

Inspire every child to



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

Board of Education Agenda
Monday, October 26, 2015
Regular Board Meeting
Field Elementary School – South Gym
707 Wisner Avenue
Park Ridge, IL 60068

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

TIME

APPENDIX

7:00 p.m.

Meeting of the Board Convenes

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

• Pledge of Allegiance and Welcome

-- Field Elementary School Principal/Students/PTO

• Public Comments

• Health Life Safety and Master Facility Plans Projects

A-1

-- Superintendent/Chief School Business Official/Director of Facility Management

A. Secure Vestibule:

1. Update on RETA Report
2. Presentation by Paul Timm, RETA Security
3. Presentation by District First Responders

B. District Roofs:

1. Current roof conditions
2. Recommendations

C. District Mechanical Systems:

1. Status update on current conditions
2. Recent projects completed
3. Recommendations

D. Remaining Projects: Health Life Safety & Infrastructure Projects

• Funding on Health Life Safety and Infrastructure Projects for District Facilities

A-2

-- Superintendent/CSBO

Niles, IL 60714

Next Regular
Meeting:

Monday, November 16, 2015

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

Regular Board Meeting – 7:00 p.m.

Franklin Elementary School – Gym

2401 Manor Lane

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 October 22, 2015

November 5, 2015 – Jefferson School - Multipurpose Room

Special Board Meeting – 6:00 p.m.

- Review of 2015 Proposed Tax Levy
- Resolution #__ to Approve 2015 Proposed Tentative Tax Levy and Establishment of Public Hearing
- Discussion: Health Life Safety/Master Facility Plan
- Discussion: Formation of Board Finance Committee

November 16, 2015 – Franklin School – Gym

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

Regular Board Meeting – 7:00 p.m.

(As of Thursday, August 27, 2015 all Regular meetings will move from 7:30 p.m. to 7:00 p.m.)

- Presentation of State School Report Cards & Discussion of PARCC and 5E Survey Results from 2014-15
- Summer Interim Session 2015 Report
- Presentation and Approval of Summer Interim Session 2016
- Board Member Appreciation /Recognition Days
- Overview of McKinney Vento (Homeless) Requirements
- Present Tentative Calendar for 2016-17 school year and Tentative Calendar for 2017-18
- Discussion on Health Life Safety and Master Facility Pan
- VOIP Update
- Approval of Policies 5:270, 5:290 and 6:15
- Acceptance of Annual Audit Report FY15
- Approval of Preparation of Construction Documents for Bidding of Summer 2016 Projects
- Approval of Financial Update for the Period Ending October 31, 2015

December 14, 2015 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:00 p.m.

(As of Thursday, August 27, 2015 all Regular meetings will move from 7:30 p.m. to 7:00 p.m)

- Board Conducts a Public Hearing Prior to Adopting the 2015 Tax Levy 20__
- Resolution #XXX Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 26, 2016 Regular Board of Education Meeting December 14, 2015
- Salary Schedule
- Adopt draft of 2016-17 Calendar and Tentative Calendar for 2017-18
- Approval of Financial Update for the Period Ending November 30, 2015
- Campaign for Park Ridge Community Fund (memo of information)

January 11, 2016 – Jefferson School – Multipurpose Room

Special Board Meeting - 6:30 p.m.

- Board Workshop – Community Engagement

TBD

- Update on Food Service Contract
- Discussion of New Board Finance Committee Structure (November/December)
- Discussion: Fee Study
- 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
- Approval of Ten-year Health Life Safety Survey

The above are subject to change.

To: Laurie Heinz, Superintendent
Board of Education

Appendix 1

From: Luann Kolstad, Chief School Business Official
Ron DeGeorge, Director of Facilities Management

Subject: Health Life Safety (HLS) & Master Facility Plans (MFP) Projects

Date: October 26, 2015

Tonight's discussion on our HLS and MFP projects are being broken down into three parts to aid in the understanding of the information being presented. The first section will address Secure Vestibules including a presentation by Paul Timm and the District's first responders. The second section is related to the District roofs, all of them. FGM has prepared in both Excel and graphic form, a comprehensive report on the conditions of the building roofs.

The third area to be covered is the District Mechanical Systems, what has been completed recently and recommendations for replacement of equipment that has reached/exceeded its useful life. Finally, we will finish up with information on the remaining HLS and Infrastructure projects that need to be completed starting in summer 2018.

Financially it makes sense to do some of the mechanical projects at the same time the roofs and secure vestibules are done. If we need to lift a piece of equipment off the roof to replace the roof, and that piece of equipment has reached/exceeded the end of its useful life, financially we are money ahead replacing the equipment now.

Administration has had Elizabeth Hennessy revise her bonding scenarios for the projects. These will be covered in the next agenda item regarding the funding of the projects.

A. Secure Vestibules:

1. Update on RETA Report:

In August 2013, the Board received a Physical Security Report for all facilities in the District. Paul Timm of RETA Security prepared this report. Assessments of each facility were accomplished through staff interviews and visual observation. The presence and effectiveness of the following physical security elements were identified:

- Deterrence – discouraging unauthorized actions
- Detection – recognizing unauthorized actions
- Delay – slowing unauthorized actions
- Response – reacting to unauthorized actions.

Mr. Timm's findings identified many items involving both training and addition/reconfiguring of equipment and facilities. The current administration has identified the following items as having been completed:

- **Improve visitor management procedures – adopt credential exchange practice or purchase visitor management software.**
 - **The District has installed and uses the Raptor Visitor Tracking System.** This program requires all visitors to have their driver's license/state ID run through a database which identifies registered sex offenders in all 50 states, screens individuals with restraining orders, custody issues, suspended or expelled students, known gang members, etc.
- **Update and Standardize Video Surveillance Systems.**
 - **The District has installed a proximity card reader on exterior doors and installed cameras both inside and outside of all doors.** All doors in the District are locked at all times except for dismissal and arrival of students; during this time staff monitors doors. Installation of proximity card readers aids the staff in being able to keep outside doors closed at all times without needing an actual key. It also allows the administration to set access rights for all staff members.

Mr. Timm identified the following items in the report. Both items would be completed summer 2016 if the board moves ahead with the Secure Vestibules for all buildings:

- **Pursue the installation of secured main entry vestibules. Revisit positioning of main entry monitors.**
- **Consider installing Sonitrol panic buttons in each Main Office.**

In addition to Mr. Timm's report, the administration did a survey of surrounding school districts regarding secure vestibules. The results of the survey are attached; the names of the districts have been redacted for security purposes. If a board member would like to see the list of districts related to the survey, please contact administration to come to the ESC and view the list with district names.

2. Presentation by Paul Timm, RETA Security.

Paul Timm is a Board Certified Physical Security Professional (PSP) by ASIS International since 2003. Paul has 16 years of security consulting experience. Most recently, he authored School Security: How to Build and Strengthen a School Safety Program. Paul is also a contributing author to the “Handbook for School Safety and Security” by Lawrence Fennelley. Paul has won the ASIS International “Regional Certification Award” in 2004, 2005, 2010 and 2012. He has been a judge for “Security Director of the Year” three years in a row. Paul is highly respected in the educational community as an expert on school security.

Paul will be talking to the board about:

- The Vital Role of Access Control in the Protection of Students, Staff and Visitors.
- Main Entry Secured Vestibule – Foundation to Excellent Access Control.
- Complementary Access Control Measures (e.g. Electronic Access, Visitor Management Software, Staff/Visitor Badges on Lanyards).

3. Presentation by District First Responders.

Members of the Park Ridge Police Department will be presenting to the board on the their perspective regarding secured vestibules in school buildings.

B. District Roofs.

1. Current Roof Conditions.

FGM has put together for the board both an Excel document and a graphic description of all District building roofs. These documents are key to the District both for the current projects and future projects. Tracking the roof work in this fashion will provide a road map for the District in terms of when roof replacements need to take place. Through this process we have identified roofs that exhausted their useful lives 10+ years ago. FGM used red and pink to highlight roof work that needs to be addressed, yellow items are ones that will occur in the near future, and green identifies recently completed roof projects.

2. Recommendations.

Recommendations for roof replacements were initially discussed with the Board at the October 5, 2015 meeting. The development of the documents identified above will help the board in understanding the urgency in completing this work next summer. At this time, we have a roofing company putting temporary fixes on some roofs to just get us to next summer. Going forward, the board will have a clear picture each year of any roofing work that needs to take place.

C. District Mechanical Systems.

1. Status update on current mechanical conditions.

Much like the roof drawings, FGM has prepared graphic descriptions of all mechanical systems in the District. This project is a work in progress in that it takes a great deal of time to lay out all systems and identified what was replaced when and what needs to be replaced. Administration will have at the completion of this process an Excel document much like the roof document.

2. Recent Projects Completed.

FGM has identified systems that were recently completed in green on the graphic displays of the mechanical systems. Red and pink items are items that need to be completed during the construction-taking place over the next five years. Much life roofs, yellow highlights projects that will be up for replacement beyond the five-year term and the green highlights work recently completed on mechanicals.

3. Recommendations

Recommendations for mechanical work that would take place over the next two summers were discussed with the board at the October 5, 2015 meeting. Reviewing the graphic displays of the mechanicals in each facility will help the board to understand the amount of work that has been completed recently, and what still needs to be done.

D. Remaining Projects: Health Life Safety & Infrastructure Projects.

Please see the FGM Power Point for an explanation of the remaining electrical and plumbing projects to be completed by building. Much like the roof and mechanical graphics, the electrical and plumbing graphics also show when items need to be replaced based on useful life. The administration had not planned to delve into this section too much tonight. We can cover these items further at the Board Meeting on November 5, 2015. The focus tonight is on the secure vestibules, roofs and mechanical systems.

**Secure Vestibules Survey
Confidential - For Security Reasons**

No. of Buildings	Buildings with Unsecure Vestibules	Buildings Built w/ Secure Vestibules or Retrofit	Year Bldg Retrofitted	Other Information
1	0	Retrofit	2000	
1	0	Retrofit	2014	
2	1	Retrofit	2002	Remaining facility to be completed in 2016
7	0	Retrofit	2013 & 2014	
13	0	Retrofit	30-40 years ago	
11	0	Retrofit	2010, 2011 & 2013	Communities greatest request
4	0	Retrofit	2013	Students safety is a priority
3	0	Retrofit	2014	Done as a result of RETA Audit
20	0	Not sure	Not sure	
3	0	1 - Built w/ Vestibule-1972, Retrofits-1998, 2001	1998, 2001	
3	0	Built-2, Retrofits-1	2015	
	0			
3	1	Built-1, Retrofit-1	2013	Final Building to be done 2016
11	1	Built-8, Retrofit-2		Final Building being completed now
4	0	Built-3, Retrofit-1	Retrofit - 1997	
4	0	Built-2, Retrofit-2	2014, 2010	
3	0	Retrofit	2011-2014	Shooters come thru front door
10	0	Retrofit	> 10 yrs ago	
2	0	Retrofit	> 10 yrs ago	
2	0	Retrofit	2004-05	
4	0	Built-1, Retrofit-3	2010	
15	0	Built-1, Retrofit-14	Last 10 years	



PARK RIDGE-NILES
SCHOOL DISTRICT 64

HLS / MFP IMPLEMENTATION

Board Meeting
October 26, 2015

FGM ARCHITECTS

Agenda

- District Wide Roofing Systems
- District Wide Mechanical Systems
- Health Life Safety Project Completion
- Appendix
 - Other Building Systems





PARK RIDGE-NILES
SCHOOL DISTRICT 64

DISTRICT WIDE ROOFING SYSTEMS



PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS

District Wide Roofing

- The 2016 / 2017 roofing projects total \$8,027,000 (including Lincoln Library Roof)
- After this work is complete approximately 20% of the district's roof area will remain to be replaced through 2030
- In 2015 dollars the additional work would be budgeted at \$2,963,000
- This additional work is not included in the five year plan



Roof Design Considerations

– Energy Code

- 2004 code applies currently
- Illinois is planning on adopting 2009 code in near future
- This will affect required insulation

– Future reroofing

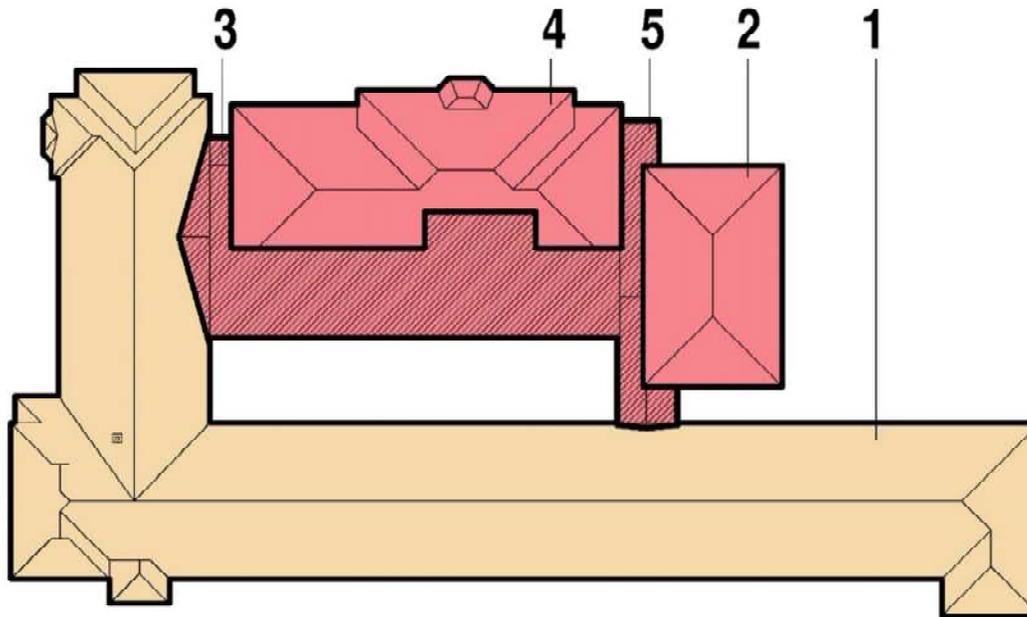
- Roof systems for flat roofs are available that can be re-roofed in 20 years to obtain an additional 15-20 year warranty without expensive removal and insulation replacement costs



District Wide Roofing

- The attached roof plans show each roof area coded as follows:
 - Dark Red – HLS Roof Replacement (2016)
 - Light Red – Infrastructure Roofing (2016 and 2017)
 - Dark Yellow – Areas to replace 2021 to 2025
 - Light Yellow – Areas to replace 2026 to 2030
 - Green – recently replaced roofs and areas to replace after 2030





Key
Roof Slope

- ▨ Flat
- Shingle

Roof Replacement

- ▨ Health Life Safety Item
- ▨ Infrastructure Item

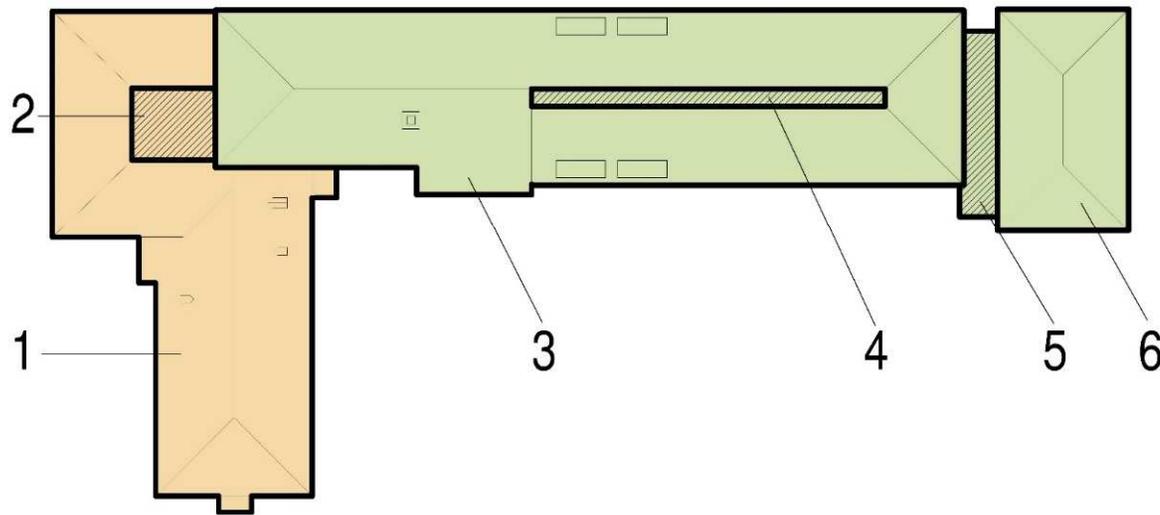
Estimated Replacement

- 5-10 Years
- 10-15 Years
- >15 Years

N
 **CARPENTER ELEMENTARY SCHOOL ROOF PLAN**
 NOT DRAWN TO SCALE

Carpenter Elementary School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	Architectural Asphalt Shingles	46,540	1994	25	4
2	3-Tab Asphalt Shingles	6,600	1994	15-18	(3)
3	Fully Adhered EPDM	7,665	1994	15	(6)
4	3-Tab Asphalt Shingles	13,800	1994	15-18	(3)
5	Fully Adhered EPDM	1,515	1994	15	(6)
Total		76,120			





Key

Roof Slope

- ▨ Flat
- Shingle

Roof Replacement

- Health Life Safety Item
- Infrastructure Item

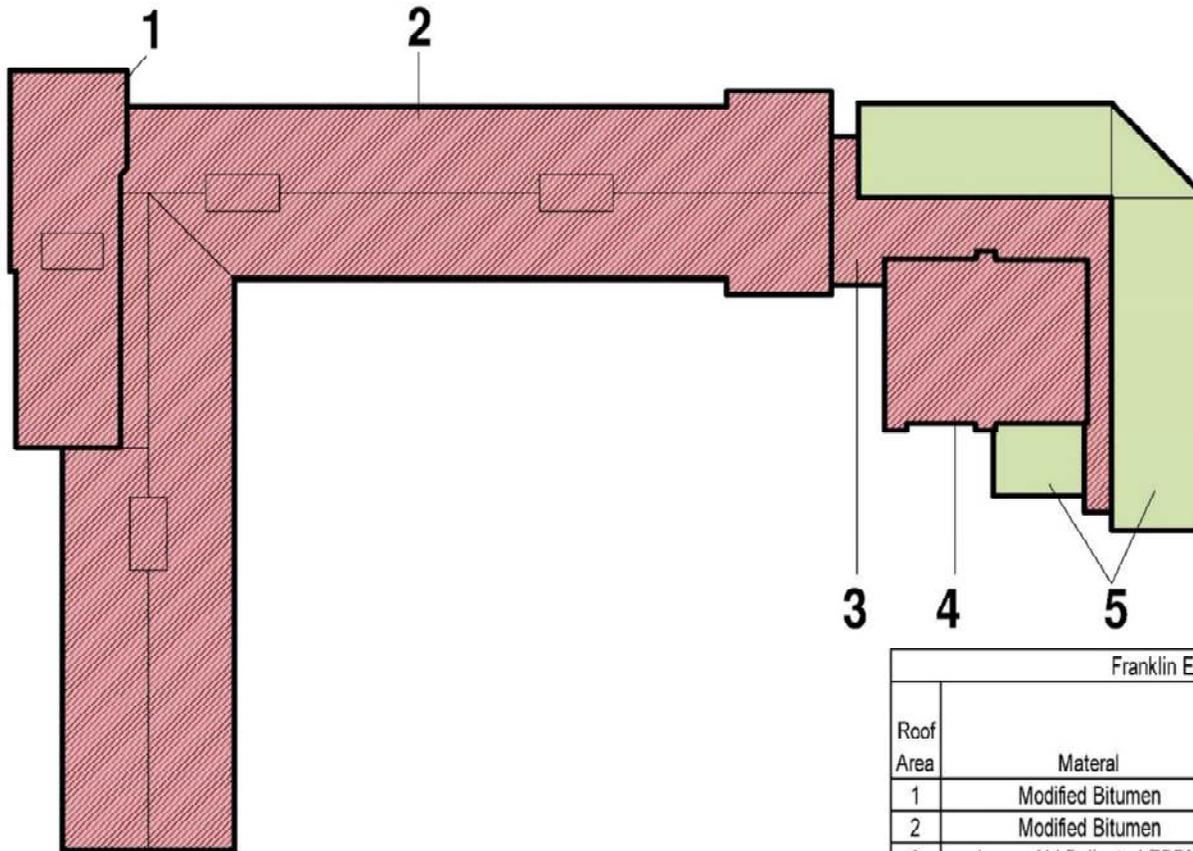
Estimated Replacement

- 5-10 Years
- 10-15 Years
- >15 Years


N FIELD ELEMENTARY SCHOOL ROOF PLAN
 NOT DRAWN TO SCALE

Field Elementary School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	3-Tab Asphalt Shingles	18,250	2006	15-18	9
2	Modified Bitumen	1,500	2006	20	11
3	Architectural Asphalt Shingles	28,175	2015	25	25
4	Modified Bitumen	1,200	2015	20	20
5	Fully Adhered EPDM	1,100	2013	15	13
6	Architectural Asphalt Shingles	6,725	2013	25	23
Total		56,950			





Key

Roof Slope

- ▨ Flat
- Shingle

Roof Replacement

- ▨ Health Life Safety Item
- ▨ Infrastructure Item

Estimated Replacement

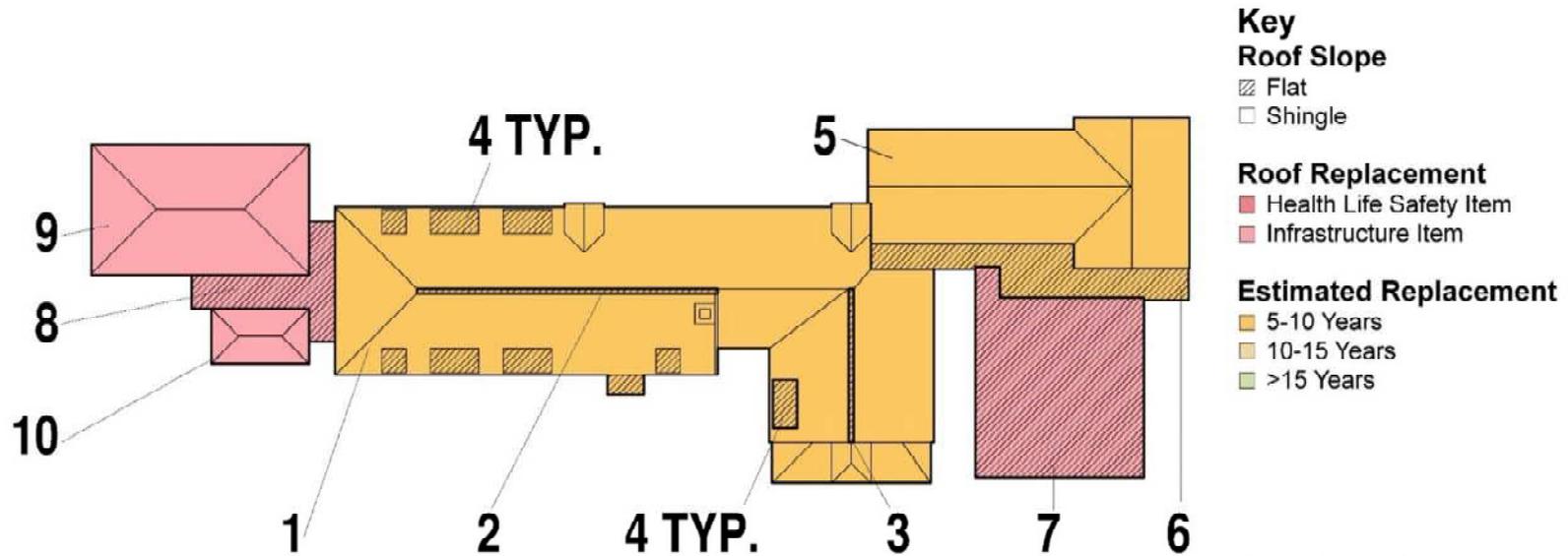
- 5-10 Years
- 10-15 Years
- >15 Years



FRANKLIN ELEMENTARY SCHOOL ROOF PLAN
NOT DRAWN TO SCALE

Franklin Elementary School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	Modified Bitumen	8,600	1998	20	3
2	Modified Bitumen	44,500	1998	20	3
3	Loose-Aid Ballasted EPDM	4,400	1990	10	(15)
4	Loose-Aid Ballasted EPDM	5,650	1990	10	(15)
5	Standing Metal Seam	13,800	1990	40-50	25
Total		76,950			

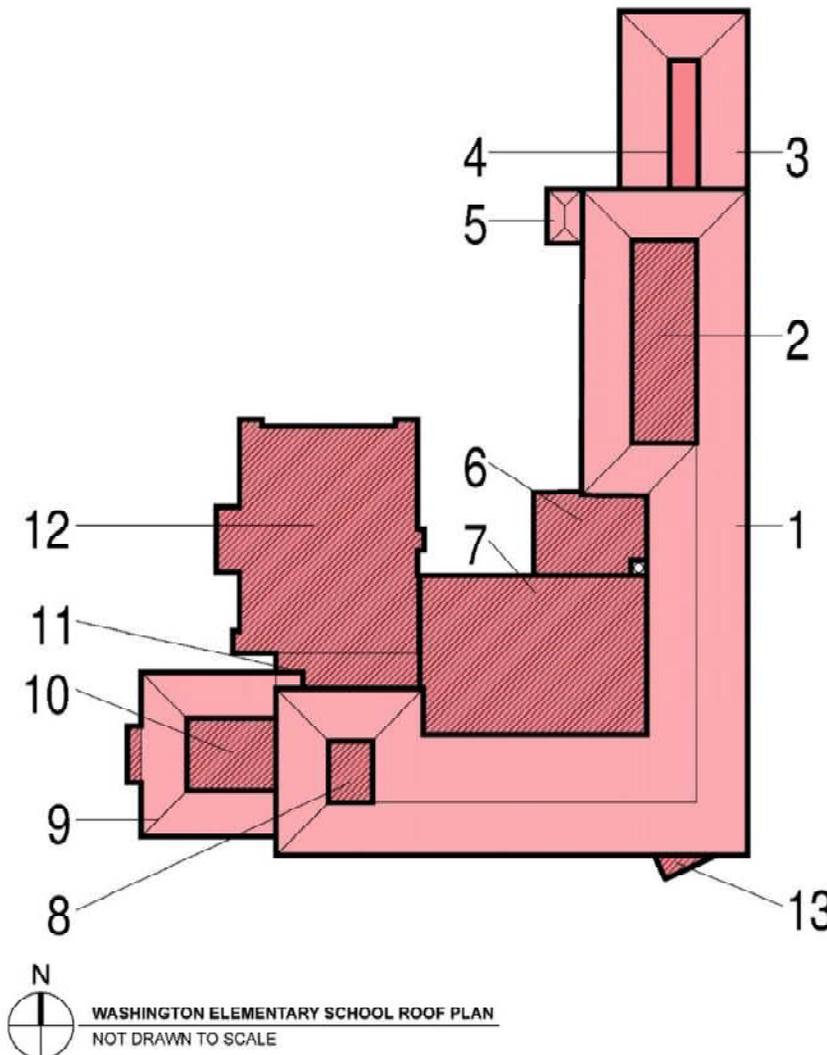




N
ROOSEVELT ELEMENTARY SCHOOL ROOF PLAN
NOT DRAWN TO SCALE

Roosevelt Elementary School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	3-Tab Asphalt Shingles	26,300	1997	15-18	0
2	Modified Bitumen	300	1997	20	2
3	TPO	200	1997	20	2
4	Fully Adhered EPDM	1,500	1997	15	(3)
5	3-Tab Asphalt Shingles	10,475	1997	15-18	0
6	Modified Bitumen	2,000	1997	20	2
7	Modified Bitumen	5,400	1986	20	(9)
8	Modified Bitumen	1,300	1994	20	(1)
9	3-Tab Asphalt Shingles	6,300	1994	15-18	(3)
10	3-Tab Asphalt Shingles	1,200	1994	15-18	(3)
Total		54,975			





Key
Roof Slope

- ▨ Flat
- Shingle

Roof Replacement

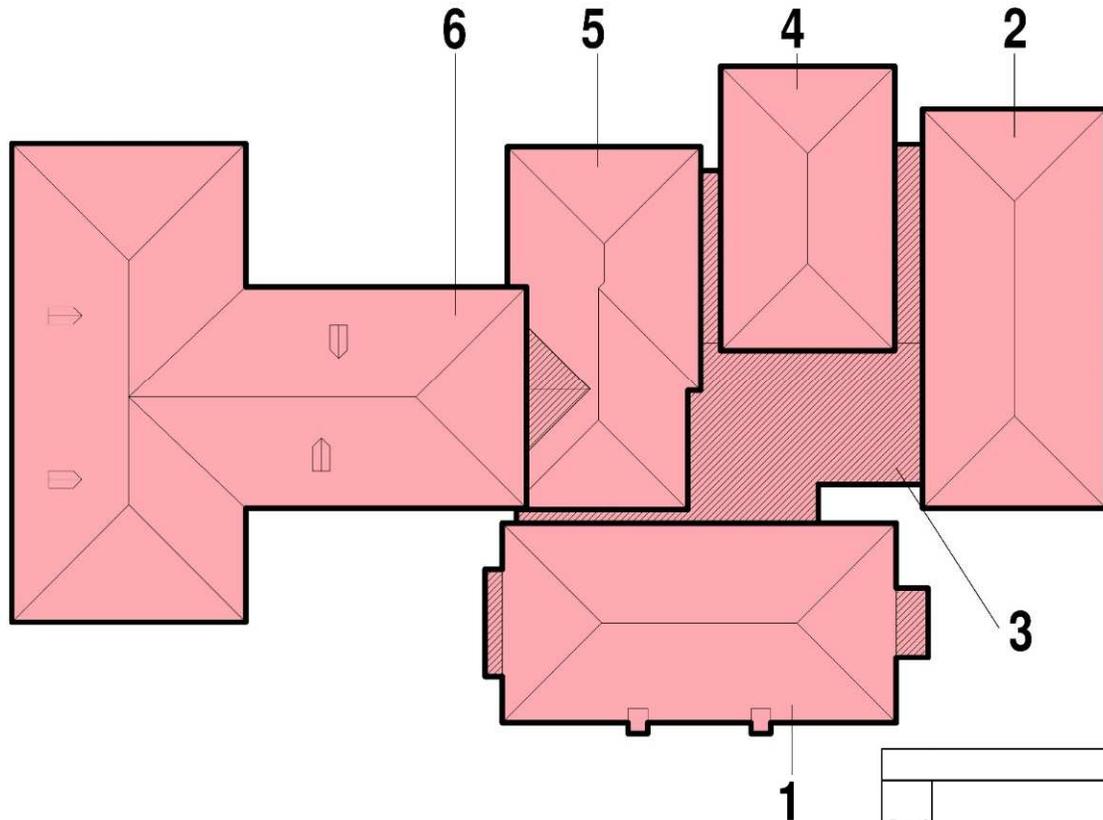
- Health Life Safety Item
- Infrastructure Item

Estimated Replacement

- 5-10 Years
- 10-15 Years
- >15 Years

Washington Elementary School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	3-Tab Asphalt Shingles	27,000	1989	15-18	(8)
2	Fully Adhered EPDM	2,200	1989	15	(11)
3	3-Tab Asphalt Shingles	4,150	1989	15-18	(8)
4	Fully Adhered EPDM	650	1989	15	(11)
5	3-Tab Asphalt Shingles	425	1989	15-18	(8)
6	Fully Adhered EPDM	1,500	1989	15	(11)
7	Fully Adhered EPDM	6,000	1989	15	(11)
8	Fully Adhered EPDM	500	1989	15	(11)
9	3-Tab Asphalt Shingles	3,475	1989	15-18	(8)
10	Fully Adhered EPDM	1,100	1989	15	(11)
11	Loose-Aid Ballasted EPDM	850	1993	10	(12)
12	Loose-Aid Ballasted EPDM	7,100	1993	10	(12)
13	Fully Adhered EPDM	300	1989	15	(11)
Total		55,250			





Key

Roof Slope

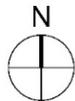
- ▨ Flat
- Shingle

Roof Replacement

- Health Life Safety Item
- Infrastructure Item

Estimated Replacement

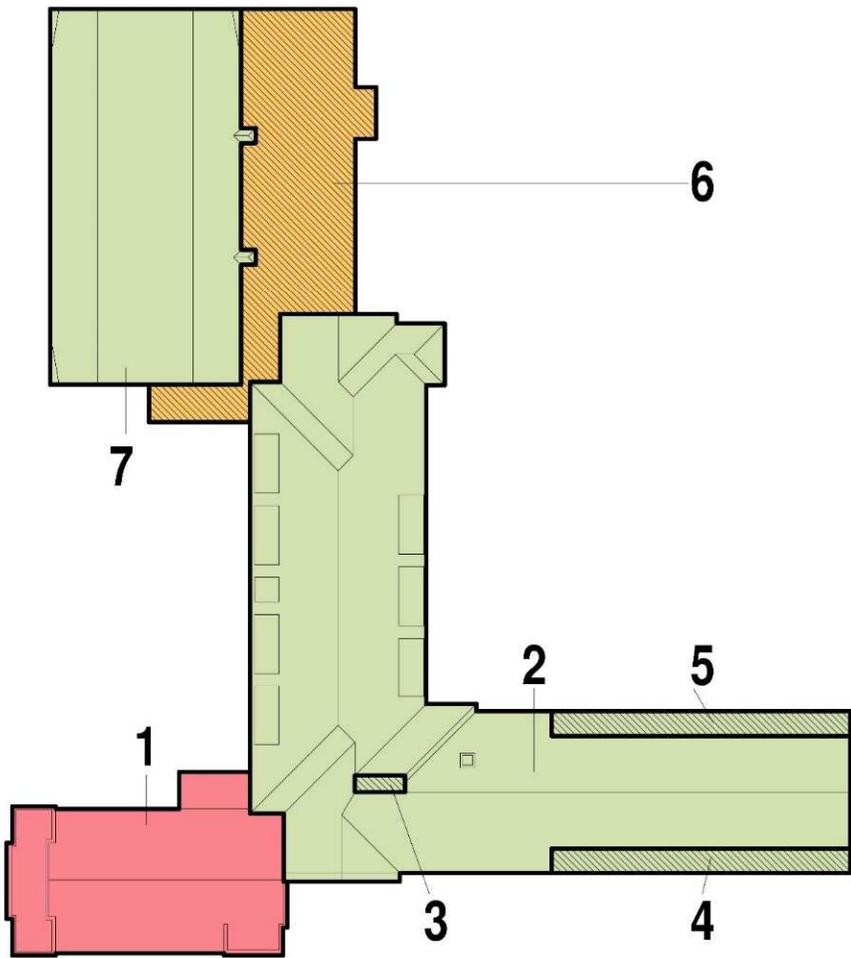
- 5-10 Years
- 10-15 Years
- >15 Years



EMERSON MIDDLE SCHOOL ROOF PLAN
NOT DRAWN TO SCALE

Emerson Middle School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	3-Tab Asphalt Shingles	16,780	1998	15-18	1
2	3-Tab Asphalt Shingles	15,725	1998	15-18	1
3	Fully Adhered EPDM	9,850	1998	15	(2)
4	3-Tab Asphalt Shingles	10,600	1998	15-18	1
5	3-Tab Asphalt Shingles	12,950	1998	15-18	1
6	3-Tab Asphalt Shingles	37,350	1998	15-18	1
Total		103,255			





Key

Roof Slope

- ▨ Flat
- Shingle

Roof Replacement

- Health Life Safety Item
- Infrastructure Item

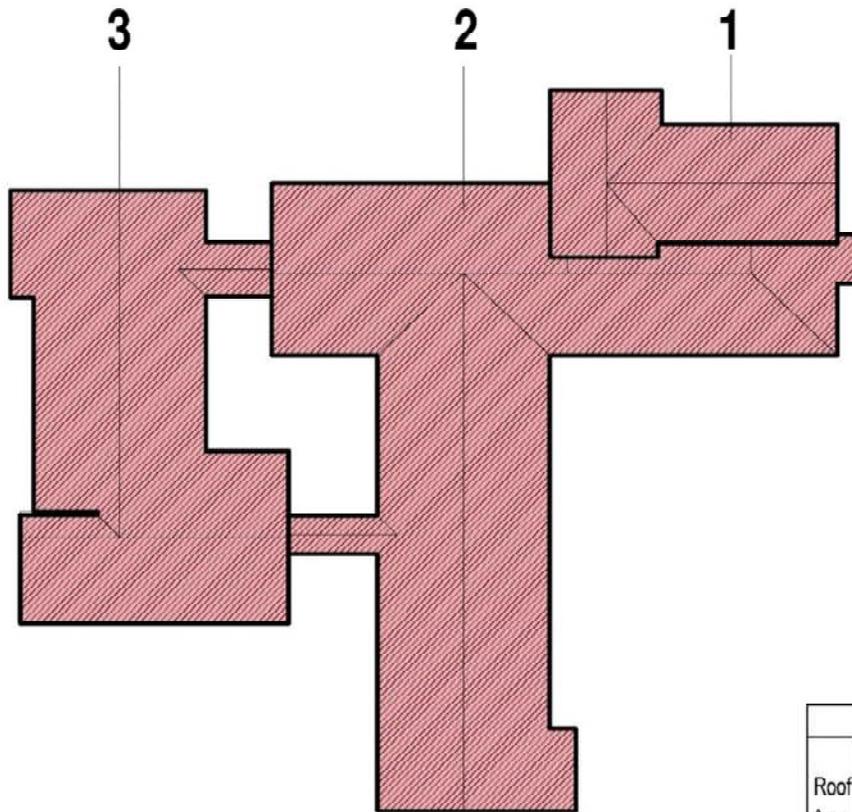
Estimated Replacement

- 5-10 Years
- 10-15 Years
- >15 Years

⊕ N LINCOLN MIDDLE SCHOOL ROOF PLAN
NOT DRAWN TO SCALE

Lincoln Middle School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	3-Tab Asphalt Shingles	9,125	2006	15-18	9
2	Architectural Asphalt Shingles	37,000	2010	25	20
3	TPO	200	2010	20	15
4	TPO	1,300	2010	20	15
5	TPO	1,300	2010	20	15
6	Modified Bitumen	7,400	1991	20	(4)
7	Standing Metal Seam	16,650	1991	40-50	26
Total		72,975			





Key

Roof Slope

- ▨ Flat
- Shingle

Roof Replacement

- Health Life Safety Item
- Infrastructure Item

Estimated Replacement

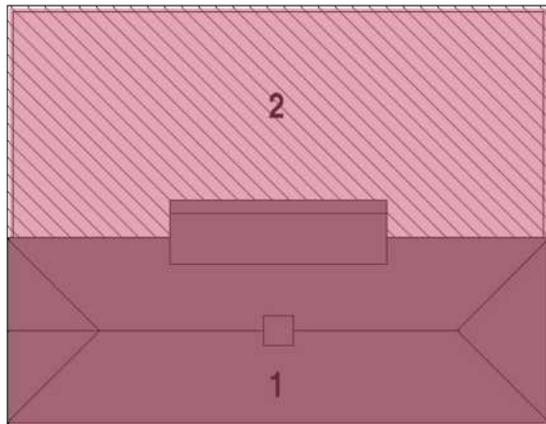
- 5-10 Years
- 10-15 Years
- >15 Years



JEFFERSON ELEMENTARY SCHOOL ROOF PLAN
NOT DRAWN TO SCALE

Jefferson Elementary School					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	Fully Adhered EPDM	8,550	1989	15	(11)
2	Fully Adhered EPDM	35,450	1989	15	(11)
3	Fully Adhered EPDM	20,800	1989	15	(11)
Total		64,800			






HENDEE ESC ROOF PLAN
 NOT DRAWN TO SCALE

Key
Roof Slope

-  Flat
-  Shingle

- Roof Replacement**
-  Health Life Safety Item
 -  Infrastructure Item

- Estimated Replacement**
-  5-10 Years
 -  10-15 Years
 -  >15 Years

HENDEE ESC					
Roof Area	Material	S.F.	Last Reroofed	Design Life	Remaining Design Life
1	Modified Bitumen	3800	1989	20	(6)
2	3-Tab Asphalt Shingles	4300	1989	18	(8)
Total		8,100			





PARK RIDGE-NILES
SCHOOL DISTRICT 64

DISTRICT WIDE MECHANICAL SYSTEMS



PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS

District Wide Mechanical Systems

Floor plans for each school have been removed for security purposes. They are available for review at the Hendee Educational Service Center, 164 S. Prospect Avenue, Park Ridge, IL.

District Wide Mechanical Systems

- For each building the mechanical system components have been documented
 - Installation date
 - Current age
 - Design service life
- For buildings where cooling was added and major mechanical system work completed the original hot water/steam piping remained except at Roosevelt



District Wide Mechanical Systems

- Floor plan diagrams for each school indicate recent and planned work
 - Green areas represent mechanical systems replaced in the last 10 years
 - Red areas indicate mechanical systems to be replaced in 2016 and 2017





PARK RIDGE-NILES
SCHOOL DISTRICT 64

CARPENTER ELEMENTARY SCHOOL



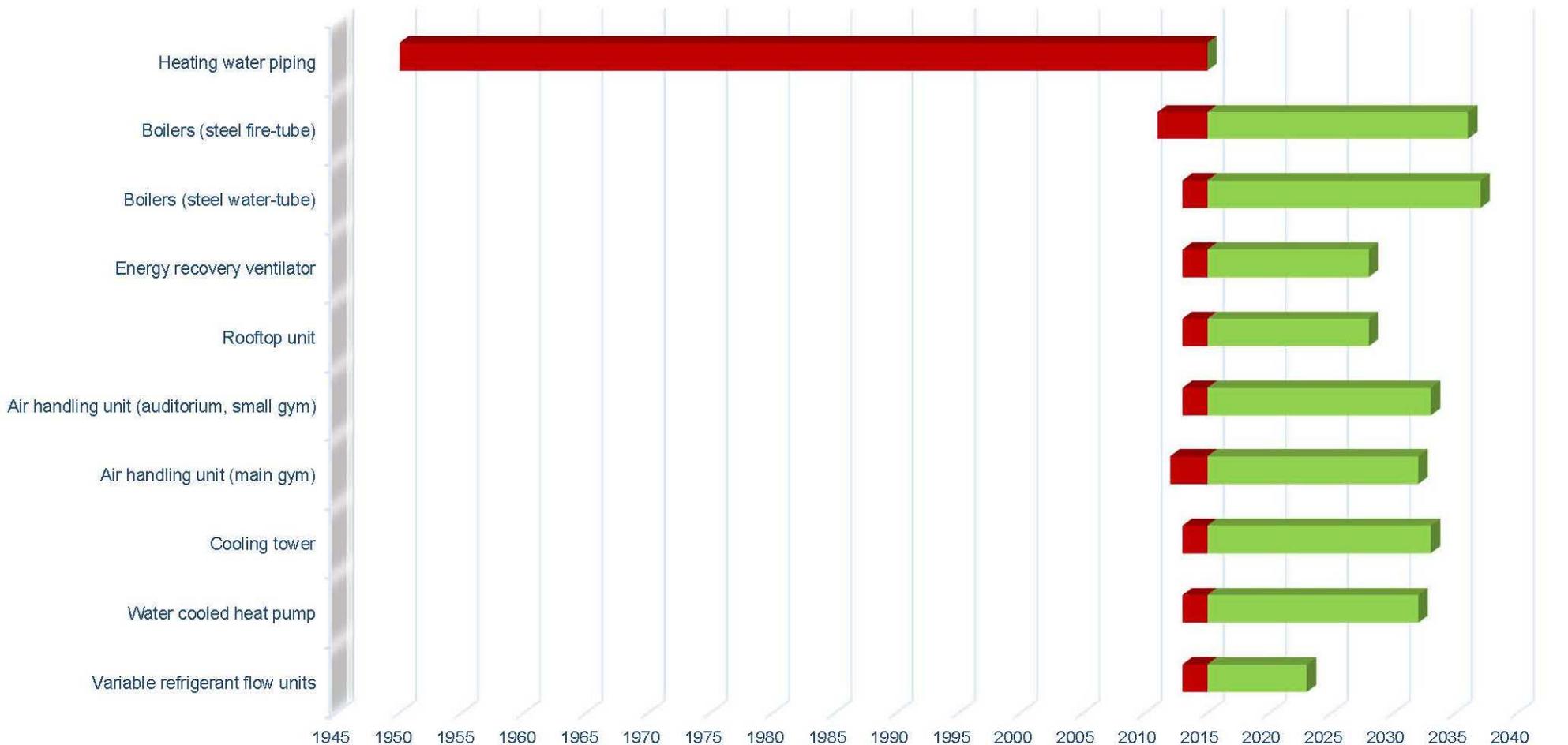
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



CARPENTER ELEMENTARY SCHOOL MECHANICAL SYSTEMS



	Variable refrigerant flow units	Water cooled heat pump	Cooling tower	Air handling unit (main gym)	Air handling unit (auditorium, small gym)	Rooftop unit	Energy recovery ventilator	Boilers (steel water-tube)	Boilers (steel fire-tube)	Heating water piping
Manufactured Date	2013	2013	2013	2012	2013	2013	2013	2013	2011	1950
Current Age (years)	2	2	2	3	2	2	2	2	4	65
Estimated Service Life Remaining	8	17	18	17	18	13	13	22	21	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

FIELD ELEMENTARY SCHOOL



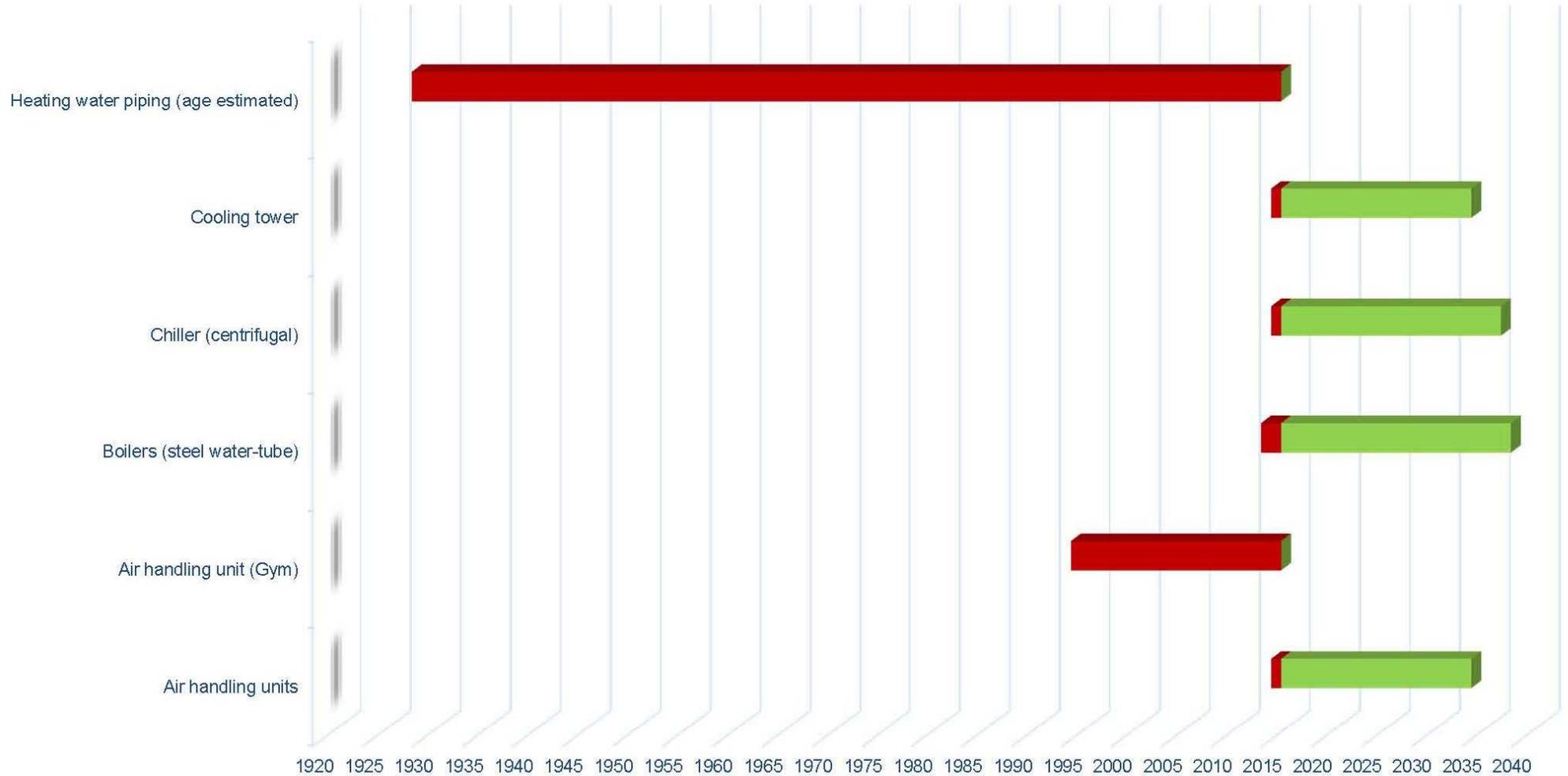
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



FIELD ELEMENTARY SCHOOL MECHANICAL SYSTEMS



	Air handling units	Air handling unit (Gym)	Boilers (steel water-tube)	Chiller (centrifugal)	Cooling tower	Heating water piping (age estimated)
Manufactured Date	2014	1994	2013	2014	2014	1928
Current Age (years)	1	21	2	1	1	87
Estimated Service Life Remaining	19	0	23	22	19	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

FRANKLIN ELEMENTARY SCHOOL



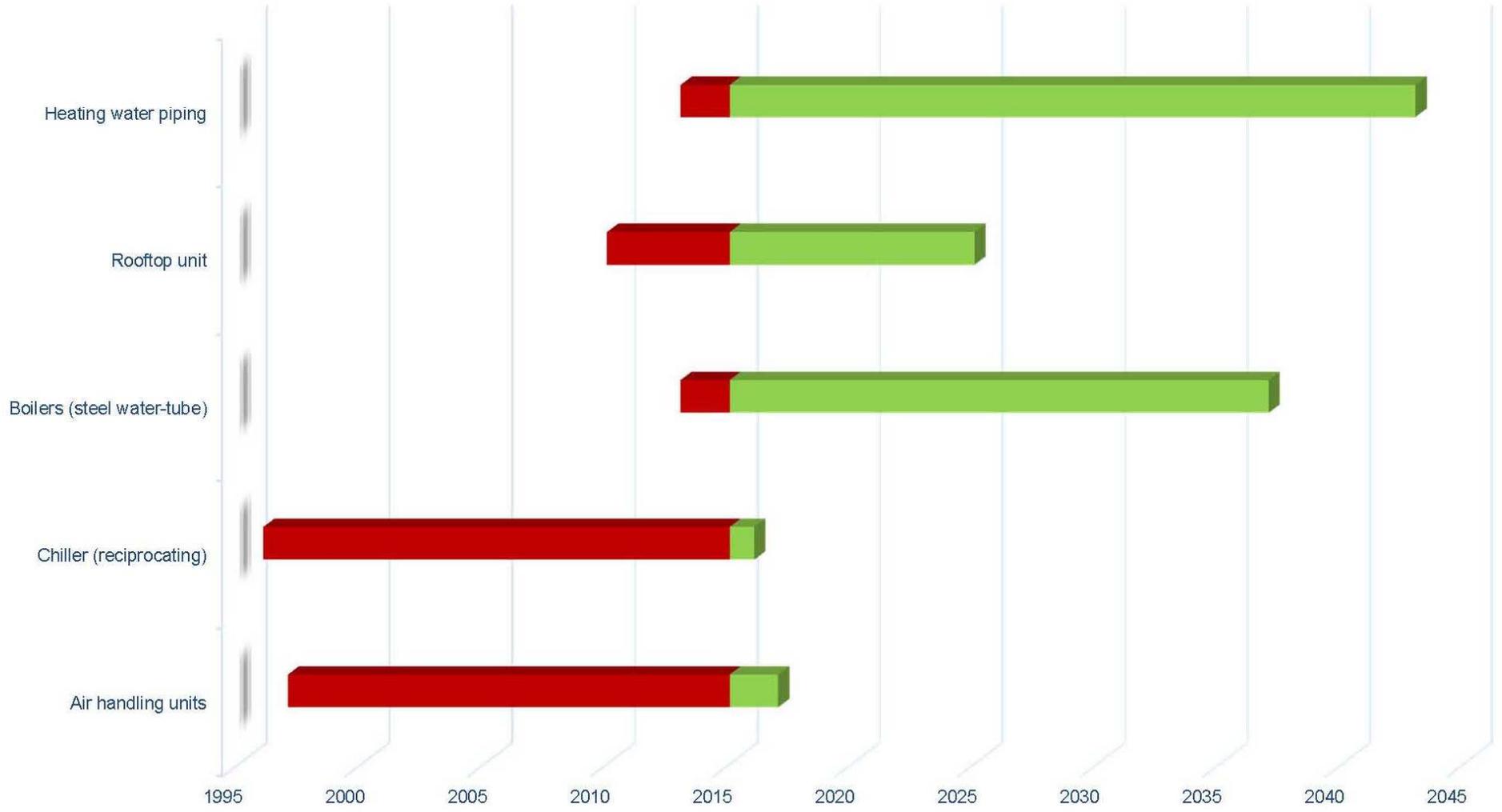
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



FRANKLIN ELEMENTARY SCHOOL MECHANICAL SYSTEMS



	Air handling units	Chiller (reciprocating)	Boilers (steel water-tube)	Rooftop unit	Heating water piping
Manufactured Date	1997	1996	2013	2010	2013
Current Age (years)	18	19	2	5	2
Estimated Service Life Remaining	2	1	22	10	28



PARK RIDGE-NILES
SCHOOL DISTRICT 64

ROOSEVELT ELEMENTARY SCHOOL



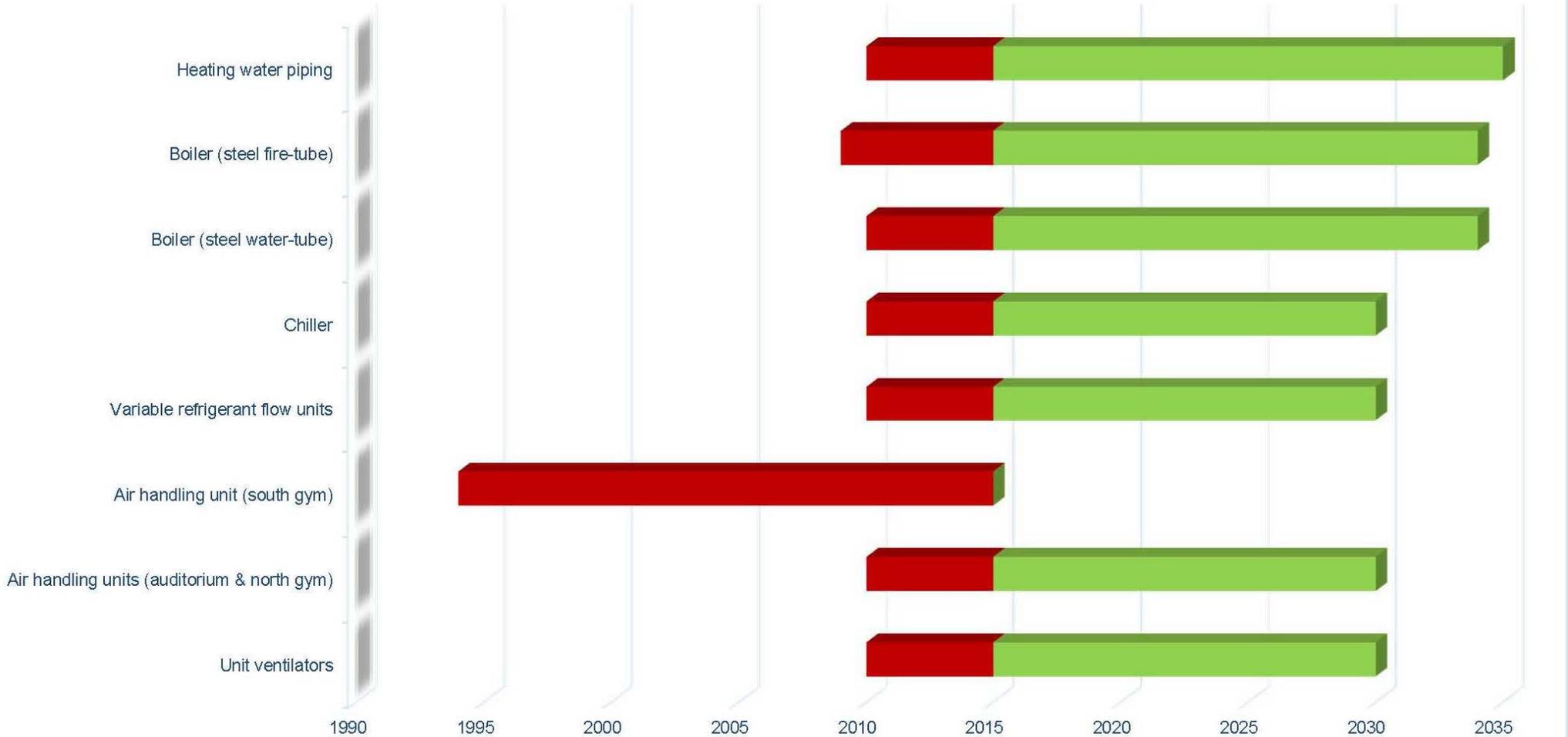
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



ROOSEVELT ELEMENTARY SCHOOL MECHANICAL SYSTEMS



	Unit ventilators	Air handling units (auditorium & north gym)	Air handling unit (south gym)	Variable refrigerant flow units	Chiller	Boiler (steel water-tube)	Boiler (steel fire-tube)	Heating water piping
Manufactured Date	2010	2010	1994	2010	2010	2010	2009	2010
■ Current Age (years)	5	5	21	5	5	5	6	5
■ Estimated Service Life Remaining	15	15	0	15	15	19	19	25



PARK RIDGE-NILES
SCHOOL DISTRICT 64

WASHINGTON ELEMENTARY SCHOOL



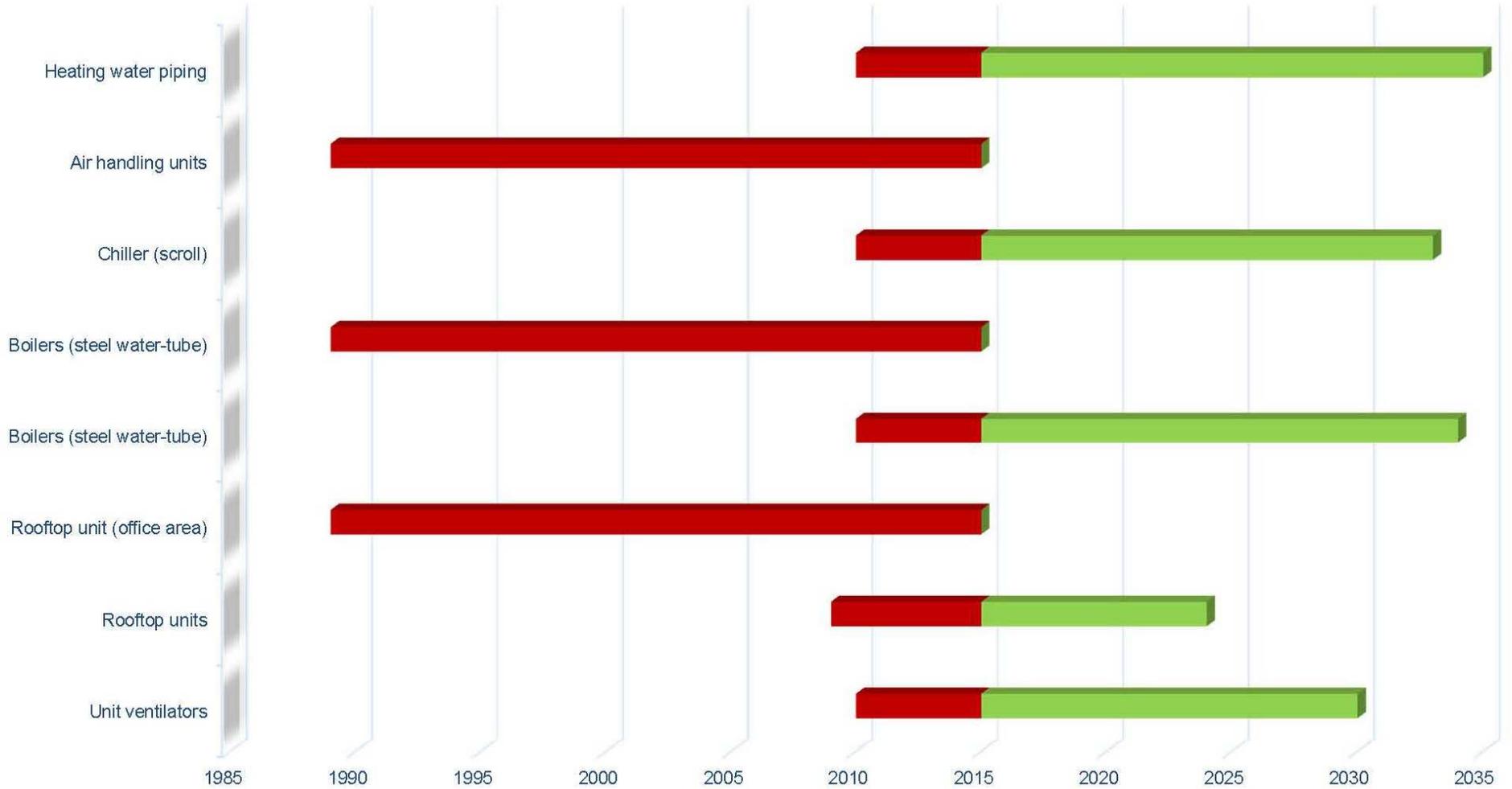
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



WASHINGTON ELEMENTARY SCHOOL MECHANICAL SYSTEMS



	Unit ventilators	Rooftop units	Rooftop unit (office area)	Boilers (steel water-tube)	Boilers (steel water-tube)	Chiller (scroll)	Air handling units	Heating water piping
Manufactured Date	2010	2009	1989	2010	1989	2010	1989	2010
Current Age (years)	5	6	26	5	26	5	26	5
Estimated Service Life Remaining	15	9	0	19	0	18	0	25



PARK RIDGE-NILES
SCHOOL DISTRICT 64

EMERSON MIDDLE SCHOOL



PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
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FGM ARCHITECTS



EMERSON MIDDLE SCHOOL MECHANICAL SYSTEMS



	Air handling units	Boilers (steel water-tube)	Heating water piping
Manufactured Date	1998	1997	1998
Current Age (years)	17	18	17
Estimated Service Life Remaining	3	6	13



PARK RIDGE-NILES
SCHOOL DISTRICT 64

LINCOLN MIDDLE SCHOOL



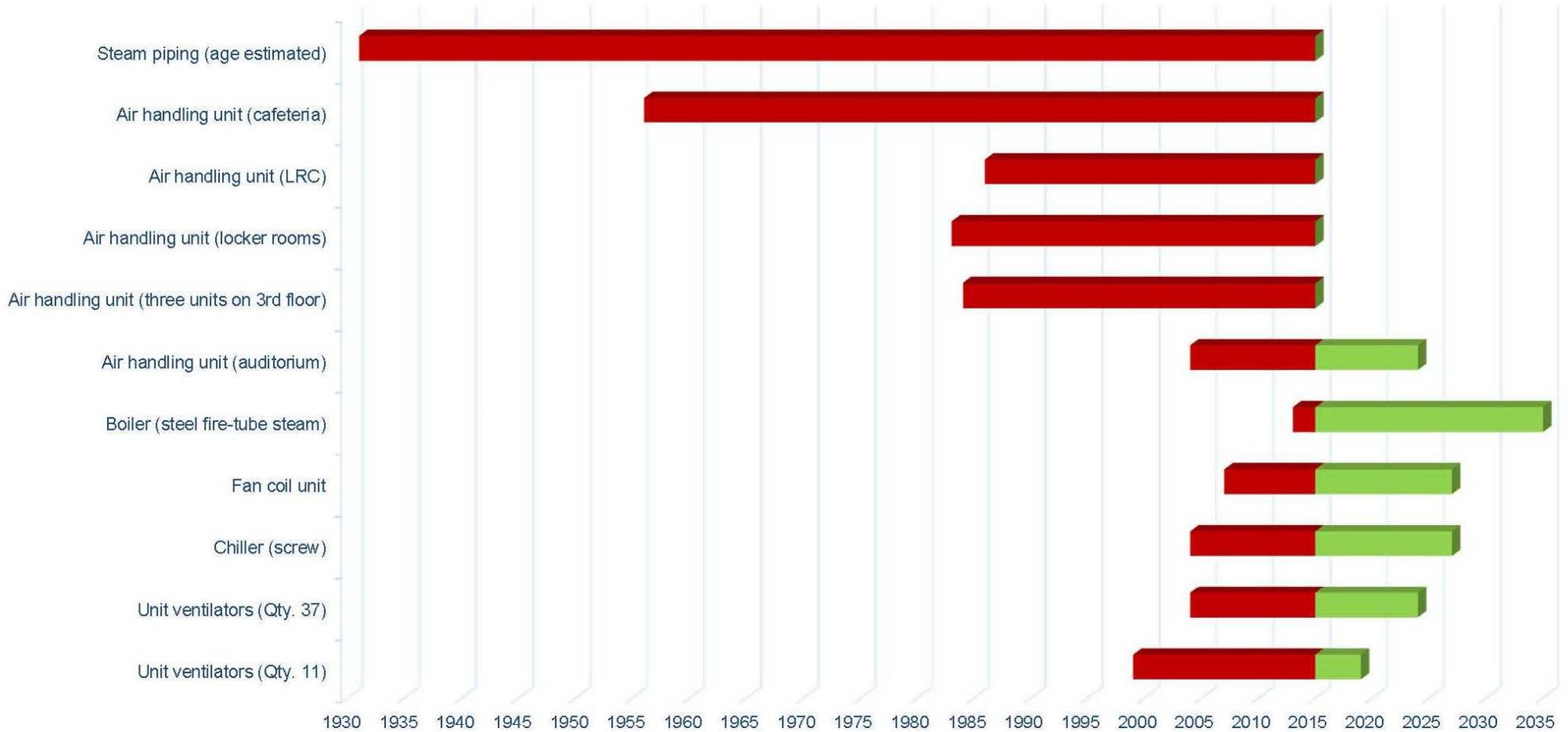
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



LINCOLN MIDDLE SCHOOL MECHANICAL SYSTEMS



	Unit ventilators (Qty. 11)	Unit ventilators (Qty. 37)	Chiller (screw)	Fan coil unit	Boiler (steel fire-tube steam)	Air handling unit (auditorium)	Air handling unit (three units on 3rd floor)	Air handling unit (locker rooms)	Air handling unit (LRC)	Air handling unit (cafeteria)	Steam piping (age estimated)
Manufactured Date	1999	2004	2004	2007	2013	2004	1984	1983	1986	1956	1931
■ Current Age (years)	16	11	11	8	2	11	31	32	29	59	84
■ Estimated Service Life Remaining	4	9	12	12	23	9	0	0	0	0	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

JEFFERSON SCHOOL



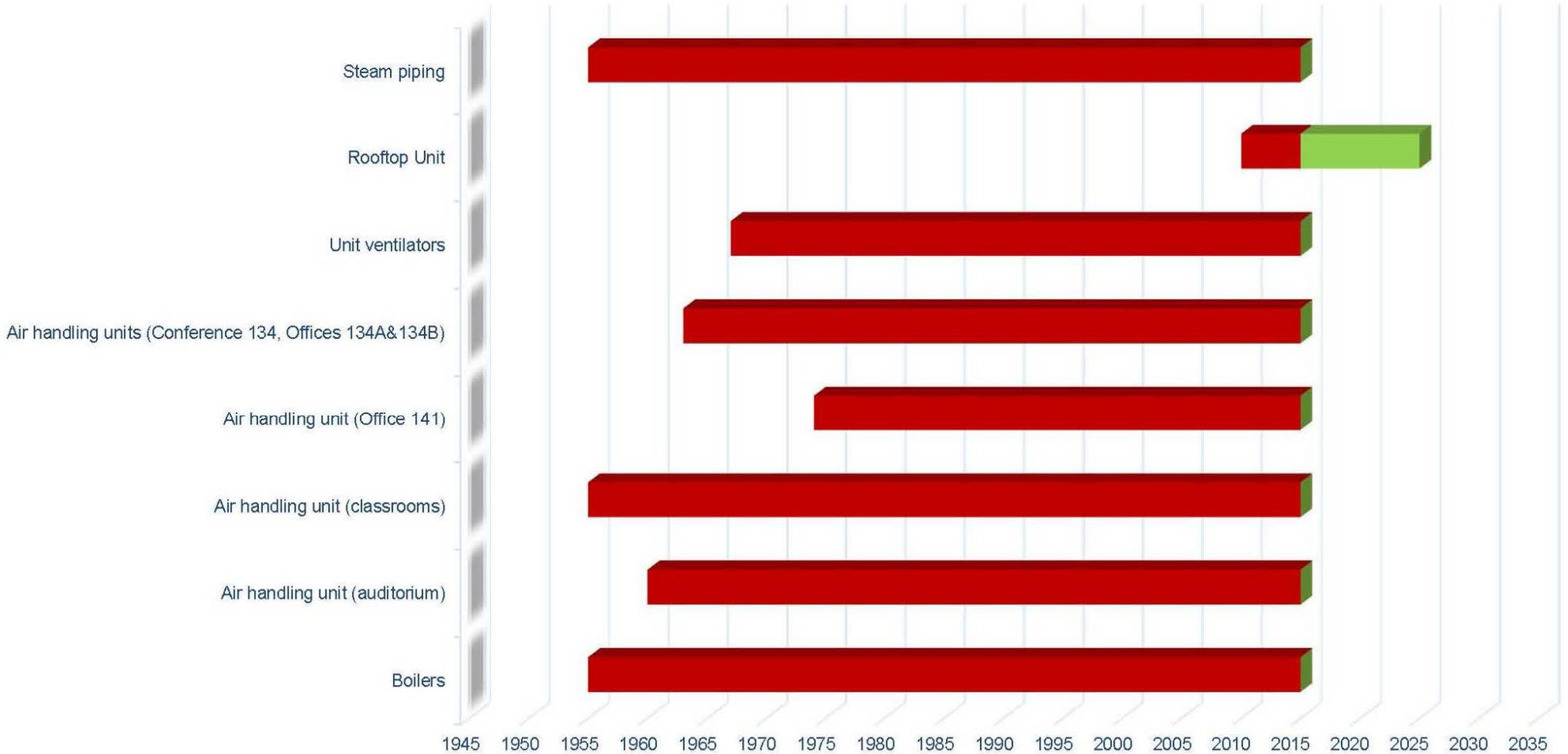
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



JEFFERSON ELEMENTARY SCHOOL MECHANICAL SYSTEMS



	Boilers	Air handling unit (auditorium)	Air handling unit (classrooms)	Air handling unit (Office 141)	Air handling units (Conference 134, Offices 134A&134B)	Unit ventilators	Rooftop Unit	Steam piping
Manufactured Date	1955	1960	1955	1974	1963	1967	2010	1955
■ Current Age (years)	60	55	60	41	52	48	5	60
■ Estimated Service Life Remaining	0	0	0	0	0	0	10	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

HEALTH AND LIFE SAFETY PROJECT COMPLETION



PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS

Completing Health Life Safety Projects

- After the 2016 / 2017 projects are completed the remaining HLS projects total \$9,528,998
- Assume these projects are divided equally over 2018 and 2019
 - For 2018 using 4% per year compounded inflation the project cost would be \$5,153,000
 - For 2019 using 4% per year compounded inflation the project cost would be \$5,359,000



Completing Health Life Safety Projects

- Based on those calculations the following is a summary of the total budget for this work over the next 4 years

2016	\$14,275,000
2017	\$7,254,000
2018	\$5,153,000
2019	\$5,359,000
	\$32,041,000



Completing Health Life Safety Projects

- The \$32 million of completed projects would result in the following status of the HLS / MFP projects:
 - Health Life Safety – 100% complete
 - Infrastructure – 49% complete
 - Secured Entrances / Office Renovation – 100% complete
- Sites, Learning Resource Centers, Auditoriums, Capacity and Program Spaces and Other Projects would be 0% complete





PARK RIDGE-NILES
SCHOOL DISTRICT 64

APPENDIX

OTHER DISTRICT WIDE SYSTEMS



PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS

Other Systems

- The following pages include a similar analysis to the electrical and plumbing system components that was completed for the mechanical system
- These pages are arranged by school
- This information will not be covered at the Board presentation but is provided as background information





PARK RIDGE-NILES
SCHOOL DISTRICT 64

CARPENTER ELEMENTARY SCHOOL



PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



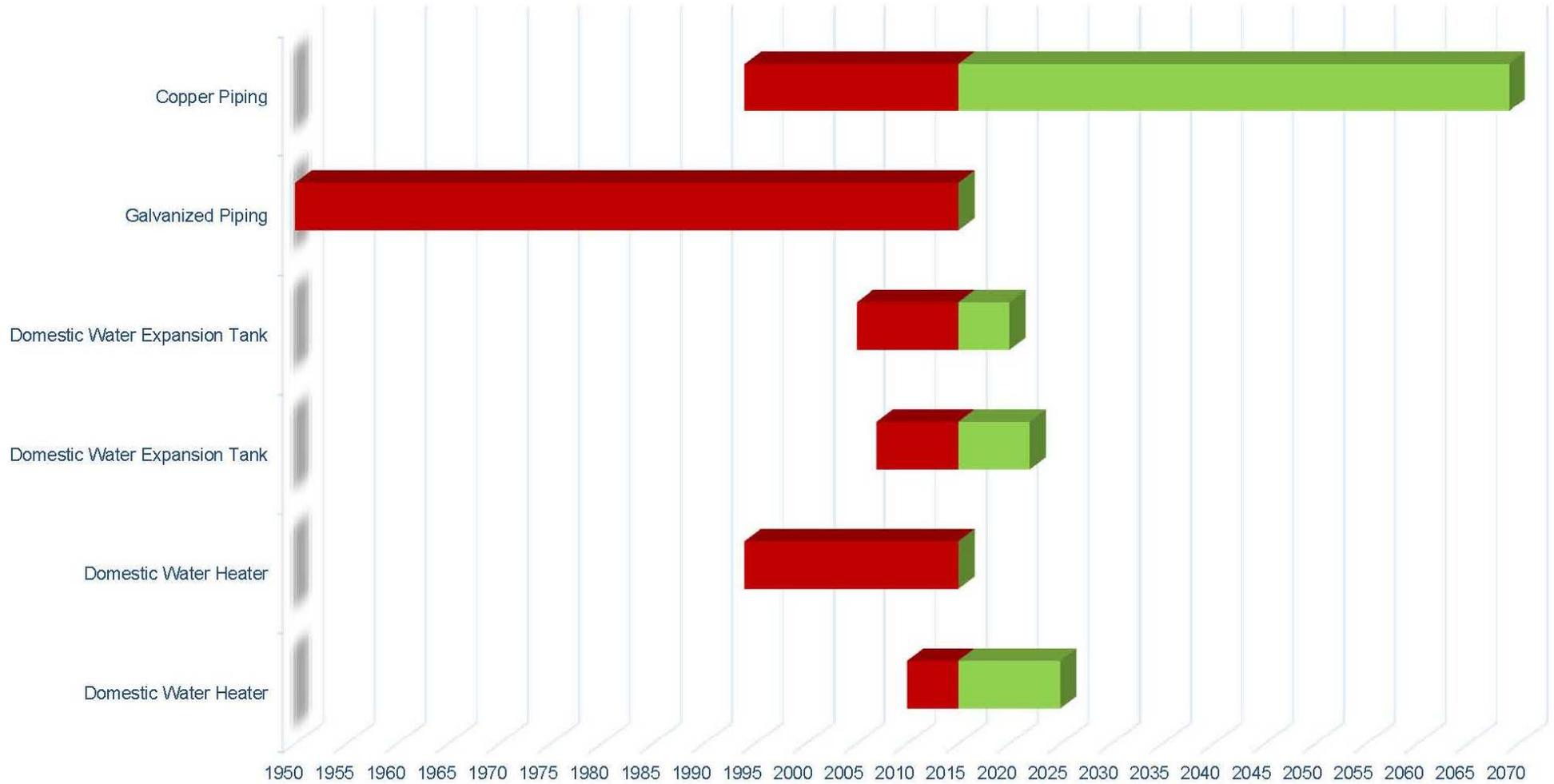
CARPENTER ELEMENTARY SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Generator	Intrusion System	Access Control	CCTV System
Manufactured Date	2011	2000	1995	2011	1995	2014	2014
■ Current Age (years)	4	15	20	4	20	1	1
■ Estimated Service Life Remaining	26	0	0	21	0	14	14



CARPENTER ELEMENTARY SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Domestic Water Heater	Domestic Water Expansion Tank	Domestic Water Expansion Tank	Galvanized Piping	Copper Piping
Manufactured Date	2010	1994	2007	2005	1950	1994
Current Age (years)	5	21	8	10	65	21
Estimated Service Life Remaining	10	0	7	5	0	54



PARK RIDGE-NILES
SCHOOL DISTRICT 64

FIELD ELEMENTARY SCHOOL



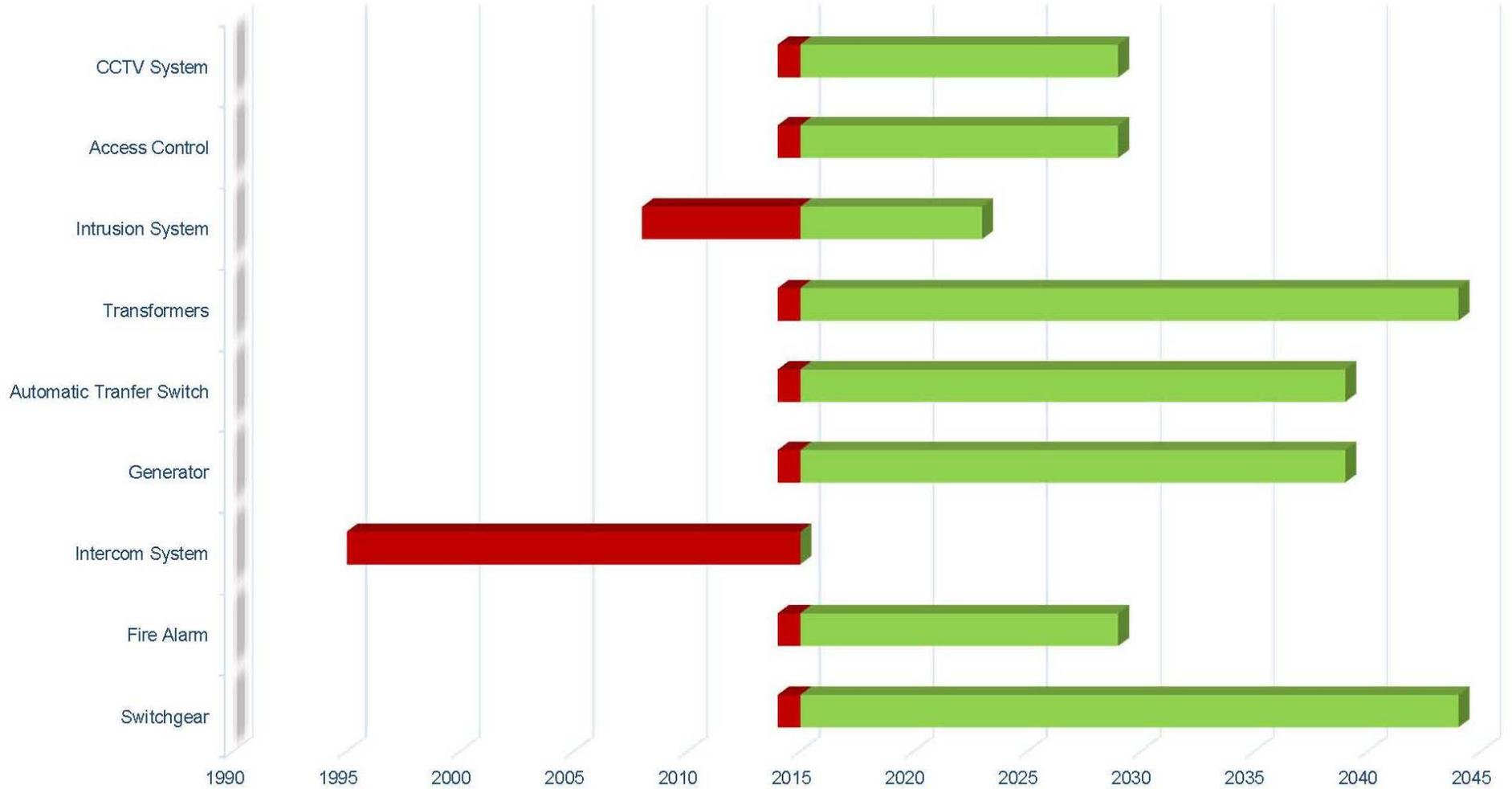
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



FIELD ELEMENTARY SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Generator	Automatic Transfer Switch	Transformers	Intrusion System	Access Control	CCTV System
Manufactured Date	2014	2014	1995	2014	2014	2014	2008	2014	2014
Current Age (years)	1	1	20	1	1	1	7	1	1
Estimated Service Life Remaining	29	14	0	24	24	29	8	14	14



FIELD ELEMENTARY SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Copper Piping	Galvanized Piping
Manufactured Date	2013	1994	1928
■ Current Age (years)	2	21	87
■ Estimated Service Life Remaining	13	54	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

FRANKLIN ELEMENTARY SCHOOL



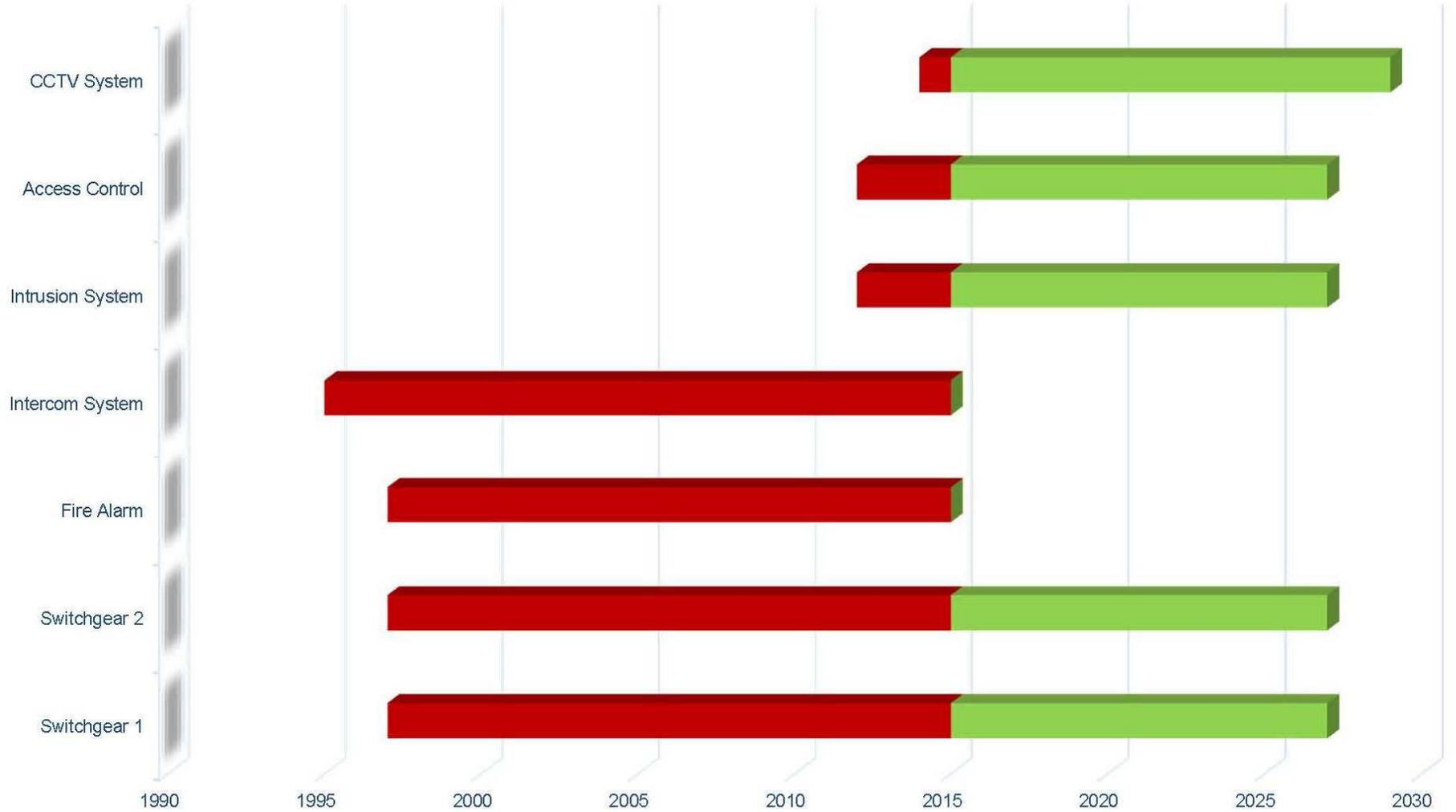
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



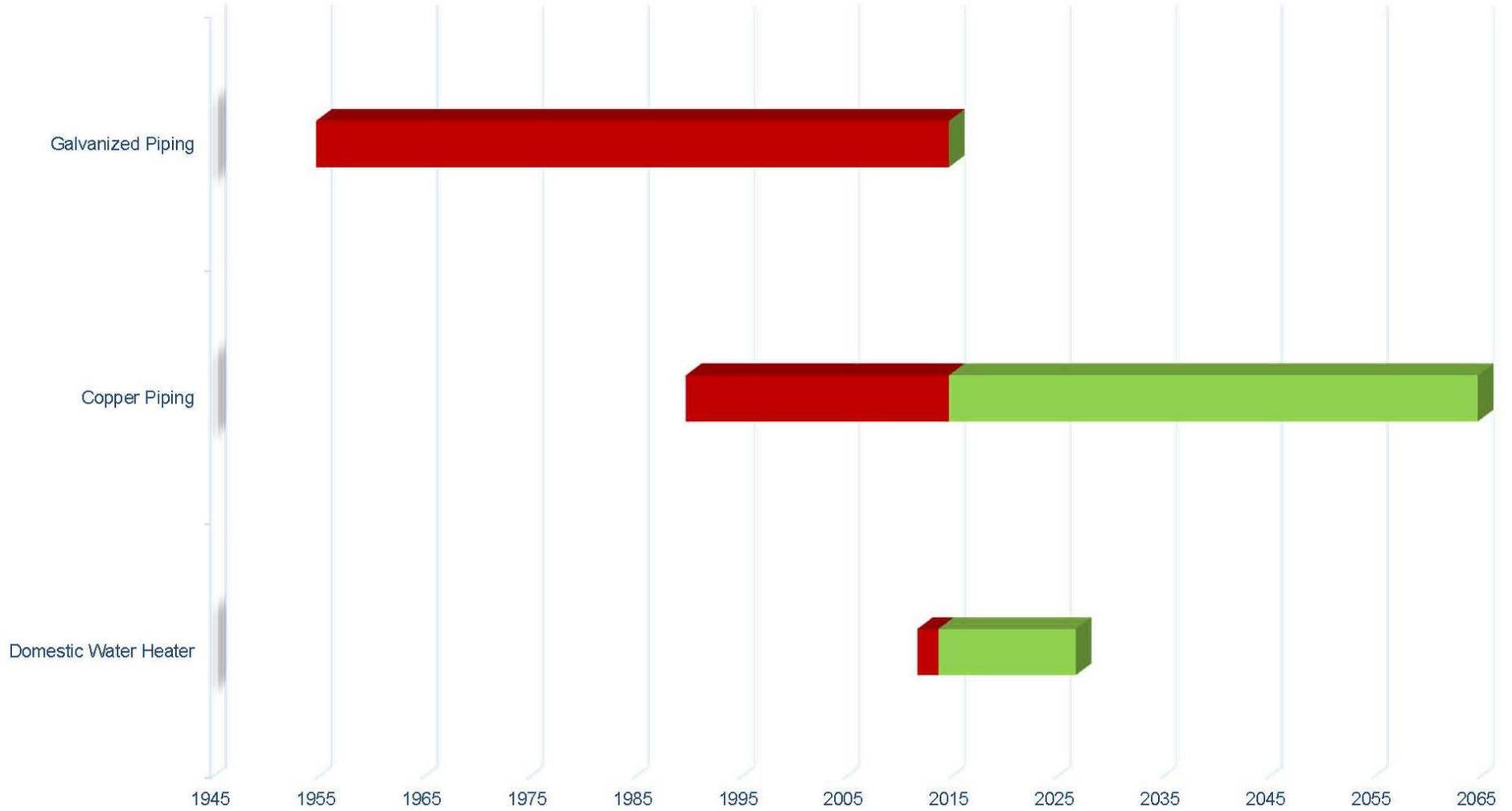
FRANKLIN ELEMENTARY SCHOOL ELECTRICAL SYSTEMS



	Switchgear 1	Switchgear 2	Fire Alarm	Intercom System	Intrusion System	Access Control	CCTV System
Manufactured Date	1997	1997	1997	1995	2012	2012	2014
Current Age (years)	18	18	18	20	3	3	1
Estimated Service Life Remaining	12	12	0	0	12	12	14



FRANKLIN ELEMENTARY SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Copper Piping	Galvanized Piping
Manufactured Date	2012	1990	1955
■ Current Age (years)	2	25	60
■ Estimated Service Life Remaining	13	50	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

ROOSEVELT ELEMENTARY SCHOOL



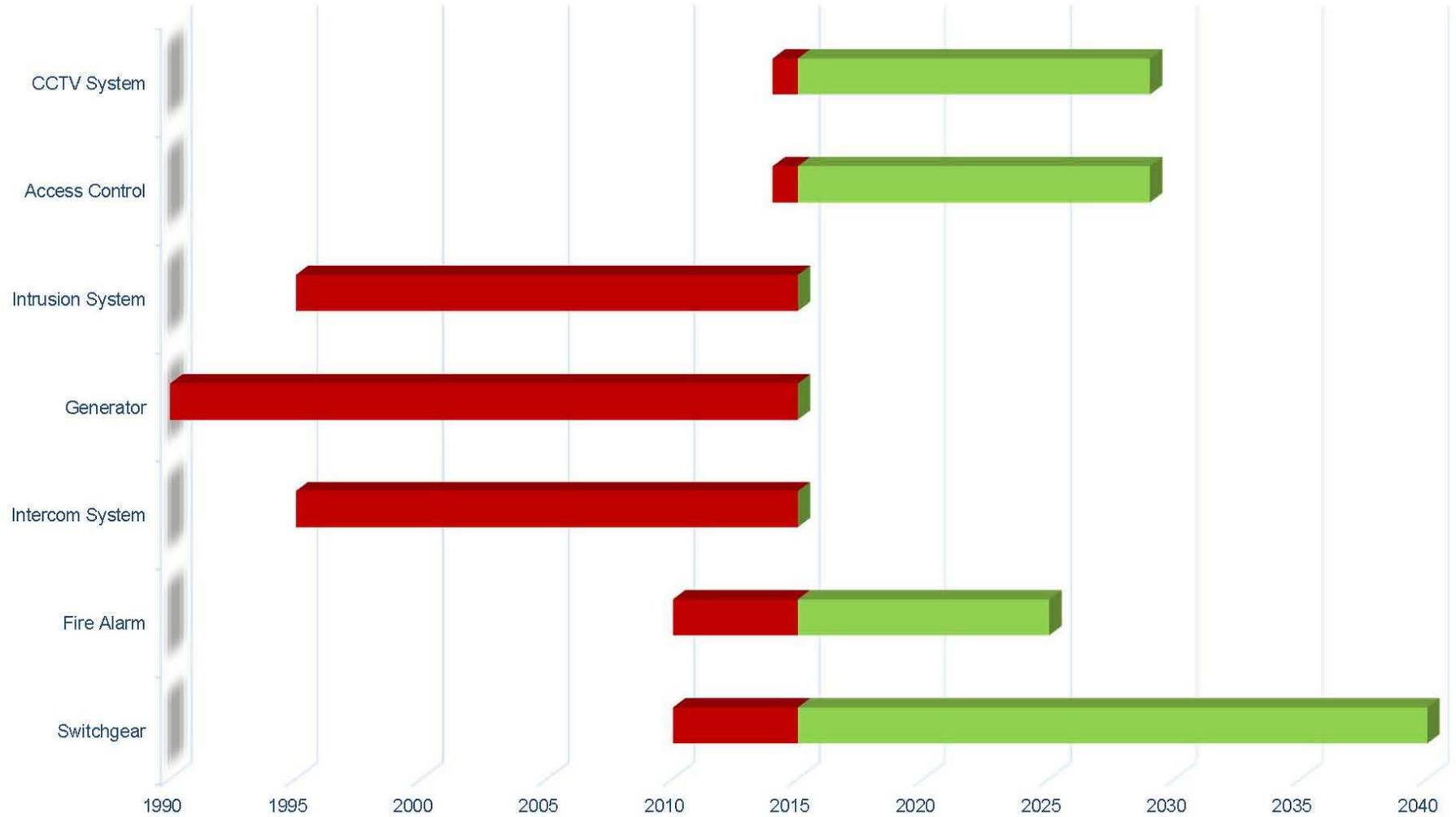
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

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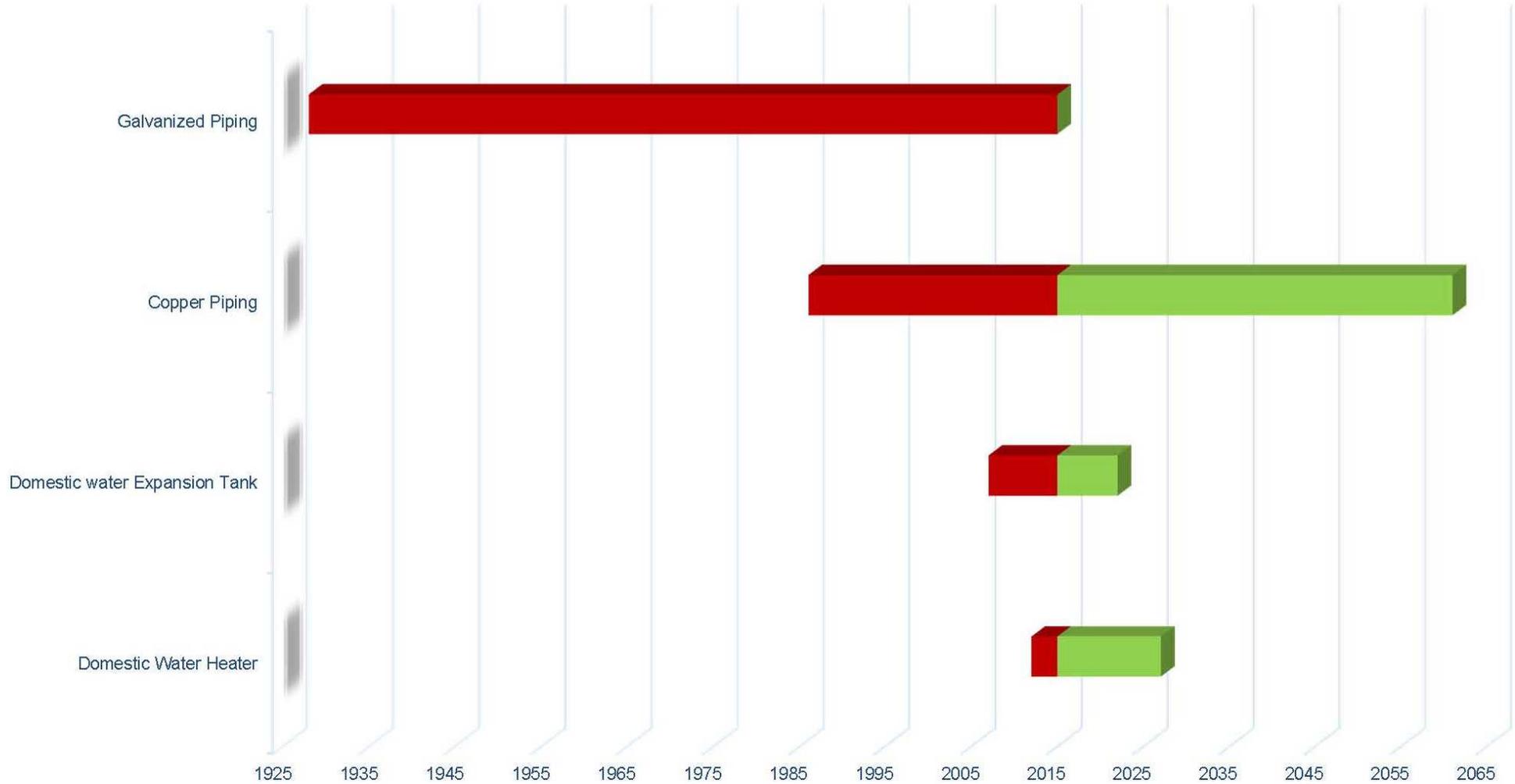
ROOSEVELT ELEMENTARY SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Generator	Intrusion System	Access Control	CCTV System
Manufactured Date	2010	2010	1995	1960	1995	2014	2014
■ Current Age (years)	5	5	20	55	20	1	1
■ Estimated Service Life Remaining	25	10	0	0	0	14	14



ROOSEVELT ELEMENTARY SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Domestic water Expansion Tank	Copper Piping	Galvanized Piping
Manufactured Date	2012	2007	1986	1928
■ Current Age (years)	3	8	29	87
■ Estimated Service Life Remaining	12	7	46	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

WASHINGTON ELEMENTARY SCHOOL



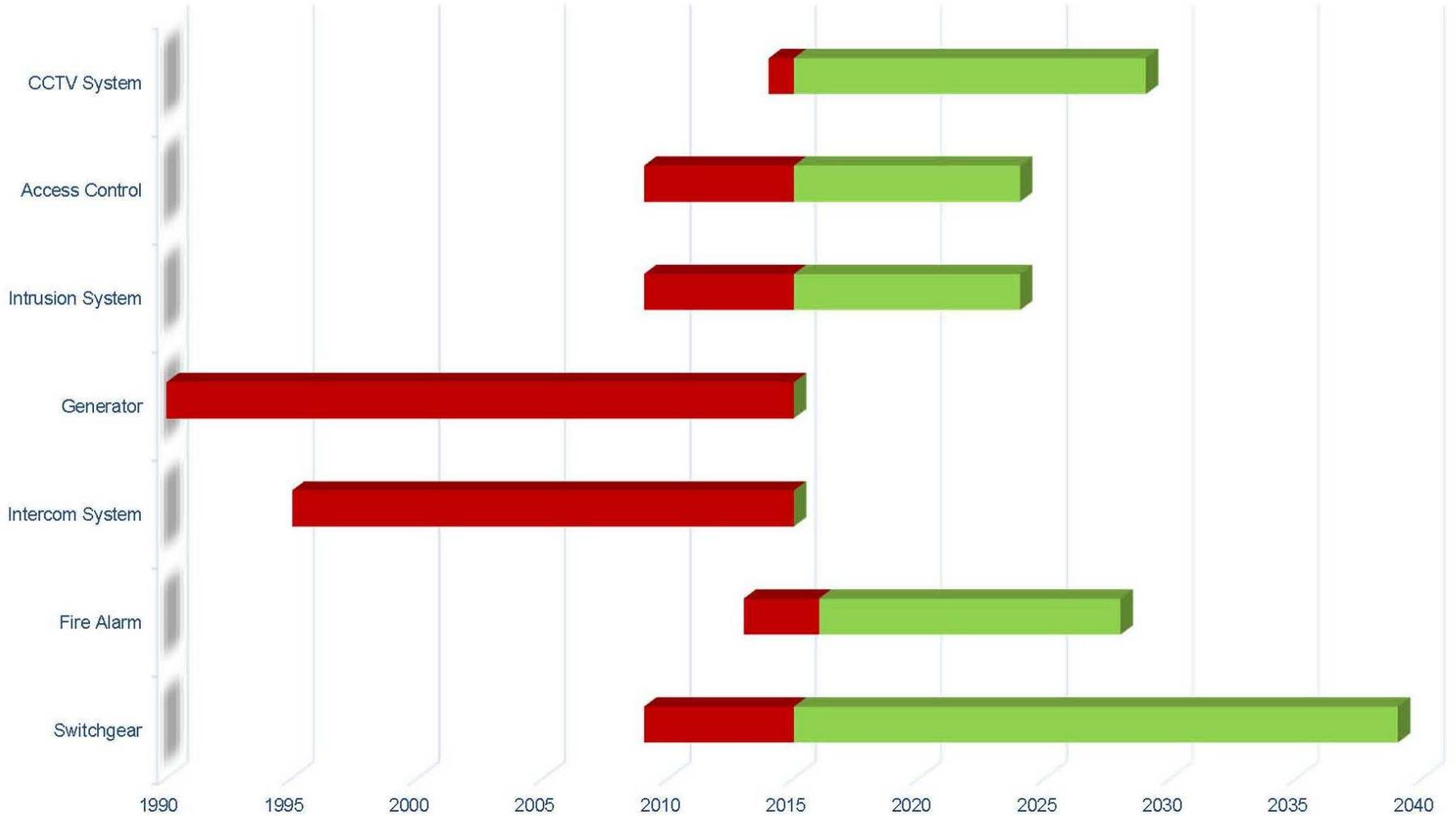
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

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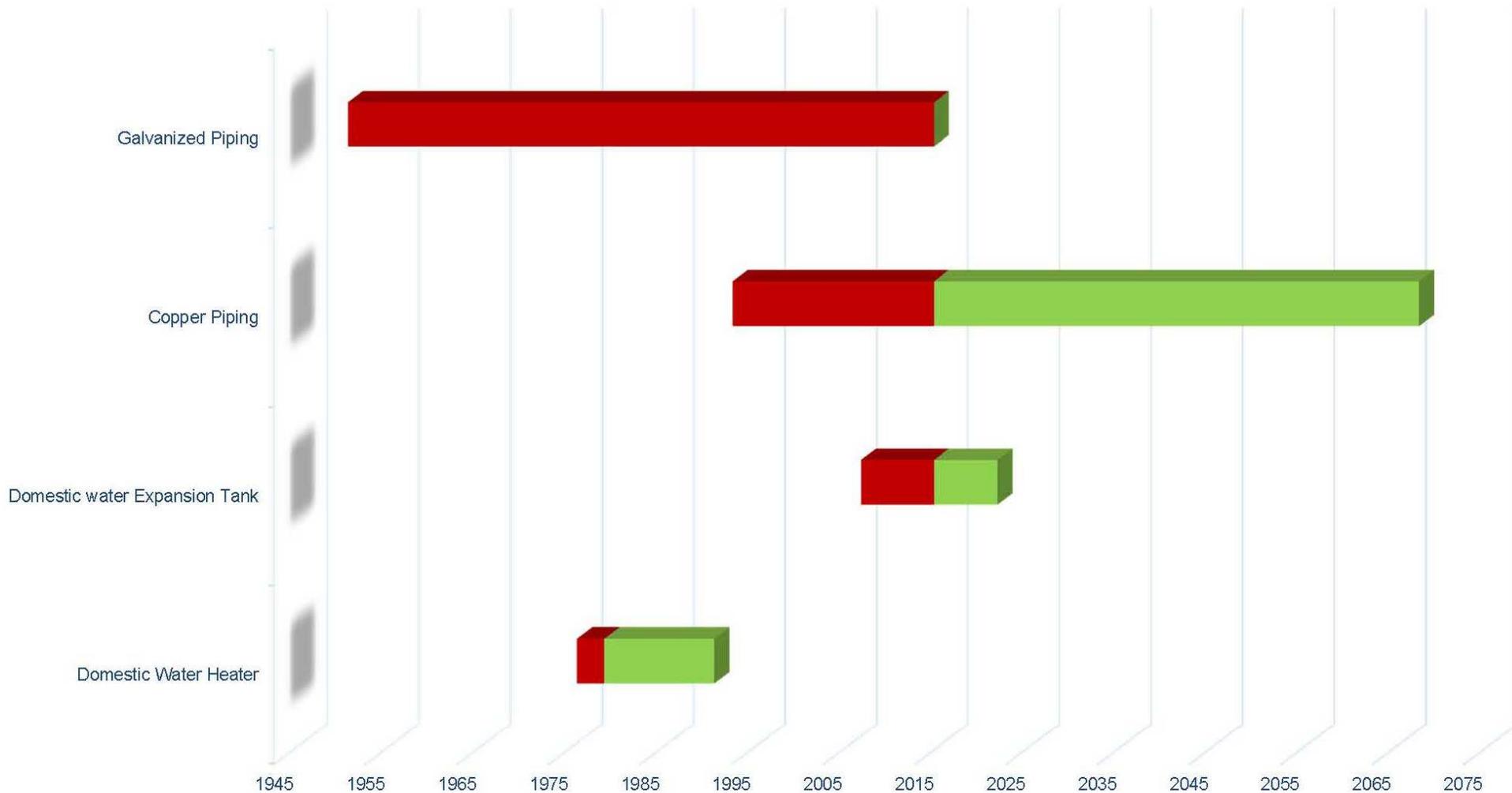
WASHINGTON ELEMENTARY SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Generator	Intrusion System	Access Control	CCTV System
Manufactured Date	2009	2013	1995	1953	2009	2009	2014
■ Current Age (years)	6	3	20	62	6	6	1
■ Estimated Service Life Remaining	24	12	0	0	9	9	14



WASHINGTON ELEMENTARY SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Domestic water Expansion Tank	Copper Piping	Galvanized Piping
Manufactured Date	1976	2007	1993	1951
Current Age (years)	3	8	22	64
Estimated Service Life Remaining	12	7	53	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

EMERSON MIDDLE SCHOOL



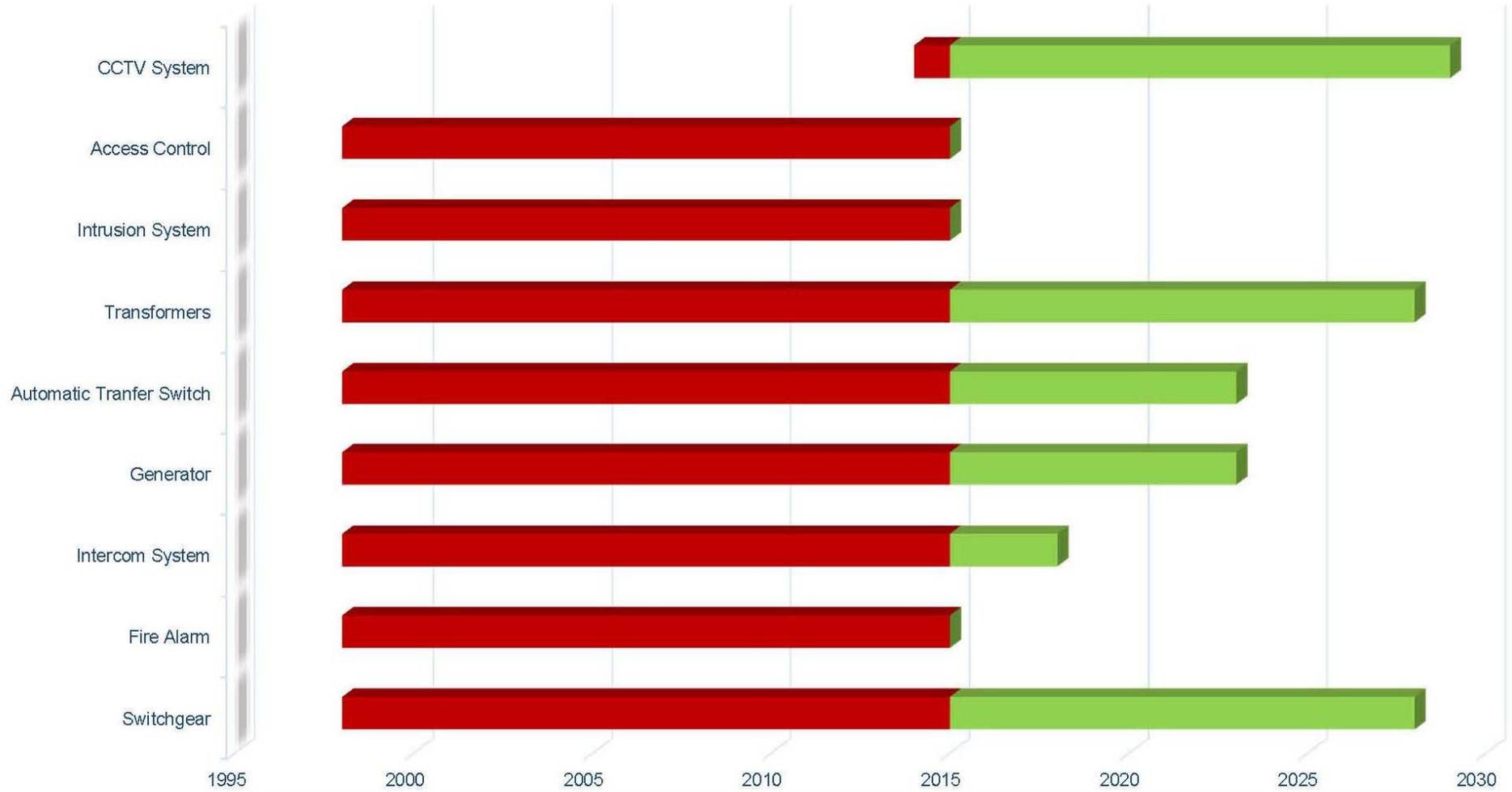
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

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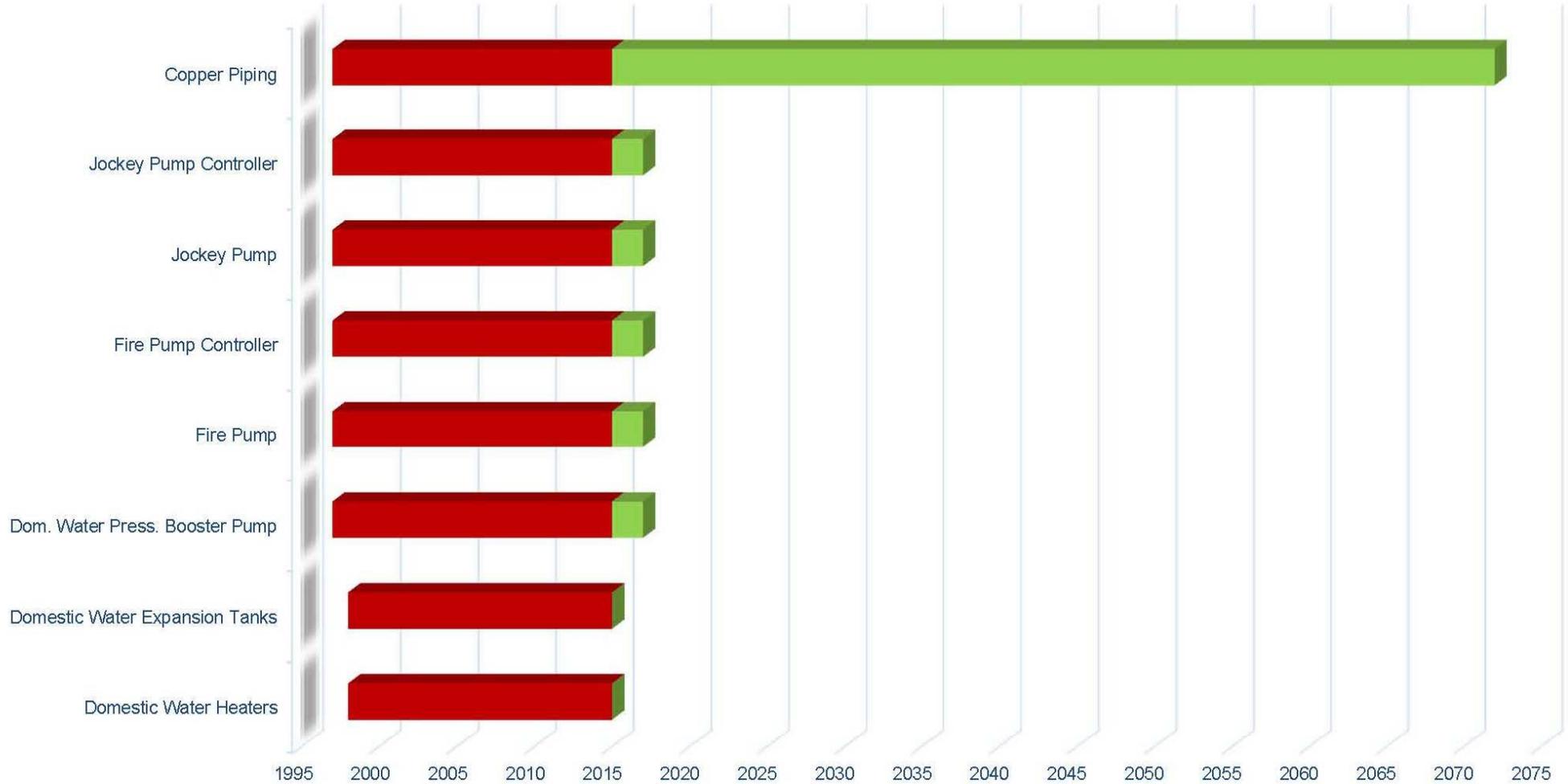
EMERSON MIDDLE SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Generator	Automatic Transfer Switch	Transformers	Intrusion System	Access Control	CCTV System
Manufactured Date	1998	1998	1998	1998	1998	1998	1998	1998	2014
■ Current Age (years)	17	17	17	17	17	17	17	17	1
■ Estimated Service Life Remaining	13	0	3	8	8	13	0	0	14



EMERSON MIDDLE SCHOOL PLUMBING SYSTEMS



	Domestic Water Heaters	Domestic Water Expansion Tanks	Dom. Water Press. Booster Pump	Fire Pump	Fire Pump Controller	Jockey Pump	Jockey Pump Controller	Copper Piping
Manufactured Date	1998	1998	1997	1997	1997	1997	1997	1997
■ Current Age (years)	17	17	18	18	18	18	18	18
■ Estimated Service Life Remaining	0	0	2	2	2	2	2	57



PARK RIDGE-NILES
SCHOOL DISTRICT 64

LINCOLN MIDDLE SCHOOL



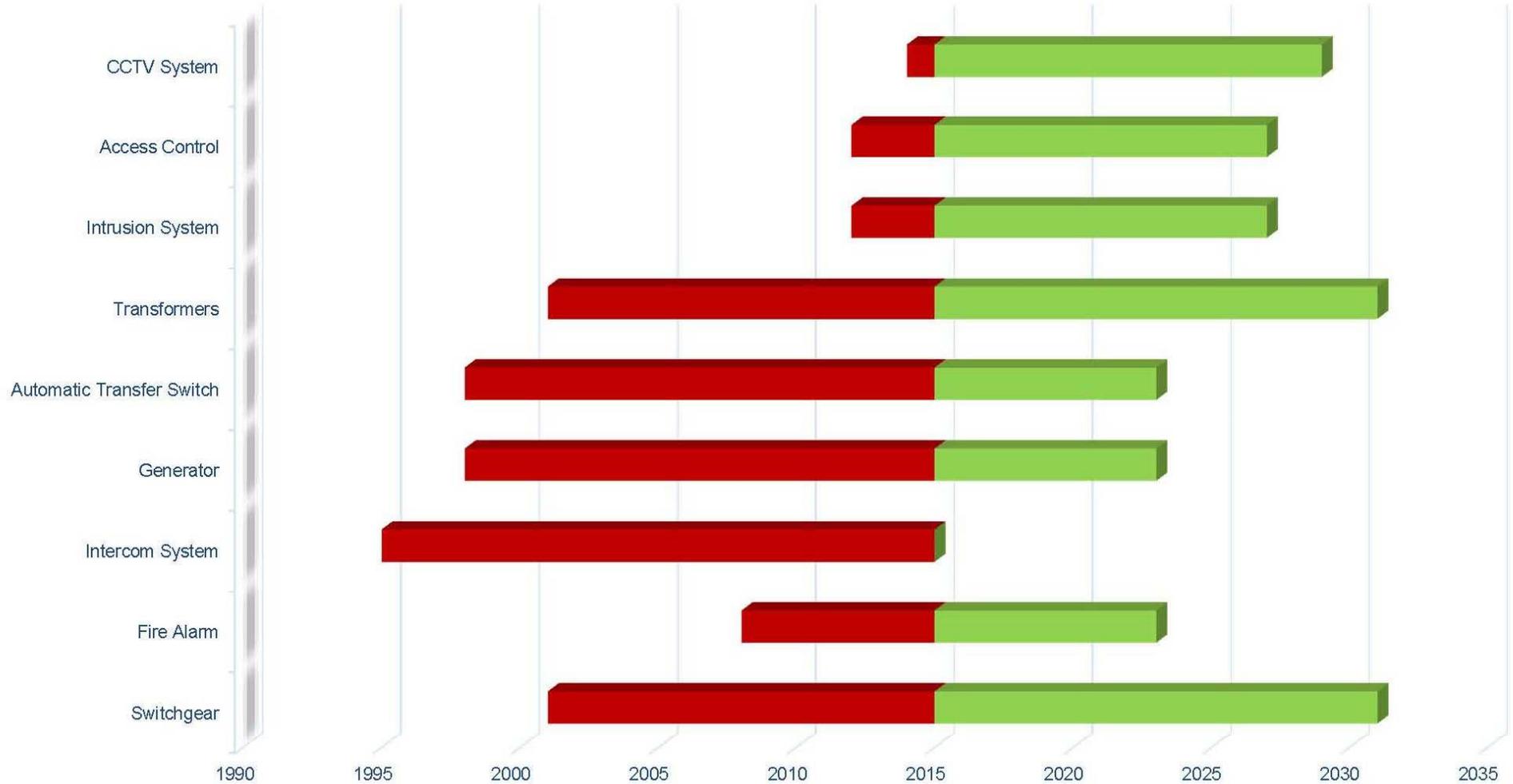
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

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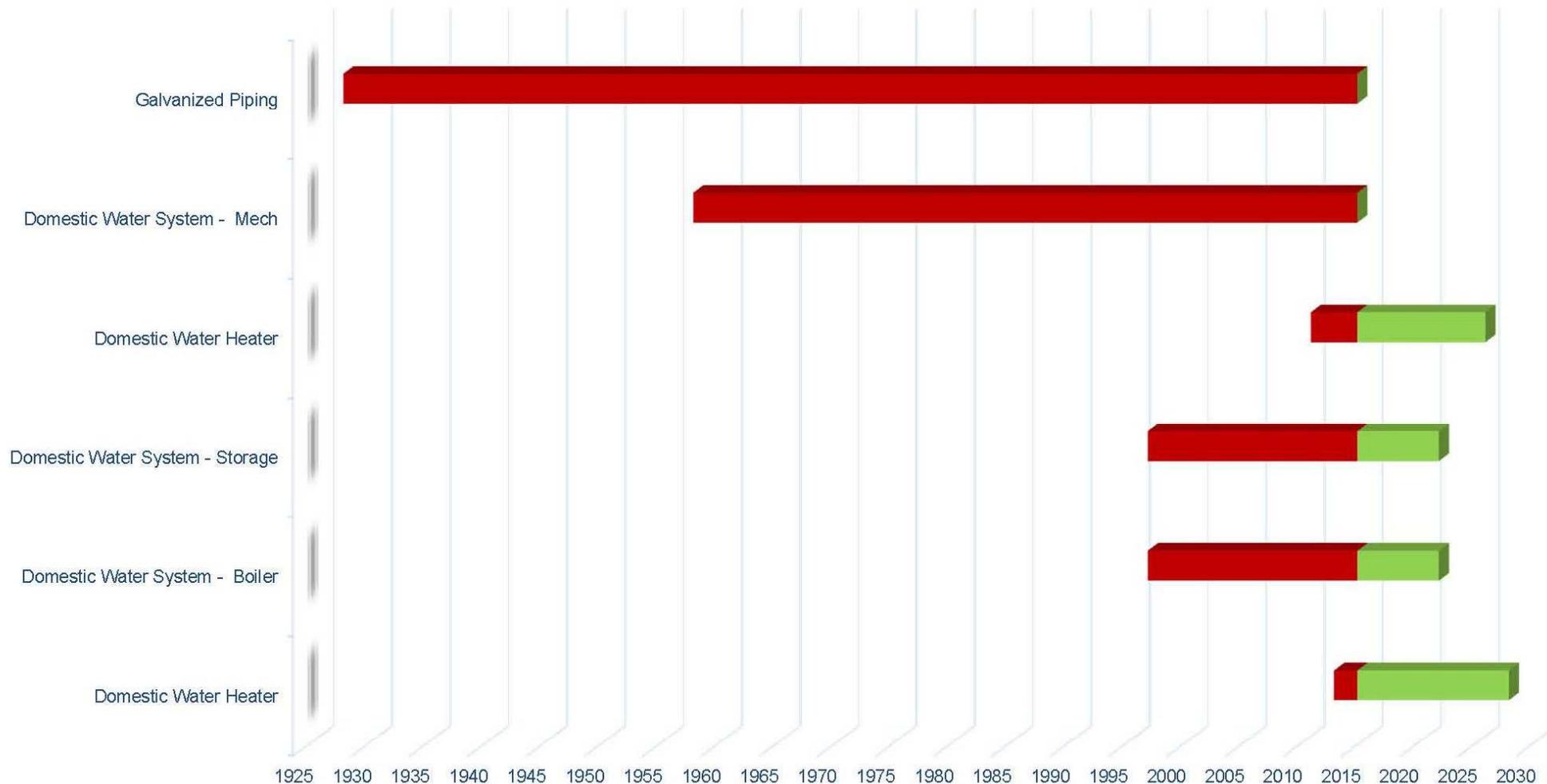
LINCOLN MIDDLE SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Generator	Automatic Transfer Switch	Transformers	Intrusion System	Access Control	CCTV System
Manufactured Date	2001	2008	1995	1998	1998	2001	2012	2012	2014
Current Age (years)	14	7	20	17	17	14	3	3	1
Estimated Service Life Remaining	16	8	0	8	8	16	12	12	14



LINCOLN MIDDLE SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Domestic Water System - Boiler	Domestic Water System - Storage	Domestic Water Heater	Domestic Water System - Mech	Galvanized Piping
Manufactured Date	2013	1997	1997	2011	1958	1928
Current Age (years)	2	18	18	4	57	87
Estimated Service Life Remaining	13	7	7	11	0	0



PARK RIDGE-NILES
SCHOOL DISTRICT 64

JEFFERSON SCHOOL



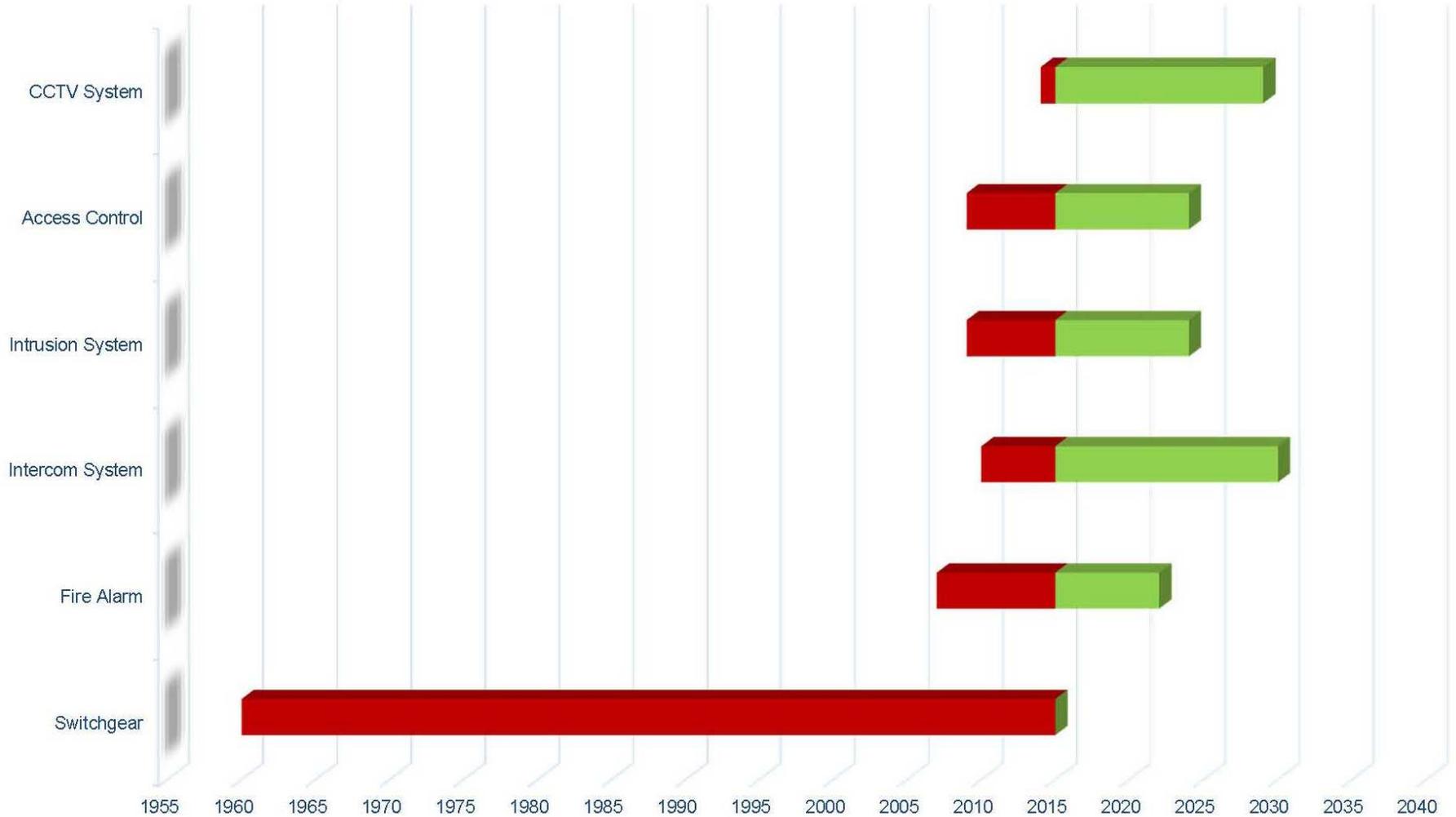
PARK RIDGE NILES
SCHOOL DISTRICT 64

October 26, 2015
Board Meeting

FGM ARCHITECTS



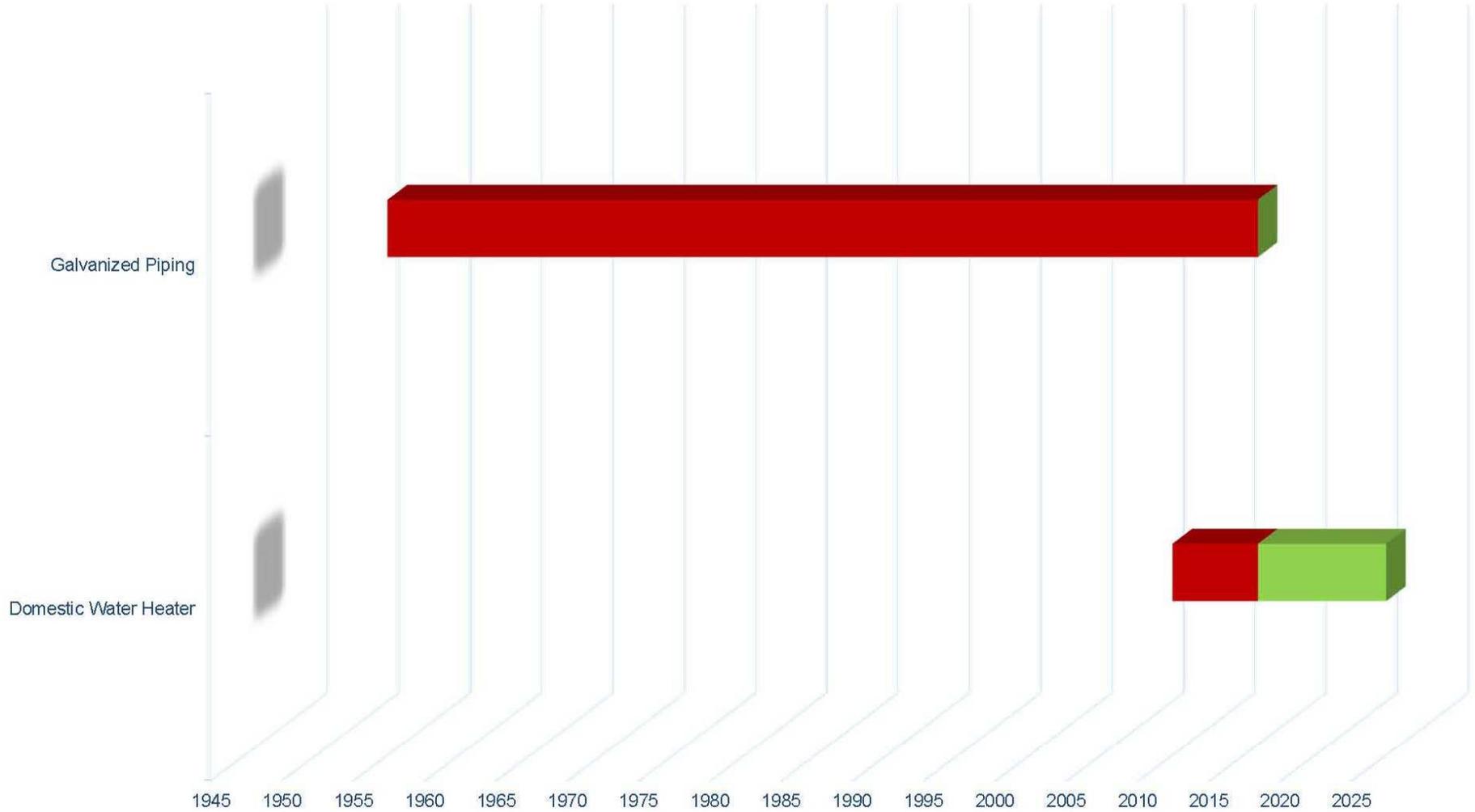
JEFFERSON ELEMENTARY SCHOOL ELECTRICAL SYSTEMS



	Switchgear	Fire Alarm	Intercom System	Intrusion System	Access Control	CCTV System
Manufactured Date	1960	2007	2010	2009	2009	2014
■ Current Age (years)	55	8	5	6	6	1
■ Estimated Service Life Remaining	0	7	15	9	9	14



JEFFERSON ELEMENTARY SCHOOL PLUMBING SYSTEMS



	Domestic Water Heater	Galvanized Piping
Manufactured Date	2009	1954
■ Current Age (years)	6	61
■ Estimated Service Life Remaining	9	0

Park Ridge Niles School District 64
District Roofing Information
October 22, 2015

SCHOOL	DESIGNATION	SQUARE FOOTAGE	CURRENT ROOF TYPE	YEAR INSTALLED	CURRENT ROOF TYPE DESIGN LIFE	2015	Remaining Design Life in 2015	AGE AT REPLACEMENT	HLS / MFP REPLACEMENT AND BUDGET CATEGORY			TOTAL ROOFING BUDGETS BY SCHOOL THROUGH 2030 (2015 DOLLARS)	2016 and 2017		2021 to 2025	2026 to 2030	After 2030	
						CURRENT AGE			HLS	Infra-structure	Other		Dark Red HLS	Light Red Infrastructure				
Carpenter	AREA 1	46,540	Architectural Asphalt Shingles	1994	25	21	4	34				\$2,175,015				46,540		
Carpenter	AREA 2	6,600	3-Tab Asphalt Shingles	1994	18	21	(3)	22	2016				6,600					
Carpenter	AREA 3	7,665	Fully Adhered EPDM	1994	15	21	(6)	22	2016				7,665					
Carpenter	AREA 4	13,800	3-Tab Asphalt Shingles	1994	18	21	(3)	22	2016				13,800					
Carpenter	AREA 5	1,515	Fully Adhered EPDM	1994	15	21	(6)	22	2016				1,515					
Field	AREA 1	18,250	3-Tab Asphalt Shingles	2006	18	9	9	24				\$491,774				18,250		
Field	AREA 2	1,500	Modified Bitumen	2006	20	9	11	24									1,500	
Field	AREA 3	28,175	Architectural Asphalt Shingles	2015	25	0	25	25										28,175
Field	AREA 4	1,200	Modified Bitumen	2015	20	0	20	20										1,200
Field	AREA 5	1,100	Fully Adhered EPDM	2013	15	2	13	15										1,100
Field	AREA 6	6,725	Architectural Asphalt Shingles	2013	25	2	23	25										6,725
Franklin	AREA 1	8,600	Modified Bitumen	1998	20	17	3	18		2016		\$1,270,800		8,600				
Franklin	AREA 2	44,500	Modified Bitumen	1998	20	17	3	18		2016				44,500				
Franklin	AREA 3	4,400	Loose-Laid Ballasted EPDM	1990	10	25	(15)	26		2016				4,400				
Franklin	AREA 4	5,650	Loose-Laid Ballasted EPDM	1990	10	25	(15)	26		2016				5,650				
Franklin	AREA 5	13,800	Standing Seam Metal	1990	50	25	25	50										13,800
Roosevelt	AREA 1	26,300	3-Tab Asphalt Shingles	1997	18	18	0	26				\$1,633,032			26,300			
Roosevelt	AREA 2	300	Modified Bitumen	1997	20	18	2	26							300			
Roosevelt	AREA 3	200	TPO	1997	20	18	2	26							200			
Roosevelt	AREA 4	1,500	Fully Adhered EPDM	1997	15	18	(3)	26							1,500			
Roosevelt	AREA 5	10,475	3-Tab Asphalt Shingles	1997	18	18	0	26							10,475			
Roosevelt	AREA 6	2,000	Modified Bitumen	1997	20	18	2	26							2,000			
Roosevelt	AREA 7	5,400	Modified Bitumen	1986	20	29	(9)	30		2016				5,400				
Roosevelt	AREA 8	1,300	Modified Bitumen	1994	20	21	(1)	22		2016				1,300				
Roosevelt	AREA 9	6,300	3-Tab Asphalt Shingles	1994	18	21	(3)	22		2016				6,300				
Roosevelt	AREA 10	1,200	3-Tab Asphalt Shingles	1994	18	21	(3)	22		2016				1,200				
Washington	AREA 1	27,000	3-Tab Asphalt Shingles	1989	18	26	(8)	27		2016		\$1,127,375		27,000				
Washington	AREA 2	2,200	Fully Adhered EPDM	1989	15	26	(11)	27	2016				2,200					
Washington	AREA 3	4,150	3-Tab Asphalt Shingles	1989	18	26	(8)	27		2016				4,150				
Washington	AREA 4	650	Fully Adhered EPDM	1989	15	26	(11)	27	2016				650					
Washington	AREA 5	425	3-Tab Asphalt Shingles	1989	18	26	(8)	27		2016				425				
Washington	AREA 6	1,500	Fully Adhered EPDM	1989	15	26	(11)	27	2016				1,500					
Washington	AREA 7	6,000	Fully Adhered EPDM	1989	15	26	(11)	27	2016				6,000					
Washington	AREA 8	500	Fully Adhered EPDM	1989	15	26	(11)	27	2016				500					
Washington	AREA 9	3,475	3-Tab Asphalt Shingles	1989	18	26	(8)	27		2016				3,475				
Washington	AREA 10	1,100	Fully Adhered EPDM	1989	15	26	(11)	27	2016				1,100					
Washington	AREA 11	850	Loose-Laid Ballasted EPDM	1993	10	22	(12)	23	2016				850					
Washington	AREA 12	7,100	Loose-Laid Ballasted EPDM	1993	10	22	(12)	23	2016				7,100					
Washington	AREA 13	300	Fully Adhered EPDM	1989	15	26	(11)	27	2016				300					

Park Ridge Niles School District 64
District Roofing Information
October 22, 2015

SCHOOL	DESIGNATION	SQUARE FOOTAGE	CURRENT ROOF TYPE	YEAR INSTALLED	CURRENT ROOF TYPE DESIGN LIFE	2015	Remaining Design Life in 2015	AGE AT REPLACEMENT	HLS / MFP REPLACEMENT AND BUDGET CATEGORY			TOTAL ROOFING BUDGETS BY SCHOOL THROUGH 2030 (2015 DOLLARS)	2016 and 2017		2021 to 2025	2026 to 2030	After 2030
						CURRENT AGE			HLS	Infra-structure	Other		Dark Red HLS	Light Red Infrastructure	Dark Yellow	Light Yellow	Green
Emerson	AREA 1	16,780	3-Tab Asphalt Shingles	1998	18	17	1	19		2017			16,780				
Emerson	AREA 2	15,725	3-Tab Asphalt Shingles	1998	18	17	1	19		2017			15,725				
Emerson	AREA 3	9,850	Fully Adhered EPDM	1998	15	17	(2)	19		2017			9,850				
Emerson	AREA 4	10,600	3-Tab Asphalt Shingles	1998	18	17	1	19		2017			10,600				
Emerson	AREA 5	12,950	3-Tab Asphalt Shingles	1998	18	17	1	19		2017			12,950				
Emerson	AREA 6	37,350	3-Tab Asphalt Shingles	1998	18	17	1	19		2017			37,350				
Lincoln	AREA 1	9,125	3-Tab Asphalt Shingles	2005	18	10	8	18					9,125				
Lincoln	AREA 2	37,000	Architectural Asphalt Shingles	2010	25	5	20	25									37,000
Lincoln	AREA 3	200	TPO	2010	20	5	15	20									200
Lincoln	AREA 4	1,300	TPO	2010	20	5	15	20									1,300
Lincoln	AREA 5	1,300	TPO	2010	20	5	15	20									1,300
Lincoln	AREA 6	7,400	Modified Bitumen	1991	20	24	(4)	32						7,400			
Lincoln	AREA 7	16,650	Standing Seam Metal	1991	50	24	26	50									16,650
Jefferson	AREA 1	8,550	Fully Adhered EPDM	1989	15	26	(11)	27		2016			8,550				
Jefferson	AREA 2	35,450	Fully Adhered EPDM	1989	15	26	(11)	27		2016			35,450				
Jefferson	AREA 3	20,800	Fully Adhered EPDM	1989	15	26	(11)	27		2016			20,800				
Hendee	FLAT	3,800	Modified Bitumen (estimated age)	1989	20	26	(6)	27			2016		3,800				
Hendee	PITCHED	4,300	3-Tab Asphalt Shingles (estimated age)	1989	18	26	(8)	27			2016		4,300				
TOTAL ROOFING COSTS (2015 DOLLARS) THROUGH 2030											\$10,990,000						
2016 and 2017 PROJECT BUDGET											(\$8,027,000)						
REMAINING ROOFING COST IN 2015 DOLLARS											\$2,963,000						
		569,375	Total Square Feet								Total roof area in square feet	58,905	288,555	48,175	66,290	107,450	
											Percentage of total roof area	10.3%	50.7%	8.5%	11.6%	18.9%	

To: Laurie Heinz, Superintendent
Board of Education

From: Luann Kolstad, Chief School Business Official

Subject: Discussion on Funding Health Life Safety & Master Facility Plan Projects

Date: October 26, 2015

At the September 21, 2015 Board of Education Meeting, Elizabeth Hennessy from William Blair presented to the board different funding options for upcoming Health Life Safety (HLS) and Master Facility Plan (MFP) Projects. Since that time, the board has seen a presentation on October 5, 2015 from FGM outlining the administrations recommendations to move forward with Safe, Warm and Dry Projects. This includes secure vestibules, roofs, mechanical and various plumbing and electrical projects that have been identified as high priority, meaning to be completed during summer 2016 and 2017. This work includes HLS projects and critical infrastructure work in the MFP that needs to be completed to both maintain the integrity of our facilities and to provide a safe, warm and dry environment for both staff and students. Many of the critical infrastructure issues have been reiterated back to administration from the staff in the buildings as areas that desperately need to be addressed.

At tonight's Board of Education meeting, the projects identified as HLS and critical infrastructure projects were further fleshed out by the administration and FGM. The first two years of work represents \$23,529,000 in projects that need to be completed in our facilities. To complete all remaining HLS projects over the remaining two years, the total rises to \$32,041,000. To complete all HLS and infrastructure work, the total is \$45,827,000. This total does not include addressing any programmatic changes, 21st Century classroom environments, or overcrowding issues at some facilities. This total just gets the buildings back to having a healthy, safe, warm and dry environment.

Based on these numbers, the administration had Elizabeth Hennessey go back to the drawing board regarding the funding of the projects. We had Elizabeth develop four scenarios:

- Option I: Use \$10M of Fund Balance plus \$20M Limited Bonds issued 2016-2018
- Option II: Use \$10M of Fund Balance plus Maximum Limited Bonds issued 2016-2017. This scenario yields \$23.9M, for a total of \$33.9M including \$10M from fund balance.
- Option IIIA: Use \$10M of Fund Balance plus \$5M Limited Bonds 2016 and referendum bonds 2017 maximizing the amount available keeping the Debt Payments at the current level of \$3.2M per year. The burden on the taxpayer remains the same as right now in terms of Debt Service. This scenario yields \$34.6M, for a total of \$44.6M including \$10M from the fund balance.
- Option IIIB: Use \$10M of Fund Balance plus \$5M Limited Bonds 2016 and referendum bonds 2017-2021 maximizing the amount available keeping the Debt Payments at the current level of \$3.2M per year. This scenario yields \$43M, for a total of \$53.0M including \$10M from the fund balance.

To get the board through the first year of work and allow for more discussion and thought before going to referendum, we could look at using the \$10M from fund balance and issuing in the spring a small bond issue of \$5M - \$10M. This gets us through summer 2016. However, if the board is leaning toward bringing the facilities up-to-date, the decision to go to referendum should be made at least one-year prior to the elections. We are looking at April 2017 as the time to put the referendum on the ballot. Meaning by April 2016 at the latest, the board should make a decision on future projects. There are numerous ways to approach financing the projects.

The first question to be answered is what are we going to do in terms of projects. Once this is known, the financing answers become very simple. The Five-Year Financial Projections are included showing the \$10M from Working Cash moved to the Capital Projects Fund. The Transfer would occur in two increments, \$1M this fiscal year and the remaining \$9M in 2016-17.

Elizabeth Hennessy's full presentation is attached, please focus on the four Options outlined above.

**Five-Year Financial Projections
10/22/15**

	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
Fall CPI	1.70%		1.50%		0.80%		1.00%		1.00%		1.00%		1.00%	
Spring CPI	1.50%		0.80%		1.00%		1.00%		1.00%		1.00%		1.00%	
EDUCATION FUND:														
REVENUES: Local														
Taxes, Ad Valorem. - 1100	\$ 48,486,830	3.9%	\$ 50,370,000	0.2%	\$ 50,448,270	2.0%	\$ 51,447,012	1.5%	\$ 52,201,472	1.8%	\$ 53,117,695	2.3%	\$ 54,326,109	98.5% Collection Rate
Prior Year Refunds	\$ (233,374)		\$ (156,900)		\$ (156,900)		\$ (156,900)		\$ (156,900)		\$ (156,900)		\$ (156,900)	
Corporate Property Replacement Tax	1,094,349		1,042,602		1,042,602		1,042,602		1,042,602		1,042,602		1,042,602	
Regular Tuition - 1311	90,377		80,000		80,000		80,000		80,000		80,000		80,000	
Summer School Fees - 1300	231,757		225,220		225,220		225,220		225,220		225,220		225,220	
Interest -1500	298,657		302,786		302,786		302,786		302,786		302,786		302,786	
Food Services - 1600	637,702		589,200		589,200		589,200		589,200		589,200		589,200	Fees collected by June 1, 2015
Pupil Activities - 1700	89,357		67,787		67,787		67,787		67,787		67,787		67,787	Fees collected by June 1, 2015
Student Fees - 1800	1,600,380		1,019,976		1,019,976		1,019,976		1,019,976		1,019,976		1,019,976	Fees collected by June 1, 2015
Donations - 1900	300		500		500		500		500		500		500	
Other														
Chromebook Accessory Fees	1,993		600		600		600		600		600		600	
Extended K Program	412,420		374,325		374,325		374,325		374,325		374,325		374,325	
Summer Camp Fees	80,124													
Refund Prior Year Expenditure	15,568		12,000		12,000		12,000		12,000		12,000		12,000	
TIF - New Property	-		700,000		383,471		387,305		391,178		395,090		399,041	
TIF - New Student	215,971													
Misc. Revenue	5,460		5,200		5,200		5,200		5,200		5,200		5,200	
TOTAL LOCAL	\$ 53,027,871	3.0%	\$ 54,633,296	-0.4%	\$ 54,395,037	1.8%	\$ 55,397,613	1.4%	\$ 56,155,946	1.6%	\$ 57,076,081	2.1%	\$ 58,288,446	

Park Ridge Niles School District 64

Five-Year Financial Projections
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	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
REVENUES: State														
3001 Gross GSA Entitlement	\$ 1,353,495		\$ 1,573,205		\$ 1,573,205		\$ 1,573,205		\$ 1,573,205		\$ 1,573,205		\$ 1,573,205	92% Proration
Special Education:														
3100 Private Facility	312,575		416,430		416,430		416,430		416,430		416,430		416,430	
3105 Extraordinary	377,779		511,376		511,376		511,376		511,376		511,376		511,376	
3110 Personnel	855,130		1,045,190		1,045,190		1,045,190		1,045,190		1,045,190		1,045,190	
3145 Summer School	3,079													
3360 Free Lunch/Breakfast	773		560		560		560		560		560		560	
3800 State Library Grant	3,246		3,145		3,145		3,145		3,145		3,145		3,145	
TOTAL STATE	\$ 2,906,077	22.2%	\$ 3,549,906		\$ 3,549,906		\$ 3,549,906		\$ 3,549,906		\$ 3,549,906		\$ 3,549,906	Only Rcvd 3 payments in 2014-15
REVENUES: Federal														
Flow-Throughs: Federal Sources														
4215 Milk Program	32,766		37,100		37,100		37,100		37,100		37,100		37,100	
4300 Title I - Low Income	121,094		300,000		300,000		300,000		300,000		300,000		300,000	
4300 Title I - Low Income Prior Year														
Special Education IDEA Pre-School	17,951		17,480		17,480		17,480		17,480		17,480		17,480	
4620 Sp. Ed. IDEA Pre-School Prior Year														
4620 IDEA Flow Thru	1,002,708		1,045,108		1,045,108		1,045,108		1,045,108		1,045,108		1,045,108	
4620 IDEA Prior Year														
4625 IDEA Room & Board														
4932 Title IIA - Teacher Quality	37,338		70,185		70,185		70,185		70,185		70,185		70,185	
4932 Title IIA - Teacher Quality Prior Year														
Medicaid Matching - Admin Outreach	86,023		76,055		76,055		76,055		76,055		76,055		76,055	
Medicaid Fee for Service	142,716		99,337		99,337		99,337		99,337		99,337		99,337	
TOTAL FEDERAL	\$ 1,440,596	14.2%	\$ 1,645,265		\$ 1,645,265		\$ 1,645,265		\$ 1,645,265		\$ 1,645,265		\$ 1,645,265	
TOTAL REVENUE	\$ 57,374,544	4.3%	\$ 59,828,467	-0.4%	\$ 59,590,208	1.7%	\$ 60,592,784	1.3%	\$ 61,351,117	1.5%	\$ 62,271,252	1.9%	\$ 63,483,617	

Park Ridge Niles School District 64

Five-Year Financial Projections
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	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
EDUCATION FUND EXPENDITURES:														
Salaries	44,432,036	4.1%	46,232,717	2.6%	47,454,899	2.7%	48,713,745	2.7%	50,010,358	2.7%	51,345,869	2.7%	52,721,445	4 Retirees per year
Employee Benefits	6,125,092	5.7%	6,473,184	5.0%	6,796,843	5.0%	7,136,685	5.0%	7,493,520	5.0%	7,868,196	5.0%	8,261,605	TRS, THIS, Insurance, Tuition Reimbursement
Purchased Services	2,155,093	30.3%	2,808,283	0.0%	2,808,283	0.0%	2,808,283	0.0%	2,808,283	0.0%	2,808,283	0.0%	2,808,283	Phone, Internet, Duplicates still in budget?
Supplies	2,363,750	-18.6%	1,924,399	28.6%	2,474,399	-15.0%	2,104,399	28.8%	2,710,399	-14.8%	2,310,399	6.1%	2,450,399	See Assumptions for Adoptions/Chromebooks
Capital Outlay	119,121	7.4%	127,935	1.0%	129,214	1.0%	130,506	1.0%	131,812	1.0%	133,130	1.0%	134,461	
Dues & Fees (Other)	1,851,513	-4.2%	1,774,661	1.0%	1,792,408	1.0%	1,810,332	1.0%	1,828,435	1.0%	1,846,719	1.0%	1,865,187	Inc. Private Placement Tuition (\$1.6M)
Non-Capitalized Expenditures	54,685	-21.4%	43,000	1.0%	43,430	1.0%	43,864	1.0%	44,303	1.0%	44,746	1.0%	45,193	
State Pension Shift/TRS Phase In					182,050		364,100		546,150		728,200		910,250	0.5% of Certified Salaries Inc. each year
TOTAL EXPENDITURES	\$ 57,101,290	4.0%	\$ 59,384,179	3.9%	\$ 61,681,526	2.3%	\$ 63,111,915	3.9%	\$ 65,573,259	2.3%	\$ 67,085,541	3.1%	\$ 69,196,823	
EXCESS(DEFICIT) FOR YEAR	\$ 273,254		\$ 444,288		\$ (2,091,318)		\$ (2,519,132)		\$ (4,222,142)		\$ (4,814,289)		\$ (5,713,206)	
Fund Transfers/Loans	161,515												5,000,000	Transfer from O&M
Other Financing Sources(Uses)	- 154,628		- 196,807		- 196,807		- 196,807		- 196,807		- 196,807		- 196,807	Copier & VOIP Leases
BALANCE, BEGINNING:	\$ 25,782,971		\$ 26,063,112		\$ 26,310,593		\$ 24,022,468		\$ 21,306,530		\$ 16,887,581		\$ 11,876,485	
FUND BALANCE ENDING	\$ 26,063,112	0.9%	\$ 26,310,593	-8.7%	\$ 24,022,468	-11.3%	\$ 21,306,530	-20.7%	\$ 16,887,581	-29.7%	\$ 11,876,485	-7.7%	\$ 10,966,472	Hit the 3.50% CAP in Ed Fund.

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Five-Year Financial Projections
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	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
OPER. & MAINT. FUND														
REVENUES:														
Taxes, Ad Valorem	\$ 7,546,751	2.0%	\$ 7,700,000		\$ 6,609,818		\$ 6,638,629		\$ 6,750,844		\$ 6,891,978		\$ 7,517,114	
Prior Year Refunds	- 40,055		- 30,000		- 30,000		- 30,000		- 30,000		- 30,000		- 30,000	
Interest	13,604		13,925		13,925		13,925		13,925		13,925		13,925	
Rentals	65,177		53,248		\$50,000		\$50,000		\$50,000		\$50,000		\$50,000	
TIF New Student			215,972		\$200,000		\$200,000		\$200,000		\$200,000		\$200,000	
E-Rate	81,879		81,879		\$80,000		\$80,000		\$80,000		\$80,000		\$80,000	
Other Revenue	1,054		600											
TOTAL REVENUES	\$ 7,668,410	4.8%	\$ 8,035,624	-13.8%	\$ 6,923,743	0.4%	\$ 6,952,554	1.6%	\$ 7,064,769	2.0%	\$ 7,205,903	8.7%	\$ 7,831,039	
EXPENDITURES:														
Salaries	2,655,243	2.0%	2,709,187	2.0%	2,763,371	2.0%	2,818,638	2.0%	2,875,011	2.0%	2,932,511	2.0%	2,991,161	
Employee Benefits	385,062	1.8%	391,835	5.0%	411,427	5.0%	431,998	5.0%	453,598	5.0%	476,278	5.0%	500,092	
Purchased Services	1,061,058	-24.8%	797,595	1.0%	805,571	1.0%	813,627	1.0%	821,763	1.0%	829,981	1.0%	838,280	Moved Internet/Phone to Fund 10
Supplies	968,033	7.8%	1,043,968	1.0%	1,054,408	1.0%	1,064,952	1.0%	1,075,601	1.0%	1,086,357	1.0%	1,097,221	
Capital Expenditures	106,445	208.8%	328,750	-24.0%	250,000	1.0%	252,500	1.0%	255,025	1.0%	257,575	1.0%	260,151	Purchase of 5 vehicles - 2016
Construction					500,000		500,000		500,000		500,000		500,000	10/2016 - Dec. to \$500K
Non-Capitalized Expenditures	88,741													Budget in Capital Exp.
TOTAL EXPENDITURES	\$ 5,264,582	0.1%	\$ 5,271,335		\$ 5,784,776		\$ 5,881,715		\$ 5,980,998		\$ 6,082,702		\$ 6,186,905	
EXCESS(DEFICIT) FOR YEAR	\$ 2,403,828		\$ 2,764,289		\$ 1,138,967		\$ 1,070,839		\$ 1,083,770		\$ 1,123,201		\$ 1,644,133	
Fund Transfers/Loans													- 5,000,000	Transfers to Education Fund
BALANCE, BEGINNING:	\$ 1,501,963		\$ 3,905,790		\$ 6,670,079		\$ 7,809,047		\$ 8,879,886		\$ 9,963,656		\$ 11,086,857	
FUND BALANCE ENDING	\$ 3,905,790	70.8%	\$ 6,670,079	17.1%	\$ 7,809,047	13.7%	\$ 8,879,886	12.2%	\$ 9,963,656	11.3%	\$ 11,086,857	-30.3%	\$ 7,730,991	

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	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
TRANSPORTATION FUND														
REVENUES: Local														
Taxes, Ad Valorem	\$ 1,024,697	7.3%	\$ 1,100,000		\$ 1,775,772		\$ 1,783,512		\$ 1,617,915		\$ 1,579,628		\$ 1,433,797	
Prior Year Refunds	- 4,853		- 5,800		- 5,800		- 5,800		- 5,800		- 5,800		- 5,800	
Paid Rider Fees	18,627		18,205		18,000		18,000		18,000		18,000		18,000	
Field Trips	35,208		35,185		35,000		35,000		35,000		35,000		35,000	
Interest	26,778		24,733		24,000		24,000		24,000		24,000		24,000	
Refund Prior Year Expenditures	660													
Other Revenue														
TOTAL LOCAL	\$ 1,101,117	6.5%	\$ 1,172,323		\$ 1,846,972		\$ 1,854,712		\$ 1,689,115		\$ 1,650,828		\$ 1,504,997	
REVENUES: State														
3500 Regular Trans Aid	15,109		28,153		28,000		28,000		28,000		28,000		28,000	
3510 Sp. Ed. Trans.	350,802		477,852		475,000		475,000		475,000		475,000		475,000	
TOTAL STATE	\$ 365,911	38.3%	\$ 506,005		\$ 503,000		\$ 503,000		\$ 503,000		\$ 503,000		\$ 503,000	
TOTAL REVENUES	\$ 1,467,028	14.4%	\$ 1,678,328		\$ 2,349,972		\$ 2,357,712		\$ 2,192,115		\$ 2,153,828		\$ 2,007,997	
EXPENDITURES:														
Salaries	\$ 13,438	384.3%	\$ 65,075		\$ 67,027		\$ 69,038		\$ 71,109		\$ 73,242		\$ 75,440	Moved Bus Supervision Stipends to Fund 40
Benefits	1,748	52.7%	2,670		2,804		2,944		3,091		3,245		3,408	
Purchased Services	2,161,381	-0.1%	2,159,400		2,213,385		2,268,720		2,325,438		2,383,574		2,443,163	Inc. Trans. Services & Versatrans
Supplies														
Other Support Services (Purchased Serv)														
Payments to Other Government Units														
TOTAL EXPENDITURES	\$ 2,176,567	2.3%	\$ 2,227,145		\$ 2,283,216		\$ 2,340,701		\$ 2,399,638		\$ 2,460,061		\$ 2,522,010	
EXCESS(DEFICIT) FOR YEAR	\$ (709,539)		\$ (548,817)		\$ 66,756		\$ 17,011		\$ (207,523)		\$ (306,233)		\$ (514,014)	
Fund Transfers/Loans														
BALANCE, BEGINNING:	\$ 3,213,987		\$ 2,504,449		\$ 1,955,632		\$ 2,022,388		\$ 2,039,399		\$ 1,831,876		\$ 1,525,643	
FUND BALANCE ENDING	\$ 2,504,449	-21.9%	\$ 1,955,632	3.4%	\$ 2,022,388	0.8%	\$ 2,039,399	-10.2%	\$ 1,831,876	-16.7%	\$ 1,525,643	-33.7%	\$ 1,011,629	

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Five-Year Financial Projections
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	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
IMRF/SS FUND:														
REVENUES:														
Taxes, Ad Valorem	\$ 2,140,112	-2.3%	\$ 2,090,000		\$ 2,279,334		\$ 2,378,016		\$ 2,267,796		\$ 2,180,819		\$ 2,256,573	
Prior Year Refunds	- 7,767		- 7,400		\$ (7,400)		\$ (7,400)		\$ (7,400)		\$ (7,400)		\$ (7,400)	
Corp. PPRT	125,931		125,931		126,000		126,000		126,000		126,000		126,000	
Interest	2,577		3,330		3,000		3,000		3,000		3,000		3,000	
Other	-													
TOTAL REVENUE	\$ 2,260,853	-2.2%	\$ 2,211,861		\$ 2,400,934		\$ 2,499,616		\$ 2,389,396		\$ 2,302,419		\$ 2,378,173	
EXPENDITURES:	\$ 2,310,222	1.1%	\$ 2,335,245		\$ 2,358,597		\$ 2,382,183		\$ 2,406,005		\$ 2,430,065		\$ 2,454,366	
EXCESS(DEFICIT) FOR YEAR	\$ (49,369)	149.9%	\$ (123,384)		\$ 42,337		\$ 117,433		\$ (16,609)		\$ (127,646)		\$ (76,193)	
Fund Transfers/Loans														
BALANCE, BEGINNING:	\$ 750,019		\$ 700,650		\$ 577,266		\$ 619,603		\$ 737,036		\$ 720,427		\$ 592,781	
BALANCE, END-OF-YEAR:	\$ 700,650	-17.6%	\$ 577,266	7.3%	\$ 619,603	19.0%	\$ 737,036	-2.3%	\$ 720,427	-17.7%	\$ 592,781	-12.9%	\$ 516,587	
WORKING CASH FUND:														
REVENUES:														
Taxes, Ad Valorem	\$ 410,434		\$ 420,000		\$ 443,250		\$ 443,250		\$ 443,250		\$ 468,860		\$ 468,860	
Prior Year Refunds	- 1,946		- 2,000		- 2,000		- 2,000		- 2,000		- 2,000		- 2,000	
Interest	161,017		176,810		180,000		180,000		180,000		180,000		180,000	
Misc. Revenue														
Refund Prior Year Expenditures														
TOTAL REVENUE	\$ 569,505		\$ 594,810		\$ 621,250		\$ 621,250		\$ 621,250		\$ 646,860		\$ 646,860	
EXPENDITURES:	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
EXCESS(DEFICIT) FOR YEAR	\$ 569,505		\$ 594,810		\$ 621,250		\$ 621,250		\$ 621,250		\$ 646,860		\$ 646,860	
Fund Transfers/Loans	-\$ 161,515		-\$ 1,000,000		-\$ 9,000,000									
BALANCE, BEGINNING:	\$ 14,229,573		\$ 14,637,563		\$ 14,232,373		\$ 5,853,623		\$ 6,474,873		\$ 7,096,123		\$ 7,742,983	
BALANCE, END-OF-YEAR:	\$ 14,637,563	-2.8%	\$ 14,232,373	-58.9%	\$ 5,853,623	10.6%	\$ 6,474,873	9.6%	\$ 7,096,123	9.1%	\$ 7,742,983	8.4%	\$ 8,389,843	

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Five-Year Financial Projections
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	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
TORT LIABILITY FUND:														
REVENUES:														
Taxes, Ad Valorem	\$ 614,262		\$ 650,000		\$ 717,587		\$ 766,935		\$ 712,704		\$ 689,198		\$ 689,198	
Prior Year Refunds	- 2,906		- 2,900		- 3,000		- 3,000		- 3,000		- 3,000		- 3,000	
Interest	6,788		5,890		3,500		3,500		3,500		3,500		3,500	
Misc. Revenue	221		225											
Refund Prior Year Expenditures	861		500											
TOTAL REVENUE	\$ 619,226		\$ 653,715		\$ 718,087		\$ 767,435		\$ 713,204		\$ 689,698		\$ 689,698	
EXPENDITURES:	\$ 978,996		\$ 743,126		\$ 765,420		\$ 788,382		\$ 812,034		\$ 836,395		\$ 861,487	
EXCESS(DEFICIT) FOR YEAR	\$ (359,770)		\$ (89,411)		\$ (47,332)		\$ (20,948)		\$ (98,829)		\$ (146,697)		\$ (171,789)	
Fund Transfers/Loans														
BALANCE, BEGINNING:	\$ 1,431,914		\$ 1,072,144		\$ 982,733		\$ 935,400		\$ 914,452		\$ 815,623		\$ 668,926	
BALANCE, END-OF-YEAR:	\$ 1,072,144	-8.3%	\$ 982,733	-4.8%	\$ 935,400	-2.2%	\$ 914,452	-10.8%	\$ 815,623	-18.0%	\$ 668,926	-25.7%	\$ 497,137	

Park Ridge Niles School District 64

Five-Year Financial Projections
10/22/15

	Unaudited Actual 2014-15		Tentative Budget 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
TOTAL OPERATING FUNDS														
REVENUES:														
Education Fund	\$ 57,374,544		\$ 59,828,467		\$ 59,590,208		\$ 60,592,784		\$ 61,351,117		\$ 62,271,252		\$ 63,483,617	
Operations & Maintenance Fund	7,668,410		8,035,624		6,923,743		6,952,554		7,064,769		7,205,903		7,831,039	
Transportation Fund	1,467,028		1,678,328		2,349,972		2,357,712		2,192,115		2,153,828		2,007,997	
IMRF/SS Fund	2,260,853		2,211,861		2,400,934		2,499,616		2,389,396		2,302,419		2,378,173	
Working Cash Fund	569,505		594,810		621,250		621,250		621,250		646,860		646,860	
Tort Fund	619,226		653,715		718,087		767,435		713,204		689,698		689,698	
TOTAL REVENUES	\$ 69,959,566	4.3%	\$ 73,002,805	-0.5%	\$ 72,604,195	1.6%	\$ 73,791,350	0.7%	\$ 74,331,852	1.3%	\$ 75,269,960	2.3%	\$ 77,037,383	
EXPENDITURES:														
Education Fund	\$ 57,101,290		\$ 59,384,179		\$ 61,681,526		\$ 63,111,915		\$ 65,573,259		\$ 67,085,541		\$ 69,196,823	
Operations & Maintenance Fund	5,264,582		5,271,335		5,784,776		5,881,715		5,980,998		6,082,702		6,186,905	
Transportation Fund	2,176,567		2,227,145		2,283,216		2,340,701		2,399,638		2,460,061		2,522,010	
IMRF/SS Fund	2,310,222		2,335,245		2,358,597		2,382,183		2,406,005		2,430,065		2,454,366	
Working Cash Fund	161,515		-		-		-		-		-		-	
Tort Fund	978,996		743,126		765,420		788,382		812,034		836,395		861,487	
TOTAL EXPENDITURES	\$ 67,993,172	2.9%	\$ 69,961,030	4.2%	\$ 72,873,535	2.2%	\$ 74,504,897	3.6%	\$ 77,171,934	2.2%	\$ 78,894,765	2.9%	\$ 81,221,591	
EXCESS (DEFICIT) FOR YEAR	\$ 1,966,395		\$ 3,041,775		\$ (269,340)		\$ (713,547)		\$ (2,840,082)		\$ (3,624,805)		\$ (4,184,208)	
Transfers	\$ 161,515												\$ 5,000,000	
Other Financing Sources (Uses)	- 316,143		- 1,196,807		- 9,196,807		- 196,807		- 196,807		- 196,807		- 5,196,807	
BALANCE, BEGINNING:	\$ 46,910,427		\$ 48,722,194		\$ 50,567,162		\$ 41,101,015		\$ 40,190,661		\$ 37,153,772		\$ 33,332,160	
BALANCE, END-OF-YEAR	\$ 48,722,194	3.8%	\$ 50,567,162	-18.7%	\$ 41,101,015	-2.2%	\$ 40,190,661	-7.6%	\$ 37,153,772	-10.3%	\$ 33,332,160	-13.1%	\$ 28,951,145	
OPERATING FUND BALANCE:	71.66%		72.28%		56.40%		53.94%		48.14%		42.25%		35.64%	
DAYS CASH ON HAND	262		264		206		197		176		154		130	

Community
Consolidated School
District 64 (Park Ridge-
Niles), Cook County,
Illinois

Financing
Update

October 15, 2015

Elizabeth M.
Hennessy,
Managing Director
312.364.8955

William Blair

Outstanding Debt

Outstanding Debt Service

Dated
Issue
Series
Original Par
Earliest Call
Maturity

March 13, 2014				March 13, 2014				December 1, 2008				November 1, 2001						
TAXABLE REFUNDING SCHOOL BONDS				G.O. LIMITED TAX SCHOOL BONDS				G.O. REFUNDING SCHOOL BONDS				G.O. SCHOOL BONDS						
2014B				2014A				2008				2001						
\$800,000				\$7,900,000				\$2,555,000				\$17,065,000						
NON-CALLABLE				NON-CALLABLE				NON-CALLABLE				NON-CALLABLE						
December 1,				December 1,				December 1,				December 1,						
Amount	Coupon	Interest	Debt Service	Amount	Coupon	Amount	Coupon	Interest	Debt Service	Amount	Coupon	Interest	Debt Service	Amount	Refunded	Coupon	Interest	Debt Service
Aa2				Aa2				AA				Aaa FSA Insured (A1 Underlying)						

Credit Ratings (Moody/S&P/Fitch)

Fiscal Year Ending June 30,

2015			10,400	10,400				302,600	302,600	370,000	4.000%	39,000	409,000	2,150,000	170,000	5.500%	305,800	2,455,800
2016			10,400	10,400				302,600	302,600	385,000	4.000%	23,900	408,900	2,185,000	260,000	5.500%	186,588	2,371,588
2017			10,400	10,400				302,600	302,600	405,000	4.000%	8,100	413,100	2,300,000	280,000	5.500%	63,250	2,363,250
2018	800,000	1.300%	5,200	805,200	1,720,000	4.00%		268,200	1,988,200									
2019					1,830,000	4.00%		197,200	2,027,200									
2020					1,945,000	4.00%		121,700	2,066,700									
2021					1,065,000	4.00%	1,000,000	3.000%	46,500	2,111,500								
2022					340,000	3.00%		5,100	345,100									
Total	800,000		36,400	836,400	6,900,000		1,000,000	1,546,500	9,446,500	1,160,000		71,000	1,231,000	6,635,000	710,000		555,638	7,190,638

Callable
Non-Callable
Total Outstanding

\$0	\$0	\$0	\$0
\$800,000	\$7,900,000	\$1,160,000	\$6,635,000
\$800,000	\$7,900,000	\$1,160,000	\$6,635,000

Purpose/ Notes

REFUNDING OF SERIES 2001 BONDS	WORKING CASH BONDS	REFUNDING OF SERIES 1997 BONDS	REFUNDING OF SERIES 1997 REFERENDUM BONDS

Underwriter
Bond Counsel

William Blair & Company			
Chapman and Cutler	Chapman and Cutler	Chapman and Cutler	Chapman and Cutler

Debt Limit

2014 Equalized Assessed Valuation	1,414,256,518
Times 6.9%	6.90%
Gross Debt Limit	97,583,700
Less: Outstanding Principal	16,495,000
Net Debt Limit	81,088,700

Working Cash Fund Bond Limit

2014 Equalized Assessed Valuation	1,414,256,518
Maximum Education Fund Tax Rate	3.50%
Subtotal	49,498,978
Plus Corporate and Personal Property Replacement Taxes	1,166,256
Subtotal	50,665,234
Times 85%	85%
Gross Working Cash Fund Bond Limit	43,065,449
Less: Outstanding Working Cash Fund Balance	7,900,000
Net Working Cash Fund Bonding Limit	35,165,449

Financing Options

Non-Referendum Limited Bonds

- In 1994 the Tax Cap was amended to allow the issue of non-referendum bonds payable from the Debt Service Extension Base (DSEB) which is equal to the bond and interest payment from 1994
- The District can issue bonds without a referendum to fund capital projects, if the debt service payments fit within the District's DSEB (\$1,967,909). DSEB grows with CPI annually.
- The types of limited bonds the District can issue include:

Working Cash Fund Bonds

- ✓ Can be used either for capital or operating; requires a petition period and public hearing
- ✓ Working Cash fund bonds issued on a tax-exempt basis may ONLY be used for capital projects

Life Safety Bonds

- ✓ Proceeds must be used for life safety projects only which are approved by the State and Regional Superintendent of Schools; requires public hearing

Funding Bonds

- ✓ Can be used to refund debt obligations of the District such as lease or debt certificates; requires petition period and public hearing

- Limited Bonds do not negatively impact the operating funds of the District.
- Best practice is to amortize bonds quickly to reduce interest cost and allow flexibility for future projects.

Current Situation

Community Consolidated School District Number 64 (Park Ridge - Niles), Cook County, Illinois
Summary of Outstanding Debt Service Tax Rate

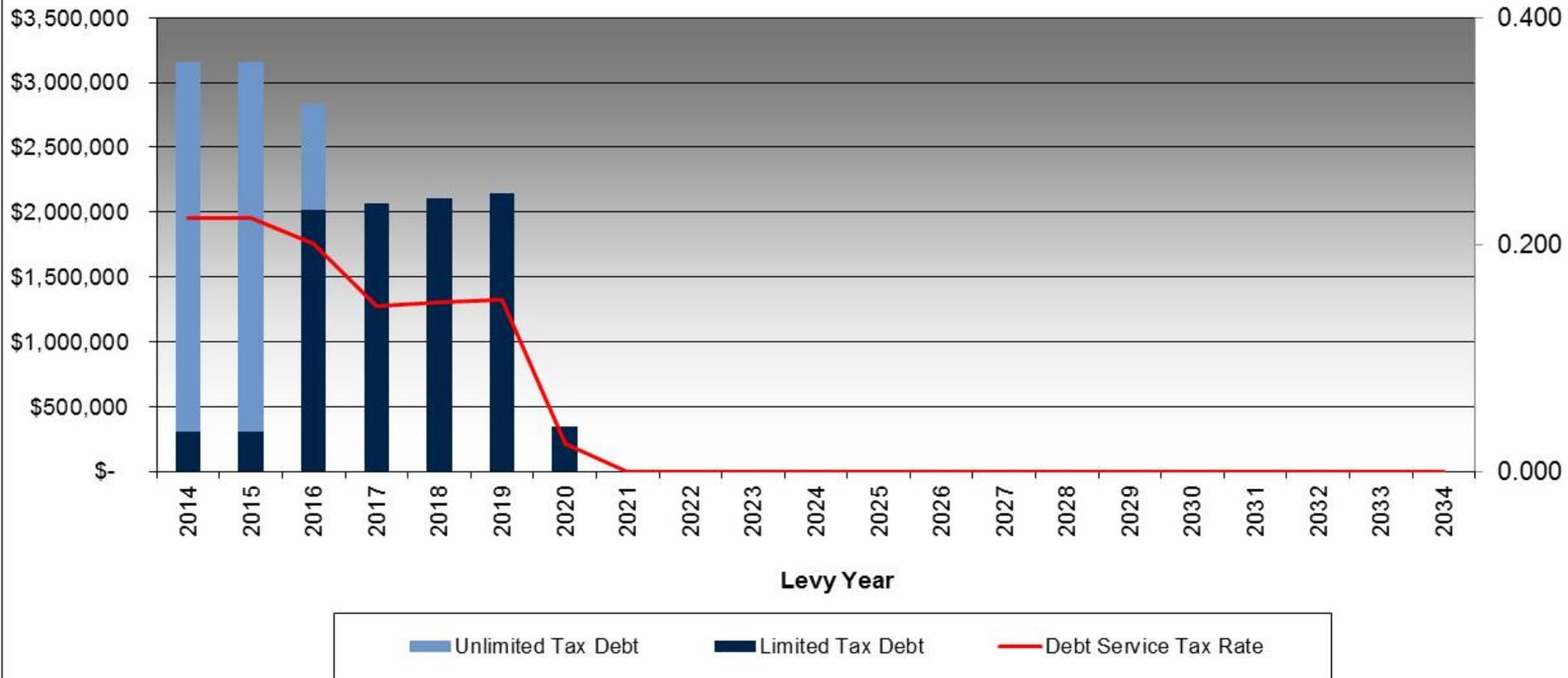
Tax Year	Equalized Assessed Valuation	% Change	Debt Service Ext. Base	(CPI) DSEB % Change (1)	Current Non-Referendum Debt Service	Remaining DSEB Capacity (2)	Current Referendum Debt Service	Actual Debt Service	Projected Debt Service Tax Rate
2014	1,414,256,518	1.06%	1,952,291	1.50%	\$ 302,600	\$ 1,649,691	\$ 2,858,675	3,161,275	0.224
2015	1,414,256,518	0.00%	1,967,909	0.80%	302,600	1,665,309	2,858,100	3,160,700	0.223
2016	1,414,256,518	0.00%	1,987,588	1.00%	2,022,600	(35,012)	810,400	2,833,000	0.200
2017	1,414,256,518	0.00%	2,017,402	1.50%	2,063,800	(46,398)	-	2,063,800	0.146
2018	1,414,256,518	0.00%	2,047,663	1.50%	2,105,600	(57,937)	-	2,105,600	0.149
2019	1,414,256,518	0.00%	2,078,378	1.50%	2,147,800	(69,422)	-	2,147,800	0.152
2020	1,414,256,518	0.00%	2,109,554	1.50%	350,200	1,759,354	-	350,200	0.025
2021	1,414,256,518	0.00%	2,141,197	1.50%	-	2,141,197	-	-	0.000
2022	1,414,256,518	0.00%	2,173,315	1.50%	-	2,173,315	-	-	0.000
2023	1,414,256,518	0.00%	2,205,915	1.50%	-	2,205,915	-	-	0.000
2024	1,414,256,518	0.00%	2,239,003	1.50%	-	2,239,003	-	-	0.000
2025	1,414,256,518	0.00%	2,272,589	1.50%	-	2,272,589	-	-	0.000
2026	1,414,256,518	0.00%	2,306,677	1.50%	-	2,306,677	-	-	0.000
2027	1,414,256,518	0.00%	2,341,278	1.50%	-	2,341,278	-	-	0.000
2028	1,414,256,518	0.00%	2,376,397	1.50%	-	2,376,397	-	-	0.000
2029	1,414,256,518	0.00%	2,412,043	1.50%	-	2,412,043	-	-	0.000
2030	1,414,256,518	0.00%	2,448,223	1.50%	-	2,448,223	-	-	0.000
2031	1,414,256,518	0.00%	2,484,947	1.50%	-	2,484,947	-	-	0.000
2032	1,414,256,518	0.00%	2,522,221	1.50%	-	2,522,221	-	-	0.000
2033	1,414,256,518	0.00%	2,560,054	1.50%	-	2,560,054	-	-	0.000
2034	1,414,256,518	0.00%	2,598,455	1.50%	-	2,598,455	-	-	0.000
Total					\$ 8,992,600	\$ 58,539,245	\$ 3,668,500	\$ 12,661,100	\$ 1

(1) Estimate, Subject to change.

(2) DSEB Capacity in certain years are negative due to CPI coming in at .8% instead of 1.5% for 2014 levy year. However, Cook County 5% loss/collection should more than cover the shortfall.

Current Situation

Outstanding Unlimited Tax Debt Service Payments



Master Facility Planning

- The District needs funds complete its Master Facility Plan projects
- Bank qualified is a federal tax provision that allows bank purchasers of the tax free debt of “small issuers” (defined by issuing less than \$10M annually) an additional tax break which is passed onto the issuer in the form of lower interest rates (approximately .10%)
- General Obligation Bonds may be repaid over a maximum of 20 years
- Each issue requires refunding (restructuring) of prior bonds in order to fit debt service under the Debt Service Extension Base
- Option I - Use \$10M of Fund Balance plus \$20M Limited Bonds issued 2016-2018
- Option II – Use \$10M of Fund Balance plus Maximum Limited Bonds issued 2016-2017
- Option IIIA – Use \$10M of Fund Balance plus \$5M Limited Bonds 2016 and referendum Bonds 2017 maximizing the amount available keeping the debt payments at the current level of \$3.2M
- Option IIIB - Use \$10M of Fund Balance plus \$5M Limited Bonds 2016 and referendum Bonds 2017-2021 maximizing the amount available keeping the debt payments at the current level of \$3.2M
- Option IV – Referendum for \$80M – issued 2017-2021

Option I: \$20M Non-Referendum Bond Proceeds (20 Years) with Refunding; Bank Qualified

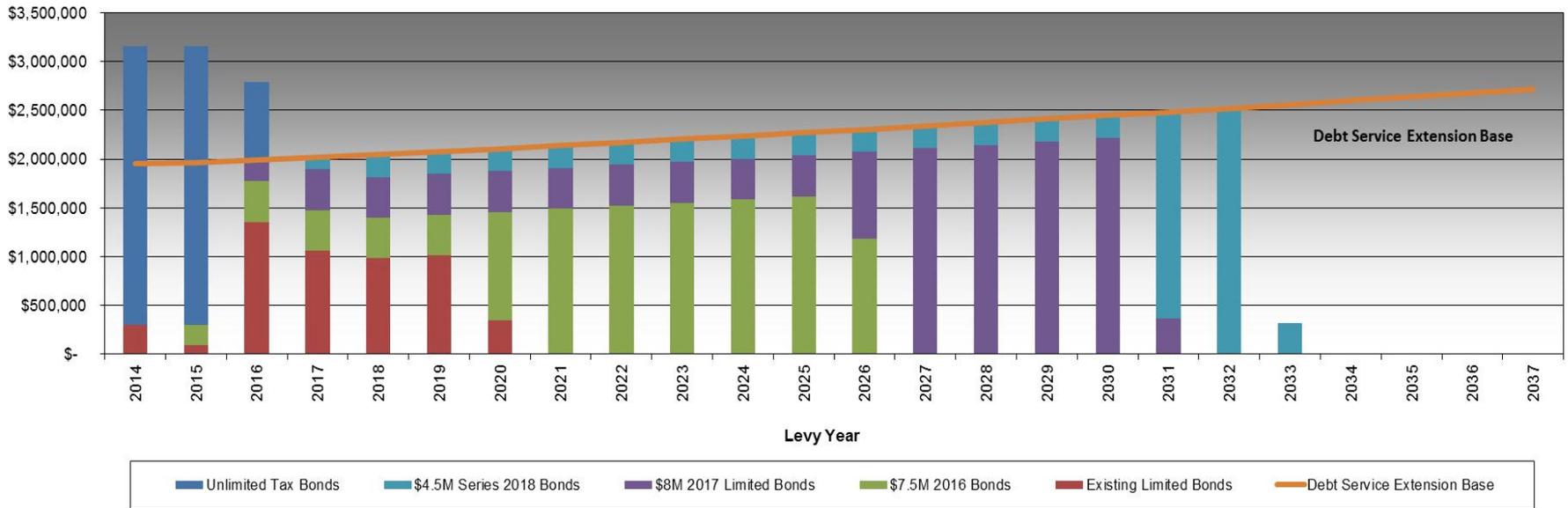
Community Consolidated School District Number 64 (Park Ridge - Niles), Cook County, Illinois
Summary of Outstanding Debt Service Tax Rate

Tax Year	Equalized Assessed Valuation**	% Change	Debt Service Ext. Base **	(CPI) DSEB % Change	Current DSEB Debt Service	2016 Financing			2017 Financing			2018 Financing			Projected DSEB Debt Service	Remaining DSEB Capacity	Projected ULT Debt Service	Projected Debt Service	Projected Debt Service Tax Rate
						LESS 2014A Refunded Debt Service	2016 DSEB New Money & Refund Debt Service*	LESS Cap I	LESS 2014A Refunded Debt Service	2017 DSEB New Money & Refund Debt Service*	LESS 2014A Refunded Debt Service	2018 DSEB New Money & Refund Debt Service*							
2014	1,414,256,518	1.06%	1,952,291	1.50%	\$ 302,600									\$ 302,600	\$ 1,649,691	\$ 2,858,675	\$ 3,161,275	0.224	
2015	1,414,256,518	0.00%	1,967,909	0.80%	302,600	(34,100)	207,125	(173,025)						302,600	1,665,309	2,858,100	3,160,700	0.223	
2016	1,414,256,518	0.00%	1,987,588	1.00%	2,022,600	(453,200)	414,250		(212,300)	210,625				1,981,975	5,613	810,400	2,792,375	0.197	
2017	1,414,256,518	0.00%	2,017,402	1.50%	2,063,800	(462,800)	414,250		(422,200)	421,250	(114,425)	114,375		2,014,250	3,152	-	2,014,250	0.142	
2018	1,414,256,518	0.00%	2,047,663	1.50%	2,105,600	(476,400)	414,250		(427,200)	421,250	(219,650)	228,750		2,046,600	1,063	-	2,046,600	0.145	
2019	1,414,256,518	0.00%	2,078,378	1.50%	2,147,800	(488,800)	414,250		(426,400)	421,250	(221,450)	228,750		2,075,400	2,978	-	2,075,400	0.147	
2020	1,414,256,518	0.00%	2,109,554	1.50%	350,200		1,104,250		-	421,250	-	228,750		2,104,450	5,104	-	2,104,450	0.149	
2021	1,414,256,518	0.00%	2,141,197	1.50%	-		1,489,750		-	421,250	-	228,750		2,139,750	1,447	-	2,139,750	0.151	
2022	1,414,256,518	0.00%	2,173,315	1.50%	-		1,519,250		-	421,250	-	228,750		2,169,250	4,065	-	2,169,250	0.153	
2023	1,414,256,518	0.00%	2,205,915	1.50%	-		1,554,500		-	421,250	-	228,750		2,204,500	1,415	-	2,204,500	0.156	
2024	1,414,256,518	0.00%	2,239,003	1.50%	-		1,585,000		-	421,250	-	228,750		2,235,000	4,003	-	2,235,000	0.158	
2025	1,414,256,518	0.00%	2,272,589	1.50%	-		1,620,750		-	421,250	-	228,750		2,270,750	1,839	-	2,270,750	0.161	
2026	1,414,256,518	0.00%	2,306,677	1.50%	-		1,181,250		-	896,250	-	228,750		2,306,250	427	-	2,306,250	0.163	
2027	1,414,256,518	0.00%	2,341,278	1.50%	-		-		-	2,112,500	-	228,750		2,341,250	28	-	2,341,250	0.166	
2028	1,414,256,518	0.00%	2,376,397	1.50%	-		-		-	2,146,750	-	228,750		2,375,500	897	-	2,375,500	0.168	
2029	1,414,256,518	0.00%	2,412,043	1.50%	-		-		-	2,180,000	-	228,750		2,408,750	3,293	-	2,408,750	0.170	
2030	1,414,256,518	0.00%	2,448,223	1.50%	-		-		-	2,217,000	-	228,750		2,445,750	2,473	-	2,445,750	0.173	
2031	1,414,256,518	0.00%	2,484,947	1.50%	-		-		-	362,250	-	2,118,750		2,481,000	3,947	-	2,481,000	0.175	
2032	1,414,256,518	0.00%	2,522,221	1.50%	-		-		-	-	-	2,519,250		2,519,250	2,971	-	2,519,250	0.178	
2033	1,414,256,518	0.00%	2,560,054	1.50%	-		-		-	-	-	315,000		315,000	2,245,054	-	315,000	0.022	
2034	1,414,256,518	0.00%	2,598,455	1.50%	-		-		-	-	-	-		-	2,598,455	-	-	0.000	
2035	1,414,256,518	0.00%	2,637,432	1.50%	-		-		-	-	-	-		-	2,637,432	-	-	0.000	
2036	1,414,256,518	0.00%	2,676,993	1.50%	-		-		-	-	-	-		-	2,676,993	-	-	0.000	
2037	1,414,256,518	0.00%	2,717,148	1.50%	-		-		-	-	-	-		-	2,717,148	-	-	0.000	
Total					\$ 8,992,600	\$ (1,915,300)	\$ 11,918,875	\$ (173,025)	\$ (1,488,100)	\$ 13,916,625	\$ (555,525)	\$ 8,041,125	\$ 38,737,275		\$ 3,668,500	\$ 42,405,775			
Bond Proceeds										\$7,500,000		\$8,000,000		\$4,500,000		\$20,000,000			
All -In True Interest Cost																			3.03%
																			3.79%
																			4.08%
																			3.56%

**Uses District EAV and Debt Service Extension Base assumptions as of June 2015.

Option I: \$20M Non-Referendum Bond Proceeds (20 Years) with Refunding

Proposed \$20M Non-Referendum 2016-2018



Option II: \$23.9M Non-Referendum Bonds-\$5M 2016 and \$18.9M 2017 (Max)

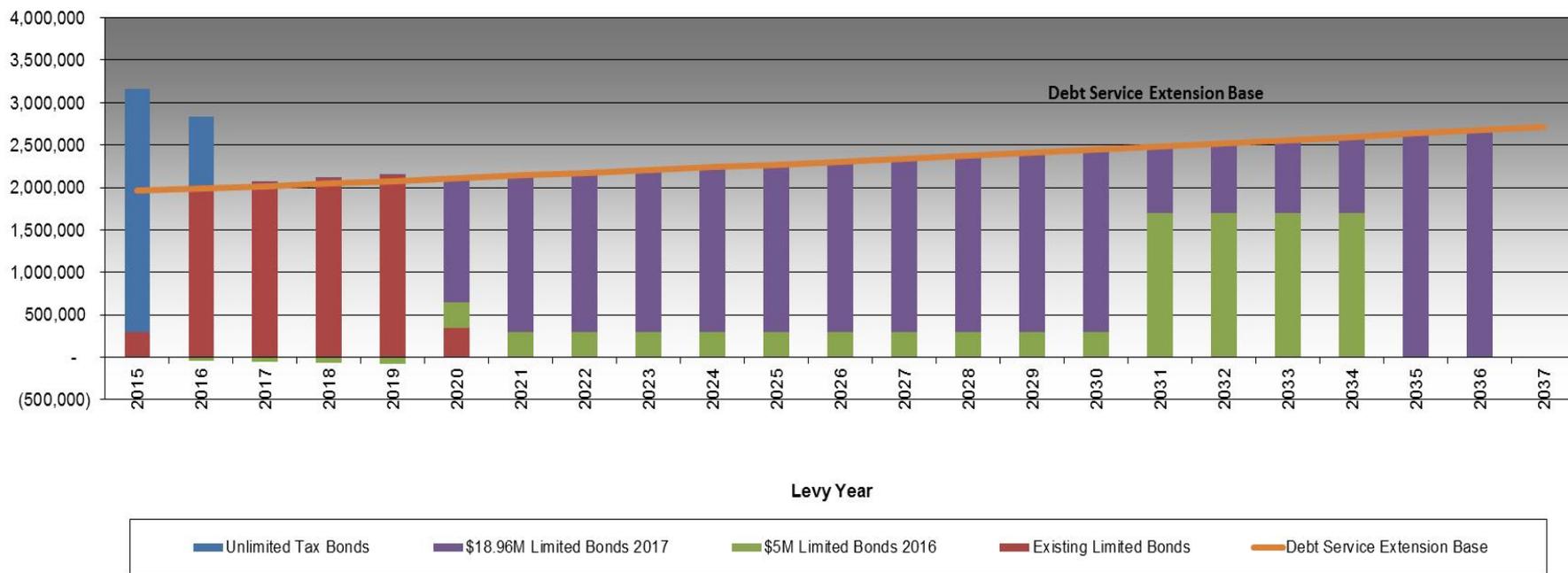
Community Consolidated School District Number 64 (Park Ridge - Niles), Cook County, Illinois Summary of Outstanding Debt Service Tax Rate

Tax Year	Equalized Assessed Valuation**	% Change	Current Non-Ref Debt Service	2016 Financing		2017 Financing			Projected DSEB Debt Service	Remaining DSEB Capacity	Referendum Debt Service	Projected Debt Service	Projected Debt Service Tax Rate
				LESS 2014A Refunded Debt Service	2016 DSEB New Money & Refund Debt Service*	LESS Cap I	LESS 2014A Refunded Debt Service	2017 DSEB New Money & Refund Debt Service*					
2014	1,414,256,518	1.06%	\$ 302,600						\$ 302,600	\$ 1,649,691	\$ 2,858,675	3,161,275	0.224
2015	1,414,256,518	0.00%	302,600	(25,900)	150,375	(124,475)		302,600	1,665,309	2,858,100	810,400	3,160,700	0.223
2016	1,414,256,518	0.00%	2,022,600	(336,800)	300,750		(60,900)	1,987,275	313			2,797,675	0.198
2017	1,414,256,518	0.00%	2,063,800	(350,400)	300,750		(1,016,800)	2,016,600	802	-		2,016,600	0.143
2018	1,414,256,518	0.00%	2,105,600	(363,000)	300,750		(1,016,000)	2,046,600	1,063	-		2,046,600	0.145
2019	1,414,256,518	0.00%	2,147,800	(379,600)	300,750		(1,013,800)	2,074,400	3,978	-		2,074,400	0.147
2020	1,414,256,518	0.00%	350,200	-	300,750		(350,200)	2,105,000	4,554	-		2,105,000	0.149
2021	1,414,256,518	0.00%	-		300,750			1,840,000	2,140,750	447	-	2,140,750	0.151
2022	1,414,256,518	0.00%	-		300,750			1,872,000	2,172,750	565	-	2,172,750	0.154
2023	1,414,256,518	0.00%	-		300,750			1,900,250	2,201,000	4,915	-	2,201,000	0.156
2024	1,414,256,518	0.00%	-		300,750			1,934,750	2,235,500	3,503	-	2,235,500	0.158
2025	1,414,256,518	0.00%	-		300,750			1,970,000	2,270,750	1,839	-	2,270,750	0.161
2026	1,414,256,518	0.00%	-		300,750			2,005,750	2,306,500	177	-	2,306,500	0.163
2027	1,414,256,518	0.00%	-		300,750			2,036,750	2,337,500	3,778	-	2,337,500	0.165
2028	1,414,256,518	0.00%	-		300,750			2,073,000	2,373,750	2,647	-	2,373,750	0.168
2029	1,414,256,518	0.00%	-		300,750			2,109,000	2,409,750	2,293	-	2,409,750	0.170
2030	1,414,256,518	0.00%	-		300,750			2,144,500	2,445,250	2,973	-	2,445,250	0.173
2031	1,414,256,518	0.00%	-		1,695,750			784,250	2,480,000	4,947	-	2,480,000	0.175
2032	1,414,256,518	0.00%	-		1,696,000			822,750	2,518,750	3,471	-	2,518,750	0.178
2033	1,414,256,518	0.00%	-		1,697,750			858,250	2,556,000	4,054	-	2,556,000	0.181
2034	1,414,256,518	0.00%	-		1,695,750			900,750	2,596,500	1,955	-	2,596,500	0.184
2035	1,414,256,518	0.00%	-		-			2,634,750	2,634,750	2,682	-	2,634,750	0.19
2036	1,414,256,518	0.00%	-		-			2,675,250	2,675,250	1,743	-	2,675,250	0.19
2037	1,414,256,518	0.00%	-		-			-	2,717,148	-	-	-	0.00
Total			\$ 8,992,600	\$ (1,455,700)	\$ 11,446,875	\$ (124,475)	\$ (3,457,700)	\$ 33,933,625	\$ (448,000)	\$ 48,887,225	\$ 3,668,500	\$ 52,555,725	
Bond Proceeds					\$5,000,000			\$18,960,000		\$23,960,000			
All -In True Interest Cost					3.03%			3.83%					

**Uses District EAV and Debt Service Extension Base assumptions as of June 2015.

Option II: \$23.9M Non-Referendum Bonds-\$5M 2016 and \$18.9M 2017 (Max)

Proposed \$23.96M Non-Referendum Bonds 2016-2017



Option IIIA: \$34.6M-\$5M Non-Referendum 2016; \$29.6M Referendum Bonds 2017

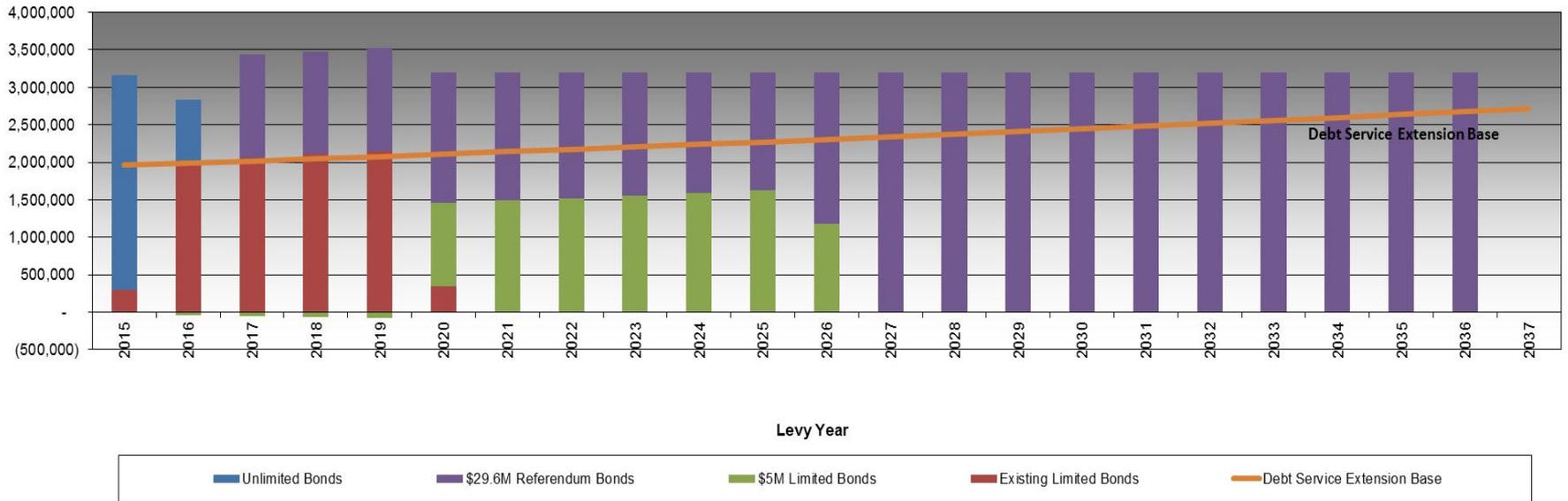
Community Consolidated School District Number 64 (Park Ridge - Niles), Cook County, Illinois Summary of Outstanding Debt Service Tax Rate

Tax Year	Equalized Assessed Valuation**	% Change	Debt Service Ext. Base **	(CPI) DSEB % Change	Current DSEB Debt Service	2016 Financing			Projected DSEB Debt Service	Remaining DSEB Capacity	Current ULT Debt Service	2017 Financing		Projected ULT Debt Service	Projected Debt Service	Projected Debt Service Tax Rate
						LESS 2014A Refunded Debt Service	2016 DSEB New Money & Refund Debt Service*	LESS Cap I				29.6M Proposed 2017 REF Debt Service	LESS Capi and Funds on Hand			
2014	1,414,256,518	1.06%	1,952,291	1.50%	\$ 302,600				\$ 302,600	\$ 1,649,691	\$ 2,858,675			\$ 2,858,675	3,161,275	0.224
2015	1,414,256,518	0.00%	1,967,909	0.80%	302,600	(34,100)	207,125	(173,025)	302,600	1,665,309	2,858,100			2,858,100	3,160,700	0.223
2016	1,414,256,518	0.00%	1,987,588	1.00%	2,022,600	(453,200)	414,250		1,983,650	3,938	810,400	686,625	(686,625)	810,400	2,794,050	0.198
2017	1,414,256,518	0.00%	2,017,402	1.50%	2,063,800	(462,800)	414,250		2,015,250	2,152	-	1,373,250		1,373,250	3,388,500	0.240
2018	1,414,256,518	0.00%	2,047,663	1.50%	2,105,600	(476,400)	414,250		2,043,450	4,213	-	1,373,250		1,373,250	3,416,700	0.242
2019	1,414,256,518	0.00%	2,078,378	1.50%	2,147,800	(488,800)	414,250		2,073,250	5,128	-	1,373,250		1,373,250	3,446,500	0.244
2020	1,414,256,518	0.00%	2,109,554	1.50%	350,200	-	1,104,250		1,454,450	655,104	-	1,743,250		1,743,250	3,197,700	0.226
2021	1,414,256,518	0.00%	2,141,197	1.50%	-	-	1,489,750		1,489,750	651,447	-	1,709,750		1,709,750	3,199,500	0.226
2022	1,414,256,518	0.00%	2,173,315	1.50%	-	-	1,519,250		1,519,250	654,065	-	1,677,000		1,677,000	3,196,250	0.226
2023	1,414,256,518	0.00%	2,205,915	1.50%	-	-	1,554,500		1,554,500	651,415	-	1,645,000		1,645,000	3,199,500	0.226
2024	1,414,256,518	0.00%	2,239,003	1.50%	-	-	1,585,000		1,585,000	654,003	-	1,613,750		1,613,750	3,198,750	0.226
2025	1,414,256,518	0.00%	2,272,589	1.50%	-	-	1,620,750		1,620,750	651,839	-	1,578,250		1,578,250	3,199,000	0.226
2026	1,414,256,518	0.00%	2,306,677	1.50%	-	-	1,181,250		1,181,250	1,125,427	-	2,013,750		2,013,750	3,195,000	0.226
2027	1,414,256,518	0.00%	2,341,278	1.50%	-	-	-		-	2,341,278	-	3,196,750		3,196,750	3,196,750	0.226
2028	1,414,256,518	0.00%	2,376,397	1.50%	-	-	-		-	2,376,397	-	3,198,750		3,198,750	3,198,750	0.226
2029	1,414,256,518	0.00%	2,412,043	1.50%	-	-	-		-	2,412,043	-	3,195,750		3,195,750	3,195,750	0.226
2030	1,414,256,518	0.00%	2,448,223	1.50%	-	-	-		-	2,448,223	-	3,197,750		3,197,750	3,197,750	0.226
2031	1,414,256,518	0.00%	2,484,947	1.50%	-	-	-		-	2,484,947	-	3,199,250		3,199,250	3,199,250	0.226
2032	1,414,256,518	0.00%	2,522,221	1.50%	-	-	-		-	2,522,221	-	3,195,000		3,195,000	3,195,000	0.226
2033	1,414,256,518	0.00%	2,560,054	1.50%	-	-	-		-	2,560,054	-	3,195,000		3,195,000	3,195,000	0.226
2034	1,414,256,518	0.00%	2,598,455	1.50%	-	-	-		-	2,598,455	-	3,198,750		3,198,750	3,198,750	0.226
2035	1,414,256,518	0.00%	2,637,432	1.50%	-	-	-		-	2,637,432	-	3,195,750		3,195,750	3,195,750	0.226
2036	1,414,256,518	0.00%	2,676,993	1.50%	-	-	-		-	2,676,993	-	3,198,000		3,198,000	3,198,000	0.226
2037	1,414,256,518	0.00%	2,717,148	1.50%	-	-	-		-	2,717,148	-	-		-	-	0.000
Total					\$ 8,992,600	\$ (1,915,300)	\$ 11,918,875	\$ (173,025)	\$ 18,823,150		\$ 3,668,500	\$ 48,757,875	\$ (686,625)	\$ 51,739,750	\$ 70,562,900	
Bond Proceeds							\$5,000,000					\$29,600,000			\$34,600,000	
All -In True Interest Cost							3.03%					4.074%				

**Uses District EAV and Debt Service Extension Base assumptions as of June 2015.

Option IIIA: \$34.6M-\$5M Non-Referendum 2016; \$29.6M Referendum Bonds 2017

\$34.6M: \$5M Non-Referendum Bonds 2016 and \$29.6M Referendum Bonds 2017



Option IIIB: \$43M-\$5M Non-Referendum 2016; \$38M Referendum 2017-2021

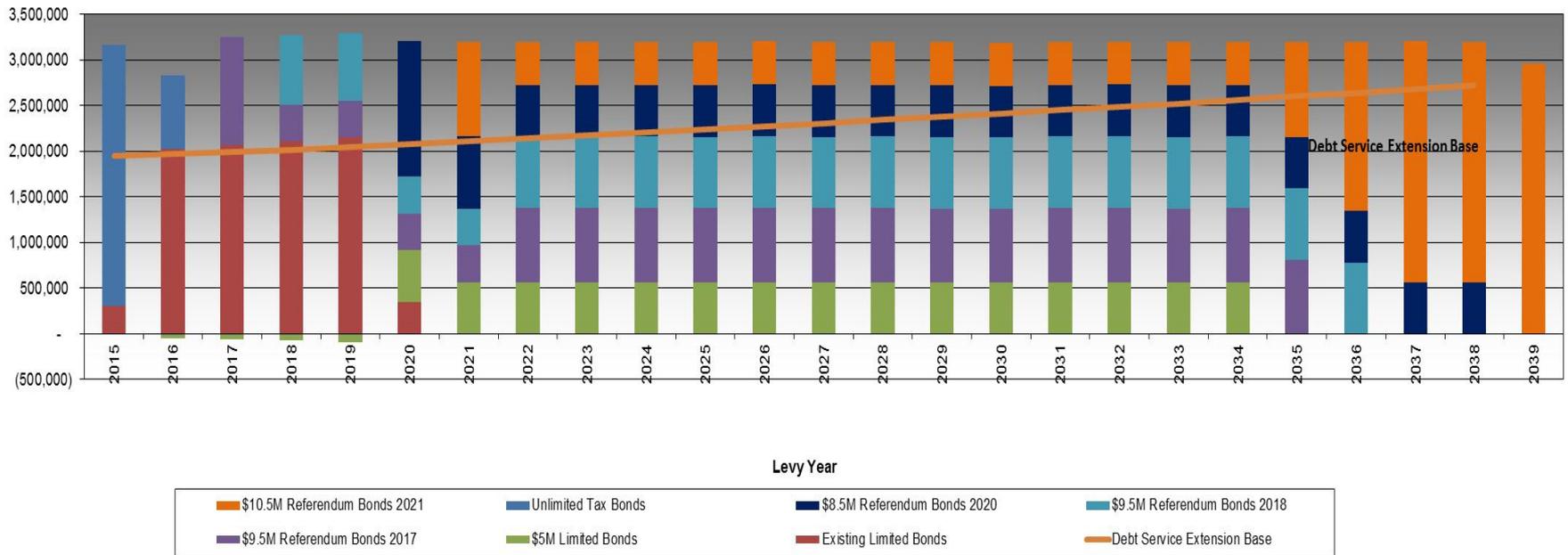
Community Consolidated School District Number 64 (Park Ridge - Niles), Cook County, Illinois
Summary of Outstanding Debt Service Tax Rate

Tax Year	Equalized Assessed Valuation**	% Change	2016 Financing				Projected DSEB Debt Service	Remaining DSEB Capacity	Current ULT Debt Service	2017	2018	2019	2020	2021	Projected ULT Debt Service	Projected Debt Service	Projected Debt Service Tax Rate
			Current DSEB Debt Service	LESS 2014A Refunded Debt Service	2016 DSEB New Money & Refund Debt Service*	LESS Cap I				\$9.5M Proposed 2017 REF Debt Service	\$9.5M Proposed 2018 REF Debt Service	\$8.5M Proposed 2020 REF Debt Service	\$10.5M Proposed 2021 REF Debt Service				
2014	1,414,256,518	1.06%	\$ 302,600				\$ 302,600	\$ 1,649,691	\$ 2,858,675					\$ 2,858,675	\$ 3,161,275	0.224	
2015	1,414,256,518	0.00%	302,600	(25,900)	146,375	(120,475)	302,600	1,665,309	2,858,100					2,858,100	3,160,700	0.223	
2016	1,414,256,518	0.00%	2,022,600	(336,800)	292,750		1,978,550	9,038	810,400					810,400	2,788,950	0.197	
2017	1,414,256,518	0.00%	2,063,800	(350,400)	292,750		2,006,150	11,252	-	1,189,500				1,189,500	3,195,650	0.226	
2018	1,414,256,518	0.00%	2,105,600	(363,000)	292,750		2,035,350	12,313	-	402,000	763,500			1,165,500	3,200,850	0.226	
2019	1,414,256,518	0.00%	2,147,800	(379,600)	292,750		2,060,950	17,428	-	402,000	737,250			1,139,250	3,200,200	0.226	
2020	1,414,256,518	0.00%	350,200	-	562,750		912,950	1,196,604	-	402,000	406,500	1,478,500		2,287,000	3,199,950	0.226	
2021	1,414,256,518	0.00%	-	-	564,250		564,250	1,576,947	-	402,000	406,500	789,250	1,033,500	2,631,250	3,195,500	0.226	
2022	1,414,256,518	0.00%	-	-	565,000		565,000	1,608,315	-	812,000	786,500	561,750	471,750	2,632,000	3,197,000	0.226	
2023	1,414,256,518	0.00%	-	-	565,000		565,000	1,640,915	-	811,500	782,500	559,500	471,750	2,625,250	3,190,250	0.226	
2024	1,414,256,518	0.00%	-	-	564,250		564,250	1,674,753	-	815,000	782,750	561,750	471,750	2,631,250	3,195,500	0.226	
2025	1,414,256,518	0.00%	-	-	562,750		562,750	1,709,839	-	812,250	782,000	563,250	471,750	2,629,250	3,192,000	0.226	
2026	1,414,256,518	0.00%	-	-	565,500		565,500	1,741,177	-	813,500	785,250	564,000	471,750	2,634,500	3,200,000	0.226	
2027	1,414,256,518	0.00%	-	-	562,250		562,250	1,779,028	-	813,500	782,250	564,000	471,750	2,631,500	3,193,750	0.226	
2028	1,414,256,518	0.00%	-	-	563,250		563,250	1,813,147	-	812,250	783,250	563,250	471,750	2,630,500	3,193,750	0.226	
2029	1,414,256,518	0.00%	-	-	563,250		563,250	1,848,793	-	809,750	783,000	561,750	471,750	2,626,250	3,189,500	0.226	
2030	1,414,256,518	0.00%	-	-	562,250		562,250	1,885,973	-	811,000	781,500	559,500	471,750	2,623,750	3,186,000	0.225	
2031	1,414,256,518	0.00%	-	-	565,250		565,250	1,919,697	-	810,750	783,750	561,500	471,750	2,627,750	3,193,000	0.226	
2032	1,414,256,518	0.00%	-	-	567,000		567,000	1,955,221	-	814,000	784,500	562,500	471,750	2,632,750	3,199,750	0.226	
2033	1,414,256,518	0.00%	-	-	562,500		562,500	1,997,554	-	810,500	783,750	562,500	471,750	2,628,500	3,191,000	0.226	
2034	1,414,256,518	0.00%	-	-	567,000		567,000	2,031,455	-	810,500	781,500	561,500	471,750	2,625,250	3,192,250	0.226	
2035	1,414,256,518	0.00%	-	-	-		-	2,637,432	-	813,750	782,750	559,500	1,041,750	3,197,750	3,197,750	0.226	
2036	1,414,256,518	0.00%	-	-	-		-	2,676,993	-	-	782,250	561,500	1,853,250	3,197,000	3,197,000	0.226	
2037	1,414,256,518	0.00%	-	-	-		-	2,717,148	-	-	-	562,250	2,637,750	3,200,000	3,200,000	0.226	
2038	1,414,256,518	0.00%	-	-	-		-	2,757,905	-	-	-	561,750	2,634,500	3,196,250	3,196,250	0.226	
2039	1,414,256,518	0.00%	-	-	-		-	2,799,274	-	-	-	-	2,955,750	2,955,750	2,955,750	0.209	
Total			\$ 8,992,600	\$ (1,455,700)	\$ 9,779,625	\$ (120,475)	# \$ 17,196,050	\$ 3,668,500	\$ 14,167,750	\$ 14,061,250	\$ -	\$ 11,819,500	\$ 18,289,250	\$ 62,006,250	\$ 79,202,300		
Bond Proceeds					\$5,000,000				\$9,500,000	\$9,500,000		\$8,500,000	\$10,550,000		\$43,050,000		
All In True Interest Cost					3.03%				4.074%	4.074%		4.074%	4.074%				

**Uses District EAV and Debt Service Extension Base assumptions as of June 2015.

Option IIIB: \$43M-\$5M Non-Referendum 2016; \$38M Referendum 2017-2021

\$43M-\$5M Non-Referendum 2016; \$38M 2017-2021



Option IV: \$80M Referendum 2017-2021

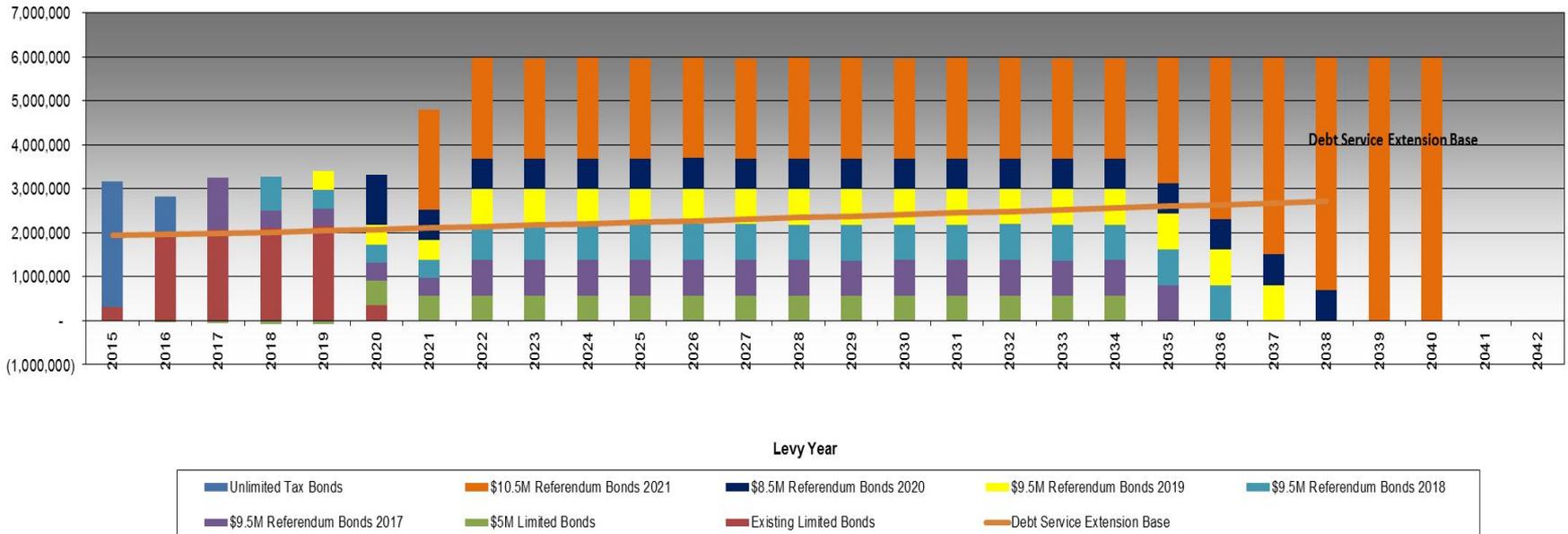
Community Consolidated School District Number 64 (Park Ridge - Niles), Cook County, Illinois Summary of Outstanding Debt Service Tax Rate

Tax Year	Equalized Assessed Valuation**	% Change	Current DSEB Debt Service	2016 Financing			Projected DSEB Debt Service	Remaining DSEB Capacity	2017	2018	2019	2020	2021	Projected ULT Debt Service	Projected Debt Service	Projected Debt Service Tax Rate
				LESS 2014A Refunded Debt Service	2016 DSEB New Money & Refund Debt Service*	LESS Cap I			\$9.5M	\$9.5M	\$9.5M	\$9.5M	\$37M			
				2017 REF Debt Service	2018 REF Debt Service	2019 REF Debt Service			2020 REF Debt Service	2021 REF Debt Service						
2014	1,414,256,518	1.06%	\$ 302,600				\$ 302,600	\$ 1,649,691					\$ 2,858,675	3,161,275	0.224	
2015	1,414,256,518	0.00%	302,600	(25,900)	146,375	(120,475)	302,600	1,665,309					2,858,100	3,160,700	0.223	
2016	1,414,256,518	0.00%	2,022,600	(336,800)	292,750		1,978,550	9,038					810,400	2,788,950	0.197	
2017	1,414,256,518	0.00%	2,063,800	(350,400)	292,750		2,006,150	11,252	1,189,500				1,189,500	3,195,650	0.226	
2018	1,414,256,518	0.00%	2,105,600	(363,000)	292,750		2,035,350	12,313	402,000	763,000			1,165,000	3,200,350	0.226	
2019	1,414,256,518	0.00%	2,147,800	(379,600)	292,750		2,060,950	17,428	402,000	421,750	436,750		1,260,500	3,321,450	0.235	
2020	1,414,256,518	0.00%	350,200		562,750		912,950	1,196,604	402,000	421,750	436,750	1,139,750	2,400,250	3,313,200	0.234	
2021	1,414,256,518	0.00%	-		564,250		564,250	1,576,947	402,000	421,750	436,750	694,750	2,283,750	4,239,000	0.340	
2022	1,414,256,518	0.00%	-		565,000		565,000	1,608,315	812,000	811,750	806,750	690,250	2,285,750	5,406,500	0.422	
2023	1,414,256,518	0.00%	-		565,000		565,000	1,640,915	811,500	812,250	808,250	690,250	2,281,250	5,403,500	0.422	
2024	1,414,256,518	0.00%	-		564,250		564,250	1,674,753	815,000	811,750	803,750	694,500	2,285,500	5,410,500	0.422	
2025	1,414,256,518	0.00%	-		562,750		562,750	1,709,839	812,250	815,250	803,500	692,750	2,283,000	5,406,750	0.422	
2026	1,414,256,518	0.00%	-		565,500		565,500	1,741,177	813,500	812,500	807,250	695,250	2,284,000	5,412,500	0.423	
2027	1,414,256,518	0.00%	-		562,250		562,250	1,779,028	813,500	813,750	804,750	691,750	2,283,250	5,407,000	0.422	
2028	1,414,256,518	0.00%	-		563,250		563,250	1,813,147	812,250	813,750	806,250	692,500	2,285,750	5,410,500	0.422	
2029	1,414,256,518	0.00%	-		563,250		563,250	1,848,793	809,750	812,500	806,500	692,250	2,286,250	5,407,250	0.422	
2030	1,414,256,518	0.00%	-		562,250		562,250	1,885,973	811,000	815,000	805,500	691,000	2,284,750	5,407,250	0.422	
2031	1,414,256,518	0.00%	-		565,250		565,250	1,919,697	810,750	811,000	808,250	693,750	2,286,250	5,410,000	0.423	
2032	1,414,256,518	0.00%	-		567,000		567,000	1,955,221	814,000	810,750	804,500	690,250	2,285,500	5,405,000	0.422	
2033	1,414,256,518	0.00%	-		562,500		562,500	1,997,554	810,500	814,000	804,500	690,750	2,282,500	5,402,250	0.422	
2034	1,414,256,518	0.00%	-		567,000		567,000	2,031,455	810,500	810,500	808,000	690,000	2,282,250	5,401,250	0.422	
2035	1,414,256,518	0.00%	-		-		-	2,637,432	813,750	810,500	804,750	693,000	2,849,500	5,971,500	0.422	
2036	1,414,256,518	0.00%	-		-		-	2,676,993		813,750	805,000	694,500	3,665,750	5,979,000	0.423	
2037	1,414,256,518	0.00%	-		-		-	2,717,148			808,500	694,500	4,472,000	5,975,000	0.422	
2038	1,414,256,518	0.00%	-		-		-	2,757,905				693,000	5,281,500	5,974,500	0.422	
2039	1,414,256,518	0.00%	-		-		-	2,799,274					5,971,750	5,971,750	0.422	
2040	1,414,256,518	0.00%	-		-		-	2,841,263					5,970,625	5,970,625	0.42	
2041	1,414,256,518	0.00%	-		-		-	2,883,882					-	-	0.00	
2042	1,414,256,518	0.00%	-		-		-	2,927,140					-	-	0.00	
Total			\$ 8,992,600	\$ (1,455,700)	\$ 9,779,625	\$ (120,475)	# \$ 17,196,050		\$ 14,167,750	\$ 14,217,250	\$ 14,206,250	\$ 13,604,750	\$ 60,190,875	\$ 120,055,375	\$ 137,251,425	
Bond Proceeds					\$5,000,000				\$9,500,000	\$9,500,000	\$9,500,000	\$9,500,000	\$37,000,000		\$80,000,000	
All -In True Interest Cost					3.03%				4.074%	4.074%	4.074%	4.074%	4.074%			

**Uses District EAV and Debt Service Extension Base assumptions as of June 2015.

Option IV: \$80M Referendum 2017-2021

\$80M-\$5M Non-Referendum 2016; \$75M 2017-2021



Summary

	Option I	Option II	Option IIIA	Option IIIB	Option IV
Cash From Operating Funds	\$10,000,000	\$10,000,000	\$10,000,000	\$10,000,000	\$0
Non-Referendum Bonds	\$20,000,000	\$23,960,000	\$5,000,000	\$5,000,000	\$5,000,000
Referendum Bonds	0	0	\$29,600,000	\$38,050,000	\$75,000,000
Total Proceeds	\$30,000,000	\$33,960,000	\$44,600,000	\$53,050,000	\$80,000,000
Summer 2016	\$17,500,000	\$15,000,000	\$15,000,000	\$15,000,000	\$5,000,000
Summer 2017	\$8,000,000	\$18,960,000	\$29,600,000	\$9,500,000	\$9,500,000
Summer 2018	\$4,500,000			\$9,500,000	\$9,500,000
Summer 2019				\$0	\$9,500,000
Summer 2020				\$8,500,000	\$9,500,000
Summer 2021				\$10,550,000	\$37,000,000
Annual Average Total Debt Service	2,231,883	2,388,897	3,207,405	3,168,092	5,278,901
Annual Average Total Tax Rate for Total Debt Service	0.16	0.17	0.23	0.22	0.37

Notice and Disclaimers

William Blair & Company
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First Reading of Policies of Policies from PRESS Policies 5:270, 5:290 and 6:15

Policy	Issue	Title	District Policy Committee Change/No Change	Board Policy Committee Change/No Change
5:270	89 August 2015	Educational Support Personnel Employment At-Will Compensation, and Assignment	C	N/C
5:290	89 August 2015	Educational Support Personnel - Employment Termination and Suspensions	C	N/C
6:15	88 May 2015	Instruction – School Accountability	C	N/C

10/26/15

Educational Support Personnel

Employment At-Will, Compensation, and Assignment ¹

Employment At-Will ²

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. ³ Nothing in School Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who ~~are employed annually~~, have an employment contract, or ~~are otherwise granted a legitimate interest in continued employment~~. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime

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¹ State or federal law controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

A collective bargaining agreement may contain provisions that supersede this policy, in which case, the policy might state: "Please refer to the current bargaining agreement between the Educational Support Personnel and the School Board."

While the term *educational support personnel* is not defined in the School Code, at least one appellate court and one circuit court decision found in dicta that the term refers to nonlicensed employees, such as clerical workers, custodians, cafeteria workers, bus drivers, and teachers' aides. *Laukhuf v. Congerville-Eureka-Goodfield School Dist.*, 2003 WL 23936148 (Ill.Cir., 2003)(non-precedential); *Buckellew v. Georgetown-Ridge Farm Community Unit School Dist.*, 575 N.E.2d 556 (Ill.App. 4, 1991).

² Illinois law does not specifically create a protected property interest in continued employment for nonlicensed employees, except in a reduction in force. However, whether an employee is actually employed at-will depends on the specific facts. This determination is important because the dismissal of an employee having a protected property right in continued employment requires a notice and hearing. *Cleveland Bd of Educ. v. Loudermill*, 105 S.Ct. 1487 (1985). ~~A 2013 appellate decision that reinforced the existence of at-will employment is *See also* *Griggsville-Perry Community Unit School Dist. No. 4 v. Ill. inois Educ. Labor Relations Bd.*, 96384 N.E.2d 332 (Ill.App.4, 2013)(arbitrator exceeded his authority by implying a dismissal standard in 440 (Ill. 2013)(upheld an arbitrator's finding that the requirement to provide a pre-discharge written notice was drawn from the parties' collective-bargaining essence of the agreement for an at-will employee).~~

Even with this policy, it is safest to presume that all nonlicensed employees are at least employed annually. This is a good assumption because districts routinely assure next-year employment so that the employee will not qualify for summer unemployment. In addition, annual employment may be created through a collective bargaining agreement, past practice, an employees' handbook, personnel policy manual, or an oral promise. *Arneson v. Bd of Trustees, McKendree College*, 569 N.E.2d 252 (Ill.App.5, 1991). Moreover, there are several exceptions to at-will including prohibitions against discrimination and retaliatory discharge (*Michael v. Precision Alliance Group*, 952 N.E.2d 682 (Ill.App.5, 2011)(common law recognizes a cause of action for retaliatory discharge when the employee engaged in protected activity). Consult the board attorney for help determining whether an employee is employed *at-will*.

A district, by policy or handbook, may not take away a previously given ~~a~~property interest in continued employment to current employees; only those employees hired afterwards could be affected. *Duldulao v. St. Mary of Nazareth Hospital*, 483 N.E.2d 956 (Ill.App.1, 1985); *Kaiser v. Dixon*, 468 N.E.2d 822 (Ill.App.2, 1984).

For a discussion of prohibited dismissal reasons, see 5:10, *Equal Employment Opportunity and Minority Recruitment*. Volunteer firefighters may not be fired for responding to an emergency (50 ILCS 748/).

³ 105 ILCS 5/10-23.5. For more information on RIF, see policy 5:290, *Employment Termination and Suspensions*.

provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. ⁴ Educational support personnel are paid twice a month. ⁵

Assignment

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.

~~Griggsville Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).~~

~~Cook v. Eldorado Community Unit School District, No. 03 MR 32 (Ill.App.5, 2004).~~

~~Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (Ill.App.1, 1985); *aff'd in part and remanded*, 505 N.E.2d 314 (Ill. 1987).~~

~~Kaiser v. Dixon, 468 N.E. 2d 822 (Ill.App.2, 1984).~~

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

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

⁴ For information regarding overtime, see policy 5:35, *Compliance with the Fair Labor Standards Act*.

⁵ 820 ILCS 115/3. However, the wages of employees who are *exempt* as defined in the Fair Labor Standards Act (FLSA), 29 U.S.C. §201 *et seq.*, may be paid once a month. For a discussion of the FLSA, see 5:35, *Compliance with the Fair Labor Standards Act*.

Educational Support Personnel

Employment Termination and Suspensions ¹

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. ² A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal ³

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

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

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. School officials should consult with their attorneys before adopting this policy or taking any action under it.

The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the current [*insert name of educational support CBA*]."

Administrative procedures implementing this policy should include guidelines for exit interviews. These guidelines should include a list of items to discuss with the employee, e.g., the reasons for the termination; how the district could improve its policies, procedures, and working conditions; how to reduce employee turnover; and information about the employee's benefits, including continued health insurance coverage.

² Optional provision:

In most cases, resigning employees are permitted to work until their effective resignation date.

³ If employed at-will, the employee may be dismissed at any time for a non-discriminatory reason unless the dismissal is for a reduction in force. ~~An Illinois appellate decision that reinforced the existence of at-will employment in Illinois is Griggsville-Perry Community Unit School Dist. No. 4 v. Ill. Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013)(arbitrator exceeded his authority by implying a dismissal standard in the parties' collective bargaining agreement for an at-will employee). See policy 5:270, Employment At-Will, Compensation, and Assignment. Important: whether a specific employee is actually employed at-will depends on the specific facts. This determination is important because the dismissal of an employee having a protected property right in continued employment requires a notice and hearing. Griggsville-Perry Community Unit School Dist. v. Ill. Educ. Labor Relations Bd., 984 N.E.2d 440 (Ill. 2013) (upheld an arbitrator's finding that the requirement to provide a pre-discharge written notice was drawn from the essence of the agreement); Cleveland Bd of Educ. v. Loudermill, 105 S.Ct. 1487 (1985). See also Baird v. Warren Comm. Unit School Dist., 389 F.3d 685 (7th Cir., 2004)(because board members denied a dismissed superintendent procedural due process rights, they were denied qualified immunity).~~

It is safest to presume that all non-licensed employees are employed for the school year because districts routinely assure next-year employment so that the employee will not qualify for summer unemployment. In addition, annual employment may be created through a collective bargaining agreement, past practice, an employees' handbook, personnel policy manual, an oral promise, or any type of specific annual allocation per year, e.g. vacation or sick day allotments. Thus, the sample policy addresses those employees "with an annual or longer contract or who otherwise have a legitimate expectation of continued employment." A dismissal at the end of the school year or end of a contract generally requires only minimal due process. A mid-year or mid-contract dismissal will require significantly greater due process.

Even if an employee is at-will, a district should consider giving a dismissal reason. The failure to give a reason may provoke an employee into challenging the dismissal, e.g., by alleging illegal discrimination or retaliation for exercising a protected right or whistleblowing.

Consult the board attorney to determine: (1) which employees are at-will, have annual employment, or have a different expectation for their length of employment, and (2) the level of due process to provide specific employees in the event of a dismissal.

Employees who ~~are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment,~~ may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall ⁴

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. ⁵ Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment. ⁶

Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the

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⁴ 105 ILCS 5/10-23.5 grants educational support personnel significant protection during a RIF. Unless otherwise defined by a collective bargaining agreement, the board can define the position categories for a seniority list. Cook v. Eldorado Community Unit School District, 820 N.E.2d 481 (Ill.App.5, 2004). While the statute gives boards the discretion to define *categories of positions*, boards may not define *categories* differently for lay-off/recall purposes than for other purposes.

105 ILCS 5/10-22.34c governs layoffs as a result of a third party non-instructional services contract. See Community Unit School Dist. No. 5 v. Ill. Educational Labor Relations Board, 12 N.E.3d 120 (Ill.App.4, 2014)(no unfair practice occurred when a school employer outsourced its transportation services and dismissed bus drivers as a result of bona fide and legitimate reasons, not anti-union animus, and the district had bargained in good faith with the union.

⁵ A district may also adjust an employee's final paycheck for advanced vacation leave, *provided* that the employee agreed to deduct a specified amount of pay equaling the advanced vacation (56 Ill.Admin.Code §300.760). If employees are required to execute such an agreement before taking unearned vacation leave, add the following phrase to this sentence: "or, if the employee agreed in writing, vacation time taken that was not earned."

⁶ These final paycheck requirements are in 105 ILCS 5/10-23.5.

overtime provisions, ⁷ or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. ⁸

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended. ⁹

LEGAL REF.: 5 ILCS 430 *et seq.*
105 ILCS 5/10-22.34c and 5/10-23.5.
820 ILCS 105/4a.
~~Griggsville Perry Community Unit School Dist. No. 5 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).~~

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

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

⁷ Employees who are exempt from overtime requirements become eligible for overtime if they are subject to disciplinary suspensions without pay. *Auer v. Robbins*, 117 S.Ct. 905 (1997). Although the U.S. Dept. of Labor modified this rule in 2004, the Illinois legislature rejected these rule changes (820 ILCS 105/4a). Illinois employers must use the federal rules as they existed on March 30, 2003.

⁸ A suspension of an employee having a protected property right in continued employment requires a notice and hearing. See *f/n 3* for additional discussion.

⁹ The repayment requirements in the first sentence of this paragraph are in 5 ILCS 430/5-60(b). The second sentence is optional.

Instruction

School Accountability ¹

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. ² To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards. ³

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State statute and State Board of Education rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement. ⁴
2. If applicable, implement a No Child Left Behind Act plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable. ⁵
3. Continuously assess whether the District and its schools are making adequate yearly progress as defined by State law. ⁶
4. ~~If applicable,~~ develop District and School Improvement Plans, present them for Board approval, submit them to the State Superintendent for verification, and supervise their implementation. If applicable, develop a restructuring plan for any school that remains on academic watch status after a fifth annual calculation. ⁷ *Strategic Plan if applicable,*
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. ⁸

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

¹ State or federal law controls this policy's content.

² 105 ILCS 5/27-1.

³ 23 Ill.Admin.Code §1, Appendix D.

⁴ 105 ILCS 5/2-3.25 - 2-3.25b; 23 Ill.Admin.Code §§1.10(a) and 1.20.

⁵ Omit this item if the district does not receive Title I funds. Title I is part of the Elementary and Secondary Education Act (20 U.S.C. §6301 *et seq.*). It was amended by No Child Left Behind (NCLB) which was signed on 1-8-02 and officially expired on 9-30-07. NCLB remains in effect due to a continuing resolution.

⁶ 20 U.S.C. §6312 contains the required components of a NCLB plan. ISBE's *Grant and Programs* division administers the NCLB Consolidated Application.

⁶ 105 ILCS 5/2-3.25a; 5/2-3.64; 5/2-3.64a-5, added by P.A. 98-972; and 23 Ill.Admin.Code §§1.40-1.70, 1.80 & 1.85.

⁷ State requirements for district and school improvement plans as well as restructuring plans are in 105 ILCS 5/2-3.25d and 5/2-3.63; and 23 Ill.Admin.Code §1.85.

⁸ 105 ILCS 5/10-17a. Districts must present the report card at a regular board meeting, post it on the district's website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district's website, provide it to parents/guardians on request, submit it to the regional superintendent, and otherwise disseminate it as required by State law.

6. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through $\frac{1}{2}$ and teachers. 9

8

School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring 10

This section of the policy is effective only if the choice requirements in federal law are applicable to Illinois. When effective, this section applies to only those students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law. 11 Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. 12 A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. 13 The District shall provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. 14 All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law. 15

When this section of the policy is effective, students from low-income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring. 16

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9 Required by 105 ILCS 5/2-3.153. The State Superintendent must publicly report on selected indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels.

10 The provisions in this section are required by §1116 of No Child Left Behind (20 U.S.C. §6316; 34 C.F.R. §200.44). Districts that do not receive Title I funds should omit this section. ~~Sample policy 7:30, School Assignment, implements the State law requirement that all districts have a policy governing student transfers within the district. ISBE received a waiver for school year 2015; the future status of choice depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/grants/html/choice.htm.~~

When the federal choice law is effective, school districts must reconcile it with the State law limiting transfers, 105 ILCS 5/10-21.3a. Sample policy 7:30, *School Assignment and Intra-District Transfer*, implements this law.

11 For a school identified for school improvement, see 20 U.S.C. §6316(b)(1)(E)(i) and 34 C.F.R. §200.32; for corrective action, see 20 U.S.C. §6316(b)(7)(C)(i) and 34 C.F.R. §200.42; for restructuring, see 20 U.S.C. §6316(b)(8)(A)(i) and 34 C.F.R. §200.43.

12 20 U.S.C. §6316(b)(11).

13 20 U.S.C. §6316(b)(13).

14 20 U.S.C. §6316(b)(9) and (b)(13).

15 The lowest achieving children from low-income families must receive transfer priority (20 U.S.C. §6316(b)(1)(E)(ii). Federal law provides that transferring students "shall be enrolled in classes and other activities in the public school to which the students transfer in the same manner as all other children at the public school."

16 20 U.S.C. §6316(b)(5)(B), (b)(7)(iii), and (b)(8)(A)(ii). The definition of, and requirements for, supplemental education services are found in 20 U.S.C. §6316(e). Only students from low-income families must receive supplemental education services 20 U.S.C. §6316(e)(12)(A).

ISBE received a waiver for school year 2015; the future status of supplemental educational services depends on federal action on any applicable request(s) by ISBE for a Title I waiver. ISBE's website contains information at www.isbe.net/scs/. ISBE's rules for providers of supplemental educational services are at 23 Ill.Admin.Code Part 675.

LEGAL REF.: No Child Left Behind Act, §1116, 20 U.S.C. §6316.
34 C.F.R. §§200.32, 200.33, 200.42, and 200.43.
105 ILCS 5/2-3.25d, 5/2-3.63, ~~5/2-3.64~~, ~~5/2-3.64a-5~~, 5/10-21.3a, and 5/27-1.
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10
(Equal Educational Opportunities)

To: Members of the Board of Education

From: Dr. Laurie Heinz

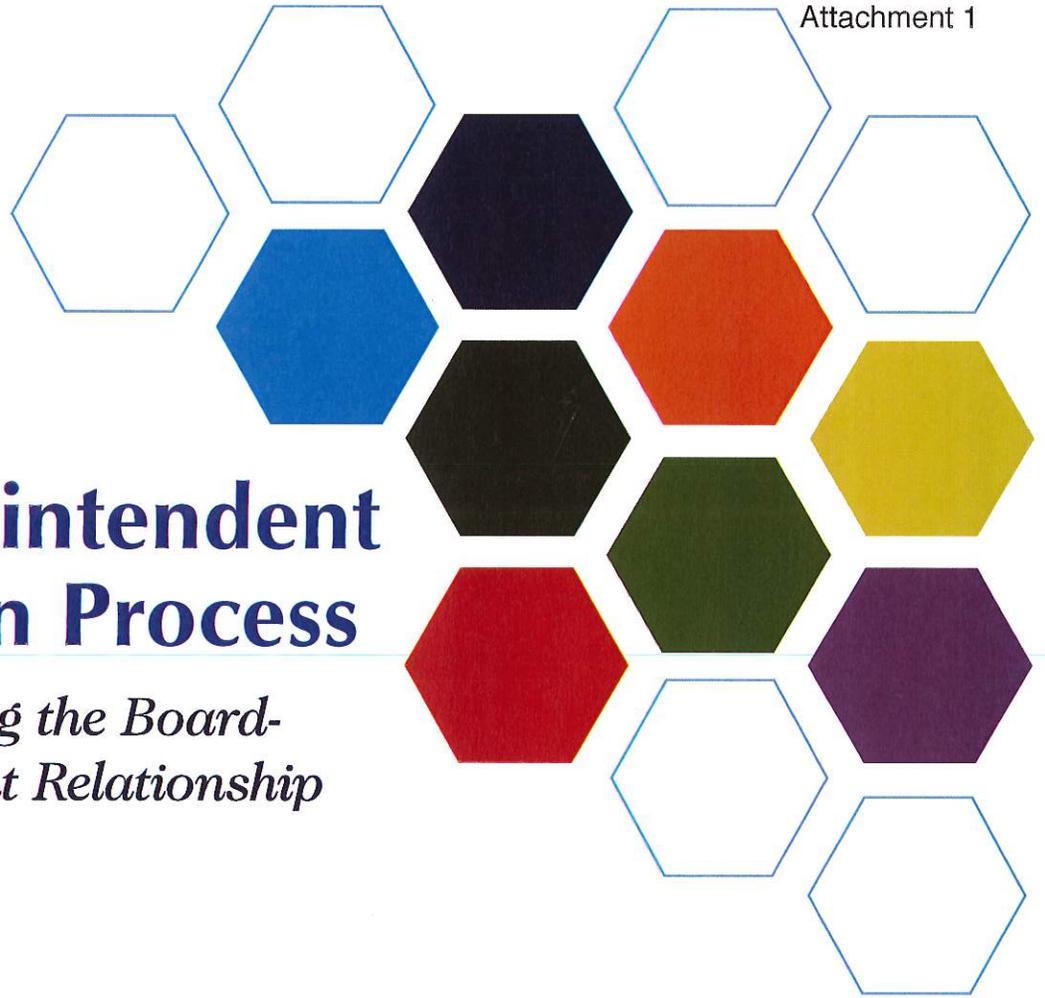
Date: October 26, 2015

Re: 2015-16 Superintendent Evaluation

I have revised my 2015-16 evaluation instrument tool to reflect new goals identified primarily from our 2020 Vision Strategic Plan within the leadership standards areas we identified last year.

The Superintendent Evaluation Process created by the IASB as well as the Interstate Educational Leadership Policy Standards (ISLLC 2008*) have been included for our two new members to review, as these documents were the foundation for the development of my evaluation instrument. Additionally, please know that Barb Toney from the IASB helped guide the Board and I through the creation of what she called a robust, rigorous and aligned evaluation tool.

I look forward to sharing the new evaluation document and reaching consensus on metrics in order for the Board to finalize my evaluation instrument and employment contract.



The Superintendent Evaluation Process

Strengthening the Board-Superintendent Relationship



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The Superintendent Evaluation Process

Strengthening the Board-Superintendent Relationship



About This Guide

The purpose of this guide is to help the school board develop a superintendent evaluation process that supports effective leadership for the district. There is no one method to evaluate a superintendent; therefore IASB suggests a “best practices” approach. The objective is to establish a process that promotes district improvement and provides professional development and growth opportunity.

For a school board that has not yet established a process for evaluating the superintendent, this guide will suggest steps to follow. Developing such a process for the first time will admittedly require substantial time and effort from both the board and superintendent. However, the time and energy will, no doubt, be worth it in the long run by clarifying expectations, establishing a framework for productive discussions, and strengthening the board/superintendent relationship. For a board that already has a process in place, this guide will provide an opportunity for the board to review and assess its current practices in order to make any refinements that may be desired.

Introduction

As trustee for its community, the school board needs to recognize how critical the board-superintendent relationship is to the ultimate success of its district's schools. The *Foundational Principles of Effective Governance* serves as the Illinois Association of School Boards' primary document to explain the role of school board members in their district. (The complete document is contained in **Appendix D**.) The third principle — The Board Employs a Superintendent — imposes the following duties on the board:

- The board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy.
- An effective school board develops and maintains a productive relationship with the superintendent.
- The employment relationship consists of mutual respect and a clear understanding of respective roles, responsibilities and expectations. This relationship should be grounded in a thoughtfully crafted employment contract and job description; procedures for communications and ongoing assessment; and reliance on written board policy.

Having hired the superintendent as its chief executive officer, the board delegates authority to him or her to operate the district and provide leadership to staff. Delegating authority empowers the superintendent and staff to pursue board ends — its mission, vision and goals — single mindedly and without hesitation. Having delegated the authority, the board has the responsibility to monitor performance, ensuring that the district is making progress towards its ends and is in compliance with written board policy. The superintendent evaluation process is the most visible and arguably the most important monitoring work in which the board can engage.

Why then do boards sometimes feel the superintendent evaluation process to be so daunting? Some board members feel intimidated in assessing the performance of a trained, professional educator, who often has advanced degrees and considerable experience. Some board members view the process as dissatisfying because they believe it does not allow them the opportunity for an open and honest dialogue. Still, others are afraid of conflict and avoid the process all together.

William Nemir, director of leadership team services for the Texas Association of School Boards with over 30 years of experience working with boards and superintendents, writes, “board member dread is usually a sign that the board’s evaluation process is not fully developed — that the board and superintendent have not done the necessary ‘up-front’ work at the beginning of the process to clarify expectations of the superintendent and build those expectations clearly into the evaluation instrument.”

This guide will assist the local school board in addressing these and other challenges with a fresh look at superintendent evaluation. It is designed to assist a board and superintendent in fully developing their superintendent evaluation process — a process that should be fully owned and led collaboratively by the board of education *and* the superintendent. This allows the board to monitor superintendent performance, guide the district toward continuous improvement, and develop and maintain an effective relationship between the superintendent and the entire board of education.



Why Conduct a Superintendent Evaluation?

The school board that fully understands its governance role will see four compelling reasons for conducting regular superintendent evaluations: (1) a means for ensuring accountability, (2) an opportunity to strengthen the board-superintendent relationship, (3) a structured way for the board to impact superintendent professional development, and (4) as a tool in determining salary and contract considerations.

Reason No. 1: Accountability.

A focus on performance starts at the top. The board, as trustee for its community, has the responsibility to keep the district focused on achieving the goals it has articulated, based on the community's aspirations and vision for its schools. Additionally, its fiduciary responsibility obligates the board to ensure that its schools are well-run and effectively managed.

Reason No. 2: Board-superintendent relationship.

An effective board continually works to maintain a professional relationship with its superintendent. In their day-to-day relationship, board members and the superintendent are generally collegial and friendly. However, the board, as employer of its chief executive officer, ultimately has the obligation to judge performance. Fundamental fairness requires that the superintendent know what is expected and "how am I doing?" A thorough evaluation process allows the board to answer that question and to address any weaknesses or discuss any differences in a professional manner and in an appropriate forum.

Reason No. 3: Superintendent professional development.

Superintendents, like most professionals in positions of leadership, are always looking for ways to improve their craft and receive constructive feedback on their performance. The board, as employer, has an obligation to provide its district's chief executive officer with such opportunities for his or her own professional growth, as well as ensuring that the superintendent has the skills necessary to lead the district. A thorough evaluation process will help align professional development activities with mutually agreed upon superintendent performance goals.

Reason No 4: Contractual and Compensation Considerations.

The superintendent's evaluation often assists the board in making informed decisions about the superintendent's contract and compensation. In addition, by law, the board and superintendent must include performance goals in any multi-year contract and the board must evaluate the superintendent's performance toward those goals. (For more on *Superintendent Employment and the Law*, see **Appendix B**.) However, the evaluation process and contract and compensation issues do not necessarily need to occur in conjunction with each other. The board that views the superintendent evaluation as a part of the overall district planning process rather than merely a means of "justifying" contract renewal will view the evaluation as more than a precursor to contract discussions.

How to Effectively Start the Process

Defined Roles, Responsibilities and Relationships

In order for a superintendent evaluation process to be effective, all parties must know their roles, the roles of the other players and the responsibilities they have to one another. A strong relationship between the board and the superintendent is one wherein each party values the other's contributions, practices open communication and understands the complex nature of our educational system.

For the board:

Members need to know the unique role they play as employer to the superintendent. First, the board has a responsibility to speak with "one clear voice" to the superintendent regarding its expectations for his or her work. Second, as trustees for the community, the board has the obligation to ensure the superintendent is meeting the goals the board had established and is operating the district in compliance with written board policy.

In addition, the board as employer has certain obligations to its most important employee. In some respects, the board fulfills the "human resources" function for the superintendent. Board members need to be

An Important Prerequisite

Before the board can effectively engage in the development of a superintendent evaluation process, it is extremely important that the board undertake an examination of its own performance.

A board that takes responsibility for its own work and behavior, reviews its role and decision-making processes, examines its own strengths and weaknesses and holds itself accountable, creates a climate of continuous improvement which is essential for a successful relationship with and appraisal of the superintendent.

Best practice suggests that a board engage in an annual self-evaluation sometime prior to the annual formal superintendent evaluation. (See *Sample Calendar for Superintendent Evaluation Activities*, **Appendix C.)**

IASB field services directors are available to facilitate such a discussion, and will make every effort to meet the specific needs of the board. The Illinois Open Meetings Act allows boards to meet in closed session for the purpose of self-evaluation, "when meeting with representative of statewide association of which the public body is a member." ILCS 120/2(c)(16).

aware of the legal aspects of the employment relationship – many of which may be spelled out in the superintendent’s contract. The board is responsible for the fair treatment of the superintendent and must comply with all federal and state laws regarding employment. Board members also must understand that in their role as supervisor, they cannot not individually or collectively abuse their authority in any way. Every board member is responsible to the governing team and needs to exhibit trustworthy behavior or the entire board-superintendent relationship and the district will suffer.

Boards are charged with the responsibility to evaluate superintendent performance. So what is superintendent performance? Performance implies *results* or *impact*, which means that focus on performance starts at the top. The board, as trustee for its community, has the responsibility to keep the district focused on achieving the goals it has articulated for its schools, to confirm the administration is in compliance with written board policy, and to assure the community its schools

Sample Policy — Superintendent

Duties and Authority

The Superintendent is the District’s executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities.

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent shall have a valid administrative certificate and Superinten-

dent Endorsement issued by the State Educator Preparation and Licensure Board.

Evaluation

The Board will evaluate, at least annually, the Superintendent’s performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board’s policies and the Superintendent’s contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent’s employment agreement, when in conflict with this policy, will control.

From PRESS sample policy 3:40, Illinois Association of School Boards, May 2012

are well-run. The board must have consensus. The top administrator cannot effectively work when given multiple directives. Speaking with one voice is an absolute necessity in order for the superintendent evaluation process to succeed.

Clarity is of equal importance to consensus. Only a school board that effectively articulates its expectations can engage in meaningful evaluation of the superintendent's performance. A board that gives the superintendent a largely free hand with no clear guidance is one that does not set expectations. Without expectations, there is no way to gauge performance.

For these objectives to be achieved, the board needs to create a climate where continuous improvement is possible. In order to achieve continuous improvement, however, the board needs to nurture a climate where risk-taking is encouraged. The superintendent should feel comfortable admitting when something is not working and make mid-course corrections. Therefore, an effective superintendent evaluation process should be designed to allow for such corrections.

For the superintendent:

Understanding the board's role in clarifying district purpose, prioritizing goals, and establishing desired outcomes is key. The board has a responsibility to clarify intended student outcomes and monitor organizational effectiveness. While good school leaders are "wired" to lead, they should know that the role of the board is to determine mission, vision and goals, and monitor progress. Effective superintendents understand the alignment needed between monitoring the progress of the school system and evaluating the work of the top administrator. Supporting and encouraging the work of the board throughout the evaluation process is not self-serving; rather, it is important in modeling accountability for the entire district.

For the board and the superintendent:

Both parties should understand and appreciate that superintendent evaluation is an opportunity to grow the relationship and continually improve. It is typical for superintendent evaluation to be followed by discussions related to contract renewal and salary issues, but that should not be the main focus. The evaluation process ought to bring about a discussion of what is going well, what needs to improve and how to focus on the future.

When a board and superintendent view the evaluation process as an opportunity for professional growth for the superintendent and as an opportunity to facilitate growth of the superintendent-board relationship, much of the apprehension on both sides is diminished and the superintendent evaluation process becomes a natural extension of the district planning process.



AGREE ON
EXPECTATIONS

Setting Expectations

Written Documents Provide the Foundation

The basis of a high quality board-superintendent relationship and a productive superintendent evaluation is a set of documents designed to formalize the relationship, detail the responsibilities of the superintendent, and express the expectations of the board. The agreements contained within these documents are yet another expression of the board speaking with one voice. Documents that contain these agreements include the following:

- **A copy of the superintendent's employment contract.** An employment contract covering multiple years must, by Illinois law, include specific performance based components. (See **Appendix B, Superintendent Employment and the Law**). The academic improvement goals contained in the contract can be among those addressed in the evaluation process. Conversely, academic improvement goals developed for the evaluation process may be used in writing a new multi-year contract. The contract may also contain other requirements for evaluating the superintendent that need to be followed. Boards should always consult their school attorney regarding contractual issues.
- **A job description** describes or contains the superintendent's leadership and management responsibilities. Some job descriptions merely enumerate the chief executive's responsibilities for each area of district operations, while others may contain standards for each area of responsibility. Regardless of how specific it is, the job description should be a tool to aid board members as they think about their expectations for the superintendent.
- **A copy of the district's mission and vision statements and the goals** intended to drive the superintendent's work. Goals for the superintendent typically are extensions of district goals and should be carefully aligned with them. Goals should be primarily forward-focused. Goal-setting is discussed in more detail below.
- **School board policies** express the board's expectations for the district, delegate authority to the superintendent, describe the limitations placed on executive authority, and regulate the board-superintendent relationship. Compliance with board policies is a legitimate focal point

in superintendent appraisal. As part of the on-going evaluation process, the board may ask the superintendent to provide evidence of compliance with written board policies.

- **School district plans** may have been developed by the board, with involvement of the community and/or staff in order to give the district some direction. These are often referred to as “strategic plans.” The board and superintendent will need to ask if the plans are still relevant. Do they contain goals for the superintendent?
- **Professional standards** have been developed for the superintendency at both the national and state levels. The board may wish to incorporate either the Interstate School Leaders Licensure Consortium (ISLLC) Standards for superintendents or the American Association of School Administrators (AASA) Professional Standards for Superintendents as part of the evaluation process. Alternatively, it may want to create its own set of expectations, influenced by district priorities, available staff resources and other location considerations. (**Appendix A** offers a sample of the types of professional standards a board might wish to consider.)

A Suggested Framework

The roles and responsibilities of the superintendent are many and varied. He or she is ultimately responsible for everything that goes on in the district — from student learning to well-maintained buildings and grounds. These roles and responsibilities require a variety of skills, characteristics, expertise, knowledge, and activities. Therefore, in determining the expectations on which the superintendent’s performance will be measured, it is useful to devise categories within which expectations and specific targets can be set.

The four categories below may provide a useful framework: (Eadie, 2005)

1. Board-superintendent relations
2. Implementation of the district’s strategic initiatives (mission/vision/goals)
3. District leadership and management
4. Community (external) relations

Category No. 1: Board-superintendent relations. One of the major responsibilities of the superintendent is to support the board in doing its work. This may include assisting the board in building its own capacity as a governing board — through providing professional development opportunities, keeping the board abreast of developments at the local, state or national level that may impact its work, and most significantly, ensuring the board has the best information possible to make informed decisions.

Category No. 2: Implementation of the district’s strategic initiatives. The board sets the district’s direction and articulates that direction in its mission, vision and goals statements (ends). These ends statements then become the cornerstone of the board’s written policy manual. A few policies will be pure “ends” policies, but “ends” language may appear throughout the policy manual in policies

that serve primarily another purpose, such as delegating authority or setting executive limitations. The board then monitors progress towards these ends and compliance with written board policy, using data as the means for its assessment. The board that has received monitoring reports from the superintendent throughout the year will find most of this piece of the evaluation complete. District performance equates to superintendent performance. District goal setting is addressed in more detail below.

Category No. 3: District leadership and management. In addition to implementing the board's strategic goals and objectives, the superintendent is charged with operating the district efficiently and effectively. Managing operations is relatively easy to assess because efficiency and cost-effectiveness can be measured. For example, a budget recommendation is either balanced or it's not. A building project comes in on time or on budget, or it does not. While leadership is perhaps a subjective quality and more difficult to assess, it is at the heart of an individual's ability to bring a group of people together around a common objective.

A well-designed evaluation instrument also provides the board an opportunity to assess leadership and management skills. Beyond simply achieving outcomes, the superintendent can and should be expected to conduct his/her duties in a moral and ethical manner. In addition, the board may also choose to evaluate the superintendent's skills by his method and manner, style and tone used with staff, students, board and the public. The superintendent can be held accountable for creating a positive school climate and culture only when the school board is clear about these expectations.

Category No. 4: Community (external) relations. The board should expect its superintendent to represent the district within the community, to carry the district's message and advocate on its behalf. What this interaction looks like will differ from community to community, but could include media relations, participation in local civic groups, or forming partnerships with other governmental bodies such as the city council or park district.

The expectations that fall within each of these categories may already be articulated in the documents discussed above. For example, most policy manuals will contain several policies regarding board-superintendent relations and community relations. A well-crafted job description will contain expectations about the superintendent's leadership and management responsibilities. A district's mission, vision and goals may be contained within a district's strategic plan and/or policy manual.

Sample Policy — School District Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem

and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum, a knowledgeable and dedicated staff, and sound fiscal and management practices.

From PRESS sample policy 1:30, Illinois Association of School Boards, June 2011



Development of Written District Goals

An effective superintendent evaluation process begins with a clear set of written expectations for the district, articulated as written district goals. If the school board does not have district goals that are up-to-date and relevant, it would be a good idea to engage in a goal setting process. Goal setting in its simplest form involves three big questions:

Question No. 1: Where are we now?

Here the board assesses current needs and problems and anticipates future challenges.

Question No. 2: Where do we want to go?

Here the board determines what it wants its schools to do for students and/or what it wants in place in the district in one to five years.

Question No. 3: How shall we get there?

Here the board adopts its goals and the superintendent and staff create plans for reaching these goals.

Although goal setting is beyond the scope of this guide, a board should expect to devote time and effort to the process and to involve a wide range of district stakeholders. Goals for the district need to be aligned with the community's aspirations for the schools and be reasonably appropriate for the district's resources.

When a board has engaged in a thoughtful goal setting process for the district, whether they are broad, comprehensive long-term goals or specific annual goals, then the question can be asked, "What can we as a board expect of the superintendent over the next 12 months to help the district fulfill these goals?" Where a district has only broad goals, superintendent goals and targets will need to be developed that are appropriate for the evaluation instrument.

For example, a board may have a long-term goal "to provide facilities that create an environment that enhances learning." An appropriate goal statement for a superintendent might be to "present a facilities plan that supports the technology and other needs of the district's high school curriculum."

Setting District Goals and Direction

IASB field services directors are available to assist the board in the goal-setting process.



Agreement on Key Performance Indicators

As previously addressed, there are a number of documents which may contain potential expectations of the superintendent. However, for the process to be fair, the superintendent and board must discuss and reach agreement on what the board will reasonably expect of the superintendent in terms of results. Nothing will erode the board-superintendent relationship more quickly than the board evaluating the superintendent for something for which he or she had no idea he or she was being held accountable.

Further, the board and superintendent also need to agree on what measurements will be used to determine whether a particular goal has been met, or whether the administration is in compliance with board policy. For goals, the board needs to ask, “What will success look like?” For policies, the board needs to ask “What assurances do we have that the policy is being implemented?” A measure may be quantitative (e.g. did we decrease truancy by 2 percent?) or qualitative (e.g. is our facilities plan effective?)

The performance review of each goal and expectation should be based on enough data and informed opinion to avoid personal biases and “gut feelings.” Because the evaluation will provide the foundation for planning the next year’s goals, conclusions need to be based on the most informed judgments possible. As part of the goal-setting process, the board and superintendent will need to agree on what data the board will need in order to monitor performance. Data collection efforts could include surveys, data from the Illinois Interactive Report Card (IIRC), periodic performance updates, etc.

In addition, the superintendent should feel free to ask the school board: “What evidence will you require of me to demonstrate that I have achieved my goals or fulfilled your expectations?”

School Board Accountability: Monitoring District Performance

IASB offers an in-district workshop to assist boards in learning and developing an effective process for monitoring district performance. Working with their own district goals and policy manuals, boards have an opportunity to identify monitoring criteria, identify indicators of district progress towards these goals and compliance with board policy and to develop a district “monitoring calendar.”

For more information, boards should contact their IASB field services director.

The school board should also keep in mind that information comes with a price tag. Even when information is available from internal sources, the process of gathering and compiling it into a comprehensible form takes staff time and energy. When each board member wants to see something different, generating all of the information can be cost prohibitive. Therefore, members of the board need to reach agreement on a precise description of the information that the superintendent will be asked to provide. And that agreement should take into account the amount of staff time that can be devoted to the task. This is a critical area in which the board must again “speak with one voice.”

Note: When a board has not engaged in a district planning and goal setting process, it may be necessary for the board and superintendent to agree on an interim evaluation mechanism until such planning is undertaken. This is a situation a superintendent new to a district often faces. An interim evaluation instrument could be based on the requirements contained in the superintendent’s contract, job description and state or national professional standards. After district goals have been established and superintendent goals that align with the district goals have been created, the focus of the evaluation can move towards measurement of how the superintendent performed via these goals. As an initial step, the board and superintendent might agree on a small number of goals for the superintendent that express the board’s most immediate priorities to serve as a focus for district improvement and for the superintendent’s evaluation.



Put It in Writing and Develop an Instrument

The school board hasn't spoken until it puts its expectations in writing and into an evaluation instrument. While it is tempting to want to start the process by "borrowing" an instrument from another district or other source, a board that views the superintendent evaluation as part of the overall district planning process recognizes the need to develop an instrument based on its own unique priorities, expectations and needs.

Using a template from another source or from the collection of samples available from an IASB field services director is certainly acceptable; however, we caution board members against using the content contained within the instrument. As previously stated, the expectations and goals for superintendent performance are unique to each community and are a foundation to an evaluation process.

Crafting the language to express expectations and goals should be a collaborative process, owned by the full board and superintendent. In addition, an evaluation instrument should never be "set in stone," but may need to be modified as the board-superintendent relationship develops, or as situations or circumstances may warrant.

What to include:

An evaluation instrument will normally include one or all of the following components:

- progress towards district goals
- performance against professional standards
- performance on other expectations

Progress towards district goals. As discussed earlier, the board generally adopts broad, comprehensive long-term goals or specific annual goals. For the evaluation instrument, superintendent goals and targets will need to be developed for the twelve-month period under review.

Before board members complete their individual rating forms, the superintendent must provide a

report demonstrating evidence of completion or progress towards the goal. The form may include room for the superintendent's report or the report may be provided as a separate document.

Performance against professional standards. The board may wish to measure the superintendent's performance against the Interstate School Leaders Licensure Consortium (ISLLC) Standards for superintendents or the American Association of School Administrators (AASA) Professional Standards for Superintendents. These are both comprehensive documents: the board may wish to include those items judged most significant and relevant.

Performance on other expectations. There may be expectations contained in the superintendent's job description or contract, or otherwise agreed upon, which are not reflected in district goals. These would need to be incorporated into the instrument as well.

Rating process

Evaluation instruments generally include numeric rating scales, narratives or a combination of both.

A numeric rating scale is more valuable if it includes descriptors, e.g. "Exceeds" expectations," "Meets expectations," or "Below expectations." Many practitioners prefer a system with multiple gradations of performance such as the 9-point Likert-type rating scale, as it reduces the effect of one rating that may not be consistent with the majority cast. Whenever a numeric scale is used, it is valuable to add a "Comment" section, so that the evaluator may add an explanation of the rating given. Numeric rating scales are commonly used when evaluating performance against professional standards.

A narrative format may be particularly appropriate when the evaluator is assessing progress towards district goals. Although the superintendent will provide data to demonstrate progress or completion of a particular goal, individual board members may want to add their own observations.

Summative report

It may be helpful to develop a summation sheet to assist the board president or evaluation committee chair who collates the individual board member results. Ultimately, the final report that the superintendent receives needs to reflect the consensus of the board.

Signature section

It is common to have a section at the end of the instrument where the board president and superintendent provide their signatures and date that the evaluation was reviewed with the superintendent. This is the copy that will be placed in the superintendent's personnel file.



The Annual Performance Review

In the annual performance review, the school board compares the superintendent's results with the board's expectations. One year prior, the board and superintendent will have already reached a clear agreement on and documented:

- the board's expectations of the superintendent
- the factors that the board will evaluate in measuring the superintendent's performance against those expectations
- the information that the board will want to see in evaluating the superintendent's performance

If the board has diligently come to consensus and spoken with clarity regarding its expectations and has been monitoring progress towards district goals, the annual performance review will in all likelihood go smoothly. The board and superintendent have a clear idea of what will be evaluated and the performance information that will be shared and examined. The performance review should produce real growth for the district's leadership. Keep in mind, however, that the performance review is no time to make changes in expectations or to ask for different kinds of measurements. The superintendent should be informed far in advance how the board plans to gather and use evaluative information. Unless the superintendent has misinterpreted the board's original request for information, the board needs to live with what it said it wanted in terms of results and information for measuring those results.

A Note on Public Meetings

The Illinois Open Meetings Act permits the school board to hold closed meetings to consider the performance of specific employees. There is no exception to public meetings that is generally applicable to goal setting or planning.

The work of planning a process for evaluating

the superintendent's performance, therefore, needs to be carried out in public meetings. On the other hand, any discussion involving the superintendent's actual performance or the board's evaluation of the superintendent can and should be conducted in a closed meeting.

This is not a legal opinion; for legal advice, each school board should contact its own attorney.

When the time comes to assess the superintendent's performance against the expectations agreed to with the board, who takes the initiative? While there are many approaches that can be taken, the following could be considered best practice:

- The superintendent presents to the school board his or her own self-assessment of performance on each of the goals and expectations that have been agreed to. The superintendent should provide evidence of some tangible progress toward the agreed-upon expectations.
- Individual board members complete the evaluation forms. The forms are collected by the board president, or perhaps an evaluation committee chair, who compiles the ratings and/or feedback.
- The board then meets to discuss and come to a consensus regarding superintendent performance. The ratings are compiled into a single document.
- The board president or evaluations chairman meets with the superintendent to present the final evaluation to the superintendent.
- The entire board meets with the superintendent, so that he or she has the opportunity to hear from all board members. If board members disagree about superintendent performance, it is important that superintendent hear all points of view. However, the board president will want to remind everyone that the "one voice" whose direction the superintendent will be expected to follow is that of the majority.
- A written summary of the evaluation should be given to the superintendent with a copy retained by the board in a confidential "superintendent's personnel file."
- If the evaluation instrument or process needs to be modified to reflect additional or modified expectations as well as updated goals, this is the time to do so.

Decisions regarding the superintendent's compensation and benefits and contract renewal issues may be considered at this time.



CONDUCT THE
MID-YEAR
CHECK-UP

Conduct the Mid-Year Check-Up

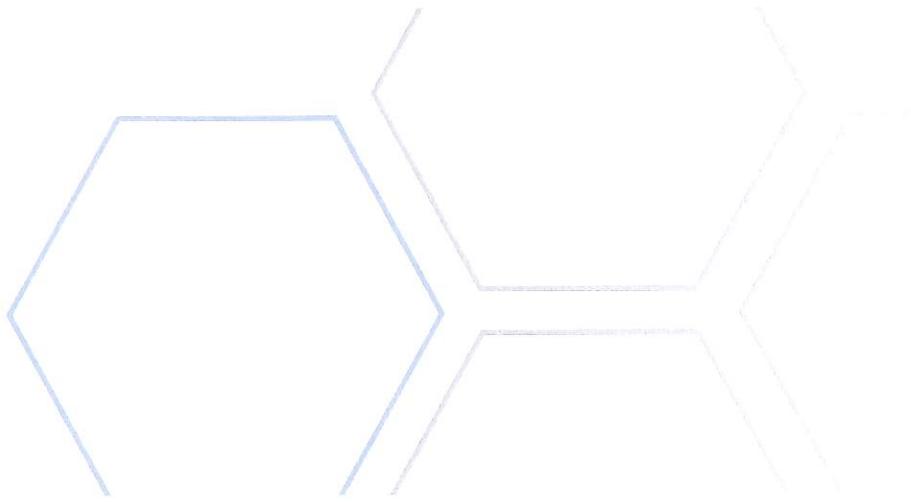
While this guide describes an annual formal evaluation process, boards are encouraged to engage in a less formal, semi-annual evaluation. Typically, the superintendent presents an update on his or her own progress to date on each of the goals and expectations that have been agreed to. This is an opportunity for both the board and superintendent to determine if any adjustments to the yearly plan are required, due to unforeseen circumstances or a shift in district priorities. It is also an opportunity for the board to express to the superintendent any concerns about his or her performance to date, so the superintendent can react and make corrections where appropriate prior to the formal annual review.



Focus on the Future

Once the annual formal review is complete, the cycle begins anew. The board and superintendent will want to review district goals and objectives and any guiding statements regarding district mission and philosophy. If revision of any of these “ends” documents seems appropriate, the board may want to establish steps to involve stakeholders in the process.

The superintendent will then develop superintendent goals for the coming year. The board and superintendent will agree on the goals and measures of progress. These may be written into the superintendent’s performance contract, if appropriate.



Bringing it All Together – Final Thoughts

As trustee for the community, the board has an obligation to evaluate the individual to whom it has entrusted its most important assets — its children and its money. In addition, as employer, the board has an obligation to let its chief executive officer know what is expected of him or her, to give feedback regarding on performance, and to offer opportunities for continuous improvement.

The process begins with a clear understanding of roles, responsibilities, and relationships. The employment of the superintendent is based on concepts outlined in the contract, job description, district goals, and board policy. The board and superintendent reach consensus regarding expectations and measures and document them in an evaluation instrument. Time is scheduled for this work on the board's annual agenda calendar, taking into account dates by which certain decisions have to be made, most notably decisions regarding the superintendent's compensation and contract status. Ideally, at least one opportunity for a more informal superintendent evaluation is scheduled to allow for mid-year corrections and a discussion regarding progress towards goals. An annual summative evaluation takes place in executive session. After the formal evaluation process is complete, the board may want to review the superintendent's job description and employment contract to determine whether they are current and relevant. If appropriate, the board may act on superintendent's compensation or contract. At this point, the board and superintendent focus on the future, establishing goals, expectations and measures for the following year.

A board and superintendent that have taken the time to develop a mutually agreed upon process for evaluation will have taken great strides towards strengthening the district's leadership team and moving the district forward to even higher levels of achievement and success.

Appendix A

Educational Leadership Policy Standards (ISLLC 2008)

The Interstate School Leaders Licensure Consortium (ISLLC) Standards for School Leaders is a set of high-level policy standards for education leadership. These standards are intended to provide guidance to state policymakers as they work to improve education leadership preparation, licensure, evaluation, and professional development. The list of six standards can be found at: www.ccsso.org/Documents/2008/Educational_Leadership_Policy_Standards_2008.pdf

Standard 1:

An education leader promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

Functions:

- A. Collaboratively develop and implement a shared vision and mission
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning
- C. Create and implement plans to achieve goals
- D. Promote continuous and sustainable improvement
- E. Monitor and evaluate progress and revise plans

Standard 2:

An education leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

Functions:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations
- B. Create a comprehensive, rigorous, and coherent curricular program
- C. Create a personalized and motivating learning environment for students
- D. Supervise instruction
- E. Develop assessment and accountability systems to monitor student progress
- F. Develop the instructional and leadership capacity of staff
- G. Maximize time spent on quality instruction
- H. Promote the use of the most effective and appropriate technologies to support teaching and learning
- I. Monitor and evaluate the impact of the instructional program

Standard 3:

An education leader promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.

Functions:

- A. Monitor and evaluate the management and operational systems
- B. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources

- C. Promote and protect the welfare and safety of students and staff
- D. Develop the capacity for distributed leadership
- E. Ensure teacher and organizational time is focused to support quality instruction and student learning

Standard 4:

An education leader promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.

Functions:

- A. Collect and analyze data and information pertinent to the educational environment
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources
- C. Build and sustain positive relationships with families and caregivers
- D. Build and sustain productive relationships with community partners

Standard 5:

An education leader promotes the success of every student by acting with integrity, fairness, and in an ethical manner.

Functions:

- A. Ensure a system of accountability for every student's academic and social success
- B. Model principles of self-awareness, reflective practice, transparency, and ethical behavior
- C. Safeguard the values of democracy, equity, and diversity
- D. Consider and evaluate the potential moral and legal consequences of decision-making
- E. Promote social justice and ensure that individual student needs inform all aspects of schooling

Standard 6:

An education leader promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

Functions:

- A. Advocate for children, families, and caregivers
- B. Act to influence local, district, state, and national decisions affecting student learning
- C. Assess, analyze, and anticipate emerging trends and initiatives in order to adapt leadership strategies

Appendix B

Superintendent Employment and the Law

The legal backdrop shaping the board-superintendent relationship is explained below in a Q&A format. Boards should consult their attorney before taking any action concerning a superintendent's employment:

Q: What process should a board use to employ a new superintendent?

A: During or even before a search for a superintendent, a board should meet with the board attorney. Together with the attorney, the board should identify terms for the superintendent's contract. They should spend some time identifying performance components for a contract that align with the board's goals for the district and that the board may use as the basis for evaluating the superintendent. After this discussion, the attorney will draft a contract to present to the applicant(s) whom the board select(s) as finalist(s).

Q: Must a district employ a superintendent?

A: Yes. All except very small school districts are required to employ a full-time superintendent. A superintendent may serve in two professional capacities, provided that full-time equivalency results in a maximum of one full-time position.

Q: Where are the superintendent's duties and responsibilities found?

A: They are in four primary places: the School Code, Illinois State Board of Education rules, board policies, and superintendent's employment contract. The board has considerable authority to shape these duties and responsibilities through its policy-making function and the superintendent's contract.

Q: Must the board enter into a contract with the superintendent?

A: Yes. A district must employ a superintendent under either a contract for a period not exceeding one year or a performance-based contract for a period not exceeding five years.

Q: Why would a board offer a superintendent a single-year contract?

A: Boards have used a contract for one year or less to fill an interim position. Other reasons certainly exist depending on the circumstances. Superintendents employed under a one-year contract gain tenure rights, meaning that they will have the same due process rights as a licensed teacher.

Q: What are the requirements for a multi-year contract?

A: A multi-year contract is called a "performance-based contract" because it must be linked to student performance and academic improvement. To accomplish this, each performance-

based contract must include the goals and indicators of student performance and academic improvement. The school board determines and uses these to measure the superintendent's performance and effectiveness.

Q: How does a board extend a multi-year contract?

A: The board must make a finding that the superintendent met the contract's performance goals before it may extend or roll-over the contract, although the parties may enter into a new contract. Superintendents employed under a multi-year contract do not receive tenure but they do not lose any previously acquired tenure credit with the district.

Q: Who supervises and evaluates the superintendent?

A: The school board! The School Code requires the school board "to direct, through policy, its superintendent in his or her charge of the administration of the school district." The statute also requires the school board to evaluate the superintendent in his or her "administration of school board policies and his or her stewardship of the assets of the district."

Q: Can a board dismiss a superintendent during his or her contract?

A: To dismiss an individual during the term of a contract, the school board must have sufficient cause (e.g., prove breach of contract) and provide thorough due process procedures.

Q: How does a board non-renew a superintendent contract?

A: Unless the employment contract specifically provides a different date, notice of the board's intent to not renew a contract (either annual or multi-year) must be given by April 1 of the year in which the contract expires. If notice is not given, the contract automatically extends for one more year. Notice must be served in writing and state the specific reason for the non-renewal.

Legal References:

105 ILCS 5/10-16.7, 10-21.4, 10-23.8, and 21-7.1.

23 Ill. Admin. Code 1.310.

PRESS sample policy 3:40, *Superintendent*.

Appendix C

Sample Calendar for Superintendent Evaluation Activities

In establishing a schedule for evaluating the superintendent, the board should take into account the dates by which certain decisions need to be made, most notably decisions regarding the superintendent's contract and contractual status.

May/June

Board and superintendent agree on district goals for the year.

June/July

Superintendent creates superintendent goals which support district goals, including indicators of success. Board approves these superintendent goals. The board and superintendent agree on any additional expectations for which the superintendent will be held accountable.

August

Through the budgeting process, resources are allocated to support district goals.

Fall

The board evaluates its own processes and effectiveness through a board self-evaluation.*
The board and superintendent conduct a less-formal semi-annual evaluation to monitor progress to-date.

January/February

The Superintendent provides the board with a self-assessment of performance on each of the goals and expectations that had been agreed to.

Individual board members complete evaluation forms. The forms are collected by the board president or evaluations committee chair, and results compiled.

Board meets to discuss and come to consensus regarding superintendent performance.

Board president (or committee) meets with superintendent to present the final evaluation.

February/March

The entire board meets with the superintendent so that he or she has the opportunity to hear all points of view.

A written summary of the evaluation is given to the superintendent and a copy retained by the board in a confidential "superintendent's personnel file."

March/April

Decisions regarding the superintendent's compensation and benefits and contract renewal may be considered.

If the evaluation form or process needs to be modified, this is the time to do so.

May/June

The process repeats. The board and superintendent revisit district goals and modify as appropriate.

**A board self-evaluation can occur any time before the annual formal superintendent evaluation process.*

Appendix D

Foundational Principles of Effective Governance

As the corporate entity charged by law with governing a school district, each School Board sits in trust for its entire community. The obligation to govern effectively imposes some fundamental duties on the Board:

1. The Board Clarifies the District Purpose.

As its primary task, the Board continually defines, articulates and re-defines district ends to answer the recurring question — who gets what benefits for how much? Effective ends development requires attention to at least two key concerns: student learning and organizational effectiveness.

- Ends express the benefits the school district should deliver, thereby providing the entire system with clarity of purpose and a clear direction. A School Board rarely creates district ends; rather, it most often detects them through listening and observing.
- Ends reflect the district's purpose, direction, priorities and desired outcomes and are recorded in statements of core values/beliefs, mission, vision and goals.
- In effective school districts, every part of the organization is aligned with the ends articulated by the School Board in written Board policy.
- Well-crafted ends enable the School Board to effectively and efficiently monitor district performance and assess organizational success (Principle 5).

2. The Board Connects With the Community.

The School Board engages in an ongoing two-way conversation with the entire community. This conversation enables the Board to hear and understand the community's educational aspirations and desires, to serve effectively as an advocate for district improvement and to inform the community of the district's performance.

- Community engagement, also called public engagement or civic engagement, is the process by which school boards

actively involve diverse citizens in dialogue, deliberation and collaborative problem solving around common concerns.

- Effective community engagement is essential to create trust and support among community, Board, Superintendent and staff.
- A Board in touch with community-wide concerns and values will serve the broad public good rather than being overly influenced by special interests.
- The School Board must be aggressive in reaching out to the community – the district's owners - to engage people in conversations about education and the public good. In contrast, people who bring customer concerns to Board members should be appropriately directed to the superintendent and staff.

3. The Board Employs a Superintendent.

The Board employs and evaluates one person — the Superintendent — and holds that person accountable for district performance and compliance with written Board policy.

- An effective School Board develops and maintains a productive relationship with the Superintendent.
- The employment relationship consists of mutual respect and a clear understanding of respective roles, responsibilities and expectations. This relationship should be grounded in a thoughtfully crafted employment contract and job description; procedures for communications and ongoing assessment; and reliance on written policy.
- Although the Board is legally required to approve all employment contracts, the Board delegates authority to the Superintendent

to select and evaluate all district staff within the standards established in written Board policy.

4. The Board Delegates Authority.

The Board delegates authority to the Superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written Board policies that designate district ends and define operating parameters.

- Ultimately, the School Board is responsible for everything, yet must recognize that everything depends upon a capable and competent staff.
- “Delegates authority to” means empowering the Superintendent and staff to pursue Board ends single mindedly and without hesitation. A Board that does (or re-does) staff work disempowers the staff. High levels of Superintendent and staff accountability require high levels of delegation.
- Delegation is difficult for anyone accustomed to direct action. However, to appropriately stay focused on the big picture and avoid confusing the staff, members of the School Board must discipline themselves to trust their Superintendent and staff and not involve themselves in day-to-day operations.

5. The Board Monitors Performance.

The Board constantly monitors progress toward district ends and compliance with written Board policies using data as the basis for assessment.

- A School Board that pursues its ends through the delegation of authority has a moral obligation to itself and the community to determine whether that authority is being used as intended.

- Unless the Board is clear about what it wants, there is no valid way to measure progress and compliance.
- A distinction should be made between monitoring data (used by the Board for accountability) and management data (used by the staff for operations).
- The constructive use of data is a skill that must be learned. The Board should have some understanding of data, but will typically require guidance from the staff.

6. The Board Takes Responsibility For Itself.

The Board, collectively and individually, takes full responsibility for Board activity and behavior — the work it chooses to do and how it chooses to do the work. Individual Board members are obligated to express their opinions and respect others’ opinions; however, Board members understand the importance of the Board ultimately speaking with one clear voice.

- The School Board’s role as trustee for the community is unique and essential to both the district and community.
- While the Board must operate within legal parameters, good governance requires the Board be responsible for itself, its processes and contributions. Board deliberations and actions are limited to Board work, not staff work.
- The Board seeks continuity of leadership, even as it experiences turnover in membership. The Board accomplishes this by using written Board policies to guide Board operations, by providing thorough orientation and training for all members, and by nurturing a positive and inviting Board culture.

Appendix E

References

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Additional Resources

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- The Key Work of School Boards Guidebook*, National School Boards Association, 2000, 95 pages.
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- Professional Standards for the Superintendency*, American Association of School Administrators, 1993, 16 pages.
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- Coming to Order: A Guide to Successful School Board Meetings*, Illinois Association of School Boards, 2006, 92 pages. Third printing with revisions, 2011
- Developing Superintendent Performance Goals*, Texas Association of School Boards, 2006, 27 pages.
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- Educational Leadership Policy Standards: ISLLC 2008*, The Council of Chief State School Officers, 2008, 24 pages.

Restatement of the Model 403(b) Retirement Plan Adoption Agreement to add Roth 403(b) to Plan

See attached.

ACTION ITEM 15-10-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the restatement of the Model 403(b) Retirement Plan Adoption Agreement to add Roth 403(b) to Plan.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

10/26/15

To: Laurie Heinz, Superintendent
Board of Education

Appendix 1

From: Luann Kolstad, Chief School Business Official

Subject: Restated 403(b) Plan to Add Roth 403(b)

Date: October 26, 2015

The District currently offers a 403(b) plan to all employees, through a payroll deduction, except as outlined in the Adoption Agreement. Student Teachers and employees that work less than twenty hours per week are not eligible for the plan. The 403(b) is administered by The OMNI Group, which makes sure that all activities within our 403(b) plan meet Section 403(b) of the Code issued by the Internal Revenue Service on July 26, 2007. The District pays **NO** fees for this program.

In order to provide better service and retirement savings options to our employees, the administration is recommending that a Roth 403(b) option be added. The Roth 403(b) option works much like a Roth IRA; the contributions are deposited on a **post** tax basis. This option is a wonderful option for individuals that are at the beginning of their career where their earnings are potentially lower than their earnings when they retire.

Park Ridge - Niles School Dist. 64
403(b) RETIREMENT PLAN DOCUMENT
Restated **October 26, 2015**

Park Ridge - Niles School Dist. 64
403(b) RETIREMENT PLAN DOCUMENT

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ADOPTION 21

Park Ridge - Niles School Dist. 64
403(b) RETIREMENT PLAN DOCUMENT

PREAMBLE

WHEREAS, the Employer has heretofore maintained an arrangement intended to satisfy the requirements of Section 403(b) of the Code;

WHEREAS, final regulations under Section 403(b) of the Code issued by the Internal Revenue Service on July 26, 2007 require that the Employer's 403(b) arrangement be maintained pursuant to the terms of a written plan document; and

WHEREAS, through execution of an Adoption Agreement, the Employer wishes to amend and restate the Employer's 403(b) arrangement as set forth herein and in such Adoption Agreement;

NOW THEREFORE, the Employer hereby amends and restates its 403(b) arrangement effective **October 26, 2015** as provided herein and in the Adoption Agreement.

SECTION 1

DEFINITION OF TERMS USED

The following words and terms, when used in the Plan, have the meaning set forth below.

1.1 Account

The account or accumulation maintained for the benefit of any Participant or Beneficiary under an Annuity Contract or a Custodial Account.

1.2 Account Balance

The bookkeeping account maintained for each Participant which reflects the aggregate amount credited to the Participant's Account under all Accounts, including the Participant's Elective Deferrals, any Nonelective Employer Contributions, the earnings or losses of each Annuity Contract or Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant's benefit, and any distribution made to the Participant or the Participant's Beneficiary. Except to the extent provided in an applicable Individual Agreement, if a Participant has more than one Beneficiary at the time of the Participant's death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Section 6 for rollover contributions and plan-to-plan transfers made for a Participant, the account established for a Beneficiary after a Participant's death, and any account or accounts established for an alternate payee (as defined in Section 414(p)(8) of the Code).

1.3 Accumulated Leave

Any unpaid sick leave and/or vacation leave, as elected in the Adoption Agreement.

1.4 Administrator

The Employer, unless a different Administrator is identified in the Adoption Agreement.

1.5 Adoption Agreement

The 403(b) Retirement Plan Adoption Agreement, as completed and executed by the Employer, and amended from time to time.

1.6 Annuity Contract

A nontransferable contract as defined in Section 403(b)(1) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities in a State and that includes payment in the form of an annuity.

1.7 Beneficiary

The designated person who is entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements.

1.8 Custodial Account

The group or individual custodial account or accounts, as defined in Section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.

1.9 Code

The Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

1.10 Compensation

All cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under Section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Section 2 made to reduce compensation in order to have Elective Deferrals under the Plan). Compensation shall not include compensation paid after severance from employment except as may be permitted by Treas. Reg. § 1.403(b)-3(b)(4) or other applicable guidance.

1.11 Disabled

The definition of disability provided in the applicable Individual Agreement, or if none, the definition of disability set forth in Section 72(m)(7) of the Code.

1.12 Elective Deferral

The Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. Elective Deferrals are limited to pre-tax salary reduction contributions.

1.13 Employee

Each individual, whether appointed or elected, who is a common law employee of the Employer performing services for a public school as an employee of the Employer. This definition is not applicable unless the employee's compensation for performing services for a public school is paid by the Employer. Further, a person occupying an elective or appointive public office is not an employee performing services for a public school unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a State or local government.

1.14 Employer

The public school district identified in the Adoption Agreement.

1.15 Funding Vehicles

The Annuity Contracts or Custodial Accounts issued for funding amounts held under the Plan and specifically approved by Employer for use under the Plan.

1.16 Includible Compensation

An Employee's actual wages in box 1 of Form W-2 for a year for services to the Employer, but subject to a maximum of \$200,000 (or such higher maximum as may apply under Section 401(a)(17) of the Code) and increased (up to the dollar maximum) by any compensation reduction election under Section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including any Elective Deferral under the Plan). The amount of Includible Compensation is determined without regard to any community property laws. Beginning in 2009 and thereafter, such term also includes any "differential pay" that may be received while performing qualified military service under Section 414(u) of the Code.

1.17 Individual Agreement

The agreement between a Service Provider and the Employer or a Participant that constitutes or governs a Custodial Account or an Annuity Contract.

1.18 Nonelective Employer Contribution

A nonelective employer contribution, either at the discretion of the Employer or of accumulated but unused sick leave or vacation pay, if selected in the Adoption Agreement.

1.19 Participant

An individual for whom Elective Deferrals are currently being made, for whom Elective Deferrals have previously been made, or for whom Nonelective Employer Contributions are made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan.

1.20 Plan

The Employer's 403(b) plan, as herein set forth and as amended from time to time.

1.21 Plan Year

The calendar year.

1.22 Related Employer

The Employer and any other entity which is under common control with the Employer under Section 414(b) or (c) of the Code. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Internal Revenue Service Notice 89-23.

1.23 Service Provider

(i) An issuer of annuity contracts under Section 403(b) (1) of the Code, or a custodian of custodial accounts under Section 403(b) (7) of the Code; or (ii) A related entity of the foregoing that provides recordkeeping or administrative services in connection with such contracts or custodial accounts e.g. brokers which has entered into an Individual Agreement with a Participant.

1.24 Severance from Employment

For purpose of the Plan, Severance from Employment means severance from employment with the Employer and any Related Entity. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a public school, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a public school or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer). Notwithstanding any provision to the contrary, a Participant is treated as having a Severance from Employment during any period that such individual is performing service in the uniformed services described in Code §3401(h)(2)(A).

1.25 Valuation Date

Each business day, last day of the calendar month, last day of the calendar quarter, or December 31st, as applied by the Service Provider pursuant to the applicable Individual Agreement.

SECTION 2 PARTICIPATION AND CONTRIBUTIONS

2.1 Eligibility

Each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer.

2.2 Compensation Reduction Election

An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf) and filing it with the Administrator. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than \$200, and may change such minimum to a lower amount from time to time. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals or Nonelective Employer Contributions are to be made and a designation of Beneficiary. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. Each Employee will become a Participant in accordance with the terms and conditions of the Individual Agreements. All Elective Deferrals and Nonelective Employer Contributions shall be made on a pre-tax basis. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the Employee's election.

2.3 Information Provided by the Employee

Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

2.4 Change in Participant Election

Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals, his or her investment direction, and his or her designated Beneficiary. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Service Provider.

2.5 Contributions Made Promptly

Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant.

2.6 Leave of Absence

Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

2.7 Nonelective Employer Contributions

Employer Non-Elective Contributions shall be permitted under the Plan at the discretion of the Employer to certain class(es) of Employee(s), as specified or referenced in the Plan Adoption Agreement and/or consistent with terms and conditions of the Employer's collective bargaining agreement(s), memorandum(s) of agreement, or similar written arrangement.

The Employer shall be solely responsible for determining that a contribution is Non-Elective. Neither The OMNI Group, Inc., nor any recordkeeper, nor any Participating Service Provider, shall have any right or duty to inquire into the amount or appropriateness of any Non-Elective Employer Contribution made by the Employer, the method used in determining the amount of any such contribution, or to collect the same.

SECTION 3 **LIMITATIONS ON AMOUNTS DEFERRED**

3.1 Basic Annual Limitations

(a) **Elective Deferrals.** Except as provided in Sections 3.2 and 3.3, the maximum amount of a Participant's Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the applicable dollar amount or (b) the Participant's Includible Compensation for the calendar year. The applicable dollar amount is the amount established under Section 402(g)(1)(B) of the Code, which is \$17,000 for 2012, and is

adjusted for cost-of-living after 2012 to the extent provided under Section 415(d) of the Code.

(b) **All Annual Additions.** Elective Deferrals and Nonelective Employer Contributions shall not exceed the limit on "annual additions" under Code section 415(c), including, without limitation and to the extent applicable, Code sections 415(c)(3)(E), 415(c)(7) and 415(k)(4). The Contribution Limit for any calendar year shall be based on a limitation year which is the calendar year and on Includible Compensation. Nonelective Employer Contributions for a former Employee following a Severance from Employment must not exceed the limitation of Code section 415(c)(1) up to the lesser of the dollar amount in Code section 415(c)(1)(A) or the former Employee's annual Includible Compensation based on the former employee's average monthly compensation during his or her most recent year of service.

3.2 Special Section 403(b) Catch-up Limitation for Employees with 15 Years of Service

Because the Employer is a qualified organization (within the meaning of Section 1.403(b)-4(c)(3)(ii) of the Income Tax Regulations), the applicable dollar amount under Section 3.1(a) for any "qualified employee" is increased (to the extent provided in the Individual Agreements) by the least of:

- (a) \$3,000;
- (b) The excess of:
 - (1) \$15,000, over
 - (2) The total special 403(b) catch-up elective deferrals made for the qualified employee by the qualified organization for prior years; or
- (c) The excess of:
 - (1) \$5,000 multiplied by the number of years of service of the employee with the qualified organization, over
 - (2) The total Elective Deferrals made for the employee by the qualified organization for prior years.

For purposes of this Section 3.2, a "qualified employee" means an employee who has completed at least 15 years of service taking into account only employment with the Employer.

3.3 Age 50 Catch-up Elective Deferral Contributions

An Employee who is a Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount

of the age 50 catch-up Elective Deferrals for a year is \$5,500 for 2012, and is adjusted for cost-of-living after 2012 to the extent provided under the Code.

3.4 Coordination.

Amounts in excess of the limitation set forth in Section 3.1 shall be allocated first to the special 403(b) catch-up under Section 3.2 and next as an age 50 catch-up contribution under Section 3.3. However, in no event can the amount of the Elective Deferrals for a year be more than the Participant's Compensation for the year.

3.5 Special Rule for a Participant Covered by another Section 403(b) Plan

For purposes of this Section 3, if the Participant is or has been a participant in one or more other plans under Section 403(b) of the Code (and any other plan that permits elective deferrals under Section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Section 3. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan maintained by a Related Entity shall be taken into account for purposes of Section 3.2 only if the other plan is a Section 403(b) plan.

3.6 Correction of Excess Elective Deferrals

If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the employer under Section 403(b) of the Code (and any other plan that permits elective deferrals under Section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant.

3.7 Protection of Persons Who Serve in a Uniformed Service

An Employee whose employment is interrupted by qualified military service under Section 414(u) of the Code or who is on a leave of absence for qualified military service under Section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under Section 414(u) of the Code, this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

SECTION 4

LOANS

4.1 Loans

Loans shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets from which the loan is made and by which the loan will be secured. Any such loans shall satisfy the requirements of Code section 72(p) and applicable Treasury Regulations.

Loan applications shall be reviewed and authorized by the Employer's agent, i.e. Third party administrator, and said agent shall inform the Service Provider of such authorization so as to proceed with the Service Provider's process of issuance of the loan.

Information Coordination Concerning Loans. Each Service Provider is responsible for all information reporting and tax withholding required by applicable federal and state law in connection with distributions and loans. To minimize the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in this Section, including the collection of information from Service Providers, and transmission of information requested by any Service Provider, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Service Providers, and transmission of information to any Service Provider, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.

Maximum Loan Amount. No loan to a Participant under the Plan may exceed the lesser of:

- (a) \$50,000, reduced by the greater of (i) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or (ii) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period); or
- (b) One half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator).

For purposes of this Section 4.1, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

Loan Repayments for Employees in Qualified Uniformed Service. Notwithstanding any other provision of an applicable Individual Agreement, loan repayments by eligible uniformed services personnel maybe suspended as permitted under Section 414(u)(4) of the Code and the terms of any loan shall be modified to conform with such requirements.

SECTION 5

BENEFIT DISTRIBUTIONS

5.1 Benefit Distributions At Severance from Employment or Other Distribution Event

Except as permitted under Section 3.6 (relating to excess Elective Deferrals), Section 5.4 (relating to withdrawals of amounts rolled over into the Plan), Section 5.5 (relating to hardship), or Section 8.3 (relating to termination of the Plan), distributions from a Participant's Account may not be made earlier than the earliest of the date on which the Participation has a Severance from Employment, dies, becomes Disabled, or attains age 59 1/2. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

5.2 Small Account Balances

Involuntary cash-out distributions shall be made only for Account Balances that do not exceed \$1,000 (including any separate account that holds rollover contributions under Section 6.1), and the automatic individual retirement plan rollover requirements of Section 401(a)(31)(B) of the Code shall not apply.

5.3 Minimum Distributions

Each Individual Agreement shall comply with the minimum distribution requirements of Section 401(a)(9) of the Code and the regulations thereunder. For purposes of applying the distribution rules of Section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of Section 1.408-8 of the Income Tax Regulations, except as provided in Section 1.403(b)-6(e) of the Income Tax Regulations. Notwithstanding the preceding, any distributions otherwise required under this section for the 2009 tax year are waived in accordance with the provisions of the Worker, Retiree and Employer Recovery Act of 2008, unless such waiver cannot be accommodated under the Individual Agreement that governs a Participant's Account.

5.4 In-Service Distributions from Rollover Account

If a Participant has a separate account attributable to rollover contributions to the Plan, to the extent permitted by the applicable Individual Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

5.5 Hardship Withdrawals

(a) Hardship withdrawals shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. If applicable under an Individual Agreement, no Elective Deferrals shall be

allowed under the Plan during the 6-month period beginning on the date the Participant receives a distribution on account of hardship.

(b) The Individual Agreements shall provide for the exchange of information among the Employer or Employer's agent and the Service Provider(s) to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to Section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations), the Service Provider notifying the Employer of the withdrawal in order for the Employer to implement the resulting 6-month suspension of the Participant's right to make Elective Deferrals under the Plan. In addition, in the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need (pursuant to Section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Service Provider shall obtain information from the Employer or other Service Provider(s) to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need.

5.6 Rollover Distributions

(a) A Participant or the Beneficiary of a deceased Participant (or a Participant's spouse or former spouse who is an alternate payee under a domestic relations order, as defined in Section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in Section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in Section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant's death was neither the spouse of the Participant nor the spouse or former spouse of the participant who is an alternate payee under a domestic relations order, a direct rollover is payable only to an individual retirement account or individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited IRA (within the meaning of Section 408(d)(3)(C) of the Code).

(b) Each Service Provider shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

5.7 Qualified Military Service Distributions

Any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code and dies or incurs a Disability while so serving shall be deemed to have resumed employment with the Employer on the day preceding such death or Disability and then to have incurred a Severance From Service on the actual date of death or Disability.

Any Participant that takes a distribution from the Plan under Section 414(u) following an interruption in employment that qualifies as qualified uniformed service thereunder may

not make Elective Deferrals for a period of six (6) months following the date such distribution occurred.

SECTION 6

ROLLOVERS TO THE PLAN AND TRANSFERS

6.1 Eligible Rollover Contributions to the Plan

This Section 6.1 shall be subject to any conditions or limitations imposed by the Employer or Administrator from time to time.

(a) Eligible Rollover Contributions

To the extent provided in the Individual Agreements, an Employee who is a Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. Such rollover contributions shall be made in the form of cash only. The Service Provider may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with Section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of Section 402(c)(8)(B) of the Code. However, in no event shall the Plan accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in Section 402A(e)(1) of the Code or a Roth IRA described in Section 408A of the Code.

(b) Eligible Rollover Distribution For purposes of Section 6.1(a), an eligible rollover distribution means any distribution of all or any portion of a Participant's benefit under another eligible retirement plan, except that an eligible rollover distribution does not include (1) any installment payment for a period of 10 years or more, (2) any distribution made as a result of an unforeseeable emergency or other distribution which is made upon hardship of the employee, or (3) for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under Section 401(a)(9) of the Code. In addition, an eligible retirement plan means an individual retirement account described in Section 408(a) of the Code, an individual retirement annuity described in Section 408(b) of the Code, a qualified trust described in Section 401(a) of the Code, an annuity plan described in Section 403(a) or 403(b) of the Code, or an eligible governmental plan described in Section 457(b) of the Code, that accepts the eligible rollover distribution.

(c) Separate Accounts. The Service Provider shall establish and maintain for the Participant a separate account for any eligible rollover distribution paid to the Plan.

6.2 Plan-to-Plan Transfers to the Plan

(a) At the direction of the Employer, for a class of Employees who are participants or beneficiaries in another plan under Section 403(b) of the Code, the Administrator may permit a transfer of assets to the Plan as provided in this Section 6.2. Such a transfer is

permitted only if the other plan provides for the direct transfer of each person's entire interest therein to the Plan and the participant is an employee or former employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting such transferred amounts may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with Section 1.403(b)-10(b)(3) of the Income Tax Regulations and to confirm that the other plan is a plan that satisfies Section 403(b) of the Code.

(b) The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.

(c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral by the Participant under the Plan, except that (1) the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under Section 403(b) of the Code, the Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Section 3.

6.3 Plan-to-Plan Transfers from the Plan

(a) At the direction of the Employer, the Administrator may permit a class of Participants and Beneficiaries to elect to have all or any portion of their Account Balance transferred to another plan that satisfies Section 403(b) of the Code in accordance with Section 1.403(b)-10(b)(3) of the Income Tax Regulations. A transfer is permitted under this Section 6.3(a) only if the Participants or Beneficiaries are employees or former employees of the employer (or the business of the employer) under the receiving plan and the other plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an amount deferred under the other plan immediately after the transfer at least equal to the amount transferred.

(b) The other plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under Section 403(b) of the Code, the other plan shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 6.3, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 6.3 (for example, to confirm that the receiving plan satisfies Section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to Section 1.403(b)-10(b)(3) of the Income Tax Regulations.

6.4 Contract and Custodial Account Exchanges

This Section 6.4 shall be subject to any conditions or limitations imposed by the Employer or Administrator from time to time.

(a) A Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Service Providers under the Plan, subject to the terms of the Individual Agreements and the conditions in paragraphs (b) through (d) of this Section 6.4 are satisfied.

(b) The Participant or Beneficiary must have an Account Balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both Section 403(b) contracts or custodial accounts immediately before the exchange).

(c) The Individual Agreement with the receiving Service Provider has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

(d) The Employer or its agent (which may include The OMNI Group, Inc.) enters into an agreement with the receiving Service Provider for the other contract or custodial account under which the Employer and the Service Provider will from time to time in the future provide each other with the following information:

(1) Information necessary for the resulting contract or custodial account, or any other contract or custodial accounts to which contributions have been made by the Employer, to satisfy Section 403(b) of the Code, including the following: (i) the Employer providing information as to whether the Participant's employment with the Employer is continuing, and notifying the Service Provider when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 5.1); (ii) the Service Provider notifying the Employer of any hardship withdrawal under Section 5.5 if the withdrawal results in a 6-month suspension of the Participant's right to make Elective Deferrals under the Plan; and (iii) the Service Provider providing information to the Employer or other Service Providers concerning the Participant's or Beneficiary's Section 403(b) contracts or custodial accounts or qualified employer plan benefits (to enable a Service Provider to determine the amount of any plan loans and any

rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship withdrawal rules of Section 5.5);

(2) Information necessary in order for the resulting contract or custodial account and any other contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following: (i) the amount of any plan loan that is outstanding to the Participant in order for a Service Provider to determine whether an additional plan loan satisfies the loan limitations of Section 4.1, so that any such additional loan is not a deemed distribution under Section 72(p)(1); and (ii) information concerning the Participant's or Beneficiary's after-tax employee contributions in order for a Service Provider to determine the extent to which a distribution is includible in gross income; and

(3) Such other information as the Employer or its agent (which may include The OMNI Group Inc.) may require.

(e) If any Service Provider ceases to be eligible to receive Elective Deferrals under the Plan, the Employer will enter into an information sharing agreement as described in Section 6.4(d) to the extent the Employer's contract with the Service Provider does not provide for the exchange of information described in Section 6.4(d)(1) and (2).

6.5 Permissive Service Credit Transfers

This Section 6.5 shall be subject to any conditions or limitations imposed by the Employer or Administrator from time to time.

(a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in Section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section 6.5(a) may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under Section 6.5(a) only if the transfer is either for the purchase of permissive service credit (as defined in Section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which Section 415 of the Code does not apply by reason of Section 415(k)(3) of the Code.

(c) In addition, if a plan-to-plan transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

6.6 ROTH

ROTH contributions shall be allowed under the Plan. The rules of §1.401(k)–1(f)(1) and for designated Roth contributions under a qualified cash or deferred arrangement shall

apply to designated Roth contributions under the Plan. Thus, a designated Roth contribution under the Plan is a section 403(b) elective deferral that is designated irrevocably by the Employee at the time of the cash or deferred election as a designated Roth contribution being made in lieu of all or a portion of the section 403(b) elective deferrals the Employee is otherwise eligible to make under the Plan. A designated Roth contribution shall be treated by the Employer as includible in the Employee's gross income at the time the Employee would have received the amount in cash if the Employee had not made the cash or deferred election (such as by treating the contributions as wages subject to applicable withholding requirements); The Plan will allocate Roth contributions to a separate Account which shall be maintained in accordance with Treasury Regulation §1.401(k)-1(f)(2). Gains, losses, and other credits and charges shall be separately allocated on a reasonable and consistent basis to each Participant's Roth contribution Account and the Participant's other Accounts under the Plan.

A designated Roth contribution under the Plan must satisfy the requirements applicable to section 403(b) elective deferrals under the Plan and the requirements of §1.403(b)-6(d). Similarly, a designated Roth account under the Plan is subject to the rules of Code sections 401(a)(9)(A) and (B) and §1.403(b)-6(e). Notwithstanding section 6.1 [the eligible rollover provision], a direct rollover of a distribution from a Roth Account under the Plan will only be made to another qualified Roth contribution program described in Code section 402A or a Roth IRA described in Code section 408A, the Plan will only accept a rollover contribution to a Roth Account if it is a direct rollover from another qualified contribution program described in Code section 402A, and the Plan will only make or accept a rollover if the rollover is permitted under the rules of Code section 402(c).

6.7 In-plan rollover from a Non-Roth Account to a Roth Account

If the Adoption Agreement so specifies-OR-If the Plan includes a qualified Roth contribution program, a Participant, Beneficiary, or Alternate Payee may, consistent with IRC § 402A(c)(4), direct an in-Plan qualified rollover contribution into a Roth Account of an amount under a Non-Roth Account that, for a transfer before January 1, 2013, the Participant, Beneficiary, or Alternate Payee otherwise was entitled to receive as an Eligible Rollover Distribution, or for a transfer after December 31, 2012 is consistent with IRC § 402A(c)(4)(E).

SECTION 7 **INVESTMENT OF CONTRIBUTIONS**

7.1 Manner of Investment

All Elective Deferrals or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used

for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.

7.2 Investment of Contributions

This Section 7.2 shall be subject to any conditions or limitations imposed by the Employer or Administrator from time to time. Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers among Annuity Contracts and Custodial Accounts may be made to the extent provided in the Individual Agreements and permitted under applicable Income Tax Regulations.

7.3 Current and Former Service Providers

The Administrator shall maintain a list of all Service Providers under the Plan. Such list is hereby incorporated as part of the Plan. Each Service Provider and the Administrator shall exchange such information as may be necessary to satisfy Section 403(b) of the Code or other requirements of applicable law. In the case of a Service Provider which is not eligible to receive Elective Deferrals under the Plan (including a Service Provider which has ceased to be a Service Provider eligible to receive Elective Deferrals under the Plan and a Service Provider holding assets under the Plan in accordance with Section 6.2 or 6.4), the Employer shall keep the Service Provider informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy Section 403(b) of the Code or other requirements of applicable law.

SECTION 8

AMENDMENT AND PLAN TERMINATION

8.1 Termination of Contributions

The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.

8.2 Amendment and Termination

The Employer reserves the authority to amend or terminate this Plan at any time.

8.3 Distribution upon Termination of the Plan

The Employer may provide that, in connection with a termination of the Plan and subject to any restrictions contained in the Individual Agreements, all Accounts will be distributed, provided that the Employer and any Related Employer on the date of termination do not make contributions to an alternative Section 403(b) contract that is not part of the Plan during the period beginning on the date of plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by the Income Tax Regulations.

SECTION 9

MISCELLANEOUS

9.1 Non-Assignability

Except as provided in Section 9.2 and 9.3, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be non-assignable and non-transferable.

9.2 Domestic Relation Orders

Notwithstanding Section 9.1, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State ("domestic relations order"), then the amount of the Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order which may include, if provided in the Adoption Agreement, requiring that any such domestic relations order also meet the requirements of a "qualified domestic relations order" under Section 414(p) of the Code.

9.3 IRS Levy

Notwithstanding Section 9.1, the Administrator may pay from a Participant's or Beneficiary's Account Balance the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

9.4 Tax Withholding

Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals, which constitute wages under Section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including Section 3401 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the Administrator may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.

9.5 Payments to Minors and Incompetents

If a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the Administrator, benefits will be paid to such person as the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

9.6 Mistaken Contributions

If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (adjusted for any income or loss in value, if any, allocable thereto) shall be returned directly to the Participant or, to the extent required or permitted by the Administrator, to the Employer.

9.7 Procedure When Distributee Cannot Be Located

The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer's or the Administrator's records, (b) notification sent to the Social Security Administration or the Pension Benefit Guaranty Corporation (under their program to identify payees under retirement plans), and (c) the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the funding vehicle shall continue to hold the benefits due such person.

9.8 Incorporation of Individual Agreements

The Plan, together with the Individual Agreements, is intended to satisfy the requirements of Section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or Section 403(b) of the Code.

9.9 Governing Law

The Plan will be construed, administered and enforced according to the Code and the laws of the State in which the Employer has its principal place of business.

9.10 Headings

Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

9.11 Gender

Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.

9.12 Qualified Military Service Benefits.

Notwithstanding any other provision of this Plan, any Participant whose employment is interrupted by qualified uniformed service in the military under section 414(u) of the Code shall be entitled to all rights, benefits and protections afforded to such individuals thereunder, and such provisions are incorporated into this Plan. Uniformed services by any individual shall be determined as described in section 3401(h)(2)(A) of the Code.

ADOPTION

**Park Ridge - Niles School Dist. 64
403(b) Retirement Plan**

The Park Ridge - Niles School Dist. 64 acting through an officer and pursuant to authorization of its governing board, hereby adopts the Park Ridge - Niles School Dist. 64 403(b) Retirement Plan, subject to its terms and, the terms of any other agreements as deemed appropriate, attached hereto and made a part hereof, and the Adoption Agreement and the selections made therein.

Park Ridge - Niles School Dist. 64

Signature of Authorized District Officer

Print Name and Title of Officer

Date: _____, 201_

**THE OMNI GROUP, INC. MODEL 403(b) RETIREMENT PLAN
ADOPTION AGREEMENT**

School District Information; Applicability to Grandfathered Contracts:

1. Inclusion of All Public School Employees. [Basic Plan Document Sections 1.13 and 1.14] Employees of all *public* schools within the District are eligible to participate as employees in this Plan. Any schools within the District which are not considered *public* schools, e.g., private charter schools, are listed as follows:

N/A

[Note: charter schools can only be included in this Plan if such schools are eligible to participate in a governmental plan within the meaning of Code section 414(d) and ERISA section 3(32).]

2. Restated Plan. [Basic Plan Document Preamble] The restated effective date is **October 26, 2015**. This Plan is an amendment and restatement of an existing 403(b) Plan adopted **December 18, 2015**.

3. Application of IRS Transition Guidance to Disregard Certain Pre-2009 Contracts. [Basic Plan Document Preamble and Section 7.3] The School District elects to treat as not part of its Plan any contracts issued before 2009 as to which it is permissible for the School District to treat as not part of its Plan as provided in Section 8 of Rev. Proc. 2007-71, applicable regulations, and other applicable guidance, subject to any requirement of reasonable good faith efforts to include the contract as part of the Plan as required under such Revenue Procedure, or other applicable guidance, except as follows [list any exceptions]:

4. Plan Administrator. [Basic Plan Document Section 1.4] The School District shall serve as Administrator of the Plan generally responsible for internal Plan operations on the part of the District, unless otherwise provided below. (OMNI will serve as third party administrator of the Plan in accordance with its separate administrative service agreement with the District). Also, please provide contact information for the Administrator if it is not the School District:

Plan Participation and Contribution Provisions

5. Employee Eligibility. [Basic Plan Document Section 2.1] All employees are generally eligible for immediate Plan participation and to make Salary Reduction Contributions, except that the Plan excludes (i) employees who are persons providing service as a teacher's aide on a temporary basis while attending a school, college or university (i.e., student teachers exempt from FICA on account of performing services described in Code section 3121(b)(10)) or (ii) normally work fewer than 20 hours per week, unless otherwise provided below:

- ✓ Include all employees who normally work under 20 hours per week.
- ✓ Include persons providing service as a teacher's aide on a temporary basis while attending a school, college or university (i.e., student teachers exempt from FICA on account of performing services described in Code section 3121(b)(10))

[Note: If the Plan excludes employees who normally work less than 20 hours per week, in accordance with the terms of the Plan at section 2.1, this generally must be determined on the basis of whether, for the 12-month period beginning on the date the employee's employment commences, the School District reasonably expects the employee to work fewer than 1000 hours of service, and for each calendar year ending after the close of the at 12-month period, the employee has worked fewer than 1000 hours of service. Careful attention must be paid to compliance with the 20-hour rule by the District as it is necessary to the tax-qualification of the Plan.]

[Note: Persons occupying an elected or appointive public office are not eligible for the Plan unless such office is one to which the individual is elected or appointed only if the individual has received training, or is experienced, in the field of education.]

6. Employer Nonelective Contributions. [Basic Plan Document Section 2.7]

Employer Nonelective Contributions are not permitted under the Plan unless elected below:

6.1 Employer Nonelective Contributions of Accumulated Leave.

- Employer Nonelective Contributions of Accumulated Leave shall be permitted under the Plan.

(a) In this event, for each Plan Year, the Employer Nonelective Contribution of Accumulated Leave shall be made to the Employees specified in (b), below, in:

A dollar amount of contribution equal to the value of unused, bona fide (*select as applicable*):

- sick leave,
- vacation pay,

("Accumulated Leave") determined in accordance with the Employer's collective bargaining agreement or memorandum of agreement or equivalent with Employees of the Employer, contributed to the Employer Contributions Account for the Plan Year of severance from employment. If permitted under the Employer's collective bargaining agreement, to the extent the amount exceeds the Participant's annual additions limit under Section 415(c) of the Code for that year, such excess shall be carried over by the Employer, without interest, and not contributed to the Plan in such limitation year, but shall be contributed to the Employer Contributions Account of the Participant in each of the next 5 calendar years following the Plan Year in which the Participant has a severance from employment with the Employer, up to the annual additions limit under Section 415(c) of the Code to the extent permitted by Section 403(b)(3) of the Code and applicable regulations thereunder, or until such contributions equal the value of unused bona fide sick leave at severance from employment, whichever comes first.

If a former Employee dies during the first five (5) calendar years following the date on which the Participant ceases to be an Employee, notwithstanding the foregoing, an Employer Nonelective Contribution for the calendar year in which the Employee dies, shall not exceed the lesser of:

- (i) The excess of the former Employee's Includible Compensation for his or her last year of service as defined in section 403(b)(4) of the Code and applicable regulations thereunder over the contributions previously made for the former Employee for the calendar year in which the former Employee died; or

- (ii) The total contributions that would have been made on the former Employee's behalf if he or she had survived to the end of such 5-year period.

IMPORTANT NOTE: Employer Nonelective Contributions must be nonelective by employees under relevant documents and in operation. An employee may not be permitted to take any amount of such contributions in cash at or prior to severance of employment. If Employer Nonelective Contributions are available to collectively bargained employees or to other employees subject to an employment agreement, such Employer Nonelective Contributions formula must also be clearly reflected in the terms of the collective bargaining agreement or employment agreement, as applicable, as nonelective. The federal tax rules related to Employer Nonelective Contributions are complex and in some aspects unclear. OMNI assumes no responsibility for the tax consequences to the Employer or to any Employee or Beneficiary of any such Employer contributions failing to qualify as nonelective contributions within the meaning of the Code and the regulations thereunder. Employers are advised to consult with their own counsel regarding this matter, and should consider seeking a private letter ruling if they wish certainty with respect to the treatment of such contributions under their Plan.

(b) If selected above, Employer Nonelective Contributions of Accumulated Leave shall be made for all Employees, excluding only those checked below:

- Collectively bargained employees who participate in the following unions/collective bargaining units/teacher associations:
- Employees whose employment is NOT governed by a collective bargaining agreement between the Employer and employee representatives
- Management employees
- Superintendent
- Principals
- Administrator
- Other (specify): _____

6.2 Discretionary Employer Nonelective Contributions.

- ✓ Employer Nonelective Contributions shall be permitted under the Plan at the discretion of the Employer.

Plan Distribution, Loan, Transfer, Exchange and Domestic Relations Order Provisions

7. Loans. [Basic Plan Document Section 4.1] The Plan permits loans (subject to the terms and conditions of the annuity contracts and/or custodial accounts used to the fund the Plan), unless otherwise provided below:

8. Cash-Outs of Small Account Balances. [Basic Plan Document Section 5.2] Upon severance from employment, unless selected below, account balances of \$1,000 or less will be cashed out and paid directly to participants.

- ✓ Upon severance from employment, account balances of \$5,000 or less at severance from employment, not including rollover accounts, will be cashed out and the consent of the participant to such cashout shall not be required, provided that account balances of over \$1,000 will automatically be rolled over to the following individual retirement account (IRA)

selected by the Administrator if the participant does not affirmatively elect a direct distribution or rollover to another plan or IRA:

[Name of default IRA and provider]

[Note: a selection of a \$5000 limit shall be ineffective unless the Administrator selects a default IRA for cashouts.]

9. Hardship Distributions. [Basic Plan Document 5.5] A participant may elect to receive a hardship distribution under the terms and conditions described in the Plan, unless otherwise provided below:

Hardship distributions shall not be available under the Plan.

[Note: if hardship distributions under the Plan are allowed, the Plan and Vendors will apply the IRS "safe harbor" rules for such distributions. One of the requirements of the safe harbor rules is that the Participant must suspend elective deferrals to this and most other employee benefit plans of the School District for 6 months. This must be coordinated with the District's payroll procedures. See section 5.5 of the Plan for more information.]

10. Plan-to-Plan Transfers [Basic Plan Document Sections 6.2 and 6.3]

Transfers to and from the Plan and another plan shall not be permitted unless selected below:

- ✓ Transfers to this Plan from another plan in accordance with Plan Section 6.2 are permitted.
- ✓ Transfers from this Plan to another plan in accordance with Plan Section 6.3 are permitted.

[Note: transfers from one 403(b) plan to another require that distribution restrictions under such other plan be maintained under this Plan.]

11. Domestic Relations Orders/Qualified Domestic Relations Orders [Basic Plan Document Section 9.2]

Unless selected below, any domestic relations order must also meet the requirements of a "Qualified Domestic Relations Order" under Section 414(p) of the Code.

The Plan will not require that domestic relations orders meet the requirements of "Qualified Domestic Relations Order" under Section 414(p) of the Code.

Adoption by the School District. The School District, acting through an officer and pursuant to authorization of the School District's governing board, hereby adopts the OMNI Group, Inc. Model 403(b) Retirement Plan, subject to the terms of the OMNI Group, Inc. Model 403(b) Retirement Plan Basic Plan Document and Adoption Agreement with the selections made above.

The School District further understands and acknowledges that:

- The OMNI Group, Inc. is a third party administrator and is not a party to the Plan and shall not be responsible for any tax or legal aspects of the Plan. The School District assumes responsibility for these matters.

- It has counseled, to the extent necessary, with its own legal and tax advisors.
- The obligations of the OMNI Group, Inc. shall be governed solely by the provisions of its Service Agreement with the School District.
- To the extent that the OMNI Group, Inc. is not in material breach of its obligations as set forth in the Services Agreement, the OMNI Group, Inc. shall incur no liability for carrying out actions directed by the School District or the Administrator.
- The OMNI Group, Inc. shall be under no obligation to update this Adoption Agreement or the Basic Plan Document for any subsequent changes in applicable law unless specifically retained by the School District to do so.

Name of Adopting School District [Basic Plan Document
Section 1.14]:

Signature of Authorized District Officer

Print Name and Title of Officer

Date: _____, 2015

Consent Agenda

ACTION ITEM 15-10-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 26, 2015 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending September 30, 2015; Approval of Dis-enrollment of Non-resident Student(s); and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
October 26, 2015

Mary Bowe	Employ as Lunch Program Supervisor at Franklin School beginning September 25, 2015 – \$12.00 per hour.
Farrah Chiovari	Employ as Lunch Program Supervisor at Carpenter School beginning September 28, 2015 – \$12.00 per hour.
Joanna Cison	Employ as Special Needs Assistant at Roosevelt School beginning September 29, 2015 – \$16,821.48.
Deirdre Gallagher	Employ as Special Needs Assistant at Franklin School beginning October 15, 2015 – \$15,590.64.
Jennifer Goodman	Employ as Special Needs Assistant at Franklin School beginning October 19, 2015 – \$14,751.75.
Rose Jezierny	Employ as Lunch Program Supervisor at Roosevelt School beginning September 28, 2015 – \$12.00 per hour.
Elizabeth Norman	Leave of Absence Request, Maternity/FMLA – 3rd Grade Teacher at Carpenter School effective February 23, 2016 – May 17, 2016 (tentative).
Lindsay Jozwiak	Resign as Special Needs Assistant at Franklin School effective September 30, 2015.
Michael Becksted	Retire as Day Custodian at Emerson School effective December 31, 2015.

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 1,230,665.54
20 - Operations and Maintenance Fund -----	\$ 269,299.58
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ 18,298.63
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 89,227.29
80 - Tort Immunity Fund -----	\$ 435.50
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 122886 - 123138

Total: \$ 1,607,926.54

Payroll and Benefits for Month of September, 2015

10 - Education Fund -----	\$ 3,918,466.45
20 - Operations and Maintenance Fund -----	\$ 214,697.32
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 78,913.70
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 11784 - 11847

Direct Deposit: 900081623 - 900083173

Total: \$ 4,212,077.47

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

<http://www.d64.org/business/financial-data-current.cfm>

To: Laurie Heinz, Superintendent
Board of Education

From: Luann Kolstad, Chief School Business Official

Subject: Executive Summary – Financial Update for the Period Ending September 30, 2015

Date: October 26, 2015

Attached are the District's financials as of September 30, 2015. We continue to spend down the remaining funds in the Capital Projects fund as we pay off the Field Summer 2015 construction projects. Once all punch list items are completed to our satisfaction, Nicholas will do the final reconciliation on the expenditures and any remaining allowances that were not used, will be deducted from the final payments to the contractors.

The Tort fund continues to have a deficiency in Revenue over Expenditures. This situation does not raise any concerns. Typically the District does not want to hold much of a fund balance in the Tort Fund since we cannot move these funds to another fund that might be in need.

Mrs. Wsol will be posting on your Board Wiki in a location separate from the board reports the detailed monthly financial information and the monthly Investment Report from the treasurer. If you need the detail, go here for it.

As always, if you have any questions comments or concerns, please email Dr. Heinz and myself.

Park Ridge - Niles School District 64
Fund Balance Report for the Period Ending September 30, 2015

Fund	Unaudited Fund Balance June 30, 2015	2015-16 FYTD Revenues	2015-16 FYTD Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	Inter-Fund Transfers	Unaudited Fund Balance September 30, 2015
Education	\$26,063,112	\$24,940,153	\$8,782,246	\$16,157,907	\$0	\$42,221,019
Tort Immunity	1,072,144	295,717	729,898	(434,181)	0	\$637,963
Operations & Maintenance	3,905,790	3,635,348	1,444,431	2,190,917	0	\$6,096,707
Transportation	2,504,449	631,761	485,595	146,166	0	\$2,650,615
Retirement (IMRF & SS)	700,650	1,026,677	421,693	604,984	0	\$1,305,634
Working Cash	14,637,563	241,673	0	241,673	0	\$14,879,236
Total Operating Funds	\$48,883,708	\$30,771,329	\$11,863,863	\$18,907,466	\$0	\$67,791,174
Capital Projects	4,176,494	11,584	2,126,364	(2,114,780)	0	\$2,061,714
Debt Service	3,743,954	1,545,220	59,229	1,485,991	0	\$5,229,945
Total Non-Operating Funds	\$7,920,448	\$1,556,804	\$2,185,593	(\$628,789)	\$0	\$7,291,659
Total All Funds	\$56,804,156	\$32,328,133	\$14,049,456	\$18,278,677	\$0	\$75,082,833

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

<http://www.d64.org/business/financial-data-current.cfm>

Approval of Minutes

ACTION ITEM 15-10-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meetings on October 17 and October 5, 2015, the Regular Board Meeting on September 28, 2015 and Closed Meetings on October 17 and September 28, 2015.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 9:00 a.m.
October 17, 2015
Emerson School – Learning Resource Center
8101 N. Cumberland
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 9:05 a.m. Other Board members in attendance were Bob Johnson, Vicki Lee, Scott Zimmerman, and Dathan Paterno. Board member Mark Eggemann arrived during the opening remarks. Board member Tom Sotos arrived at 9:08 a.m. Also present were Superintendent Laurie Heinz, Illinois Association of School Boards (IASB) Field Services Director Barb Toney, and one member of the public.

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

Board President Borrelli provided an overview of the content of upcoming meetings related to consideration of facilities projects.

PUBLIC COMMENTS

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

Public
Comments

BOARD ADJOURNS TO CLOSED SESSION

At 9:10 a.m., it was moved by Board President Borrelli and seconded by Board member Lee to adjourn to closed session to discuss self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member [5 ILCS 120/2(c)(16)].

Board Adjourns
to Closed
Session

Board members discussed and reviewed with IASB Director Toney the exemptions allowed by the Illinois School Code for a Board to legitimately enter closed session. They discussed the value and constructive benefit to the Board of conducting the scheduled self-evaluation with Ms. Toney in closed session as noticed in the official public posting of the meeting agenda and provided for by the Code. The Board also reviewed topics that are required to be discussed within closed session and the need to limit discussion to the topic permitted under that specific exemption. It was further clarified that today's morning meeting had been posted as a closed session with the specific self-evaluation exemption with an IASB representative; Ms. Toney advised that her legal counsel would not permit her to now lead the workshop in an open meeting, as the public was not notified of the opportunity to attend.

On an ongoing basis, Dr. Heinz noted that the District routinely looks to its legal counsel to guide the Board on what matters should be discussed in closed session. Ms. Toney confirmed that a Board's conversation in closed session that leads to a decision is confidential, but the Board's action on the decision itself should be taken in public. There was additional discussion of the provisions of the Open Meetings Act in regards to adding items to the agenda during a regular meeting, but not to special meetings unless directly related to the posted agenda topic.

At 9:55 a.m., the votes were cast as follows:

AYES: Paterno, Sotos, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session and resumed the special Board meeting at 1:13 p.m. In addition to Board President Borrelli, Board members Eggemann, Lee, Zimmerman and Paterno were in attendance. Board member Johnson was absent; Board member Sotos arrived during the meeting at 1:27 p.m. Also present were Superintendent Heinz, IASB Director Toney, Public Information Coordinator Bernadette Tramm, and one member of the public.

DISCUSSION ON COMMITTEE STRUCTURE

Discussion on
Committee Structure

Director Toney facilitated a Board review of its committee structure. Board President Borrelli stated that Board members had typically been assigned to serve on 14 committees. Through discussion, it was determined that a small number are actual Board-formed committees, but the majority are District committees upon which a Board member may be asked to serve as a liaison. Ms. Toney guided discussion of what committees the Board may wish to form that are focused on Board work. She cautioned that committees of the Board function best when the committee members can serve a useful role in deeply reviewing a topic to provide valuable insights when reporting back to the full Board for further consideration. She stressed that the Board needs to clearly define the parameters and purpose of any committees it forms. Ms. Toney noted that an example of this type of committee is Policy, as this work is clearly the responsibility of the Board.

She also pointed out that another route is for Boards to conduct a Committee-of-the-Whole (COW) on a topic, which allows all members to have the same information and an equal opportunity to discuss. Dr. Heinz noted that the Board currently creates COW meetings as needed typically to focus in-depth on a single topic or two. Ms. Toney pointed out that the Board could also form Board committees on an ad hoc basis to carry out a specific task with a stated end date, such as a Board committee to review proposed changes to a superintendent's evaluation tool with a report to be presented to the full Board at a designated meeting. Board President Borrelli and Dr. Heinz noted that CSBO Luann Kolstad had requested an opportunity to share a proposal with the Board to create a Board Finance Committee; Ms. Toney noted that the work of this committee would have to be clearly delineated to avoid having the same information presented for the committee and again for the full Board. The Board also discussed whether there was continuing value for Board members to serve as liaisons on District committees. Dr. Heinz noted that she serves on these groups and already reports back to the Board on their activities routinely. The Board consensus was to eliminate these assignments.

There was a separate discussion on the Board's role in approving curriculum and the curriculum review process. Dr. Heinz pointed out that the most recent adoption was the math

curriculum in spring 2013. She noted that a proposal for establishing a regular curriculum review cycle would be presented soon by Assistant Superintendent for Student Learning Lori Lopez. Ms. Toney affirmed that the Board approves curriculum at the time it periodically adopts a new curriculum on a review cycle, and that the Board is involved on an ongoing basis by being informed and monitoring how that implementation of the curriculum is working in terms of student results and updates given to the Board and directly to parents about the curriculum.

Following further discussion, the consensus was that Policy should remain as a Board committee, and that Negotiations would be added since 2016 will be a year for collective bargaining with teachers. Ms. Toney suggested that the Board hear further from CSBO Kolstad to better understand the proposed functions of a Finance Committee before making a decision to add that committee. It was decided that other topics can be handled through COW meetings or by creating an ad hoc committee for a specific purpose. Board President Borrelli invited Board members to email him of their willingness to serve with Board member Paterno on the Policy committee and/or on Negotiations.

The Board then reached consensus to add a regular monthly COW in addition to a regular business meeting to its calendar, with the exception of July and August.

Board President Borrelli thanked Ms. Toney for a productive morning in leading the self-evaluation and this discussion on committee structure.

ADJOURNMENT TO CLOSED SESSION

Adjournment
to Closed

At 2:00 p.m., it was moved by Board President Borrelli and seconded by Board member Paterno to adjourn to closed session to discuss collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)].

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Zimmerman, Sotos, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

The Board adjourned from closed session at 3:45 p.m.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:30 p.m.
October 5, 2015
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:32 p.m. Other Board members in attendance were Mark Eggemann, Bob Johnson, Vicki Lee, Scott Zimmerman, and Dathan Paterno. Board member Tom Sotos arrived at 6:54 p.m. and left at 7:30 p.m. Also present were Superintendent Laurie Heinz, Assistant Superintendent for Student Learning Lori Lopez, Assistant Superintendent for Human Resources Joel T. Martin, Chief School Business Official Luann Kolstad, Director of Facility Management Ronald DeGeorge, Director of Innovation and Instructional Technology Mary Jane Warden, Public Information Coordinator Bernadette Tramm, and seven members of the public.

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

PUBLIC COMMENTS

Public Comments

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

PRESENTATION OF SUMMER 2016 & 2017 CONSTRUCTION PROJECTS AND FUTURE YEARS PROJECTS

Presentation of
Summer 2016 & 2017
Construction Projects
and Future Years
Projects

CSBO Kolstad noted the Board had received a copy of the draft Health Life Safety survey, which is continuing to be reviewed as projects are identified for completion by District 64 staff and can be removed, and new items may be added. Mr. Kerry Leonard of the District's architectural consultant FGM Architects confirmed the survey in its final form must be submitted to the Illinois State Board of Education no later than January 2017. CSBO Kolstad noted that her written report and the presentation tonight would focus on the projects recommended for summer 2016 and summer 2017, and noted they had been selected because they are needed to make the District's facilities "safe, warm and dry." Mr. Leonard introduced Troy Kerr and Terri Wright from FGM Architects, and Nick Papanicholas, Jr. from Nicholas and Associates, the District's construction management consultants, who also provided information during the presentation.

Mr. Leonard, joined by CSBO Kolstad and Dr. Heinz, responded to Board member questions and provided further clarification throughout the presentation and discussion.

Mr. Leonard began by offering a brief recap of the June 22 Board meeting presentation of the Health Life Safety (HLS) and Master Facilities Plan (MFP). For HLS, he noted that no items designated as A/urgent had been identified, and that items designated in the other two categories – B/required and C/recommended -- are included in the proposed life safety budget and noted that the District has five years to complete HLS projects. In addition to HLS, Mr. Leonard reported that the District has infrastructure projects identified through the MFP, and that although buildings are structurally sound and safe, the District will need to continue to replace systems that are past their useful life. Mr. Leonard noted the recommendations were to submit the HLS report, investigate options for secured entrances and renovations of the school Learning Resource Centers and multipurpose auditorium spaces, and to prepare options for implementing the facility needs identified in the MFP. In terms of the top five directives, Mr. Leonard reported that the priority has been to identify the 2016 safe, warm and dry projects; assemble 2017 remaining safe, warm and dry projects and additional critical infrastructure projects; respond as the District conducts further curriculum planning to support 21st Century learning; align facility needs with curriculum planning and plan for the implementation of the remainder of HLS/MFP projects; and prioritize current and future facility needs with available financing options. Mr. Leonard reported that with the arrival of CSBO Kolstad on July 1 and Director of Facility Management DeGeorge in August, the District team had been able to review the materials and coordinate with FGM and Nicholas to develop the recommended projects for 2016 and 2017 focusing on safe, warm and dry needs at the schools. He noted that work at Emerson and Field would be delayed until 2017 to allow the District's summer program to be conducted at those facilities in 2016, and that work at Jefferson and Lincoln would be deferred until the full impact of educational program needs are more clearly defined following the completion of further studies. Similarly, he reported the team had decided to defer expensive small additions, monitor enrollment trends and study alternatives to address any capacity needs in the near term.

Mr. Leonard provided a detailed review of the 2016 specific projects, including: security and office renovation at all buildings; repair of deteriorating parking lots; mechanical work in areas not previously completed or where rooftop equipment should be done when roofing is replaced; and work to protect the learning environment from damage caused by water, such as roof, windows, masonry walls and exterior doors. He provided a similar list for 2017 including: completing the related safe, warm and dry work at Emerson and Franklin; plumbing, flooring, and electrical items; building safety work such as fire alarm, structural repairs and fire separation; and other projects including mechanical, parking lot repair, and miscellaneous architectural work. He reviewed the detailed spreadsheet of estimated costs for this work and further HLS/MFP activities, with a proposed 2016 budget of almost \$14.3 million, including about \$2.1 for HLS or about 17% of the identified total of \$12.6 million in this category; \$6.1 for infrastructure projects or about 25% of the identified \$24.5 million in this category; and \$6.1 for the secured entrances to complete this category. He reported the summer 2017 budget proposal included almost \$7 million, including just under \$1 million for HLS or 8% of the total identified HLS category expenses; and \$6 million for infrastructure projects or 24% of the total identified needs in the infrastructure category. Mr. Leonard reported the two-year total would be approximately \$21 million. Mr. Leonard stated that the request to

the Board this evening was for authorization to begin the design process for the 2016 summer projects including the secured entrances, which would commit the District to between \$275,000 - \$303,000 in fees for this preliminary design phase. He also reviewed the other phases of Board authorization in the construction process and the associated estimated costs at each point.

Board members continued discussion of the proposed work and financing needs, with Mr. Leonard, CSBO Kolstad and Dr. Heinz offering further detailed information about how projects were selected to be included, with particular attention to roofing and other “dry” projects identified, and the timeline for moving forward. Discussion also focused on what are required HLS projects and what are recommended projects that are being included in the proposed total \$12.6 million HLS category, and the District’s options to include recommended projects in the official HLS survey submitted to the state for completion in five years. Mr. Leonard confirmed that all HLS work included for 2016 was selected from the required category. Looking beyond these two years, Mr. Leonard noted that the budget page in the report included a variety of other project categories totaling almost \$69 million, but he affirmed these projects would not be considered until further demographic and programmatic studies have been completed in coming years. He, CSBO Kolstad and Dr. Heinz noted that not all HLS is scheduled immediately, to avoid re-doing work that may be impacted by any projects undertaken for educational program changes in two or three years as those studies are completed. Discussion also turned to financing options for the work. CSBO Kolstad referred back to the September 21 special Board meeting when William Blair & Co. presented options for various scenarios utilizing a combination of the District’s existing Operating Fund balance and bonding.

The Board then turned to a discussion on secured entrances at the school. Mr. Leonard noted that the school offices do not directly supervise entries to the buildings and that the vestibules themselves should be secured further. He shared two initial studies showing how rearrangement of entries could both enhance security and improve the educational environment. Board members discussed the expense associated with this work and how District 64 compares with other districts in this regard. Mr. Leonard affirmed that secured vestibules are highly recommended by first responders and that most districts have retrofitted their schools to provide this enhancement. Dr. Heinz offered to schedule local first responders to attend an upcoming Board meeting to provide further background on the need for secured vestibules.

Mr. Leonard responded to additional Board member questions about the mechanical projects being planned, and offered to provide a map of each building indicating the areas that would be included for mechanical work to provide air conditioning that are not currently served, such as cafeteria spaces and gyms. Among other topics, he also provided more information about roofing costs, balancing the initial price versus the life cycle costs, and the extent of the roofing needs identified through the HLS/MFP process. He confirmed that all roofs now on the list are a priority. He and Mr. Papageorge responded to Board member questions about the annual escalation factor built into the estimates and the bidding process, including assembling packages by trades.

As the presentation and discussion concluded, Dr. Heinz summarized that the Board had agreed to conduct a special meeting on Thursday, November 5 to focus on the preliminary design information, preliminary budget and the construction schedule to be delivered from FGM should the Board authorize the work this evening. Further, a continued discussion of financing options and a presentation on the projects beyond 2016 and 2017 would be scheduled at the October 26 regular Board meeting.

**APPROVAL TO START DESIGN PROCESS BASED ON
PROPOSED CONSTRUCTION PROJECTS FOR SUMMER 2016**

Approval to Start Design
Process Based on
Proposed Construction
Projects for Summer 2016

Based on Board member request, consideration of secured vestibules was separated from consideration of the other 2016 projects.

ACTION ITEM 15-10-1

Action Item
15-10-1

It was moved by Board member Lee and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the design process based on proposed construction projects for summer 2016.

It was then moved by Board member Paterno and seconded by Board member Zimmerman to amend the motion that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the design process based on proposed construction projects for summer 2016, minus the secured entrance piece.

The votes to amend the motion were cast as follows:

AYES: Eggemann, Johnson, Zimmerman, Paterno

NAYS: Lee, Borrelli

PRESENT: None.

ABSENT: Sotos

The motion to amend carried.

The votes on the motion as amended were cast as follows:

AYES: Paterno, Zimmerman, Johnson, Eggemann

NAYS: Borrelli, Lee

PRESENT: None

ABSENT: Sotos

The amended motion carried.

ACTION ITEM 15-10-1a

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the design process based on the proposed construction project of secured entrances and office renovation for summer 2016.

The votes were cast as follows:

AYES: Borrelli, Lee, Johnson, Eggemann

NAYS: Paterno, Zimmerman

PRESENT: None

ABSENT: Sotos

The motion carried.

ADJOURNMENT

Adjournment

At 9:10 p.m., it was moved by Board member Zimmerman and seconded by Board member Johnson to adjourn the meeting, which was approved by voice vote.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
September 28, 2015
Roosevelt School – North Gym
1001 S. Fairview Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:24 p.m. Other Board members in attendance were Mark Eggemann, Vicki Lee, Dathan Paterno and Tom Sotos. Board member Scott Zimmerman participated by phone. Board member Bob Johnson arrived at 10:12 p.m. immediately prior to approval of the minutes. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent for Human Resources Joel T. Martin, Public Information Coordinator Bernadette Tramm, and four members of the public.

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

BOARD ADJOURNS TO CLOSED SESSION

At 6:25 p.m., it was moved by Board President Borrelli and seconded by Board member Lee to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)].

Board Adjourns
to Closed
Session

The votes were cast as follows:

AYES: Lee, Borrelli, Paterno, Sotos, Zimmerman

NAYS: Eggemann

PRESENT: None.

ABSENT: Johnson

The motion carried.

The Board adjourned from closed session at approximately 7:20 p.m. and after a short recess resumed the regular Board meeting at 7:27 p.m. In addition to those mentioned above, also present were Assistant Superintendent for Student Learning Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, and 35 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of
Allegiance and
Welcome

Principal Kevin Dwyer welcomed the Board to Roosevelt School. He introduced members of Pack 201, which dates back to the mid-1970's at the school, to post the colors and lead the Pledge of Allegiance. Dr. Dwyer then described the activities being undertaken by Roosevelt teachers and staff on one of this year's school goals of creating a culture of unity and team under the umbrella of "Team Roosevelt" with the hashtag #beawesome. He noted this goal also connects with one of the new 2020 Vision Strategic Plan strategic objectives. Board President Borrelli thanked Dr. Dwyer, students and staff for the warm welcome and interesting presentation.

PUBLIC COMMENTS

Public
Comments

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

PUBLIC HEARING ON THE BUDGET

Public Hearing on
the Budget

Board President Borrelli convened the public hearing, and invited comments from the public on the proposed 2015-16 budget. None were received.

Board President Borrelli adjourned the hearing and immediately resumed the regular meeting.

FINANCIAL PROJECTIONS

Financial
Projections

CSBO Kolstad noted this was the first set of projections that she had developed for the Board since joining District 64 on July 1. She stated the five-year projections were developed utilizing the 2015-16 budget and the assumptions for revenues and expenditures the Board had discussed at its August 24, 2015 meeting. She pointed out the projections also utilized curriculum adoption projections and technology 1:1 refresh cycle projections from administration. She noted that \$750,000 per year had been added to the Operations & Maintenance expenditures for capital projects that are beyond the scope of normal maintenance, such as replacing flooring, roof repair, parking lot seal coating, etc. The funds would be used to either replace aging equipment or for services that would extend the life of the District's assets. CSBO Kolstad also pointed out that for the first time, the financial projections include a pension cost shift/TRS phase in from the state to the District of .5%, increasing each year to 2.5% in FY 2020-21. She concluded that the projections indicate that with these assumptions and data, the District would be expected to end the 2020-21 year with an operating fund balance of about \$38.9 million, or a 46% operating fund balance that equates to 170 days. Board members discussed the advisability of lowering the annual additional Operations & Maintenance expenditures in the projections to \$500,000 and slowing down the pension shift from the state as a way of forestalling the District moving into eroding its fund balance, which the projections indicate would occur beginning in the 2016-17 fiscal year when using the current set of assumptions. CSBO Kolstad pointed out that projections are useful for 2-3 years ahead, and that once the teacher contract negotiations in 2016 are concluded, anticipated salary expenditures will reflect those actual costs for future years and help to sharpen the model.

CSBO Kolstad reported the projections would be updated based on this conversation and presented with the upcoming 2015 tentative tax levy at an upcoming Board meeting.

ADOPTION OF FY16 DISTRICT 64 BUDGET

Adoption of FY16
District 64 Budget

CSBO Kolstad reported that the Board had thoroughly reviewed the budget fund by fund at two meetings in August and September, and that she had reviewed with the Board the new account structure. She noted that she had presented a report that compares the fund by fund unaudited actuals from 2014-15 with the 2015-16 budget, and that operating funds expenditures overall are 2.72% higher while revenues are 4.35% higher. Her report further indicated the District was expected to end the 2015-16 fiscal year on June 30 with an Operating Fund balance of almost 74% or 267 days cash on hand. She then responded to Board member questions about expenditures for the capital projects completed at Field School this summer and available funds for 2016 projects. Board President Borrelli invited further Board member questions and public comments; none were received.

ACTION ITEM 15-09-2

Action Item
15-09-2

It was moved by Board member Paterno and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the Budget for the Fiscal Year beginning July 1, 2015 and ending June 30, 2016, as presented.

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Paterno, Sotos, Zimmerman

NAYES: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

SIXTH DAY OF ENROLLMENT

Sixth Day of
Enrollment

CSBO Kolstad presented the report tracking the 6th day of school. Overall, she pointed out the District's total K-8 enrollment for 2015 is 4,372, which is two fewer students than last year. She noted that the elementary schools had seen an increase of 57 students, and had experienced a significant influx in grades 1-5. CSBO Kolstad reported that this was offset by a decline of 59 students at the middle schools, because last year's graduating 8th grade class was larger than the incoming 6th grade. She noted the District plans to project enrollment internally going forward using live birth data and a cohort survival methodology. An updated set of enrollment projections will be presented to the Board later in the fall for further discussion.

**REVIEW OF EDUCATIONAL ENDS WITH DEPARTMENTAL
FOCUS: FOREIGN LANGUAGE, INSTRUMENTAL MUSIC,
MUSIC, ART AND PHYSICAL EDUCATION**

Review of Educational
Ends with Departmental
Focus: Foreign Language,
Instrumental Music,
Music, Art and Physical
Education

Assistant Superintendent Lopez provided an in-depth report on revisions to the District's Educational Ends statements, assessments and scorecards, which had been selected as an ongoing goal for District 64 at the August 2013 Board study session. The Ends have been under construction for the past two years due to changes in national standards and assessments. She noted the focus of tonight's report is on the Educational Ends in five areas of visual art, general music, instrumental music, foreign language, and physical education, to provide more in-depth analysis. Dr. Lopez noted that 14 years ago, District 64 had created the Ends in an effort to be able to identify what we want District 64 students to learn as a result of their education here. The Ends are District 64's unique view of learning beyond high stakes tests in reading and math. She noted that the Ends framework has three components: statements, which are broad learning goals in 12 areas, including the five just identified, along with language arts, math, science, social studies, health, critical thinking/problem-solving skills, and social emotional development; assessments that identify how we will measure student mastery of the goals; and scorecards, which identify our annual targets for success. Dr. Lopez reported that the revision of the ends included alignment, application and targets for the five areas addressed this evening. She then introduced short audio clips describing the revisions created by the Curriculum Specialists from each of these departments, including: Sonja Dzedzic, visual art; Terry Broeker, general music; Brian Jacobi, instrumental music; Sue McGovern, physical education; and Shannon Rodriguez, foreign language.

Dr. Lopez and Superintendent Heinz then responded to Board member comments and questions about the Ends framework for these five areas. They pointed out that the standards were developed using national standards from organizations specializing in these areas when available and through teacher consensus of what mastery would look like, however there is no nationally normed assessments of learning in these areas. Dr. Lopez further explained the color-coding on the scorecards, and that the goal over time is for 100% mastery. Dr. Heinz and Dr. Lopez reiterated that District 64 was far ahead of others in creating the Ends 14 years ago, and that these 12 areas were valued equally as part of a child's education. Board President Borrelli questioned whether District 64 surpasses others in these areas, and that it would be helpful to have a comparison of what we provide that others do not or whether we have deficits and could provide alternatives. Dr. Lopez noted that some of the opportunities we afford students in terms of elective choices exceed what our neighbors are providing in giving students voice and choice at the middle school level. Dr. Heinz noted that the new Strategic Plan does provide for such a review.

UPDATE ON RESIDENCY RE-VERIFICATION PROCESS

Update on
Residency Re-
Verification
Process

Dr. Heinz noted that on February 9, the Board had approved 100% residency re-

verification for all students prior to the start of school on August 18. She provided a detailed report on how the process had operated this year, including staff training, communications outreach, document handling, and staffing at the schools and during the summer. She noted that by the June 1 deadline, 89% of returning students had verified residency, and that during the summer, outreach was focused on the remaining families to submit documentation or inform the District of their plans not to return by the start of school. She described the impact on parents, the school offices and District office required to re-verify about 4,000 returning students. Look ahead, Dr. Heinz recommended a combined approach for 2016-17. Kindergarten and new students would be processed in person and all documents examined at that time. Residency re-verification would be conducted only for students entering grades 3, 5 and 7, and parents/guardians would be allowed to scan their documents and upload them to District 64 through the Infosnap registration process. Dr. Heinz recommended this as a way to balance the time and personnel required to manage this process, while still providing rigorous oversight of residency. She also noted that the District had engaged a new private investigative firm to conduct investigations, and that 7-8 cases are currently being examined. Most of these cases appear to be individuals who have falsified affidavits. Dr. Heinz confirmed that the District would be pursuing legal action against them as a deterrent to others. Dr. Heinz and CSBO Kolstad responded to Board member discussion and questions about the alternate proposal. Board President Borrelli informally polled the Board, and the consensus was to continue re-verification of all families for 2016-17.

FOLLOW-UP ON DISTRICT DASHBOARD AND WEBSITE

Technology Director Warden provided an update on continued development of the District Dashboard on the website since the August 24 Board meeting presentation, and identified new displays and refinements underway. She also offered updates on the capabilities of the “advanced search” feature of the website and new links added to the Dashboard, which has been identified as being under development. Board members discussed additional information that might be added to the Dashboard, and Dr. Heinz noted that the Board could recommend additional menu tabs within the Board area of the website as well. Director Warden noted that the build out of the Dashboard would be continuing.

Follow-up on
District Dashboard
and Website

2014-15 BRIGHT BYTES SURVEY RESULTS AND FALL 2015 UPDATE

Technology Director Warden reported on the outcome of the Bright Bytes survey data obtained during fall 2014 and spring 2015 of teachers/administrators and students concerning technology integration in our learning process and environments. She noted the CASE framework for the survey includes Classroom, Access, Skills and Environment, and that results are provided along a 5-step maturity scale ranging from beginning to exemplary. She reported that from the fall 2014 surveys, the District’s overall score was proficient, and that the District had developed a plan to focus on professional development to grow effectiveness in using technology to improve student achievement by setting a growth goal of moving from “emerging” to “proficient” in the

2014-15 Bright Bytes
Survey Results and
Fall 2015 Update

domain of Classroom. She pointed out that this domain encompasses the integration of the 4 C's of 21st century learning: communication, collaboration, critical thinking, and creativity. Director Warden reported that by spring, the District had recorded substantial progress in achieving a 12-point gain in our overall score, and had made progress toward moving toward proficient in the Classroom domain. She noted that the largest gains were in the areas of communication and collaboration as reported by students. Director Warden noted that the District is reviewing the fall collection of data and will develop focus goals for growth efforts in this school year. She confirmed that this is the second year of the survey to track continued growth and progress, and that this data also will appear in the scorecard for the 2020 Vision Strategic Plan.

BOARD MEMBER SPOTLIGHT VISITS ON 2020 VISION STRATEGIC PLAN

Board Member Spotlight
Visits on 2020 Vision
Strategic Plan

Board members discussed renewing a past practice of scheduling visits to the schools individually or in teams, and determined that facilities needs would be a good focus of visits this year given the amount of work identified in the Master Facilities Plan. Further discussion will be scheduled regarding other outreach efforts.

APPROVAL OF RESOLUTION AUTHORIZING ISSUANCE OF NOTICE OF REMEDIAL WARNING TO A TENURED TEACHER

Approval of Resolution
Authorizing Issuance of
Notice of Remedial Warning
to a Tenured Teacher

Board President Borrelli noted that the Board had conducted a closed session tonight on this matter, at which time the individual had spoken to the Board and had legal representation. The language of the resolution includes references to violations of Policy 5:120, Illinois State Board of Education regulations, and the Individuals with Disabilities Act.

Action Item
15-09-3

ACTION ITEM 15-09-3

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the formal Resolution Authorizing Issuance of a Notice of Remedial Warning to a Tenured Teacher Sean Masterton.

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Eggemann

NAYS: None.

PRESENT: Zimmerman

ABSENT: Johnson

The motion carried.

**APPROVAL OF RESOLUTION AUTHORIZING THE
SUSPENSION WITHOUT PAY OF A TENURED
TEACHER**

Approval of Resolution
Authorizing the Suspension
Without Pay of a Tenured
Teacher

ACTION ITEM 15-09-4

Action Item
15-09-4

It was moved by Board member Paterno and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the formal Resolution Authorizing the Suspension Without Pay of Tenured Teacher Sean Masterton for misconduct, pursuant to Board Policy 5:240, for a period of two days.

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Paterno

NAYS: Sotos

PRESENT: Zimmerman

ABSENT: Johnson

The motion carried.

**APPROVAL OF SEPARATION AGREEMENT WITH AN
EDUCATIONAL SUPPORT PERSONNEL EMPLOYEE**

Approval of Separation
Agreement with an
Educational Support
Personnel Employee

Board President Borrelli noted that the Board had time in closed session to review the matter.

ACTION ITEM 15-09-5

Action Item
15-09-5

It was moved by Board member Lee and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the formal Separation Agreement with Colleen Krone, an Educational Support Personnel Employee, and the Board accepts her resignation from employment effective October 28, 2015 following her use of Family and Medical Leave.

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Eggemann, Zimmerman

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Edward Dreyer	Employ as Instructional Resource Assistant at Emerson School beginning September 8, 2015 – \$19,772.34.
Danielle Bogolub	Employ as Special Needs Assistant at Franklin School beginning October 1, 2015 – \$16,616.34.
Katherine Dulek	Employ as 5th Grade Teacher at Roosevelt School beginning August 17, 2015 – \$48,582.00.
Laura Frayn	Employ as (.50) Special Education Teacher at Private/Parochial School beginning October 5, 2015 – \$22,804.02.
Elizabeth Frink	Employ as Lunch Program Supervisor at Carpenter School effective September 21, 2015 - \$12.00.
Linda Khalouf	Employ as 10-Mo Secretary Level IV at Emerson School beginning August 31, 2015 - \$24,804.50.
Magdalena Szakola	Employ as Instructional Resource Assistant at Field School beginning September 11, 2015 – \$18,052.23.
Minh Thu Nguyen	Employ as Special Needs Assistant at Emerson School beginning September 10, 2015 – \$19,551.42.
Laura Papageorgiou	Employ as Special Needs Assistant at Roosevelt School beginning September 1, 2015 - \$11,487.84.
Nancy Pomis	Employ as 10-Mo Secretary Level IV at Emerson School beginning August 24, 2015 - \$25,457.25.
Amy Rendino	Employ as Special Needs Assistant at Roosevelt School beginning September 14, 2015 - \$17,949.75.
Staci Rusch	Employ as Part-Time Health Assistant at Jefferson School beginning September 3, 2015 - \$11,487.84.
Jacob Szczesniak	Employ as Special Needs Assistant at Emerson School beginning August 24, 2015 - \$20,987.40.
Amy Tecu	Employ as Early Childhood Assistant at Jefferson School beginning September 14, 2015 - \$17,949.75.
Shannon Bechtold	Change of Assignment from Lunch Program Supervisor at Washington to Lunch Program Assistant Head Supervisor at Washington effective September 22, 2015.
Lynn Bugai	Change of Assignment from .50 Kindergarten Teacher at Roosevelt to fulltime Kindergarten Teacher at Roosevelt effective August 17, 2015 - \$102,779.00.
Christine Johnson	Change in Assignment from 1st Grade Teacher at Washington School to 3rd Grade Teacher at Washington School effective August 17, 2015 - \$72,214.00.

Janet Johnson	Leave of Absence Request, FMLA/Family Medical – Instructional Resource Assistant at Washington School effective August 31, 2015 – December 1, 2015 (tentative).
Erin McCoy	Leave of Absence Request, Maternity/FMLA – 4th Grade Teacher at Roosevelt School effective August 17, 2015 – September 11, 2015 (tentative).
Melissa Milostan	Leave of Absence Request, Maternity/FMLA – C of C Language Arts/Math at Lincoln School effective January 18, 2016 – April 8, 2016 (tentative).
Amy Pekic	Leave of Absence Request, Maternity/FMLA – Instructional Resource Teacher at Emerson School effective March 25, 2016 – May 27, 2016 (tentative).
Robyn Schmit	Leave of Absence Request, Maternity/FMLA – Special Education Teacher at Carpenter School effective January 13, 2016– April 6, 2016 (tentative).
Molly Staron	Leave of Absence Request, Maternity/FMLA – Instructional Resource/Literacy Teacher at Roosevelt School effective February 8, 2016– May 2, 2016 (tentative).
Jamie Zimniok	Leave of Absence Request, Maternity/FMLA – Instrumental Music Teacher at Emerson School effective January 29, 2016– April 22, 2016 (tentative).
Mary Jo Baldassone	Resign as Lunch Program Supervisor at Washington School effective September 17, 2015.
Katie Moorman	Resign as Special Education Teacher at Field School effective June 12, 2015.
Doris Moss	Resign as Lunch Program Supervisor at Roosevelt School effective September 4, 2015.
Katherine White	Resign as Special Needs Assistant at Roosevelt School effective August 28, 2015.

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

B. BILLS, PAYROLL AND BENEFITS

Bills

10 - Education Fund-----	\$1,311,144.34
20 - Operations and Maintenance Fund -----	239,238.06
30 - Debt Services-----	-
40 - Transportation Fund -----	397,533.78
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	1,083,481.11
80 - Tort Immunity Fund -----	2,990.00
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 122582 - 122839 Total: \$3,034,387.29

Payroll and Benefits for Month of August, 2015

10 - Education Fund-----	\$2,047,556.42
20 - Operations and Maintenance Fund -----	230,669.68
40 - Transportation Fund -----	-
50 - IMRF/FICA -----	58,549.09
80 - Tort Immunity Fund -----	-

Checks Numbered: 11745 - 11783 Total: \$2,336,775.19

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

C. APPROVAL OF AUGUST FINANCIALS ENDING AUGUST 31, 2015

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

D. ANNUAL APPLICATION FOR RECOGNITION OF SCHOOLS

E. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 15-09-6

Action Item
15-09-6

It was moved by Board President Borrelli and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 28, 2015 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of August Financials Ending August 31, 2015; Annual Application for Recognition of Schools; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Paterno, Sotos, Zimmerman

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 15-09-7

It was moved by Board member Paterno and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meetings on September 21 and August 27, 2015, the Regular Board Meeting on August 24, 2015, and Closed Meetings on September 21, August 27 and August 24, 2015. Action Item
15-09-7

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Eggemann, Zimmerman, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Dr. Heinz reported on the recent Elementary Learning Foundation (ELF) meeting, and noted that new members had joined the board, which is preparing for its annual fundraiser, Casino Royale. She noted that she and CSBO Kolstad had also met separately with board members regarding plans for the fundraiser. Dr. Heinz reported on the first meeting of the new Superintendent Community Relations Council to provide foundational information and background for this larger group of community members beyond our parent body. She noted that the first meeting was filled with in-depth information, including the quality audit, 2020 Vision Strategic Plan, a tour of the website, and other information to give members a broad view. Dr. Heinz said she had already received follow up emails after the first meeting as members are helping to spread information about the District in the community and getting ideas from them as well. She also gave a brief overview of the 20 members selected, with a balance between parents and non-parent community members and representation from all school attendance areas. Board President Borrelli noted he had also attended and found the presentations excellent and the interactions to be very lively. Dr. Heinz noted that finance/facilities and student learning/technology would be the topics of the two upcoming meetings this year, and that there is a constant conversation about communications in productive ways running through all the sessions.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reported on a recent FOIA request pertaining to student transportation contracts that had entailed extensive document searches and reviews to redact exempted information. She noted that request had been deemed voluminous and had gone through steps to narrow the request. She noted that another

FOIA to obtain the settlement agreement with a tenured teacher had been responded to, but the requester had asked the Public Access Counselor to review the District's response. The District is in the process of providing the requested documentation to the office of the Illinois Attorney General as required. Dr. Heinz also noted that a lengthy request also had been received from the Better Government Association, and that the District had invoked a five-day extension. Dr. Heinz concluded by announcing that the Illinois Chapter of the National School Public Relations Association (INSPRA) had honored District 64 with a trio of awards for its communications work, including the District website, the 2014 Financial Report and the series of video podcasts about the Consortium for Educational Change (CEC) quality audit, and congratulated all involved with these efforts.

ADJOURNMENT

Adjournment

At 10:27 p.m., it was moved by Board member Paterno and seconded by Board member Eggemann to adjourn, which was approved by voice vote.

President

Secretary

DRAFT

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Committee-of-the-Whole: Finance
held at 7:30 p.m. September 21, 2015
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 7:50 p.m. Other Board members in attendance were Tom Sotos, Dathan Paterno, Scott Zimmerman, Vicki Lee, Bob Johnson and Mark Eggemann. Also present were Superintendent Laurie Heinz, Assistant Superintendents Joel T. Martin and Lori Lopez, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Student Services Jane Boyd, Chief School Business Official Luann Kolstad, Public Information Coordinator Bernadette Tramm, and about 15 members of the public.

Board President Borrelli stated the purpose of the meeting was to conduct a focused review of the education, debt service, municipal retirement and capital projects funds; review the final draft of the 2015-16 budget; and conduct a discussion of bonding and related projects.

Budget Focus: Education, Debt Service, Municipal Retirement, and Capital Projects

CSBO Kolstad reported this was the third and final installment of an in-depth review of the 2015-16 budget with previous Board discussions occurring on August 10 and August 24. She noted that she and Assistant Business Manager Brian Imhoff had been working to distribute accounts to re-categorize functions in alignment with the Illinois Program Accounting Manual (IPAM). This accounting code format ties directly into both the Annual Budget and the Annual Financial Report (AFR) documents, which are submitted to the Illinois State Board of Education each year. CSBO Kolstad then provided highlights for the Board on every function area within the Education budget Fund 10, the Debt Services budget Fund 30, the Municipal Retirement and Social Security budget Fund 50, and the Capital Projects budget Fund 60. She noted that her written report provided line item data for the 2014-15 adopted budget, the 2014-15 actual expenditures, and the 2015-16 adopted tentative budget. CSBO Kolstad reported that these four funds together account for about \$68.4 million in expenditures for 2015-16, and that the Education Fund is the largest among the District's entire suite of funds at \$59.7 million. CSBO Kolstad noted that expenditures and revenues this year are being charged to the correct account whether or not there is a budget this year, which will help with future year's budgeting. She and Dr. Heinz then provided clarifying information to various Board member comments and discussion during the detailed review of each fund. Further Board member discussion occurred around; student fees, including discussion of the intent and structure of the fees and the educational programming fee revenues support. CSBO Kolstad pointed out that revenues are pledged to pay the principal and interest on capital leases for copiers and VoIP in the Education Fund, and are then transferred by resolution every year to the Debt Services fund. She also noted that going forward, any bond issues would have a separate line item established to more easily track expenditures and revenues associated with each issuance. During discussion of the Capital Projects fund, CSBO Kolstad reported that she is requesting about \$1 million of the remaining balance to be placed in the budget to cover several critical facility needs that should be addressed this school year to keep the buildings warm and dry through the winter and to stop further deterioration of facilities, such as roof repair, tuck pointing, gutter repair and compressor

replacements that are permissible to be paid using this fund. Dr. Heinz and CSBO Kolstad noted that a focused discussion on these and other projects, such as secured vestibules, would occur at the presentation of the Health Life Safety study and Master Facilities Plan scheduled at the upcoming Committee-of-the-Whole meeting on October 5.

Review Final Draft of the 2015-16 Budget

CSBO Kolstad reported that tonight's review concluded the fund-by-fund expenditure walk through of the 2015-16 budget. She pointed out that a review of Working Cash Fund 70 was not needed, because administration had removed the initial budget showing a transfer to the Education Fund. CSBO Kolstad stated she would present a revised revenue report prior to the adoption of the budget on September 28, and noted there would be very few changes. She provided a tentative fund balance report indicating that total Operating Fund expenditures are expected to be about \$70.4 million balanced against revenues of \$72.7 million, which yields a surplus of about \$2.3 million for 2015-16. This would increase the projected Operating Fund balance to almost \$51.2 million on June 30, 2016, which is almost 73% or 262 days cash on hand.

Discussion of Bonding and Related Projects

CSBO Kolstad introduced Elizabeth Hennessy of William Blair and Company to provide an overview of the District's financing options for capital facility projects. She noted the presentation was intended to provide the Board with options to consider how funds could be obtained in advance of the in-depth review of facilities needs at the upcoming October 5 COW meeting. Ms. Hennessy reviewed her study based on a possible scenario of providing \$20 million to fund capital projects over the next three years. She reviewed the District's current outstanding debt service that would be paid off by 2022. She noted that the District's debt limit is \$81 million calculated by a formula set forth by statute, and the District's Working Cash Fund bond limit is \$35 million, also as calculated by statute. She reviewed the three types of limited bonds the District could issue without a referendum to fund capital projects, if the debt service payments fit within the District's \$1.9 million debt service extension base (DSEB): working cash fund bonds, life safety bonds, and funding bonds. She noted the District recently utilized working cash fund bonds for the Field School project.

Ms. Hennessy then reviewed in detail the mechanism and impact of two non-referendum options for raising \$20 million. The first option would be to issue a total of \$20 million in non-referendum bonds in increments over three years, while the second option would be to spend \$10 million from the District's existing fund balance combined with issuing a total of \$10 million in non-referendum bonds in increments over two years. Ms. She, CSBO Kolstad and Dr. Heinz responded to Board member questions raised during discussion of these two scenarios, including the impact of reducing the fund balance on the long range financial projections to stay within the District's Operating Fund balance policy.

Ms. Hennessy then moved onto referendum options for capital, and identified the timing of possible elections in the 2016 through 2018 available to place a referendum question to local voters. She reviewed in detail the mechanism and impact of raising \$20 million or \$10 million through a bond referendum without increasing the District's annual bond payment. Ms. Hennessy also presented a third referendum option to raise the DSEB for capital projects from

the existing \$1.9 million to \$3.2 million, and provided an analysis of the mechanism and impact raising \$20 million or \$10 million for capital needs.

Board members discussed the advantages and disadvantages of both the non-referendum and referendum approaches, and the specific scenarios and combinations within each option. The Board consensus was that this information was helpful background about the District's financing options and good preparation for reviewing the Health Life Safety survey and Master Facilities Plan at the upcoming October 5 COW meeting.

At 10:38 p.m., it was moved by Board President Borrelli and seconded by Board member Lee to adjourn, which was approved by voice vote.

President

Secretary

DRAFT

Board Member Liaison Report

- Elementary Learning Foundation on October 21, 2015
- IASB Fall Meeting on October 21, 2015
- PTO/A Presidents Meeting on September 29, 2015
- ED-RED

Inspire every child to



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

Special Board Meeting Agenda
Thursday, November 5, 2015
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

- 6:00 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
 - **Public Comments**
 - **Review of 2015 Proposed Tax Levy** A-1
-- Chief School Business Official
 - **Resolution #__ to Approve 2015 Proposed Tentative Tax Levy and** A-2
Establishment of Public Hearing Action Item 15-11-1
-- Chief School Business Official
 - **Discussion: Health Life Safety/Master Facility Plan** A-3
-- Superintendent
 - **Discussion Regarding Formation of Board Finance Committee** A-4
-- Superintendent and Chief School Business Official
 - **Other Discussion and Items of Information** A-5
-- Superintendent
 - Upcoming Agenda
 - Memorandum of Information (none)
 - Minutes of Board Committees (none)
 - Other
 - **Adjournment**

Next Regular
Meeting:

Monday, November 16, 2015
Committee-of-the-Whole: Finance – 6:30 p.m.

Regular Board Meeting – 7:00 p.m.
Franklin Elementary School – Gym
2401 Manor Lane
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.

DRAFT