personnel Report, Bills, and Amendment to Shorten the Chief School Business Official's Contract by 2 Days and Corresponding Salary.

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 that the Elementary Learning Foundation Casino Night final profit had not yet been released, but the event was well-attended and had great support from staff and administrators as volunteers. She noted the ELF Board would be evaluating whether to continue with the fundraiser in its current format again next year.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion and
Items of Information

Short updates were provided as follows:

- School closing procedure – Dr. Heinz reported that the North Cook superintendents group met to review the recent experience with the school closures so far in 2015 for severe cold and snow. Dr. Heinz noted the group had determined that temperatures of -25 degrees sustained wind chill or below presented a clear safety issue for students; she reported that there was more variability regarding snow conditions, such as local accumulations, timing of snowfall, blowing and drifting hazards, condition of roads, and other factors all to be considered. Dr. Heinz affirmed that District 64 has now used all four emergency days built into the calendar.
- Consortium for Educational Change – Dr. Heinz recapped the work of the 29-member external team, who interviewed almost 1,000 staff, parents and students during their visit February 3-5. She noted a preliminary verbal report had been presented and videotaped for access by staff; CEC will provide written reports in several weeks, which will be shared with the community.
- Wellness Council – Dr. Heinz noted the council was planning a heart health awareness campaign for the week of February 9, culminating in a “red out” day when staff are encouraged to wear red on February 13.
- Strategic Plan kickoff – Dr. Heinz reported on the first meeting of the almost 40-member team held on February 7 under the direction of consultant Bob Ewy. Board members Heyde and Zimmerman also shared their perspectives on the local, national and international environment scan activities completed by the group, and noted that the committee would be conducting a survey to gather community input prior to its next meeting in March. Dr. Heinz confirmed that the CEC report would be provided to the Strategic Planning committee for its review as well.
- Science Olympiad – Dr. Heinz reported that the event also on February 7 had drawn a high number of students to participate this year, and the winners were being publicized.
- Immunizations/measles update – Dr. Heinz provided information on the District’s immunization policy and the exemptions for medical and religious reasons that must

be provided under Illinois law. She noted that immunization data for all required vaccinations is reported annually to the Illinois State Board of Education and is available as a public report.

- PARCC for Parents – Dr. Heinz noted that an upcoming Parent University on February 23 would focus on the new PARCC assessments, and would offer parents an opportunity to take a sample test.
- Carpenter update – Facility Management Director Mackall reviewed the latest adjustments made and noted the project was reaching its conclusion.

ADJOURNMENT

Adjournment

At 10:43, it was moved by Board member Lee and seconded by Board member Zimmerman to adjourn, which was approved by voice vote.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:30 p.m.
January 26, 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 Scott Zimmerman, John Heyde, Vicki Lee, Dan Collins and Bob Johnson. Dathan Paterno was absent. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel T. Martin, Chief School Business Official Becky Allard, Director of Facility Management Scott Mackall, 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: www.d64.org

BOARD ADJOURNS TO CLOSED SESSION

Board Adjourns
to Closed
Session

At 6:08 p.m., it was moved by Board President Borrelli and seconded by Board member Collins to adjourn to closed session to discuss: 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: Collins, Zimmerman, Borrelli, Lee, Heyde, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

The Board adjourned from closed session at 7:35 p.m. and following a brief break, resumed as a regular Board meeting at 7:43 p.m. In addition to those mentioned previously, also present were Assistant Superintendent for Student Learning Lori Lopez, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Special Education/Pupil Services Jane Boyd, and approximately 20 members of the public. Board President Borrelli provided an overview of the agenda, and conferred with Director Warden on a technology issue related to viewing of the Board packet.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of
Allegiance and
Welcome

Jefferson Principal Leslye Lapping welcomed the Board to Jefferson; Jefferson students appearing in a video led the Pledge of Allegiance. Principal Lapping announced that a video report tonight would focus on the use of technology at the school, and that the video was being dedicated to a Jefferson student who died unexpectedly earlier in the year. Jefferson Occupational Therapist Janet Groll provided further background on the ways technology is used for student learning and also how assistive technology is utilized to support learning and facilitate communication. Following the short video, Principal Lapping noted that the space vacated from the after school child care program this year had been redesigned for sole use in the extended day kindergarten program allowing for expanded weekly themes and other offerings. She thanked the Board for its continuing support of the early childhood programs at the school.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comment on items not on the agenda for action; comments were received as follows:

- Joan Sandrik, a long-time Park Ridge resident, encouraged the Board to adopt annual residency re-verification as done in District 207.

CEC CALENDAR

CEC Calendar

Dr. Heinz reviewed plans for the February 3-5 visit of a system overview assessment team from the Consortium for Educational Change (CEC), as detailed in her written report. She said the purpose of the assessment is to allow District 64 to benchmark itself against effective practice criteria and criteria for high performing organizations. She noted that an external audit team of about 24 members would spend three days in the District examining three key areas: how the District functions as a learning community, how we collaborate, and our results. The team will review the documents prepared by an internal, self-study group for those areas and will look for confirmation of those findings during their visit. She described in detail the schedule the team would follow on each day. She noted that the team would divide into smaller groups to visit all eight schools on February 4, when they will talk with multiple groups of parents, staff and students at each building. At the conclusion of their visit, Dr. Heinz stated that CEC would deliver a verbal report of the findings with the internal self-study team; the report will be videotaped to share with staff. Dr. Heinz noted that in about a month, the District would receive a written report of findings that will be presented by a member of the CEC external audit team; typically CEC provides 3-5 high impact suggestions in each area to consider. Findings will be made public and shared with the Strategic Planning Steering Committee also getting underway. Dr. Heinz responded to Board member questions about logistics of the upcoming meetings.

STRATEGIC PLANNING CALENDAR AND TIMELINE

Strategic Planning
Calendar and
Timeline

Dr. Heinz reported that District 64 is also poised to begin a new strategic planning process, as the District's current plan will sunset at the end of this school year. The new plan will carry the District through 2020 and should allow us to continue to improve in all aspects of our District operations. As detailed in her written report, Dr. Heinz noted that the District would undertake a community-driven strategic planning process under the direction of consultant Bob Ewy and guided by a steering committee of approximately 35 members representing a wide range of community stakeholders. She described the calendar and timeline for the work, including an open meeting with all staff on February 5 with Mr. Ewy, a pre-meeting with the District administrative team on February 6, and the first meeting of the Steering Committee on February 7. Dr. Heinz provided the full calendar of the committee's work through the spring, which includes survey and community outreach, an open meeting with the community on April 15, and presentation of a final plan to the Board in June for adoption. Dr. Heinz stated that over the summer, District and school administrators would draft a deployment plan leading up to sharing the Strategic Plan with staff at the opening Institute Day for 2015-16. Dr. Heinz noted an extensive community outreach effort would also be planned, and that the plan would be reviewed on an annual basis to reflect progress and changes in the national and local educational landscape. Dr. Heinz then responded to Board member questions about the development of the plan, use of CEC findings, and final wrap-up of the current plan. Dr. Heinz will schedule a presentation summarizing the final status of the current plan for an upcoming Board meeting as an informative retrospective.

SUPERINTENDENT PROGRESS UPDATE/DISTRICT ROADMAP AND GOALS

Superintendent
Progress
Update/District
Roadmap and
Goals

With the completion of the first half of the 2014-15 school year, Dr. Heinz presented an update on progress toward achievement of annual District priorities included in the District 64 Roadmap she shared with the Board in July. She noted that the roadmap identified six key success factors: outstanding student achievement and growth; 21st century learning; highly qualified staff; safe and effective learning environment; stable financial position; and effective partnerships and processes. Dr. Heinz reported that for each factor, strategic objectives, strategic challenges, related key goals and action plans were identified in the roadmap. Using a PowerPoint presentation, Dr. Heinz highlighted the elements of the plan that are having the highest impact or have required the greatest concentration of time and resources to achieve so far this year. Dr. Heinz responded to Board member questions about several of the goals; Board members thanked her for the thorough report and her leadership in moving forward on these goals.

REPORT ON NEW RESIDENCY RE-VERIFICATION AND REGISTRATION

Report on New
Residency Re-
Verification and
Registration

Dr. Heinz noted that on December 15, administration had shared a recommendation to increase the interval to re-verify residency for students. Following Board discussion that evening, Dr. Heinz was charged to return

with additional proposals to include more details about the original proposal for entry into grades K-3-6 as well as all re-verification for all grades. Dr. Heinz then reviewed the options presented in her detailed written report, which included scenarios and preliminary cost estimates for all-District re-verification utilizing either an in-person review of paperwork or a drop-off model. Dr. Heinz and CSBO Allard responded to Board member questions about how residency verification is currently handled by the District; how families with leases are checked when the term expires; how the District may require further documentation and affidavits for particular circumstances; how returned mail and other indicators may prompt more in-depth residency checks by a private investigative firm; and the optimal time to conduct re-verification to potentially impact staffing for the coming school year. Board members also discussed whether a fuller understanding of how District 207's drop off procedure works would be helpful, and whether additional training for staff involved in residency verification would be an important component in an expanded plan.

UPDATE ON PEAC/PERA ADMINISTRATIVE EVALUATION UPDATE

Update on
PEAC/PERA
Administrative
Evaluation Update

Dr. Heinz provided the Board with a written update on the principal evaluation cycle, and reported that during the winter months the primary focus with the principal team is to conduct formal observation of each administrator working with their staff and/or community. She noted that at the end of February, she would meet individually with each principal to review their goals, discuss student growth data, and review shared artifacts that support progress toward or achievement of the goals. Dr. Heinz stated that she then writes a comprehensive, summative evaluation of each administrator, which completes the formal annual evaluation cycle.

FIRST READING AND APPROVAL OF POLICY 6:170

First Reading and
Approval of Policy
6:170

Board President Borrelli noted that Board member policy liaisons Heyde and Paterno had had an opportunity to review and provide comments on the proposed policy. Dr. Heinz then introduced Assistant Superintendent Lopez and Director Boyd to provide an overview of how Title I funding works. They reported on several key components: the use of funds from Title I must be to supplement not supplant existing expenditures; and opportunities for parent involvement at the District and school levels must be provided, such as parent education programs, access to online subscriptions to practice skills at home, and parent nights where parents can come with their children to look at curricular issues. They also reviewed the grant management, staff certification, and other steps the District is required to take when Title I funds are received. Board member Heyde observed that in his review with Board member Paterno, the policy recommended for adoption is identical to version the Board previously had removed from the policy manual since Title I funds were not previously sought. Director Boyd confirmed that the District would not be spending until it received funds, and reiterated that Title I may only be used to supplement not supplant current expenditures. She also clarified the parent involvement requirement is to offer opportunities but not compel participation.

ACTION ITEM 15-01-1

Action Item
15-01-1

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, approve Board Policy 6:170.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

DISCUSSION OF COMMON CORE STATE STANDARDS (CCSS) MAP

Discussion of
Common Core State
Standards (CCSS)
MAP

Assistant Superintendent Lopez reported that the District moved to a Web-based platform for NWEA's Measures of Academic Progress (MAP) testing in Spring 2013. Although the District had intended to shift to a CCSS version during that transfer, that upload was not completed and the District has continued to administer the version aligned with the previous Illinois Learning Standards. Dr. Lopez reported that since last year was a transitional year between the IL standards and CCSS, NWEA had assured the District that the scores and longitudinal data are valid regardless of the format used because both tests use the same norms and there is significant overlap between the test questions on the two versions. Dr. Lopez reported that the migration to the CCSS version had now been completed, and that last week, the CCSS-aligned math MAP had been administered to all grades 3-5 students; middle school students who scored at the 25th percentile or below in the fall also were tested. Dr. Lopez confirmed that given our Board goals and focus on math growth this year, this data should provide information on student performance that is linked to our current curriculum. Dr. Lopez responded to Board member questions and noted that NWEA reported that many districts had opted to wait to shift to the CCSS version of the MAP until their instruction was fully aligned, rather than having the two be out of sync. Dr. Lopez also reported on support for the math curriculum implementation this year through investment of time in interpreting and understanding data, differentiating instruction for our students, developing pacing guides, and focus on growth.

APPROVAL OF WRESTLING AS AN INTERSCHOLASTIC SPORT

Approval of
Wrestling as an
Interscholastic
Sport

Dr. Lopez noted that administration had presented a detailed proposal at the December 15 meeting to transition wrestling into an interscholastic sport effective with the 2015-16 school year. She noted that administration proposed a \$100 fee

for participation, with students purchasing headgear and shoes. In responding to Board member questions, Dr. Lopez confirmed that: when coaching stipends are excluded, the \$100 fee would offset the remainder of the expected costs; the coaching stipend is in line with other sports; and mandatory concussion baseline testing is required for all interscholastic sports participation.

ACTION ITEM 15-01-2

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 wrestling as an interscholastic sport.

Action Item
15-01-2

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

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).

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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.
Leslye Lapping	Retirement as Principal at Jefferson School effective June 30, 2015.
Cathy Reardon	Retirement as part-time (.50) Social Worker for Private/Parochial Program effective June 2016.
Byron Rogers	Retirement as Night Custodian at Roosevelt School effective February 27, 2015.
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).
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.

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

B. BILLS – January 14, 2015

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

C. Bills, Payroll and Benefits – January 26, 2015

Payroll and Benefits

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

BILLS – January 26, 2015

10 – Education Fund -----	\$ 76,655.85
20 – Operations and Maintenance Fund -----	52,293.06
30 – Debt Services -----	-
40 – Transportation 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

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

D. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
DECEMBER 31, 2014.

Monthly financial reports may be viewed on the District 64 website www.d64.org > Departments > Business Services.

E. ADOPT FINAL CALENDAR FOR 2015-16

F. RE-ADOPTION OF 2015-16 STUDENT FEES

G. ACCEPTANCE OF DONATIONS

H. APPROVE THE RENEWAL OF THE CHILD CARE WITH CONFIDENCE
LEASE

I. REVIEW OF CLOSED MINUTES FOR RELEASE

J. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 15-01-3a

Action Item
15-01-3a

It was moved by Board President Borrelli and seconded by Board member Zimmerman that the approval of the renewal of the Child Care with Confidence Lease be removed from the consent agenda for separate consideration.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

ACTION ITEM 15-01-3

Action Item
15-01-3

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, 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; Review of Closed Minutes for Release; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

Board members then discussed the proposed provisions of the Child Care with Confidence renewal, including the lease payment escalation by the CPI-U factor and comparison to market rates. CSBO Allard responded to Board member questions about the proposed terms of the renewal, possible future use of the space CCwC currently occupies at Jefferson School, and non-renewal provisions in the lease.

ACTION ITEM 15-01-3b

Action Item
15-01-3b

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, accept the Childcare with Confidence Lease as presented in our packet.

The votes were cast as follows:

AYES: Collins, Zimmerman, Lee, Heyde, Johnson

NAYS: Borrelli

PRESENT: None.

ABSENT: Paterno

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 15-01-4

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 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:

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

NAYS: None.

PRESENT: None.

ABSENT: Paterno

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Dr. Heinz brief the Board on reports and activities at the PTA/O Presidents January 6 meeting; Traffic Safety Committee January 13 meeting; and Elementary Learning Foundation annual fundraiser January 24 and Whole Foods fundraiser January 13. She also noted that the ED-RED annual legislative dinner meeting tonight featured IL First Lady Diana Rauner speaking about early childhood education.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reported on recent FOIA requests, and memos provided on the follow up of current student fees and progress at Carpenter School. Facility Management Director Mackall responded to Board member questions regarding details of the Carpenter progress report. Dr. Heinz also noted that she would be meeting with other North Cook superintendents to review the school closing procedures to debrief the recent events, and to explore the weather data sources and decision-making process the group uses. Board President Borrelli announced that May 4 would be the final meeting of the current Board and would be the re-organizational meeting following the April 7 election. He noted that a timeline was being developed so that the current Board could complete Dr. Heinz's evaluation. CSBO Allard responded to further questions about the use of a collection agency for unpaid fees after the full notification process had been exhausted.

ADJOURNMENT

Adjournment

At 10:47 p.m., it was moved by Board member Heyde and seconded by Board member Johnson to adjourn, which was approved by voice vote.

President

Secretary

Board Member Liaison Report

- Insurance Committee
- Elementary Learning Foundation (ELF)
- PTO/A Presidents Meeting

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

Board of Education Agenda

Monday, March 23, 2015
Regular Board Meeting
Lincoln Middle School –Gym
200 S. Lincoln 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, March 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		
	-- Lincoln Middle School Principal/Students/PTO		
	• Public Comments		
	• Update on TIF Payment		A-1
	-- Superintendent/Chief School Business Official		
	• 2010-15 Strategic Plan Update		A-2
	-- Superintendent		
	• VoIP Proposal/Vendor Approval	Action Item 15-03-1	A-3
	-- Director of Innovation and Instructional Technology		
	• Consent Agenda -	Action Item 15-03-2	A-4
	-- Board President		
	• Personnel Report		
	• Resolution(s) Reduction in Force List (tentative)		
	• Bills, Payroll and Benefits		
	• Approval of Financial Update for the Period Ending February 28, 2015		
	• Destruction of Audio Closed Minutes		
	• Approval of Minutes	Action Item 15-03-3	A-5
	-- Board President		
	• Regular Board Meeting Minutes.....	February 23, 2015	
	• Closed Session Minutes.....	February 23, 2015	

- **Board Member Liaison Report**

A-6

- Board of Education

- Elementary Learning Foundation
- Sustainability Committee

- **Other Discussion and Items of Information**

A-7

- Superintendent

- Upcoming Agenda
- Memoranda of Information
- Follow-up on Collection of Current Year's Student Fees
- 2015 ISBE School District Financial Profile
- Organizational Meeting – May 4, 2015
- Minutes of Board Committees
- Sustainability Committee Meeting Minutes of March 16, 2015
- Wellness Committee Meeting Minutes of March 3, 2015
- Other
- Discipline Data Report – February 2015
- Healthy Living Month

- **Adjournment**

Next Meeting: Monday, April 13, 2015
– Special Board Meeting
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

Next Regular Meeting: Monday, April 27, 2015
7:30 p.m. – Regular Board Meeting
Carpenter School –Gym
300 N. Hamlin
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.



FOIA Request

1 message

Katie Drews <kdrews@bettergov.org>

Tue, Feb 17, 2015 at 10:23 AM

To: mwsol@d64.org

Dear FOIA Officer:

My name is Katie Drews, and I'm a reporter with the Better Government Association, a Chicago-based nonprofit that enlists investigative journalism to keep watch over government in Illinois.

I am writing to make a request under the Illinois Freedom of Information Act. Specifically, under FOIA, I am asking for copies of documents sufficient to show:

- The total amount of TRS creditable earnings for the superintendent for the 2013-'14 school year.
- The total amount of TRS retirement fund contributions paid for by the school district for the superintendent in the 2013-'14 school year.
- The total amount of TRS health insurance contributions to the Teachers' Health Insurance Security Fund paid for by the school district for the superintendent in the 2013-'14 school year.

Please note this information is for a possible news story. As such I ask that you waive any fees associated with this request. I ask that you convey this information electronically, via email to my email address. I ask that you please reach out to me with any questions or needs for clarification.

I appreciate your consideration.

Sincerely,

Katie Drews
Investigator
Better Government Association
223 West Jackson, Suite 900
Chicago, IL 60606
312-821-9027 office
630-981-1528 cell
kdrews@bettergov.org

MEMORANDUM OF INFORMATION**#019****2014-2015**

To: Board of Education

From: Brian Imhoff, Assistant Business Manager

Date: February 23, 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 (\$25,573 in this report versus \$59,062 in February 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

February 16, 2015			January 20, 2015		December 8, 2014		November 10, 2014		October 21, 2014	
Building	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	4	\$ 664	6	\$ 785	4	\$ 578	9	\$ 1,541	10	\$ 1,598
Field	16	\$ 2,844	17	\$ 2,982	24	\$ 4,581	25	\$ 4,710	32	\$ 5,804
Franklin	17	\$ 3,645	17	\$ 3,626	24	\$ 5,212	29	\$ 6,108	28	\$ 6,283
Roosevelt	12	\$ 2,581	15	\$ 2,976	18	\$ 3,657	19	\$ 3,884	23	\$ 4,615
Washington	7	\$ 1,446	7	\$ 1,446	12	\$ 2,235	16	\$ 3,046	17	\$ 3,351
Jefferson	0	\$ -	0	\$ -	2	\$ 117	3	\$ 209	4	\$ 302
Emerson	28	\$ 7,628	36	\$ 9,875	42	\$ 12,137	48	\$ 13,703	47	\$ 13,782
Lincoln	28	\$ 6,765	34	\$ 8,786	43	\$ 11,768	48	\$ 13,641	50	\$ 14,073
Total	112	\$ 25,573	132	\$ 30,476	169	\$ 40,285	197	\$ 46,842	211	\$ 49,808

September 16, 2014			Change Since Sept 16th
Building	Number of Unpaid Students	Uncollected Revenue	
Carpenter	14	\$ 2,749	
Field	37	\$ 6,938	
Franklin	36	\$ 7,600	
Roosevelt	28	\$ 5,369	
Washington	18	\$ 3,451	
Jefferson	11	\$ 829	
Emerson	58	\$ 17,428	
Lincoln	56	\$ 16,303	
Total	258	\$ 60,667	
			\$ (35,094)

Note: Of the unpaid total at February 16th, the District has \$1,916 committed to be paid through installment plans for 13 students.

INSURANCE MEETING

Minutes for the Tuesday, February 10, 2015 Meeting ESC Conference Room #1 - 4:00 PM – 5:00 PM

Attending - Laurie Heinz, ESC, Rebecca Allard, ESC, Kelley Evola, ESC, Cathy Weiska, Joanne Mulvihill, Roosevelt, Diane Kosinski, Jefferson, Andy Duerkop, Lincoln, Keith Liddell, Emerson, Harley Tom, Carpenter, Tim Benka, Emerson, Brian Imhoff, ESC, Nicole Kubek, NIHIP, Kim Patterson, NIHIP, Lisa Yefsky, NIHIP.

I. Monthly Financial Reports

- Review of Claims History
 - For the period of September 1 – December 31, 2014, the PPO plans have a cost ratio of 108.7%. This means that during this period the claims exceed premiums paid by \$179,706.
 - For the period of September 1 – December 31, 2014, the HMO plan has a cost ratio of 86.4%. This means that during this period the premiums paid exceed claims by \$34,772

II. Preliminary Renewal

- The NIHIP PPO plans as a whole is currently projecting a renewal of 2.7%. District 64 claims experience for a two-year rolling period is 94.4% that may result in a PPO renewal of 2.7%. The final renewal will be known in mid-April
- The NIHIP HMO plans as a whole is currently projecting a renewal of 6.3%. District 64 claims experience for a two-year rolling period is 95.9% that may result in a HMO renewal of 6.3%. The final renewal will be known in mid-April.

III. Plan Changes

- The Affordable Care Act (ACA) will require minor changes for the Plan Year beginning September 1, these changes include prescription out of pocket maximums for the PPO plans, HMO out of pocket maximums for prescriptions, HDHP deductible increase.
- Discussion of adding a Bronze Level Plan in the future because of the ACA's affordability condition.

IV. Medical Plan Utilization Data

- A report was distributed showing D64's utilization. This report will be discussed at a future meeting.

V. PPO Prescription Plan Utilization Data

- A report was distributed showing D64's prescription utilization. This report will be discussed at a future meeting.

VI. Other Matters

- Open enrollment dates were set for the period of May 4 – May 22.

VII Next Meeting

- The Next Committee meeting is scheduled for April 27, 2015. The meeting will be held at ESC starting at 4:00.

RJA