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

Regular Board Meeting Agenda  
Monday, March 21, 2016  
Lincoln School – Gym  
200 S. Lincoln  
Park Ridge, IL 60068

*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

#### **• Board Recesses and Adjourns to Closed Session**

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]; collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)] and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2(c)(8)].

7:00 p.m.

#### **• Board Adjourns from Closed Session and Resumes Regular Meeting**

#### **• Pledge of Allegiance and Welcome**

- Lincoln School Principal/Students

#### **• Public Comments**

#### **• Approval of Summer 2016 Bids: Secure Vestibules and Other Projects**

A-1

- Chief School Business Official

Action Item 16-03-3

#### **• NGSS Science Committee Update**

A-2

- Assistant Superintendent for Student Learning

• <b>Website Analytics Report</b>		<b>A-3</b>
-- Director of Innovation and Instructional Technology		
• <b>Approval of WOW Business Internet Service</b>		<b>A-4</b>
-- Chief School Business Official/	<b>Action Item 16-03-4</b>	
Director of Innovation and Instructional Technology		
• <b>Approval of Fee Study Recommendation for School Year 2016-17</b>		<b>A-5</b>
-- Chief School Business Official	<b>Action Item 16-03-5</b>	
• <b>Survey Data on Elementary Lunch Program</b>		<b>A-6</b>
-- Chief School Business Official		
• <b>Approval of Revised 2016-17 Staffing Plan – Elimination of .5 Private Parochial Special Education Teacher</b>	<b>Action Item 16-03-6</b>	<b>A-7</b>
-- Director of Student Services		
• <b>Presentation of Tentative Calendar for 2017-18</b>		<b>A-8</b>
-- Superintendent		
• <b>Consent Agenda</b>	<b>Action Item 16-03-7</b>	<b>A-9</b>
-- Board President		
• Personnel Report, including		
Resolution #1159 Dismissal of First and Third Year		
Probationary Teachers for Reasons Other than Reduction-in-Force		
Resolution #1160 Honorable Dismissal of Teachers		
Resolution #1161 Dismissal of Probationary Educational Support		
Personnel Employees		
• Bills, Payroll and Benefits		
• Approval of Financial Update for the Period Ending February 29, 2016		
• Resolution #1162 Authorizing and Directing the Permanent Transfer of		
Money From the Education Fund to the Debt Service Fund for VoIP and		
Copier Leases		
• Approval of Policies from PRESS Issue 85, 89 and 90		
• Destruction Audio Closed Minutes (none)		
• <b>Approval of Minutes</b>	<b>Action Item 16-03-8</b>	<b>A-10</b>
-- Board President		
• Closed Session Meeting -----March 3, 2016		
• Closed Session Meeting -----February 22, 2016		
• Regular Board Meeting -----February 22, 2016		
• Special Board Meeting -----February 8, 2016		
• <b>Other Discussion and Items of Information</b>		<b>A-11</b>
-- Superintendent		
• Upcoming Agendas		
• Freedom of Information Act Request		
• District Committee Update (Elementary Learning Foundation, PTO/A)		
• Memoranda of Information		
- Healthy Living Month		

- 2016-17 Registration Update
- Minutes of Board Committees (none)
- Other (none)

- **Adjournment**

Next Meeting: **Monday, April 11, 2016**  
Closed Session Meeting – 6:00 p.m.  
Special Board Meeting – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
8200 N. Greendale Avenue  
Niles, IL 60714

Next Regular Meeting: **Monday, April 25, 2016**  
Closed Session Meeting – 6:30 p.m.  
Special Board Meeting – 7:00 p.m. (or at conclusion of closed whichever is later)  
**Carpenter School**  
300 N. Hamlin Avenue  
Park Ridge, IL 60068

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

Upcoming Meetings and Topics  
As of March 14, 2016

**April 11, 2016 – Jefferson School – Multipurpose Room**

Closed Session – 6:00 p.m.

Special Board Meeting – 7:00 p.m.

- Update on Technology
- Update on Elementary Hot Lunch Program

**April 25, 2016 – Carpenter School – South Gym**

Closed Session – 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.)*

- Pledge of Allegiance and Welcome
- Update on Educational Ends
- Overview of Core Plus Work
- Presentation of Draft Comprehensive Safety and Security Plan
- Enrollment Model – Analysis
- Dashboard Update
- Finance Committee Round 2
- Approval of Annual Technology Purchase
- Approval of Elementary Lunch Program
- Approval of 2016-17 Health Insurance Plan
- Approval of Financial Update for the Period Ending March 31, 2016 (consent)
- Approval of 2016-17 Student-Parent Handbook (consent)
- Adopt Tentative Calendar for 2017-18 (consent)
- Presentation of Board Meetings (memo)

**May 9, 2016 – Jefferson School – Multipurpose Room**

Committee of the Whole: TBD – 7:00 p.m.

**May 23, 2016 – Emerson School – Multipurpose Room**

Student Technology Showcase

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.)*

- Pledge of Allegiance and Welcome
- Recognition of Student Awards
- Recognition of Tenured Teachers
- ELF Grant Awards
- Approval of Financial Update for the Period Ending April 30, 2016 (consent)
- Approval of Final Calendar for 2015-16 (consent)
- ISBE Certification of Recognition “Fully Recognized” (memo)
- 2015 ISBE School District Financial Profile (memo)

**June 13, 2016 – Jefferson School – Multipurpose Room**

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

**June 27, 2016 – 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.)*

- ELF - Judith Snow Ethical Leadership Awards



- 2020 Vision Strategic Plan Status Update
- Report on MAP Results
- Resolution # for Transfer of Interest Funds from Working Cash to Education Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Resolution # for Prevailing Wage
- Approval of Maine Township School Treasurer Depositories
- Bid for Summer Construction Projects
- Approval of Financial Update for the Period Ending May 31, 2016 (consent)
- Discipline Data Report (other)
- Update on Summer Construction Projects (other)

#### Future Meeting Topics

- Approval of Health Life Safety Recommendations for a Five-year Plan
- Curriculum Update
- Update on Food Service Contract
- 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: Board of Education

From: Dr. Laurie Heinz, Superintendent  
Luann Kolstad, Chief School Business Official  
Ron DeGeorge, Director of Facility Management  
FGM Architects  
Nicholas & Associates, Inc.

Date: March 21, 2016

Subject: Approval of Summer 2016 Bids: Secure Vestibules and Other Projects

At the March 3, 2016 Special Board of Education meeting, the Board reviewed the bid packages received for summer 2016 construction. The roofing bid packages were approved at that meeting for re-roofing and repair of roofs at seven of our buildings at a cost of about \$2.2 million. The Board requested that additional information be obtained for the secure vestibules and critical infrastructure projects before taking final action on the remaining bid packages #4 - #12.

**Additional Information: Unforeseen Circumstances**

The additional information requested consisted of details on unforeseen circumstances that were discovered while preparing final bid documents. The full list of unforeseen circumstances is attached to this report. (Attachment 1) The estimated total for these unforeseen circumstances is \$807,000.

The costliest items include:

- Fire shutter added to pass through windows in vestibules, which are required per fire code.
- Asbestos abatement - Current on-file asbestos plan only noted asbestos in floor tile. See report for other locations of asbestos.
- Detention scopes are more complicated than anticipated (see section on City of Park Ridge).
- Temporary measures to coordinate construction during Summer School and Park District usage at three facilities (\$15,000 - \$20,000 per building).
- Change in magnitude of required renovation based on light, medium and heavy renovation. (Attachment 2)

**Additional Information: Breakdown of Secure Vestibules with Fees Included**

The Board also requested that the secure vestibule bids be broken down by building including the related fees for each project (Attachment 3). Information as to what different fees cover is

also attached to this report (Attachment 4). Note that the Construction Management (CM) and Architect (A/E) fee percentages were set when the Board approved their contracts last year.

I want to point out that there has been a shift in Franklin and Washington's *critical infrastructure/other project* totals. In reviewing the numbers this week, I found the *critical infrastructure/other project*'s "Project Budget" versus "Project Costs" were substantially different. I had Nicholas & Associates go back and look at these splits again. The main problem being that trying to separate out where some of the secured vestibule work ends and *critical infrastructure/other project* work begins is difficult. Therefore, assigning portions to each budget is challenging. The critical infrastructure projects are broken down in the same manner as the secure vestibules, namely by building including the related fees for each building. (Attachment 5)

#### **Additional Information: Options for the Board to Consider**

The Board asked administration, FGM Architects and Nicholas & Associates to look at options for potentially phasing in the secure vestibule work. The following considerations were taken into account in our decision on which options to recommend to the Board:

1. **Funding** - How the work is phased will not have a major impact on the funding plan for this work and other Health Life Safety/Master Facilities Plan work.
2. **Cost Impact of Deferring Work & Rebidding** - Nicholas & Associates identified the following issues:
  - a. Rebidding work in the future may not result in better bid pricing due to bidders' best numbers being exposed to other bidders. Nicholas does not recommend re-bidding unless the scope of work changes to reduce the risk of getting bids higher than those received this year. There is a risk in rebidding any work later this year or early next year, because prices could increase due to inflation in the construction market.
  - b. Nicholas & Associates has received answers from some contractors on holding prices for summer 2017. Contractors with smaller bid packages are hesitant to hold prices due to economies of scale they would appreciate by working on multiple buildings at one time.
3. **Office Remoteness** - This factor was included as part of the best value analysis. An assessment was made on the opportunity for building visitors to gain access to other portions of the building, if they did not go directly to the office after being buzzed into the facility.
4. **Alternative Designs** - Design work at each of the buildings was revisited with particular attention to the three schools needing small additions to create secure vestibules.
  - a. Based on further input from our First Responders, the Roosevelt location was changed from Talcott to Fairview as the original Master Facilities Plan suggested.

Instead, the new construction footprint is smaller and has eliminated visitors traversing the playground area to enter the school.

- b. Maintaining the current location for the Field entry makes the most sense, since it is adjacent to the major public spaces in the building (auditorium and gymnasium). Other front door locations may not require an internal ramp, but would include all of the other work currently in the plan.
- c. The Lincoln entry was designed assuming that changes would not be made to the adjacent library space as part of this project. It may be possible to simplify the project by *not* adding exterior space, using a chair lift to make the current stair accessible and reducing the reception and secretarial area of the main entry. This change would require changing the entrance to the library and modifying some interior walls in the library. A re-design of this area would need to be developed and budgeted by Nicholas & Associates to determine the cost impact of this alternative.

### **Status of City of Park Ridge Approvals**

District 64 has received Zoning Board, Appearance Review Commission and City Council approval for the additions. The approval is contingent upon City Department of Engineering approval of the storm water detention design.

The original design intent was to create rain gardens that could 1) be used as detention, 2) be an environmentally friendly solution to water collection, and 3) could be used as part of an educational program on sustainable practices. Inclusion of detention in this work would also contribute to more effective stormwater management for the neighborhood around the school. This approach also accomplished the goal that the designed storm water improvements for the required detention would cost less than the City's "fee-in-lieu" for detention calculation.

Alternative solutions investigated included:

- Rain Gardens - These are allowed by the City of Park Ridge, but they do not *count* towards the required detention volume.
- A detention basin designed for 0% release rate for a 100 year rain event.
- Underground detention utilizing infiltration and long pipe to restrict outflow.
- Increased tributary area to increase total volume resulting in a higher allowable release rate.
- Self-cleaning restrictor (Vortex type) to allow slower release provided by smaller pipe.

The City has not accepted any of these solutions as being in compliance with their code.

Therefore, it is likely that the fee-in-lieu alternative is the only option now available. The fee is calculated two ways with the lesser costs being the resulting charge.

Below is an estimate of the fee calculation. The contractor breakdown from Nicholas & Associates of the site costs will need to be reviewed to determine what cost savings to the project there may be by eliminating some of the exterior construction scope. The actual fee calculation will be made by the City of Park Ridge.

School	Approximate Fee Calculations	
	5% of Related Construction Costs	\$30/Cubic Foot
Field Elementary	\$60,000	\$27,000
Roosevelt Elementary	\$63,000	\$22,000
Lincoln Middle School	\$61,000	\$37,000

#### **Use Pattern at Jefferson Early Childhood Center**

Jefferson School has a different use pattern than other District 64 schools due to the programs offered for preschool and Extended-Day Kindergarten students. The principal has confirmed that District employees are with students as they enter and exit the building. This building will still need to undergo major renovation in the near future. However, our longer term plans for the facility are still being formulated as we monitor enrollment and capacity at the elementary schools. The District also may begin exploring the feasibility of introducing a full-day kindergarten program in the future. In addition, the continued use by an outside child care provider must be evaluated. Incorporating the entry and office work as part of a larger project scope may be more cost effective.

#### **Recommendations**

Based on the information outlined above, we are recommending two options (Attachments 6 and 7):

1. **Option A** - Approve all secure vestibules and other critical infrastructure projects.  
*Total cost of Option A is \$10,136,562.*
2. **Option B** -
  - a. Approve secure vestibules and other projects at Carpenter, Field, Franklin, Roosevelt and Washington Schools.
  - b. Reject the bids for Jefferson Center, Lincoln and Emerson Schools and the Hendee Education Service Center (ESC). As our newest building, Emerson School currently has the most secure entrance and construction could be deferred

until next year. Jefferson's secure vestibule work should be completed when we have a clearer understanding of how Jefferson will be used in the future. At Lincoln School, we want to explore other options that will not require an addition.

- c. Rebid other projects at Jefferson Center, Lincoln School and Hendee ESC for summer 2016 completion. Emerson did not have any other projects for this summer.

***Total cost for Option B is \$6,143,188.***

**Approval of Summer 2016 Bids: Secure Vestibules and Other Projects**

**ACTION ITEM 16-03-3**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Option A, bids for secure vestibules and other projects to be completed in summer 2016 for: Carpenter, Emerson, Field, Franklin, Jefferson, Lincoln, Roosevelt and Washington Schools, and the Hendee Educational Service Center at a total cost of \$10,136,562.

**OR:**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois:

- approve Option B, bids for secure vestibules and other projects to be completed in summer 2016 for: Carpenter, Field, Franklin, Roosevelt and Washington Schools, at a total cost of \$6,143,188;
- reject bids for secure vestibules and other projects at Emerson, Jefferson and Lincoln Schools, and the Hendee Educational Service Center;
- rebid other projects at Jefferson and Lincoln Schools and the Hendee Educational Service Center;
- and direct administration to develop an alternate plan for Lincoln School's secure vestibule.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

3/21/2016

**Park Ridge-Niles School District 64**

**Secure Entrances / Office Renovations  
Scope Changes From Master Facilities Plan Budgets**

The following list by school identifies the specific areas where unknown conditions had a significant impact on the project budget.

**Carpenter Elementary School**

- Fire shutter added due to pass through window and rated corridor requirement
- Asbestos abatement of ceilings above new office
- Ceiling replacement in lieu of patching for fire separation above lay-in ceiling
- 156 square feet of additional renovation area
- 1,799 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation was required

**Field Elementary School**

- Detention scope more complicated than anticipated
- Replace sidewalk for handicapped accessibility, restore landscaping
- Library window work on second floor for roof tie in of addition
- Fire shutter added due to pass through window and rated corridor requirement
- Crawl space asbestos removal
- Temporary measures to coordinate construction with Summer School
- 380 square feet of additional new construction area
- 56 square feet of additional renovation area
- 2,582 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation was required

**Franklin Elementary School**

- Fire shutter added due to pass through window and rated corridor requirement
- 87 square feet of additional renovation area
- 1,473 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation was required

**Roosevelt Elementary School**

- Change to location of building entry after November budget per police and school discussions
- Old canopy demolition and new canopy built at revised entrance location for roof slope and structure



- Detention scope more complicated than anticipated
- Fire shutter added due to pass through window and rated corridor requirement
- Two-hour fire rated construction required at office location
- 1,120 square feet less of new construction area
- 1,020 square feet of additional renovation area
- 1,696 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation was required

#### **Washington Elementary School**

- Fire shutter added due to pass through window and rated corridor requirement
- 320 square feet less of renovation area
- 2,791 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation was required

#### **Emerson Middle School**

- Temporary measures to coordinate construction with Summer School
- Work on existing nurse office doors to provide equity with other projects
- 848 square feet of additional renovation area
- 2,019 square feet of renovation area was budgeted as light renovation, medium renovation was required

#### **Lincoln Middle School**

- Construction over the existing crawl space complicated
- Reskinning existing building after demolition of existing stairway and vestibule
- Detention scope more complicated than anticipated
- Ceiling and casework scope at office areas on north side of corridor for new mechanical equipment
- Additional site work from addition to street
- Correct water ponding issues on site
- Fire shutter added due to pass through window and rated corridor requirement
- 659 square feet of new construction area
- 319 square feet less renovation area
- 3,095 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation required
- Rerouting mechanicals / plumbing in crawl space for new addition foundation

#### **Jefferson Center**

- New electrical service for new mechanical equipment due to age of equipment
- Fire shutter added due to pass through window and rated corridor requirement
- Temporary measures to coordinate construction with Summer School

- Additional demo and attic ladder replacement to allow new entry into Speech room
- Asbestos abatement of ceilings above entry and speech room
- Ceiling replacement in lieu of patching for fire separation above lay-in ceiling
- Additional hallway doors and electronic hardware to segregate preschool from rental space
- 1,006 square feet of additional renovation area
- 2,046 square feet of renovation area was budgeted as medium renovation, medium / heavy renovation required

### **Hendee Educational Service Center**

- Added office space of 300 square feet
- Asbestos abatement of ceilings above offices
- New ceiling required where asbestos ceiling demolished

## **Master Facilities Plan Decisions in Budgeting/Design Process**

The following is provided to help develop an understanding of decisions that were made in the budgeting and design process during different phases of planning.

The Master Facilities Plan used square foot costs for various levels of renovation and new construction to determine the original budgets. A high and low range was identified for each project. The low range was used in calculating the 2016 Project Budgets. If the high range had been used for the Secured Entrances / Office Renovation Projects, the budget would have increased by \$610,000.

In November 2015, it was believed that we could find more economical methods than had been assumed in the budgeting to complete these projects. The budget was therefore reduced by an additional \$1,082,000 from the original budget in the Master Facilities Plan.

Due to actual conditions and requirements that were identified during the design process, these reductions were not found. In fact, more areas were required to be renovated and the needed renovation was found to be more extensive. The areas by school are identified above. If the square foot costs from the Master Facilities Plan were used, the total project cost of these increased areas would be \$807,000.

## **Square Foot Costs for Budgeting**

### **Definitions of Remodeling**

#### **Light Remodeling**

- Structure remains as is
- Interior layout remains substantially as is with some minor modifications, such as relocation or addition of a few door or interior window locations.
- Ceiling remains as is with some minor modifications
- Finishes are replaced including paint and flooring
- Some casework changes may be included
- Mechanical, Electrical, Plumbing, Fire Protection and Low Voltage Systems remain as is with only minor relocation of terminal devices
- Furniture may be completely replaced

#### **Medium Remodeling**

Light remodeling and the following additional items or modifications:

- Interior walls moved or modified over up to 50% of the space
- Ceilings are replaced
- Finishes are replaced including paint and flooring
- Some casework changes may be included
- Mechanical, Electrical, Plumbing, Fire Protection and Low Voltage Systems modifications to terminal devices and some distribution
- Furniture may be completely replaced

#### **Heavy Remodeling**

Light and medium remodeling and the following additional items or modifications:

- Complete demolition of interior space and new interior layout
- Minimal new exterior opening in existing exterior wall
- All finishes are replaced including paint, ceiling and flooring
- All new casework
- Mechanical, Electrical, Plumbing, Fire Protection and Low Voltage Systems all new terminal devices and distribution within the space, some modifications of distribution back to central plant may be required
- Furniture may be completely replaced

SecureVestibules / Office Renovation									
Building	Pre-November Project Estimate	November 5th Revised Project Estimate	Bid Amount Received	CM Fees	General Conditons	Architect Fees	Asbestos Abatement Estimate	Owner's Costs and FFE	Total Project Cost
Carpenter Elementary School	\$ 411,000	\$ 297,505	\$ 491,145	\$ 22,102	\$ 18,550	\$ 39,529	\$ 61,705	\$ 25,091	\$ 658,122
Field Elementary School	\$ 1,280,000	\$ 918,710	\$ 1,207,712	\$ 54,347	\$ 45,614	\$ 97,200	\$ 63,650	\$ 49,898	\$ 1,518,421
Franklin Elementary School	\$ 337,000	\$ 277,962	\$ 475,346	\$ 21,391	\$ 17,953	\$ 38,257	\$ 47,010	\$ 25,181	\$ 625,138
Roosevelt Elementary School	\$ 1,367,000	\$ 1,283,990	\$ 1,251,125	\$ 56,301	\$ 47,254	\$ 100,694	\$ -	\$ 59,436	\$ 1,514,810
Washington Elementary School	\$ 711,000	\$ 564,241	\$ 628,756	\$ 28,294	\$ 23,747	\$ 50,604	\$ 64,400	\$ 43,337	\$ 839,138
Emerson Middle School	\$ 330,000	\$ 467,151	\$ 412,898	\$ 18,580	\$ 15,595	\$ 33,231	\$ -	\$ 33,665	\$ 513,969
Lincoln Middle School	\$ 780,000	\$ 719,750	\$ 1,343,150	\$ 60,442	\$ 50,729	\$ 108,101	\$ 59,400	\$ 41,660	\$ 1,663,482
Jefferson Center	\$ 468,000	\$ 518,711	\$ 749,223	\$ 33,715	\$ 28,297	\$ 60,300	\$ 53,400	\$ 31,215	\$ 956,150
Hendee Administration Building	\$ 448,000	\$ 65,696	\$ 155,027	\$ 6,976	\$ 5,855	\$ 12,477	\$ 27,340	\$ 19,103	\$ 226,778
	\$ 6,132,000	\$ 5,113,716	\$ 6,714,382	\$ 302,148	\$ 253,594	\$ 540,393	\$ 376,905	\$ 328,586	\$ 8,516,008
Costs are based on Bid Packages 4 through 12 and the breakout costs provided by Nicholas & Associates from the Bidder's Schedule of Values									
School	Approximate Fee Calculations		Nicholas & Associates Detention Cost Breakout						
	5% of related construction costs	\$30/cubic foot							
Field Elementary	\$60,000	\$27,000	\$46,000						
Roosevelt Elementary	\$63,000	\$22,000	\$47,000						
Lincoln Middle School	\$61,000	\$37,000	\$63,000						
	Fee for In-Lieu-of fixing detention issues.		Approx. Amt. to be removed from above bids if fee is paid to city.						

## Cost / Budget Categories

Attachment 4

### **Building and Site Costs**

During initial budgeting, building construction costs are based on the programmed square footage area multiplied by the anticipated square foot cost. The square foot cost vary depending on new or renovation work and the desired quality level of the construction work.

Loose furniture is not included in the building costs. Fixed features such as built-in cabinets and whiteboards are included.

Site costs include all work outside of the building and includes sidewalks, parking, drives, site utilities, storm water detention, landscaping, play areas and equipment.

Once the work is bid to the various trade contractors (Masonry, Carpentry, Flooring, Mechanical, Electrical, etc.) the Building and Site Costs are the trade contractor's bids.

### **CM Fee / General Conditions**

The construction manager's costs are broken into their fee and general conditions. These categories include all of the CM's during the project phases:

- Pre-Construction Phase – Meetings, estimating and consultation on cost and construction issues on design options; the division of the work between trade contractors and preparation of the CM's Bidding Manual.
- Bidding Phase – Solicitation of contractors to bid the work, distribution and handling of documents during bidding, bid receipt and tabulation, contractor qualification review and recommendations
- Construction Phase – On site superintendent, office staff, contractor coordination meetings, pay request review, construction accounting
- Typical General Conditions could include: contractor's offices, insurance and bond requirements, staff and equipment, construction testing and called inspections costs.

### **AE Fees**

This will include architectural services, structural, mechanical, electrical, plumbing and fire protection engineering.

During the design phases options are developed and reviewed with the Owner, the selected work is then developed in the Contract Document Phase where detailed drawings and specifications are prepared to allow contractors to bid on the proposed work. The Architect assists in obtaining permits, makes regular visits to the site during constructions, certifies the pay application, conducts the Substantial Completion inspection and assists in obtaining an occupancy inspection. 10 months after completion a warranty inspection is also conducted.

### **Asbestos Abatement**

Included in this category would be asbestos abatement as well as consulting and air testing fees associated with this work.

### **Owner's Cost**

Costs paid by the Owner including legal services and permit fees. It also covers indirect project costs such as surveys, soil borings, utility charges and costs for moving or security.

### **Furniture, Fixture and Equipment (FFE)**

All loose furniture and movable equipment is included in this category.

Critical Infrastructure Projects										
Building	Pre-November Project Estimate	November 5th Revised Project Estimate	Bid Amount Received	CM Fees	General Conditioms	Architect Fees	Asbestos Abatement Estimate	Owner's Costs and FFE	Total Project Cost	
Carpenter Elementary School	\$ 76,199	\$ 76,199	\$ 94,400	\$ 4,248	\$ 3,565	\$ 7,598	\$ -	\$ 1,370	\$ 111,181	
Field Elementary School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Franklin Elementary School	\$ 96,517	\$ 96,517	\$ 47,350	\$ 2,131	\$ 1,788	\$ 3,811	\$ -	\$ 687	\$ 55,767	
Roosevelt Elementary School	\$ 382,826	\$ 382,826	\$ 333,250	\$ 14,996	\$ 12,586	\$ 26,821	\$ -	\$ 4,838	\$ 392,491	
Washington Elementary School	\$ 424,275	\$ 424,275	\$ 363,500	\$ 16,358	\$ 13,729	\$ 29,256	\$ -	\$ 5,277	\$ 428,120	
Emerson Middle School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lincoln Middle School	\$ 202,227	\$ 202,227	\$ 165,000	\$ 7,425	\$ 6,232	\$ 13,280	\$ -	\$ 2,395	\$ 194,332	
Jefferson Center	\$ 46,105	\$ 46,105	\$ 50,500	\$ 2,273	\$ 1,907	\$ 4,064	\$ -	\$ 733	\$ 59,477	
Hendee Administration Building	\$ 348,513	\$ 348,513	\$ 321,952	\$ 14,488	\$ 12,160	\$ 25,912	\$ -	\$ 4,674	\$ 379,186	
	\$ 1,576,662	\$ 1,576,662	\$ 1,375,952	\$ 61,919	\$ 51,967	\$ 110,742	\$ -	\$ 19,974	\$ 1,620,554	
Costs are based on Bid Packages 4 through 12 and the breakout costs provided by Nicholas & Associates from the Bidder's Schedule of Values										

**Park Ridge-Niles School District 64**  
**Proposed Facility Improvement Plan**  
**Summer 2016**  
**Other Project Category**  
**November 11, 2015**

Attachment 5

Projects		Subtotal Project Cost Per School	
<b>Carpenter Elementary School</b>		<b>\$76,190</b>	
A-33 Exit Door	Gym 170 Occupant Load overloads exits, provide new direct exterior exit		
1 Roof	Provide new roof ridge vent		
5 Doors	Replace existing doors at north vestibule where doors are degraded due to corrosion		
6 Doors	Repair security pad at north vestibule where it has become disconnected from frame		
13 Roof	Provide additional roof support for existing condensate line		
22 Exterior Security Lighting	Replace existing exterior lights that have yellowed and show signs of rust with new energy efficient fixtures		
<b>Franklin Elementary School</b>		<b>\$147,300</b>	\$96,517
14 Roof	Remove and replace roof vents that show signs of corrosion and blockage		
22 Exterior Security Lighting	Replace existing exterior lights that have yellowed and show signs of rust with new energy efficient fixtures	Removed	
24 Roof	Replace metal gutters and fascia due to denting, damage and finish failure		
25 Masonry	Clean efflorescence in multiple locations to review for water infiltration		
6 Mechanical - EF	Remove and replace 5 exhaust fans		
7 Mechanical - Office	In office 120C replace split system past its useful life.		
<b>Roosevelt Elementary School</b>		<b>\$382,782</b>	
A-16 Gym Windows	Gym 100 - Fiberglass glazing panels faded, cracked and delaminating - Replace		
A-15 Exterior Doors	Gym 100 - Existing doors not adequate width and are too close together for proper exiting, provide additional direct exterior exit		
5 Masonry	Remove and Repair spalling brick at various locations		
19 Exterior Security Lighting	Replace existing exterior lights that have yellowed and show signs of rust with new energy efficient fixtures		
21 Masonry	Clean efflorescence in multiple locations to review for water infiltration		
8 Mechanical	Gym / Cafeteria 100 replace existing air handling unit		
10 Mechanical	Mech. Staff workroom 306A Replace existing exhaust fan		
11 Mechanical	Elevator machine room replace existing exhaust fan		
Site	Repair and patch existing pot holes		

**Park Ridge-Niles School District 64**  
**Proposed Facility Improvement Plan**  
**Summer 2016**  
**Other Project Category**  
**November 11, 2015**

Attachment 5

Projects		Subtotal Project Cost Per School
<b>Washington Elementary School</b>		<b>\$642,000</b>
8 Masonry	Remove and Repair spalling brick at various locations	Not Bid
32 Masonry	Clean efflorescence in multiple locations to review for water infiltration	
14 Mechanical	Replace existing roof top unit	
17 Mechanical	Mech 120 remove and replace air handler and boiler	
18 Mechanical	Remove and replace exhaust fan	
<b>Lincoln Middle School</b>		<b>\$714,339</b>
A-52 Fiberglass Panels	Room 203 - Fiberglass glazing panels faded, cracked and delaminating - Replace as part of new windows	
A-70 Windows	Exterior - Replace windows due to thermal breaks that have shrunk and compromised structural stability	
A-38 Gym Egress	Gym 119 - Provide new exterior exit for occupancy overload in gym	
A-39 Gym Egress	Gym 119 - Enlarge existing exterior exit and increase size of landing and exterior stairs for occupancy overload in gym	
A-40 Gym Egress	Gym 119 - Provide new exterior exit for occupancy when divider walls are closed	
30 Exterior Security Lighting	Replace existing exterior lights that have yellowed and show signs of rust with new energy efficient fixtures	
<b>Jefferson Center</b>		<b>\$46,100</b>
13 Exterior Security Lighting	Replace existing exterior lights that have yellowed and show signs of rust with new energy efficient fixtures	
15 Masonry	Clean efflorescence in multiple locations to review for water infiltration	
<b>Hendee Administration Building</b>		<b>\$348,472</b>
Masonry	Clean efflorescence in multiple locations to review for water infiltration	
Site Work	Repair and patch existing pot holes	
<b>2016 Other Projects Budget</b>		<b>\$2,357,183</b>
<b>November 2015 Nicholas + Associate Budget</b>		
<b>Field Elementary School</b>		<b>\$0</b>
<b>Emerson Middle School</b>		<b>\$0</b>

\$424,275



3/18/16  
3

OPTION B										
			Secure Vestibules/Office Renovation							
Building	Pre-November Project Estimate	November 5th Revised Project Estimate	Bid Amount Received	CM Fees	General Conditons	Architect Fees	Asbestos Abatement Estimate	Owner's Costs and FFE	Total Project Cost	
Carpenter Elementary School	\$ 411,000	\$ 297,505	\$ 491,145	\$ 22,102	\$ 18,550	\$ 39,529	\$ 61,705	\$ 25,091	\$ 658,122	
Field Elementary School	\$ 1,280,000	\$ 918,710	\$ 1,207,712	\$ 54,347	\$ 45,614	\$ 97,200	\$ 63,650	\$ 49,898	\$ 1,518,421	
Franklin Elementary School	\$ 337,000	\$ 277,962	\$ 475,346	\$ 21,391	\$ 17,953	\$ 38,257	\$ 47,010	\$ 25,181	\$ 625,138	
Roosevelt Elementary School	\$ 1,367,000	\$ 1,283,990	\$ 1,251,125	\$ 56,301	\$ 47,254	\$ 100,694	\$ -	\$ 59,436	\$ 1,514,810	
Washington Elementary School	\$ 711,000	\$ 564,241	\$ 628,756	\$ 28,294	\$ 23,747	\$ 50,604	\$ 64,400	\$ 43,337	\$ 839,138	
	\$ 4,106,000	\$ 3,342,408	\$ 4,054,084	\$ 182,435	\$ 153,118	\$ 326,284	\$ 236,765	\$ 202,943	\$ 5,155,629	
Costs are based on Bid Packages 4 through 12 and the breakout costs provided by Nicholas & Associates from the Bidder's Schedule of Values										
OPTION B										
			Critical Infrastructure Projects							
Building	Pre-November Project Estimate	November 5th Revised Project Estimate	Bid Amount Received	CM Fees	General Conditons	Architect Fees	Asbestos Abatement Estimate	Owner's Costs and FFE	Total Project Cost	
Carpenter Elementary School	\$ 76,199	\$ 76,199	\$ 94,400	\$ 4,248	\$ 3,565	\$ 7,598	\$ -	\$ 1,370	\$ 111,181	
Franklin Elementary School	\$ 96,517	\$ 96,517	\$ 47,350	\$ 2,131	\$ 1,788	\$ 3,811	\$ -	\$ 687	\$ 55,767	
Roosevelt Elementary School	\$ 382,826	\$ 382,826	\$ 333,250	\$ 14,996	\$ 12,586	\$ 26,821	\$ -	\$ 4,838	\$ 392,491	
Washington Elementary School	\$ 424,275	\$ 424,275	\$ 363,500	\$ 16,358	\$ 13,729	\$ 29,256	\$ -	\$ 5,277	\$ 428,120	
	\$ 979,817	\$ 979,817	\$ 838,500	\$ 37,733	\$ 31,668	\$ 67,486	\$ -	\$ 12,172	\$ 987,559	
Costs are based on Bid Packages 4 through 12 and the breakout costs provided by Nicholas & Associates from the Bidder's Schedule of Values										
						TOTAL OPTION B				\$ 6,143,188

To: District 64 Board of Education

From: Lori Lopez, Assistant Superintendent for Student Learning

Date: March 21, 2016

Re: NGSS - Elementary Science Committee Update

### **Background**

The Next Generation Science Standards (NGSS) were adopted as the Illinois Learning Standards for Science in January 2014. Full K-5 implementation of the NGSS is scheduled for next school year. This spring, Illinois will administer a state Science assessment at grades 5 and 8.

### **The Next Generation Science Standards**

Specific standards and examples of student lessons will be shared at Monday's Board meeting. This will help you better understand how science instruction has changed. As background, each NGSS is "three-dimensional" -- it is written to incorporate the three dimensions of 1) *scientific and engineering practices*, 2) *crosscutting concepts*, and 3) *disciplinary core ideas*.

- The *practices* describe what scientists do as they conduct scientific inquiry and engineering design. The eight practices are:
  - 1) Asking questions and defining problems
  - 2) Developing and using models
  - 3) Planning and carrying out investigations
  - 4) Analyzing and interpreting data
  - 5) Using mathematics and computational thinking
  - 6) Constructing explanations and designing solutions
  - 7) Engaging in argument from evidence
  - 8) Obtaining, evaluating, and communicating information
- *Crosscutting concepts* are explicitly taught and describe how scientists *think*. They include: patterns, similarity, and diversity; cause and effect; scale, proportion and quantity; systems and system models; energy and matter; structure and function; and stability and change.
- *Disciplinary core ideas* are the science topics that students explore. Students study topics in the physical sciences; the life sciences; the earth and space sciences; and engineering, technology and applications of science.

### **Committee History**

Over the past two years, the Elementary Science Committee has met to support District 64's transition to the Next Generation Science Standards. Dr. Tony Clissem, District 64's K-5 Science Curriculum Specialist, has provided leadership for this initiative.

The Committee began by educating committee members about the Next Generation Standards.

We explored the three dimensions of the standards in depth. We also explored the important shifts in instruction that are required to implement the standards.

We have shared information about the NGSS with all staff over the past two years through building meetings and professional development on district-directed Wednesdays. We also offered an NGSS workshop at both Institute Days this year.

After we focused on comprehensive committee education, we moved to program review. Representatives from the committee went to the National Science Teachers Association convention last spring to hear more about available programs. We then formed a summer subcommittee and met with six publishers. We screened six different programs based on our understanding of the NGSS.

This screening enabled the subcommittee to reduce the list of possibilities from six to four programs. Each of these four programs was then scheduled for a half-day review by the entire Science Committee. At this point, we used a rubric to help us identify the strengths and weaknesses of each program. Our priority was to identify a science program that emphasizes inquiry and cross curricular connections, while keeping in mind the grade level needs of students and teachers.

Based on our review, we decided to do an in-depth analysis of three of the remaining programs. To do this, we looked at the same topic across all three programs. We analyzed the activities *lesson by lesson* using our criteria. After this careful analysis, one finalist emerged: *TCI: Bring Science Alive!* We also decided that another program called *Defined STEM* might offer supplemental support for inquiry.

### **Current Committee Activities & Next Steps**

In February, Dr. Clishem organized site visits to Deerfield School District 109. District 109 recently implemented *Bring Science Alive!* and our teachers were able to see the program in action in classrooms. We are currently piloting *Bring Science Alive!* and *Defined STEM* lessons and units in our classrooms with District 64 students. Over the next month, we will gather data about these programs and make a final committee recommendation in early April.

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# Elementary Science Review

— March 21, 2016 —

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# NGSS *Shifts*



- Learning that reflects the ***THREE DIMENSIONS*** of science: what scientists **KNOW**, what they **DO**, and how they **THINK**.
- Standards written as performance expectations: students demonstrate mastery of the three dimensions.
- **Integration with Common Core reading, writing, & math.**
- Major emphasis on engineering, technology, & the applications of science.

Core Ideas	Science & Engineering Practices	Crosscutting Concepts
<p>Content goals</p> <p><i>Students will understand that electric and magnetic forces between a pair of objects do not require that the objects be in contact.</i></p>	<ol style="list-style-type: none"> <li>1. Asking questions (for science) and defining problems (for engineering)</li> <li>2. Developing and using models</li> <li>3. Planning and carrying out investigations</li> <li>4. Analyzing and interpreting data</li> <li>5. Using mathematics and computational thinking</li> <li>6. Constructing explanations (for science) and designing solutions (for engineering)</li> <li>7. Engaging in argument from evidence</li> <li>8. Obtaining, evaluating, and communicating information</li> </ol>	<ol style="list-style-type: none"> <li>1. Patterns</li> <li>2. Cause and effect</li> <li>3. Scale, proportion, and quantity</li> <li>4. Systems and system models</li> <li>5. Energy and matter</li> <li>6. Structure and function</li> <li>7. Stability and change</li> </ol>



## THEN

- Content-driven  
(mastery of content)
- ~~Essential question(s)~~
- Context = SCHOOL
- "Show what you know"
- SCIENCE

## NOW

- Content-informed  
(application of content)
- Essential question(s)
- Context = REAL-WORLD
- Solve a problem to "show what you know"
- INTERDISCIPLINARY

THEN

NOW

# The Future of Assessment

## THEN

The major movement of the plates and description of plate boundaries of the Earth are...

- A. Convergent
- B. Divergent
- C. Transform
- D. All of the Above

## NOW

Draw a model to show the side view (cross-section) of volcano formation near a plate boundary (at a subduction zone or divergent boundary). Be sure to label all parts of your model.

Use your model to explain what happens when a volcano forms near a plate boundary.

# Committee History

- **NGSS exploration/Committee education**
- **Staff introduction to the NGSS**
  - District-Directed Staff Development by Grade-Level
  - NGSS Workshop option at November & February Staff Development Days
- **Summer review of programs**
  - Summer subcommittee screening with six publishers

# Committee History

- **Whole committee analysis**
  - Materials from four publishers
  - Used **EQUIP rubric and our own criteria** to analyze each program
  - **Critical criteria** for us:
    - Deep Inquiry
    - Strong Cross-Curricular Connections
    - Meets the grade-level needs of teachers and students

# Committee History

## In-Depth Analysis of Three Programs

- *Lesson by lesson* on the same topic
- Analyzed the activities in each program for deep inquiry, strong cross-curricular connections, and “fit” for teachers and students at each grade level
- One finalist emerged: TCI: Bring Science Alive!
- Possible supplemental support for inquiry from Defined STEM

# Additional Research

- Site Visits: Deerfield 109
- TCI: Review of piloted lessons/units with District 64 students
- Defined STEM: Review of piloted lessons/units with District 64 students
- Final committee recommendation in early April

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# Questions?

*llopez@d64.org*

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To: Board of Education  
Dr. Laurie Heinz, Superintendent

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

Date: March 21, 2016

Re: D64.org Website Analytics Report

The Board of Education requested a report on website analytics as a follow up to the redesigned website launched in June 2014 utilizing a new Content Management System (CMS) provider, Campus Suite. Prior to developing the new website, the District commissioned research from consultant American Eagle about usage patterns. The report below uses key metrics from the American Eagle research for the current update. The comparison period is January 2013-December 2013 (the full year prior to the new website) to January 2015-December 2015 (the full year following the official launch of the new CMS platform).

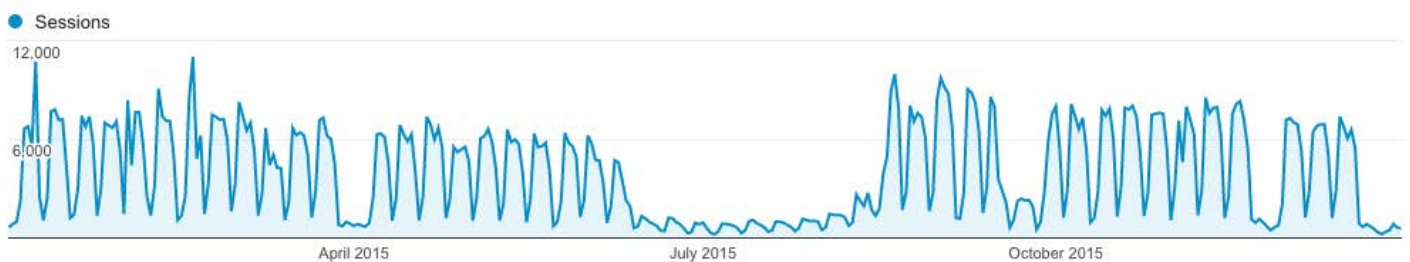
### **How does the public interact with our Website?**

Sessions or visits are the fundamental metric for websites. A *Session* is a period of time that visitors spend on the site. A *Visit* is ended after 30 minutes of inactivity or if a user leaves a site for more than 30 minutes.

From January 2015 to December 2015, there were 1,371,961 total Sessions to D64.org as compared to 1,031,931. This is an increase of 340,030 sessions or about one-third more than in the 2013 baseline year.

Over the course of 2015, visits peaked in August at the start of the school year. The dips aligned with when the District was not in session: June/July (summer break), November (Thanksgiving break), December (winter break), and April (spring break), as one would expect from a school district. These trends are very similar to those reported in the 2013 American Eagle report.

#### *Jan 2015 - Dec 2015 Performance*



### **Who visits our Website?**

Our Web analytics show that over the course of 2015, a total of 236,640 users (new + returning) visited our site. Of these, 15.8% were New Visitors, while 84.2% were Returning Visitors.

Out of the 1.3 million sessions, 43.76% of those sessions (835,555) were from the District's own Service Provider. This would mean that about 44% of the visits to the d64.org website came from students and staff during the school day. Another perspective is that of the 1,352,127 sessions conducted through a Chrome browser, 67% of those were done through a Chromebook. This statistic makes sense, as District 64 adopted Chromebooks 1:1 in August 2014.



In addition, 14.22% of visits overall were made through a mobile device.

### Are visits from mobile devices trending?

Absolutely. Mobile device users almost doubled from 83,272 in 2013 to 154,261 in 2015. This corresponds directly to the responsive design that our current website platform is now built upon. Tablet users decreased from 70,514 in 2013 to 55,624. This change aligns with market trends, as smartphones are becoming larger and as the tablet market changes. In 2015, 32% of new visits were from a mobile device. Another dimension of the mobile device user profile is that over half (about 53.39%) of mobile users visiting our website use an iPhone or iPad -- that's 112,049 visits to d64.org from an iOS mobile device in 2015.




### Overall Site Health

The utilization reports shed significant statistics on how site visitors are engaging with the D64.org website. In the 2013 American Eagle research, the table of data below was reported to give a picture of the District 64 website's overall site health.

For 2013, health was defined based on these tracking codes:

 Pageviews per Visitor	On average a visitor to www.d64.org views <b>7.81 pages</b> <b>25%</b> of visitors are seeing a <b>single page</b>
 Engagement Time	Visitors <b>average engagement time</b> is <b>14 sec.</b>
 Load Time	The <b>average loading time</b> is <b>1.49 sec.</b>

Here is the comparable data for 2015:

 Pageviews per Visitor	On average a visitor to d64.org views <b>2.82 pages</b> <b>40%</b> of visitors are seeing a <b>single page</b>
 Engagement Time	Visitors <b>average engagement time</b> is <b>3.07 minutes</b>
 Load Time	The <b>average loading time</b> is <b>3.53 sec.</b>

Given that the average session duration or average engagement time on our site has increased from 14 seconds to 3.07 minutes, users appear to spend more time on average on the website. Visitors view 2.82 pages per session.

With these two variables in mind, we conclude that our users are much more engaged in the content being delivered and find the content they are seeking with greater frequency (not quickly clicking through pages). Therefore, we appear to be successfully delivering users to the content they are seeking without extensive searching to find what they visited the website to learn about or locate.

Also reported is a bounce rate of 40.98% (these are immediate visits away from the entrance page without any interaction with the page). This could mean that about 40% of our pageviews are solely on our front page and not further into the website. We believe this bounce rate reflects the many devices within our District that have set d64.org as the landing page of a browser.

## Heat Maps - District

Heat maps provide better context to where users go next as they navigate through our site. The D64.org heat map data found below confirms this data story.

Here are the top 5 most clicked links in order of percentage of clicks on the page as illustrated on the accompanying heat map:

1	<i>District News panel</i> Clicking the dots allow users to scroll through news features.	12% of clicks
2	<i>Directory / Teacher's Web Page</i> This link leads to staff directory information as well as Teacher Web pages with instructional/classroom content	8.5%
3	<i>See full-year calendars</i> This link takes you to a calendar overview explanation.	5.5%
4	<i>Schools</i> This link takes you to the School websites.	4.6%
5	<i>District Calendar</i> "View All" button leads you to a listing of District calendar events.	4.2%

Through this heat map, we clearly see that these 6 links on the front page represent 91.3% of clicks; 60% of these are clicks that scroll through the news events. This confirms the bounce rate of 40% being tracked and that users are most often seeking content related to news, staff contact information, Teacher Web pages, the calendar, and school websites.

The remaining 8.7% of clicks comprise the following:

District 64 Logo (2.3%)	Download Health Forms (0.7%)
District News "View All" (1.8%)	Board of Education [top menu link] (0.5%)
About (1.0%)	New District 64 Dashboard (0.2%)
Summer School Worlds of Wonder (0.8%)	Dr. Heinz's Newsletter (0.2%)
Employment (0.7%)	

As these navigational patterns of our users are tracked, we are designing ways to enhance the experience of our site.

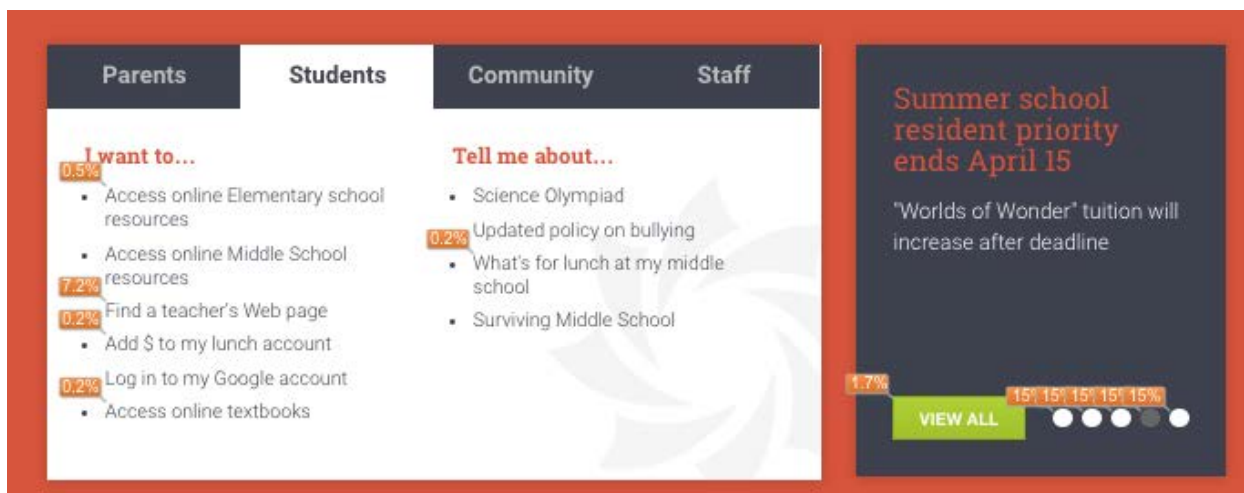


## D64.org Heat Map

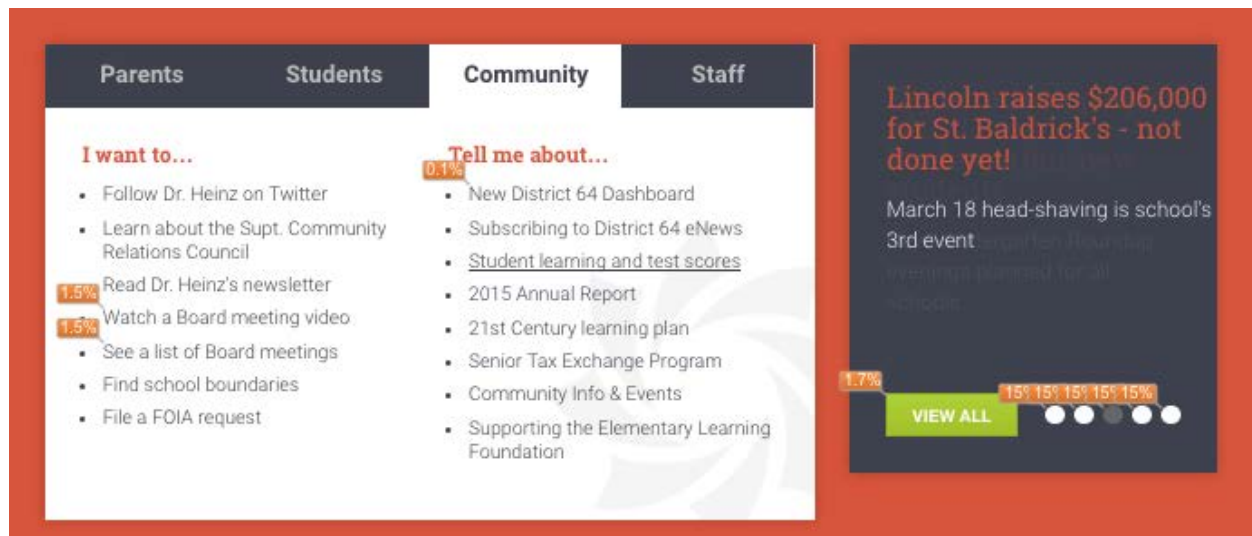
### Resource Tab Heat Maps

Below are the heat maps for each of the tabs in the Resource area of the front page. Under each of the tabs, the top clicks are the following:

#### Student Tab - "Find a teacher's Web page" (7.2%)



## Community Tab - “Watch a Board meeting video” and “See a list of Board meetings” (1.5%)



## Staff Tab - “Board of Education meetings” (1.5%)\*



\*This is the same link in both the Community Tab and the Staff Tab, not tallied individually.

## Heat Maps - School Sites

A review of the heat maps for our individual school sites finds these top link hits:

1	<i>Directory / Teacher's Web Page</i> This link leads to staff directory information as well as Teacher Web pages with instructional/classroom content	15.6% of clicks
2	<i>District News Panel</i> Clicking the dots allow users to scroll through news features.	9.9%
3	<i>District Calendar</i> "View All" button leads you to a listing of District calendar events.	4.3%
4	<i>District</i> This link takes users to the District website.	2.9%
5	<i>Students</i> This menu lists resources for students, e.g., online resources, student Google login, LRC, and student portals.	1.28%

Since school websites are tailored to respective school cultures, several unique links also should be noted. Jefferson's Community PreSchool Registration link received 8.8% of clicks and the Visiting link tallied 1.2% of clicks on the school's front page. Lincoln Middle School's Lunch Menu link is prominently on the school's front page and receives 3.5% of clicks.

## What Web pages are getting the most visits overall?

1. <a href="#">Welcome to Park Ridge - Niles School District 64</a>	11. <a href="#">Teams/CofC</a>	21. <a href="#">Lincoln Middle School Staff Search</a>
2. <a href="#">Welcome to Emerson Middle School in Park Ridge-Niles District 64</a>	12. <a href="#">Welcome to Field Elementary School in Park Ridge-Niles District 64</a>	22. <a href="#">Roosevelt Staff Portal</a>
3. <a href="#">Park Ridge-Niles School District 64 Staff Directories</a>	13. <a href="#">BrainPOP</a>	23. <a href="#">Welcome to Carpenter Elementary School in Park Ridge-Niles District 64</a>
4. <a href="#">Welcome to Lincoln Middle School in Park Ridge-Niles District 64</a>	14. (not set)	24. <a href="#">D64 Staff Portal</a>
5. <a href="#">Roosevelt Student Portal</a>	15. <a href="#">Welcome to Roosevelt Elementary School in Park Ridge-Niles District 64</a>	25. <a href="#">Park Ridge-Niles School District 64 Schools</a>
6. <a href="#">Calendar   Park Ridge-Niles School District 64</a>	16. <a href="#">Online Resources - Roosevelt Student Portal</a>	26. <a href="#">Newsletter</a>
7. <a href="#">Faculty   Park Ridge-Niles School District 64</a>	17. <a href="#">Welcome to Franklin Elementary School in Park Ridge-Niles District 64</a>	27. <a href="#">Welcome to 3rd Grade</a>
8. <a href="#">Lincoln Student Portal</a>	18. <a href="#">Emerson Student Portal</a>	28. <a href="#">Team 8-1</a>
9. <a href="#">Park Ridge-Niles School District 64 Site Search</a>	19. <a href="#">Lincoln Staff Portal</a>	29. <a href="#">Admin console</a>
10. <a href="#">Welcome to Washington Elementary School in Park Ridge-Niles District 64</a>	20. <a href="#">Emerson Staff Portal</a>	30. <a href="#">d64.org sites - Google Sites</a>

The top 30 pages are shown above. The most frequently sought after content appears to be our school student portals and staff directories, both of which lead to teacher Web pages. The next most visited categories of content appear to be the building staff portals, the calendar, staff directory and the Website's built-in search tool (powered by Google). The content of BrainPOP (an online learning resource), the newsletter, and team pages round out the top 30 most popular.

In conclusion, it is clear that visits to d64.org are mainly driven by content connected directly to student learning, instructional resources and teacher pages. This usage data clearly supports the increased



expectations on District 64 teachers to continue building out their Web pages for easy access to information and learning resources for both students and their parents.

## **Next Steps for Website Development**

Now that we are on the Campus Suite platform, the District 64 Web Team will continue working to enhance the site's performance and systems. Here are the areas we will be targeting during the next 18 months:

- Increase communication between teachers and parents through a predictable interface and more direct navigation to Teacher Web pages. Teacher Web pages are becoming more robust with the implementation of Web presence guidelines in 2015-16.
- Research and develop calendaring displays, layering, and integration.
- Explore the expansion of communication tools at the school level.
- Incorporate ISP filters to distinguish internal traffic from outside traffic.
- Continue to expand the Web analytics tools (e.g., Scroll Reach) for the site.

Campus Suite also has notified District 64 that it anticipates upgrading its system support later this spring or summer. We anticipate that many of these features will be “behind the scenes” improvements making the site easier to manage and operate, rather than visible changes to our visitors. We welcome any efficiencies and enhancements as we work to continuously improve our website.

Overall, we are extremely pleased with the performance of the Website, the surge in usage particularly from mobile users, the high interest in pages directly linked to student learning and instructional resources, and attention to our news and calendars.

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Mary Jane Warden, Director of Innovation & Instructional Technology  
Luann Kolstad, Chief School Business Official

Date: March 21, 2016

Re: Change in Internet Service Provider to WOW! Business Solutions

With the District's dependency on digital delivery methods and increased Web tools and resources, it is in the best interest of District 64 to expand our bandwidth while seeking the most cost-effective solution to meet our needs. As we continue to balance our efforts in terms of growth and cost containment, District 64 Technology Central investigated the market for Internet Service Providers (ISP) in order to obtain the most bandwidth for the best price while retaining reliability of service.

Currently, the District uses the Illinois Century Network (ICN) through AT&T's OPT-E-MAN services as its ISP. The District has been with the ICN/AT&T since November 2006. The District increased its bandwidth pipe from 100mb to 250mb in October 2013. The District currently pays **\$5,663.57 per month** for the **250mb pipe** for Internet. The service has proven reliable, with no disruption of service during the last 9 years. Our current contract expires July 30, 2016.

During this period, however, many advancements have been made in fiber optics technology and network operations. As technology advances, market prices drop. This holds true for Internet Service Providers. In addition, with the appropriate network enhancements the District recently put into place with our VoIP implementation, the District is now primed to be able to deliver higher network speeds to meet the increasing demands of our evolving digital ecosystem.

During the past two months, District 64 conducted a search for competitive pricing of Internet Service Providers through the standard bidding process with E-Rate. Complying with the E-Rate bidding process also affords the District related E-Rate reimbursements for this service. District 64 is currently at the 40% reimbursement threshold for E-Rate services. A fact sheet on E-Rate is attached to this report.

In considering alternate providers, the most important factors are service, reliability, and price. Based on our analysis of the bids received during the E-Rate bidding process, we would like to award the bid to *WOW! Business Solutions*. District 64 would receive a **1GB dedicated fiber Internet access pipe** including premium client support for **\$2,685.00 per month** for a 36-month agreement. This amounts to a **cost savings of about \$2,978.57 per month or \$35,742.84 annually for four times the bandwidth**. *WOW! Business Solutions* serves large enterprises in the area, such as the Village of Glenview, College of DuPage, the Naperville Fire Department, Roseland Community Hospital, and Starbucks. We have followed up with these references and



received positive feedback regarding *WOW!*'s reliability, redundancy, and support responsiveness.

With this new ISP, we believe the District would continue to receive the same level of uptime as we have experienced in the past, while achieving substantial savings and experiencing the benefits of expanded bandwidth. The new service would begin July 1, 2016 (or when cutover occurs, whichever is later); minimal crossover of service is expected. We are planning for a seamless transition.

ACTION ITEM 16-03-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve *WOW! Business Solutions* as District 64's Internet Service Provider.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

### Universal Service Program for Schools and Libraries

The District currently participates in the *Schools and Libraries Universal Service Support Program*, more commonly known as *E-Rate*. This program allows most schools and libraries in the United States to obtain affordable basic telecommunications and information services. This program is funded from a fee assessed to the nation's telecommunications companies. If you look at your telephone bill you will see a "Universal Service Fee" listed. The telecommunication companies are allowed to pass this fee onto the consumer. In 2015, the Federal Communications Commission increased the cap for the *E-rate* program to \$3.9 billion in funding, indexed to inflation going forward.

The money is distributed to schools and libraries from the vendor in the form of discounts on bills or reimbursements for bills fully paid. The *E-Rate* Program sends the reimbursements to the vendor who, in turn, remits the money to the school or library. The level of discount schools receive is dependent on the number of students eligible for the National School Lunch Program (NSLP). Discounts range from 20% to 90%. District 64's current discount is 40%, with our NSLP percentage being approximately 9% for 2014-15 school year.

In order for a District to access *E-Rate* services (reimbursement), the District must publish and request proposals for service when a new contract or additional services are needed. There are two levels of services:

- Category 1: Data Transmission Services, Internet Access and Voice Services
- Category 2: Internal Connections, Managed Internal Broadband Services and Basic Maintenance of Internal Connections

District 64 participates in E-Rate for the following services:

E-Rate Funding Year 2015 (July 1, 2015 - June 30, 2016)			
Service Provider	Service Description	Disc %	Amount Approved for Reimbursement
Windstream Communications	Data transport for all District locations	40%	\$ 84,240
Call One Inc.	PRIs to support voice calling	20%	\$ 7,996
Call One Inc.	Analog Lines for Misc. (Fax, security, elevators)	20%	\$ 20,761
Verizon Wireless	Cellular Service	20%	\$ 9,432
CDW Government	Core Switches, MDF and IDF Upgrades	40%	\$198,572
<b>2015 Total</b>			<b>\$321,000</b>

In Funding Year 2016 (July 1, 2016 - June 30, 2017), *E-Rate* will no longer fund voice services. The discount percentage this year was reduced to 20% with the phase out occurring next year.

For further information on *E-Rate* please go to the following link:

<https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: March 21, 2016

Subject: Approval of Fee Study Recommendation for School Year 2016-17

**Background**

This school year, the Board has engaged in a multi-part, comprehensive review of student fees.

At the December 14, 2015 Board of Education meeting, administration presented the first part -- a Historical Look Back on Student Fees -- which provided a detailed review of the research and analysis of student fees that has been conducted in recent years by the administration and the Community Finance Committee. At the January 26, 2016, Board of Education meeting, Discussion Part 2: 2016 Student Fees was presented and discussed with the Board. This report specifically addressed the Board's ability to charge student fees for specific services and consumables. A detailed breakdown by Function and Object Codes was presented to the Board.

On February 9, 2016, Assistant Business Manager Brian Imhoff and I met with Board member Tom Sotos per the Board's direction to further review the student fees breakdown shared with the Board at the January meeting. Prior to our meeting with Board member Sotos, Mr. Imhoff and I had reviewed the fees by Function and separated them by elementary and middle school. We arrived at a per student amount based on the number of students enrolled this year.

Based on input from Board member Sotos, we changed the structure of our annual Student Fees breakout document to include both a user-friendly pie chart as well as a comprehensive fee list for those who prefer more details. (See Attachment 1) The first page provides a quick visual view of fees depicted as pie charts for both elementary and middle school students. The charts show the major categories of expenditures. The second and third pages provide a detailed breakdown of the fees for each of those expense categories. The pie charts are color-coded to match the descriptions on the in-depth fee sheets for easier understanding.

This in-depth analysis of student fees shows that at the Elementary and Middle School Levels, fees paid by parents/guardians cover 49% and 56%, respectively, of the cost associated with expenditures that the Board may legally charge as student fees. Park Ridge - Niles District 64 taxpayers are paying 51% and 44%, respectively, of the expenditures that can be allocated as student fees.

This fee information will be placed on the District 64 Website [Pay Student Fees page](#), and will also be provided to all parents through the Infosnap registration process beginning later this April.

**Recommendation for 2016-17 Student Fees**

Tonight, administration will be asking the Board of Education to approve all student fees as presented (Attachment 2), with the exception of middle school lunches. Lunch fees will be addressed collectively when the Board considers later this spring whether to implement an elementary hot lunch program for 2016-17. For clarification, the \$2.70 middle school lunch fee the Board has approved in past years covers the cost that may be charged by a District for their Free Lunches served through the National School Lunch Program (NSLP). Due to our low percentage of low-income students, District 64 is *not* a member of the NSLP, however, we must comply with the Federal Guidelines and offer a Free Lunch program for students who qualify.

The administration is recommending that *all* student fees, including the required fees, for the 2016-17 school year remain unchanged. The current fee structure for required fees was put in place in the 2009-10 school year; required student fees have remain unchanged since that time.

ACTION ITEM 16-03-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the 2016-17 Student Fees as presented.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:



## What makes up required 2016-17 student fees?

As guided by Illinois law, District 64 charges an annual student fee to support learning by *partially* offsetting expenses for instructional materials, supplies and technology. Student fees have remained the same for 8 years.

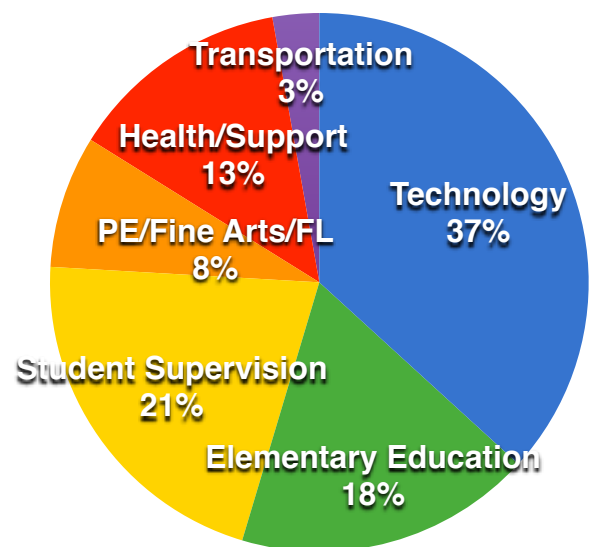
Student fees do *not* cover salaries to deliver education, such as teachers and teacher assistants, or for other staff, such as office/health assistants, custodians, principals, or District administration. The only staff salaries that can be included in fees are for student supervision.

### ELEMENTARY SCHOOL: \$465 value provided for \$227 fee

- ◆ Students receive materials, supplies and technology valued at \$465.
- ◆ The student fee for grades 1-5 is \$227.
- ◆ The cost split is 49% paid by parents of current students and 51% carried in the District's budget paid by all local property taxpayers.

Please refer to the accompanying fee list on page 2 for a detailed breakdown by each expense category. Pie chart colors correspond to the fee list.

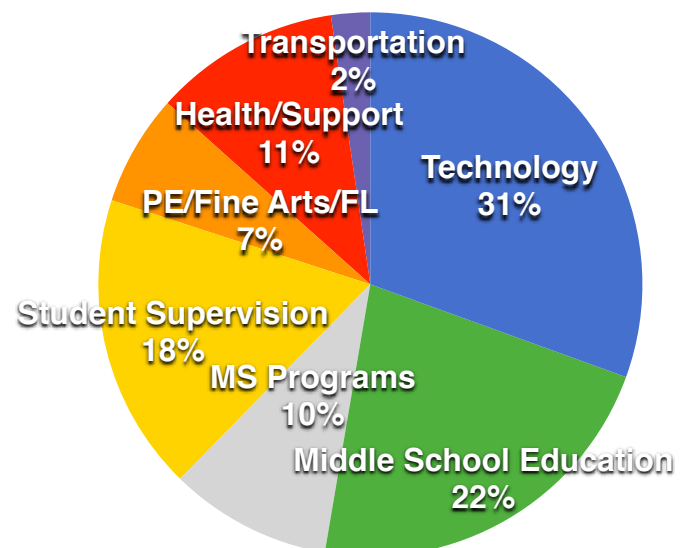
Elementary School:  
\$465 Value



### MIDDLE SCHOOL: \$560 value provided for \$315 fee

- ◆ Students receive materials, supplies and technology valued at \$560.
- ◆ The student fee for grades 6-8 is \$315.
- ◆ The cost split is 56% paid by parents of current students and 44% carried in the District's budget paid by all local property taxpayers.

Middle School: \$560 Value



**Park Ridge Niles School District 64**  
**2015-16 Fee Breakdown**

Note: Fee list colors correspond to pie charts on page 1

Function	Description	2015-16 Adopted Budget Expenses	Grant Revenues (Deduct)	Extra Fees Received (Deduct)	Total by Function	Cost per Elementary Student	Cost per Middle School Student	
						2,882	1,494	Enrollment
<b>2225</b>	<b>Student Technology:</b>				\$ 750,150	\$ 171	\$ 171	
	- Chromebooks (new devices, licenses, cases, etc.)	\$ 269,400						
	- Ipads (new devices and cases)	\$ 263,750						
	- Classroom projectors	\$ 26,000						
	- Computer lab iMac refresh	\$ 149,000						
	- Equipment (interactive white boards, SmartBoards)	\$ 42,000						
<b>1110</b>	<b>Elementary Education (K-5 Grade):</b>				\$ 240,370	\$ 83		
	- Online licenses/subscriptions	\$ 14,080						
	- Student planners	\$ 16,000						
	- Math supplies (workbooks, licenses, activity kits, etc.)	\$ 4,165						
	- Social studies supplies (update maps and globes)	\$ 4,550						
	- Science supplies (to create/replenish science kits)	\$ 30,300						
	- Office and classroom supplies	\$ 65,440						
	- Textbooks and teacher materials	\$ 75,335						
	- Magazine subscriptions	\$ 15,500						
	- Classroom equipment between \$500-\$1,500	\$ 15,000						
<b>1120</b>	<b>Middle School Education (6-8 Grade):</b>				\$ 184,880		\$ 124	
	- Online licenses/subscriptions	\$ 5,775						
	- Repair/maintenance of classroom equipment	\$ 3,500						
	- Graduation (diplomas, gowns, printing services)	\$ 8,000						
	- Student planners	\$ 21,800						
	- Math supplies (workbooks, licenses, activity kits, etc.)	\$ 4,600						
	- Language arts supplies (reading texts, novels, etc.)	\$ 6,050						
	- Social studies supplies (maps, posters, reading materials, etc.)	\$ 3,040						
	- Science lab supplies	\$ 28,530						
	- Office and classroom supplies	\$ 51,600						
	- Textbooks and teacher materials	\$ 31,335						
	- Magazine subscriptions	\$ 4,650						
	- Classroom equipment between \$500-\$1,500	\$ 16,000						
<b>1410</b>	<b>Industrial Arts:</b>				\$ 41,500		\$ 28	
	- Repair/maintenance of wood shop equipment	\$ 1,750						
	- Supplies for wood shop class projects	\$ 39,750						
<b>1412</b>	<b>Family &amp; Consumer Science:</b>				\$ 26,038		\$ 17	
	- Repair/maintenance of sewing machines, cooking equipment	\$ 3,000						
	- Classroom supplies (food, cookware, sewing materials, etc.)	\$ 23,038						
<b>1414</b>	<b>Elective Rotations</b>				\$ -			
<b>1510</b>	<b>After School Clubs:</b>				\$ 10,400		\$ 7	
	- DJ & performance services for school socials	\$ 6,000						
	- Club supplies	\$ 4,400						
<b>1520</b>	<b>Athletics:</b>				\$ 3,191		\$ 2	
	- Referees and score keepers	\$ 5,600		-\$ 5,600				
	- Supplies (uniforms, scorebooks, balls, etc.)	\$ 5,500		-\$ 5,500				
	- Tournament fees	\$ 2,900		-\$ 2,900				
	- Transportation to athletic events	\$ 13,100		-\$ 9,909				
<b>1530</b>	<b>Intramurals</b>				\$ -			
<b>2191</b>	<b>Student Supervision:</b>				\$ 433,700	\$ 99	\$ 99	
	- Lunchroom supervision salaries	\$ 403,500						
	- Stipends for before school and outside supervision	\$ 19,000						
	- Employee benefits	\$ 200						
	- Supplies (disinfecting wipes, recess equipment, etc.)	\$ 11,000						
<b>1113</b>	<b>Art Program:</b>				\$ 52,012	\$ 12	\$ 12	
	- Repair/maintenance of classroom equipment	\$ 1,500						
	- Project supplies (paint, glaze, glue, ink, clay, yarn, etc.)	\$ 50,512						

**Park Ridge Niles School District 64  
2015-16 Fee Breakdown**

**Attachment 2**

Note: Fee list colors correspond to pie charts on page 1

Function	Description	2015-16 Adopted Budget Expenses	Grant Revenues (Deduct)	Extra Fees Received (Deduct)	Total by Function	Cost per Elementary Student	Cost per Middle School Student
<b>1114</b>	<b>Band Program:</b>				\$ 7,880	\$ 2	\$ 2
	- Online licenses/subscriptions	\$ 15,000		-\$ 15,000			
	- Repair/maintenance of musical equipment	\$ 2,600					
	- Classroom supplies (music stands, sheet music, etc.)	\$ 6,200		-\$ 6,200			
	- Music instruments/equipment over \$1,500	\$ 10,000		-\$ 6,600			
	- Professional membership fees/dues	\$ 1,880					
	- Transportation to performances	\$ 4,000		-\$ 4,000			
<b>1115</b>	<b>General Music:</b>				\$ 28,271	\$ 6	\$ 6
	- Repair/maintenance of pianos/musical equipment	\$ 5,500					
	- Classroom supplies (recorders, keyboards, guitars, etc.)	\$ 22,771					
<b>1116</b>	<b>Physical Ed. Program:</b>				\$ 53,185	\$ 12	\$ 12
	- Towel cleaning service	\$ 11,000					
	- Repair/maintenance of fitness equipment	\$ 2,000					
	- Equipment rentals (roller skates)	\$ 7,700					
	- Sporting goods supplies/equipment	\$ 23,985					
	- P.E. uniforms	\$ 8,500					
<b>1117</b>	<b>Chorus Program:</b>				\$ 1,000	\$ 0	\$ 0
	- Transportation to performances	\$ 2,000		-\$ 1,000			
<b>1118</b>	<b>Orchestra</b>				\$ -		
<b>1119</b>	<b>Foreign Language Program:</b>				\$ 21,054	\$ 5	\$ 5
	- Textbooks and workbooks	\$ 20,654					
	- Classroom supplies	\$ 400					
<b>1111</b>	<b>Response to Intervention (Education for Struggling Students):</b>				\$ 13,170	\$ 3	\$ 3
	- Online licenses/subscriptions	\$ 7,200					
	- Classroom supplies/textbooks/workbooks	\$ 5,970					
	- Summer school enrichment tuition	\$ 9,000	-\$ 9,000				
<b>1200</b>	<b>Special Education Program:</b>				\$ 205,000	\$ 47	\$ 47
	- Professional consulting services	\$ 40,000					
	- Classroom supplies and materials	\$ 185,000	-\$ 50,000				
	- Handicap accessible building renovations/equipment	\$ 30,000					
<b>1413</b>	<b>Health Program:</b>				\$ 29,056	\$ 7	\$ 7
	- Textbooks and teacher manuals	\$ 26,362					
	- Magazine subscriptions	\$ 594					
	- Classroom supplies and materials	\$ 2,100					
<b>1650</b>	<b>Channels of Challenge:</b>				\$ 16,985	\$ 4	\$ 4
	- Supplies (calculators, teaching materials, graph pads, etc.)	\$ 1,898					
	- Testing materials	\$ 7,914					
	- Textbooks	\$ 7,173					
<b>1800</b>	<b>Bilingual Program:</b>				\$ 2,500	\$ 1	\$ 1
	- Supplies (dictionary cards, language review materials, etc.)	\$ 2,500					
<b>2550</b>	<b>Transportation:</b>				\$ 57,720	\$ 13	\$ 13
	- Bus supervision stipends	\$ 51,100					
	- Employee benefits	\$ 620					
	- Curriculum-related field trips	\$ 6,000					
<b>Total Costs</b>		<b>\$ 2,293,771</b>	<b>-\$ 59,000</b>	<b>-\$ 56,709</b>	<b>\$ 2,178,062</b>	<b>\$ 465</b>	<b>\$ 560</b>
Fee Charged						\$ 227	\$ 315
Student Share						49%	56%
District Share						51%	44%

Note: Student fees are deposited in the Education Fund, which is the origin of all itemized fee-related expenses shown above except transportation. Per the Illinois Program Accounting Manual, all transactions not accommodated by another fund shall be recorded in the Education Fund.

**Park Ridge Niles Community Consolidated School District 64**  
**2016-17 School Fees**

		Proposed			
	2015-16	2016-17	\$ Change	% Change	Comments
<b>Required Fees</b>					
Kindergarten	\$84	\$84	\$0	0.0%	
Elementary Grades 1-5	\$227	\$227	\$0	0.0%	
Middle School	\$315	\$315	\$0	0.0%	
<b>Participatory Fees</b>					
Instrumental Music					
Beginner	\$40	\$40	\$0	0.0%	
Advanced	\$40	\$40	\$0	0.0%	
Chorus - Elementary	\$5	\$5	\$0	0.0%	
Chorus - Middle School	\$15	\$15	\$0	0.0%	
Chromebook Maintenance					
Elementary	\$30	\$30	\$0	0.0%	Mandatory
Middle School	\$30	\$30	\$0	0.0%	Mandatory
Athletics					
Basketball	\$100	\$100	\$0	0.0%	
Wrestling	\$0	\$100	NA	NA	
Volleyball	\$75	\$75	\$0	0.0%	
Cross Country	\$25	\$25	\$0	0.0%	
<b>Bus Fees</b> (State Reimbursement does not cover the cost of students who are transported and reside within 1 1/2 miles of the attendance center)					
All Year	\$510	\$510	\$0	0.0%	
Cold Weather	\$305	\$305	\$0	0.0%	



To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: March 21, 2016

Subject: Survey Data on Elementary Hot Lunch Program

### **Background**

At the January 26, 2016 Board of Education meeting, administration began the discussion with the Board on exploring the feasibility of implementing a hot lunch program at the five elementary schools for the 2016-17 school year. At that meeting, the PTO/A's current role in terms of offering a Hot Lunch Program was reviewed along with an update on restrictions from the City of Park Ridge that will curtail their ability to maintain their current service to District 64 families next year. The estimated costs associated with getting the District's program up and running were also reviewed with the Board.

### **Action Research**

Since that meeting, administration has conducted action research in several areas. This work includes:

### **Building Visits**

In the interim, administration has conducted a thorough review of each school's kitchen area(s) with the principal to understand each building's potential needs if a hot lunch program was initiated. Working with the principals and the Superintendent, we will be able to alleviate many of the issues raised, including storage of lunchtime equipment, master schedules, the Park District's *Beyond the Bell* equipment, and clarifying the role of the District 64 lunchroom supervisor going forward.

### **Sustainability**

Administration has also been working with Lakeshore, the District's current waste hauler in Park Ridge regarding sustainability options and the cost to the District for such options. Currently, the District's trash is charged on a "per pick up basis," not on a "tonnage basis" as was previously misquoted to the Board during Public Comments at the February 22 Board meeting and in letters that have been sent to the Board. Our research indicates that there is a considerable cost increase in waste hauling, if the District moves to a composting solution. For our six schools in Park Ridge, the annual cost is estimated at \$13,400 for a once a week pick-up. There would be no cost savings in waste hauling since this is charged on a "per pick up basis." Lakeshore also pointed out that we will have an increased rodent and insect population along with an odor during months when the temperature is above freezing. The District will incur additional costs for pest management. Per Lakeshore, composting is a considerably more expensive service relative to waste and recycling, the reason being is the lack of density and participation. Restaurants and homeowners are not required to compost their waste.

In addition, we have been collaborating with Arbor Food Management Services on options available to the schools for different levels of recycling. A representative from Arbor will be at the April 11, 2016 Board meeting to answer questions and provide additional information. Arbor also will bring samples of trays, recyclable utensils and garbage bags that are an option for the District in terms of increased sustainability practices.

### **Survey of Parents/Guardians**

Administration conducted a brief survey from March 9 - March 15 of all current elementary parents/guardians to gauge their interest in a hot lunch program at their elementary school. (Attachment 1)

The survey was intended to be a brief and focused on gathering parental opinion as part of the action research we are undertaking on the feasibility of introducing a District 64 Hot Lunch Program. This survey provides another piece of data to add into the picture. One day after launching the survey, we had already received almost 700 responses when it was called to our attention that in Question 3 (how many days/week you might be interested in purchasing a hot lunch for your student), there was no “0” option. Parents were then notified via School Messenger that if they had no interest, to respond by checking “1 day.” We indicated that in our final report, the response of “1 day” would also be used to indicate no interest. Within that School Messenger, we also encouraged parents to continue using the open comment area to offer their thoughts.

Surveys were completed by 1,071 respondents, who are well mixed among the five schools and grade levels. Lower participation at 5th grade is likely due to the fact that those students will be moving on to middle school where daily hot lunch is already available.

Here are the key results:

**Participation:** *(Note that the 5th day would remain a PTO/A fundraiser pizza day)*

- No interest/1 day: about 15%
- 2 days: 20%
- 3 or 4 days: about 65%

**Order/Pay:**

- 57% would prefer to order/pay one month in advance.

**Recyclable Plates/Utensils:**

- 76% would support a slight increase (not more than 50 cents) in the cost of the daily hot lunch (which was stated as being not more than \$3.50/day)

Complete survey results are attached to this Board report, so that Board members can review the survey and all responses, and read the 373 comments made by parents. (Attachment 2)

The survey and comments indicate that there is positive support for continuing to explore the feasibility of introducing a daily hot lunch program to the elementary schools. We are continuing to sort topics and trends so these can be included with the FAQ (see below) and guide further planning, e.g., menu nutrition information, recycling practices, organic/healthy offerings, etc.

### **Next Steps**

Moving forward, we are continuing our research and planning further opportunities for outreach, prior to asking for authorization to implement a program in 2016-17:

- **April 11, 2016 Board meeting** - As mentioned above, Arbor Food Management Services will attend the April 11, 2016 Board meeting to provide detailed information about sustainability options and answer other questions from the Board regarding the proposed elementary hot lunch program. In addition, administration will have further data analysis to share with the Board from the parent/guardian survey on hot lunch.
- **PTO/A Presidents April 12 meeting** - Tim Schwartz from the Park Ridge Health Department will be at our next PTO/A Presidents meeting on April 12, 2016, to answer any questions they may have about food handling requirements if the PTO/As were to independently continue offering a pizza fundraiser and limited hot lunches in 2016-17, should the Board not authorize a District 64 program. At this meeting, administration will also take the opportunity to share the hot lunch survey results with the PTO/A leadership. We also will have a further discussion regarding cost-sharing with the PTO/As to launch a program.
- **Frequently Asked Questions** - We are mining the parent comments received via the survey (described above) as well as input received via email and from the Superintendent's recent presentations at elementary PTO/A meetings to prepare a set of FAQs. These will be shared with all elementary parents via our website, and can be updated as we continue moving through this feasibility study.

Administration anticipates returning to the Board at the April 25 regular Board meeting for a final review prior to seeking authorization to proceed.

## Park Ridge-Niles School District 64

Dear Parents/Guardians:

District 64 is investigating starting a daily Hot Lunch Program at the elementary schools, potentially beginning in the 2016-17 school year.

We are interested in receiving feedback from parents/guardians on your level of interest.

Currently, our elementary school PTO/As have arranged to offer hot lunches 1-2 days per week; most offer this as a service to families and do not price above cost. In addition, some PTO/A groups are offering a pizza lunch one day per week, which is typically priced as a fundraiser.

The PTO/A Presidents welcomed our recent offer to investigate launching a District 64 daily Hot Lunch Program. They have reported increasing difficulties finding volunteers to work during the lunch hour.

In addition, the Park Ridge Health Department is tightening its compliance with food handling requirements and training of volunteers. We have been informed that in 2016-17, the elementary school PTO/As would be limited to providing a maximum of 28 days per year of food service, including both their current hot lunch offerings and pizza fundraisers. District 64 would not be subject to that limitation.

The survey is very short and quick to complete. Your responses are anonymous.

### \* 1. Which elementary school does your student(s) attend?

- ☐ Carpenter
- ☐ Field
- ☐ Franklin
- ☐ Roosevelt
- ☐ Washington

### \* 2. What grade level(s) are your students currently in? (Select all that apply)

- ☐ Kindergarten
- ☐ Grade 1
- ☐ Grade 2
- ☐ Grade 3
- ☐ Grade 4
- ☐ Grade 5

## Park Ridge-Niles School District 64

Menus would be provided in advance. Every lunch would include a daily entree, fruit, vegetable, and beverage (choice of milk, juice, or water).

No matter what is decided, the elementary milk program would still be offered.

The price would be no higher than \$3.50/day.

**\*3. If the District offered a daily hot lunch program, how many days per week would you be interested in purchasing? The 5th day would remain a PTO/A fundraiser pizza day.**

- ☐ 1 Day
- ☐ 2 Days
- ☐ 3 Days
- ☐ 4 Days

**\*4. Currently, PTO/As do not provide a refund for missed lunches due to absence. District 64 would continue that practice.**

**How would you prefer to order and pay for your student's hot lunch:**

- ☐ 1 month in advance
- ☐ 2 weeks in advance
- ☐ 1 week in advance
- ☐ Daily (1 day at a time)

**\*5. District 64 is researching the use of plates and utensils that students can be taught to deposit in labeled containers to be taken for recycling, instead of mixed in with unsorted garbage that is taken to a landfill.**

**Would you support a slight increase (not more than 50¢) in the cost of the daily lunch for this sustainability effort?**

- ☐ Yes
- ☐ No

## Park Ridge-Niles School District 64

**6. If the decision is made to move forward, many other details about the operation of the program will need to be finalized. We will continue to communicate with parents as this effort continues.**

**Do you have any suggestions, comments or concerns you would like us to consider?**

Questions? For questions about your individual school's current operations, please contact your PTO/A. For questions about District 64's proposal, please contact Chief School Business Official Luann Kolstad, 847-318-4300.

Thank you for participating! Please press "Done" before leaving this survey.

**Park Ridge-Niles School District 64  
Elementary Hot Lunch Program Survey – March 2016**

**1. Which elementary school does your student(s) attend?**

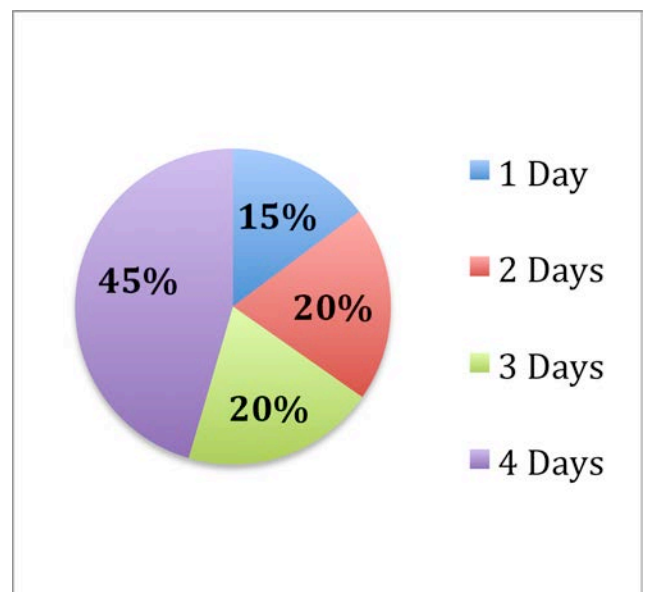
Answer Options	Response Percent	Response Count
Carpenter	16.5%	195
Field	24.0%	283
Franklin	16.7%	197
Roosevelt	23.3%	275
Washington	19.4%	229
<i>answered question</i>		<b>1179</b>
<i>skipped question</i>		<b>0</b>

**2. What grade level(s) are your students currently in?  
(Select all that apply)**

Answer Options	Response Percent	Response Count
Kindergarten	22.0%	236
Grade 1	28.4%	304
Grade 2	26.5%	284
Grade 3	24.2%	259
Grade 4	24.7%	265
Grade 5	17.6%	188
<i>answered question</i>		<b>1071</b>
<i>skipped question</i>		<b>108</b>

**3. If the District offered a daily hot lunch program, how many days per week would you be interested in purchasing? The 5th day would remain a PTO/A fundraiser pizza day.**

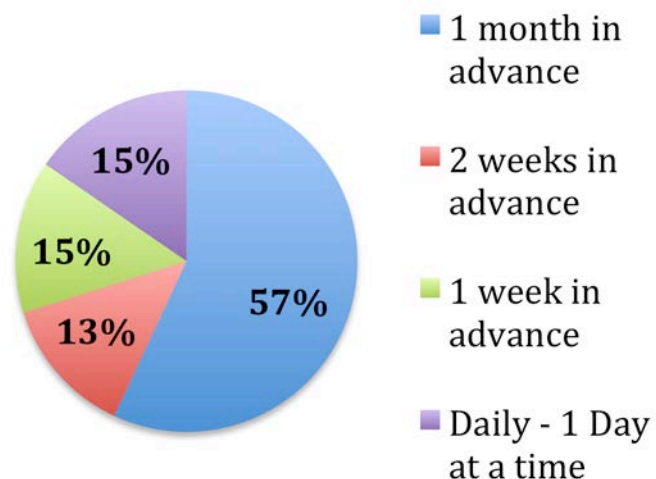
Answer Options	Response Percent	Response Count
1 Day	14.8%	158
2 Days	20.0%	214
3 Days	19.8%	212
4 Days	45.5%	487
<i>answered question</i>		<b>1071</b>
<i>skipped question</i>		<b>108</b>



**NOTE: "1 DAY" ALSO INCLUDES "0"**

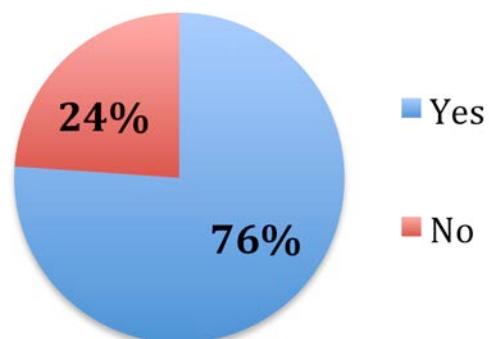
4. Currently, PTO/As do not provide a refund for missed lunches due to absence. District 64 would continue that practice. How would you prefer to order and pay for your student's hot lunch:

Answer Options	Response Percent	Response Count
1 month in advance	57.0%	610
2 weeks in advance	13.2%	141
1 week in advance	14.5%	155
Daily (1 day at a time)	15.4%	165
<b>answered question</b>		<b>1071</b>
<b>skipped question</b>		<b>108</b>



5. District 64 is researching the use of plates and utensils that students can be taught to deposit in labeled containers to be taken for recycling, instead of mixed in with unsorted garbage that is taken to a landfill. Would you support a slight increase (not more than 50¢) in the cost of the daily lunch for this sustainability effort?

Answer Options	Response Percent	Response Count
Yes	76.1%	815
No	23.9%	256
<b>answered question</b>		<b>1071</b>
<b>skipped question</b>		<b>108</b>





6. If the decision is made to move forward, many other details about the operation of the program will need to be finalized. We will continue to communicate with parents as this effort continues. Do you have any suggestions, comments or concerns you would like us to consider?

Answer Options	Response Count
	373
<i>answered question</i>	<b>373</b>
<i>skipped question</i>	<b>806</b>

Organic foods as an imperative for the healthy development of our children
I would just ask that menu options be as fresh and healthy as possible. Minimal sugar & salt. Doesn't have to be hot more than 1-2x/week
Please consider students with egg and nut allergies in your program and how ingredients and preparation practices might be communicated to parents.
In general, its important to me that the food be high quality, as in healthy. I just mean that French fries or potato chips can't count as the vegetable, fat needs to not overwhelm the protein. Its hard to see how you could do that for \$3.50, so we would most likely not be participating (consider my "1 day" response in question 3 to be a zero). Also, I'd like to see an option for organic, or at least no added hormone, milk.
Knowing the menus well ahead of time would be essential because my child has dietary restrictions. Thank you.
The partner's online ordering system needs to be revised and the mobile app completely reworked. And why is there an additional fee to process your order and pay online versus bringing a check to the school (organizer). This seems wrong. An online order should result in less paperwork for the organizers and less administrative time. The check in and administering off lunch takes to long. My child barely has time to eat since his class is usually the last to arrive.
I'm concerned about the nutritional value of the food, food waste, and overall waste.
What will you offer the children who can not afford these meals? The brown bag lunch is a poor substitute and embarrassing to the child who has to take it. Please Please find a solution to this ..having that child parade that across the lunch room is a sad situation...as administrators here in this community surely you can find a solution for these children. Do not forget these children! Thank you.
The school should keep offering hot lunches to students.
Please provide accurate and easily available nutritional information, which is critical for some children with health conditions (ie, carb counts for juvenile diabetes).
I support sustainability, but 50 cents per student per day seems really high. Will this amount come down over time? I would hope the district found a way to bring this amount down.
I would not care for the idea if it means losing space
Please discontinue Kiddie Kingdom Pizza from Franklin (my kids refuse to eat it). They used to love pizza day and now we no longer buy it. If possible, you should consider joining in with another school(s) to get a discounted Pizza rate across the board. Please consider either Panino's, Domino's or Spuntinos in Park Ridge. Thank you for your consideration!!!!
No gmo Organic clean food
Just do it. Would be a good alternative to the sack lunch.
As far as the pay options, i am open to pay monthly, bi-weekly or daily. Or how about a debit card system, the school can issue a student id type of card and i can reload it as necessary and it is swiped at school as the child buys lunch.
I hope that if the District moves forward with implementing this program, strong consideration is given to using a truly healthy company to provide nutritious and tasty meals, similar to those provided by Healthy Kids Kitchen.
That as much of the food offerings as possible be organic
More hot soups & looking for Polish menu-PIEROGI ;)

Please be sure that the lunches are kid friendly--and that they have some staying power. Cheese quesadillas are a ridiculous food--they get completely hard--but no one cares because it is kids. Don't feed them anything an adult wouldn't eat.
I'm only sorry that my son will no longer be at Washington to take part in the initiative!
It would be great to be able to decide daily if the child would like hot lunch or not.
Pls. do try to make this happen. It does help us parents a lot in so many ways if lunch would be an option in school. Thank you.
Waste management and sustainability seem to be a weakness for the current lunch program. I would like to see an improvement in educating students/staff/volunteers to help reduce the amount that is being thrown out in the garbage. Encouraging parents to also have talks with their kids on what they are throwing out/not eating in bagged lunches as well.
I would either like to have the lunch program like Emerson, where the parents could put money in the kids account, or order the lunch in advance if my first suggestion isn't an option.
Please try to include healthy options and sides, fruits, chicken, etc.
Need consistent portions. Healthier options and more variety.
As a mother of children with gluten free diet, I would appreciate that you will provide some gluten free options, such as corn tortilla instead of wheat, so that those children will have opportunities to enjoy the hot lunch.
I really care that our children eat organic food. I've done some research I found some organic food catering companies like: OrganicLife LLC, Gourmet Gorilla Inc., Good Food For Kids, Green Monkey Inc, Quality Catering For Kids Inc, Two Mothers Food
I do not support nor want this. The survey is troubling as well because there were no choices for 0 days or saying no to paying. So I had to pick one day to submit. Please remove it from your totals as it should be 0.
field school is running out of space, if providing this means losing space then I would not participate at all, there is nothing wrong with brown bagging it!
My main concern is that food is healthy. Personally I do not like the idea of bringing pizza in. Kids love pizza (I certainly do as well) however it isn't teaching healthy eating. Schools have a unique ability to be a controlled environment that can force the issue of healthy eating.
Healthy food options for our young, growing minds :)
Who would prepare the food?
Above you ask "How would you prefer to order and pay for your student's hot lunch?" but do not offer my current preference for hot lunch and pizza day, namely paying a semester at a time!
I did not see an option for NO interest in a hot lunch program. I am not remotely interested in a hot lunch program. I would be interested in the schools doing more to support recycling in the lunchroom!!
Can you provide more information on the nutrition and what quality of food you will provide? I will be happy with more information closer to the 'go live' date. I would not want my children to eat pizza more than 1 day a week
Thank you for considering healthy options that the kids will eat!
It would be helpful if images accompanied the lunch options, to give a better idea of the type of foods, portion sizes, etc
Any healthy options? Vegetables, fruits...instead of pizza day!
I would prefer there be choices daily if possible.
I hope it's affordable. Between the outrageous school fees we pay and when you have more than two kids in school and live on one income, it gets very expensive.
Hot lunch would be awesome!
Awesome awesome my kids don't care for healthy kitchen and pretty expensive and doesn't include drink! And very expensive

Wonderful idea. But don't forget these are kids eating. Nothing fancy. Don't fulfill some mythical "healthy" obligation in lieu of food that kids 6-11 will actually eat. Kids don't eat chicken legs and roast potatoes. In addition: much thought should be given to what happens to the food in the warmers. Lots of foods become soggy and gross. Let's not serve food to The kids we would not eat ourselves. Kids like repeat foods too...so get a decent few menus and repeat them.
I would love it if hot lunch was offered 4 days a week! I hope it would continue to be real food. Not frozen, super processes junk with a bunch of chemicals. If that is the case, I wouldn't order hot lunch for my kids.
Payments could be done through a punch card that parents could pay for in advance.
I believe that before asking parents what they would want from such a program you need to provide more information, specifically regarding the costs associated with instituting and implementing the program. Will this cost the district \$10,000 or \$100,000? Will you be using existing funds or asking tax payers to pay more? My view on this matter would differ greatly based on the associated costs. I would rather pack my children lunch 5 days per week than take funds that could be used for more important services that benefit my children; e.g. teacher grants, school safety, facility upgrades. This survey does not provide the extent of information I would want to help me make an informed decision. Furthermore, today we received an email from Dr. Heinz stating that those respondents who are not interested in any days of hot lunch should "respond by checking 1 day". In my opinion this makes the survey completely invalid. I expect more from a district which I believe hires and votes in very well educated administrators and board members.
I would just like to make sure food will be hot when offered and that they get enough time to eat
Not enough time to eat lunch much less stand in line to receive food. Then if your not done will they be forced to discard it or stand in the kitchen with a tray in their hands like they have to do now. Stand in a small kitchen to finish their lunch. Not appropriate at all. To much wasted food because kids don't eat what they don't pick or know ahead of time what was packed. The price is good. The idea is good too but the cost to start the program shold not be impacted by the parents or the pto. Thank you
I appreciate the variety of food offered. I asked my son too if he had any suggestions & he said more watermelon & chicken tenders. Also, warm pasta.
Why would they limit the number of days to serve lunch to 28? That is approximately 3 days a month!! As a parent, there is nothing I dislike more than making a lunch for my kids in the morning. Currently, Healthy Kids Kitchen brings excellent lunches twice a week. I wish it were more!!!
Would there be a date were the parents can sample the food that would be served?
One of my children must eat gluten-free meals. Will there be gluten-free/sensitive options?
If the price stays consistent with what the PTO charged,I would support. If it results in increased cost to support staff that is now handled by volunteers, I would not be in favor and would be happy with the 28 days.
No Interest.
Awesome idea also hoping it will be offered for lower price for low income families, previous school lunch and breakfast were free. That was awesome, was disappointed that park ridge didn't offer that to students. "free lunch" at park ridge district is that brown bag of a sandwich which is honestly food that's should not be given to children. Many schools offer free lunch and breakfast, mostly whole Chicagoland. Even growing up as a kid there was always that choice.
Kid friendly meals.:)
Use Healthy Kids Kitchen. Would not purchase lunch if not as healthy or healthier than what I would make.
I like the idea of hot lunch at Field, BUT if it interferes with the PE classes that use the gym then no, I wouldn't support it. My daughter always took orchestra lessons in the kitchen. Where would the lessons be if the kitchen was used?
none
If considered I would definitely sign up for the entire week. I think this would encourage students to try new foods. Plus, it is a convenience for parents.

There is recycling in the district so I don't think we should be charged extra money to use recycled materials or to recycle the materials.
Just as middle school students use their ID to pay, it would be great for the elementary students to have the same option! I also think it would be nice if we could see what they ate for that day.
I fail to see why there should be a surcharge for recycling properly. Aren't there currently recycling bins throughout the school? Teachers and staff should be teaching and reinforcing what to recycle and how, just like at home. I swear this is the last region in the industrialized world that doesn't know how to recycle!
Please look into paying for this possible online, and on a regular basis. I think even people would volunteer to help with this. Though we are thankful for the PTO offering this program in the past, I've always felt logistically, the payment, scheduling, reminders and such could be handled better online.
Would buy more often if the options were healthier eg no juice option, no cookies, less processed foods etc.
Long over due.
Our family would not use this service, as we do not get hot lunch currently, even though I do volunteer both for pizza and and hot lunch day. One concern is the service provider entering through the back doors of the school. Would they have to come in through the office and provide ID's as our security policy mandates? Currently, our hot lunch providers unload in the rear doors and I'm not sure they go through the security process.
It really can not that expensive to invest in dishwashing and reusable dishes. It is such a waste and we could do more to invest in the future of our planet (and of our children). Also, I would be interested in this if there are actually well-rounded and healthy options available. I dislike the pizza fundraiser a great deal as pizza is such an unhealthy choice, especially if done weekly.
None
Would prefer organic food if possible
I would greatly appreciate a program like this and I feel that our district is in the minority for not having one - I applaud the PTO/A for doing what they have done to date. It is really hard to come up with a healthy lunch variety and a "hot" meal is always welcome. Anything that can be done to make the payment process easier, such as purchasing a lunch card (swiped every time it is used) that a parent can add funds to every time it falls below a set amount - ie \$10. This allows for tremendous flexibility.
At our previous school, they sent out a calendar a month before with the next month's lunch schedule and we had to choose the lunches we wanted and pay.
Yay, and about time :)
I enjoy the opportunity to help serve at lunch time and have been doing so for 4 years. I would like to see that option continue.
Non pork menu
Please balance the meals with tasty fruits and vegetables, such as apples, pears, bananas, oranges, corn, green beans, etc.
Please consider Halal/Zabiha and Koshered options.
Can you go with an organic lunch service? Or at least a company that doesn't use GMOs, preservatives or artificial ingredients?
Hire staff to work lunch, so parents do not have to volunteer.
We have not ordered hot lunches before so I'm not sure how the ordering works. However we would be more likely to order hot lunches if we could pick the dates we wanted individually, as opposed to having to pick a group at a time. (picky eater!) Paying a month or two at a time would be fine as long as we knew the menus ahead of time.
according to our kids - quicker service - they stand in line for 15 minutes?
Since question #3 had no choice of "0" days I wanted to mention that I am not interested in hot lunch for my son. Thanks you!

I think the quality and choices of the food is important to consider. As well as where it will be prepared and if transported will the food be warm enough. There still can be waste even if planned how will you account for that. While I support the refunds for my child being absent the food is prepared assuming the student will be present how will you pay for this. I do think is the case of field trips that could be another matter and planned for. I currently work in a school that uses Quest Food services and we are very happy with the quality of the food and choices they offer.
we would like the option to choose how many days a week a student can get hot lunch.
I can't believe that it would cost 50 cents per lunch to provide a recycling option for lunch. We have this nice district, but for some reason, being able to provide a hot lunch option seems to be so confusing for the district. Seriously, this is a basic process. Schools everywhere else have figured this out and do it well. I think the PTA's need to be taken out of the equation altogether. Lunch supervision also seems to be a struggle for the district. Supervision is understaffed and unsupported by administration. The district should also re-evaluate the hour long lunch hour. This hour seems to benefit the staff more than the students. Forty minutes for recess is just asking for trouble. This is wasted instructional time.
The questions above required me to answer how many days we would purchase, but 0 was not an option. Outside of pizza, we would not purchase lunch. I feel lunches from home provide the healthiest option.
Pizza day and the hot lunch served currently is too expensive to pay for per semester. If the children could pay daily or weekly it would be easier to afford, although this probably isn't a problem for most of the XXXXXX that live in the area.
All existing "paid" lunch ladies at XXXX must be REMOVED and replaced with nice kid friendly types.
you did not provide the choice of ZERO days per week; this will skew results.
Full day kinder so these students can stay for lunch as well
Offer pizza no more than once a month. Weekly pizza is very unhealthy.
I would be very interested in the hot lunch option, as long as there was a vegetarian option. Otherwise, it wouldn't make sense for my child.
While my biggest concern is a healthy well balanced lunch my child's biggest concern is taste. Is it possible that a lunch program could be created with both in mind?
The lunch should have good nutrition and also be tasty to kids.
In addition to our D64 children, we have one child at Mary Seat. The hot lunch vendor there is excellent. We order one month in advance and are credited for any days absent. There are 3 choices each day (1 salad option and two different entrees), and you can order as many or as few days as you like. If you pursue a professional hot-lunch program, I'd suggest asking Julie Due (MSW principal) for the name of that company and her impression from an administrative perspective. FWIW, my picky-eater child says the food is delicious.
Yes don't make me order lunch a month in advance. I do enjoy paying for the pizza a semester at a time. But otherwise my kids would miss out because I missed a deadline of the 27th of the month? It was crazy last year.. I would like some flexibility with maybe needing the hot lunch one month and not as much the next month. I also do not have time to volunteer to server the lunches at Roosevelt. I use this because I work full time so once a week is nice for the kids to get a break and me from making lunch.
This program should be totally funded by the families that participate. We do NOT want to see an increase in our taxes to fund this program.
Recycling should be mandatory and should not cost extra.
The food waste from hot lunches is alarming. Maybe foods should be offered a la carte?
If feasible and whenever possible, organic food is preferred. The less processed, the better.
The question wasn't even addresses as to whether or not we would take advantage of a school lunch program. We would not be interested in participating at all.
healthy option only please. no juice option.
I would only be interested in purchasing lunch if it wasn't full of chemicals and junk-I currently like the type of food served by healthy kids kitchen for example

I think a hot lunch program will be great for the District. I am even willing to pay a premium for healthy, higher quality meals. The food must lean more towards freshly prepared versus highly processed. Organic would be nice, but obviously it is cost prohibitive.
Please provide and consider the option for the students who have food allergy or special diet such as vegetarian, peanut free/tree nuts and gluten free. Thank you
I would be all for it if there is enough healthy variety.
Need to know if vegetarian type entrees will be offered to know how many days and when to pack I unchanged or buy it...
Overall cost would be my biggest concern. If the ongoing cost is significantly higher than the current programs and no flexibility in days etc then I would have concerns instituting this program
This is a great idea and potentially simplifies the complex morning routine that each of our students have.
Please have lunches to be healthy (includes vegetables and fruits) and sensitive to food allergies.
If a family is on government help, such as food stamps, health insurance, would there be any help in the cost for lunch program?
I am very much in favor of the District providing a hot lunch program! Wish it had been done years ago!
Focus on good health and nutrition and applaud kids for healthy choices!
would like nutritional information on food that is being offered, is this available?
I would prefer that this is not handled by parent volunteers
The pizza fundraiser is important to keep. Offering other hot lunch options is a luxury. It already costs \$3.75 plus tax for our current hot lunch program. If it is mandated by district 64, would they hire additional lunch staff to staff this program rather than depend on volunteers?
Daily hot lunch would be such a wonderful idea!
no
What efforts will be made to help the kids have good healthy choices for lunch?
Love pizza day. HKk just okay a bit pricey and food not great.
When I volunteer for hot lunch it is difficult to prepare all of the lunches for the students in that short amount of time, therefore students are often waiting longer, and may not have as much time to eat their meal.
great idea. Also because a number of kids still bring food allergens with to school, like peanut butter sandwiches etc. This will eliminate that problem
Food safety/sanitation must be a priority - including for the volunteers who serve lunch.
Think this is a great idea.
I have heard good things about the food at Emerson and would definitely support more hot lunch days. It would be great to take this off the plates of the PTAs as well. It's a lot of work for them to get volunteers. And I'm excited to keep the pizza day. :) Thank you for asking for feedback on this topic!
Please continue to make the lunches as healthy as possible
I like daily pay because there would not be refund if absent. However, a lunch card may be ideal, where you load money on-line on to it and they can use it towards lunches instead of having to handle and collect cash.
While we like the hot lunch program, we do not always purchase as there are certain items our child will not eat. The same applies with the pizza fundraiser. We participated for one month last year, but the food was thrown away, so we stopped ordering. We do appreciate the flexibility of purchasing as many or as few lunches based on the menu selections - rather than a set meal plan. This allows for less wasted food.
There needs to be a way to find a healthy school lunch for less than \$3.50 a day. Based on the portions and the amount of food ordered, it is still too expensive. Other affluent school districts in the north shore offer healthy lunches near the \$2 mark.
This survey did not give the option of 0 days and I would participate 0 days. What a waste of time and money. Let's work on real issues instead of creating distractions.
Healthy foods and try to keep processed foods to a minimum.
Please offer healthy meal options for the main entree.

Instead of recycling, use "real" plates and utensils that are washed.
I suggest strongly that be introduced to middle school as well. As long as is healthy lunch, parents are all for it. Trust me. We want the best for our kids no matter the age. Thanks.
Children could supply their own plates and utensils and bring them home for cleaning.
I need to more about the food offerings...will anything be organic? Not sold until I know about where the food is coming from.
None at this time
My children currently enjoy the taste and quality of the food provided by Healthy Kids Kitchen. Something comparable with perhaps vegetables offered as well might offer better success of the program.
Approve of recycling, but 50 cents per day per student to put plastic utensils in a separate bin is too much!!! Do it like we all do at home. Plastic here, garbage here!
Keep pricing reasonable, make ordering convenient, easy for kids. I value this service, it makes it especially convenient for working parents. Thank you!
Lunches would need to be healthy - minimally processed in order for us to participate.
I like to ability to pick and choose meals. I would not want an all or nothing type program.
My son has food allergies. He is allergic to peanuts, tree nuts, eggs and potatoes. Given that the foods does not contains the allergens listed, I would be more than happy to order the hot meals. Also, I would definitely need a list of the ingredients for the meals that will be provided.
Is it a possibility for students to bring in their lunch box a plate, fork and spoon that can be brought back home and cleaned by the parent?
I pay for 2 kids milk for the entire year, and then twice a week or more for hot lunches with a drink, that is almost paying 50% more for an unnecessary drink. This part needs to be reconsidered and will affect if I buy lunch or make kid's lunch like I used to. That sustainability 50 cent per meal times each order is a ridiculous amount of income that I'm sure is not needed to properly recycle. Thank you.
Right now you can only pay for Healthy Kids Kitchen with a checking account, please make the hot lunch available to pay with a debit or credit card, it so much more convenient, thanks!
Would not find this beneficial. The risk of wasting a lot of food too high.
Food offered should be nutritious and parents should be able to decide based on menu options. If menu could be posted weekly then elections and payment preference would be the same. Also, nutrition information should be available.
Some parents will decline due to financial considerations. I would suggest establishing a lunch assistance program as well for those kids. It could be donation based through the PTA or funded as part of the program through slightly increased lunch fees.
Kids friendly age appropriate lunch options preferred. Healthy kids kitchen menus have the right idea but unfortunately many kids don't like how it tastes.
I would prefer to pay for lunch not more than a couple times in the year to minimize the number of payments. I am excited that we are considering full time lunch program as I am a working mom and could use the convenience. We should employ workers for lunch instead of getting volunteers.
About time!
Daily hot lunch, with balanced diet, would be a tremendous convenience for parents and a health benefit to kids. This would be fantastic!
It would be helpful to have a reminder email sent to those who have ordered in the past that the food ordering deadline is approaching and a link to order.
No
Flawed survey. No option for zero. There was never a need for the hot lunches before. Why now? We don't find it necessary nor desirable.
I would pay more for healthy meals; I don't want McDonalds like lunches every day
Would there be financial assistance/free or reduced lunch program offered in the event that this project starts? There are many families that would benefit from this availability.
Allergy considerations

The food that is currently served on Thursdays at Field is of good quality so I would like to see the same quality with a district option.
If your intent is to assess the level of "interested" from the parents/guardians in the district on this issue as "stated" in the intro. Then this survey is not allowing that data to be gathered in all fairness. People who are not interested "at all" in purchasing hot lunch cannot even have their vote accounted for. The information here will then only appear as 100% of the community has "buy in" to this proposal. The only reason I chose "1 day" is so I can be allowed to share my concerns! Please STRIKE my choice from your data. This survey needs to be revised (in presentation, wording, and intent) if you want to present accurate information to The Board of Education - of what the community really thinks.
My suggestion is to ensure variety of healthy food choices.
It would be great to have hot lunch offered everyday. It gives relief to moms working and short on time to get lunch ready every day.
There should not be an extra cost for recycling, this should be standard practice.
If the renovations and supplies do not have recycling and environmentally sustainable practices involved, I will not support such a program and will fight against the financial and moral cost to our community. In this day and time, it would be immoral to generate additional trash without a strong recycling program in place. Even one lunch program could have a huge impact both positive or negative on our community. Please do what is truly in the the best interest of the children you serve. Just providing a hot lunch without taking the environment in mind would hurt our community. I would be happy to support a lunch program with a strong sustainability plan.
I think this is a great idea, especially if there are also healthier and diverse options throughout each week.
My only concern would be food allergies. Currently the food is safe for my daughter with peanut and tree nut food allergies. I hope she would continue to be able to buy hot lunches.
The students should have an account so it's easier for the parents and student to have money in their account.
It would be a great help for parents !!!!
There should have been an option for not interested in a hot lunch program
Healthier options should be available. Good tasting fruits and vegetables that kids are likely to eat. Lower carbohydrate options might be also considered.
No juice and no chocolate milk; limit sugars
We would need complete ingredient lists
I'd consider a slight increase in costs to use recyclable materials, but I feel that 50 cents a meal is too high.
List the weekly menus so we can decide which days we will pay for the hot lunch for that week
My kids complain that current hot lunch/pizza is often cold and unappealing by the time they get it. Also, tables used for serving food are often dirty.(Table where kids sit and eat are cleaned, but food serving tables are not)
The ordinance if limiting PTO/As to 28 days a year is archaic and ridiculous! Why can't this ordinance be changed to be more flexible for the schools? The run around and hassle from the PR Health Dept. Is silly. PR is a small community if 38,000, why is it this difficult to find a solution to hot lunch in our schools? Parents are voters and tax payers. Can't the ordinance be altered so PTOs aren't in jeopardy of limiting there pizza days- which raise funds for OUR children and OUR schools. Why not look at amending the ordinance and let the PTOs handle their own hot lunch programs? Plus there is talk/rumor that the PTOs would have to pay (fir kitchen updates??) to have this program.WHY would we pay a company to come to our schools and make money? This process needs a clearer explanation to ALL parents. I'm sure if you asked in this survey,"Who would participate in hot lunch IF your school's PTO had to PAY \$ X" your survey results would be very different. I hope there will be a public discussion of this. As an involved and supportive parent of D64, I welcome a reply. (NAME AND CONTACT INFO HAS BEEN OMITTED)
Would be very nice. The food options from Healthy Kids Kitchen are tasty, diverse and healthy. Hopefully it would be comparable.
My child would not be participating in such a program as my husband and I make her lunch so that we can provide organic and wholesome meals for her. I had to fill out questions 3 & 4, but they do not apply.



I would only have my child participate if the meals were healthy.
Wonderful idea as long as food is healthy. Detailed menus should be provided (i.e., specify fruit and vegetable, not just entree).
Healthier choices than pizza or highly processed products
Sounds good. Thank you for your efforts.
I did not enjoy the healthykidskitchen. I did not care about the food. It was also inconvenient the payment system. I would prefer to be able to buy it through REVTRAK as everything else. I would also to consider pay a little more for better food. Definitely I would prefer hot lunch for my child. As a working mother this is very convenient.
The healthiness of the options would be a primary factor to drive our participation.
You dont offer the option of not ordering hot lunch at all, need to consider that too
We would like to know that the food provided would be healthy and not high sodium, fast food.
Just make certain to have the ingredients listed clearly as many kids have allergies to contend with. Thanks.
I would want to taste the food before committing. Also due to heating limitations I question the availability of viable choices.
The food should be fairly plain and what most kids would eat...no fish...not spicy pork or sausage.
It would be extremely disappointing if a hot lunch option were to disappear. Even 2-3 days a week is better than never! Plus it allows the kids a variety of food options vs the same thing every day! My kids LOVE hot lunch day!!!!
Can we change the pizza supplier. Many kids complain about the pizza that it is not good. My kid told me this year that he does not want pizza this year be oust it is not good.
Continued Peanut/ nut allergy accommodations would be a concern with the new provider. Healthy kids kitchen was great. Thanks so much to the PTA for offering this. We hope some hot lunch will continue to be offered.
I really like the Healthy Kids Kitchen- I would like to continue this program. I feel like the food is made from fresh ingredients and we support a local family.
If there is a way to make sure my child cannot chose sweetened or chocolate milk, that would be great.
Need to be able to provide a complete ingredient list in advance for every item being served so that allergies can be checked (not just say it is nut free). One of the problems with the lunch now is that you order in advance but they don't know what fruit will be included and my daughter is allergic to some of the fruit served so she can never have the lunch since I can't check allergies at the time of ordering.
if we miss the cutoff date to pay, we are able to pay late and still get meals for the remaining time in the month, even if it does not start until the 2nd week.
What are the entree options and how are you focused on making them healthy and tasty? There are companies, like US Foods, that are working with school systems to provide healthy options that taste good and kids look forward to - this keeps a consistent flow of student's ordering because they like their options. Up-charging for the "sustainability" part seems interesting when the paper recycling bins in the school lots blow paper all over the neighborhood littering - the recycling has to be executed to make it worth the extra \$.50
I would like to see organic milk offered as an option. I would be willing to pay more if necessary.
The current hot lunch, except for the pizza, is not at all appetizing. I'm not been particularly fond of the PTO running such a program--it needs to be fully professionally managed from start to finish, and much cleaner than it currently it is. No disrespect, but the PTO is not equipped to be a professional food distributor.
I have many but they are too long to write.
Using BPA free containers
There has been issues in the news recently with school lunches not having fresh ingredients going so far to boycott it as substandard to prison food. I'd like to address these concerns and see what recourse is available

please offer whole milk. the vitamins in milk need the fat in order to be absorbed by the body.
My main question would be related to the ordering process and timing. We have a very picky eater and would not want to be "locked" in to a certain number of days/wk if she won't eat what's provided.
Yes!!!!!! Please do this! I am always out of something bread, drink, lunch meat, in the morning ;)
I would prefer to have kosher food served.
There are corn based "plastics" that can be thrown away since they break down naturally, which might be easier than managing recycling
Ability to offer and charge parents fir hot lunch same day if a child forgets to bring lunch or order lunch.
Efficient distribution
Please consider using Healthy Kids Kitchen as your vendor. They have high quality food and are already serving 4 of the 5 schools. The program at Lincoln is terrible, and I would not order lunch if you select that same vendor. The food quality of HKK is extremely high and the owner is a Park Ridge parent. I would strongly recommend speaking with them during your vendor process.
This is long overdue. We would totally support this for those parents who want to pay for the lunch. It's no more than Healthy Kids kitchen.
Fully sustainable (reusable) plates and utensils that children can be taught to wash. Ingredient sourcing: concerns over preservatives, antibiotics, hormones and GMO foods.
Healthy food choices would be critical to the success of the program.
Organic milk and as least processed food as possible. I would pay more for that.
Would love it if the lunch program continues/was expanded - we use it often and it's been great!
I would like nutritious hot lunches.
I pay \$4 for a lunch at St. Andrews in Park Ridge (that does not come with milk) and I still have to send extra food for my 5 year old. That seems like a lot of money for a quantity of food that can't even fill up a 5 year old girl. This is the only reason why I checked "no" in #5. An even more \$\$ lunch would get pricey for me. I am not affluent.
Installing a dish washer at each school that can wash utensils rather than recycling.
Keep the food prepared plainly with sauces optional or on the side.
My child loves healthy kids kitchen and would be happy if services continued from there. Also, I would not participate if I had to pay in advance for lunch. I would rather there be a lunch card that money is deducted from when my child gets lunch for each day.
Healthy kids kitchen used at Roosevelt was generally not liked by my kids. Odd choices and often bland taste. They had very few lunches my kids would eat.
\$3.50 is excessive and from experience at the high school level does not provide a substantial amount of food to satisfy the growing needs of a child. \$2.50 should be the cost to maintain affordability as well. PTO and the family who provides this pizza is making a good profit from Franklin.
I would be open to hot lunch everyday, but it depends upon the menu. I'm very pro environmentally friendly policies and healthy food options. I love this idea. Thank you for considering it.
How will this lunch program be funded? Will it take away any programs that are currently being funded?
If the lunches were healthy and kid friendly but also filling we would likely use it every day.
Provide organic options
Some school have something like debit cards for kids(parents can add money for the card in school)....that way kids can pay for the food daily.
We would only purchase the lunches if they are healthy - no processed, sugary foods, preferably organic. We are not interested in cheap, unhealthy cafeteria food. Quality is the main consideration.
My main concern would be the nutritional content of the lunch. I know school lunches can be high in fat and preservatives to save cost, which is why I like the control of packing a healthy lunch. The money would not deter me from ordering, it would be the quality of the food.
I think this is a GREAT idea!!!
Love the idea of a daily lunch program.
For \$3.50, I would be skeptical if the food would be of any quality.

I think there needs to be more parent volunteers to keep the hot lunch program successful. If you child participates you would be expected to volunteer a few times a year. I think that would be fair way to handle the volunteer duties.
It would be great if there is an option to pay 6 months in advance . Also it would be great if Field School would have hot lunch more then 1 day.
More vegetarian options.
I think this is an excellent idea! As a working parent, I often find it difficult to make a quality lunch for my child the night before. My child always looks forward to hot lunch because of the variety- and it's a warm meal.
The only complaint that my child has is that there is only one line to get there food. He would like to see a couple of lines opened so they don't have to waste time out of their lunch time. Thanks
Some of the portions are very small. My kids sometimes complain they don't get enough of the main dish. Also, the cookies tend to be hard. I serve lunch and notice many kids throw them out.
I have volunteered for lunch days and observe a TON of good food going into the garbage because kids simply do not eat what they are served. Can you consider giving the children a choice of what they want and have an assembly line like cafeteria style. Allowing children to chose what they would eat. Maybe bill the parents weekly or each child has a cash card to swipe to pay for their food. Not sure if the kids would loose the card, though.
Willing to pay more for healthier and higher quality food
A daily lunch program that is available regardless of if you signed up ahead of time would make my life so much simpler. It would be very welcome!
Most school lunches that I have seen are pretty low quality. I am only interested in high quality food. Fresh fruit, no fruit in syrup/juice; high grade meat, no nitrates, low sugar, no artificial sweeteners, etc. I would like the opportunity to view/sample food prior to committing to it...
My son has severe peanut and tree nut allergies. In order for him to participate I would need to know that the hot lunches were completely nut free and safe for him to eat. How will you address food allergy issues?
I would be concerned mostly about the quality of the food. Is it truly healthy, real food, or pasta/pizza/added sugar/processed junk. The fact that no questions address health/quality is making me skeptical already. Pizza is fine once a week but the other options should be healthy.
Healthy food such as whole grain, lean protein, fruits and vegetables, low sugar.
You should probably research other districts in our area. I know Glenview allows the parents to put a certain amount of money on a card, like a debit card and the kids use the same card throughout the year. This way the parents do not need to choose lunches all they need to do is refill the card with money every month or every other month. The parents and children see the menu on a monthly basis. It is distributed on the school website. The debit cards stay with the individual teacher for each student rather than the kids putting it in their backpacks and losing it.
Would want meals to have high nutritional value
I am concerned that there would be more food waste in a hot lunch program than when kids bring their lunch.
My only concern is question #5. if lunch is 3.50 and we pay an additional .50 for each lunch. Then it is now 4 dollars which is an increase of 14% just to separate the garbage. Seems the % increase does not justify this.
Please, please, please do this! Working parents LOVE hot lunch day! So do the kids.
I would like to see only healthy meals offered.
Must be healthy options or will not participate. Love Healthy Kids Kitchen.
Please give hot lunch 5 days per week
this would be a great value add!
We are not interested In this program.
I would agree to hot lunch only if it's USDA ORGANIC, NON GMO VERIFIED, GRASS FED!!!!

A menu that provides 2 choices for the day? Healthy options are best and an option to cancel in advance for either credit or refund. thank you.
I don't feel the current hot lunch that is offered is worth the price and often not that healthy. I will only buy hot lunch for my children if I feel it is healthy and a good value.
It would be wonderful if the food options were available to try before committing to the food choices. We would also like to pay a little bit more for the best quality food possible. Sometimes mass produced food can lose their quality and appeal.
Although my son is a 5th Grader and won't be attending Washington next year, I feel that this would be a huge benefit for Elementary students and parents/guardians. It would be so very helpful when planning each day and keeping the food fresh. My daughter is in middle school and I love the fact that I can add money to the account whenever I would like to and I know that I am definitely not forgetting lunch.
Thank you for taking hot lunch into consideration at a district level. It is nice to have a hot lunch option for my children.
No
I would like to see healthy lunch options. Organic foods when possible. Dye free and no high fructose corn syrups, etc.
Hot Lunch on Tuesdays & Pizza on Thursdays is a nice treat. We would not participate in a daily lunch.
The kids don't need this - let them bring their own food to school. More and more parents are using recyclable lunch containers. I'm sure somewhere this program is cost lots and lots of money to implement. Save the money for education needs. Parents can make healthy lunches for their children.
List menu choices in advance
I recommend that all lunches be organic, low carb and include steamed or raw veggies and fruit.
how do we address shortages of volunteers for lunch on a daily basis? a fee included in the annual school fee that could supplement volunteers?
My concern is the type of entrees that will be provided.
Most moms I know would like a 5 day a week program. I would be willing to volunteer 1x a week if it meant that daily food service would be provided. With working families, it just makes sense.
The infrequency of my interest in purchasing hot lunch is largely driven by the variety and quality offerings of the food. As of now, I think the hot lunch being offered is barely mediocre. I would order more often if the quality improved.
I would like to see healthy options and limit sweet lunches loaded with sugar, f.ex: pancakes w/ syrup, french toast w/ syrup, etc. I would gladly pay more for a healthier option.
Please keep the cost as low as possible. It would be very convenient to have a hot lunch option, but the cost adds up and many parents might decide to pack a lunch that costs less if the cost of hot lunch rises over time.
healthy food with a treat
My concern is that it would be an additional expense for the PTO/As to do this method. I presume there is no additional expense because you haven't mentioned one in the survey?
thank you for all your hard work in investigating this service for us. :)
I would want to know what kind of food would be served. Will it be cheeseburgers, fries, chicken nuggets, nitrate-filled hot dogs, or will it be nutritious, preservative-free, organic, etc? I do not want my children eating unhealthy foods and have heard that at Lincoln, students can buy fries everyday if they want. Seems absurd if the District is supposedly concerned with healthy eating and won't even allow treats at holiday parties.
As a working parent, hot lunch offered every day would make my life SO much easier! And my kids would really love the variety in the menu v. what I pack in their lunches today. PLEASE add this next school year!!!!
I'm supportive of this as long as the cost (including overhead) is paid by the user and/or funded by grants from Federal Government. No portion of the cost for this should be borne by local property taxpayers.

I would love to have this option. I am a single mother. Not making my daughters lunch every day or shopping for it would provide more time spent with her.
Very good idea
Where and by whom will the food be prepared? What sort of meal choices would be available for \$3.50 or less a day- we have had much higher prices for PTO hot lunches but with good quality food? What sort of variety would there be- how often would the menu rotate? There are more than 28 weeks of school in the year and therefore the PTO would not be able to have a pizza day once a week throughout the year (I calculate that it doesn't even stretch to Spring Break if it starts right away at the beginning of the year). How would the district collect orders/payments (online and with credit cards)? How would the students check in for their lunches? Would it be an ID card swiping program, a name on a checklist, etc? My students participate in the milk program that is already available daily so I wouldn't be interested in paying twice for a beverage if I am buying a hot lunch. Who would be serving my children lunch?
Provide the option to sign up for the year.
Will hope to have choice of entrée in case of allergy or preference issue. Hope it's healthy and please watch for the calories intake amount.
I have concerns over food allergens (i.e. nuts) and how the food would be prepared.
My child stopped doing the hot lunch option at school because it took too long to get served. He'd rather bring his lunch and have more time to eat and socialize. He does do pizza day and would continue next year. Not sure he would want the hot lunch.
Having volunteered as a lunch server, I'm concerned about the amount of waste from hot lunches. I've seen children eat 1-2 items and dump the rest. Also, my child is picky and won't eat a lot of "kid food" like mac and cheese or hot dogs, so I struggle finding hot items she will eat from the current Field menu.
The current hot lunch program is a very ineffective and cumbersome complicated mess, particularly ordering it online. You must streamline and make it easier on parents.
Just make really easy to access information. I still can't figure out how to order milk.
Have a non meat based meal everyday so anyone restricted to eat certain food will be able to participate
Foods should be healthy, no fett, no sweet. Thanks
Be sure lunches are prepared without preservatives, low sugar and salt, lots of fresh fruits and vegetables.
It will be a big help on my part if the school will offer hot lunch everyday.Thanks.
Great plan, allergic reactions will be avoided, since kids bring nut sandwiches to school, parents will save time that can be spent on kids. I don't mind paying extra for paid supervision
no
More food choices
The meals provided need to be more nutritious. Currently many of the meals are not offering a good balance of vegetables, fruit and proteins. I would prefer NOT to have fried foods and pancakes offered
A Gluten free option would be nice but I do realize logistically that could be quite a hassle.
One of my children has a severe peanut/tree but allergy. We would like to feel safe and know that she could participate. We also feel it is important that the lunches provided are nutritious and varied.
I applaud the district for trying to offer a hot lunch program since the PTO program has become more complicated. Losing the hot lunch would be a big loss for the kids.
It would be great if all schools in the district had Kiddie Kingdom for their pizza day!
I am most interested in keeping pizza day. I'm don't feel strongly about providing lunch other days. Tastes and preferences vary so much. Pizza is safe. Subway would be another good option. Beyond that I'm not sure how much I will participate. Depends on what is offered and if my child would like it.
It is very important to our family to have food that is made with quality ingredients. A list of ingredients in the meals should be available.
Organic would be awesome!! My daughter has a peanut allergy so I'd want to make sure the meals were nut free.
The current payment method with the outsourced hot lunch program is terrible. No ability to schedule a semester at a time and payment options are not modern.

Somehow monitor what is actually being eaten and make changes as needed. It's better to not serve it instead of seeing it all go in the garbage.
I find hot lunch expensive, especially because my child never has enough time to finish her lunch.
Healthy drink options
Have a option for a drink (milk) with hot lunch.
I would prefer that juice not be an option. My kids like the meals from the current vendor.
the ability to also purchase lunch THE DAY OF would be great: for example, this would help on those days when a family is running late and packing a lunch is hard to squeeze into time crunched morning
Love this idea, a huge help to working parents!
Sustainability is great, but \$.50/meal seems like a LOT! Also, I'm not sure what is different about this versus our currently Healthy Kids Kitchen lunch catering service?
Most food services are not healthy, so I let my children get th as a treat. I would not encourage expansion of an unhealthy program.
We will only order the meals if they are healthy. I would rather pay slightly more for whole food.
vendor considerations. The vendor when XXXX volunteered as the head of the program was very good (according to my 2 kids that were in the school at the time).
I definitely would go with at least one day per week and would likely consider more days per week but will depend on what is offered
"hot" lunch isn't the appeal - i would want cold veggies - carrots fresh but - not baby carrots, celery, broccoli, cucumbers, etc.
would definitely be interested in a hot lunch program
Food service at elementary schools should be a district provided service and not PTO managed or driven. Kudos for moving back to this model.
Do you consider a vegetarian/ vegan menus?
It is a good idea as long as the Pto doesn't try to rip us off like with pizza day. They should not profit on something a child needs anyway. And why \$3.50? other districts offer a daily lunch program for \$2.75 and it's just as healthy. Who would make the food? Will it be generic? My child loves healthy kitchen, he actually eats different foods because of them, I would hate for you to change it.
You should be recycling already and shouldn't need to add costs or train students to do this.
Pay per semester instead of monthly.
We 100% back a daily hot lunch program. I volunteer on a regular basis (at least once a week), and it is cumbersome to carve out more time when other people do not volunteer. I definitely understand that it is difficult to volunteer, especially since more and more need to have both parents work day to day. With that said, it would be great to have a lunch service whereby parents do not need to volunteer. Even if it means paying an extra cost to pay employees to serve lunch, I believe it will benefit all, and many will agree it is a wise decision to switch over to such a service.
To eliminate the need for paying in advance and being penalized for absences. I believe it would be nice to have a prepaid card system (i.e. 25 lunches per card) that would need to be refilled once emptied, or, so that cards aren't being refilled randomly throughout the course of the year, there is a prepaid card each month and the # of lunches on the card is specific to each child, each month and paid for on RevTrac and the # of lunches is determined at time of purchase. This way parents can take in to account vacations, sick days, children not liking the meal, etc. and not pay for everyday in a month. The card could be electronic or truly an old fashioned punch card.
I just hope there is no junk food
My daughter is a vegetarian. Would that be too difficult to address?

As has been the problem for years, the time given to students to eat is way too short. With hot food distribution, it is even shorter. I would love for the district to find donate 10 minutes of the academic day to be added to the lunch hour. Currently, the time allotted is unhealthy for eating a decent meal. When you add in attendance/lining up, hand washing and switching to/from recess, the children are truly cheated in eating like reasonable people. Maybe less food would be thrown out if they actually had time to eat. Nothing like biting into a banana only to be told time is up, now throw it away.
Your survey doesn't discuss if offering hot lunch would cost the district money to upgrade facilities and I so, do parents think that is a worthwhile expenditure.
I would love to have the option to pay for entire year in one payment.
I think regardless of whether hot lunch is offered, children need to be less rushed. Either extend the lunch period or create a flexible system that allows children to eat for longer if necessary. I think that time would be better spent trying to figure out how to teach children healthier eating habits through a gardening program than providing hot lunch. It is also my preference if the time became a teaching moment for manners and socializing with others while eating. Also, while recycling is preferable to landfill, I would rather if the utensils and trays were washable and reused. I may not purchase hot meals if it is just recycling, because right now my child's lunches are completely waste free and that would be a step backward.
Healthy and popular choices
I think the most important thing is that it can be planned/paid for in advance. If parents are having to stay on top of this on a regular basis that will become a burden. Also, the food needs to be healthy with limited additives, sugars, etc. If it is not healthy, I would rather pack the lunch myself.
Healthy but tasteful choices should be offered.
It would be nice to have a program that can end the segregation of children with nut allergies. My daughter's allergies are not severe, so on the one hand, she would prefer to integrate with the fuller tables, as recess becomes an extension of lunch, and kids tend to hang out with those with whom they eat. There is only one other student at the nut free table, though, and she doesn't want to leave him alone so she elected to stay with him. However, I know she is missing out on an opportunity to mix and mingle with more students.
Only one suggestion: we were not able to participate in this year's hot lunch because of the date being changed from Tuesday and Thursdays, to Wednesdays and Fridays. The reason is because our children fast meat during Wednesday and Fridays for religious reasons. If there was a way to have a vegetarian option on those two days of the week (scrambled eggs, French toast, pasta marinara, etc.) that would be fantastic. I hope parents decide to go with this program, it would be a great options, especially at Franklin.
I indicated that I would be interested in hot lunch up to 4 days a week, however, that is dependent upon what is on the menu. I would like the flexibility to select which days based on the menu that my child would choose to have hot lunch taking into consideration my children's eating preferences and the healthiness of the choices. It would also be nice for nutrition and ingredient information to be provided about the menu choices.
keep the price point reasonable no nasty tacos my kids hate those!
Flexibility in the sign up process and the ability to do so in advance
Change the pizza day vendor
Food should not be wasted. Be sure the lunch offerings are "common" kid friendly but healthy options.
As working parents of multiple children, this service would be greatly appreciated. The extra 20-30 minutes to prepare meals everyday on top of work, DAILY homework assistance, and other responsibilities is already overwhelming.
menu variety for younger kids who are a bit fussy and picky. portions to meet their time to eat and price to reflect those portions. online ordering would be helpful St. Paul of the cross uses smart lunch you can order up to 2 days prior, they send reminders and you can check to see what you ordered.
The type of meals and nutritional value would be important in decision making.

It was not clear from the survey, but I would hope that we would be able to order only the lunches that we believe our children would eat (as opposed to just signing up carte blanche for the lunch program). If not, we may not participate depending on the lunch choices available.
My son loves the hot lunch program. However I do not favor having only one option to pay. I feel it is unfair to charge us a two dollar convince fee. Please change this option.
I coordinate the hot lunch program at XXXXX I think this sort of program is long over due. The popularity of ordering hot lunch has been increasingly growing, and we find it extremely difficult to find volunteers. Most of my preparation for the upcoming program is during the summer, as most of the PTO's will probably concur on. It would be appreciated if there were to be a change, for this change to be communicated before the end of this school year so we can plan ahead for what we need next year. Thank you. (NAME AND CONTACT INFORMATION OMITTED)
daily lunch would be a big improvement
I think it would be great to have daily hot lunch, would it be covered for free lunch program for low income families?
So you're still planning to 'recycle' utensils and plates on a daily basis? That's incredibly irresponsible. I would not participate in hot lunch on a regular basis if you are using disposable utensils and plates.
No thanks
It's hard to answer these without knowing the price, menu, etc. For example, the number of days a week we do it will depend on the menu and whether or not my child likes it.
The meals need to be tailored to children that are typically picky eaters, for example today Washington offers some sort of turket dish but it is slathered in BBQ sauce, my child loves turkey but will not eat BBQ sauce. keeping it simple yet not balnd and boring is not that hard to do.
How do you ensure the hot food stays hot?
Q.3 in this survey did not offer a "0" option. Very excited for the district to handle and offer this great service.
how would kids pay? swipe card? prepay? cash?
Please keep pizza day
Type of food is important. Fried food while hit is unhealthy and should not be approved.
I would support a fee for recycling efforts but not 50 cents a day which seems very high.
I would prefer if the lunches were made of high quality ingredients, void of artificial sweeteners, colors, etc. I would love to see healthy but fun options for my child. Any of the kids' favorites can be tweaked to a healthier version (baked instead of fried, whole grain pastas, etc).
We love the convenience of the lunch program, but have discussed literally for a couple years as to why are there NEVER once any vegetables in the hot lunch. We feel the person who picks the menu isn't considering all children. the kids enjoy the hot lunch, but hard to incorporate enough vegetables if they are carb loaded at lunch. I am surprised this is an issue, we are not in an economically depressed district. Our kids deserve us to do better nutritionally for them.
I would like to know menu in advance if choosing days in advance.
I think this is a great idea. I think it would be nice to have a uniform program across the schools and not have the responsibility rest with the PTO. I think allergies will need to be addressed, most importantly making sure the children know what is in the food so they know what they can and can't eat.
One of my kids would be thrilled with this. The other would not, as she has multiple food sensitivities and would likely not be able to order anything
Please provide information on how we can learn more about this "Park Ridge Health Department" policy change.
healthy options. you have theh opportunity to start this program making healthy choices, I hope that is how it will proceed.
Love the hot lunch idea as long as it is allergy free and healthy. Willing to pay more for something organic and healthy.



This is a great idea. The line would need to be quicker than what currently is done at Field for hot lunch. My kids won't do it because they wait in line and then do not have enough time to eat.
Emergency lunch availability if student forgets own lunch and ability to pay after occurrence if needed

Approval of Revised 2016-17 Staffing Plan - Elimination of .5 Private Parochial Special Education Teacher

At the February 8, 2016 Board of Education meeting the enrollment projections for 2016-17 school year and a discussion of the 2016-17 staffing were presented. Subsequent to the presentation on the Reduction of .5 Private Parochial Special Education Teacher portion of the presentation (Attachment 1), additional research was requested by the Board of Education.

The research into the .5 private parochial position showed that there are only two Park Ridge students being supported by this position with the potential to return to District 64 in the future. Each of these two students is only receiving thirty minutes of academic support per week. Due to the lack of impact on District 64, the administration is recommending that the .5 private parochial special education position be eliminated, beginning with the 2016 - 2017 school year.

ACTION ITEM 16-03-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the revised 2016-17 staffing plan, eliminating the .5 private parochial special education teacher beginning the 2016-17 school year.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

Board of Education Meeting - February 8, 2016

**Reduction of .5 Private Parochial Special Education Teacher**

Our District provides special education services to the private and parochial schools located within our District boundaries. The District is mandated by the State to provide evaluation services to determine eligibility for special education students that attend those non-public schools. The District is given a required funding amount of \$100,000 that is to be spent on special education services for the students in these schools. Additionally, the District has gone above and beyond its requirements in providing additional services to these schools (speech and language support and social service support). These additional services that were put in place, dating back to the last referendum, total over \$100,000 per year. For the 2016-17 school year we are recommending that the District only provide the social service support to the private and parochial schools within the District's boundaries. In conversations with the building Administrators the social work support is the service that they most value and would hope to continue. By eliminating a .5 FTE resource teacher in this area, we will still meet our State obligation, provide the service most desired by the schools, reduce our budget to the appropriate range and still maintain a positive, collaborative partnership with our neighbor schools.

To: Board of Education

From: Laurie Heinz

Date: March 21, 2016

Re: Presentation of Tentative 2017-18 School Calendar

The District 64 Calendar Committee met on October 6, October 29, 2015, and February 16, 2016 to review the upcoming school calendars. As a result of the meetings we adopted the 2016-17 school calendar at the November 16, 2015 Board of Education meeting. Tonight we are presenting the tentative 2017-18 school calendar.

Following is a summary of key dates for this calendar in relation to the version by District 207 which their Board will vote on in the coming month.

<b>District 64</b>	<b>District 207</b>
Institute Days – August 15 and 16, 2017	Institute Days – August 10 and 11, 2017
First Day for Students – Thursday, August 17, 2017	First Day for Student – Monday, August 14, 2017
Thanksgiving Recess – Begin November 20 – Return November 27, 2017	Thanksgiving Recess – Begin November 22 – Return November 27, 2017
Winter Recess – Begin December 25 Return January 8, 2018	Winter Recess – Begin December 25 Return January 8, 2018
Spring Recess – Begin March 19-Return March 26, 2018	Spring Recess – Begin March 19-Return March 26, 2018
Last Day – June 1, 2018	Last Day – May 25, 2018

**Tentative**  
**March 21, 2016**  
**DRAFT**

**SCHOOL DISTRICT 64 PARK RIDGE-NILES**  
**2017-18**

**AUGUST**

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	0
7	8	9	10	11	0
14	TI	TI	(17	18	2
21	22	23	24	25	5
28	29	30	31		4
			Total		11

(11)

**SEPTEMBER**

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

(31)

**OCTOBER**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
HOL	10	11	12	13	4
16	17	18	19	20	5
23	24	25	26	27	5
30	31				2
			Total		21

(52)

**NOVEMBER**

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	3
6	TI	8	9	10	4
13	14	15	16	17	5
FPT	NIA	NIA	HOL	NIA	0
27	28	29	30		4
			Total		16

(68)

**DECEMBER**

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
HOL	NIA	NIA	NIA	NIA	0
			Total		16

(84)

**JANUARY**

Mon	Tue	Wed	Thr	Fri	Total
HOL	NIA	NIA	NIA	NIA	0
8	9	10	11	12	5
HOL	16	17	18	19	4
22	23	24	25	26	5
29	30	31			3
			Total		17

(101)

**FEBRUARY**

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
*XH	13	14	15	16	5
HOL	20	21	22	23	4
26	27	28			3
			Total		19

(120)

**MARCH**

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
*XH	6	7	8	9	5
12	13	14	15	16	5
NIA	NIA	NIA	NIA	NIA	0
26	27	28	29	FPT	4
			Total		16

(136)

**APRIL**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	5
30					1
			Total		21

(157)

**MAY**

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	5
HOL	29	30	31		3
			Total		22

(179)

**JUNE**

Mon	Tue	Wed	Thr	Fri	Total
				1)	1
XED	XED	XED	XED	XED	0
11	12	13	14	15	0
18	19	20	21	22	0
25	26	27	28	29	0
			Total		1

(180)

**JULY**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	0
9	10	11	12	13	0
16	17	18	19	20	0
23	24	25	26	27	0
30	31				0

School Begins for Students:	8/17/17
School Closes for Students:	6/1/18
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185
Proposed Emergency Days	5

**UPCOMING ELECTIONS**

Gubernatorial Primary Election	3/20/18
Gubernatorial General Election	11/6/18

**SCHOOL HOLIDAYS**

Labor Day	9/4/17
Columbus Day	10/9/17
Veterans' Day	11/11/17
Thanksgiving Day	11/23/17
Christmas Day	12/25/17
New Year's Day	1/1/18
M.L. King Day	1/15/18
Lincoln's Birthday	2/12/18 XH
Presidents' Day	2/19/18
Pulaski Day	3/5/18 XH
Good Friday	3/30/18
Memorial Day	5/28/18
8th Grade Promotion	5/31/18

**CALENDAR LEGEND**

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

Consent Agenda

ACTION ITEM 16-03-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of March 21, 2016 which includes the Personnel Report; including Resolution #1159 Dismissal of First and Third Year Probationary Teachers for Reasons Other than Reduction-in-Force; Resolution #1160 Honorable Dismissal of Teachers; Resolution #1161 Dismissal of Probationary Educational Support Personnel Employees; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending February 29, 2016, Resolution #1162 Authorizing and Directing the Permanent Transfer of Money From the Education Fund to the Debt Service Fund for VoIP and Copier Leases; Approval of Policies from PRESS Issue 85, 89 and 90; Destruction Audio Closed Minutes (none).

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report  
March 21, 2016

REVISED

Rosario Curiel	Employ as Lunch Program Supervisor at Franklin School effective March 14, 2016.
Vickie Failma	Employ as Lunch Program Supervisor at Franklin School effective February 25, 2016.
Christina Franklin	Employ as Kindergarten Assistant at Franklin School effective February 29, 2016 - \$6,666.98 (prorated 65 days).
Christina Heotis	Employ as Lunch Program Supervisor at Franklin School effective February 26, 2016.
Claire Kirchner	Employ as 2nd Grade Teacher at Field School effective March 21, 2016 - \$12,604.59 (prorated 48 days).
Luis Rubio Ortega	Employ as Full-time Substitute Custodian effective March 14, 2016 - \$17.03.
Beth Snyder	Employ as (.50) Special Needs/Early Childhood Assistant at Jefferson School effective March 14, 2016 - \$2,871.76 (prorated 56 days).
Dave Franz	Change of Assignment from District Maintenance to Night Custodian at Emerson School effective March 7, 2016 - \$19,769.68 – (Prorated 84 Days).
Valarie Lenzion	Change of Assignment from Special Needs Assistant at Lincoln School to (.50) Early Childhood Teacher at Jefferson School effective February 25, 2016 - \$10,294.61 – (Prorated 65 Days).
Courtney Pytlarz-Smee	Leave of Absence Extension Request, Parental – Speech Language Pathologist at Carpenter School effective August 15, 2016 – June 2, 2017 (tentative).
Dru Sullivan	Leave of Absence Extension Request, Medical/Temporary incapacity– 2nd Grade Teacher at Field School remainder of the year (June 2, 2016) (tentative).
Sean Rybak	Leave of Absence Request, Paternity – General Music Teacher at Washington School effective April 4, 2016 – April 15, 2016 (tentative).
Kelly Kuhar	Resign as Special Needs Teacher at Roosevelt School effective June 2, 2016.

Personnel Report  
March 21, 2016

REVISED

Mariellyn Kowatsch	Resign as Special Needs Teacher at Jefferson School effective June 2, 2016.
Renee Rogals	Resign as Head Lunch Program Supervisor at Washington School effective March 24, 2016.
Dan Walsh	Resign as Principal of Franklin School effective June 30, 2016.
Kathleen Yoshida	Terminate as Lunch Program Supervisor at Washington School effective March 16, 2016.
Katherine Dulek	Approval of Formal Resolution Authorizing Dismissal of First Year Probationary Teacher for reasons other than Reduction-In-Force.
Austin Bautista	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Jennifer Buti	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Michelle Cimilluca	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
John Crawl	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Evelyn Dobrydnio	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Katelyn Elder	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Aimee Frank	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Laura Frayn	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Richard Hobson	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Pamela Johnson	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Eileen Kapcar	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.



Personnel Report  
March 21, 2016

REVISED

Claire Kirchner	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Valerie Lenzion	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Ashley Lichter	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Samantha Meza	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Brittany Pater	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Michelle Raclaw	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Mary Satchwell	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Angela Taggart	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Alex Teater	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Danielle Bogolub	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Joanna Cison	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kerry Downes-Columbia	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Edward Dreyer	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Ellen Eskew	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Constantina Espinosa	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Christina Franklin	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.

Personnel Report  
March 21, 2016

REVISED

Deirdre Gallagher	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Beth Gelfand	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Jennifer Goodman	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Elizabeth Ishoo	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Debra Keane	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Renee Migon	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Melissa Moore	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Minh Thu Nguyen	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Laura Papageorgiou	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Amy Rendino	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Staci Rusch	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kawther Saadeh	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Beth Snyder	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Magdalena Szakola	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Jacob Szczesniak	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Amy Tecu	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.

Personnel Report  
March 21, 2016

REVISED

Stephanie Voys	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kathleen Williams	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Jennifer Zawilla	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Paula Yurkovic	Employ as Summer School Early Childhood Nurse effective June 7, 2016 – Jefferson, Field, and Emerson School.

## APPROVAL OF BILLS AND PAYROLL

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

### Bills

10 - Education Fund -----	\$ 1,121,783.66
20 - Operations and Maintenance Fund -----	\$ 168,636.08
30 - Debt Services -----	\$ 10,643.28
40 - Transportation Fund -----	\$ 272,874.80
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 542,766.67
80 - Tort Immunity Fund -----	\$ 5,529.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 124173, 124181 - 124404

Total: \$ 2,122,233.49

### Payroll and Benefits for Month of February, 2016

10 - Education Fund -----	\$ 4,039,281.28
20 - Operations and Maintenance Fund -----	\$ 220,786.89
40 - Transportation Fund -----	\$ 4,618.56
50 - IMRF/FICA Fund -----	\$ 82,400.07
51 - SS/Medicare -----	\$ 91,493.47
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 12155 - 12220

Direct Deposit: 900090241 - 900091874

Total: \$ 4,438,580.27

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: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Subject: Executive Summary – Financial Update for the Period Ending February 29, 2016

Date: March 21, 2016

---

Attached for your review:

- Fund Balance Report as of February 29, 2016
- Revenue Summary Report as of February 29, 2016
- Expenditure Summary Report as of February 29, 2016

February marks the beginning of collections for the 2015 Tax Levy. Shortly, we should be receiving our EAV and New Property associated with the 2015 Tax Levy. I will update the board when we receive this information from the County Clerk's Office.

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 February 29, 2016**

Fund	Audited 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 February 29, 2016
Education	\$26,063,112	\$37,328,603	\$32,871,045	\$4,457,558	\$0	\$30,520,670
Tort Immunity	1,072,144	417,186	758,248	-341,062	0	\$731,082
Operations & Maintenance	3,905,790	5,186,800	3,405,602	1,781,198	0	\$5,686,988
Transportation	2,504,449	1,206,853	1,425,695	-218,842	0	\$2,285,607
Retirement (IMRF)	700,650	1,344,701	1,001,979	342,722	-466,126	\$577,246
Retirement (Social Security)	0	195,253	361,475	-166,222	466,126	\$299,904
Working Cash	14,637,563	400,383	0	400,383	0	\$15,037,946
Total Operating Funds	\$48,883,708	\$46,079,779	\$39,824,044	\$6,255,735	\$0	\$55,139,443
Capital Projects	4,176,494	21,034	2,775,038	-2,754,004	0	\$1,422,490
Debt Service	3,743,954	2,098,343	3,020,926	-922,583	0	\$2,821,371
Total Non-Operating Funds	\$7,920,448	\$2,119,377	\$5,795,964	(\$3,676,587)	\$0	\$4,243,861
Total All Funds	\$56,804,156	\$48,199,156	\$45,620,008	\$2,579,148	\$0	\$59,383,304

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>



**RESOLUTION #1162 AUTHORIZING AND  
DIRECTING THE PERMANENT TRANSFER OF MONEY  
FROM THE EDUCATION FUND TO THE DEBT SERVICE FUND  
FOR VOIP AND COPIER LEASES**

**WHEREAS**, the Board of Education of Park Ridge-Niles School District No. 64, Cook County, Illinois, has previously pledged a certain sum of money that the District received pursuant to the Education Fund levy to be used for the payment of certain long-term debt; and

**WHEREAS**, Section 100.50 of the Illinois State Board of Education rules, 23 Ill.Admin.Code 100.50, provides that when revenue is pledged to pay debt service on any long-term debt, the pledged money shall be transferred into the Debt Service Fund and the debt paid from that Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of Park Ridge-Niles School District No. 64, Cook County, Illinois, as follows:

**Section 1.** The Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are true, correct, and complete and does hereby incorporate them into this Resolution by reference.

**Section 2.** The Board of Education hereby authorizes and directs that \$196,806.72, previously having been pledged for the payment of long-term debt, be transferred from the District's Education Fund to the Debt Service Fund for the 2015-2016 Fiscal Year.

**Section 3.** The money transferred from the Education Fund shall be used to pay the long-term debt for which it was previously pledged.

**Section 4.** The School Treasurer for the District is hereby authorized and directed to make any and all necessary entries on the District's books and records to evidence the transfer of said pledged money.

**Section 5.** All resolutions or parts thereof in conflict with this Resolution are hereby repealed and this Resolution shall be in full force and effect upon its adoption.

**ADOPTED** this **21st** day of **March 2016**.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**BOARD OF EDUCATION OF  
PARK RIDGE-NILES SCHOOL DISTRICT NO. 64,  
COOK COUNTY, ILLINOIS**

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_

Secretary

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COOK        )

**CERTIFICATION OF RESOLUTION AND MINUTES**

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Park Ridge-Niles School District 64, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION AUTHORIZING AND  
DIRECTING THE PERMANENT TRANSFER OF MONEY  
FROM THE EDUCATION FUND TO THE DEBT SERVICE FUND**

as adopted by the Board at its meeting held on the **21st** day of **March 2016**.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this **21st** day of **March 2016**.

---

Secretary, Board of Education

Approval of Policies from PRESS Issue 85, 89, and 90

Policy	1 <sup>st</sup> Reading	Issue	Title	District Policy Committee Change/No Change	Board Policy Committee Change/No Change
2:100	2/22/16	90	School Board Board Member Conflict of Interest	N/C	N/C
2:200	2/22/16	90	School Board – Types of School Board Meetings	N/C	C
4:170	2/22/16	90	Operational Services – Safety	C	C Revision at 2/22/16 BOE meeting – page 4 “Board or its designee” removed and “Superintendent” added
5:90	2/22/16	90	General Personnel – Abused and Neglected Child Reporting	N/C	C
5:100	2/22/16	90	General Personnel – Staff Development Program	N/C	C
5:125	2/22/16	85	General Personnel – Personal Technology and Social Media; Usage and Conduct	C	N/C
6:15	2/22/16	90	Instruction – School Accountability	C	N/C
6:160	2/22/16	90	Instruction – English Learners	N/C	N/C
6:340	2/22/16	90	Instruction – Student Testing and Assessment Program	N/C	N/C
7:50	2/22/16	90	Students – School Admissions and Student Transfers To and From Non-District Schools	C	C
7:130	2/22/16	90	Students – Student Rights and Responsibilities	N/C	N/C
7:325	2/22/16	89	Students – Student Fundraising Activities	C	C
8:10	2/22/16	89	Community Relations – Connection with the Community	C	C
8:30	2/22/16	90	Community Relations – Visitors to and Conduct on School Property	N/C	C
8:80	2/22/16	89	Community Relations – Gifts to the District	N/C	N/C

3/21/16

## Operational Services

### Safety 1

#### Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. 2 The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, **without limitation:**

**at minimum:**

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school; 3
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; 4 and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

**Insert**

**A**

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones. 5

#### School Safety Drill Plan 6

### **A -- 6. Physical Plan such as construction, technology enhancements and building structures.**

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

1 State law requires a policy on several topics in this policy (see fn 7, 8 & 9) and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in 4:100, *Insurance Management* and 4:175, *Convicted Child Sex Offender; Notifications*.

2 This simple end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

3 See administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the "Guide for Developing High-Quality School Emergency Operations Plans," produced by a collaboration of federal agencies in 2013, available at [rems.ed.gov/docs/REMS\\_K-12\\_Guide\\_508.pdf](https://rems.ed.gov/docs/REMS_K-12_Guide_508.pdf). The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content.

4 Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14 for all students. See 4:110-AP3, *School Bus Safety Rules*.

5 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Discipline*.

625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for (1) highway construction or maintenance workers within their work zones, (2) any use for emergency purposes, (3) law enforcement officers or emergency responders performing their duties, (4) a person using a wireless telephone in voice-operated mode with or without use of a headset, and (5) a person with technology that uses a single button to initiate or terminate a voice communication, (e.g., HandsFreeLink®). 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see policy 4:110, *Transportation*.

6 Each of the listed drills is required by the School Safety Drill Act, 105 ILCS 128/ ~~amended by P.A. 98-48.~~

Each drill's requirements are comprehensively covered in 4:170-AP1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see [www.isbe.net/safety/guide.htm](http://www.isbe.net/safety/guide.htm).



During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

#### Automated External Defibrillator (AED) 7

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

#### Carbon Monoxide Alarms 8

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved carbon monoxide alarms or carbon monoxide detectors.
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

105 ILCS 5/2-3.12 authorizes fire officials to conduct routine fire safety checks, provided written notice is given to the principal requesting to schedule a mutually agreed upon time. No more than two routine inspections may be made in a calendar year.

7 Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." The facility must file the plan with the Ill. Dept. of Public Health. In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/ (Physical Fitness Facility Medical Emergency Preparedness Act); 77 Ill.Admin.Code Part 527. Also see 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*.

8 105 ILCS 5/10-20.56, added by P.A. 99-470, eff. 1-1-16. Carbon monoxide detector and detector mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. Approved carbon monoxide alarm or alarm means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association (430 ILCS 135/5).

Consult both the board attorney and the local fire officials about whether a school building is exempt from this law. Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any sources of carbon monoxide; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define carbon monoxide emitting device, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.



### Soccer Goal Safety <sup>9</sup>

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

### Unsafe School Choice Option <sup>10</sup>

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

### Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. <sup>11</sup>

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

<sup>9</sup> Include this section **only** if the school district owns and controls a movable soccer goal (Movable Soccer Goal Safety Act, a/k/a *Zach's Law*, 430 ILCS 145/). The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals, and (2) the Ill. Dept. of Public Health to provide technical assistance materials, which are available at: [www.idph.state.il.us/soccer\\_goal\\_safety/index.htm](http://www.idph.state.il.us/soccer_goal_safety/index.htm).

<sup>10</sup> This topic must be covered in board policy (105 ILCS 5/10-21.3a). See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

Districts with each grade in only one attendance center may substitute the following for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee.

<sup>11</sup> When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed, and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days (105 ILCS 5/18-12). P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to the Intermediate Service Center for the area.

105 ILCS 5/18-12.5 governs claiming state aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the Ill. Dept. of Public Health.

Annual Review 12

The ~~School~~ <sup>Superintendent</sup> Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/~~10-20.56~~, 5/18-12, 5/18-12.5, and 128/  
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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

12 State law requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures and each building's compliance with the school safety drill plan (105 ILCS 128/25 and 128/30.) If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statutes contain detailed requirements. The board or its designee must complete a one-page report certifying that the review took place, among other things. The board or its designee must send a copy of the report to each participating party and the appropriate Regional Superintendent. ISBE's website contains an annual review checklist and report at [www.isbe.net/safety/guide.htm](http://www.isbe.net/safety/guide.htm).



Approval of Minutes

ACTION ITEM 16-03-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Sessions on February 22 and March 3, 2016; Regular Board Meeting February 22, 2016 and Special Board Meetings on February 8.

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 Regular Board of Education Meeting held at 7:00 p.m.  
February 22, 2016  
Washington School – Gym  
1500 Stewart Ave.  
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:07 p.m. Other Board members in attendance were Vicki Lee, Tom Sotos, Dathan Paterno, Scott Zimmerman, Bob Johnson and Mark Eggemann. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Lori Lopez and Joel Martin, Public Information Coordinator Bernadette Tramm, and one member of the public.

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

**BOARD RECESSES AND ADJOURNS TO CLOSED SESSION**

Board Recesses  
and Adjourns to  
Closed Session

Board President Borrelli provided an overview of three items to be discussed in closed session and provided legal counsel's advice concerning the advisability of conducting personnel matters in closed session as provided by the Open Meetings Act.

It was moved by Board member Sotos and seconded by Board member Eggemann to vote on each closed session exemption separately.

The votes were cast as follows:

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

NAYS: Lee

PRESENT: None.

ABSENT: None.

The motion carried.

It was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(8)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

It was moved by Board President Borrelli and seconded by Board member Zimmerman 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: Sotos, Paterno, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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

The votes were cast as follows:

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

NAYS: Eggemann

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at approximately 7:10 p.m. and after a short recess resumed the regular Board meeting at 7:19 p.m. In addition to those mentioned above, also present were Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and approximately 65 members of the public.

Board President Borrelli then provided an update on negotiations now underway on a new Collective Bargaining Agreement with teachers represented by the Park Ridge Education Association (PREA). He announced that on Thursday, February 18 the Board negotiating committee had received PREA responses on Articles 1-4, part of Article 5, Article 7 and part of Article 10. He noted the Board negotiating committee had provided its presentation of Article 8, and stated that discussions continue to be fruitful with both sides working collaboratively. He announced that the next meeting would be held on March 1.

## **PLEDGE OF ALLEGIANCE AND WELCOME**

Pledge of  
Allegiance and  
Welcome

Following the Pledge of Allegiance led by Student Council members, Washington School Principal Stephanie Daly and Assistant Principal Shari Lazor welcomed the Board to Washington School. They presented a brief video that illustrated how students develop an understanding of their learning targets and how 21<sup>st</sup> century learning focused on the four C's is being implemented at Washington. Principal Daly also acknowledged the many ways the PTO is supporting the school's efforts. She closed by noting that Washington is working hard to implement best practices and helping students become life long learners. Board President Borrelli thanked Washington for the warm welcome.

## **PUBLIC COMMENTS**

Public  
Comments

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

- Amy Bartucci, an Emerson and Field School parent, provided the Board with copies of an email that urged District 64 to increase recycling and sustainability practices in the lunch rooms, particularly if a hot lunch program is extended to the elementary schools in 2016-17.

## **STATE OF ILLINOIS EDUCATION FUNDING REALLOCATION**

State of Illinois Education  
Funding Allocation

Board President Borrelli welcomed State Rep. Marty Moylan, who provided an update on legislation in Springfield that would change state funding for education. He stated his opposition to any legislation that would shift funding away from school districts like District 64. Board members questioned Rep. Moylan about other potential legislation and the timing of when action may occur. He urged the Board to stay abreast of legislative developments through the spring. Board President Borrelli thanked Rep. Moylan for his time in coming to address the Board.

## **REPORT ON FEBRUARY 5 INSTITUTE DAY**

Report on February 5  
Institute Day

Assistant Superintendent Lopez reported that professional development activities on the February 5 Institute Day had been planned for 31 teams by the Department for Student Learning, curriculum specialists and middle school department chairpersons, instructional technology coaches, library information

specialists, other teacher leaders, and educational consultants. Dr. Lopez reported that professional development activities are aligned with the goals of the new Strategic Plan. She noted that following each Institute Day, the District's Staff Development Committee administers a survey to all staff to evaluate the effectiveness of professional development and provide recommendations for future activities. Dr. Lopez responded to Board member question about the current feedback received. Dr. Heinz thanked all those involved in planning and organizing the successful Institute Day activities.

Board President Borrelli asked for Board consensus of the Board was to move discussion of the secured vestibules forward on the agenda.

### **UPDATE ON SECURED VESTIBULES/21<sup>st</sup> CENTURY CLASSROOMS**

Update on Secured  
Vestibules/21<sup>st</sup>  
Century Classrooms

CSBO Kolstad reported on a unique opportunity presented by the secured vestibules work recommended for summer 2016 to also launch the District's efforts to create 21<sup>st</sup> century learning spaces. As part of the office reconfiguration required for the secured entries, several of the school site plans require that classroom spaces and offices be interchanged. She noted that this rearrangement offers an opportunity to implement changes that would create optimal, 21<sup>st</sup> century learning spaces. She noted that four elementary classrooms would be affected: one each at Field and Washington, and two at Roosevelt schools. She affirmed that this work would only be taken if the Board authorizes the secured vestibules project for summer 2016. She then introduced Teri Wright of FGM Architects, who provided an overview of the specific learning spaces at each school and then addressed various features such as dimmable lighting and flexible furniture options that provide a wide range of options to match the changing instructional and learning needs within a classroom through the day. She discussed the "x" configuration and other styles that match and readily support how learning is occurring in classrooms. She also discussed how technology is embedded for mobility, teacher furniture, and mobile casework.

Technology Director Warden then offered information on a competitive application submitted to Steelcase for one of 15 Active Learning Center grants to be awarded, which would be used to create an innovative learning space at Lincoln Middle School. She noted that the grant would be used for a multi-modal classroom that would allow seating to be rearranged effortlessly to transition between instructional styles. Technology Director Warden noted that the grant would be valued at \$62,000 retail, and would be announced in early March.

Dr. Heinz noted that the 21<sup>st</sup> century learning spaces are part of the 2020 Vision Strategic Plan, but that meeting the critical infrastructure needs of the District's aging facilities identified in the 10-year Health Life Safety survey are a higher immediate priority. She affirmed that the District would be extremely pleased to have these four model learning spaces at the elementary schools as an outcome of the secured vestibules, as it would allow the District to gain hands-on experience with these reconfigured spaces before moving forward on a larger scale across the District. Kerry Leonard of FGM joined Ms.

Wright, Dr. Heinz and Technology Director Warden in responding to Board member questions about these learning spaces, which are dependent on the secured vestibule project moving forward.

**BOARD AUTHORIZES 2016-17 STAFFING PLAN**

Board  
Authorizes  
2016-17  
Staffing Plan

Assistant Superintendent Martin reported that the staffing plan proposal for 2016-17 presented and discussed at length on February 8 was unchanged, with the exception of removing the recommended reduction of .5 private parochial special education teacher. He reviewed the components of the final proposal, and noted that it calls for potentially hiring up to 8.5 FTE teachers to address projected enrollment changes and 1 occupational therapist to replace a third party contractor at a combined estimated total cost of salary and benefits of \$553,200. Assistant Superintendent Martin, CSBO Kolstad and Dr. Heinz responded to Board member questions about class size guidelines and the timing of when new class sections are added when enrollment at a particular grade level at a school has exceeded the guidelines prior to the beginning of the school year. They confirmed that actual hiring would only occur when a “bubble” section has been verified as having surpassed the guideline, but that this authorization would allow administration to move forward and act upon these situations as they may arise in coming months.

Board President Borrelli invited public comment; none was received.

**ACTION ITEM 16-02-1**

Action Item  
16-02-1

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the recommended 2016-17 Staffing Plan presented and discussed at the February 8, 2016 meeting and revised for the February 22, 2016 Board of Education meeting.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board consensus was to schedule further discussion of the District’s class size guidelines model.

**APPROVAL: REORGANIZATION OF SPECIAL EDUCATION  
ADMINISTRATIVE MODEL**

Approval:  
Reorganization of  
Special Education  
Administrative  
Model

Student Services Director Boyd reviewed the proposal that was presented and discussed with the Board at the December 14, 2015 regular meeting. She summarized the history of the proposal, current model, rationale, research and findings previously shared with the Board to reorganize the special education administrative model beginning in 2016-17 to replace two full-time facilitator positions with two full-time special education coordinators requiring administrative licenses. She noted that administration was committed to ensuring that the proposed change would be cost neutral while it would benefit student learning and the District's special education service delivery model. She referenced the Consortium for Educational Change 2015 audit and an analysis of special education data shared with the Board in spring 2015, which pointed out areas where growth can occur. Director Boyd and Dr. Heinz responded to Board member questions about the differences between the two positions, other opportunities for peer-to-peer collaboration, the process that would be followed to fill the positions, and how District 64's model compares to that used in other districts.

Board President Borrelli invited public comment prior to the vote by the Board; none was received.

Board President Borrelli then announced, as recommended by the District's legal counsel, that the Board recognizes the obligation the Board has under the *Illinois Educational Labor Relations Act* to engage in negotiations with the Park Ridge Education Association (PREA) over the reorganization of the Special Education Administrative Model as it affects staff reduction-in-force and reassignment of duties of the current Facilitator positions. He stated that the PREA was notified formally of the Board's consideration of the recommendation at tonight's meeting and was provided with four dates on which to begin negotiations: February 19, 24, 25, and 26 at 4:00 p.m. He further stated that although the PREA has advised the Board that it desires to engage in negotiations, the union has not yet informed the Board of its availability on any of the offered dates or any other dates. He affirmed that the Board intends to adhere to the requirements under the labor law for these negotiations and is ready to begin the process.

ACTION ITEM 16-02-2

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 administration's recommendation to reorganize the Special Education Administration Model for the 2016-17 school year by eliminating two (2) full-time Facilitator positions and replacing them with two (2) full-time Special Education Coordinator positions requiring administrative licenses.	Action Item 16-02-2
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The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

#### **FOLLOW-UP – COMPREHENSIVE SAFETY & SECURITY PLAN**

Follow-Up –  
Comprehensive  
Safety & Security  
Plan

CSBO Kolstad reported that several District administrators would be meeting this week on site at the Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview with their leadership to formalize the timeline and continue work on the District's comprehensive Safety and Security Plan, and to tour their emergency operations center. She noted that the Board had previously heard from NIPSTA Executive Director Jill Ramaker and her team when the District had updated the Board about progress on the plan at the February 8 Board meeting. Responding to Board member questions, Dr. Heinz and CSBO Kolstad confirmed that NIPSTA would provide consulting services quoted at \$20,000 to help prepare the comprehensive plan that had been described on February 8 that will also identify other steps District 64 should take to improve overall safety and security, and to provide training for staff and follow-up for the first year of implementation. Dr. Heinz noted that the plan is expected by late spring, so that training for all staff can be prepared for the opening of the 2016-17 school year.

#### **FINANCING OPTIONS PROPOSAL FOR SUMMER 2016 CONSTRUCTION**

Financing Options  
Proposal for  
Summer 2016  
Construction

CSBO Kolstad noted that for consistency, administration has used the same construction dollar amounts and projects that were itemized in the District's recent application for Qualified School Construction Bonds (QSCB). This includes an estimated \$13 million for summer 2016 projects, and a proposal of \$10 million in construction for summer 2017 and \$13.4 million for summer 2018. She noted that this would fund all of the Health Life Safety work and a large majority of the safe, warm and dry critical infrastructure projects so that most of the priority work would be completed by summer 2018. She noted that the Board at the February 8 meeting had discussed the need to develop other financing options that would not utilize all of the District's Debt Service Extension Base (DSEB) funds in the next two years. Using all the DSEB would mean that future Boards would have no capacity to issue debt for at least 10 years until the DSEB capacity would begin to be freed up as bonds are paid off. CSBO Kolstad noted that Managing Director Elizabeth Hennessy from William Blair was invited to the meeting to review the market update she had prepared and also review the financing options available to the District at this time. Ms. Hennessy then presented a detailed review of her written report, and answered Board questions as she moved through the various options for providing up to \$36.4 million for capital projects. For summer 2016, she noted the proposal was to spend \$8 million in Working Cash and issue \$5 million in non-referendum tax bonds utilizing the District's current DSEB. She



reported that the plan for summer 2017 would be to spend \$2 million from Working Cash and \$8 million in non-referendum tax bonds from current DSEB. She noted that an accumulated balance of \$2 million in the Debt Service Fund also could be used to shorten the length of the debt. Ms. Hennessy also reviewed a plan for 2018 capital needs, and noted that a referendum would be required to increase the District's DSEB in order to issue \$13.4 million in bonds to fund summer 2018 facility work. She reported that April 2017 would be the preferred timing to seek such a referendum, which would allow the District to issue bonds to complete the facilities plan and have bonding authority in the future to maintain its infrastructure.

Ms. Hennessey answered Board questions on the three-year timeframe in which the District must spend capital projects bond proceeds and the schedule of when current Field and Emerson bonds are paid off. She noted the desirability of structuring the debt to keep payments that taxpayers fund through the debt service tax levy steady, rather than dipping down and then up. During further Board discussion, she noted that the current 10-year repayment schedule for 2016 and 2017 bonds would maximize the amount of principal that could be obtained for the least interest possible, but that the debt schedule could be stretched out to give the Board authority to issue further debt earlier than 10 years although it would increase the total cost. She affirmed that a DSEB referendum would give the Board the most flexibility over the long run, although it is more challenging to explain that the District is requesting an increase in its capacity to issue bonds without linking it to a specific request. She also responded to questions about the District's bond rating.

FGM Architect Kerry Leonard also responded to further Board member questions about infrastructure needs beyond the \$36.4 million proposed for 2016, 2017 and 2018. He noted that the Master Facilities Plan had identified close to \$80 million in overall needs, and that even after this first large investment, the District will be continually faced with ongoing work. He also noted that the three-year plan does not include any investment in 21<sup>st</sup> century learning spaces, which had been brought forward through the 2020 Vision Strategic Plan. He and CSBO Kolstad responded to further Board member questions about facility projects identified through the Health Life Safety survey that must be completed in the required timeline.

In reference to CSBO Kolstad's updated long-range financial projections showing the District's Operating Fund balance, Board members engaged in a further discussion of the timing of a DSEB referendum in relation to a possible referendum needed for operations. Board members discussed other scenarios that could be modeled in the long-range projections using different assumptions for future salary increases. CSBO Kolstad stated she currently uses a 3% total salary increase including step and lane. As requested by the Board, she will also generate an alternate projection to change the salary assumption to show the impact of continuing the current contract.

At 10:22 p.m., Board President Borrelli proposed a short recess; the meeting resumed at 10:30 p.m.

## **FIRST READING OF POLICIES FROM PRESS ISSUE 89 AND 90**

First Reading of  
Policies from  
PRESS Issue 89  
and 90

Dr. Heinz noted that Board members Paterno and Zimmerman as the Board's Policy Committee had reviewed the policies. She reviewed each policy in turn and pointed out changes. Upon discussion, Policy 2:150 was removed for further research; the Board consensus was to move all other policies forward for approval.

## **CONSENT AGENDA**

Consent  
Agenda

### **A. PERSONNEL REPORT**

Ellen Eskew	Employ as Special Needs Assistant at Washington School effective January 19, 2016 - \$9,641.55 (prorated 94 days).
Constantina Espinosa	Employ as Assistant at Franklin School effective February 18, 2016 - \$7,385.02 (prorated 72 days).
Olga Frometa-Stengel	Employ as Lunch Program Supervisor at Carpenter School effective February 22, 2016.
Stefanie Paris-Colon	Employ as 5.5 Hrs. 10-Month, Level III Office Associate / Secretary at Washington School effective January 29, 2016 - \$8,069.29 (prorated 86 days).
Owen Brautigam	Leave of Absence Extension Request, Medical – Night Custodian at Emerson School February 18, 2016 - April 1, 2016 (tentative).
Colleen Gilligan	Leave of Absence Extension Request, Parental – Literacy Teacher at Washington School effective August 15, 2016 – June 2, 2017 (tentative).
Angela Taggart	Revised Leave of Absence Request, Maternity – EL Teacher at Field and Emerson School effective April 25, 2016 – May 30, 2016 (tentative).
Dana Wessel	Resign as Instructional Resource Kindergarten Teacher at Franklin School effective June 2, 2016.

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

### **B. BILLS, PAYROLL AND BENEFITS**

10 - Education Fund-----	\$1,016,692.18
20 - Operations and Maintenance Fund -----	206,372.92
30 - Debt Services-----	17,877.55
40 - Transportation Fund -----	290,845.27
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	216,610.00
80 - Tort Immunity Fund -----	12,662.00
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 123971 - 124164

Total: \$1,761,059.92

Payroll and Benefits for Month of January, 2016

10 - Education Fund-----	\$4,028,149.24
20 - Operations and Maintenance Fund -----	216,389.61
40 - Transportation Fund -----	4,618.56
50 - IMRF/FICA -----	82,458.75
51 - SS/Medicare -----	91,705.78
80 - Tort Immunity Fund -----	-

Checks Numbered: 12088 - 12154

Direct Deposit: 900088605 – 900090240

Total: \$4,423,321.94

Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) >  
Departments > Business Services.

Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) >  
Departments > Business Services.

C. APPROVAL OF JANUARY FINANCIALS ENDING JANUARY 31, 2016

Monthly financial reports can be viewed on the District 64 website [www.d64.org](http://www.d64.org) >  
Departments > Business Services.

D. APPROVAL OF POLICIES FROM PRESS ISSUE 88 AND 89 AND POLICY 2:230

E. APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR SHARED  
VISION/O&M SERVICES

F. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 16-02-3

Action Item  
16-02-3

It was moved by Board President Borrelli and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 22, 2016, which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending January 31, 2016; Approval of Policies from PRESS Issue 88 and 89 and Policy 2:230; Approval of Intergovernmental Agreement for Shared Vision/O&M Services; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

#### **APPROVAL OF MINUTES**

Approval of  
Minutes

#### **ACTION ITEM 16-02-4**

Action Item  
16-02-4

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session on January 20, 2016, January 26, 2016 and February 8, 2016; the Special Board Meeting on January 20, 2016; and the Regular Board Meeting on January 26, 2016.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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 minutes from the Special Meeting on January 11, 2016.

The votes were cast as follows:

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

NAYS: None.

PRESENT: Zimmerman

ABSENT: None.

The motion carried.

#### **OTHER DISCUSSION AND ITEMS OF INFORMATION**

Other Discussion  
and Items of  
Information

Dr. Heinz reported that the Elementary Learning Foundation had raised about \$30,000 at its recent annual Casino Night benefit, and that grant applications to receive funding for 2016-17 projects would be due on March 1. She thanked ELF on behalf of the District for its support over the years. Dr. Heinz noted the District was preparing information about current recycling and sustainability practices to correct misinformation in a recent opinion column that had appeared in the Park Ridge Advocate. In response to Board member questions regarding the financial projections shared earlier and the opportunity to extend the need for an operating referendum further into the future, CSBO Kolstad affirmed that administration was continually working on cost cutting and reported that photocopier contracts was a current area of focus for efficiencies.

#### **ADJOURNMENT**

Adjournment

At 11:02 p.m., it was moved by Board member Paterno and seconded by Board member Zimmerman to adjourn, which was approved by voice vote.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Special Board of Education Meeting held at 7:00 p.m.  
February 8, 2016  
Jefferson School – Multipurpose Room  
8200 N. Greendale  
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:02 p.m. Other Board members in attendance were Vicki Lee, Bob Johnson and Scott Zimmerman. Board members Mark Eggemann, Dathan Paterno and Tom Sotos arrived during the closed session. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent Joel Martin, Public Information Coordinator Bernadette Tramm, and three 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 RECESSES AND ADJOURNS TO CLOSED SESSION**

Board Adjourns to  
Closed Session

At 6:03 p.m., it was moved by Board member Johnson and seconded by Board member Zimmerman to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)] and 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: Johnson, Lee, Borrelli, Zimmerman

NAYS: None.

PRESENT: None.

ABSENT: Eggemann, Paterno, Sotos

The motion carried.

The Board recessed from closed session and after a short break resumed the special Board meeting at 7:27 p.m. In addition to those mentioned above, also present were Assistant Superintendent Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and 25 additional members of the public.

Board President Borrelli noted that during closed session, the Board had discussed negotiating matters and unfair labor practice issues, but had postponed discussion of the superintendent's evaluation until March 3 due to time.

## **PUBLIC COMMENTS**

Public  
Comments

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

Board President Borrelli then announced that the Board had cancelled its planned February 4 special meeting, because there had been no new information for the Board to consider regarding negotiations underway with teachers represented by the Park Ridge Education Association (PREA). He reported that the Board negotiating team first formally met with PREA representatives on January 19, and that at this session, the PREA had presented its initial recommendations regarding contract articles 1-4 pertaining to: recognition and definition of terms; Board rights; negotiations scope and procedures; and Association rights. He noted that the District 64 Board of Education had held a special meeting on January 20 to discuss both the union proposals and had come to agreement on its own future proposals. Board President Borrelli reported that at the next meeting on February 2, the Board negotiating team had provided responses to the PREA recommendations on articles 1-4 and that the Board negotiations team had presented its recommendations on articles 7, 8 and 10 regarding: vacancies and transfers; reductions in force; and seniority and grievance procedures. He noted that the Board is currently awaiting response from the PREA and relevant discussions on the recommendations made on the above-mentioned articles.

## **COMPREHENSIVE SAFETY AND SECURITY PLAN**

Comprehensive  
Safety and  
Security Plan

Dr. Heinz delivered an extensive update on administration's work to expand its current Crisis Plan into a comprehensive safety and security plan, working in partnership with a team from the Northeastern Illinois Public Safety Training Academy (NIPSTA). She reported that building from a foundation of the physical safety improvements implemented as a result of the 2013 RETA Security review, the District is now working with NIPSTA to strengthen its policies and procedures, improve training for crisis response teams at the District and school levels, and expand annual training for all staff. This comprehensive plan will coordinate with the recommended addition of the secured vestibules at all schools under consideration for summer 2016.

Dr. Heinz introduced Jill Ramaker, NIPSTA Executive Director, who reviewed her lengthy experience in the field and in turn, introduced the other members of her well-rounded team and reviewed their credentials, including Sam Pettineo, Mark Wold, Barb Rizzo, who were present, and also Tom Gaertner and Lynn Seinfeld. She described the two meetings NIPSTA had conducted with District 64 administrators to undertake this very aggressive effort. She reported that consistency across all schools and for the central administrative team and enhanced training were immediately identified as key goals, as well as empowering leaders to make decisions as part of crisis preparedness, response

and rapid recovery. Ms. Ramaker described the introduction already provided to the District's administrators on the incident command system, and the hazard vulnerability analysis completed with the administrative team that is being tabulated and will prioritize upcoming work.

Dr. Heinz reported that NIPSTA is reviewing District 64's current Crisis Plan and policies, is revisiting the RETA Security report, will assist in rewriting or developing policies and procedures, help determine training needs and conduct training session with key staff members, plan Institute Day training, identify and follow-up on building needs, and develop an ongoing refresh training cycle. Dr. Heinz noted that a new Crisis Steering Committee would be formed to meet twice per year and would prepare the District for the 2016-17 kickoff in August. She also reported that the District and building-level incident teams are being redesigned, and pointed out that as with the new 2020 Vision Strategic Plan, all building and District goals would be in alignment and that procedures would be standardized.

Dr. Heinz then moved into the additional areas that had been identified, which must be addressed to create a comprehensive plan to provide a total overview of the District's security and safety practices. Among the items she noted were supervision at drop-off and pick-up, emergency notification and alerts, access control, securing playground perimeters, playground and lunchroom supervision, temporary off-site emergency locations, and policy revisions. Dr. Heinz noted that staff education and accountability would also be important considerations. Ms. Ramaker provided further details on the importance of training using a consistent methodology, such as the incident command system for schools, so that there is a common language and understanding District-wide. Dr. Heinz noted that building on the foundation of the physical security improvements implemented as a result of the RETA Security review, the current expansion of the Crisis Plan into a comprehensive Safety and Security Plan in partnership with NIPSTA, improved training for crisis response teams coupled with expanded annual training for all staff, and the recommended addition of secured vestibules would greatly enhance the daily, ongoing security and safety of all students and staff.

Board members then engaged in a lengthy period of questioning of Dr. Heinz, CSBO Kolstad, Ms. Ramaker and team members about a wide range of security issues, including classroom door locks, the use of secured vestibules and cameras within a comprehensive plan, the desirability of decreasing the number of doors permitted for student and staff entry, layering security to delay access, standardizing procedures for communication while students are out of doors, ongoing checks of staff compliance with required procedures, and visibility and barriers around school perimeters. The Board consensus was that administration appeared to be moving forward briskly with a robust plan that would incorporate the key security concerns raised in its previous discussions.

#### **DISCUSSION REGARDING FORMATION OF BOARD FINANCE AND BUILDING/SITES COMMITTEES**

Discussion Regarding  
Formation of Board  
Finance and  
Building/Sites  
Committees



CSBO Kolstad presented a proposal to create two committees, which would meet periodically with her to dig deeper into the topic areas and make recommendations to her on items that she would later present to the full Board for review and/or approval. She shared details about each committee's members, meetings, committee charter, activities and reporting. CSBO Kolstad recommended that two different Board members would be appointed by the Board to serve on each committee. She noted that in her previous districts, such committees had helped to streamline the Board of Education meetings and provided examples of how the committees would operate. Although the committee would not be subject to the Open Meetings Act since only two members would be together at one time, she affirmed that minutes would be taken, agendas would be posted in advance, and the meetings would be open to the public. She reiterated that the committees would not be decision-making bodies, but rather would dig deeper into data and report their findings publicly to the full Board. She offered examples of activities that are not possible at a regular Board meeting due to time constraints, such as reviewing the proposed draft budget line-by-line with department heads in preparation of its being brought to the Board for review or meeting with the outside auditors to review the annual audit in depth prior to its being presented to the Board for acceptance. Board members, CSBO Kolstad and Dr. Heinz discussed topics the committees would consider, and reaffirmed that the intent was to improve the flow of information coming to the Board by expanding the opportunity for Board members to develop deeper understanding of finance and facilities topics. Dr. Heinz and CSBO Kolstad suggested the committees could begin by operating for one year as a pilot. Board President Borrelli invited Board members to contact CSBO Kolstad to indicate their interest in serving.

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

- Joan Sandrik, a Park Ridge resident, questioned whether the committees would be subject to the Open Meetings Act and why the Board would not prefer to meet as a Committee-of-the-Whole instead.

Board President Borrelli and members confirmed that only meetings with a majority of a quorum present are subject to OMA, which in the case of District 64 would be three or more members. Board members pointed out that the committee structure might help elicit additional input on finance and facilities topics from Board members and that administration reports presented to the Board might benefit from constructive suggestions developed as the committee worked through a particular topic. CSBO Kolstad will return with an updated proposal at an upcoming meeting.

#### **DISCUSSION: SCOPE OF PLANNED CONSTRUCTION PROJECTS AND RECOMMENDATIONS**

Discussion: Scope of  
Planned Construction  
Projects and  
Recommendations

CSBO Kolstad announced that District 64 was not among the 29 districts selected by the Illinois State Board of Education (ISBE) to issue low/no interest Qualified School Construction Bonds (QSCB's); District 64 was ranked 118 out of the 173 districts when ISBE applied its priority analyses to districts it deemed "shovel ready." CSBO Kolstad noted that ISBE had appeared to weight low income more heavily than anticipated in the qualification process.

CSBO Kolstad then reviewed the timeline for Board discussion and action on proposed summer 2016 facilities projects and financing options. The projects include secured vestibules and critical Health Life Safety/Master Facilities Plan infrastructure work as part of a recommended multi-year investment to provide "safe, warm and dry" learning environments for students and staff. She noted that the construction bid packages had been released, and that Facility Management Director DeGeorge was pleased with the high level of interest in the work as evidenced by the 30 companies that had attended a pre-bid meeting on February 4. She reported that 46 bid packages had been picked up thus far from construction managers Nicholas and Associates. CSBO Kolstad noted that Nicholas had requested an additional week for contractors to work on their bids, and that Board President Borrelli had agreed to reschedule approval of the construction bids to the March 3 meeting.

Looking ahead, CSBO Kolstad noted that at the February 22 meeting, the Board would be asked to consider final funding scenarios for summer 2016 work. The financing discussion planned for that meeting would bring together and review all the remaining funding methods available to the District, which have been explored over many months. CSBO Kolstad reported that she was working with Elizabeth Hennessy of William Blair to update funding scenarios for the 2016 work, which has two main components: secure vestibules and the other critical Health Life Safety/Master Facilities Plan projects. She reported that she had asked Ms. Hennessy to attend and review various combinations with the Board, including using some of the District's available fund balance and issuing tax exempt bonds within the District's current debt service capacity limit. Board members then discussed the scenarios they would like to see prepared for discussion on February 22, and requested that a long-range financial projection showing the impact of each scenario on the District's fund balance also be presented at that time.

CSBO Kolstad noted that on March 3, the Board would receive the specific recommendations of contractors to be awarded bids, and affirmed that recommended contractors would have been fully vetted before being brought to the Board for approval. She noted that final Board action would be requested that evening, so that required supplies for summer 2016 work could be ordered as many require significant lead time. Finally at the March 21 meeting, CSBO Kolstad reported that final funding documents would be presented for Board approval based on the financing option selected by the Board moving through this process. Board President Borrelli, Dr. Heinz and CSBO Kolstad encouraged Board members to bring forward questions or concerns about the timeline or process at any time, as the Board moves to wrap up the capital projects discussion that has been the focus on the Board's agendas since early fall.

#### **ENROLLMENT PROJECTIONS FOR 2016-17 SCHOOL YEAR AND DISCUSSION ON STAFFING 2016-17**

CSBO Kolstad presented enrollment projections for the 2016-17 school year. She announced that District 64 is introducing a new method for estimating enrollment, called the cohort survival method,

Enrollment Projections  
for 2016-17 School  
Year and Discussion  
on Staffing 2016-17

as a first step in predicting upcoming staffing needs. She described how the model is constructed to provide more accurate information than simply advancing students one year, but that it does not take into account new building or turnover of homes due to demographic shifts in the community. She reported that the new model indicates that at present, overall enrollment for 2016-17 would be virtually stable from the present school year. However, she noted that based on the grade levels and schools of the students, the District is anticipating that to maintain class size guidelines, an increase of three sections would be needed and that three potential "bubbles" also will be watched. She pointed out that Washington School was being carefully watched in terms of accommodating additional class sections that might be required within the class size guidelines.

Assistant Superintendent Martin then reviewed the necessary steps it will take in coming months to prepare for 2016-17 related to reduction in force (RIF) of teachers to account for staff returning from leaves and other requirements. He reported that administration would not be recommending the RIF of K-8 teachers strictly based on enrollment projections. He and Student Services Director Boyd then reviewed two other staffing recommendations for 2016-17, including: the reduction of a .5 private parochial special education teacher, and hiring 1 FTE occupational therapist in lieu of contracting for these services with an outside agency. Board member discussion focused primarily on the potential impact of reducing the special education services provided to the private and parochial schools within District 64 boundaries for a savings of \$27,500, which Director Boyd said were to provide a resource teacher. She reported that the District currently is required by State mandate to spend a base of \$100,000 for private/parochial special education services, and that the District since at least the 2007 referendum has chosen to spend an additional \$100,000 per year including resource, speech and language support, and social work support. The Board consensus was to move forward with the change in OT for 2016-17, but to ask administration to conduct additional research on the reduction in parochial/private and return to the Board if the recommendation remains to reduce it.

#### **FIRST READING OF POLICIES FROM PRESS ISSUE 88 AND 89 AND POLICY 2:230**

Dr. Heinz reviewed the recommended changes as discussed and brought forward by District administration and the Board Policy Committee. There were no further changes.

First Reading of  
Policies from PRESS  
Issue 88 and 89 and  
Policy 2:230

#### **ADJOURNMENT**

At 10:36 p.m., it was moved by Board member Eggemann and seconded by Board member Zimmerman to adjourn, which was approved by voice vote.

Adjournment

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President

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Secretary

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

**Special Board Meeting Agenda**  
**Monday, April 11, 2016**  
**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
- 6:00 p.m.      • **Board Recesses and Adjourns to Closed Session**  
-- 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)]
- 7:00 p.m.      • **Board Adjourns from Closed Session and Resumes Special Board Meeting**
- **Public Comments**
  - **Update on Technology** A-1  
-- Director of Innovation and Instructional Technology
  - **Update on Elementary Hot Lunch Program** A-2  
-- Chief School Business Official/ Arbor Representative
  - **Adjournment**

Next Regular  
Meeting:

**Monday, April 25, 2016**

Closed Session Meeting – 6:30 p.m.

Regular Board Meeting – 7:00 p.m.

**Carpenter School – South Gym**

300 N. Hamlin Avenue

Park Ridge, IL 60068

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

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

Regular Board Meeting Agenda  
Monday, April 25, 2016  
Carpenter School – South Gym  
300 N. Hamlin Avenue  
Park Ridge, IL 60068

*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

#### 6:30 p.m. Meeting of the Board Convenes

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

#### • Board Recesses and Adjourns to Closed Session

- 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)].

#### 7:00 p.m. • Board Adjourns from Closed Session and Resumes Regular Meeting

#### • Pledge of Allegiance and Welcome

- Carpenter School Principal/Students

#### • Public Comments

#### • Update on Educational Ends

- Assistant Superintendent for Student Learning

A-1

#### • Overview of Core Plus Work

- Assistant Superintendent for Student Learning/Director of Student Services

A-2

#### • Presentation of Draft Comprehensive Safety and Security Plan

- Superintendent/Chief School Business Official

A-3

#### • Enrollment Model – Analysis

- Chief School Business Official

A-4

#### • Dashboard Update

- Director of Innovation and Instructional Technology

A-5

- **Finance Committee Round 2** A-6  
 -- Chief School Business Official
  
- **Approval of 2016-17 Technology Equipment Purchase** A-7  
 -- Director of Innovation and Instructional Technology/  
 Chief School Business Official      **Action Item 16-04-1**
  
- **Approval of Elementary Lunch Program** A-8  
 -- Chief School Business Official
  
- **Approval of the 2016-17 Health Insurance Plan Insurance Rates** A-9  
 -- Chief School Business Official      **Action Item 16-04-2**
  
- **Update on Elementary Lunch Service** A-10  
 -- Chief School Business Official
  
- **Consent Agenda** A-11  
 -- Board President      **Action Item 16-04-3**
  - Personnel Report
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending March 31, 2016
  - Approval of 2016-17 Student-Parent Handbook
  - Adopt Tentative Calendar for 2017-18
  - Destruction Audio Closed Minutes (none)
  
- **Approval of Minutes** A-12  
 -- Board President      **Action Item 16-04-4**
  - Special Board Meeting -----April 11, 2016
  - Closed Session Meeting -----April 11, 2016
  - Regular Board Meeting -----March 21, 2016
  - Closed Session Meeting -----March 21, 2016
  - Special Board Meeting -----March 3, 2016
  
- **Other Discussion and Items of Information** A-13  
 -- Superintendent
  - Upcoming Agenda
  - District Committee Update (Elementary Learning Foundation, PTO/A)
  - Memorandum of Information
    - Presentation of Board Meetings
  - Minutes of Board Committees (none)
  - Other (none)
  
- **Adjournment**

Next Regular  
Meeting:

**Monday, May 23, 2016**

Student Technology Showcase

Closed Session Meeting – 6:30 p.m.

Regular Board Meeting – 7:00 p.m. (or at conclusion of closed whichever is later)

**Emerson Middle School – multipurpose room**

8101 N. Cumberland Avenue  
Niles, IL 60714

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

2016-5

Forwarded message -----

From: **Kristen Humphrey** <[glauricella@smartprocure.us](mailto:glauricella@smartprocure.us)>

Date: Wed, Mar 16, 2016 at 7:18 AM

Subject: SmartProcure FOIA Request Park Ridge-Niles Community Consolidated School District No. 64  
For PO/Vendor Information

To: [lkolstad@d64.org](mailto:lkolstad@d64.org)

Dear Luann or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Park Ridge-Niles Community Consolidated School District No. 64 for any and all electronic purchasing records from 2015-12-16 to current. The request is limited to readily available records without copying, scanning or printing.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

Although not a requirement for fulfillment, the attached document may be helpful as a reference to fulfill this request if the Park Ridge-Niles Community Consolidated School District No. 64 stores the records using any of the pre-programmed software reports. Any editable electronic medium is acceptable.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=IL&org=ParkRidgeNilesCommunityConsolidatedSchoolDistrictNo64>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at [954-613-9528](tel:954-613-9528).

Regards,

-----  
**Gabriella Lauricella**

Data Acquisition Specialist

**SmartProcure**

Direct: [954-613-9528](tel:954-613-9528)

Email: [glauricella@smartprocure.us](mailto:glauricella@smartprocure.us) | [www.smartprocure.us](http://www.smartprocure.us)

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441



To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: March 21, 2016  
Re: Healthy Living Month

Every April, District 64 participates in the observance of Healthy Living month that engages broad support from the City of Park Ridge, the Park Ridge Park District, the Park Ridge Public Library, Lutheran General Hospital, and many community organizations. Our schools and PTO/As plan activities around weekly themes that are designed to focus on a specific aspect of “healthy living.” A draft of the consolidated flyer announcing these myriad events is included.

For 2016, the weekly themes will be:

- April 4-8 - Health & Nutrition Week
- April 11-15 - Neat to Use Your Feet Week
- April 18-22 - Go Green Week
- April 25-29 - Screen Free Week

Two special events will be occurring this year:

- **Bike Helmet Sale** - This year District 64 is co-sponsoring with the Park Ridge Police Department and Advocate Lutheran General Hospital Trauma Services a drop-in bike helmet sale on Thursday, April 7 from 4-6:30 p.m. at Carpenter School (south gym). Toddler, youth and adult sizes are \$11 per helmet, first come-first served. Trauma Services staff custom-fit the new helmet to each child or adult. Helmets are certified by the Consumer Product Safety Commission and designed to meet or exceed safety standards. District 64 is pleased to co-sponsor this event, as our policy requires students to wear helmets while riding and/or using bicycles, roller blades, scooters, skate boards and similar devices while going from home to school, while on school property, and while going home/first destination.
- **Donated Trees** - This year, the City of Park Ridge Forestry Department has selected Field School as the recipient of a tree to be planted in the parkway on Friday, April 29 at 10 a.m. I will be attending a brief tree planting ceremony with Student Council members and City representatives. In addition, several elementary schools will be distributing oak saplings to grade 2 students provided by the Forestry Department.

We are pleased to add our support to this worthwhile community effort in 2016.

# HEALTHY LIVING IN PARK RIDGE

April 2016  
Healthy Living Month



School District 64, City of Park Ridge, Park Ridge Park District, Park Ridge Public Library, GoGreen! Park Ridge, Advocate Lutheran General Hospital, and the Healthier Park Ridge Commission are teaming up to promote healthy living.

## April 1 Low Vision Fair

1:00pm - 4:00pm. Glenview Senior Center, East Wing, 2400 Chestnut St., Glenview. Info about new developments in eye care, products, services and a free diabetic retinopathy screening.

## April 1-15 Advocate Children's Library Registration Drive

A complimentary age-appropriate book will be given to 50 local school families when they register online as new patrons of the Children's Health Resource Center Library. Book drawing will be held on April 15. Winners pick up their book on Friday, April 22 at the Children's Health Resource Center, 1675 Dempster St., 2nd floor, Park Ridge. Register at <http://www.advocatechildrenshospital.com/ach-chrc-contact-form>.

## April 4 Healthy Living Month Proclamation!

7:30pm, Park Ridge City Hall. Representatives of School District 64 will be on hand to accept the City's Official Proclamation.

## April 4-8 Health & Nutrition Week

Students eat more fruits and vegetables and complete pledge cards for the Healthy Living Month school raffle.

## April 5 Five Keys to Organic Gardening Success

6:30pm - 7:30pm. Wildwood Nature Center. Hands-on advice for gardeners of all abilities. \$8 Pre-Register through Park District.

## April 7 Bike Helmet Sale and Personal Fitting

4:00pm - 6:30pm, Carpenter School, 300 N. Hamlin Ave., Park Ridge. Co-sponsored by Park Ridge Police Department, School District 64, and Advocate Lutheran General Hospital. Toddler, youth and adult sizes are \$11 per helmet, first come-first served.

## April 11-15

### Neat to Use Your Feet Week

Students walk to and from school and complete pledge cards for the Healthy Living Month school raffle. Also this week, you can be "Caught Being Healthy." Students with a lunch of protein, fruit or veggie, and no junk food will also earn a raffle ticket.

## April 13

### YA Cards for Hospitalized Kids

3:00pm - 5:30 pm. Park Ridge Library Young Adult Loft. Spread hope and joy by making handmade cards that will bring a smile to the face of a hospitalized child. Service hours available. Drop-in. Grades 6 - 12.

## April 14

### Natural Lawn Care for Homeowners

6:30pm - 7:30pm. Wildwood Nature Center. A holistic approach to lawn care with thoughtful choices. \$8 Pre-Register through Park District.

## April 16

### Park Ridge Community Showcase

1:00pm - 4:00pm, Park Ridge Library. Come explore and connect with more than 25 local cultural, social service, and civic organizations.

## April 18-22 Go Green! Week

Students engage in activities to protect the environment and complete pledge cards for the Healthy Living Month school raffle.

## April 22

### Earth Day Work Day 4:30pm - 5:30pm. Wildwood Nature Center, 529

Forestview Ave., Park Ridge. Help clean up the Maine Park woodland, pond, and prairie. Free event. Children must be accompanied by adult.

## April 24

### 3rd Annual Park Ridge Ministerial Association Day of Service

12:30pm - 5:00pm. Mary Seat of Wisdom, 920 Granville Ave., Park Ridge. Information fair followed by outdoor and indoor service projects.

### Recycled Crafts Children All Ages 1:00pm - 3:00pm, Park Ridge

Library First Floor Meeting Room. Create cool crafts from recycled materials! Materials provided. Children all ages.

## April 26

### How to Stop A Running Nose 7:00pm - 8:00pm. Advocate Lutheran

General Hospital, 1775 Dempster, Park Ridge, Johnson Auditorium. Nadia Caballero, MD, Ears, Nose & Throat Specialist.

### Wildwood Nature Center Animal Hour 5:30-6:30pm. Enjoy an

up close encounter with Wildwood Animals. 529 Forestview Ave., Park Ridge. A free event for all ages.

## April 25-29 Screen-Free Week

Students refrain from screens, enjoy other activities, and complete pledge cards for the Healthy Living Month school raffle.

## April 27

### Take a Hike Around Wildwood Prairie & Pond

5:30pm - 6:30pm. Wildwood Nature Center, 529 Forestview Ave., Park Ridge. A naturalist will lead you down the woodland trail, around the prairie, and to the pond to discover nature.

## April 30

**Earth Day Event** 11:00a.m. - 3:00pm. Maine Park, 2701 W. Sibley, Park Ridge. Crafts, eco-friendly vendors, Scales & Tales Animal Show & more!

### Pedals for the Parks Bike and Trike Exchange 11:00am - 3:00pm.

Maine Park. Donate your old bike or pick up a new-to-you one!

### Park Ridge Farmers Market: Celebrating 25 Years! Looking Ahead.

7:00am - 1:00pm, Saturdays, May 28 - Oct 29. For more information, visit: [www.parkridgefarmersmarket.com](http://www.parkridgefarmersmarket.com).

To: Board of Education

From: Dr. Laurie Heinz, Superintendent  
Luann Kolstad, Chief School Business Official

Date: March 21, 2016

Re: 2016-17 Registration Update

Each year, District 64 assembles a team to review registration plans for new/transfer students as well as returning students for the upcoming school year. Planning for the 2016-17 school year began in early December 2015. As the process unfolded, representatives from the Business Office, Student Services including Health, Tech Central, the Public Information Coordinator, and our schools (both administrators and secretary representatives) reviewed changes required due to updates in policies or procedures as well as to incorporate suggestions for improvement. A core group is then tasked with implementing the overall program and overseeing the updates to the District's Infosnap online registration system, which is entering its third year of use.

Here is a brief overview of the registration plans in place for 2016-17:

### **Kindergarten/New Students**

In a continuing effort to streamline and be more efficient, the two kindergarten registration evenings traditionally conducted in early February at the elementary schools were dropped this year. Instead, District 64 on February 9 introduced a pre-enrollment step through our Infosnap system. This allows parents/guardians of kindergarten/new students for 2016-17 to personally enter a wide variety of information as well as all their residency information online, including uploading required documents (in PDF or JPG formats) as proof of residency within District 64. The parent/guardian must still bring a certified copy of the child's birth certificate to the school. A further change this year is that a required Home Language Survey is being completed on paper with a choice of foreign language at the time the birth certificate is provided.

New this year, the District is reaching out to all prospective kindergarten families by offering a series of Kindergarten Roundup events during the week of April 18 at the five schools. The schedule includes:

- Roosevelt and Washington on Monday, April 18
- Carpenter on Tuesday, April 19
- Field and Franklin on Thursday, April 21

The office will be open from 5:30-6:00 p.m. for parents with questions or who need assistance with the registration process, or to drop off a birth certificate and complete the Home Language Survey. The roundup will be from 6:00-7:00 p.m. for parents and students, and will include an orientation by the principal and teachers as well as a kindergarten classroom visit. Franklin's evening will begin and end a half-hour earlier.

## **Returning Students**

Registration for parents/guardians of returning students will begin on Monday, April 25. All parents will be emailed a “snapcode” to begin the annual updating of information, provide permissions, and pay student fees. As authorized by the Board, all parents will be required to provide documentation to verify residency within District 64. This year, returning parents will be permitted to upload residency documents (in PDF or JPG formats) for review by the school staff. If documents are deficient, parents will be notified to supply additional or alternate documentation. A student will not be assigned to a classroom until this requirement is fully met. *(See deadline below)*

## **Registration Training**

Training for District 64 staff directly involved in registration was conducted in several parts.

At the February 5 Institute Day, the Business Office and Tech Central staff provided a workshop for school secretaries to review the new Infosnap pre-enrollment system for kindergarten/new students. They also reaffirmed the expectations for review and handling of residency documents, birth certificates, Home Language Survey, and other questions related to enrollment for 2016-17.

On February 24, the District’s legal counsel conducted a training for school Principals, Assistant Principals, and school secretaries, which focused primarily on the legal definition of a student’s residency including the distinctions between regular education students and special education students. The attorneys also reviewed the District’s registration and residency materials and the process for conducting residency investigations.

Members of the Administrative Council will receive a preview of the Infosnap update for 2016-17 at their upcoming March 23 meeting. School secretaries will receive a follow-up refresher on the changes made to the Infosnap registration form at a meeting on April 15.

## **Residency Deadline**

In keeping with the Board policy to have 100% verification of residency, communication about classroom assignments will be held until Friday, August 5 and only sent to students (new or returning) whose residency documentation has been submitted and verified by school/District staff. The exception will be that announcement of assignment to AM/PM kindergarten and pre-school students will be made in June to families that have fully registered and whose residency has been verified, so that placement in our Jefferson Extended Day Kindergarten can be confirmed or childcare arrangements made.

In the spirit of continuous improvement, we believe the changes introduced this year as well as the added training for staff will help make the registration process flow as efficiently as possible for the 2016-17 school year.