



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

NOTICE OF BOARD MEETINGS

June 13, 2016 – Jefferson School – Multipurpose Room

5:30 p.m. – Closed Session

7:00 p.m. – Special Board Meeting

8:00 p.m. – Committee-of-the-Whole: 2016-17 Budget Draft (or conclusion of special Board meeting)

June 27, 2016 – Jefferson School – Multipurpose Room

6:00 p.m. – Closed Session

7:00 p.m. – Regular Board Meeting

July 18, 2016 – Hendee Educational Service Center

6:30 p.m. – Closed Session

7:00 p.m. – Regular Board Meeting

August 8, 2016 – Jefferson School – Multipurpose Room

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

August 22, 2016 – Washington School - Gym

6:30 p.m. – Washington Construction Tour

7:00 p.m. – Regular Board Meeting

September 12, 2016 – Jefferson School – Multipurpose Room

7:00 p.m. – Committee-of-the-Whole:

September 26, 2016 – Roosevelt School – North Gym

7:00 p.m. – Regular Board Meeting

All meetings are held at Jefferson School, 8200 Greendale Avenue, Niles unless otherwise noted.

Board Secretary

6/10/16

c: Pioneer Press Chicago Tribune Northwest Bureau
Principals PREA PRTAA

Park Ridge Journal & Topics

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
COMMITTEE-OF-THE-WHOLE: FINANCE BUDGET DRAFT

Monday, June 13, 2016
8:00 p.m.
(or at conclusion of the special Board meeting)

Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

AGENDA

1. Call to Order and Roll Call
2. Review Draft of Tentative Budget for 2016-17
3. Public Comments
4. Adjournment

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official
Brian Imhoff, Assistant Chief School Business Official

Date: June 13, 2016

Re: Discussion of 2016-17 Tentative Budget - Draft 1

At the June 13 Committee-of-the-Whole meeting, administration will begin reviewing the first draft of the 2016-17 budget with the Board. This meeting will be an informal walk thru of the Revenue and Expenditure budgets as they stand at this point in time. The document you are receiving includes notes and highlights of areas we are still working on.

Additional meetings are planned with departments to obtain clarification on certain items. This document is our “working budget” and will continue to be revised until it is approved by the Board at the September 26, 2016 Board of Education meeting.

Expenditures

Starting in January, administration scheduled meetings with all departments that contribute to the budget. The meetings were intended not only to talk about the departments’ 2016-17 budget requests, but also to discuss areas of the budget that needed to be modified -- either increased or decreased. During the meetings, formulas used previously to develop budget amounts were reviewed and revised with each department to meet current needs within the District. Administration also was able to continue re-aligning various expenditure and revenue line items within each department to match the revised chart of accounts introduced in the fall.

In addition to information developed through these in-depth sessions, the first draft of the budget is based on other sources of information that are typically used. These include:

Salary Information (Object 100):

- Cohort Survival Enrollment Projections - Staffing Needs
- Special Education projected caseload - Staffing Needs and Out-of-District Placements
- Channels of Challenge change in program - Adjusted staffing needs
- Board’s prior approval of percentage increases for custodial and secretarial staff
- Projected 3% increase in all other salaries
- Hold all other rates including stipends constant until negotiations are completed

Benefit Information (Object 200):

- Insurance rate adjustments received from Northern Illinois Health Insurance Program (NIHIP) for life, health and dental rates

- Rate adjustment received from Teacher's Retirement Insurance Program (TRIP) for retired teachers on District's plan
- Confirmation of rates for Teacher's Retirement System (TRS), Teacher's Health Insurance System (THIS), Illinois Municipal Retirement Fund (IMRF), Social Security and Medicare

Professional Services Information (Object 300):

- Renewal rates for all web-based programs used in the District, for example, Power School and Skyward. This area continues to increase every year as the District moves to more digital sources.
- Projections of legal fees, audit fees, transportation fees, service fees and all other professional fees paid to vendors for their services.

Materials and Supplies (Object 400):

This area encompasses all real items the District purchases up to \$500 per object covering education supplies, buildings and grounds supplies, etc. Departments submitted their requests via the online budgeting tool set up to collaborate on the budget.

Fixed Assets (Object 500):

Any real items purchased that cost over \$1,500 per item are charged to this area. All of the costs of construction are in this code, along with any other equipment purchased. Based on conversations with departments, fixed assets that had exceeded their useful life are in the budget for replacement, for example, the kiln at Lincoln Middle School. Any items charged to this object code are added to the District's Fixed Assets and are depreciated over the appropriate number of years.

Other Objects (Object 600):

The largest cost within this category is tuition paid to other governmental units for out-of-District placements. The Student Services Department develops these costs based on projected student need and tuition rates for 2016-17 obtained from the institutions. Dues and fees for professional organizations are also listed in this object.

Equipment \$500 - \$1,500 (Object 700):

This object was added by the Illinois State Board of Education (ISBE) within the last decade as a location for real items where the individual total cost is between \$500 and the District's Fixed Asset threshold, which is \$1,500 in District 64.

Revenue

The largest source of revenue for the District is funds generated from the tax levy. The administration has received the Draft Tax Levy from the Cook County Treasurer; the budget amounts reflect this information. Further analysis on the Tax Levy results will be discussed at the June 27 Board of Education meeting. The District experienced a 3% decrease in Equalized Assessed Value (EAV), with 2% related to a general decrease in EAV and 1% related to tax objections. We have reached the 3.50% ceiling in the Education Fund tax rate due to the decrease in the EAV experienced this year. The decrease will have ramifications on future tax levies in terms of allocations for the Education Fund. Anticipating the potential for a decrease to occur, administration did shift more funds into the

Transportation Fund at the time the levy was adopted in December 2015, which can be transferred to other funds in need.

Final information on the Corporate Personal Property Replacement Tax (CPPRT) has not been received from the Department of Revenue. As discussed at a prior meeting, the District will need to repay the overpayment that has occurred, which totals approximately \$140K. This repayment has been calculated into the Education Fund portion of CPPRT.

The Township Treasurer has provided estimates for Interest on Investments based on the District's current investments. Interest rates continue to be low with no increase projected for the next year. Beginning with the 2015-16 Budget, the administration did not include a transfer of interest from the Working Cash Fund to the Education Fund; at this time, it is not necessary.

Local fees include registration fees, tuition fees and other fees collected from students such as Interscholastic fees. Revenue generated for food service and milk is also included here, with offsetting expenditures in the Education Fund under Food Service.

The State and Federal Revenue budget amounts for 2016-17 are unknown at this time. The State of Illinois still does not have a budget, which leaves all state monies up in the air. Federal Grant planning for 2016-17 is taking place right now. By September, we will have firmer numbers for both revenue and expenditures.

Miscellaneous revenue estimates are included for items such as the TIF and E-Rate reimbursement.

Preliminary Financial Projections

A preliminary look at the long-range fund balance projections will be provided following approval of the tentative 2016-17 budget on June 27 and after the 2015-16 fiscal year has closed; the 2015-16 figures will be unaudited. The projections will be updated again when the final 2016-17 budget is adopted and the audit has been completed this fall.

Inspire every child to



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

Special Board Meeting Agenda
Monday, June 13, 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

- | | | |
|-----------|--|---|
| 5:30 p.m. | <p>Meeting of the Board Convenes</p> <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board | |
| 5:30 p.m. | <p>• Board Recesses and Adjourns to Closed Session</p> <p>-- 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)].</p> | |
| 7:00 p.m. | <p>• Board Adjourns from Closed Session and Resumes Special Board Meeting</p> <p>• Public Comments</p> <p>• ELF – Judith L. Snow Awards</p> <p>-- Superintendent and ELF Representatives</p> <p>• Channels of Challenge Program Review Update</p> <p>-- Assistant Superintendent for Student Learning</p> <p>• Update on Enrollment Model – Analysis</p> <p>-- Assistant Superintendent for Human Resources</p> <p>• Consent Agenda</p> <p>-- Board President</p> <p style="padding-left: 40px;">• Personnel Report</p> | <p>A-1</p> <p>A-2</p> <p>A-3</p> <p>A-4</p> |

Action Item 16-06-1

• **Other Discussion and Items of Information**

A-5

-- Superintendent

- Upcoming Agenda
- District Committee Update
 - Strategic Plan Update
- Memoranda of Information
 - Illinois Youth Survey
 - Revised Board of Education 2016-17 Meeting Schedule
- Other
 - Board Vacations
 - Update on Summer Construction

8:00 p.m.

• **Board Adjourns from Special Board meeting (Not to Resume) and Convenes Committee-of-the-Whole: 2016-17 Budget Draft**

(or conclusion of
special Board
meeting)

Next Regular

Meeting:

Monday, June 27, 2016

Closed Session – 6:00 p.m.

Regular Board Meeting – 7:00 p.m.

Jefferson School – Multipurpose Room

8200 N. Greendale 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.

Upcoming Meetings and Topics
As of June 10, 2016

June 13, 2016 – Jefferson School – Multipurpose Room

Closed Session – 5:30 p.m.

Special Board Meeting – 7:00 p.m.

- ELF - Judith L. Snow Awards
- Channel of Challenge Program Review Update
- Update on Enrollment Model – Analysis
- Update on Summer Construction (other)

Committee of the Whole: 2016-17 Budget Draft – 8:00 p.m. (or conclusion of special Board meeting)

June 27, 2016 – Jefferson School – Multipurpose Room

Closed Session – 6:00 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.)

- 2020 Vision Strategic Plan Year 1 Update
- Report on MAP Results
- Approval of 2016-17 Tentative Budget
- Recommendation and Adoption of the Hot Lunch Program
- Approval of Safety Hazards (Transportation)
- Discussion Park Ridge Park District - Emerson Lighting Proposal
- Resolution #1166 for Prevailing Wage
- Resolution #1167 for Abatement of Funds from the Working Cash to Capital Projects Fund
- Approval of Bid for Summer Construction Projects
- Approval of Maine Township School Treasurer Depositories
- Approval of Policies of PRESS Issue 91
- Approval of Financial Update for the Period Ending May 31, 2016 (consent)
- Discipline Data Report (other)
- Update on Summer Construction Projects (other)

July 18, 2016 – Hendee Educational Service Center

Closed Session – 6:30 p.m.

Regular Board Meeting – 7:00 p.m.

- Superintendent Evaluation
- Review of Institute Day Plans
- NIPSTA Update
- Update on Summer Construction
- First Reading of Policies 7:190, 7:200, 7:210, 7:220, 7:230
- Hold or Release Closed Minutes
- Approval of Monthly Financial Update

August 8, 2016 – Jefferson School

Committee of the Whole: Student Learning – 7:00 p.m.

August 22, 2016 – Washington School

Washington Construction Tour – 6:30 p.m.

Regular Board Meeting – 7:00 p.m.

- District Institute Day & Opening Day Report
- Supt. Evaluation / Goal Overview

- Preliminary Enrollment and Staffing Report
- Approval of Policies 7:190, 7:200, 7:210, 7:220, 7:230 (consent)
- Update on Summer Construction Projects

Future Meeting Topics

- Recap on Summer Curriculum Writing Projects
- Update on Construction (other) 9/26/16
- Sonitrol Proposal
- Update on Educational Ends
- Approval of Middle School Hot Lunch Pricing
- Approval of Health Life Safety Recommendations for a Five-year Plan
- Approval of Ten-year Health Life Safety Survey – September 2016

The above are subject to change.



Judith L. Snow Award Winners 2016

All of the students chosen for this award are exemplary ethical leaders. Each student knows his or her core values and has the courage to live by them in all parts of his or her life in service to the common good. Each student has the courage to live by these values even when faced with peer pressure to do otherwise. Each is a principled ethical leader who leads with integrity, selflessness, dependability, caring and fairness.

These four students are all outstanding examples of ethical leaders in our middle schools. It is my great pleasure to present them to the members of District 64's Board of Education as the 2016 Judith L. Snow Ethical Leadership Award winners.

Respectfully submitted,
Julie Frances Cook, Chair
Judith L. Snow Ethical Leadership Committee

EMERSON MIDDLE SCHOOL

Ravi Finn leads by doing. He is a Soaring Eagle at Emerson Middle School and not only assists with incoming 6th grade students to ensure a smooth adjustment to middle school, but also serves as a role model for 7th and 8th grade students throughout the year. He also participated in the selection process for the next year's Soaring Eagles leadership team. Ravi is a very active member of his church and holds an official "recommend" to attend the Mormon Temple, which requires strict adherence to the high moral principles practiced in his religion. He is appointed as the President of the Deacon's Quorum, which means that his responsibilities include planning meetings for the organization of youth, organization of the passing of the sacrament, finding substitutes for missing members, and teaching the routes of the passing of the sacrament. As well, Ravi teaches Sunday school to his peers once a month. He is also a member of the Young Men's group for his church and meets regularly with the group, which provides service projects for the community including volunteering at the food pantry, cleaning and maintaining church grounds and serving various roles at retirement communities and hospitals. In his school community, Ravi serves as a leader in the Emerson Chamber Orchestra by being a mentor for more junior members. Teachers, parents, and church leaders consistently recognize Ravi as a leader with outstanding attributes and a very endearing personality. In his words, "I believe that this development of my character will assist me throughout my life with success and compassion for all."

Daniela Milito is a positive, dedicated student and leader. She begins her essay with: “I would like to say, I am not perfect. I make mistakes. Many worse than others, but that’s what makes me human. These mistakes may do harm on the initial surface, but throughout my life, these mistakes are what make me who I am. I am an honest, conscientious, trustworthy, committed, and caring person. Every day I live to work for those values.” Daniela is an involved member of her school community as a part of the Orchestra as well as her peer community, participating in club volleyball and travel soccer. In addition, Daniela serves as a volunteer for CURE SMA, which is an organization that leads research and programs to help cure Spinal Muscular Atrophy. She travels to the national conference and assists in caring for children who have SMA as well as their siblings while their parents are at the conference learning more about the disease. Daniela is involved in her church in many capacities, but three events that stood out in her essay were the packing of seeds for 350 families in Zimbabwe and other countries, packing care packages for prisoners to show them “there are people out there that care along with God,” and helping with a Christmas party at a homeless shelter in Chicago. Daniela is on the right track to becoming a contributing member of our Park Ridge Community and, in her words, “working fearlessly towards my goal of being a respected young adult and a leader to my peers.”

LINCOLN MIDDLE SCHOOL

Charlotte Geier is a caring and dependable individual and has worked to embrace leadership skills “academically, socially, and emotionally.” Academically, Charlotte often takes the lead in group projects and tries to increase communication among group members as well as getting members to agree on a common path. Socially and emotionally, Charlotte has been a camp counselor for three years at Camp WeHaKee, where she works with many kids from different countries, different cultures, and speaking different languages in order to learn from each other and participate in a variety of activities. As well, Charlotte is involved in a variety of community-based events/activities, including the student Green Team at Lincoln Middle School, Young Adult Loft at the Park Ridge Library, the Maine Township Food Panty. Charlotte also is a part of the WEB leadership at Lincoln Middle School, where she works to welcome incoming 6th graders as well as provide role modeling for peers in the 7th and 8th grades. It has been noted that whatever Charlotte is doing, she is doing it with a smile. Charlotte is also known for her kindness – talking to someone in the hall between classes, complimenting a girl on her outfit even if she does not know her, and babysitting for neighbors without charge as a mom runs to the store or goes to pick up a sibling at an activity. Charlotte looks forward to continuing to develop and utilize her leadership skills in high school as well as through life overall.

Greta Miller is a well-rounded individual with strong ethics whether she is helping with chores around the house, volunteering through her church, or lending a hand to neighbors and the elderly. Greta strives to set a good example on a daily basis. She is a strong believer that committing “small acts of kindness” is an important part of this daily goal. Small acts of kindness include, but are not limited to, writing a letter to a friend who is struggling on a particular day, bringing in snacks for a class discussion, sharing a smile in the hallway, and

encouraging others to listen and not just talk during group discussions. She not only excels in committing these acts in the classroom and around school, but also is a talented three-sport athlete participating in volleyball, basketball, and soccer. She was selected captain of her soccer team as she consistently demonstrated good sportsmanship and good effort by attending all practices and games, helping to contribute to warm up exercises and organizing the team for scrimmages, and standing up for players that were having a bad game or missed a shot or block. As a team captain, her goal is to see all players treated fairly and improve communication to include everyone in the team, in the play, in the win, and in the loss. She also feels strongly about giving back to her community by assisting with PADS through her church, and by attending “Feed My Starving Children” and “Day of Service” events. Greta is an outstanding leader and role model. She leads by example and inspires others around her to do their best. In her words, “I lead a path for my peers and look to the future with hope and kindness.”

#

To: District 64 Board of Education
From: Dr. Lori Lopez, Assistant Superintendent for Student Learning
Date: June 13, 2016
Re: Channels of Challenge Program Review Update

Background

This past school year, we convened a committee to review the K-2 Primary Challenge (PC) and grades 3-8 Channels of Challenge (C of C) programs in District 64. These programs support high-achieving/high-ability students in the areas of reading and math. The committee is comprised of 4 parents, 3 administrators, and 19 certified staff members representative of various schools and roles. Committee members have diligently reviewed research and program models under the direction of Program Review Consultant Laura Beltchenko, a 34-year veteran educator who currently serves as the chairperson of ISBE's Gifted Education Advisory Council.

In April, the Board approved the Committee's recommendation for the screening of all grade 2 students and for a staffing allocation to align instructional minutes provided in C of C Reading and Math to match core class instruction.

The Committee is now targeting ways to achieve four goals:

- increase program **equity** for English Learners
- increase the **rigor** of Channels of Challenge classes
- provide increased opportunities for students to **access** the program
- **alignment** of the eligibility process to the services we are providing as a talent development program in reading and math

To this end, the Committee has made a final recommendation regarding changes to the eligibility process for 3rd-8th grade students. These changes include:

Increased Baseline Score to Enter Selection Process

- As discussed previously with the Board, all second graders now will be screened using the Cognitive Abilities Test (CogAT). Second graders earning a CogAT score of 120 or above will move to the selection process. In prior years, a score of 115 was required to move to the selection process.

New Math Screener for English Learners

- The Naglieri nonverbal ability test will be administered to English Learners to support their eligibility for Channels of Challenge services. In the past, the Naglieri was not administered.

New Teacher Rating Scales

- A Teacher Rating Scale will be completed for all students who move to the selection

process. Because District 64 has a talent development program for specific subject areas, new Teacher Rating Scales that are subject-based will be implemented. Unlike in the past, separate scales will be completed for each subject.

- At the 2nd - 5th grade level, the Teacher Rating Scale will be completed by the teacher(s) who is responsible for the student's instruction in that area.
- Scales will be normed locally by District 64 psychologists during the 2016-17 school year. The current rating scale will be used within the new process until norms are established for the new scales.
- All teachers will participate in professional development related to the scales to increase inter-rater reliability.

Determining Eligibility

Continued Practices

- In 2nd grade, a z-score for each subject will be calculated for three measures: an ability test (CogAT or WISC), an achievement test (Math MAP, Reading MAP), and a Teacher Rating Scale (separate for each subject area). For each subject area, a score of 10 must be earned based on z-scores calculated from the MAP and the Teacher Rating Scale and the CogAT or WISC.
 - Math eligibility will be based on the CogAT Quantitative or WISC Fluid Reasoning, the Math MAP, and a Teacher Rating Scale completed for Math.
 - Reading eligibility will be based on the CogAT verbal or WISC Verbal Comprehension, the Reading MAP and a Teacher Rating Scale completed for Reading.
 - If a 2nd grader is eligible for math, reading or both programs using the CogAT, MAP, and Teacher Rating Scale, the student does not need to advance to WISC testing.

New Practices

- In the past, a the full-scale WISC score could be substituted for either the Fluid Reasoning or Verbal Comprehension scores. This practice will be discontinued.
- In the past, students participated in spring selection based on teacher and parent recommendation. This process will be discontinued and participation in the selection process will be based on MAP scores. Beginning in the spring of 3rd grade and continuing through the spring of 6th grade for Math and 7th grade for LA:
 - Students will be invited to take the CogAT test if their MAP score is at or above the 85th local percentile (90th-92nd percentile nationally).
 - A Teacher Rating Scale will be completed for any student who scores at 120 or above on the CogAT.
 - A z-score will be calculated for the CogAT, MAP, and Teacher Rating Scale. Students earning 10 points in a subject area (based on z-scores) will be eligible for the program in that subject area.
 - At the start of the following school year, Fall MAP scores for students with a qualifying CogAT score of 120 may replace the spring MAP score to determine eligibility. A fall MAP score increase will trigger this second calculation. The prior year's Teacher Rating Scale would be used.

- Upon enrollment, the MAP will be administered to new students to determine if they should participate in the eligibility process in Reading and/or Math.
- Because selection opportunities are available each spring based on MAP performance and MAP scores are reviewed each fall, no other formal appeals process will be available. Selection opportunities will be based on MAP performance and not on teacher or parent referral.

New Support for Differentiation Added

This year, we designed a summer school class to support 4th and 5th grade students who are new to the Channels of Challenge math program. Because students will have the opportunity to enter the program annually each spring, we plan to offer this class each summer going forward. This will support these students' transition to an accelerated experience in math.

Third-fifth grade classroom teachers have identified a need for instructional materials to support higher achieving students who are not enrolled in Channels of Challenge math. To this end, grade-level teams are meeting this summer to design enrichment activities for 3rd-5th grade math. Going forward this will result in a more differentiated math class in the intermediate grades as well as a more differentiated Accelerated Math class at 6th grade.

The committee also recognizes the need for differentiated support for social-emotional learning for Channels of Challenge students. We will partner with District 64's SEL Subcommittee and the Social Work team to plan for this support.

Summary

This new process enables us to meet our goals related to equity, rigor, access, and the alignment of the eligibility process to the program services. I want to acknowledge the Committee's hard work with coming to consensus on these decisions. Thank you also to the Channels of Challenge teachers who provided consultative feedback to the Committee.

Channels of Challenge

Program Review Update
June 2016

Primary Challenge/Channels of Challenge

Program Review Committee

- Math & Reading Replacement Program/High Ability, High Achievement
- 4 parents, 3 administrators, and 19 certified staff members representative of various schools and roles
- Laura Beltchenko, Program Review Consultant
- Consultative feedback from the 3rd-8th grade Channels of Challenge Team

Screening

Administer the CogAT to ALL 2nd graders beginning in the 2016-17.

- Cognitive Abilities Test
- Parent and teacher nominations
- Equity
- Local norms

Instructional Minutes

Extend 3rd-5th grade C of C Math and Reading instruction to 60 minutes with the C of C Teacher.

- Equity
- Logistics
- Rigor
- Pacing

New Recommendations

Increased Baseline Score to
Enter Selection Process

New Math Screener for English
Learners

New Teacher Rating Scales

Determining Eligibility

New Support for
Differentiation Added

- increase program **equity** for English Learners
- increase the **rigor** of Channels of Challenge classes
- provide increased opportunities for students to **access** the program
- **alignment** of the eligibility process to the services we are providing as a talent development program in reading and math

Increased Baseline Score to Enter Selection Process

- All second graders screened using the Cognitive Abilities Test (CogAT)
- Score of 120 (89th percentile) required to move to selection process
- Increase from previous score of 115 (83rd percentile)

New Math Screener for English Learners

- Naglieri
- Nonverbal ability test
- Supports English Learner eligibility

New Teacher Rating Scales

- Completed for all students who move to the selection process
- Subject-based
- Separate scales completed for each subject
- At the 2nd-5th grade level - completed by teacher who best knows student in that subject area
- Scales will be normed locally by District 64 psychologists during the 2016-17 school year
- Maintain current rating scale until norms are established for new scales
- Professional development to increase inter-rater reliability

Determining Eligibility Current Practices

2nd Grade: Z-scores - 10 points

- Ability Test - CogAT or WISC
- Achievement Test MAP-Reading, Math
- Teacher Rating Scales

Math

- CogAT Quantitative or WISC Fluid Reasoning
- Math MAP
- Teacher Rating Scale - Math

Reading

- CogAT Verbal or WISC Verbal Comprehension
- Reading MAP
- Teacher Rating Scale - Reading

Determining Eligibility New Practices

- Discontinue practice of substituting full-scale WISC score
- Spring selection based on MAP; no longer based on teacher and parent recommendation
 - MAP score at or above 85th local percentile (90th-92nd percentile nationally)
 - Administer CogAT
 - 120 or above on CogAT - Teacher Rating Scale completed
 - 10 points in a subject area (based on z-scores)
- Review of fall MAP scores
- MAP for new students
- No other formal appeals process

New Support for Differentiation

- Summer school class to support 4th and 5th grade students new to Channels of Challenge Math
- Summer Curriculum Writing: 3rd-5th grade differentiation projects
- SEL support for Channels of Challenge students

Summary

- Equity
- Rigor
- Access
- Alignment of the eligibility process to program services

Thank you, Committee Members!

Pam Johnson, K (CA)

Danielle Bielenda, 5th (CA)

Camille Derwin, PC/CC Curriculum Specialist

Linda Damianides, 6-8 - Math (EM)

Nicole Parrilli, 6-8 ELA (EM)

Missy Machon, 1st (FI)

Jennifer Andre, 4th (FI)

Mike O'Malley, K-5 Literacy (FI)

Shirlee Pater, CC (FR)

Tracie Thomas, K-5 Math Curriculum Specialist

Kim Kaniecki, PC (FR/FI)

Irene Kappos, 6-8 LA Dept. Chair

Chris Francis, 6th SS (LI)

Rebecca Fallico, 5th (RO)

Linda Diekman, ITC (RO)

Meghan Keefer, K-5 LA Curriculum Specialist

Amy Sacor, CC (WA)

Tina DeCicco, PC (WA/CA)

Shari Lazor, AP (WA)

Jane Boyd, Director of Pupil Services

Tim Gleason, AP (LI)

Ken Fogel, Parent (CA)

Mark Ryken, Parent (WA/ LI)

Janeth McDonough, Parent (FR/EM)

Meg Strotman, Parent (RO)

Questions?

— *PC/CC Review Committee Update* —

To: Board of Education

From: Joel T. Martin, Assistant Superintendent for Human Resources

Date: June 13, 2016

Re: Update on Enrollment Process - Analysis

Class Size Guidelines

District 64 class size guidelines refer to the size of the homeroom at a grade level in each school. The current class size guidelines have been stable for over 20 years. The only exception was during a three-year period from 2004-07 when the class size guidelines were altered due to the District's financial shortfalls. With the passing of the referendum in 2007, the guidelines were re-instated to their pre-2004 numbers; they have remained the same since 2007. Below are the current guidelines:

Current Class Size Guidelines	
Grade Level	Guideline
K	22
1-2	24
3-4	26
5-8	28

Current and Historical Hiring Process

District 64 has used the same staffing process for well over a decade. The administration took the current year's student enrollment and "rolled-over" that enrollment number into the next grade level. For example, Roosevelt's first grade enrollment number for the 2014-15 school year was rolled over to second grade for the 2015-16 school year, second grade to third grade, etc. This method did not take into account yearly changes that have traditionally been seen at various grade levels. For example, we generally pick up more first graders from private kindergarten, or sixth graders from private K-5 schools.

This year, the District moved to the Cohort Survival Method for projecting the enrollment moving from 2015-16 to 2016-17. This method was presented to the Board earlier this spring when the initial staffing plan was presented. The Tentative Budget has been prepared using the information obtained from the Cohort Survival Method in terms of grade levels that may require an additional section.

Any grade level at a specific building that is within two students of going over or exceeding the class size guideline is identified as a potential "bubble," signifying that

there is a possibility of needing to add another section at that grade level in that specific building.

Throughout this process, the enrollment numbers are reviewed and discussed thoroughly between central office and building principals to identify any issues. Registration of kindergarten students in the spring, along with enrollment reminders through newsletters, re-verification (in the past year) and information/consent packets that are sent home in the spring to all currently enrolled families, assist the District in identifying transfer and new students.

Adding a Section

The historical practice in District 64 has been that if a grade level goes over its class size guideline by one child before the start of the school year, an additional section is added. This means that if *every section* at a grade level is at the class size guideline maximum, the next student who enrolls at that particular grade puts one section over the limit.

If this were to occur, the District follows a process prior to authorizing the additional section. The building principal contacts every family at that grade level to reconfirm whether they are planning to attend school in District 64 for the upcoming school year. After this, if the enrollment numbers continue to exceed the class size guideline maximum at a grade level, central office administration authorizes the additional section.

Hiring Process

Generally, when a new section is added, the District will need to hire a new teacher, unless another grade level has dropped due to enrollment (this rarely happens). Additionally, when a new section is added at a grade level, there is a good chance that the District will need to add specials sections (art, music, PE, Spanish) as well. The result of the addition of one student, therefore, may mean not only an increase in one full-time teacher equivalent (FTE), but also an increase in the FTE of one or more part-time specials teachers.

That being said, once a new section has been authorized prior to the start of the school year, the central office administration determines whether additional staff needs to be hired. First, the central office administration goes through a process of verifying that there are no other qualified teachers in the District who, due to an enrollment drop or change, need to be re-assigned. The hiring process described above is followed until the first day of school.

Once school has started, if new student enrollment causes a grade level to exceed the class size guideline maximum, then the Superintendent meets with the teachers at the grade level to discuss options. At that time, it is the Superintendent's decision whether it is best to add a teacher assistant or open a new section and hire a new teacher.

Example

On the last day of school for the 2015-16 school year, there are three first grade sections at Roosevelt that are all at the District's first grade class size guideline of 24 students. Roosevelt's first grade is, therefore, a "bubble" section.

2016-17 class size projections as of June 2 (last day of school 2015-16 school year):

1. Teacher A 24 students
2. Teacher B 24 students
3. Teacher C 24 students

If, at any point between June 3 and the start of school in August, a new first grade student were to enroll at Roosevelt, the District would add another first grade section and likely hire a teacher.

For instance, on August 8, 2016, a new first grade student enrolls at Roosevelt. The building principal verifies current enrollment with all parents of incoming first graders. The central office administration then authorizes an additional first grade section and determines whether there are any current teachers available to fill the position. If not, the District will need to hire a new first grade teacher as described below:

August 9 Roosevelt's 1st grade after the enrollment of one first grade student:

1. Teacher A 18 students
2. Teacher B 18 students
3. Teacher C 18 students
4. Teacher D (*new hire*) 19 students

District administration then analyzes current schedules of specials (Art, Music, PE, Spanish) to determine if there needs to be an increase in specials teacher staffing as well.

Other Districts' Practices

From our research, here are the details on the practices of other Districts':

District	Staffing	Adding a Classroom
D21 Wheeling	Roll-over with projections	Class guidelines are targets, not limits. Do not automatically hire a teacher when class size guidelines are exceeded.
D25 Arlington Heights	Roll-over	Do not automatically add a teacher when they exceed the class size guidelines. Administrative decision.
D27 Northbrook	Roll-over plus cohort	Do not automatically add a teacher when the projection model exceeds the class size guidelines. Administrative decision.
D34 Glenview	Enrollment projections	Will typically add a new section if enrollment is 1 or 2 students away at grade levels shown to historically grow, but it is an administrative decision.
D39 Wilmette	Roll-over	Follow D64 model, except try to not hire once classroom assignments have gone out to parents.

D54 Schaumburg	Roll-over	Can go over guideline by 4 students before hiring a new teacher. Once summer begins, it is the administration's decision on whether to hire based on new enrollment.
D57 Mt. Prospect	Roll-over	K-5 adhere to a guideline of 27, but no hard enrollment numbers at a grade level. Will add staff once enrollment reaches about 30 students in a class, but try not to hire in August (try to determine if a hire is needed in July). Hire TA's after the start of the year.
D59 Arlington Heights		When a class reaches 30, a new section is added and a teacher is hired, regardless of the time of year.
D62 Des Plaines	Roll-over	Contract language that states that when Kindergarten reaches an enrollment of 32 the class splits; the number is 34 for all other classes.
D63 East Maine	Cohort averages and from Decision Insight	Use a ratio of 25 to 1 for staffing. When the projected enrollment gets to 28 in all sections (K-5) then look to add a section and teacher. At MS, can go up to 30 before a teacher is added. Classes are not added prior to the start of school.
D95 Lake Zurich	Roll-over	Same process as D64 until August 5; any decisions regarding the adding of a new section and staff are at the discretion of the Superintendent.
D96 Kildeer	Roll-over	Use the same model as D64. The cut-off for adding new sections and staff is the week before school starts.
D109 Deerfield	Roll-over	Decision to add a section is based on the make-up of the grade level. It is an administrative decision, and the time of year is not an issue.
		A few students over the class size

D181 Hinsdale	Roll-over	guideline would result in the hiring of a .5 aide. Several more additions beyond that would then result in the adding of a new section and hiring staff.
------------------	-----------	--

Analysis

Most districts use the same “roll-over” method to set the initial staffing for the upcoming school year. The key difference between District 64 and the majority of the districts surveyed is our strict adherence to the class size guideline.

- Eight of the 14 districts surveyed do not automatically add a new section if they go one student over their class size guideline.
- Three of the remaining districts do follow a policy of adding a new section and hiring a new teacher once they go over their class size guideline, as does District 64. The difference in those three districts, however, is that one of the districts does not look to add a section once their class list has gone out to parents. Two of the districts do not add sections after a specific date in August (prior to the start of school).
- Two of the remaining districts have class size guidelines that allow for 30 or more students in a section prior to the point a new section and teacher are added.
- The last district, Glenview 34, uses a projection model and may add a section and teacher if they are one or two students away from the maximum class size guideline based on historical data that predicts more students are expected to enroll at that grade level. That said, in Glenview 34 the ultimate decision to add a section and hire a new teacher is made by the administration.

Consent Agenda

ACTION ITEM 16-06-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of June 13, 2016 which includes the Personnel Report.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
June 13, 2016

REVISED

Jill Dzik	Employ as Special Education Coordinator at ESC Effective July 25, 2016 - \$80,000.00.
Jason Gartshore	Employ as District Skilled Maintenance/Electrician effective June 6, 2016 - \$3,799.63 (prorated 19 days).
Fran Franceschina	Change of Assignment from Level III Secretary for Student Services to Level IV Secretary for Student Services effective June 20, 2016.
Ashley Lichter	Rehire as Speech Language Pathologist at Jefferson School effective August 15, 2016.
Linda Diekman	Resign as Technology Coach Teacher at Roosevelt School Effective June 2, 2016.
Jill Dzik	Resign as Facilitator Special Education at Lincoln School Effective June 2, 2016.
Maureen Forsythe	Resign as 12-Month Level IV Secretary for Student Services at ESC effective June 23, 2016.
Linda Khalouf	Resign as 10-Month Level IV Secretary at Emerson School effective June 9, 2016.
Bridget Murphy	Resign as 10-Month Level IV Head Secretary at Franklin School effective June 9, 2016.
Kellie Murphy	Resign as 12-Month Level IV Secretary for Human Resources at ESC effective June 17, 2016.
Stacy Shub	Resign as District Technologist at Roosevelt School Effective June 16, 2016.
Joann Poshka-Pahlke	Retire as Instructional Resource Assistant at Lincoln School effective June 2, 2016.
Vicki Volden	Retire as 2nd Grade Teacher at Carpenter School effective June 2, 2017.
Michael Weber	Revision of employ date from May 9, 2016 Personnel Report as District Skilled Maintenance/Grounds effective May 31, 2016 - \$4,967.85 (prorated 23 days).

Personnel Report
June 13, 2016

REVISED

Pat Jasinowski Stephanie Mathe Amy Rendino Alex Rubenstein Maureen Schelhammer	Employ as Summer School Teachers effective June 7, 2016 - Field School.
Alyssa O'Neil	Employ as Summer School Special Education Assistants effective June 7, 2016 - Field School.
Claire Cooney Jennifer Goodman Kelly Olmsted Amy Rendino Kawther Saadeh Maureen Schelhammer	Employ as Summer School Assistants effective June 7, 2016 - Field School.
Michael Perry	Employ as Summer Tech effective June 1, 2016 - District.
Jessica Gonzalez Lindsey Jozwiak Lauren Maloney Debbie San Gabino Stacy Pater	Employ as Summer School Assistants effective June 7, 2016 - Emerson School.
Terry Broeker Cassandra Claire Evelyn Dobrydnio Elina Eramia Shannon Fuller Maureen Heneghan Mary Jeske Franny Keyes Chris LoPresti Pam Karnatz Theresa Moore Paula Papaioannou Brittany Pater Aaron Schauer Allison Sobotka Julie Viola Jessica Gonzalez Shirlee Pater Mark Pancini Roberto Carrillo Lauren Maloney	Employ as Summer School Teachers effective June 7, 2016 - Emerson School.

Personnel Report
June 13, 2016

REVISED

Rebecca Roccasalva Shannon Walder	Employ as Summer School Early Childhood Teachers effective June 7, 2016 - Jefferson School.
Gianna Marzec Olga Miklasz Cheryl Parsons	Employ as Summer School Early Childhood Assistants effective June 7, 2016 - Jefferson School.

Inspire every child to



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

Regular Board Meeting Agenda
Monday, June 27, 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 <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board • Update to Community on District 64 from Superintendent | |
| 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 Regular Meeting

• Public Comments

• 2020 Vision Strategic Plan Year 1 Update
-- Superintendent | A-1 |
| | • Discussion Park Ridge Park District - Emerson Lighting Proposal
-- Superintendent | A-2 |
| | • Report on MAP Results
-- Assistant Superintendent for Student Learning | A-3 |
| | • Approval of 2016-17 Tentative Budget
-- Chief School Business Official | A-4
Action Item 16-06-2 |
| | • Resolution #1166 for Prevailing Wage
-- Chief School Business Official | A-5
Action Item 16-06-3 |
| | • Resolution #1167 for Abatement of Funds from the Working Cash to Capital Projects Fund
-- Chief School Business Official | A-6
Action Item 16-06-4 |

- **Recommendation and Approval of the Hot Lunch Program** A-7
 -- Superintendent/Chief School Business Official **Action Item 16-06-5**

- **Approval of Resolution #1168 of Safety Hazards (Transportation)** A-8
 -- Chief School Business Official/
 Director of Facility Management **Action Item 16-06-6**

- **Approval of Bid for Summer Construction Projects** A-9
 -- Chief School Business Official **Action Item 16-06-7**

- **Consent Agenda** A-10
 -- Board President **Action Item 16-06-8**
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending May 31, 2016
 - Approval of Policies from PRESS Issue 91
 - Approval of Maine Township School Treasurer Depositories
 - Destruction of Audio Closed Minutes (none)

- **Approval of Minutes** A-11
 -- Board President **Action Item 16-06-9**
 - Committee-of-the-Whole: Budget -----June 13, 2016
 - Closed Session Meeting -----June 13, 2016
 - Special Board Meeting -----June 13, 2016
 - Special Board Meeting -----May 24, 2016
 - Closed Session Meeting -----May 24, 2016
 - Regular Board Meeting -----May 23, 2016
 - Closed Session Meeting -----May 23, 2016
 - Special Board Meeting -----May 9, 2016

- **Other Discussion and Items of Information** A-12
 -- Superintendent
 - Upcoming Agenda
 - Freedom of Information Act Request
 - District Committee Update (Elementary Learning Foundation)
 - Memorandum of Information (none)
 - Minutes of Board Committees (none)
 - Other
 - Update on Summer Construction Projects
 - Discipline Data Report

- **Adjournment**

Next Meeting: **Monday, July 18, 2016**
 Closed Session – 6:30 p.m.
 Regular Board Meeting – 7:00 p.m.
 Hendee Educational Service Center
 164 S. Prospect Avenue
 Park Ridge, IL 60068

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

To: District 64 Board of Education
From: Dr. Lori Lopez, Assistant Superintendent for Student Learning
Date: June 13, 2016
Re: Illinois Youth Survey 2015-16

The Illinois Youth Survey is administered every other year in District 64 during the month of March. In the past, it was administered to all 6th and 8th grade students. In 2016, it was only administered to 8th graders as it was not available for 6th graders.

The purpose of the Illinois Youth Survey is to better understand youth attitudes and behaviors that can impact student success. Our community and District use this information to determine what programs may be needed to keep students safe and healthy. The survey is completely voluntary and privacy is strictly protected. This memo summarizes data related to the personal use of alcohol and other drugs. Later this fall, we will share data related to students' school experience when we review new legislation related to this topic.

Results

Because the Illinois Youth Survey has been administered in District 64 since 2002, we have the opportunity to look at trend data over the past four years. Below is a review of 8th grade data reported for *use of these substances over the past 30 days*:

Substance:	2010	2012	2014	2016
Alcohol	14%	11%	16%	11%*
Cigarettes	5%	2%	2%	0%
Marijuana	4%	2%	4%	1%
Inhalants	5%	1%	3%	1%
Illicit Drugs**	.7%	.5%	.4%	1%
Prescription Drugs	NA	.5%	1%	1%

*18% of 8th graders report use in the past year

**Trend results only available for use in the past year

Other key observations from the survey include:

- **Comparison to state average:** 30-day alcohol and marijuana use in District 64 is considerably lower than the 2014 state average for alcohol (15%) and marijuana (7%) use.
- **Conversation with parents:** 20-25% of students report that parents/guardians have not talked with them about drugs or alcohol in the past year.
- **Student perceptions:** 89-97% of students report that adults would feel that alcohol or drug use for kids their age is “very wrong” or “wrong.”
- **Access to alcohol:** 45% of students report that access to alcohol is “very easy” or “sort of easy.” The most commonly identified sources for access are friends, access at a party, or accessing it from parents without permission.

Next Steps

Each middle school has an established Behavior Team that is responsible for reviewing the results of the Illinois Youth Survey. Information is shared with staff; grade-level teams work together to address issues and plan for instruction. District 64’s Health program comprehensively addresses the risks and consequences of substance use. The data suggests that there may be an opportunity to revisit our instruction related to alcohol use and reinforce important concepts.

Another area for growth is to support parents with having conversations with middle schoolers about alcohol use. The Maine Community Youth Assistance Foundation (MYCAF) is a local nonprofit organization focused on the prevention of adolescent drug and alcohol abuse in Maine Township. We will partner with MYCAF and other health education programs to design a Parent University on this topic for the 2016-17 school year.



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

REGULAR BOARD MEETINGS – 2016 -2017

JULY	18 (Hendee Educational Service Center)
AUGUST	22 (Washington)
SEPTEMBER	26 (Roosevelt)
OCTOBER	24 (Franklin)
NOVEMBER	14 (Field)
DECEMBER	12 (Jefferson)
JANUARY	23 (Jefferson)
FEBRUARY	21 (Jefferson)
MARCH	13 (Lincoln)
APRIL	24 (Carpenter)
MAY	22 (Emerson)
JUNE	26 (Jefferson)

All Regular Board of Education Meetings begin at 7:00 p.m.

Revised: 5/31/16

LH:mw



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

COMMITTEE-OF-THE-WHOLE MEETINGS – 2016 -2017

AUGUST	8
SEPTEMBER	12
OCTOBER	11
JANUARY	TBD if needed
FEBRUARY	6
APRIL	10
MAY	8
JUNE	12

These dates are subject to change, additional Committee-of-the-Whole Meetings can be scheduled during the year as needed.

REVISED: 5/31/16