



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

NOTICE OF BOARD MEETINGS

April 13, 2015 – Jefferson School – Multipurpose Room

5:30 p.m. – Closed Session

7:00 p.m. – Special Board Meeting

April 27, 2015 – Carpenter School – South Gym

7:15 p.m. – Tour of Carpenter School

7:30 p.m. – Regular Board Meeting

May 4, 2015 – Jefferson School – Multipurpose Room

– Closed Session

6:30 p.m. – Special Board Meeting

7:30 p.m. – Organizational Meeting

May 11, 2015 – Jefferson School – Multipurpose Room

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

May 18, 2015 – Emerson School – Multipurpose Room

7:30 p.m. – Regular Board Meeting

June 8, 2015 – Jefferson School – Multipurpose Room

7:00 p.m. – Committee-of-the-Whole

June 22, 2015 – Jefferson School

7:30 p.m. – Regular Board Meeting

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

Board Secretary

4/8/15

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

Park Ridge Journal & Topics

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

**Board of Education Agenda
Monday, April 13, 2015
Special Board Meeting
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714**

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

Monday, April 13, 2015

TIME

APPENDIX

5:30 p.m. **Meeting of the Board Convenes**

- Roll Call
- Introductions
- Opening Remarks from President of the Board

5:30 p.m. **•Board Recesses and Adjourns to Closed Session**

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]; the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(9)] 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).

7:00 pm. **• Board Adjourns from Closed Session and Resumes Special Board Meeting**

• Public Comments

• TIF Update

A-1

- Superintendent/Chief School Business Official

• Report: Transportation Cost Review

A-2

- Chief School Business Official/Director of Facility Management

• Discussion of Annual Technology Purchase

A-3

- Director of Innovation and Instructional Technology/
Chief School Business Official

- **Discussion of Park Ridge Key Housing Projects Under Development and School Assignment** **A-4**
 -- Superintendent/Chief School Business Official
- **Discussion of Residency Re-verification for 2015-16 School Year** **A-5**
 -- Superintendent
- **Update on Next Generation Science Standards (NGSS)** **A-6**
 -- Assistant Superintendent for Student Learning
- **Approval: CDW – MDF and IDF LAN Upgrade** **A-7**
 -- Director of Innovation Instructional Technology/
 Chief School Business Official **Action Item 15-04-1**
- **Approval of Shoretel & CallOne – VoIP (Replacement Phone System)** **A-8**
 -- Director of Innovation and Instructional Technology/
 Chief School Business Official **Action Item 15-04-2**
- **First Reading and Approval of Transportation Policy 4:110** **A-9**
 -- Superintendent **Action Item 15-04-3**
- **Consent Agenda -** **Action Item 15-04-4** **A-10**
 -- Board President
 - Personnel Report
 - Bills
 - Approval of Intergovernmental Agreement for Shared Vision/O&M Services
 - Approval of Contract for Audit Services in 2014-15
- **Other Discussion and Items of Information** **A-11**
 -- Superintendent
 - Upcoming Agenda
 - Freedom of Information Act (FOIA) Request
 - Board Operating Plan April 13, 2015 Update
- **Adjournment**

Next Meeting: Monday, April 27, 2015
 7:30 p.m. – Regular Meeting
 Carpenter School – South 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.

Upcoming Meetings and Topics
As of April 8, 2015

April 27, 2015 – **Carpenter School – South Gym**

Tour of Carpenter School – 7:15 p.m.

Regular Board Meeting – 7:30 p.m.

- Presentation by the Maine Township School Treasurer
- FGM Architect Update
- Update on Educational Ends
- Update on Special Education
- Approval of Physical Education Wall at Washington School
- Approval of Financial Update for the Period Ending March 31, 2015
- Approval of the 2015-16 Northern Illinois Health Insurance Plan (NIHIP) Insurance Rates
- Approval of Annual Technology Purchase
- Follow-up on Collection of Current Year Student Fees

May 4, 2015 – **Jefferson School**

Closed Session -

Special Board Meeting – 6:30 p.m.

- Appointment of Jefferson School Principal
- Acceptance of Canvass of Votes for Election of Board Members for April 7, 2015
- Approval of Minutes
- Recognition of Retiring Board Members and Reception

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 – 6:30 p.m.

- Board Reviews 2015-16 Tentative Budget
- Teacher Evaluation and Pre-PERA Committees Update

May 18, 2015 – **Emerson Middle School – Multipurpose Room**

Regular Board Meeting – 7:30 p.m.

- Horizon School to Watch – Emerson Middle School
- Recognition of Student Awards
- ELF Grant Awards
- Recognition of Tenured Teachers
- FGM Architect Update
- Approval of Financial Update for the Period Ending March 31, 2015
- Follow-up on Collection of Current Year Student Fees
- Superintendent Advisory Council (memo of information)
- Community Use of School Facilities (Cost to Use) Procedure 8:20 R1
- Bid for Copier Paper

- Bid for Custodial Supplies
- Approve Final Calendar for 2014-15

June 8, 2015 – Jefferson School – Multipurpose Room

Committee-of-the-Whole: Review Vision 2020 Strategic Plan and Core Plus
Presentation of Vision 2020 Strategic Plan
Update on Core Plus Initiative

June 22, 2015 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:30 p.m.

- Approve the Strategic Plan
- Student Achievement Update: MAP
- Acceptance of FGM Health Life Safety Survey and Present Master Facilities Plan
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Prevailing Wage
- Resolution # Appointing Luann Kolstad as the IMRF Authorized Agent
- Approval of Resolution with PMA Financial Services
- Approval of Maine Township School Treasurer Depositories
- Approval of Authorized Signatures for Banking with J. P. Morgan/Chase
- Discipline Data Report

TBD

- Present Tentative Calendars for 2016-17 & 2017-18
- Adopt Final Tentative Calendars for 2016-17 & 2017-18
- Discussion on Committee and Meeting Structures
- Discussion: Board Policy 4:130 - Should the District Offer Reduced Lunch
- Discussion: Board Policy 4:150 – Should the Board continue to grant authority up to \$25,000 for renovations or permanent alterations Buildings and Grounds

The above are subject to change.

TIF Update

The Superintendent and the Chief School Business Official will update the Board with current information regarding the TIF.

To: Board of Education
Laurie Heinz, Superintendent

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

Date: April 13, 2015

Subject: Report: Transportation Cost Review

Recently, Board members attended an Elementary Learning Foundation meeting where questions were raised regarding the District 64 transportation system. The following provides responses to questions posed:

Transportation Requirement

District 64 is required by the Illinois State Board of Education to provide transportation as follows:

A School District shall provide free transportation for pupils residing 1.5 miles or more from any school and where conditions are such, that walking constitutes a serious hazard to the safety of the pupil, due to vehicular traffic effective on the date that the Illinois Department of Transportation (IDOT) approves, to which the student is assigned.

Transportation Contract

District 64's contract with Lakeview Bus Lines requires route planning according to the following conditions:

- Three elementary students to a seat with a 90 - 95% load factor:
 - The maximum number of elementary students on a 72-passenger bus is 68.
- Two middle-school students to a seat with a 90 - 95% load factor:
 - The maximum number of middle-school students on a 72-passenger bus is 45.

Questions

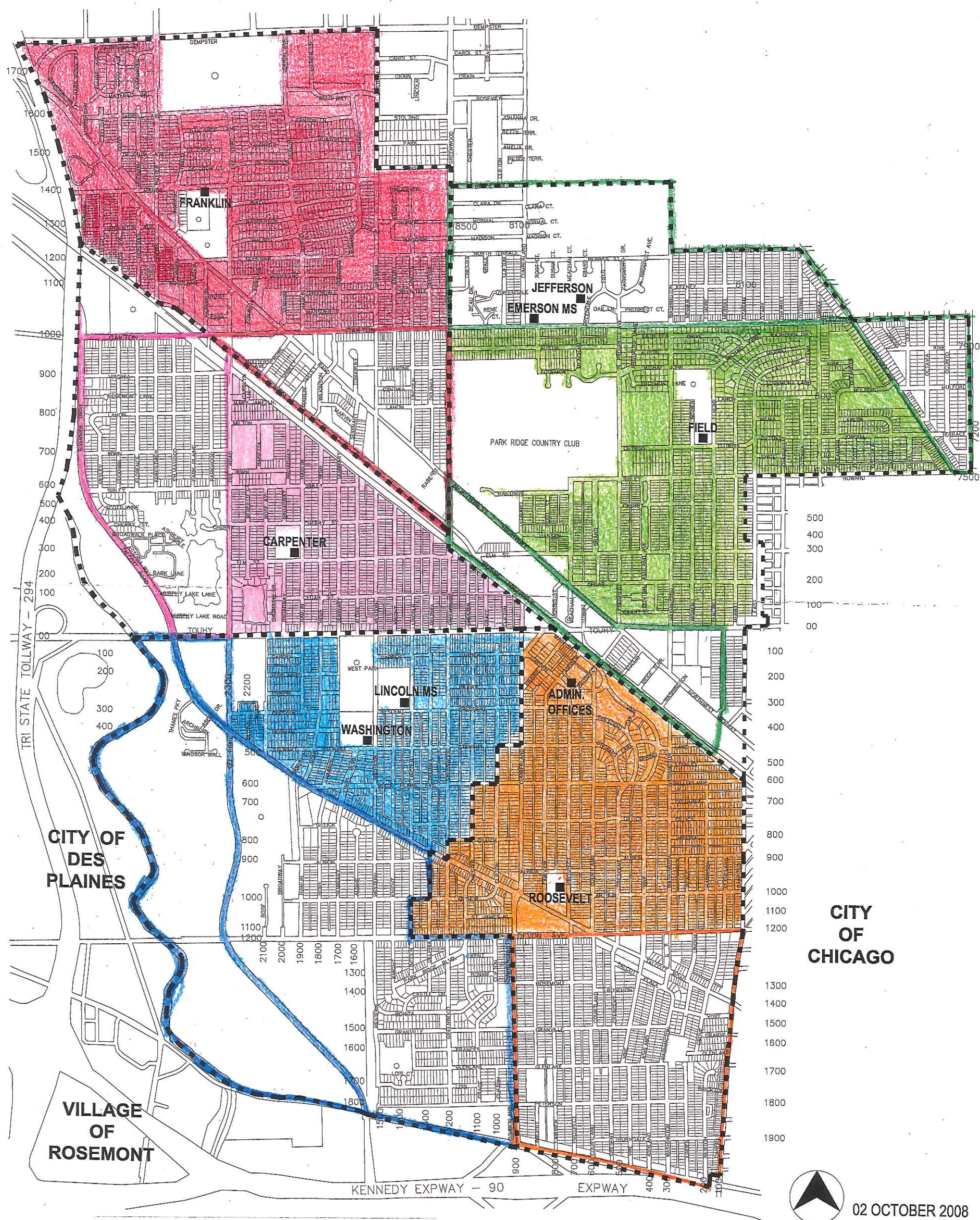
1. Analysis of additional costs for 2014-15 over 2013-14:
 - a. The anticipated cost increase for 2014-15 transportation is \$430,667.
 - b. The District has increased the number of bus routes for the morning, mid-day kindergarten, and the afternoon by 25 (from 73 to 98) or 34.3%. The following are some of the reasons for the increase:
 - i. On-time performance: Although the elementary and middle school bell times have not changed, last year buses were consistently late to the elementary schools due to the length of the routes and the time needed for safe travel through residential side streets within the community.
 - ii. Overcrowding: In addition to buses being late, the buses were congested when higher numbers of students were assigned. Students all carry backpacks and

for the majority of the year are wearing cold weather gear creating uncomfortable conditions for students, who are required to wear seat belts for the ride.

2. What are the required areas served by school?
 - a. The attached maps highlight the area where students are not transported to school. Only students who live 0.5 miles to 1.5 miles are eligible to pay for transportation.
3. How many students are eligible for free transportation?
 - a. 2,062 students are eligible for free transportation services.
 - b. 207 eligible students declined transportation services.
4. How many students pay for busing?
 - a. 41 students pay for school year busing service; these students reside within 1.5 miles of the assigned school.
 - b. 8 students pay for cold weather busing service (*day after Thanksgiving to day before Spring Break*).
5. What is the average time/length of a bus route?
 - a. The average time/length of an elementary bus route is 15:20 minutes.
 - b. The average time/length of a middle-school bus route is 13:09 minutes.
6. What is the average number of students who ride a school bus?
 - a. The average number of elementary students who ride a school bus is 54.5.
 - b. The average number of middle-school students who ride a school bus is 42.
7. Why does it appear that our buses are empty?
 - a. It is impossible to respond to this question without knowing the time of day the bus was observed. The following are some of the possible reasons:
 - i. The bus could have been near the end of its route, having dropped off the majority of its riders.
 - ii. The bus could have been going from a middle school to an elementary school.
 - iii. The bus could have been heading back to the Lakeview garage.

Routing students into a school transportation system is complex. I hope the answers provided help to clarify how buses are routed and riders assigned. If a Board member would like additional information, they may contact either Scott Mackall or Becky Allard and we will be happy to meet and discuss any further questions you may have.

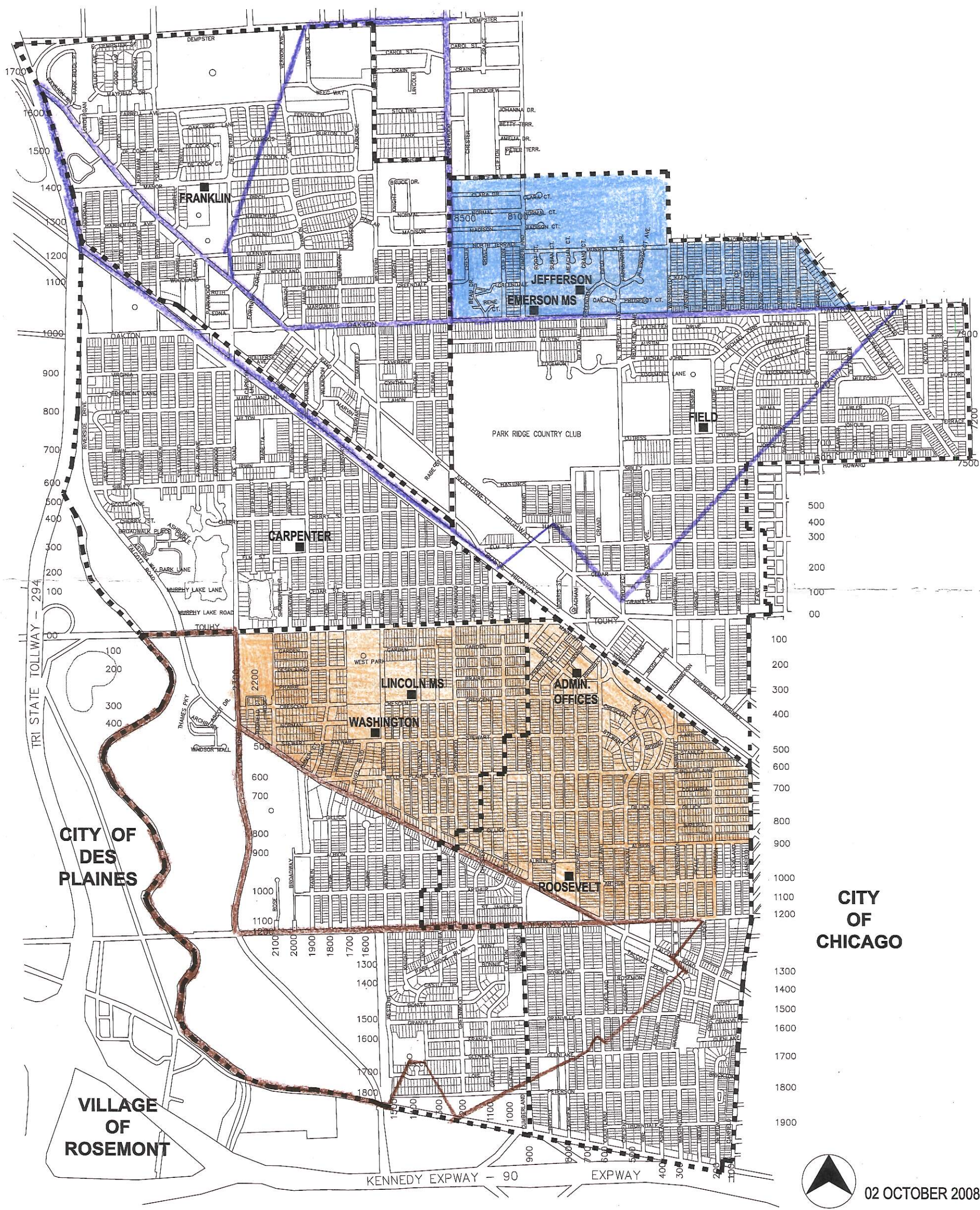
PARK RIDGE-NILES CCSD 64 DISTRICT MAP



02 OCTOBER 2008

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

PARK RIDGE-NILES CCSD 64 DISTRICT MAP



02 OCTOBER 2008

GREEN ASSOCIATES
ARCHITECTURE
CONSTRUCTION SERVICES

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Mary Jane Warden, Director of Innovation and Instructional Technology

Date: April 13, 2015

Subject: Discussion of Annual Technology Purchase

This report will include a discussion of both the District's 21st Century Learning Plan and 2015-16 technology purchases.

BACKGROUND

At the beginning of this school year, the District began implementation of the 21st Century Learning Plan as developed with the cooperation of the Board Advanced Technology Committee (BATC). This 21st Century Learning Plan is designed to prepare our students for high school, college, careers and beyond, and includes detailed information regarding the initiatives for iPads in grades K-2 and 1:1 Chromebooks for grades 3-8.

The following information details the District's recommendation for moving forward to Year 2 of implementation and requests Board approval at the April 27 Board meeting.

RECOMMENDATION

The District administrative team recommends the following in order to continue pursuit of the goals of the 21st Century Learning Plan and the 1:1 Learning Ecosystem.

iPads for K-2

During the current school year 2014-15, the District established the following ratios of iPads to students in each K-2 classroom:

- Kindergarten: 1:4 ratio
- 1st Grade: 1:3 ratio
- 2nd Grade: 1:2 ratio

As outlined in the 21st Century Learning Plan, the District is looking to bring the ratio for iPads in 2nd Grade to 1:1 in the 2015-16 school year. The total number of iPads needed in order to reach this level is approximately 250.

iPads for Grade 2

Item	Quantity	Price	Total Budgeted
iPad	250	\$400	\$100,000
Case	250	\$20	\$5,000
Charging Cart	25	\$1500	\$37,500
Total			\$142,500

Next school year, district-wide professional development activities and job-embedded coaching for 2nd grade teachers will focus on the use of iPads in growing our 21st Learning classrooms. The 1:1 iPads in Grade 2 will be maintained in the classroom and not be taken to-and-from home. Action research will continue to investigate the learning impact of iPads going home for learning purposes.

For Grades K-1, the District will maintain current ratios and seek to re-assign iPads from other areas that have moved to greater Chromebook use in order to improve ratios of students to iPads. At this point, the instructional model in grades K-1 will remain “centers-oriented”.

It is in the best interest of the District to begin planning on a refresh cycle for iPads in a Total Cost of Ownership mindset, which considers the direct and indirect costs of a product or system (support, maintenance, supplies, replacement). There are currently approximately 1,200 Generation 1 & 2 iPads that will need to be upgraded as they will no longer support more current iOS and will no longer be supported by Apple. This endeavor will be a primary focus in the upcoming 2015-16 and 2016-17 technology operating budgets.

1:1 Chromebooks for Grades 3-8

At the Board of Education meeting held on July 14, 2014, the Board approved an amendment to the 21st Century Learning Plan to assume total responsibility and ownership of all devices pertaining to the 1:1 Chromebook initiative. Students in grades 3-8 were provided with a District-managed Chromebook and case to be used to support student learning. In sustaining this model, the District will need to establish a refresh cycle on these Chromebook devices in order to manage system depreciation over the course of a student’s tenure in Grades 3-5 and Grade 6-8. Students entering in Grades 3 and 6 should receive a new model device and will retain that model for 3 years.

The District purchased 2,737 Chromebooks for Grades 3, 5, 6-8 and a contingency fleet. The 4th Grade students were assigned the 2-year old Samsung model. In order to maintain proper refresh cycles, the District will repurpose the current 8th grade Chromebooks to replace the Samsungs, move the current 5th grade Chromebooks to incoming 3rd grade, and purchase new Chromebooks for the incoming 6th grade. By 2017-18 (FY18), the District will need to plan to establish the 3-year refresh cycle and purchase new devices for Grades 3 and 6.

1:1 Chromebooks Financial Projection

	Quantity	2015-16	2016-17	2017-18
Grades 3-5	--	Repurpose	\$175,000	\$175,000
Grades 6-8	550	\$175,000	--	\$175,000
Totals		\$175,000	\$175,000	\$350,000

Commitment to Total Cost of Ownership

In preparing our children for college and career readiness, technology has become an essential and integral part in teaching and learning. Along with this high-minded mission comes a greater dependence and demand on technology upkeep and maintenance. The District must be committed to the total cost of ownership of devices and systems while being fiscally conservative and cost-effective. This means that the District must establish sustainable refresh cycles on all equipment and systems to ensure functionality.

The following are major refresh cycles that are upcoming for the 2015-16 school year that the District will need to tackle; the projected quantities are in parentheses.

- iPad Generation 1 & 2 (1,200)
- Staff MacBooks (150)
- Smart Board replacements (10)
- Microsoft Office Licensing (200)

Areas of Growth

Technology is ever evolving. There are constantly new innovations on the market as well as better, more efficient ways to operate. The District in operating under a “continuous improvement” mindset looks out for opportunities for innovation and improvement where it is mission critical. In no way do we ever want to do things just to be on the cutting edge, or to get the “latest and greatest.” We do want, however, to constantly be looking for better ways of doing

things while understanding resource and funding challenges and limitations.

There are several areas in our operations where we believe it is the appropriate time to invest in improvement. The following are broad areas in which the District will be investing time, resources, and development in the 2015-16 school year with a brief annotation of purpose:

- **Establish a virtualized server environment:** In migrating to a virtualized server environment, the District will benefit from increased uptime, improved disaster recovery, extended life of older applications, and greater efficiencies in performance and provisioning, just to name a few beneficial opportunities.
- **Mobile device (iPad) management:** As we grow into a 1:1 environment in grades K-2, the District will need a system to manage the apps and devices.
- **Centralize media library:** With growing demands and production of multimedia, the District is investigating how to provide this function in a much more cost-effective manner.
- **Common Core supplemental resources:** As District 64 implements the Next Generation Science Standards, we will expand opportunities for students to build greater college and career readiness in the areas of science, technology, arts, and mathematics.
- **Dashboard of Success Indicators:** The District is currently exploring methods of monitoring and reporting data in a more timely and efficient manner.

The 2015-16 Technology Budget seeks to achieve these operations and initiatives while being fiscally conscientious in containing costs.

To: Board of Education
Laurie Heinz, Superintendent

From: Rebecca J. Allard, Chief School Business Official

Date: April 13, 2015

Subject: Discussion on Park Ridge Key Housing Projects under Development and School Assignment

The City of Park Ridge provided the District with a report outlining the key housing projects under development. The purpose of the report was to help the District project the probable number of students that may ultimately attend D64 schools. I am unaware of the perfect method to project students of new developments, but several years ago, most schools used the Naperville Formula. The Naperville Formula was developed during the time Naperville saw tremendous residential growth within their community.

The purpose of this memo is to inform the Board:

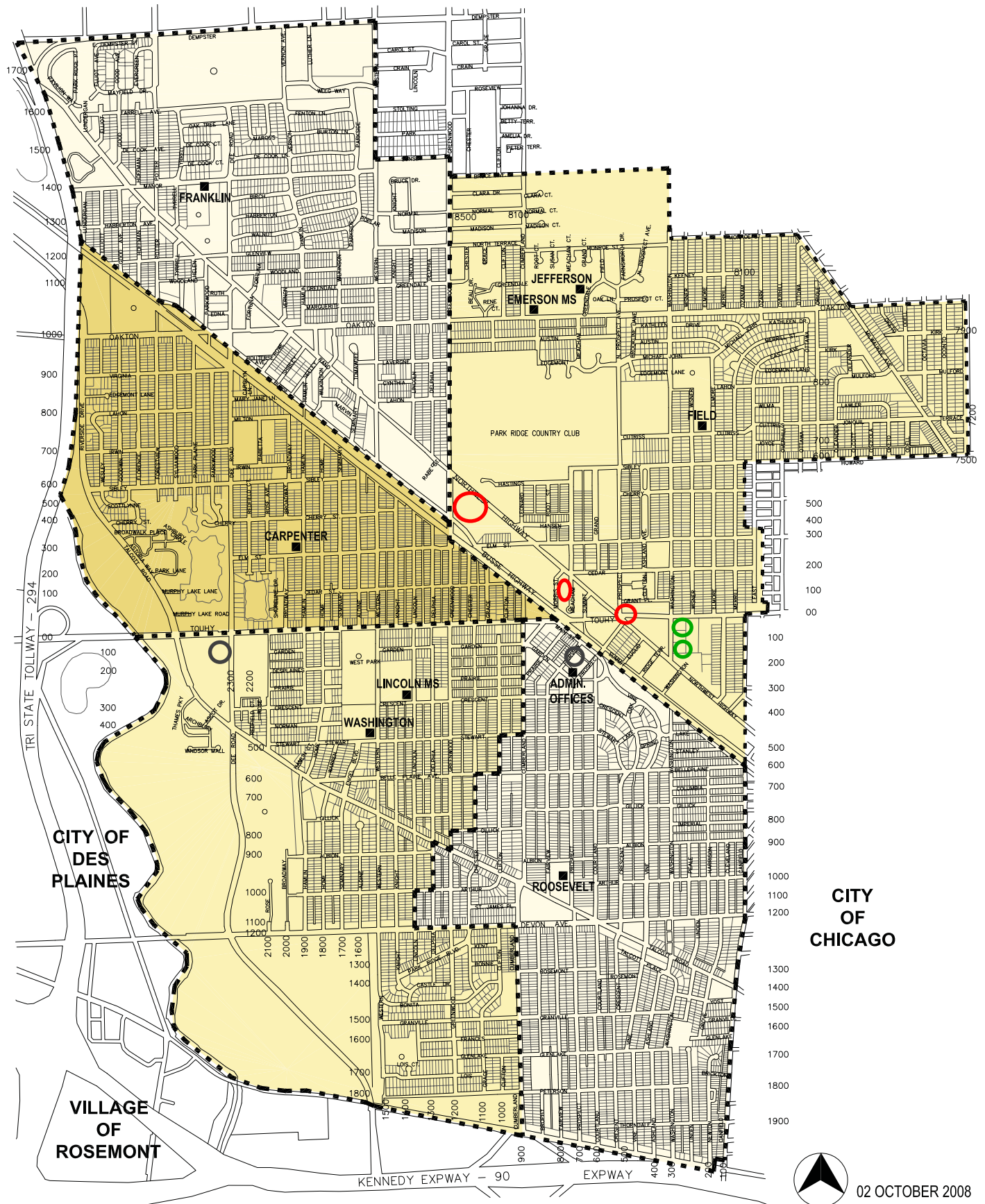
1. D64 may be impacted by the residential growth in Park Ridge during the 2015-16 school year;
2. Recommend to the Board that certain developments be reassigned to an alternate elementary school;
3. Recommend to the Board that all seven developments be reassigned to Lincoln Middle School.

If the Board agrees with the reassignment of students from Field to Franklin & Carpenter and from Emerson Middle School to Lincoln Middle School for the 2015-16 school year, the decision should be communicated to builders and real estate agents prior to the units being sold.

Park Ridge - Key Projects & Estimated # of New Students

Project Name	Number of Units	Current Elementary School	K-5 (2-Bedrooms) Factor = .088	6-8 (2-Bedrooms) Factor = .048	K-5 (3-Bedrooms) Factor = .234	6-8 (3-Bedrooms) Factor = .058	Total Estimate of K-5 Students	Total Estimate of 6-8 Students	Suggested Elementary School
Chase Bank	24 Apartment Units (15 1-bedroom and 9 2-bedroom)	Field	0.8	0.4	0.0	0.0	0.8	0.4	Franklin
Meacham/NW Hwy Townhomes	23 Townhome Units (3-bedroom)	Field	0.0	0.0	5.4	1.3	5.4	1.3	Franklin
Greenwood and NW Hwy Apartments	46 Apartments (2-bedroom)	Field	4.0	2.2	0.0	0.0	4.0	2.2	Franklin
Trammel Crow Project	115 Apartments (65 1-bedroom, 47 2-bedroom and 3 3-bedroom)	Field	4.1	2.3	0.7	0.2	4.8	2.4	Carpenter
Brighton Mews (George Mays Property)	29 Townhomes (3-bedroom)	Field	0.0	0.0	6.8	1.7	6.8	1.7	Carpenter
Fairview Mixed use	18 units (2-bedroom units)	Roosevelt	1.6	0.9	0.0	0.0	1.6	0.9	No Change
Dee Road Townhomes	16 Townhomes (2-bedroom)	Washington	1.4	0.8	0.0	0.0	1.4	0.8	No Change
Grand Total of all Estimated # of Students							24.8	9.7	

PARK RIDGE-NILES CCSD 64 DISTRICT MAP



02 OCTOBER 2008

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

As of February 27, 2015

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	72	81	73	83				455	447	8.0
# of Sections	4	4	3	4	3	3				21	21	0.0
Average Class Size	18.25	18.25	24.00	20.25	24.33	27.67						
Field	87	87	118	108	109	117.00				626	655	(29.0)
# of Sections	4	4	5	5	5	5				28	29	(1.0)
Average Class Size	21.75	21.75	23.60	21.60	21.80	23.40						
Franklin	75	75	82	75	92	72				471	471	0.0
# of Sections	4	4	4	3	4	3				22	22	0.0
Average Class Size	18.75	18.75	20.50	25.00	23.00	24.00						
Roosevelt	104	104	86	133	107	129				663	662	1.0
# of Sections	5	5	4	6	5	5				30	29	1.0
Average Class Size	20.80	20.80	21.50	22.17	21.40	25.80						
Washington	86	86	108	112	89	99				580	615	(35.0)
# of Sections	4	4	5	5	4	4				26	27	(1.0)
Average Class Size	21.50	21.50	21.60	22.40	22.25	24.75						
Emerson							256	273	289	818	842	(24.0)
# of Sections							10	10	11	31	31	0.0
Average Class Size							25.60	27.30	26.27			
Lincoln							224	209	244	677	718	(41.0)
# of Sections							8	8	9	25	27	(2.0)
Average Class Size							28.00	26.13	27.11			
Total By Grade	425	425	466	509	470	500	480	482	533	4,290	4,410	(120.0)
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: Board of Education
From: Dr. Laurie Heinz, Superintendent
Date: April 13, 2015
Re: Discussion of Residency Re-Verification for 2015-16 School Year

As approved by the Board of Education on February 9, District 64 will re-verify the residency of all students for the 2015-16 school year.

Implementation Timeline

The District has structured the process to provide a three-week window for day-time processing at local schools. Extended hours also will be offered on some days at the schools. In addition, two District-wide evenings are planned.

The schedule is as follows:

- **All schools:** Weeks of April 20, April 27 and May 4 - Families may bring their documents to their current school to have office staff verify residency. Documents will be checked while parents wait to ensure completeness and accuracy. Each school will arrange for extended hours (before or after school) at least once per week during that period.
- **District-wide events:** Tuesday, May 12 (at Lincoln Middle School) and Thursday, May 14 (at Emerson Middle School) from 5:00-7:30 p.m. These two evenings are open to all families to bring in their documentation, no matter which school they attend. Documents will be checked while parents wait to ensure completeness and accuracy.

The Business Office during regular work hours at the Educational Service Center (ESC) will continue to handle all residency situations that require more extensive documentation, such as signed affidavits, etc.

Proposed Changes to Acceptable Documentation

In accordance with Board Policy 7:60, District 64 maintains administrative procedures that detail the acceptable documents required to establish student residency. These procedures include guidelines for all types of domestic arrangements, such as existing and new homeowners, renters, and other circumstances (doubling up, homelessness, etc.).

The purpose of the residency documents is to show that the parent/guardian physically resides at the address listed on the registration. All documents must be current and show the parent's name and address.

The Board in its previous discussions noted a desire to incorporate guidelines required by District 207 by requiring homeowners to show the "Homeowners Exemption" listed on their property tax bill. District 64 does not currently require that designation be shown on the property tax bill.

The Homeowners Exemption may only be obtained through the Cook County Assessor's office. The Assessor requires that a form be downloaded and mailed in, along with necessary identification. If granted, the exemption will appear on the next property tax bill.

Therefore, to incorporate the Homeowners Exemption, District 64 will need to adjust the list of acceptable documents as follows. Other changes also are being recommended to tighten the documentation requirements for new and non-homeowners. *Changes are noted in italics below.*

Category A - must provide ONE:

- August 2014 AND March 2015 property tax bills with parent/guardian name. (Note August 2014 tax bill must show that you are receiving the homeowner's exemption. To apply for exemption, go to www.cookcountyassessor.com) *Previously District 64 requested: Most recent property tax bill that includes parent/guardian name AND proof of payment.*
- For new homeowners - HUD statement from closing for the purchase of the residence signed by buyer and seller. *Previously District 64 requested: Mortgage papers (homeowners).*
- Lease agreement signed by both parties AND proof of last month's rent payment (copy of cleared check from bank). *Previously District 64 specified: "proof of payment" without indicating a copy of the cleared check from bank.*
- In lieu of lease, a signed and notarized (by bank or currency exchange) letter of residence from landlord with contact information, monthly rent amount AND proof of last month's rent payment (copy of cleared check from bank). *Previously District 64 did not require the document be notarized, did not require monthly rent amount, and specified only "proof of last month's payment" without indicating a copy of the cleared check from bank.*
- Section 8 letter

Category B - must provide TWO:

- Most recent month's cable TV or telephone bill.
- Most recent month's gas or electric bill.
- Most recent month's water bill.
- Current homeowner's/renter's insurance policy. *Previously District 64 had also required premium payment receipt.*
- Current bank statement or credit card statement.
- Current Medicaid card or LINK card.

Previously District 64 had also accepted a current paycheck stub; this has been dropped.

For most families, the documents will be checked at the school and an Infosnap code to complete registration will be released. Any cases requiring further review will be directed to the ESC.

However, a further change the Board must consider is that for families who do not currently have the Homeowners Exemption, the District would require that they obtain that exemption through the Cook County Assessor's office and return to the Educational Service Center in July with their August 2015 bill to show that the exemption has been obtained. This additional step in the verification would be similar to the District's current practice of requiring families whose leases expire before the first day of school to return to the ESC over the summer and provide a new lease agreement.

Deadline for Registration and Further Consequences

After families complete the residency re-verification, they will be issued a unique Infosnap code for each child to finish their registration and pay required student fees through this streamlined

online system. This is the second year District 64 has utilized Infosnap, and we believe families will appreciate the continued convenience.

Two important considerations for the Board:

- The District proposes that for residency re-verification to be a useful component in our planning for 2015-16, the recommended deadline for completion of residency re-verification and the Infosnap registration and payment of student fees should be set as Monday, June 1. This is a change from the District's previous deadline of August 1 for payment of student fees.
- The District recommends that core/classroom assignments be withheld for any student who has failed to fully verify residency (including the Homeowner's Exemption and lease situations mentioned above) and complete the Infosnap registration process before the start of school. Withholding core/classroom assignments for failure to complete Infosnap registration would be a change to our past practices. In addition, previously District 64 would prevent a student from beginning school if the updated lease had not been provided; the Homeowner's Exemption would be a new requirement.

After the Board has reviewed these proposed changes to documentation requirements, deadlines and consequences, we will immediately begin intensive outreach to parents about the process. They have been notified through the Superintendent's newsletter the past two months that re-verification would be a component of enrollment for the coming year.

Attachment 1 is a checklist that parents will receive to guide them in assembling the necessary documentation prior to coming to school. The District website also will be updated as a "one-stop" registration resource, including links to these materials, the Assessor's office, and the Infosnap site.

Intensive training of all building and District staff involved in reviewing documents was conducted on April 8 and 9. Extensive planning also has been completed to provide for the efficient tracking of documents between schools and in our student database. District staff also are wrapping up the necessary updates on the Infosnap online system so that it is available later this month.

The introduction of a new component for continuing enrollment will be a challenge, but we believe our advanced planning and long window of opportunity for parents to comply with the new requirements will help ease the process as far as possible for staff and families.

PLEASE PRINT

PARK RIDGE-NILES SCHOOL DISTRICT 64
2015-16 RESIDENCY RE-VERIFICATION CHECKLIST

For Office Use Only:
 Residency Verified _____
 Infosnap Entry _____

Address _____ City _____ Zip _____

Parent/Guardian 1 Name _____ Parent/Guardian 2 Name _____

List all students that currently attend School District 64:

Student Name	Current School (2014-15)	Current Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

DRAFT

RESIDENCY DOCUMENTS - You must provide documentation showing you PHYSICALLY RESIDE at the address listed above. All documents must be current and show your name and address. **COPIES THAT CAN BE LEFT WITH D64 STAFF ARE PREFERRED.** Please block out any personal information (account numbers, etc.) that does not relate to your proof of residency.

FALSIFYING INFORMATION REGARDING RESIDENCE IS A CLASS C MISDEMEANOR SUBJECT TO 30 DAYS IN JAIL AND/OR A \$1,500 FINE.

Category A (must provide ONE)

- ☐ August 2014 AND March 2015 property tax bills with parent/guardian name (Note: Aug 2014 tax bill must show that you are receiving a homeowner's exemption. To apply for exemption go to www.cookcountyassessor.com)
- ☐ For new homeowners - HUD statement from closing for the purchase of the residence signed by buyer and seller
- ☐ Lease agreement signed by both parties AND proof of last month's rent payment (copy of cleared check from bank)
- ☐ In lieu of lease, a signed & notarized (by bank or currency exchange) letter of residence from landlord with contact information, monthly rent amount AND proof of last month's rent payment (copy of cleared check from bank)
- ☐ Section 8 letter

Category B (must provide TWO)

- | | |
|---|--|
| <input type="checkbox"/> Most recent month's cable TV or telephone bill | <input type="checkbox"/> Current homeowner's/renter's insurance policy |
| <input type="checkbox"/> Most recent month's gas or electric bill | <input type="checkbox"/> Current bank statement or credit card statement |
| <input type="checkbox"/> Most recent month's water bill | <input type="checkbox"/> Current Medicaid card or LINK card |

IF YOU CANNOT PRODUCE ALL REQUIRED DOCUMENTS:

- Please call the District 64 Educational Service Center at 847-318-4300 to set up an appointment to prove residency.
- In addition, your child may qualify for additional services. For more information, contact the District 64 McKinney-Vento Liaison, Jane Boyd, at 847-318-4332 or see the "Students Experiencing Homelessness" letter on the District 64 website at http://www.d64.org/about/documents/15_16Homeless.pdf

IF YOU NEED HELP completing these forms, please call your school office for assistance.

To: District 64 Board of Education

From: Lori Lopez, Assistant Superintendent for Student Learning

Date: April 13, 2015

Re: Update on Next Generation Science Standards (NGSS)

In 2011, The National Research Council published a framework for science education that identified the key content and practices all students should learn by the end of high school. This framework served as the foundation for the Next Generation Science Standards (NGSS), which were adopted in Illinois in January 2014. The NGSS define performance expectations for students in grades K-12 and address concerns regarding the rigor of science instruction in the United States. In 2012, only 31% of high school graduates met the College Readiness Benchmark in Science on the ACT (*The Condition of College and Career Readiness*, ACT: 2012).

Each NGSS is “three-dimensional” -- each standard is written to incorporate the three dimensions of ***scientific and engineering practices***, ***crosscutting concepts***, and ***disciplinary core ideas***.

- The ***practices*** describe the behaviors scientists engage in as they conduct scientific inquiry and engineering design. The eight interconnected practices include:
 - 1) Asking questions and defining problems
 - 2) Developing and using models
 - 3) Planning and carrying out investigations
 - 4) Analyzing and interpreting data
 - 5) Using mathematics and computational thinking
 - 6) Constructing explanations and designing solutions
 - 7) Engaging in argument from evidence
 - 8) Obtaining, evaluating, and communicating information
- ***Crosscutting concepts*** are concepts that are explicitly taught and enable students to connect knowledge from different domains of science. They include: patterns, similarity, and diversity; cause and effect; scale, proportion and quantity; systems and system models; energy and matter; structure and function; and stability and change.
- ***Disciplinary core ideas*** are studied with increasing depth over multiple grade levels. Disciplinary ideas are grouped in four domains: the physical sciences; the life sciences; the earth and space sciences; and engineering, technology and applications of science. At the elementary level, specific disciplinary ideas have been assigned to each grade level. At the middle school level, districts can identify specific topics for study at each grade level based on the standards.

In response to Illinois' adoption of the NGSS, District 64 has initiated a science curriculum review:

- At the **middle school level**, Science Department members have studied the NGSS for two years and have formed a subcommittee of teachers focused on designing a scope and sequence of curricular units based on the standards. Within this new scope and sequence, students will explore concepts and practices in each of the four science domains. Traditionally, a grade has been dedicated to the exploration of one domain (e.g., 6th grade study of earth/space science topics). Assigning units of study in multiple domains at each grade level enables students to explore the interconnectedness of the different domains. The Middle School Science Committee will meet in May to finalize the scope and sequence. We will begin unit design this summer and begin transitional implementation next year.
- Since convening in May 2014, the **Elementary Science Committee** has focused on deepening members' understanding of the Framework for K-12 Science Education and the NGSS. Team members experienced the three dimensions in trial investigations and explored scientific argumentation in a workshop led by an educational consultant who served as an NGSS reviewer during the standards development process. Committee representatives also attended the National Science Teachers Association (NSTA) national conference to explore methods and curricular materials that support inquiry-based science, cross-curricular integration, and student engagement.

To date, the NGSS have been adopted by 12 states and the District of Columbia. While there are a limited amount of instructional materials available for committee review, we anticipate the release of more materials for the committees' consideration this coming year.

Full K-8 implementation of the NGSS is scheduled for school year 2016-17. An introduction to the NGSS for all staff will take place this spring. More intensive District-wide professional development will be implemented next year to deepen staff understanding of the NGSS.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Mary Jane Warden, Director of Innovation and Instructional Technology
Rebecca Allard, Chief School Business Official

Date: April 13, 2015

Re: Updated IDF/MDF Network Enhancement and VOIP Project Proposals

As requested by the Board of Education at the March 23 meeting, the District has redesigned the Backup Power/Uninterruptible Power Source (UPS) proposal in an effort to reduce the cost of the Network Enhancement work required to support the VOIP Telecommunications project. The Board gave the go-ahead to reduce the number of UPS units across the District in trade off of VOIP uptime in the event of a power outage. The Board also suggested that the backup gas generators that exist at 4 of the 9 District building locations be incorporated into the Backup Power/UPS system design.

The Backup Power/UPS system design has be modified from the original proposed plan as follows:

1. Incorporation of the existing backup generator systems at 5 buildings to include the MDF/IDF at: Lincoln Middle, Emerson Middle, Washington, Field, and Carpenter.
2. UPS Backup systems to be established at the buildings that do not have sufficient backup generator systems or gas generator systems at all. This would mean the installation of a UPS Backup system at the following locations: Roosevelt, Franklin, Jefferson, and ESC.
3. Additional reduction of UPS Backup systems to the IDF/MDFs that support VOIP phone uptime (15-25 minutes) at only the main offices at those 4 buildings.

After reviewing the potential electrical demand of the VOIP system on the existing generators at Emerson, Field, Carpenter, Washington, and Lincoln, Director of Facility Management Scott Mackall determined they can handle the additional load without any upgrades. The other buildings would have the UPS backup system incorporated into the network project. In Mr. Mackall's assessment, installing generators for a single purpose like the VOIP system would not be cost efficient or an effective use of resources. The plan to install generators at the buildings currently without them will be reviewed and incorporated into the master facilities planning.

Additional reductions in project costs are accomplished by purchasing only a 1-year Care Next Day support for the core switches/3-year Care support for all other switches, rather than 5-year Care support as originally proposed. The cost of the 1-year core/3-year non-core support is \$456 higher annually than the 5-year Care support. This redesign of the UPS backup power system and the support/maintenance contract results in a cost reduction of about \$62,001 for the IDF/MDF Network Enhancement project. Keep in mind, this redesign also reduces the District's E-Rate reimbursement discount by \$29,911. The **total cost reduction, therefore, is \$33,090** when compared to the original proposal.

Recommendations after Proposal Redesign and Estimated ROI

Compiled below is the VoIP and Network Enhancement projected budget and estimated ROI, based on this redesign.

*Telecom System	Cost Proposal
Telephone System - District wide	\$217,317
5-Year VoIP Maintenance	\$70,465
Total VoIP System	\$287,782

* The recommendation is to utilize a 5-year municipal lease/purchase at a monthly cost of \$5,366.27 per month or \$64,395.24 annually.

Data Network Equipment	
Data switches & fiber connections	\$234,144
UPS backup power system, w/support	
Total Estimated Costs	\$538,506**
(**without E-Rate reimbursement for network project)	

A summary of VOIP and Network Upgrade Proposal Redesigned including 5-year maintenance contract for VOIP and a 1-year core/3-year non-core maintenance contract for switches follows in the table below:

One-time or limited-time costs	
VOIP equipment (less maintenance)	\$217,317
Network upgrade (less maintenance)	\$220,528
E-Rate funding - 40% discount (<i>network project only</i>)	(\$93,656)
Total Cost	\$344,189
Ongoing costs (Annually)	
VOIP Maintenance (<i>5-year contract</i>)	\$14,093
Network equipment maintenance (<i>1-year core/3-year non-core contract</i>)	\$8,022
Lease Financing cost (5-year)	\$6,839
Avoided cost of legacy system	(\$93,600)
Total Cost Savings	(\$64,646)
Years until ongoing savings has paid for one-time or limited-time costs	5.3

The ROI is longer since the District would not reduce support costs by purchasing a 5-year maintenance contract for infrastructure support upfront (formerly \$7,566). The E-Rate

reimbursement that the District would receive is also lower than in the original proposal since the network enhancement costs were reduced.

Once the District invests in the IDF/MDF and VoIP Telecommunications Projects, the monthly phone line charge will be \$1,898 per month or \$22,776 annually. These cost savings are figured into the table above. After subtracting the annual maintenance contracts for both the VoIP and the network infrastructure, the District will realize an annual cost savings of over \$64,000, which will bring the District's ROI to just over 5 years.

In the table, for comparison sake, the same figure for the "Avoided cost of legacy system" is used per the VOIP Q&A document. However, since the last Board meeting, we have confirmed through our E-Rate consultant that the E-Rate reimbursement for Centrex services will decrease by 20%. So with the rising cost of Centrex services coupled with the decrease in E-Rate discount, legacy cost savings will be closer to \$96,000 annually starting in FY2016 and cost savings will continue to increase as Centrex pricing goes up.

The District recommends going forward with the revised proposal so that the project can be completed for the 2015-16 school year.

APPROVAL OF CDW – MDF AND IDF LAN UPGRADE

ClientFirst Consulting Group, LLC (ClientFirst) was retained by the District to facilitate a competitive selection process that would meet Federal Universal Service Fund (Erate) reimbursement for the selection of new UPS, MDF and IDF LAN Equipment to serve the schools and administrative operations of the District.

Although technology is an exemption to the Illinois School Code bid requirements, the District solicited a Request for Proposal (RFP) to ensure we had competitive proposals. Bids were received and opened on Friday, February 20th. ClientFirst reviewed seven proposals and recommended that D64 interview two firms who best met the qualifications as defined in the RFP.

After extensive discussion, ClientFirst and D64 selected CDW as the company to provide the MDF and IDF local area network (LAN) and UPS equipment for \$234,144. The funding source for the purchase will be from the Capital Projects Fund (60).

In addition, District 64 is eligible for Erate reimbursement of approximately 40%.

ACTION ITEM 15-04-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve CDW as the company to provide the MDF and IDF local area network (LAN) and UPS equipment for a total contract amount of \$234,144, with funding from the Capital Projects Fund.

Moved By:_____Seconded By:_____

AYES:

NAYS:

ABSENT:

PRESENT:

4/13/15

APPROVAL OF SHORETEL & CallOne – VoIP (REPLACEMENT PHONE SYSTEM)

ClientFirst Consulting Group, LLC (ClientFirst) was retained by the District to facilitate a competitive selection process that would provide District 64 with a new phone system (VoIP).

Although technology is an exemption to the Illinois School Code bid requirements, the District solicited a Request for Proposal (RFP) to ensure we had competitive proposals. Bids were received and opened on Wednesday, February 18th. ClientFirst reviewed seven proposals and recommended that D64 interview two firms who best met the qualifications as defined in the RFP.

After an extensive discussion, ClientFirst and D64 selected Shoretel & CallOne as the company to provide the new phone system (VoIP). The District will realize a savings in the Operations & Maintenance Fund if the phone system is purchased with a municipal lease/purchase (\$1 buy-out). The 60-month municipal lease/purchase would include all equipment, conference bridging, voice mail licenses, installation and a 5-year maintenance agreement. The monthly cost is \$5,366.27. The annual cost is \$64,395.24 and the 5-year cost is \$321,976.20.

ACTION ITEM 15-04-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve Shoretel & CallOne as the company to provide the VoIP (phone system) through a 5-year municipal lease/purchase for an annual cost of \$64,395.24, with funding from the Operations & Maintenance Fund.

Moved By:_____Seconded By:_____

AYES:

NAYS:

ABSENT:

PRESENT:

4/13/15

First Reading and Approval of Transportation Policy 4:110

1st Reading	Approval	Policy	Title
April 13, 2015	April 13, 2015	4:110	Operational Services - Transportation

ACTION ITEM 15-04-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve Board Policy 4:110.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

4/13/15

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law.

Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act, **reimbursement through the Title I grant will be pursued when the grant allows for such reimbursement. Any students receiving services under Title I funding according to policy 6:170 may be transported at no cost to the family when the transportation costs are included in the grant regardless of the proximity to the school.**

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1 1/2 miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside

an urban area, or (2) bearing one or more students The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus and at the end of each route, work shift, and work day to check the bus for children or other passengers in the bus.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 ILL.Admin. Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics), 5:280 (Educational Support Personnel – Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

ADMIN. PROC: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection: Bus Driving Comments), 4:170-AP3 (School Bus Safety Rules), 4:170-E3 (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP – (Education of Homeless Children)

ADOPTED: October 27, 1997

REVISED: August 24, 1998

REVISED: November 25, 2002

REVISED: August 17, 2004

REVISED: October 27, 2004

REVISED: January 28, 2008

REVISED: December 14, 2009

REVISED: February 22, 2010

REVISED: May 24, 2010

REVISED: November 15, 2010

REVISED: June 11, 2012

REVISED: January 28, 2014

REVISED: March 23, 2015

Instruction

Title I Programs

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

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

Title I Parental Involvement

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

District-Level Parental Involvement Compact

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

School-Level Parental Involvement Compact

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

Reference Only

to parents/guardians of students receiving services, or enrolled in programs,
under Title I.

Incorporated
by Reference: 6:170-AP1, E1 (District-Level Parental Involvement Compact) and
6:170-AP1, E2 (School-Level Parental Involvement Compact)

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

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

ADOPTED: January 26, 2015

Consent Agenda

ACTION ITEM 15-04-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of April 13, 2015, which includes the Personnel Report, Bills, Approval of Intergovernmental Agreement for Shared Vision/O&M Services and Approval of Contract for Audit Services in 2014-15.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
April 13, 2015

Joshua Hammond	Leave of Absence Request, Paternity/FMLA – Math Teacher at Lincoln School effective January 4, 2016 – January 29, 2016 (tentative).
Erin Chen	Resign as School Psychologist at Lincoln and Field School effective June 12, 2015.
Brittaney Schwichtenberg	Resign as Math/Social Studies Teacher at Lincoln School effective June 12, 2015.
Thomas Fuller	Termination as Part-time Substitute Custodian effective March 27, 2015–Washington School.

APPROVAL OF BILLS

The following bills are presented for approval:

Bills

10 - Education Fund -----	\$ 730,365.73
20 - Operations and Maintenance Fund -----	\$ 156,000.75
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ 925.50
50 - Retirement (IMRF/SS/MEDICARE) -----	\$ -
60 - Capital Projects -----	\$ 39,934.00
80 - Tort Immunity Fund -----	\$ -
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 120906 - 121030

Total: \$ 927,225.98

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

INTERGOVERNMENTAL AGREEMENT FOR SHARED VISION/O&M SERVICES

THIS AGREEMENT is made by and between the Boards of Education of Des Plaines Community Consolidated School District 62 (School District 62), Park Ridge-Niles Community Consolidated School District 64 (School District 64), and Maine Township High School District 207 (High School District 207). The parties will be collectively referred to herein as "School Districts" and/or "Boards of Education."

WHEREAS, the Illinois Constitution and statutes, including without limitation the *Intergovernmental Cooperation Act of the State of Illinois*, 5 ILCS 220/1 *et. seq.*, encourage and permit cooperation between units of local government;

WHEREAS, the Boards of Education desire to cooperate and combine their resources to serve students who require vision therapy and orientation and mobility (O&M) services; and

WHEREAS, the Boards of Education believe their special education programs and services will be most effectively operated through this shared services Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereafter set forth, it is agreed as follows:

1. **Term of Agreement.** This Agreement shall be effective during the 2015-2016 school year, excluding extended school year periods. The term of this Agreement may be renewed or extended by written agreement signed by the parties.
2. **Employment of Vision/O&M Therapists.** School District 62 agrees to employ qualified vision itinerants ("Therapists") (three FTE total) to meet the vision/O&M needs of students enrolled in School District 62, School District 64 and High School District 207. School District 62 will supervise and evaluate the Therapists as required by law. In addition to the provision of services, the Therapists will also be responsible for conducting evaluations and participating in IEP meetings and other school meetings. Services will be scheduled and provided to students on days/times mutually agreed by each School District. If a Therapist is not available at the scheduled time (*e.g.*, due to illness, etc.), the School Districts will mutually agree on make-up therapy dates, in the normal course.
3. **Fees.** School District 62 will bill School District 64 and High School District 207 for FTE (including salary and benefits) as determined by student caseloads, as follows:
 - a. School District 64: 0.3 FTE
 - b. High School District 207: 1.7 FTE
4. **Billing Procedures and Payment.** School District 62 shall send semi-annual invoices to School District 64 and High School District 207 for services rendered in accordance with the rate set forth in this Agreement. The first invoice will be issued approximating 80% of the anticipated annual cost. School District 62 shall be responsible for seeking reimbursement from any third party payers (such as the Illinois State Board of Education

or health insurance carriers) for services rendered by the Therapists. School District 64 and High School District 207 shall pay School District 62 all amounts due within thirty (30) days of receiving the invoices. School District 64 and High School District 207 will directly reimburse the Therapists for mileage incurred related to the provision of services to students in their respective districts on forms provided for this purpose.

5. **Qualification of Therapists.** Each Therapist who provides services under this Agreement shall meet all State requirements to provide such services in a public school setting, including but not limited to certification or licensure (if applicable), fitness for service/medical examination, criminal background check, and continuing education. Therapists providing orientation/mobility services shall hold a certificate for orientation and mobility from the Orientation and Mobility Division, Association for Education and Rehabilitation of the Blind and Visually Impaired.
6. **Duties of Therapists.** Each Therapist shall perform duties including, but not limited to, the following:
 - a. Provide services in accordance with students' Individual Education Programs (IEPs) under the direction and supervision of School District 62's Director of Special Education or his/her designee.
 - b. Observe, record, and report on students' progress, responses to treatment, and any changes in the students' conditions.
 - c. Participate with District personnel in staff and IEP meetings when invited regarding planning and implementing particular students' IEPs.
7. **Student Records.** Each Therapist shall maintain records and reports in accordance with the policies of School District 62, including progress reports and observations for the progress of students, and furnish such other documents as may be required by the Director of Special Education or his/her designee of the School District that the student in question is attending. All such records, including information and notes prepared or provided by the Therapists shall be the property of, and shall be maintained by, each individual School District for their own students. Therapists shall have access to those students' records and information to the extent necessary to appropriately provide services to said students. Therapists will abide by all confidentiality requirements of the Illinois School Student Records Act (ISSRA), the Family Education Rights and Privacy Act (FERPA), and all other applicable laws and regulations.
8. **Inventory.** Equipment and other inventory used by Therapists that is currently owned by the School Districts will be housed at and maintained by School District 62, unless otherwise agreed by the parties. Purchase of materials/supplies for specific students (as determined by the IEP team) will be purchased directly by the home district of the student. General supplies needed to support the Therapists on a day-to-day basis will be billed proportionally among the three school districts based on each School District's FTE as provided for in paragraph 3 above.

9. **Amendments.** This Agreement may be modified or amended only by a written agreement executed by the parties hereto.
10. **Applicable Law.** This Agreement shall be construed in accordance with the laws of the State of Illinois.
11. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and there are not promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date below. In the event the dates differ, the latter shall be the effective date of this Agreement.

BOARD OF EDUCATION

DES PLAINES COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62,

_____ President	_____ Date
Attest: _____ Secretary U U	_____ Date

BOARD OF EDUCATION

PARK RIDGE-NILES SCHOOL DISTRICT 64,

_____ President	_____ Date
Attest: _____ Secretary	_____ Date

BOARD OF EDUCATION

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207,

_____ President	_____ Date
Attest: _____ Secretary	_____ Date

To: Board of Education

From: Brian Imhoff, Assistant Business Manager

Date: April 13, 2015

Subject: Approval of Contract for Audit Services in 2014-15

A contract is enclosed to engage Klein Hall CPAs to perform the District's required annual audits for fiscal year 2014-15 for a price of \$25,800. Audits are performed on the District's financial statements, State report, and federal grants. Klein Hall has provided audit services to District 64 for the last four years.

According to the Illinois School Code audit services are exempt from bidding requirements. District 64 has historically joined together with Districts 62 and 63 and the Maine Township School Treasurer's Office to package audit services for all entities in order to obtain the best possible pricing. This contract is a one year agreement and represents a \$500 increase in fees for District 64 from the previous year.



AUDIT ENGAGEMENT LETTER

March 29, 2015

Ms. Rebecca Allard
Park Ridge-Niles School District 64
164 South Prospect Avenue
Park Ridge, IL 60068

Dear Rebecca:

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Park Ridge-Niles School District 64, as June 30, 2015 and for the year then ended, and the related notes to the financial statements, which collectively comprise Park Ridge-Niles School District 64's basic financial statements as listed in the table of contents.

In addition, we will audit the entity's compliance over major federal award programs for the year ended June 30, 2015. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audits will be conducted with the objectives of our expressing an opinion on each opinion unit and an opinion on compliance regarding the entity's major federal award programs.

Accounting principles generally accepted in the United States of America require that supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management Discussion and Analysis
- 2) Schedule of Funding Progress (Illinois Municipal Retirement Fund and, if applicable, Other Post-Employment Benefits)
- 3) Budgetary Comparison Information
- 4) Notes to RSI

Supplementary information other than RSI will accompany Park Ridge-Niles School District 64's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Combining and Individual Fund Financial Statements and Schedules
- 2) Schedule of Expenditures of Federal Awards

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) Statistical Schedules

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Data Collection Form

Prior to the completion of our engagement, we will complete the sections of the Data Collection Form that are our responsibility. The form will summarize our audit findings, amounts and conclusions. It is management's responsibility to submit a reporting package including financial statements, schedule of expenditure of federal awards, summary schedule of prior audit findings and corrective action plan along with the Data Collection Form to the federal audit clearinghouse. The financial reporting package must be text searchable, unencrypted, and unlocked. Otherwise, the reporting package will not be accepted by the federal audit clearinghouse. We will assist you in the electronic submission and certification. You may request from us copies of our report for you to include with the reporting package submitted to pass-through entities.

The Data Collection Form is required to be submitted within the earlier of 30 days after receipt of our auditors' reports or nine months after the end of the audit period, unless specifically waived by a federal cognizant or oversight agency for audits. Data Collection Forms submitted untimely are one of the factors in assessing programs at a higher risk.

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS), the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States of America; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations and, if applicable, in accordance with any state or regulatory audit requirements. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards of the Comptroller General of the United States of America and, if applicable, in accordance with any state or regulatory audit requirements.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will issue a written report upon completion of our audit of Park Ridge-Niles School District 64's basic financial statements. Our report will be addressed to the governing body of Park Ridge-Niles School District 64. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of Park Ridge-Niles School District 64's major federal award program(s) compliance will be conducted in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; and will include tests of accounting records, a determination of major programs in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget Circular A-133 Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Also, as required by OMB Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;

4. For identifying all federal awards expended during the period including those received prior to December 26, 2014, and those received in accordance with 2CFR200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards generally received after December 26, 2014;
5. For preparing the schedule of expenses of federal awards (including notes and noncash assistance received) in accordance with OMB Circular A-133 requirements;
6. For the design, implementation, and maintenance of internal control over compliance;
7. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs;
8. For following up and taking corrective action on reported audit findings from prior periods and preparing a summary schedule of prior audit findings;
9. For following up and taking corrective action on current year audit findings and preparing a corrective action plan for such findings;
10. For submitting the reporting package and data collection form to the appropriate parties;
11. For making the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance;
12. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, and relevant to federal award programs, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
13. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
14. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

We will require all documents in an electronic format uploaded into our secure client portal prior to our arrival in order to complete the audit in a timely fashion. Any documents not provided in electronic format will be subject to an additional charge for us to digitalize.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees and Timing

Scott Klein is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Klein Hall CPAs services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees for these services will be as follows:

June 30, 2015 \$ 25,800

The above fee will be billed as follows:

25% upon preliminary fieldwork
50% upon completion of audit fieldwork
25% upon issuance of reports

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Klein Hall CPAs and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Klein Hall CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;

- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of Government Auditing Standards, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,



Klein Hall CPAs

RESPONSE:

This letter correctly sets forth our understanding.

Park Ridge-Niles School District 64

Acknowledged and agreed on behalf of Park Ridge-Niles School District 64 by:

Name: _____

Title: _____

Date: _____

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.

APPENDIX

A-7

- Personnel Report
- Bills, Payroll, and Benefits
- Approval of Financial Update for the Period Ending March 31, 2015
- Approval of Annual Technology Purchase
- Destruction of Audio Closed Minutes

- **Approval of Minutes** **Action Item 15-04-8** **A-8**
 - Board President
 - Special Board Meeting Minutes..... April 13, 2015
 - Closed Session Meeting Minutes..... April 13, 2015
 - Special Board Meeting Minutes March 25, 2015
 - Closed Session Minutes March 23, 2015
 - Regular Board Meeting Minutes..... March 23, 2015
- **Board Member Liaison Report** **A-9**
 - Board of Education
 - Medical Advisory on April 22, 2015
 - Elementary Learning Foundation (ELF) April 15, 2015
- **Other Discussion and Items of Information** **A-10**
 - Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - Follow-up on Collection of Current Year Student Fees
 - Minutes of Board Committees
 - Traffic Safety Minutes of March 17, 2015
 - Other
- **Adjournment**

Next Meetings:

Monday, May 4, 2015
 – Closed Session
 6:30 p.m. – Special Board Meeting
 7:30 p.m. – Organizational Meeting
 Jefferson School – Multipurpose Room
 8200 Greendale Avenue
 Niles, IL 60714

Monday, May 11, 2015
 7:00 p.m. – Committee of the Whole: Finance
 Jefferson School – Multipurpose Room
 8200 Greendale Avenue
 Niles, IL 60714

Next Regular Meeting:

Monday, May 18, 2015
 7:30 p.m. – Regular Meeting
 Emerson School – Multipurpose Room
 8101 N Cumberland Avenue
 Niles, IL 60714



**D64
Apps**

Madelyn Wsol <mwsol@d64.org>

New FOIA Request re: Midwest Supt Conference

1 message

Bernadette Tramm <btramm@d64.org>

Wed, Mar 25, 2015 at 2:01 PM

To: Madelyn Wsol <MWsol@d64.org>, Laurie Heinz <lheinz@d64.org>

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

----- Forwarded message -----

From: **David Giuliani** <dgiuliani@illinoispolicy.org>

Date: Wed, Mar 25, 2015 at 1:57 PM

Subject: Public Records Request-Midwest Superintendents Conference

To: foiaofficer@district41.org, foia@ccsd15.net, foia@sd54.org, mmichelin@d125.org, Jim.Blaney@d303.org, hbennett@rlas-116.org, kanderson@rosemont78.org, jenny.wojick@rondoutsd72.org, lschuster@rtsd26.org, mpolowy@queenbee16.org, pickard@ogschool.org, venetia.miles@d214.org, g.badal@d214.org, ltenuta@northbrook28.net, fournier.t@nb27.org, aortiz@d120.org, jware@d120.org, foia@esd20.org, kfilipiak@lisle202.org, 10455@kaneland.org, ncook@d30.org, lhummel@d211.org, mkaczkowski@sd12.k12.il.us, lkollstad@d23.org, btramm@d64.org, abell@naperville23.org, tstec@sd44.org, kandes@d75.lake.k12.il.us, rkollman@d70schools.org, eaumiller@d57.org, cfinger@d127.org, correll.ellen@d46.org, msimeck@lfschools.net, buscemig@wilmette39.org, deverb@avoca37.org, celia.schneider@lz95.org, CFBourne@d47.org, distmail@d155.org, lmohan@wcusd200.org, FOIA@d15.org, kuechelbonnie@dist156.org, doest@rbchs.com, jmarino@antioch34.com, jim.mckay@chsd117.org, clarkc@zbtbs.org, tmorris@wps60.org, tneubauer@barrington220.org, foia@d300.org, FOIA@district158.org, jdonnellan@foxlake114.org, JAthemeyer@gavin37.org, mbregy@nssd112.org, gfornero@dist113.org, DrDemory@bighollow.us, jgildea@fsd79.org, sherrmann@bannockburnschool.org, denise.zwit@d128.org, lyaffe@dist76.org, jhutton@d56.org, FOIARequest@hawthorn73.org, FOIA@kcsd96.org, jsophie@lb65.org, Foiaofficerd67@lfschools.net, bhanna@millburn24.net, bmartindale@d187.org, jlove@wths.net, sbachar@d102.org, mlubelfeld@dps109.org, mahaffyt@dist3.org, djohnson@johnsburg12.org, brian.coleman@cary26.org, swings@hsd36.org, pbender@dist46.org, fred.heid@d300.org, genfoia@geneva304.org, ksalsbrunn@sd129.org, information@bps101.net, tstirn@burlington.k12.il.us, dkedrows@hinsdale86.org, zvardog@wego33.org, FOIA@d94.org, FOIArequest@lths.net, jstelter@bsd2.org, jmiller@asd4.org, jcorbett@wdsd7.org, mtornatore@itasca.k12.il.us, jdumelle@sd12.k12.il.us, jbartelt@sd13.org, agasbarro@d15.us, scott@esd20.org, pehrhardt@bendist25.org, gkell@winfield34.org, pgordon@d41.org, nmunoz@d45.org, jcorrell@saltcreek48.org, vgalvin@butler53.com, kcremascoli@dg58.org, boardofeducation@maercker.org, bcarlo@darien61.org, foia@gower62.com, foia@ccsd63.org, tarnold@ccsd66.org, info@woodridge68.org, Roberta_Crowe@glenbard.org, ehoster@dupage88.net, mjones@ccsd89.org, shieldw@ccsd93.com, foia@csd99.org, dpeltz@lphs.org, tschneider@ccsd180.org, jduggan@d181.org, mary.sender@cusd200.org, kanderson@cusd201.org, douglas_eccarius@ipsd.org, dpruneau@elmhurst205.org, ascarsella@palos118.org, Anthony Edison <aedison@prsd1435.org>, bethmartin@winnetka36.org, fpatrick@willowspringsschool.org, bbarnhart@d101.org, mdziallo@sd925.org, anicholson@district31.net, jstutz@orland135.org, sbuslik@norridge80.net, mbyrne@ksd140.org,

foi_request@ccsd59.org, district21@ccsd21.org, mnicholson@glenview34.org, crawforc@glencoeschools.org, stangee@sunsetridge29.org, bflores@golf67.net, FOIA@sd113a.org, dbeery@maine207.org, raychu@d219.org

Hello,

This is a public records request under the Freedom of Information Act.

We are seeking all financial records in your school district related to the last five annual conferences during the winter of the Midwest Suburban Superintendents Association. We also would like to see any documentation with information about sessions and activities at the conference.

You can send the information to this email address. If you have any questions about this request, please feel free to call me at the phone numbers below.

Thanks,

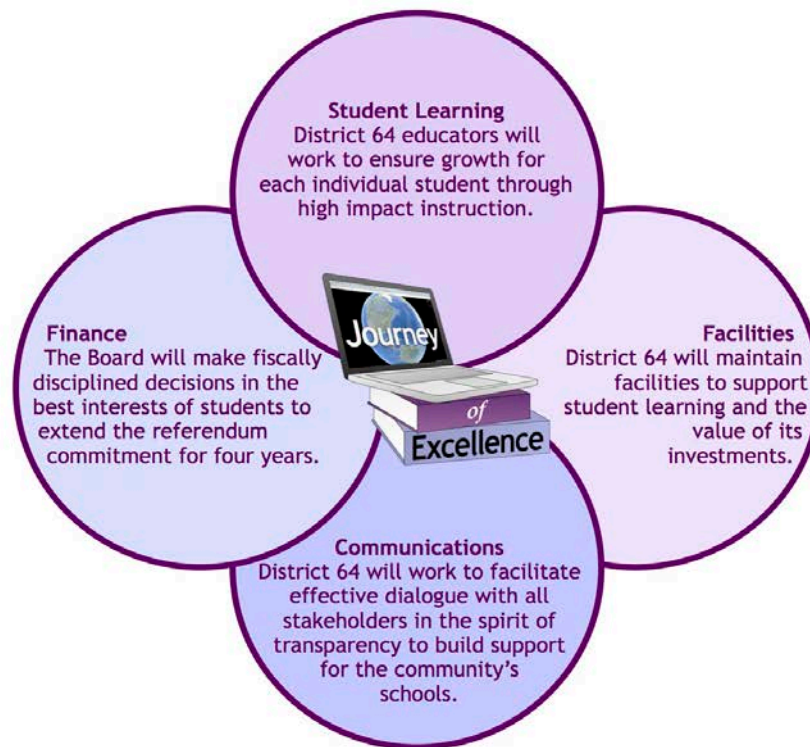
David Giuliani
Government Reform Analyst
Illinois Policy Institute
312-346-5700, ext. 236
Cell: 505-426-5067
dgiuliani@illinoispolicy.org

Park Ridge-Niles School District 64

Board Operating Plan

Updated on April 13, 2015

Park Ridge-Niles School District 64 Board of Education Goals 2013-15



District 64 Operating Plan - Board Consensus Goals

Goals (Amended 12-16-13)	Action Plans	Metrics
<p>Student Learning</p> <ol style="list-style-type: none"> Utilize a variety of assessments to monitor and support individual student growth while remaining competitive with comparable districts Develop a comprehensive technology plan that articulates a 1:1 model Support and monitor staff technology proficiencies Assess the impact of Instructional Technology Coaches <p>Facilities</p> <ol style="list-style-type: none"> Obtain capacity of each school through the development of a facility master plan Update demographic study (Fall 2013) Continue Facility Master Plan Phase 1 projects <p>Finance</p> <ol style="list-style-type: none"> Levy to maximize revenue under PTELL formula Maintain District-wide fees in 2013-14 Earmark Operating Fund balance to extend next referendum to no earlier than 2020-21 Use debt extension bonds for further capital improvements Extend Operating Fund referendum no earlier 2020-21 Use strong fiscal discipline <p>Communications</p> <ol style="list-style-type: none"> Strengthen the website as a convenient source of information for parents and community members Create a more consistent experience for parents across District 64 to access and receive information about classroom/team learning activities and school news Create a "Board Operating Plan" Expand the information regularly provided to the community and create a new opportunity to invite community-wide input Review needs for outreach to families speaking languages other than English Research electronic Board report packets 	<p>Student Learning</p> <ol style="list-style-type: none"> Review and refine Educational Ends (by Spring 2016) Monitor student performance using MAP and PARCC assessments Manage curriculum revision related to CCSS Provide standard-based curricular programs reflecting current research and best practice Implement, review, and refine 21st Century Learning Plan Develop multi-dimensional assessment plan for staff implementation of technology Assess impact of Instructional Technology Coaches (ITC) <p>Facilities</p> <ol style="list-style-type: none"> Review capacity from 6th day of enrollment report (9/13, 9/14) Review new Kasarda demographic study 10/28/13 (complete) Approve plans for Field School summer 2014 12/16/13 (complete) Approve plans for Field School summer 2015 10/14 Review maintenance plan priority list for future years Incorporate security study facility needs into future projects <p>Finance</p> <ol style="list-style-type: none"> Adopt 2014 tax levy (12/2014) Adopt 0% increase student registration fees (2014-15) (completed) Present student fee study 12-16-13 (completed) Adopt 2015-16 student fees spring 2015 Adopt 2015-16 budget draft (06/2015) Authorize working cash fund bonds 12-16-13 (completed) Continuously monitor& update BOE on long-range projections Provide direction for annual budget draft preparation <p>Communications</p> <ol style="list-style-type: none"> Complete strategic analysis of District website 1-28-14 Implement new website by 6-30-14 Set goal for staff web presence Establish web presence guidelines for staff Create a joint calendar of school newsletter focus topics Explore social media as a tool for communications Create a "Board Operating Plan" communications tool Create new electronic newsletter Create annual communications online community survey Explore occasional informal, online forums Monitor ELL statistics Report on Transitional Program of Instruction (TPI) Develop options for alternate delivery of Board packets 	<p>Student Learning</p> <ol style="list-style-type: none"> Continue revision of all Educational Ends through Spring 2016 By 2017, achieve 3-year MAP growth & status targets in Reading & Math Maintain current competitive performance (within 10 percentage points) relative to top-performing benchmark districts on PARCC Revise K-8 Science curriculum to align to NGSS Consider finances, policies/guidelines, communications, professional development & infrastructure needs related to technology Implement 1:1 Chromebook initiative grades 3-8, iPads for K-2 Implement Bryte Bytes survey to collect data from all stakeholders Finalize recommendations regarding ITC role <p>Facilities</p> <ol style="list-style-type: none"> 6th day of enrollment report 9/13, 9/14(completed) Kasarda demographic study presented 10/28/13 (completed) Field Phase I completed summer 2014 Field Phase II authorized summer 2015 Master Facilities Plan underway (to be delivered 6/2015) Budget for security enhancements FY2014-15 (completed) <p>Finance</p> <ol style="list-style-type: none"> Levy filed with County Clerk by last Tuesday in December 2013-14 student registration fees adopted spring 2013 Student fee study presented 12-16-13 Student fees 2015-16 adopted spring 2015 Budget draft #1 FY2015-16 presented 5-2015 Complete sale of \$8.6MM Working Cash Fund bonds 3-2014 Long-range financial projections updated 9-2014 & 2-2015 BOE provides direction annual budget modifications 3-2015 <p>Communications</p> <ol style="list-style-type: none"> Website analysis integrated into redesign (completed) Website launched 6-2014 (completed) Goal identified 6-2014 (completed) Web guidelines for staff 6-2014 (completed) AC newsletter focus topics (ongoing) Facebook launched 2-2014 (completed) "Board Operating Plan" on website 2-2014, 9-2014 (ongoing) Superintendent monthly newsletter 2014-15 (ongoing) Surveys on calendar, CEC, Strategic Plan, etc. 2014-15 Online forums/feedback (as needed) ELL statistics reported (completed) Report on TPI (completed) Paperless Board meetings fall 2014 (completed)
Board Consensus Goals	Revenues: Actuals & Projections	Expenses: Actuals & Projections
		Financial Projections Capital Needs

District 64 Operating Plan - Revenues: Actuals & Projections

	Actual Revenues					Budget		Projected Revenues					
Revenues by Fiscal Year	2011-12	2012-13	% Inc	2013-14	% Inc	2014-15	% Inc	2015-16	% Inc	2016-17	% Inc	2017-18	% Inc
Property Taxes	\$56.5	\$57.5	1.8%	\$59.4	3.3%	\$59.8	0.7%	\$61.5	2.8%	\$63.4	3.1%	\$63.6	0.3%
Corporate Personal Property Replacement Taxes (CPPRT)	\$1.1	\$1.1	0.0%	\$1.2	9.1%	\$1.2	0.0%	\$1.2	0.0%	\$1.2	0.0%	\$1.2	0.0%
Student Fees	\$1.5	\$1.6	6.7%	\$1.8	12.5%	\$1.6	-11.1%	\$1.6	0.0%	\$1.6	0.0%	\$1.6	0.0%
Other Local Revenue	\$3.1	\$3.1	0.0%	\$3.0	-3.2%	\$1.7	-43.3%	\$1.7	0.0%	\$1.7	0.0%	\$1.7	0.0%
State Revenue	\$5.4	\$4.2	-22.2%	\$4.9	16.7%	\$4.0	-18.4%	\$4.0	0.0%	\$4.1	2.5%	\$4.1	0.0%
Federal Revenue	\$1.3	\$1.7	30.8%	\$1.5	-11.8%	\$1.6	6.7%	\$1.5	-6.3%	\$1.5	0.0%	\$1.5	0.0%
Grand Total	\$68.9	\$69.2	0.4%	\$71.8	3.8%	\$69.9	-2.6%	\$71.5	2.3%	\$73.5	2.8%	\$73.7	0.3%
Inter-Fund Transfers Bond Proceeds	\$3.2	\$5.7		\$25.8		\$0.2		\$0.2		\$0.2		\$0.2	
The above does not include the Debt Service Fund													

KEY Facts

- District 64 is subject to the Property Tax Limitation Law (PTELL).
- Prior Boards made a commitment not to approach the community for another tax rate referendum until 2016-17. This commitment has been extended to 2020-21.
- The District's operating fund balances shall end each fiscal year with four (4) months of operating expenditures for the fiscal year ended. Expenses shall be measured against a cumulative total of operating funds.

Property Taxes

	Actual			Current	Projected		
Levy/ Calendar Year	2011	2012	2013	2014	2015	2016	2017
CPI-U (December)	1.5%	3.0%	1.7%	1.5%	2.0%	1.5%	2.0%
Tax Extension (actual or estimated)	\$60. 5	\$62. 4	\$64. 0	\$65.2	\$66.7	\$67.9	\$69.5
Increase in Tax Extension	1.7%	3.1%	1.9%	1.8%	2.4%	1.8%	2.4%

Board Consensus Goals

Revenues:
Actuals & Projections

Expenses:
Actuals & Projections

Financial Projections
Capital Needs

District 64 Operating Plan - Expenses: Actuals & Projections

Expenses													
Expenditures by Fiscal Year	2011-12	2012-13	% Inc	2013-14	% Inc	2014-15	% Inc	2015-16	% Inc	2016-17	% Inc	2017-18	% Inc
Salaries	\$42.9	\$44.5	3.7%	\$45.7	2.7%	\$48.2	5.5%	\$50.9	5.5%	\$53.1	4.5%	\$55.5	4.5%
Benefits	\$8.2	\$8.5	3.7%	\$8.8	3.5%	\$9.2	4.5%	\$9.8	6.0%	\$10.3	6.0%	\$11.0	6.0%
Purch Services	\$5.2	\$5.5	5.8%	\$5.9	7.3%	\$6.6	11.9%	\$6.3	-4.5%	\$6.3	0.0%	\$6.3	0.0%
Supplies	\$2.7	\$2.5	-7.4%	\$2.8	12.0%	\$3.6	28.6%	\$2.5	-30.6%	\$2.5	0.0%	\$2.5	0.0%
Capital	\$2.8	\$2.5	-10.7%	\$5.9	136.0%	\$5.8	-1.7%	\$2.5	-56.9%	\$1.0	-60.0%	\$1.0	0.0%
Other Expense	\$3.2	\$1.8	-43.8%	\$1.9	5.6%	\$1.9	0.0%	\$1.9	0.0%	\$1.9	0.0%	\$1.9	0.0%
Grand Total	\$65.0	\$65.3	0.5%	\$71.0	8.7%	\$75.3	6.1%	\$73.8	-2.0%	\$75.2	1.9%	\$78.2	4.0%
Inter-Fund Transfers	\$3.2	\$5.7		\$17.4		\$0.2		\$0.2		\$0.2		\$0.2	
<i>The above does not include the Debt Service Fund</i>													

6 th Day Enrollment						Staffing				
School Year	K	Grades 1- 5	Grades 6-8	Total	% Change	Position	2013-14 Head Count	2013-14 Salary	2014-15 Head Count	2014-15 Salary
2011-12	388	2,377	1,441	4,206	-1.2%	Admin (Cert)	20	\$2.7	21	\$2.9
2012-13	418	2,349	1,502	4,269	1.5%	Custodian	39	\$2.4	41	\$2.5
2013-14	396	2,369	1,561	4,326	1.3%	Exempt	18	\$1.0	13	\$1.1
2014-15	418	2,401	1,555	4,374	1.1%	Hourly	140	\$1.3	135	\$0.6
2015-16	411	2,393	1,534	4,338	-0.8%	PREA	398	\$32.0	402	\$34.0
2016-17	409	2,390	1,515	4,314	-0.6%	PRTAA	110	\$2.7	108	\$2.8
2017-18	409	2,413	1,515	4,337	0.5%	Sec	37	\$1.5	37	\$1.5
						Tech	7	\$0.3	8	\$0.3

Board Consensus Goals

**Revenues:
Actuals & Projections**

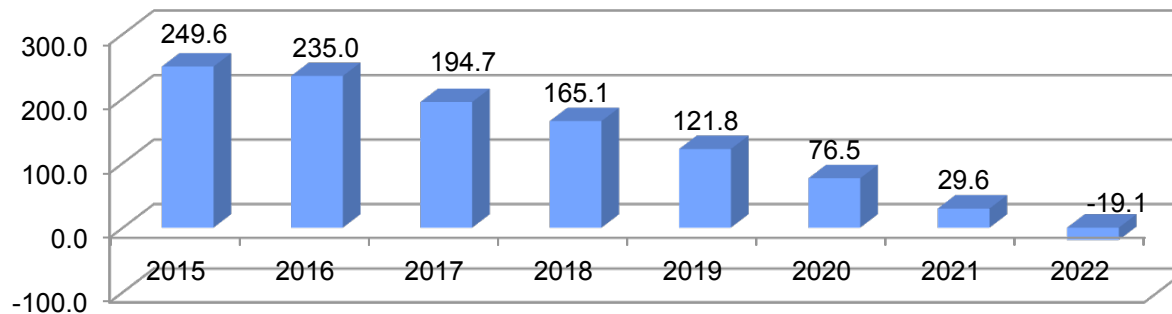
**Expenses:
Actuals & Projections**

**Financial Projections
Capital Needs**

District 64 Operating Plan – Financial Projections – Resources/Capital Needs

Resources for Capital Needs								
		Actuals			Budget	Projections		
		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Capital Priorities								
Facilities (Does not include Architect fees)								
	Carpenter	\$0.0	\$2.0	\$2.1	\$0.1	NA	NA	NA
	Field	\$0.0	\$0.0	\$0.1	\$4.0	\$1.2	NA	NA
	Franklin	\$2.4	\$0.1	\$1.3	\$0.1	NA	NA	NA
	Lincoln	\$0.0	\$0.0	\$0.5	\$0.1	NA	NA	NA
	Unassigned Funding	\$0.0	\$0.0	\$0.0	\$0.0	\$0.5	\$0.5	\$0.5
	O&M Fund	\$0.1	\$0.3	\$0.5	\$0.2	\$0.2	\$0.2	\$0.2
Technology								
	Equipment	\$0.5	\$0.5	\$0.7	\$0.6	\$0.6	\$0.6	\$0.6
	1:1 Initiative	\$0.0	\$0.0	\$0.0	\$1.1	\$0.4	\$0.4	\$0.5
	Infrastructure	\$0.1	\$0.1	\$0.2	\$0.2	\$0.2	\$0.2	\$0.2
Supplies								
	Textbook Adoption	\$0.0	\$0.0	\$0.5	\$0.0	\$0.5	\$0.0	\$0.5

**Days Cash On Hand
With \$2.5 Million of Capital Starting in FY 17**



Assumptions

Revenue:

- Tax Levy – PTELL Formula
- Student Fees – no increase
- State & Federal – no Increase

Expenditures

- FY16 Plus 5.5 FTE
(thereafter at FY 16 level)
- Benefits – 5% Increase
- All Other – increase at CPI-U

Board Consensus Goals

**Revenues:
Actuals & Projections**

**Expenses:
Actuals & Projections**

**Financial Projections
Capital Needs**