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

Special Board Meeting Agenda  
Monday, September 12, 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. | <b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• Introductions</li><li>• Opening Remarks from President of the Board</li></ul>  |   |
| 6:00 p.m. | <ul style="list-style-type: none"><li>• <b>Board Recesses and Adjourns to Closed Session</b><ul style="list-style-type: none"><li>-- 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)].</li></ul></li></ul>                            |   |
| 7:00 p.m. | <b>Board Adjourns from Closed Session and Convenes Committee-of-the-Whole</b>   |   |
| 8:00 p.m. | <ul style="list-style-type: none"><li>• <b>Board Adjourns from Committee-of-the-Whole and Resumes Special Board Meeting</b></li><li>• <b>Public Comments</b></li><li>• <b>Enrollment and Staffing Report</b><ul style="list-style-type: none"><li>-- Assistant Superintendent for Human Resources/<br/>Chief School Business Official</li></ul></li><li>• <b>Approval of Carpenter School Roof Project</b><ul style="list-style-type: none"><li>-- Chief School Business Official</li></ul></li><li>• <b>Residency Update</b><ul style="list-style-type: none"><li>- Chief School Business Official</li></ul></li><li>• <b>Consent Agenda</b><ul style="list-style-type: none"><li>-- Board President</li></ul></li></ul> | <div style="display: flex; justify-content: flex-end; align-items: flex-start; padding-right: 20px;"><div>A-1</div><div>A-2</div><div>A-3</div><div>A-4</div></div> <div style="display: flex; justify-content: flex-end; align-items: flex-start; padding-right: 20px;"><div>Action Item 16-09-1</div><div>Action Item 16-09-2</div></div> |

- Personnel Report
- Approval of Financial Update for the Period Ending July 31, 2016
- Approval of Intergovernmental Agreement Between the Governing Board of the Niles Township District For Special Education 807 and Park Ridge Consolidated Community School District 64 for the Provision of Certain Special Education Services
- Resolution #1170 Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests

• **Other Discussion and Items of Information**

**A-5**

-- Superintendent

- Upcoming Agenda
- Freedom of Information Act Requests (FOIA)
- Other

• **Adjournment**

Next Regular  
Meeting:

**Monday, September 26, 2016**

Public Hearing on Budget – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

**Roosevelt School – North Gym**

1001 S. Fairview 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 September 7, 2016

**September 26, 2016 – Roosevelt School – North Gym**

Public Hearing on Budget – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

- Board Adopts 2016-17 Budget
- Ratification of PREA/Board Agreement
- Report on Thoughtexchange Results
- Overview of New Teacher Evaluation and Student Growth Model
- Continued Discussion and Recommendation of Reorganization of School Health Services for 2017-18 School Year
- Continued Discussion and Approval of Superintendent Salary
- Approval of Policy 4:110 – Transportation (consent)
- Annual Recognition of Schools (consent)
- Approval of Financial Update for the Period Ending August 31, 2016
- ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2015 (memo)
- Follow-up on Collection of Student Fees (memo of information)
- INSPRA Communications Award (memo of information)
- Update on Construction (other)

**October 11, 2016 – Jefferson School – Multipurpose Room (moved from Lincoln School – Gym)**

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

- Preliminary Discussion on Master Facilities Plan/Health Life Safety Projects 2017-18

Special Board Meeting – 8:00 p.m.

- Approval of Health Life Safety Recommendations for a Five-year Plan
- Approval of Ten-year Health Life Safety Survey

**October 24, 2016 – Lincoln Middle School – Gym (moved from Franklin)**

Tour of 21<sup>st</sup> Century Learning Classrooms – 6:00 p.m.

Committee-of-the-Whole: 21<sup>st</sup> Century Learning Classrooms – 6:15 p.m.

Regular Board Meeting – 7:00 p.m.

- Presentation of Illinois School Report Card
- Fall MAP Data Update
- Discussion of Core Plus Committee Timeline
- Update on Bright Bytes
- Summer Interim Session 2016 Report
- Approval of Financial Update for the Period Ending September 30, 2016

**November 14, 2016 – Field Elementary School – South Gym**

Regular Board Meeting – 7:00 p.m.

- Discussion of Proposed 2016 Levy and Financial Projection Assumptions
- Board Member Appreciation/Recognition Day
- Presentation and Approval of Summer Interim Session 2017
- Report on November Institute Day
- Present Tentative Calendar for 2017-18 School Year and Tentative Calendar for 2018-19
- Approval of Financial Update for the Period Ending October 31, 2016 (consent)

**December 12, 2016 – Jefferson School – Multipurpose Room**

Public Hearing Prior to Adoption of the 2016 Tax Levy

Regular Board Meeting – 7:00 p.m.

- Adoption of Final 2016 Levy Resolution # and Resolution # for the Reduction of Certain Fund Levies
- Report and Acceptance of Annual Audit FY16
- Adopt 2017-18 Tentative Calendar and 2018-19 Tentative Calendar
- Approval of Financial Update for the Period Ending November 30, 2016 (consent)
- 2016 District 64 Employee Campaign for Park Ridge Community Fund (memo of information)

#### Future Meeting Topics

- Ratification of PRTAA/Board Agreement
- Approval of Reorganization of School Health Services for 2017-18 School Year
- Referendum: Research to Readiness
- Approval of Financial Update for the Period Ending December 31, 2016
- Follow-up on Collection of Student Fees – January 23, 2017 (memo of information)
- Approval of Financial Update for the Period Ending January 31, 2016
- Approval of Park Ridge Park District - Emerson Lighting Proposal
- Recap on Summer Curriculum Writing Projects
- Sonitrol Proposal
- Update on Educational Ends
- Follow-up on Collection of Student Fees – April 24, 2017 (memo of information)
- Follow-up on Collection of Student Fees – June 26, 2017 (memo of information)

The above are subject to change.

To: Board of Education  
From: Joel Martin, Assistant Superintendent for Human Resources  
Luann Kolstad, Chief School Business Official  
Date: September 12, 2016  
Re: Enrollment and Staffing Report

District administration reports to the Board of Education annually the sixth day enrollment numbers. This year's sixth day was calculated on August 24, 2016. A chart of this enrollment data is presented in Attachment 1.

This year's enrollment data and class sections continue to reflect the class size guidelines in effect since the 2007-08 school year. The guidelines are as follows:

- Kindergarten ~ 22 students
- Grades 1 - 2 ~ 24 students
- Grades 3 - 4 ~ 26 students
- Grades 5 - 8 ~ 28 students

### **Comparison to Prior Year**

For the 2016-17 school year, the sixth day K-8 enrollment total is 4,429, up 57 students from the sixth day a year ago and 49 students higher than at the end of the last school year on June 2. This represents strong growth in our student population. By comparison, the total K-8 sixth day enrollment for the 2015-16 school year was 4,372, which was two students *less* than the sixth day enrollment for the 2014-15 school year.

### **Comparison to Kasarda Projections**

In 2013, the District hired Dr. John Kasarda to project future enrollments for the District. Dr. Kasarda estimated the District 64 K-8 enrollment for the 2016-17 school year to be 4,314, a difference of 115 students from the actual enrollment. For comparison, his report estimated the K-8 enrollment in District 64 at 4,338 for 2015-16. The actual enrollment was 34 students higher than Dr. Kasarda's projections for that year. It would appear enrollment growth is accelerating beyond his series "B" most likely projection.

### **Future Projections**

The District plans to continue to move forward using live birth data and the cohort survival methodology as discussed at the February 22, 2016, Board of Education meeting. An updated set of enrollment projections will be presented to the Board of Education this winter as part of the annual 2017-18 staffing presentation.

### **Staffing**

At the end of the 2015-16 school year, the District employed 394.87 full-time equivalent (FTE) staff. This number includes all classroom teachers, social workers, psychologists, special teachers (art, music, PE, foreign language), special education teachers, etc. At the start of the 2016-17 school year, the total FTE is 394.11 or a decrease of .76 FTE from the previous school year. In February 2016, the Board approved a staffing plan for 2016-17 that provided the administration with the authorization to approve up to an additional six core/classroom classes and two and one-half special classes for specific grades levels that exceeded our class size guidelines prior to the start of the school year (referred to as “bubbles”). Ultimately, administration only added four and one-half sections due to specific grade levels exceeding the Board of Education approved class guidelines.

#### **Sixth Day Enrollment No Longer Submitted to the Illinois State Board of Education**

This will be the last year we will report enrollment numbers at the six-day mark, as it is no longer reported this way to the Illinois State Board of Education (ISBE). Rather, we are now required to share enrollment data as part of the Fall Enrollment Count (formerly Fall Housing Report) at the end of September. The Fall Enrollment Count figures become part of the Illinois Report Card and are pulled from each District’s Student Information System linked with the ISBE.

District 64 - 2016-17 6th Day Enrollment - AUGUST 24, 2016											
Grade Level	Guideline	Carpenter	Field	Franklin	Roosevelt	Washington	Emerson	Lincoln	K-8 Total Enrollment	Jefferson **	Placed Outside District 64
Pre - School										38	1
KDG	22	19 17 19 17 22	21 22 22 23 22	17 18 20 17 1	20 21 17 19 19	22 23 23 22					
		72	110	73	96	90			441		0
1	24	22 22 22	20 19 20 20 20	22 22 22 21	24 24 23 24	23 23 24 23 23					
		66	99	87	95	116			463		1
2	24	20 20 20 21	24 24 24 25	22 23 23 22	22 23 22 20 22	20 19 20 20 19					
		81	97	90	131	98			497		1
3	26	25 25 25	24 24 25 24 26	20 21 20 19	24 24 24 22	23 24 23 23 23					
		75	123	80	94	116			488		1
4	26	21 21 21 22	23 24 24 24 23	26 25 26	23 23 22 24 24	21 22 23 20 21					
		85	118	77	139	107			526		1
5	28	26 26 26	22 23 22 23 23	25 24 25 25	28 27 28 28	23 25 23 23					
		78	113	99	111	94			495		5
6	28					28 27 28 29 28	29 29 27 29 28	30 31 30 31 31			
							282	244	526		1
7	28					26 26 24 26 28	27 28 27 25 27	28 28 27 25 26 28			
							264	241	505		3
8	28					26 28 27 26 26	27 26 27 27 25	28 27 28 28 28			
							265	223	488		5
Building Totals		457	660	506	666	621	811	708	4,429	38	19
Change from 2015-16 6th Day		2	7	16	(13)	22	4	19	57	(11)	(3)
Change from 6/2/16		(4)	7	10	(16)	21	12	19	49	(29)	(8)
*		Special education students that are counted twice because they attend for the full day.									
**		Jefferson has 62 community students in the community preschool program who are not included in enrollment totals.									

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: September 12, 2016

Re: Approval of Carpenter Roof Project

As discussed with the Board at the August 8, 2016 Board of Education meeting, administration is bringing to the Board for approval the North Gym Roof Deck Replacement and Re-Roofing Project. The re-roofing of the north gym at Carpenter was in the initial scope of work done during summer 2016. However, after it was discovered that the tectum deck needed to be replaced, the work was not completed on the roof. As a result, the District is receiving a credit from Metalmaster Roofing in the amount of \$42,000 for that portion of the summer 2016 roofing project that they did not complete. The rest of the re-roofing at Carpenter was completed by Metalmaster during the summer.

The District received four bids for the Carpenter Elementary School North Gym Roof Deck Replacement and Re-Roofing project. The lowest responsible bidder is National Roofing Corporation with a bid of \$330,000. Attached to this report is the recommendation from Nicholas and Associates and the bid tabulation form (Attachment 1).

ACTION ITEM 16-09-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, award the contract for the Carpenter Elementary School North Gym Roof Deck Replacement and Re-Roofing Project to National Roofing Corporation at a total cost of \$330,000.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

9/9/2016





# NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive  
Mt. Prospect, IL 60056

Phone 847.394.6200  
Fax 847.394.6205

September 8<sup>th</sup>, 2016

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

Re: Award Recommendation for the Carpenter Elementary School North Gym Roof Deck Replacement & Re-Roofing Project

Dear Ms. Kolstad,

Bids for the above-referenced project were received at the District Administrative Offices located at 164 S. Prospect Avenue, Park Ridge, IL. Bids were publicly opened and read aloud on Wednesday, September 7<sup>th</sup>, 2016 at 9:00 AM local time.

Enclosed for your information is a copy of the bid tabulation sheet outlying bid received from the contractors for the project.

Nicholas & Associates, Inc. has confirmed that the apparent low/most responsive bidder has reviewed and understands the bid documents for the Carpenter Elementary School North Gym Roof Deck Replacement & Re-Roofing project and intends to perform the work as specified.

Therefore, we recommend that the Board of Education issue a construction contract to the following Contractor for the **Carpenter Elementary School North Gym Roof Deck Replacement & Re-Roofing Project**:

**Contractor**  
**National Roofing Corporation**  
**1237 Circle Avenue**  
**Forest Park, Illinois 60130**

**Contract Value Amount**  
**\$330,000**

**Total Project Cost Base Bid**

**\$330,000**

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

Sincerely,  
Nick Papanicholas, Jr.  
Vice President

cc: Project File



**Park Ridge-Niles School District 64**  
**Carpenter Elementary School North Gym**  
**Roof Deck Replacement & Re-Roofing**  
September 7, 2016 -9:00 a.m.

**FGM** ARCHITECTS

Bid Package #1 - General Trades					
Contractor	Bid Bond	Addendum No. 1	Addendum No. 2	Base Bid	Alternate No. 1 Additional Cost to install Tectum roof decking in lieu of acoustical metal decking
Happ Builders, Inc.	✓	✓	✓	\$437,000.00	<b>\$135,000.00</b>
Manusos General Contracting Inc.	✓	✓	✓	\$567,295.00	<b>\$89,250.00</b>
Monarch Construction Co.	-	-	-	-	-
RB Construction, Inc.	✓	✓	✓	\$550,000.00	<b>\$45,000.00</b>
National Roofing Corporation	✓	✓	✓	\$330,000.00	<b>\$75,000.00</b>

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Date: September 12, 2016  
Subject: Residency Update

Following Board direction, administration continues to vigorously pursue all potential residency issues. During the 2015-16 school year, 12 students were removed from District 64 schools who did not reside within our boundaries. Only one formal residency hearing came before the Board-appointed hearing officer and in that case, the District prevailed. Other cases were resolved either by the parent/guardian removing the student(s) when they received our letter (see Attachment 1), or after a meeting with Dr. Heinz and myself.

The District receives information on potential residency issues through different channels and follows these steps:

- The District receives a telephone call or written communication from an individual reporting a potential residency violation they have discovered.
- Building administration receives information or witnesses behavior that raises a red flag.
- Potential residency violations that District administration has uncovered are given to our residency investigator, who in turn runs a preliminary background check on the parents/guardians. This information is discussed with District administrators with a decision being made on which cases meet the criteria for a formal investigation.
- At the time of registration, if administration suspects an issue, it is pursued immediately. This past summer, six families did not continue the registration process after being questioned by administration.

As of today, our private investigator is working on nine cases that we have deemed to require a formal investigation. Due to cost, our investigator this year also is running detailed background checks on approximately 20% of all parents/guardians, from which we will review the ones that present a “red flag” and assign them for a formal investigation. Administration is being very proactive in pursuing all potential cases of non-residency, rather than just be reactive and waiting for individuals to turn them in.

As a reminder, per Board policy 7:60, a student must reside and sleep in a residence within District 64 on a permanent basis, not just during the school week or a few days during the week for the purposes of securing an education in District 64 or babysitting. Our hope is that all taxpaying residents of Park Ridge-Niles realize that non-residents are costing their school district approximately \$14,000 per student to educate annually, and will continue to come forward with any information they hear or witness regarding a possible residency violation. Information can be turned into my office anonymously on any potential cases.

Date

**Via Certified Mail, Return Receipt Requested  
and First Class Mail**

Addresses

**Re: Preliminary Notice of Non-Residency**

Dear:

This letter is to inform you that Park Ridge-Niles Community Consolidated School District No. 64 has determined that your children or child, (student name), is not a resident of District 64. Based on information received in my office, the District hired a private investigation firm to further investigate your children's or child's residency. From the evidence obtained from that investigation, the District has determined that (student name) is not resident of District 64 and, therefore, by law cannot attend school on a tuition-free basis or any other basis as only District 64 residents are allowed to enroll in our schools.

Legally, the District must charge you tuition for the time your children or child have(has) attended school as non-resident(s) pursuant to Section 10-20.12a and 10-20.12b of the *School Code*, 105 ILCS 5/10-20.12a, 10-20.12b. As of the date of this letter, tuition currently due is \$ based on annual tuition charges of \$13,832.33 per student. Tuition will continue to accrue on a daily basis in the amount of \$78.59 per student per day.

Please contact me or my assistant, Peggy Morgan at 847-318-4324 to arrange a meeting with the Superintendent and me to be held within seven (7) days of the date of this letter to discuss this matter. If we do not hear from you, the District will no longer allow your child to attend school after Date and will bill you in the amount of tuition due.

If you schedule a meeting with the Superintendent and me, we will review the evidence indicating that your students are not legal residents of District 64. Following our meeting, if you do not agree with the District's determination, you may request a hearing before the Board of Education's appointed hearing officer to review the determination of non-residency. Your request for a formal hearing must be mailed within 10 days after your receipt of this letter. Your request for a hearing must be sent by certified mail, return receipt requested, to the Superintendent, Dr. Laurie Heinz, at 164 S. Prospect Ave., Park Ridge, Illinois 60068. Upon receipt of a hearing request, the District will notify you of the time and place at which the hearing will be conducted.

At the formal hearing, you and your **children or child** may be represented by a representative of your choice, including any attorney retained by you. You will have the burden to present evidence substantiating that the **children or child are or is resident(s)** of District 64. The District may also have its own legal counsel attend the hearing, regardless of whether you choose to bring an attorney representative.

If you request a hearing, you may also request that the **children or child** continue in attendance in the District pending the final decision of the Board of Education following the hearing. However, you should be aware that if the final decision of the Board is that the **children or child are or is non-resident(s)**, you will be obligated to pay tuition for the student's attendance during this period.

If, after our meeting, you do not request a formal hearing, the District will no longer allow your **child or children** to attend school effective 10 calendar days from the date of our meeting. The District will then calculate and inform you via mail of the tuition charges due.

Finally, as you are aware from the District's registration process, Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the District. Prosecution to the full extent of the law may be sought against any person who has committed a residency-related crime. Civil proceedings may also be initiated.

Please contact us with any questions at 847-318-4324.

Sincerely,

Luann T. Kolstad  
Chief School Business Official

c: Dr. Laurie Heinz, Superintendent  
**Principal**

Consent Agenda

ACTION ITEM 16-09-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 12, 2016 which includes the Personnel Report, Approval of Financial Update for the Period Ending July 31, 2016, Approval of Intergovernmental Agreement Between the Governing Board of the Niles Township District For Special Education 807 and Park Ridge Consolidated Community School District 64 for the Provision of Certain Special Education Services and Resolution #1170 Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

7/12/16

Personnel Report  
September 12, 2016

Catherine Alexandru	Employ as Instructional Resource Assistant at Washington School effective August 15, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Betty Berg	Employ as Special Needs Assistant at Lincoln School effective August 15, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Manal Damiati	Employ as Lunch Program Supervisor at Carpenter School effective August 30, 2016 – \$14.00 hr.
Sandy Delaurentis	Employ as Lunch Program Supervisor at Roosevelt School effective August 30, 2016 – \$14.00 hr.
Katie Elder	Employ as Part-time (.50) Assistant at Franklin School effective September 1, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Claire Greene	Employ as 10-month Level IV Secretary at Lincoln School, effective August 19, 2016 – \$18.65 hr.
Pamela Johnson	Employ as Part-time (.50) C of C Teacher at Carpenter School, effective August 15, 2016 - \$55,878.00. <i>“Salary amount is subject to change according to the outcome of the bargaining with PREA”.</i>
Queta Karstens	Employ as Part-time (.50) Assistant at Franklin School effective August 31, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Rudy Kleiner	Employ as Assistant at Lincoln School effective September 6, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Nellie Konkel	Employ as Assistant at Field School effective September 6, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
David Lota	Employ as Special Needs Assistant at Emerson School effective August 16, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>

Personnel Report  
September 12, 2016

Kareena Machunas	Employ as Special Needs Assistant at Washington School effective August 22, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Kelly Mack	Employ as Assistant at Lincoln School effective August 22, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Diane Mandell	Employ as Instructional Resource Assistant at Washington School effective August 18, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Elizabeth Meyer	Employ as (.80) District Occupational Therapist at Franklin/Jefferson School effective August 22, 2016 – \$44,911.17 (Prorated 180 days from 185 days).
Deborah Nicholson - Benitez	Employ as Lunch Program Supervisor at Washington School effective August 30, 2016 – \$14.00 hr.
Rebecca Pantazis	Employ as Extended Day Assistant at Jefferson School effective September 7, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Joseph Piech	Employ as Lunch Program Supervisor at Carpenter School effective August 17, 2016 – \$14.00 hr.
Mark Ransford	Employ as Assistant at Carpenter School effective September 9, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Nazia Sattel	Employ as Lunch Program Supervisor at Washington School effective September 1, 2016 – \$14.00 hr.
Mary Sugrue	Employ as Special Needs Assistant at Field School effective August 17, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Molly Thornton	Employ as Instructional Resource Assistant at Roosevelt School effective August 15, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>



Personnel Report  
September 12, 2016

Nicole Tolentino	Employ as Part-time .50 Music – General/ Keyboarding Teacher at Emerson School, effective August 15, 2016 - Lane BA, Step 1, \$24,291.00. <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Karen Vargas	Employ as Lunch Program Supervisor at Washington School effective September 1, 2016 – \$14.00 hr.
Justin Wacker	Employ as Lunch Program Supervisor at Carpenter School effective August 17, 2016 – \$14.00 hr.
Margaret Young	Employ as Head Lunch Program Supervisor at Carpenter School effective August 17, 2016 – \$18.00 hr.
Stefanie Paris-Colon	Change in assignment from 5.5 Hrs. 10-Month, Level III Office Associate/ Secretary at Washington School to 7.25 Hrs. 10-Month Head Secretary at Washington School effective August 31, 2016 - \$18.65 hr.
Rich Hobson	Change in FTE from .66 FLES Teacher at Emerson School to .75 FLES Teacher at Emerson School effective August 15, 2016 – Lane MA, Step 2, \$43,274.25. <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Helene Zukas	Change of Location EL Teacher at Roosevelt School to EL Teacher at Emerson/ Roosevelt School effective July 1, 2016.
Julie Voigt	Change from August 22, 2016 Personnel Report, Employ/ Rehire as (.46) Art Teacher at Roosevelt School, effective August 15, 2016 – Lane MA48, Step 9, \$39,877.40 <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
David Lota	Resign as Special Needs Assistant at Emerson School effective August 23, 2016.
Elizabeth Gonzalez	Resign as 12-Month Technology Secretary at Jefferson School effective September 15, 2016.
Darlene Mortimer	Resign as 10-Month Head Secretary at Washington School effective August 31, 2016.

To: Board of Education  
Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: September 12, 2016

Subject: Executive Summary – Financial Update for the Period Ending July 31, 2016

Attached for your review:

- Fund Balance Report as of July 31, 2016
- Revenue Summary Report as of July 31, 2016
- Expenditure Summary Report as of July 31, 2016

With the start of the school year so close to the August Board meeting, administration was unable to prepare the July Financial Report in time for the meeting. We appreciate the Board's understanding and patience in receiving this information at a later date. The August Financial Report will be presented for approval at the September 26, 2016 Board meeting.

The July 2016 financial report includes Draft #3 of the Tentative Budget, which the administration will be reviewing with the Board at tonight's meeting. In reviewing the Revenue Report, please note that in July we began to receive a significant portion of the Prior Year Levy tax collections, with the due date for taxpayers being August 1, 2016. A large part of the remaining balance was received in August and will be reflected in the August Financial Report.

The Salary and Benefit Expenditures in the report reflect expenditures incurred mainly for twelve-month employees. Individuals that work only during the normal school year salary and benefit expenditures have the summer expenditures for July and August all expensed in June. This is done so that the expenditures are recognized in the fiscal year in which they occurred.

If you should have any questions about the Financial Report, please contact Dr. Heinz or myself.

**Park Ridge - Niles School District 64**  
**Fund Balance Report for the Period Ending July 31, 2016**

Fund	Unaudited Fund Balance June 30, 2016	2016-17 FYTD Revenues	2016-17 FYTD Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	Inter-Fund Transfers	Unaudited Fund Balance July 31, 2016
Education	\$27,557,327	\$8,791,947	\$1,249,006	\$7,542,941	\$0	\$35,100,268
Tort Immunity	988,020	116,067	640,469	-524,402	0	\$463,618
Operations & Maintenance	6,755,172	1,147,832	275,589	872,243	0	\$7,627,415
Transportation	2,210,267	331,711	14,657	317,054	0	\$2,527,321
Retirement (IMRF)	695,453	225,776	43,562	182,214	0	\$877,667
Retirement (Social Security)	140,654	140,530	30,513	110,017	0	\$250,671
Working Cash	9,764,873	86,173	0	86,173	0	\$9,851,046
Total Operating Funds	\$48,111,766	\$10,840,036	\$2,253,796	\$8,586,240	\$0	\$56,698,006
Capital Projects	5,399,314	3,859	1,229,972	-1,226,113	0	\$4,173,201
Debt Service	3,989,615	533,455	76,224	457,231	0	\$4,446,846
Total Non-Operating Funds	\$9,388,929	\$537,314	\$1,306,196	(\$768,882)	\$0	\$8,620,047
Total All Funds	\$57,500,695	\$11,377,350	\$3,559,992	\$7,817,358	\$0	\$65,318,053

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

From: Laurie Heinz, Superintendent  
Jane Boyd, Director of Student Services

Date: September 12, 2016

Re: Approval of Intergovernmental Agreement Between the Governing Board of the Niles Township District For Special Education 807 and Park Ridge Consolidated Community School District 64 for the Provision of Certain Special Education Services

**Intergovernmental Agreement with NTDSE**

For the 2016-17 school year, Park Ridge-Niles School District 64 has four full-time students outplaced in programs operated by the Niles Township District for Special Education (NTDSE). Three students attend the Molloy Education Center in Morton Grove and one student attends school at a satellite program also run by NTDSE.

The Individualized Educational Program (IEP) teams of all four students, which include the parents of the students we are programming for, collaboratively determined a more restrictive educational placement was necessary to meet the student's academic, social/emotional and/or behavioral needs. This Intergovernmental Agreement is in regard to the cost of providing such services to our students. The total programming tuition cost for these students is \$253,508.

**A RESOLUTION #1170 RECOMMENDING THE BOARD ADOPT A COPY  
FEE SCHEDULE FOR FOIA REQUESTS**

In compliance with Board Policy 2:250 and Administrative Procedure 2:250-AP 1, the Freedom of Information Officers are directed to recommend a copying fee schedule to the Board from time-to-time as it applies to FOIA requests pursuant to 5 ILCS 140/6.

1. The copying fee, except when it is fixed by statute, must be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. The costs of any search for and review of the records or other personnel costs associated with reproducing the records are not included in the fee calculation.
2. Statutory fees applicable to copies of public records when furnished in a paper format are not applicable to those records when furnished in an electronic format, unless the records must be scanned in which case the District may consider any requested waiver or reduction in fee.
3. No copying fees shall be charged for the first 50 pages of black and white, letter or legal sized copies furnished to a requester.
4. The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page.
5. If the District provides copies in color or in a size other than letter or legal, the fee may not be more than its actual cost for reproducing the records.

Therefore, the recommended schedule of fees is .10¢ per copy for black and white and .15¢ per copy for color pages. This amount has not changed from previous fees. This schedule will remain in effect until updated.

Approved and adopted this 12<sup>th</sup> day of September 2016.

AYES:

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NAYS:

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ABSENT:

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Inspire every child to



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

Regular Board Meeting Agenda  
Monday, September 26, 2016  
Roosevelt School – North Gym  
1001 S. Fairview 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

6:45 p.m.	<b>Meeting of the Board Convenes</b>		
	<ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> </ul>		
6:45 p.m.	<b>• Board Convenes to a Public Hearing on the Budget</b>		
7:00 p.m.	<b>• Board Adjourns from Public Hearing on the Budget and Resumes Regular Board Meeting</b>		
	<b>• Pledge of Allegiance &amp; Welcome</b>		
	<b>• Public Comments</b>		
	<b>• Adoption of FY17 District 64 Budget</b>		<b>A-1</b>
	-- Chief School Business Official	<b>Action Item 16-09-3</b>	
	<b>• Ratification of PREA/Board Agreement</b>		<b>A-2</b>
	-- Board President	<b>Action Item 16-09-4</b>	
	<b>• Report on Thoughtexchange Results</b>		<b>A-3</b>
	-- Superintendent		
	<b>• Overview of New Teacher Evaluation and Student Growth Model</b>		<b>A-4</b>
	-- Assistant Superintendent for Student Learning		
	<b>• Continued Discussion and Recommendation of Reorganization of School Health Services for 2017-18 School Year</b>		<b>A-5</b>
	-- Director of Student Services/Assistant Superintendent for Human Resources		

- **Continued Discussion and Approval of Superintendent Salary** A-6  
-- Board President **Action Item 16-09-5**

- **Consent Agenda** A-7  
-- Board President **Action Item 16-09-6**

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending August 31, 2016
- Annual Application for Recognition of Schools
- Approval of Policy 4:110 - Transportation
- Destruction of Audio Closed Minutes (none)

- **Approval of Minutes** A-8  
-- Board President **Action Item 16-09-7**

- Closed Session Meeting -----September 12, 2016
- Special Board Meeting -----September 12, 2016
- Committee-of-the-Whole -----September 12, 2016
- Regular Board Meeting -----August 22, 2016
- Closed Session Meeting -----August 22, 2016
- Special Board Meeting -----August 8, 2016

- **Other Discussion and Items of Information** A-9  
-- Superintendent

- Upcoming Agendas
- District Committee Update (Elementary Learning Foundation)
- Memorandum of Information
  - INSPRA Communications Award
  - ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2015
  - Follow-up on Collection of Student Fees
- Minutes of Board Committees (none)
- Other
  - Update on Construction Projects

- **Adjournment**

Next Meeting: **Monday, October 11, 2016**  
Committee-of-the-Whole: Facilities – 7:00 p.m.  
Special Board Meeting – 8:00 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.



RECEIVED

AUG 24 2016

BOARD OF EDUCATION  
DISTRICT 64

FOIA REQUEST

August 24, 2016

School District 64  
164 S. Prospect Ave.  
Park Ridge, IL 60068

Hand Delivered

Dear Sir or Madam:

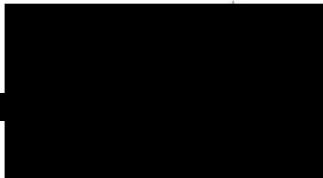
Per the Freedom of Information Act, I would like a copy of the new PREA contract, preferably a "redline" version. I understand that it is not yet ratified.

Please call me when I may pick it up.

Thank you,

Joan Sandrik

847.308.1006



**Freedom of Information Act  
2016-20**

## LAW OFFICES

**Crowley & Lamb, P.C.**JAMES M. CROWLEY  
PATRICK D. LAMBTHOMAS P. EGAN  
WILLIAM J. HURLEY, III  
FRANCIS J. PENDERGAST, III221 North LaSalle Street  
Suite 1550  
Chicago, Illinois 60601  
Phone: (312) 670-6900  
Fax: (312) 467-5926MONICA A. FORTE  
JENNIFER F. FRICK  
MATTHEW L. HENDRICKSON  
JOHN F. SULLIVANemail:  
plamb@crowleylamb.com

August 29, 2016

Via FAX 847-318-4351

FOIA Officer  
Park Ridge-Niles School District 64  
Hendee Educational Service Center (ESC)  
164 S. Prospect Avenue  
Park Ridge, IL 60068

Dear Ms. Wsol or Ms. Tramm or other FOIA Officer,

Pursuant to Public Act 096-0542, I hereby request the following records: any and all financial and budgeting projections referring or relating to the tentative agreement on a four year contract with Park Ridge Education Association (PREA) as referred to by School Board President Dr. Anthony Borrelli in the D64 School Board meeting of August 22, 2016 and also referred to in the Park Ridge Herald Advocate article on-line August 23, 2016 at 4:45 pm.

Please provide me electronic copies in pdf format. I assume this format is readily available and production will meet the five business day deadline for compliance. My email address is: plamb@crowleylamb.com.

This request is not for a commercial purpose. (I am a taxpayer residing at 920 W. Crescent Avenue, Park Ridge Illinois)

I am not requesting a fee waiver; I assume there will be no fee because I am requesting a electronic copies. If you have any questions, please feel free to contact me and thank you in advance for your cooperation.

  
Patrick Lamb, Esq.

## LAW OFFICES

## Crowley &amp; Lamb, P.C.

221 North LaSalle Street

Suite 1550

Chicago, Illinois 60601

Phone: (312) 670-6900

Fax: (312) 467-5926

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FRANCIS J. PENDERGAST, IIIMONICA A. FORTE  
JENNIFER F. FRICK  
MATTHEW L. HENDRICKSON  
JOHN F. SULLIVANemail:  
plamb@crowleylamb.com

August 29, 2016

Via FAX 847-318-4351

FOIA Officer  
Park Ridge-Niles School District 64  
Hendee Educational Service Center (ESC)  
164 S. Prospect Avenue  
Park Ridge, IL 60068

Dear Ms. Wsol or Ms. Tramm or other FOIA Officer,

For my 2<sup>nd</sup> request, Pursuant to Public Act 096-0542, I hereby request the following record(s): copy or copies of records providing tentative or final details of the tentative agreement(s) relating to a four year contract with Park Ridge Education Association (PREA) as referred to by School Board President Dr. Anthony Borrelli in the D64 School Board meeting of August 22, 2016 and also referred to in the Park Ridge Herald Advocate article on-line August 23, 2016 at 4:45 pm.

Please provide me an electronic copy in pdf format. I assume this format is readily available and production will meet the five business day deadline for compliance. My email address is: plamb@crowleylamb.com.

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Thank you,

  
Patrick Lamb, Esq.