

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

**Board of Education Agenda  
Monday, September 8, 2014  
Special Board Meeting  
Jefferson School – Multipurpose Room  
8200 Greendale Avenue  
Niles, IL 60714**

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

**Monday, September 8, 2014**

## TIME

## APPENDIX

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

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

6:30 p.m. • **Board Convenes to a Committee-of-the-Whole: Review Final Draft of 2014-15 Budget**

7:15 p.m. • **Board Adjourns from Committee-of-the-Whole: Review Final Draft of 2014-15 Budget and Convenes to Public Hearing on the Budget**

7:30 p.m. • **Board Adjourns from Public Hearing on the Budget and Resumes Special Board Meeting**

- ## • Public Comments

- ### • Opening Days of School

-- Superintendent

A-1

- ## • Carpenter Construction Update

-- Director of Facility Management/

Representative from Nicholas and Associates

A-2

- 2015 School Board Election Outreach**

-- Board President

A-3

- Central Office Hiring for 2015-16**

-- Assistant Superintendent for Human Resources

A-4

- **Consent Agenda**

-- Board President

## • Personnel Report

### Action Item 14-09-1

A-5

- Bills
- Approval of Environ Contract Renewal

• **Board Member Liaison Report**

**A-6**

-- Board of Education

• **Other Discussion and Items of Information**

**A-7**

- Upcoming Agenda
- Memoranda of Information
  - Secretarial, Custodial and Maintenance Evaluation
  - Math Adoption Survey
- Minutes of Board Committees (none)
- Other
  - Maine Township School Treasurer
  - Update on Roosevelt School
  - Franklin School Grade 2
  - Summer Construction Updates

• **Adjournment**

Next Meeting: **Thursday, September 18, 2014**  
 7:00 p.m. – Special Board Meeting  
 Hendee Educational Service Center  
 164 South Prospect 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 3, 2014

September 18, 2014 – Hendee Educational Service Center

Special Board Meeting – 7:00 p.m.

- Superintendent Evaluation Tool Development
- Discussion on Committee and Meeting Structures

September 22, 2014 – Roosevelt School – North Gym

Regular Board Meeting – 7:30 p.m.

- Board Adopts the 2014-15 Budget
- Field Phase 2
- District 64 Financial Dashboard Updates to Reflect 2014-15 Budget
- Sixth Day of Enrollment Report
- PEAC Overview and Goal Setting Process
- Annual Recognition of Schools
- Board Member School Visits
- Administration to Student Ratio Comparisons
- Carpenter Construction/Retrofitting Report Discussion
- Approval of August Financials Ending August 31, 2014
- Update on Year 1 Implementation of Math Program (memo of information)
- Follow-up on Collection of Student Fees (memo of information)
- ISBE Report: Administrator & Teacher Salary and Benefits - School Year 2014 (memo of information)
- Comparables - Secretarial, Custodial/Maintenance (memo of information)
- Board of Education Photo Session
- Electronic Board Packet

October 20, 2014 – Jefferson School – Multipurpose Room

Special Board Meeting – 7:00 p.m.

- Legal Boot Camp with Hodges Loizzi

October 27, 2014 – Field School – North Gym

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

- Board Reviews the 2014 Proposed Tax Levy

Regular Board Meeting – 7:30 p.m.

- Board Sets Date of Public Hearing for the 2014 Tax Levy
- Fall MAP Report & Update of New Data Process
- District 207 2015-16 Calendar and District 64's Plan
- Technology Roll-out Update
- Approval of September Financials Ending September 30, 2014
- Follow-up on Collection of Student Fees (memo of information)
- Update on Raptor (memo of information)

November 17, 2014 – Franklin School – Gym

Regular Board Meeting – 7:30 p.m.

- Summer Interim Session 2014 Report
- Presentation and Approval of Summer Interim Session 2015 Dates & Fees
- Master Facility Study/10-Year Life Safety Conversation
- Presentation Instructional Technology Coaches (ITC)

- Annual Audit Report FY14
- Approval of October Financials Ending October 31, 2014
- Follow-up on Collection of Student Fees (memo of information)
- CEC System Overview Assessment and Strategic Planning (memo of information)

**December 15, 2014 – Jefferson School – Multipurpose Room**

Public Hearing on Levy – 7:15 p.m.

Regular Board Meeting – 7:30 p.m.

- Board Adopts the Levy
- Recognition of Blue Ribbon Award - IAHPERD
- Collective Bargaining Calendar
- Decision on Instructional Technology Coaches (ITC)
- Triple I Conference Report
- Progress Report on 2014-15 District-wide Priorities & Strategic Plan Activities
- Report on English Language Learners (ELL) and Changing Needs
- Approval of November Financials Ending November 30, 2014

**TBD**

- Discussion on Class Size Determination Process
- Plans for Community Finance Committee
- Discussion of Superintendent Merit Award Program (January)
- Presentation and Adoption of Updates on Board of Education Operating Principles

The above are subject to change.

Opening Days of School

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Scott Mackall, Director of Facility Manager

Date: September 8, 2014

Subject: Carpenter School Construction Evaluation update

On Wednesday, September 3, 2014 staff from District 64 and Nicholas & Associates met for approximately five hours to discuss action steps to be taken to resolve the Carpenter project.

Nick Papanicholas, Jr., from Nicholas & Associates, and I will present to the Board the steps and data that emerged from this meeting

Please feel free to contact me if you have any questions.

To: Board of Education

From: Laurie Heinz, Superintendent

Date: September 8, 2014

Re: 2015 School Board Election

District 64 has received word through the Illinois Association of School Boards (IASB) that the election laws related to school board seats have changed dramatically for the spring municipal elections, which will be conducted on Tuesday, April 7, 2015.

School board candidates will now be filing their nominating petitions and paperwork directly with the Cook County Clerk, rather than with the District 64 office. A number of other procedural matters also have now been removed from the school district level.

The Cook County Clerk has not yet announced the candidate filing deadline and instructions. District 64 residents will be electing three individuals to serve 4-year terms and one individual to serve a 2-year term.

District 64 has always created a dedicated page on the website for the Board member election. In addition, Public Information Coordinator Bernadette Tramm also will organize an "A-B-C's of School Board Service" informal coffee and conversation session for interested community members. The purpose of this event is to let community members talk with fellow community members about the job to get a feel for the time commitment, challenges, etc. that may not be evident from reading the formal list of responsibilities. This would be the third such session District 64 has arranged; similar sessions were held in fall 2010 (for the 2011 election) and fall 2012 (for the 2013 election). Ms. Tramm reports that the previous sessions were both well-attended, and that community members found them helpful in being able to discuss the in's and out's of Board service with past Board members.

District 64 uses the IASB model for a short presentation by the Board President or other Board member, followed by open Q&A. Because of the Open Meetings Act, only two current Board members may attend. However, past Board members are invited and many typically come to join the conversation.

It would be helpful for the Board to review the dates proposed for the "A-B-C's" event to determine which two Board members are available to attend. The meeting would be scheduled for 7:00 p.m. at the District 64 Educational Service Center. The proposed dates are:

- October 22 at 7:00 p.m.
- October 28 at 7:00 p.m.
- October 29 at 7:00 p.m.

Once the date has been selected, we can then contact our former Board members to request their participation, and publicize the invitation to parents and the Park Ridge-Niles community.

Samples of the materials from 2012 (for the 2013 election) are attached as reference.

## 2015 School Election Procedures

Recent legislation significantly changed school election procedures. The board secretary's election responsibilities were significantly reduced and the board president has no election responsibilities. Below are answers to frequently asked questions concerning election procedures. Be sure also to check your board policies. The sample board policies in **PRESS** are 2:30, *School District Elections*, and 2:110, *Qualifications, Term, and Duties of Board Officers*.

### 1. Who is the "election authority"?

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"Election authority" means a county clerk or a Board of Election Commissioners, if one was established under Article 6A of the Election Code. The election authority is responsible for school board member elections. 10 ILCS 5/1-3(8).

### 2. Who serves as a school district's "local election official"?

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The board secretary is the "local election official." The local election official is no longer responsible for school board member elections. 105 ILCS 5/9-2(d); 10 ILCS 5/1-3. The board secretary still receives petitions to place referenda on the ballot. 10 ILCS 5/28-6.

### 3. Where should nominating petitions be filed?

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Nominating petitions must be filed with the county clerk or the county board of election commissioners, if one was established, for the county in which the principal office of the school district is located. 105 ILCS 5/9-10. Very few counties have a county board of election commissioners. Contact the State Board of Elections for information concerning your county. Candidates may want to contact the county clerk or the county board of elections commissioners to see if there are places other than the main office where they can file their nomination papers.

May 2014

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#### **4. Who:**

- **Reviews the nominating petitions to determine if they meet the minimal requirements;**
- **Makes certification to the proper election authority;**
- **Notifies the candidates for whom a petition for nomination is filed of their obligations under the Campaign Financing Act; and**
- **Provides written notification to the petitioner that his or her petition has been accepted?**

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These are all responsibilities of the election authority. This means that the county clerk or the county board of election commissioners (if one was established) is responsible for these tasks. 105 ILCS 5/9-10. As in the past, candidates or members of the public can review nomination papers to determine if they meet all of the Election Code requirements.

#### **5. Is the board secretary required to have nominating petition forms available for issuance to potential candidates?**

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No. The county clerk or the county board of election commissioners (if one was established) may have petition forms available for issuance to potential candidates, and may provide notice of their availability. While school secretaries may have forms available, they should be very careful to direct questions to the county clerk or county board of election commissioners. Blank petitions may be downloaded from the State Board of Elections' website.

#### **6. Is the school district required to post notice of the date and time for filing nominating petition forms in a local paper and/or on the district website?**

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No, but it may do so if it wishes. However, at a minimum, a district may want to web-post the new location for filing nominating petitions, along with suggesting that filers contact the county clerk or the county board of election commissioners (if one was established) for hours, places (some may provide satellite offices), and directions. This not only serves the community, but may prevent people coming to the district office to file nominating forms.

#### **7. Where may a candidate withdraw his or her nomination?**

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A candidate may cause his or her name to be withdrawn from nomination by presenting a written and properly acknowledged statement to the election authority (county clerk or the county board of election commissioners) no later than 68 days before the election. 10 ILCS 5/10-7.

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**8. Who should an individual contact if he or she wants to be a write-in candidate?**

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Votes for write-in candidates will only be counted for persons who have filed notarized declarations of intent to be a write-in candidate with the proper election authority. The election authority supplies the forms for use by a candidate to declare his or her intent to be a write-in candidate. The declaration of intent must be filed no later than 61 days before the election. A candidate who has objections against his or her nomination papers sustained after the 61st day before the election has until 7 days before the election to file the declaration of intent. The election authority gives the names of the filers to the appropriate election judges. 10 ILCS 5/17-16.1.

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**9. Who conducts a lottery to determine the ballot order for candidates who filed simultaneously?**

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As in the past, a lottery is conducted for candidates whose nomination papers are filed by people waiting in line when the doors open on the first day for filing. New for the 2015 election, there will also be a lottery when two or more candidates' nomination papers are filed in the last hour of filing on the last day. Both the School Code and the Election Code state that the lottery is conducted by the official with whom nomination papers are filed. Since that is no longer the school board secretary, the lottery is conducted by the county clerk or the county board of election commissioners. 10 ILCS 5/10-6.2; 105 ILCS 5/9-11.1.

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**10. Do school board members still sit on the Education Officers Electoral Board?**

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No. The Education Officers Electoral Board was eliminated. The school board president, secretary and other members based on seniority no longer have any electoral board duties regarding candidate nomination papers.

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**11. Where are objections to nominating petitions filed?**

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Nominating petitions are deemed to be valid unless a written objection is timely made. Any legal voter in the school district may file an objector's petition in the office of the county clerk or a board of election commissioners, if one was established.

## **12. Who hears and decides objections to the nomination papers of school board candidates?**

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The “county officers electoral board” hears and decides all objections to the nomination of candidates for any school district office. The “county officers electoral board” is composed of the (1) county clerk or his or her designee, (2) State’s Attorney or his or her designee, and (3) clerk of the circuit court or his or her designee. The county clerk or his or her designee is the chair. However, in any county that has established a county board of election commissioners, that board shall constitute the county officers electoral board ex-officio. If the school district is located in two or more counties, the county officers electoral board of the county in which the school district’s principal office is located hears and decides objections to nominating petitions. The hearing will most likely be conducted at the county offices and not at the school district. 10 ILCS 5/10-8 and 10-9.

## **13. What is a referendum and what are the board secretary’s responsibilities concerning a referendum?**

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A referendum describes any question placed on the ballot for voter consideration. A binding referendum is one that results in mandatory government action. A statute must specifically authorize the particular binding referendum that is requested. An advisory referendum is essentially a public opinion poll. Some referenda are placed on the ballot through a school board resolution. A voter initiative referendum is placed on the ballot by a voter petition. All school referenda elections are governed first by any specific statute that authorizes the referenda and then by the general election law. See 105 ILCS 5/9-1, et seq.; 10 ILCS 5/.

Generally, petitions for a referendum are submitted to the board secretary. The board secretary is responsible for certifying the question or proposition to the proper election authority for submission to the voters at a regular scheduled election in accordance with the general election law. The term “certifying” is understood to mean that the question or proposition complies with applicable statutes. Thus, the board secretary should ensure that the question or proposition complies with the minimal requirements for the specific type of referendum. The school board attorney should be contacted to determine how far the board secretary should go in reviewing referenda petitions and under what circumstances those petitions can be rejected. Like candidate nomination papers, any legal voter of the school district can file an objection to a referendum petition.

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#### **14. What are the board secretary's responsibilities concerning an objection to a petition for a referendum?**

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The board secretary remains responsible for receiving objections to a public question and sending them to the chair of the electoral board. See answer to question 12 for a discussion of the county officers electoral board.

To be valid, an objection to a petition for a public question must be filed within five business days after the last day for filing the petition to submit a public question to a referendum. According to 10 ILCS 5/10-8, if an objection is filed, the board secretary,

[S]hall note the day and hour upon which such objector's petition was filed, and *shall*, not later than 12:00 noon on the second business day after receipt of the petition, transmit by registered mail or receipted personal delivery the petition for the public question and the original objector's petition to the chairman [county clerk] of the proper electoral board designated in Section 10-9 hereof, or his authorized agent, and shall transmit a copy by registered mail or receipted personal delivery, of the objector's petition to the person designated on a certificate attached to the petition as the principal proponent of the public question, or as the proponent's attorney, for the purposes of receiving notice of objections.

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#### **15. Who hears challenges to a referendum?**

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The county officers electoral board hears and passes upon objections to petitions for the submission of public policy questions. 10 ILCS 5/10-9 and 5/28-4.

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#### **16. What are the board secretary's statutory responsibilities concerning a referendum to increase tax levies?**

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Perhaps the most common referendum is one to increase school tax rates. The statutes permitting a referendum to increase taxes frequently contain notice, publication, plus other prerequisites. These pre-election responsibilities generally belong to the board secretary. 105 ILCS 5/17-1, et seq. The final step is for the secretary to certify the proposition to the proper election authorities for submission to the voters in accordance with the general election law. The first step is to consult the board attorney.

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**17. What are the board secretary's statutory responsibilities concerning a referendum to change district boundaries?**

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School district boundaries may be changed by consolidation, detachment, annexation, division, dissolution, or any combination of the above. Most times, the change in boundaries does not require voter approval. If the change in boundaries has to be approved by a referendum, the board secretary has no statutory responsibilities. Petitions requiring voter approval are filed with the regional superintendent of schools in the applicable area. 105 ILCS 5/7-1, 5/7-2, 5/7-4, 5/7-7.7, and 5/11E.

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**18. What are the board secretary's responsibilities concerning the county-wide school facility occupation tax?**

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The school facility occupation tax is a sales tax that may be imposed countywide to support school facilities. The board secretary has no statutory responsibilities concerning this type of referendum. Upon a resolution by the county board or a resolution by the school district boards that represent at least 51% of the student enrollment within the county, the county board must certify the question to the proper election authority in accordance with the Election Code. 55 ILCS 5/5-1006.7 and 5/3-14.31.

**Illinois Association of School Boards**

2921 Baker Drive • Springfield, Illinois 62703-5929  
217/528-9688

One Imperial Place • 1 East 22nd Street, Suite 20 • Lombard, Illinois 60148  
630/629-3776



**Curious about Board service now  
or at some point in the future?**

Come talk with fellow residents about what it's like  
to contribute to your local public schools in this important way.

**Coffee & Conversation:  
"A-B-C's" of School Board service**

**Thursday, October 11 at 7 p.m.**

District 64 Educational Service Center, 164 S. Prospect, Park Ridge

Short overview of the duties ♦ Informal Q & A with past Board members  
Candidate packets and helpful info about the **April 9, 2013 election**

**PARK RIDGE-NILES SCHOOL DISTRICT 64**

Questions?

Contact: Bernadette Tramm, Public Information Coordinator, 847-318-4343 [btramm@d64.org](mailto:btramm@d64.org)



# NEWS

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## COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

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164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

For information, contact:

Superintendent Philip Bender, 847-318-4300

Bernadette Tramm, Public Information Coordinator, 847-318-4343

FOR IMMEDIATE RELEASE

September 26, 2012

### **District 64 Invites Community Members to Explore the "A-B-C's" of School Board Service; Come for Coffee and Informal Conversation on October 11**

To give local community members an opportunity to explore the "A-B-C's" of what serving on a school board means, Park Ridge-Niles School District 64 is hosting an informal coffee on Thursday, October 11 at 7:00 p.m. at the District 64 Educational Service Center (ESC), 164 S. Prospect Ave., Park Ridge.

District 64 will elect four, four-year Board members on April 9, 2013. Elections are non-partisan and Board candidates do not indicate a political party affiliation. Candidate nominating petitions are due between December 17-24; the period for circulating nominating petitions began on September 25.

Current Board President John Heyde will offer a short overview of the duties of serving on the Board and the process for being elected. Superintendent Philip Bender and several past Board members will join in for an informal Q & A. Candidate packets and other helpful background materials also will be available for pick-up.

"We encourage anyone who is curious about the time commitments, challenges and rewards of serving on the Board of Education to come out and talk informally with community members who have served or are currently on our Board," according to Superintendent Philip Bender. "Whether you are thinking about seeking a Board position now or in the future, it will be of great value to hear first-hand about what it's like to contribute to local public education in this significant way," he added.

District 64's website now offers needed candidate filing information and resources about Board service at this link: <http://www.d64.org/subsite/dist/page/board-education-election-600>.

# # #

TO: Board of Education

FROM: Joel Martin, Assistant Superintendent for Human Resources

DATE: September 8, 2014

RE: Chief School Business Official Search

I am asking the Board of Education's permission to begin the work of finding a new Chief School Business Official (CSBO) for the 2015 – 2016 school year. Ms. Rebecca Allard will be retiring at the end of the 2014-2015 school year, and the process of finding her replacement should begin shortly. The following are items that will need to be completed prior to and as part of the search of the CSBO.

Step 1: Conduct a review of the position, history, and current and future role

Step 2: Determine title, salary range and qualifications

Step 3: Update job description

Step 4: Determine specific timeline for hiring new CSBO

Step 4: Post the job on the following: K-12 Job Bank, District Web-Site, Illinois Association of School Business Officials Job Bank, and Illinois Education Job Bank

Step 6: Interview and selection

Step 7: Board of Education Approval

Dr. Heinz and myself would seek specific Board of Education input on step 1 and 2 of this process. I would like to begin the process with a goal of having a posting for a new CSBO in October 2014.





# **RECRUITMENT & SELECTION GUIDE**

**FOR SCHOOL BUSINESS OFFICIALS**

**MAKING THE  
RIGHT CHOICE  
FOR YOUR  
DISTRICT**

***Congratulations on your decision to bring the experience and expertise of a school business official to your district!*** At a time when resources are limited, hiring a school business official (SBO) is a solid investment in the success of your organization.

Illinois ASBO is committed to walking with you step by step through the process of finding the right person for your district. Once they are hired, we are dedicated to the continued success of your school business official in realizing their potential, as they connect to a vast array of resources and a network of fellow professionals.

To view an online version of the guide with downloadable documents, visit:  
**[www.iasbo.org/hiringguide](http://www.iasbo.org/hiringguide)**

**If you have questions or need any additional assistance, please do not hesitate to contact Illinois ASBO:**

# HOW TO USE THIS GUIDE

This resource is meant as a starting point to help you determine what you are looking for as you begin your search. We have divided the process into six steps:

## STEP ONE: DETERMINE THE ROLE OF YOUR SBO

Begin by filling out the **Task and Function Checklist on page 4** to understand the scope of duties that you are looking for your school business official to perform. From there, you will have a framework to refer to as you continue on to the next steps in the process.

## STEP TWO: DETERMINE TITLE, QUALIFICATIONS AND SALARY RANGE

Based on your decisions about what you would like your SBO to have, use the **chart of typical titles and qualifications on page 5** to help guide you in deciding what to title your SBO position and what key things you are looking for in a qualified candidate.

## STEP THREE: CREATE A JOB DESCRIPTION

Use the **three sample job descriptions** included with this guide as a springboard to create a description that matches specifically with the tasks and functions you have chosen for your school business official.

These documents are also available online to manipulate and to match your district's specific needs. Find them at: **[www.iasbo.org/hiringguide](http://www.iasbo.org/hiringguide)**.

## STEP FOUR: FIND A QUALIFIED CANDIDATE

Whether you choose to do your search externally or decide to “grow your own” through a Master’s or certification program, **see page 6 for a plethora of resources available** to you to bring the right candidate to your district.

## STEP FIVE: INTERVIEWING AND SELECTION

Understanding whether a candidate is for you can come down to asking the right questions! Use the **compiled list of interview questions** to get started as you narrow down the right candidate.

## STEP SIX: COMMIT TO THEIR PROFESSIONAL GROWTH

Illinois ASBO provides an array of resources and opportunities to help your newly hired SBO reach their potential. Start with the **Road Map to Success** to see what offerings meet their specific needs.



# STEP ONE: DETERMINE THE ROLE OF YOUR SBO

## WHAT DO I WANT MY SCHOOL BUSINESS OFFICIAL TO DO?

Task and Function Checklist – Check all that apply

TASKS	FUNCTIONS		
	Perform Specific Tasks (i.e. payroll)	Direct, Oversee and/or Supervise	Key Decision Maker and/or Evaluator
Financial Planning/Budgeting			
Accounting & Finance Systems			
Debt Services & Capital Fund Management			
Auditing			
Purchasing & Supply Management			
School Facility Planning & Construction			
Facility Operations			
Insurance/Risk Management			
Cost Analysis			
Reporting & Compliance			
Collective Bargaining			
Data Processing			
Cash Management & Investments			
Food Service			
Legal & Policy Management			
Personnel Management			
Grant Writing & Management			
Office Management			
Community Relations			
Property Management			
Campus Security			
Staff Development			
Student Activity Funds			
Transportation Services			
Health and Safety			

## STEP TWO: DETERMINE TITLE, QUALIFICATIONS AND SALARY RANGE

### WHAT TITLE SHOULD I CHOOSE FOR MY SCHOOL BUSINESS OFFICIAL?

Below is a set of typical titles and qualifications of SBOs based on their scope of responsibilities. Refer to the School Business Official Task and Function Checklist to understand what responsibilities you would like your school business official to perform. For example, if you checked "Key Decision Maker and/or Evaluator" and/or "Directs, Oversees and/or Supervises" for a wide scope of functions, consider a title that reflects this.

*Please note that titles and scope of responsibilities vary significantly from district to district. This is not intended for the purposes of re-classifying current school business professionals.*

Typical Titles	Scope of Responsibilities	Typical Qualifications
Assistant Superintendent for Business or Finance	Oversees, supervises and/or is a key decision maker for all finance and operational aspects of a school district.	<ul style="list-style-type: none"> <li>Professional Education License with Chief School Business Official (CSBO) endorsement</li> <li>Master's Degree Required</li> </ul>
Business Manager or Director	Oversees and/or supervises some or all financial and operational aspects of a school district.	<ul style="list-style-type: none"> <li>Master's Degree Required</li> <li>CSBO preferred</li> </ul>
Chief Financial Officer or Comptroller	Oversees school finance and accounting functions and/or performs specific tasks (some operational oversight may apply).	<ul style="list-style-type: none"> <li>CPA or Master's Degree in Finance or Accounting</li> </ul>

### WHAT ARE THE SALARY RANGES FOR SCHOOL BUSINESS OFFICIALS?

Based on 2011 Teacher Service Record data and job categories, the annual salary ranges based on title only are:

#### ASSISTANT SUPERINTENDENT:

Range of \$80,000 to \$274,000; Average \$149,000

#### CHIEF SCHOOL BUSINESS OFFICIAL:

Range of \$60,000 to \$260,000; Average \$134,001

#### BUSINESS MANAGER:

Range of \$49,000 to \$211,000; Average \$116,977

#### DIRECTOR:

Range of \$45,000 to \$179,000; Average \$110,285



## STEP THREE: CREATE A JOB DESCRIPTION

For a starting point you can use to create a job description that fits the role you want your SBO to play, we have sample descriptions available for titles including:

- Assistant Superintendent for Business
- Business Manager/Director
- CFO/Comptroller

For links to the **Sample Job Descriptions** that you can use and manipulate, visit:  
**[www.iasbo.org/hiringguide](http://www.iasbo.org/hiringguide)**.

## STEP FOUR: FIND A QUALIFIED CANDIDATE

Once you have decided the role of your school business official and selected your desired qualifications, you have many options to find the best possible candidate for the position.

### OPTION ONE: RECRUITING AND POSTING THE POSITION ONLINE

A great place to start is by using the Job Banks that are available through Associations in Illinois that serve school business administrators:

#### **ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS JOB BANK** **[www.iasbo.org/jobbank](http://www.iasbo.org/jobbank)**

Illinois ASBO updates their job listings on a regular basis and is a go-to resource for business officials who are in the job market. As the premier Association in Illinois for school business management, this is your best place to start.

#### **ASBO CAREER CENTRAL** **<http://careers.asbointl.org/post.cfm>**

For a broader search of candidates from in-state and out-of-state, consider posting through ASBO International's career site.

#### **ILLINOIS ASSOCIATION OF SCHOOL BOARDS (IASB) EXECUTIVE SEARCHES** **[www.iasb.com/executive](http://www.iasb.com/executive)**

IASB can help you facilitate a search for candidates for assistant superintendent and business manager positions and work with your board throughout the process.

#### **ILLINOIS EDUCATION JOB BANK** **<https://www.illinoiseducationjobbank.org>**

This more comprehensive education jobs site hosted by the Illinois Association of School Administrators (IASA) allows you to post a position as well as search for candidates who meet all your qualifications.



## OPTION TWO: "GROWING YOUR OWN" SCHOOL BUSINESS OFFICIAL

***Do you already have someone on staff that you think could excel in a school business management position?***

Statewide, many districts located in areas where school business officials are not as readily available have taken the opportunity to "train their own" through enrolling them in the **Master's Degree Program in School Business Management** that is offered through a partnership between Northern Illinois University and Illinois ASBO. Those who already possess a Master's Degree and required administrative experience can study for their Type 75 Certificate with Chief School Business Official Endorsement.

Learn more about this opportunity at: [www.iasbo.org/sbm](http://www.iasbo.org/sbm).

## STEP FIVE: INTERVIEWING AND SELECTION

Refer to the **Sample Interview Questions** document to get a starting point to determine what questions you would like to have answered at different stages in the interview and selection process.

For a link to a version of this document that you can use and manipulate, visit:  
[www.iasbo.org/hiringguide](http://www.iasbo.org/hiringguide).

## STEP SIX: COMMIT TO THEIR PROFESSIONAL GROWTH

Once you have invested in a school business official as a member of your administrative team, continue to invest in their success through their development and training. This ensures that your investment will return the highest possible dividends.

Refer to the **"School Business Official Roadmap to Success"** to get a recommended path of professional development that will help your newly hired or trained school business official reach their potential within your district.

To find this resource and learn about other opportunities available through Illinois ASBO to help your school business official succeed, please visit: [www.iasbo.org/membership](http://www.iasbo.org/membership).

"A school business official is an invaluable management and leadership resource. They provide excellent fiscal management in the context of understanding and supporting the district's priorities."

Illinois Superintendent

# OTHER AVAILABLE RESOURCES IN THE VALUE OF THE PROFESSION SERIES:

**Hiring Guide Downloadable Documents  
School Business Official Roadmap to Success  
Brochures to Educate Your Board and Legislators  
Money Savings of School Business Officials**

Find these and more online at: [www.iasbo.org/profession](http://www.iasbo.org/profession)

**|| PART OF THE VALUE OF THE PROFESSION SERIES ||**

ILLINOIS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
108 Carroll Avenue | DeKalb, Illinois 60115 | 815.753.1276 | <http://www.iasbo.org>



Consent Agenda

ACTION ITEM 14-9-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 8, 2014, which includes the Personnel Report, Bills, and Approval of Environ Contract Renewal.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report  
September 8, 2014

Peggy De Lacy	Employ as Lunch Program Supervisor at Roosevelt School effective August 28, 2014 - \$12.00.
Firdous Afreen	Employ as (.64) Extended Day Assistant at Jefferson School effective August 25, 2014 - \$13,514.59.
Dimitra Katsoulis	Employ as Special Needs Assistant at Field School effective August 25, 2014 - \$19,608.22.
Debbie Keane	Employ as Lunch Program Supervisor at Roosevelt School effective August 25, 2014 - \$12.00.
Joan Lindgren	Employ as Special Needs Assistant at Lincoln School effective August 25, 2014 - \$21,116.55.
Kevin Muszynski	Employ as Substitute Lunch Program Supervisor at Carpenter School effective August 25, 2014 - \$12.00.
Kristin Nicholson	Employ as Lunch Program Supervisor at Franklin School effective August 25, 2014 - \$12.00.
Anna Reeder	Employ as Special Needs Assistant at Emerson School effective August 29, 2014 - \$20,683.39.
Renee Rogals	Employ as Lunch Program Supervisor at Franklin School effective August 25, 2014 - \$12.00.
Andi (Andrea) Taglia	Employ as Special Needs Assistant at Washington School effective September 3, 2014 - \$18,904.34.
Alex Teater	Employ as (.44) Music Teacher at Emerson School effective August 27, 2014 - \$21,738.64.
Penny Turk	Employ as Substitute Lunch Program Supervisor at Roosevelt School effective August 25, 2014 - \$12.00.
Katherine White	Employ as Special Needs Assistant at Roosevelt School effective September 4, 2014 - \$18,803.78.
Mary Jane Wynne	Employ as Lunch Program Supervisor at Roosevelt School effective August 25, 2014 - \$12.00.
Elizabeth Kim	Rehire as Instructional Resource Assistant at Roosevelt School effective August 25, 2014 - \$20,051.85.

Personnel Report  
September 8, 2014

Lynn Bugai	Change of Assignment from Fulltime Kindergarten Teacher at Roosevelt to (.50) Kindergarten Teacher at Roosevelt effective August 25, 2014 - \$49,066.00.
Tamara Fehrman	Change of Assignment from (.50) Literacy at Carpenter to Fulltime 2nd Grade Teacher at Carpenter effective August 25, 2014 - \$90,982.00.
Laura Courtney	Resign as Special Needs Assistant at Field School effective September 5, 2014.
Kelly Spanos	Resign as 3rd Grade Assistant at Roosevelt School effective August 27, 2014.
Jennifer Buti	Revision in Pay from August 25, 2014 Personnel Report to \$50,386.50.
Joan Hoffman	Revision in Location from August 25, 2014 Personnel Report to Carpenter School.

## APPROVAL OF BILLS

The following bills are presented for approval:

### Bills

10 - Education Fund -----	\$ 187,424.95
20 - Operations and Maintenance Fund -----	\$ 116,542.51
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ -
50 - Retirement (IMRF/SS/MEDICARE) -----	\$ -
60 - Capital Projects -----	\$ 95,054.41
80 - Tort Immunity Fund -----	\$ 7,033.25
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 118614 - 118727

Total: \$ 406,055.12

This report can be viewed  
on the District 64 website  
[www.d64.org](http://www.d64.org) on the  
Financial Data-Current  
link.

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Scott Mackall, Director of Facility Management

Date: September 8, 2014

Subject: Environ contract extension

In the spring of 2012, the District released a RPQ for an environmental services company. Environ was selected as the District's provider in June 2012. Environ has provided outstanding service for the District over the past year.

The recommendation is to extend the contract with Environ and Community Consolidated School District 64 for a period of three years with a 2% increase each year of the extension. Please find the letter of Extension of Master Service Agreement.

Thank you for your support in this matter, I would be happy to answer any questions you may have.



August 25, 2014

Mr. Scott Mackall  
Director, Facility Management  
Community Consolidated School District 64  
164 South Prospect Avenue  
Park Ridge, Illinois 60068

RE: Extension of Master Service Agreement with School District 64

Dear Mr. Mackall:

ENVIRON and Community Consolidated School District 64 entered into a Services Agreement back in June, 2012. A copy of the Agreement is attached for your records.

The Agreement expired at the end of June, 2014 and this letter and attached signature page offer an Extension of the Agreement for three years, expiring on August 31, 2017.

As a part of the extension, and in line with annual cost of living increases, ENVIRON will increase the same preferred rates as listed under Option 2 in the 2012 Agreement by approximately 2% per year, beginning on August 31, 2014 (per the Table on the following page). All of the Terms and Conditions as agreed to in the 2012 will remain in effect, expiring August, 2017.

Will you please review and sign the attached signature page as your authorization to proceed in this manner. ENVIRON appreciates working with you and School District 64 and looks forward to provided continued service. Thank you for the opportunity to extend this Agreement.

Sincerely:

A handwritten signature in black ink that reads "Matthew F. Meyer".

Matthew F. Meyer  
Manager

Direct Dial 773.272.3527

E-mail: [mmeyer@environcorp.com](mailto:mmeyer@environcorp.com)

Reviewed by:

A handwritten signature in black ink that reads "David Schlott".

David Schlott, PE  
Managing Principal

E-Mail: [dschlott@environcorp.com](mailto:dschlott@environcorp.com)

Direct: 312-288-3880

### Extension of Master Services Agreement

**ENVIRON International Corporation and Community Consolidated School District 64 agree to extend the existing Agreement (dated June 27, 2012), using the same Terms and Conditions, and an increase in the Preferred Rates in the amount of approximately 2% per year, for a period of three years, expiring on August 31, 2017.**

**Agreed to as authorized below:**

\_\_\_\_\_  
**School District 64 Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**ENVIRON International Representative**

\_\_\_\_\_  
**Date**

2014-09

### Preferred Hourly Rates for School District 64

	<b>Existing</b>	<b>Starting 8-31-14</b>	<b>Starting 8-31-15</b>	<b>Starting 8-31-16</b>
Principal	\$188.00	\$192.00	\$196.00	\$200.00
Senior Manager 10	\$169.00	\$172.00	\$176.00	\$179.00
Senior Manager 9	\$149.00	\$152.00	\$155.00	\$158.00
Manager 8	\$135.00	\$138.00	\$140.00	\$143.00
Senior Associate 7	\$130.00	\$133.00	\$135.00	\$138.00
Associate 6B	\$120.00	\$122.00	\$125.00	\$127.00
Associate 6	\$110.00	\$112.00	\$114.00	\$117.00
Associate 5	\$95.00	\$97.00	\$99.00	\$101.00
Associate 4	\$87.00	\$89.00	\$91.00	\$92.00
Support	\$60.00	\$61.00	\$62.00	\$64.00



Board Member Liaison Report

No report.

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

**Board of Education Agenda  
Thursday, September 18, 2014  
Special Board Meeting  
Hendee Educational Service Center  
164 South Prospect Avenue  
Park Ridge, IL 60068**

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

**Thursday, September 18, 2014**

## **TIME**

## **APPENDIX**

**7:00 p.m. Meeting of the Board Convenes**

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

**7:00 p.m. • Public Comments**

- **Superintendent Evaluation Tool Development**
- Board President/Superintendent

**A-1**

- **Discussion on Committee and Meeting Structures**
- Representative from Illinois Association of School Boards

**A-2**

- **Adjournment**

**Next Meeting: Monday, September 22, 2014**  
7:30 p.m. – Regular Board Meeting  
Roosevelt Elementary School  
164 South Prospect 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.

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

Board of Education Agenda  
Monday, September 22, 2014  
Regular Board Meeting  
Roosevelt Elementary School – North Gym  
1001 S. Fairview  
Park Ridge, IL 60068

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

**Monday, September 22, 2014**

## TIME

## APPENDIX

7:30 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><li>• Pledge of Allegiance and Welcome<ul style="list-style-type: none"><li>-- Roosevelt School Principal/Students/PTO</li></ul></li><li>• Public Comments</li><li>• Adoption of FY15 District 64 Budget<ul style="list-style-type: none"><li>-- Business Manager/Superintendent</li></ul></li><li>• District 64 Financial Dashboard Updates to Reflect 2014-15 Budget<ul style="list-style-type: none"><li>-- Chief School Business Official</li></ul></li><li>• Sixth Day of Enrollment Report<ul style="list-style-type: none"><li>-- Chief School Business Official</li></ul></li><li>• Administration to Student Ratio Comparisons<ul style="list-style-type: none"><li>-- Assistant Superintendent for Human Resources</li></ul></li><li>• PEAC Overview and Goal Setting Process<ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• Board Member School Visits<ul style="list-style-type: none"><li>-- Board President</li></ul></li><li>• Carpenter Construction/Retrofitting Report Discussion<ul style="list-style-type: none"><li>-- Director of Facility Management</li></ul></li><li>• Field Phase 2<ul style="list-style-type: none"><li>-- Director of Facility Management</li></ul></li></ul>	<b>Action Item 14-09-2</b>	<b>A-1</b>
			<b>A-2</b>
			<b>A-3</b>
			<b>A-4</b>
			<b>A-5</b>
			<b>A-6</b>
			<b>A-7</b>
			<b>A-8</b>

• **Consent Agenda**

**Action Item 14-09-3**

**A-9**

-- Board President

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending August 31, 2014
- Annual Application for Recognition of Schools
- Destruction Audio Closed Minutes

• **Approval of Minutes**

**Action Item 14-09-4**

**A-10**

-- Board President

- Special Board Meeting Minutes .....September 18, 2014
- Committee-of-the-Whole: Finance .....September 8, 2014
- Special Board Meeting Minutes .....September 8, 2014
- Closed Session Minutes .....August 25, 2014
- Regular Board Meeting Minutes .....August 25, 2014

• **Board Member Liaison Report**

**A-11**

-- Board of Education

• **Other Discussion and Items of Information**

**A-12**

-- Superintendent

- Upcoming Agenda
- Memoranda of Information
  - Update on Year 1 Implementation of Math Program
  - ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2014
  - Comparables - Secretarial, Custodial/Maintenance
  - Follow-up on Collection of Student Fees
- Minutes of Board Committees (none)
- Other
  - Update on Summer Construction Projects
  - Electronic Board Packet
  - Board of Education Photo Session

• **Adjournment**

Next Regular Meeting:

**Monday, October 20, 2014**

**Special Board Meeting – 7:00 p.m.**

**Jefferson School – Multipurpose Room**

**8200 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.

TO: Board of Education

FROM: Joel Martin, Assistant Superintendent for Human Resources

DATE: September 8, 2014

RE: Merit Pay Update

The following is a summary of the direction provided by the Board of Education and steps being taken by administration regarding merit pay.

Board Direction:

1. Implement the merit system for the 2014 - 2015 school year.
2. Continue to meet with employee groups to tweak the evaluation tool and system, as appropriate, during the 2014 – 2015 year.
3. Gather comparable information regarding raises for custodian and secretarial groups for the Board of Education.

Action:

I have been meeting with employee groups to review the tool and timelines. The process of gathering comparable information on custodian and secretarial raises is well under way and will be complete by the September 22, 2014 Board meeting. Meetings have been established with both administrators and employees throughout the school year to create greater inter-related reliability in the use of the evaluation tools and feedback on the process. Finally, a detailed report of the entire process will be provided to the Board of Education in June 2015.

To: District 64 Board of Education  
Dr. Laurie Heinz, Superintendent

From: Dr. Lori Lopez, Assistant Superintendent for Student Learning

Date: September 8, 2014

Re: Math Adoption Survey

In Spring 2013, the Math Curriculum Review Committee recommended the adoption of the My Math series at grades K-5 and the Glencoe Math series at grades 6-8 for Course 1, Course 2, Course 3, Accelerated Pre-Algebra, Algebra I, and Algebra II (all published by McGraw-Hill).

In Spring 2014, all K-8 teachers of math were surveyed following the first year of implementation. Teachers were asked specifically about the features of the program that informed the Math Curriculum Review Committee's recommendation to the Board. Survey results indicated that 80% or more of teachers find the program to be adequate or very effective in the following areas:

- Supporting student mastery of the CCSS content standards
- Supporting students with developing the mathematical practices
- Giving students access to a variety of models/resources for learning
- Measuring student learning and progress
- Promoting student engagement
- Integrating technology to support student learning
- Ease of implementation

Almost 20% of teachers indicated that the program required "extensive supplementing" to support differentiation. Through further inquiry, we discovered that this was the result of the additional instruction required to address students' needs as they transitioned to the Common Core State Standards. As we discussed last year, teachers are using formative assessments to determine student readiness prior to each instructional unit. In some cases, because the Common Core Standards are different from our previous learning standards, teachers provided supplemental instruction before addressing the standards. In addition to creating a need for supplemental materials, this also impacted the pacing of implementation. Mrs. Tracie Thomas, District 64's K-5 Math Curriculum Specialist, will support grade-level teams with specific needs over the course of this year.

In addition to direct support from the Math Curriculum Specialist, all teams will have access to District 64's new Grade-Level Pacing Guides. These guides are the result of a curriculum writing project launched last school year and completed this summer. They are designed to provide guidance and continuity to teachers as they implement the CCSS and our new core resources. Teams of grade-level teachers reviewed the core resources unit-by-unit and identified:

- Unit pace (i.e., the amount of instructional time that should be dedicated to each lesson/unit)
- Specific Common Core State Standards addressed within each unit
- Student-friendly learning targets (i.e., outcomes to be shared with students so they can actively set goals, share feedback, and reflect on their learning)

- Additional instructional ideas and lesson resources (i.e., access to supplemental resources to provide differentiated instruction for re-teaching and extending concepts)

Over the course of this school year, Mrs. Thomas will provide monthly communication with grade-level teams related to pacing and supplemental resources for differentiation. Additional curriculum writing activities and professional development will focus on performance-based, common formative assessments. These assessments will measure the application of student learning through higher-level tasks. These problem-solving tasks will provide teachers with important information for instruction and are also similar to questions found on the PARCC assessment, which will be administered in March.

Summer professional growth sessions highlighted opportunities for K-2 teachers to integrate iPad use with math instruction. Throughout the school year, our Instructional Technology Coaches, Curriculum Specialists, and Department Chairpersons will continue to support the integration of 1:1 Chromebook technology at grades 3-8 and increased access to iPads at grades K-2 through both job-embedded and workshops venues.

## MAINE TOWNSHIP SCHOOL TREASURER

Township 41 North, Range 12  
422 N. Northwest Hwy. • Suite 130 • Park Ridge, Illinois 60068  
Tel: 847/825-1812 • Fax: 847/430-3460

### TRUSTEES:

Robert Goerne  
Russ Ho  
Dennis Van Mieghem

### TREASURER:

Thomas Ahlbeck

### SCHOOL DISTRICTS:

34 - Glenview  
62 - Des Plaines  
63 - East Maine  
64 - Park Ridge  
79 - Pennoyer  
207 - Maine Township  
High Schools  
North Cook Intermediate  
Service Center

August 18, 2014

### ECONOMIC OVERVIEW

I have found a new hero—or should I say investment expert: David Kelly, Chief Global Strategist for JP Morgan Funds. I heard him speak at an investment conference and was extremely impressed. He talked about how the money supply as a percent of Nominal GDP was at 64%, well above the historical average of 52.7%. Clearly, there is a lot of cash still on the sidelines, which is surprising given the historically low interest rates.

David quoted the Irish proverb, “to make hay when the sun is shining,” which in Ireland where it rains a lot is a short window. How does this relate to investing? He thinks there is still opportunity (time to make hay) in the equity market, which he explained in a recent article in Barron’s.<sup>1</sup> He, like many other commentators, are talking a lot about fixed income, too, since there is so much debate about the merit of the Federal Reserve’s quantitative easing. The view from many of these commentators, including David, is that the Fed has been manipulating the markets. As David said it, “the Fed is not right.”

The great debate among experts is if we are on a “sugar high”—in other words, are we just doing better because of the low cost of capital? Will the market respond violently when the Fed stops buying long term treasuries? Also, how will the Fed unwind this huge purchase of government bonds? The savings and loan crisis was caused by these institutions having long term assets and short term liabilities; the Fed has the same situation. David Kelly’s opinion is that the Fed is getting nervous and will raise rates next March or June at the latest.

Fixed income investors can absorb some increase, but too much of a sell-off and the investor’s holdings do not look good. No one wants two percent when you can get three percent. Rates are historically low, so how high could rates move? The worst case scenario would be high inflation with low rates, which would have to be remedied with higher rates and a probable recession.

The good news is, while rates will clearly move up, there are factors that will influence bond prices and the related rates, which should keep the pace of the increase in check. First we would like to see the Fed handle it, but they are driven by people, politics and emotion; unfortunately they might not get it right. Brian Wesbury, who is another one of my heroes, blames the Fed for the housing crisis. His theory is if you have a sale on, say, yellow dresses, people buy yellow dresses. The Fed had a sale on lending, made

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<sup>1</sup> Barron’s – Why Stocks Remain the Best Bet – An Interview with David Kelly, by Lawrence C. Strauss – June 22, 2014



borrowing cheap, so society borrowed and could pay higher prices for real estate in particular.

Rates will be kept in check by numerous factors, not all of which are quantifiable, and that makes forecasting very difficult. An important factor that could very well keep higher rates from causing runaway inflation is wage stability, which has a significant impact on the cost of both goods and services. Today's workforce is more flexible, allowing it to respond like many other factors in our complex economy—adjusting quickly to make more or demand less.

We should also consider the benefit of higher rates for savers, especially seniors, who would have higher disposable income. This could be the catalyst for higher consumer spending, and thus help prevent a recession. Although the low rates have helped the borrower, they hurt the saver. This also impacted the schools, which had to accept a lower return on their excess cash reserves.<sup>2</sup>

So change, even in rates will be good, as it will bring them to market level. A concern is that we might not get there without a shock to the market. What is going to prevent the shock or the next crisis? Unfortunately change is never easy, which increases the risk of a difficult transition. The good news is that in our market economy, there will be factors that bring us back to the norm or equilibrium.

#### TREASURER'S OFFICE

Just as we have done for several years now, we have been buying longer investments to take advantage of the higher rates being paid due to the steepness of the yield curve. We have extended our average life due to the reward of going longer term, which is being balanced by a rolling ladder, so that we have maturities and can reinvest at the higher rates should interest rates rise. Our philosophy is to never think that we are smarter than the markets.

There is always a crisis happening or a crisis just around the corner that is being promoted by some commentators, experts, or fear mongers. This "noise" camouflages the great strides of our society and the advances of the world and our country. Despite all the imperfections and problems, the current expansion is the sixth longest since the end of the Civil War. What we are doing in the investment of funds is taking advantage of opportunities in the market, such as going longer term. So we are making hay while the sun is shining, and still preparing for a rainy day.

#### Annual Investment Report June 30, 2014

##### Investment Holdings:

	<u>Amount Invested</u>
Agency Obligations	\$ 259,040,000
CDs:	
Northern Trust Bank	45,052,318
MB Financial Bank	20,000,000
Money Market Funds:	
Chase Bank	45,237,910
First Merit Bank	23,858,510
Citibank	29,043
MB Financial Bank	<u>86,985</u>
Total Portfolio	<u>\$ 393,304,766</u>

##### Portfolio Statistics:

	<u>Amount Invested</u>	<u>Average Life</u>	<u>Expected Yield</u>
Total Portfolio	\$393,304,766	1.89 yrs	1.14%
Operating Portfolio	\$164,062,448	.19 yrs	.83%
Investment Portfolio	\$229,242,318	3.09 yrs	1.36%

##### Market Value:

The aggregate market value of the portfolio is 101.11% of the portfolio's par value.

<sup>2</sup> Market Insights – A New Look at the Economy, Earning and Fed Policy – David Kelly – July 30, 2014

# FANNING HOWEY

## PROGRESS MEETING NO. 16

Date: August 19, 2014

By: Keri VanSant

## FIELD ELEMENTARY SCHOOL - 2014

### MECHANICAL IMPROVEMENTS

### PARK RIDGE-NILES CCSD 64

Park Ridge, IL

Project No. 213012.02

Present: Scott Mackall, Director of Facility Management, Park Ridge-Niles CCSD64; John Imber, Head Custodian, Field Elementary School; Peter Bergen, Bergen Construction Corporation; Brandon Hubner, Premier Mechanical; Mark Kurzawski, Klass Electric; Patrick McKinney, Automatic Building Controls, LLC; Keri VanSant and Doug Partington, Fanning/Howey Associates, Inc.

**It is the responsibility of each Prime Contractor to distribute this Progress Meeting Report to their subcontractors.**

Following is a report of our interpretation of the information presented during the meeting on the above date. If you find anything within the items noted with which you disagree, please inform us, in writing, within 10 calendar days of receipt.

#### **Work Performed for the Previous 1 Week (through August 19, 2014):**

1. Continued to install conduit raceways when pumps are installed in the mechanical room.
2. Continued installation of educational casework equipment.
3. Completed installation of fire alarm devices.
4. Started installation of light fixtures in mechanical room.
5. Installed temporary casework equipment in the Library Resource Center (LRC) 216.
6. Completed checkout of point-to-point connections for the temperature-control system at the first, second, and third floor levels.
7. Reconnected the domestic water supply to the facility.
8. Installed fresh air intake louver.
9. Completed installation of sheet metal ductwork at the fresh air intake louver.
10. Completed installation of the cabinet unit heaters.
11. Continued electrical wiring associated with the equipment in the mechanical room.
12. Completed gypsum wallboard and taping operations for the gypsum wallboard bulkheads.
13. Continued installation of wood trim at ceiling/soffit areas.
14. Continued installation of duct insulation in the mechanical room.
15. Continued installation of suspension grid, and acoustical ceiling panels.
16. Constructed the exterior concrete slab-on-grade at the cooling tower.
17. Set the emergency generator in place.
18. Completed milling operations and placement of the asphaltic concrete surface course at the faculty parking area.
19. Started milling operations associated with the asphaltic concrete surface course at the hard surface play areas.
20. Continued the installation of the cooling tower piping.
21. Installed building relief fan at the chimney.
22. Provided saw cut "V" joint with traffic grade sealant where the reinforced concrete roof deck meets the exterior face brick veneer.

#### **Work To Be Completed in the Next 1 Week (through August 26, 2014):**

1. Install electromagnetic hold-open devices if able to be procured from Simplex by Peter Bergen.
2. Complete installation of permanent casework equipment in the Library Resource Center (LRC), as well as in Room No. 122A, upon delivery to the Project site.

ARCHITECTURE | ENGINEERING

32 Main Street | Suite C | Park Ridge, IL 60068

847.292.1039 | fax 847.292.1021 | [www.fhai.com](http://www.fhai.com)

3. Complete installation of light fixtures in the mechanical room.
4. Complete installation of pumps in the mechanical room.
5. Complete wiring of equipment in the mechanical room.
6. Complete checkout of point-to-point connections for the mechanical room.
7. Complete installation of ceiling/soffit areas.
8. Complete installation of duct insulation in the mechanical room.
9. Complete installation of hollow metal door frames upon delivery of the 2 double egress doorframes.
10. Complete installation of the acoustical suspension grid and the acoustical ceiling panels after the doorframes, referenced above, are installed.
11. Perform start-up operations on the emergency generator.
12. Reinstall the lightning protection system.
13. Complete milling operations and placement of the asphaltic concrete surface course at the hard surface play area.
14. Possibly sealcoat the existing asphaltic concrete surface course south of the 1951 Addition.
15. Install temporary room identification, signage devices.
16. Perform start-up operation on the air-conditioning system.
17. Enable temperature control system to have control over the operation of the air-conditioning system on August 26, 2014.
18. Continue Testing and Balancing operations.

**Contractual Substantial Completion Date of August 8, 2014**

1. The following Items of Work were revisited. These Items of Work have extended beyond the Date of Substantial Completion and are as follows:
  - a. Service yard fencing system. Pete Bergen indicated this was in fabrication, and he will confirm the anticipated delivery date. Pete Bergen thought this Work would be complete on August 30 and 31, 2014. Pete Bergen will expedite the installation of a temporary fence until the new fence is installed, prior to students returning.
  - b. Installation of the fresh air intake louver and duct attachment at the mechanical room is now complete.
  - c. The installation of the site utility gas service line from Nicor is complete and the gas meter has been installed. Nicor gas has not yet turned on the gas supply to the facility. This is affecting the start-up of gas-supplied equipment.
  - d. The condenser water, storage tank unit has been delivered and set in place. Piping still needs to be completed.
  - e. Start-up of the emergency generator is scheduled to occur on August 21, 2014.
  - f. Installation of building relief fan at existing chimney is complete.
  - g. Reinstallation of lighting protection system may occur during the week of August 18, 2014.
  - h. Testing and Balancing. This operation started on August 18, 2014. The final Test & Balance Report is to be issued by August 29, 2014.
  - i. Start-up of boilers will occur when the installation of the gas service is complete, which should be the week of August 18, 2014. It was thought this would occur the week of August 25, 2014, at the time of this meeting in regards to turning on the gas supply.
  - j. Start-up of the air-conditioning system. This will occur no later than August 21, 2014.

**Requests for Interpretation (RFI):**

1. To date, 21 RFIs have been submitted and responses given.
2. There are no outstanding Requests for Interpretation to be addressed by the Architect/Engineer.

**Proposal Requests (PR):**

1. The Proposals for PR Nos. 1 (Reduction in Heating Pipe Size) and 2 (Additional Fire Dampers) have been accepted.
2. Per the request of the Owner, PR No. 3 has been issued to provide electromagnetic hold-open devices at the 2 double sets of hollow metal doors between the Gymnasium 107 and Corridor-1B. Further breakdown is to be submitted by Mark Kurzawski for the devices being provided by Simplex, as well as a breakdown of the labor hours noted. These devices will be installed the week of August 18, 2014. These materials have not yet been delivered. Pete Bergen is to contact Simplex.
3. Per the request of the Owner, the Architect/Engineer has issued PR No. 4, for removal of the existing asphaltic concrete surface course at the hard surface play areas and existing asphaltic concrete drives. John Imber indicated Susan Walsh, Principal, reviewed the painted graphics, and forwarded this information to Scott Mackall. This Work would be completed by August 25, 2014. A Proposal is to be submitted for sealing the existing asphaltic concrete pavement directly south of the 1951 Addition, as well as asphaltic concrete pavement drive north of the gymnasium. Cash Allowance Authorization No. 4, including this item, was delivered to Pete Bergen for signature today.
4. Per the request of the Owner, the Architect/Engineer has issued PR No. 5, for providing a finned tube unit heater within Elevator Equipment Room 007. Scott Mackall authorized this Work to proceed. The Architect/Engineer has requested further breakdown be submitted on material and labor breakdown submitted by M & O Insulation Company. Brandon Hubner will provide this information. It is anticipated this Work will be complete by August 25, 2014. Brandon Hubner indicated the new fin tube unit has not yet been delivered.
5. Pete Bergen submitted a Proposal to provide new vertical heating supply risers in the south classroom area (1951 Addition), Gymnasium 107, Rear Stage 109A, and Kitchen 105. Brandon Hubner indicated the new piping system had been extended through the ceiling elevation in anticipation of providing the new vertical risers as part of this additional Work. The revised Proposal needs to be further clarified by Pete Bergen and resubmitted. This Work has been authorized by Scott Mackall to proceed. This work is complete except for the installation of the stainless steel covers within the rooms, which is expected to be complete by August 25, 2014. Brandon Hubner indicated the colors have not been received. Delivery is anticipated the week of August 25, 2014. Once received, these materials will be installed. Field personnel will not be able to install while students occupy the facility. Field personnel can access the facility at 6 a.m., but need to be out of the facility by 8:30 a.m. Monday through Friday, or work after hours.
6. Fanning Howey issued PR No. 6, to address the gas utility pressure currently being supplied to this facility. An additional regulator is required to reduce the incoming pressure to the proper amount. Scott Mackall authorized this additional Work to proceed. The regulator has been installed. This additional Work was included as part of Cash Allowance Authorization No. 3.
7. Scott Mackall, John Imber, and Fanning Howey discussed an additional wood-framed floor system to access to mechanical units in the attic area above the single-story 1951 classroom addition. The Architect/Engineer issued framing details to Pete Bergen. Pete Bergen was to review the actual quantity of walkways that need to be constructed with the Carpentry Subcontractor, and then a Proposal would be submitted. Pete Bergen felt this Work would be completed August 25, 2014. A Proposal has been submitted. The Architect/Engineer thought the amount was fair and reasonable based on providing a walkway platform unit to every mechanical unit in the attic area. Following review, this Work was authorized to proceed by Scott Mackall. This Work has been completed. The Proposal reflecting the time & material cost is to be submitted by Pete Bergen. John Imber indicated that the walkways provided are acceptable and no other improvements are necessary.

8. Per the request of the Owner, PR No. 7, regarding ventilation revisions in Workroom 314 and Storage Room 318 has been issued. Confirmation by Bergen Construction Corporation was submitted this change in the Work would add no cost to the Contract Sum. Scott Mackall authorized this Work to proceed. This Work is complete, except for the work related to the installation of the backdraft damper. Change Order No. 2 has been issued as a formality for this additional Work to be completed as a no-cost change.
9. Pete Bergen has submitted a Proposal to replace 3 existing countertops in Classrooms 104 and 108. This Work was authorized by Scott Mackall to proceed. Pete Bergen will procure these countertops locally. This additional Work has been included as part of Cash Allowance Authorization No. 3. John Imber indicated there were also 2 countertops in Kitchen 105 that may need to be reviewed again for replacement, as their condition is poor. Pete Bergen indicated field measurements have been procured, and the countertops are in fabrication, per the direction of Scott Mackall. Pete Bergen indicated these materials are expected to be delivered by August 22, 2014.
10. Pete Bergen had contacted Season All Windows, regarding the procurement of a new window unit that would be provided in Art Room 220, within the existing exterior wall opening, once the existing louver is removed. The lead-time to procure a single window to match the adjacent windows did not allow this option to be selected. An alternate option to provide a painted blank-off panel on the interior surface on the existing louver, and provide a metal-framed, insulated gypsum wallboard wall section, which would allow the existing louver to remain in place, has been chosen as the preferred option. Scott Mackall authorized the Work to proceed, and it has been completed. A Proposal was to be submitted by Pete Bergen.
11. The Architect/Engineer issued Construction Change Directive (CCD) No. 1, to provide a new hollow metal door frame, hardware, and wood door as a second means of egress for Learning Resource Center (LRC) 216, as requested by the Regional Office of Education (ROE) to correct pre-existing conditions as a result from a past District project. It is thought this additional Work would extend beyond August 8, 2014. In the event this does occur, occupancy signage is to be posted reflecting a maximum capacity of 59 people, in order to obtain partial occupancy by the ROE. Once this Work is complete, permanent occupancy would be granted. The Owner also requested the north door, between LRC 216 and Classroom 217, be removed and the wall infilled. Pete Bergen is to include this within his Proposal. The doorframe has been delivered and installed. It is believed this Work may be completed by August 21, 2014. Pete Bergen is to confirm the delivery status of the new door. This Work is not yet completed.
12. The Architect/Engineer issued PR No. 8, to provide 2 separate sections of ductwork to extend vertically on each side of structural steel framing member in Mechanical Room 001. Fire dampers were procured, and a Proposal is to be submitted by Pete Bergen. This Work is complete.
13. The Architect/Engineer issued PR No. 10, to address the revised routing of the new heating piping to replace the existing piping to the heating units in Gymnasium 107 and Stage 109A. This Work was authorized to proceed by Scott Mackall. A Proposal is to be submitted by Bergen Construction Corporation. This Work is complete.
14. Pete Bergen is to submit a Proposal for sheet metal duct revisions required, and the installation of a new soffit, where Corridor-1G intersects Corridor-1H, just outside of the Gymnasium 150. This Work was authorized to proceed by Scott Mackall. A portion of this Work has been completed; the ductwork needs to be insulated and an access panel needs to be installed within the new soffit. The soffit also needs to be finished.



15. At a previous Progress Meeting, Brandon Hubner indicated leaks in some of the fittings/unions at various locations within the 1994 addition were observed. A Proposal has been submitted for this additional Work. Quantities and locations have been confirmed. This Work was authorized to proceed by Scott Mackall. The Work is now complete. This additional Work has been included as part of Cash Allowance Authorization No. 3.
16. Per the request of the Owner, PR No. 9 was issued to provide additional lighting in the attic above the 1951 addition. The Proposal was considered acceptable. Scott Mackall authorized this Work to proceed. This work is complete.
17. Nicor has submitted a Proposal to provide the site utility gas line from the right-of-way of Wisner Avenue to the existing facility. The gas piping adjacent to the generator area is the responsibility of Bergen Construction Corporation. Pete Bergen will submit a credit allowance to be deducted from the Contract Sum for the gas line to be provided by Nicor Gas.
18. Discussion took place with regard to the relocation of the boiler flues to the northeast corner of the new boiler room, in lieu of extending up and out of the exterior wall of Art Room 220. The Architect/Engineer indicated this would be acceptable, as long as code-required clearances are maintained. The flues shall be painted to match the new service yard fencing and extend up 3 to 6 inches beyond the top of the new fence panels. The Architect/Engineer indicated that the Boiler Inspector requires that a coupling with a mesh screen be provided at the end of each flue. A credit allowance shall be provided to the Owner for the cost to relocate this flue piping. The routing of the boiler flues to the northeast corner of the new boiler room shall be reflected in the Project Record Documents.
19. Peter Bergen will submit a Proposal reflecting the additional costs to repair the existing, below grade conduit that was encountered during the augering operations for the cast-in-place concrete post footings for the service yard, fence system.
20. Peter Bergen will submit a Proposal for saw cutting the "V" joint, and filling the same with polyurethane, traffic grade, sealant between the reinforced cast-in-place concrete roof deck and the exterior wall of the existing facility.
21. Peter Bergen is to submit the time and material costs incurred with incorporating night-lights being added in the third floor corridor, and the first floor corridors at the north gymnasium, as well as in the 1951 Addition as directed by Scott Mackall this date.
22. Peter Bergen is to expedite a credit for the Work associated with deleting the requirement to provide the wood trim in the Library Resource Center (LRC).

**Architect's Supplemental Instructions (ASI):**

1. No ASIs have been issued to date.

**Change Orders (CO):**

1. CO No. 1 is fully executed. This Change Order provides a credit to the Owner for a reduction in size of heating piping, per PR No. 1.
2. CO No. 2 has been issued for ventilation revisions in Workroom 314 and Storage Room 318. This CO provides no change to the Contract Sum.

**Cash Allowances (CA)**

1. CA No. 1 is fully executed and is for the temporary installation of a new non-ASME water heater.
2. CA No. 2 is fully executed and is for the installation of fire dampers, per PR No. 2. Pete Bergen needs to execute and return these documents.
3. CA No. 3 is fully executed and is for the replacement of 3 new countertops in Classrooms 104 and 108, to replace leaking dielectric fittings/unions at various locations within the 1994 addition, and for work related to provide a new gas regulator.

4. CA No. 4 was hand delivered to Peter Bergen today for signature, and is for site-related work requested by the Owner, including replacement of the surface course of the asphaltic concrete in the parking lot and hard surface play areas, and sealing the existing asphaltic concrete pavement directly south of the 1951 addition and drive north of the north gymnasium.

**Construction Change Directive (CCD)**

1. CCD No. 1 has been issued to provide a second means of egress from the Library Resource Center. This Work is proceeding. The cost will be submitted once the Work is complete.

**Owner Comments:**

1. The pencil copy for Application and Certificate for Payment No. 4 cut-off and submission date is August 31, 2014. The formal Application and Certificate for Payment is to be received and processed by The Architect/Engineer, from Bergen Construction Corporation, no later than September 8, 2014. The Application and Certificate for Payment will be forwarded to the Rebecca Allard by September 15, 2014, for processing and Board approval. The Application and Certificate for Payment will be presented to the Board of Education on September 22, 2014, for final approval.
2. Scott Mackall has received the credit allowance submitted by Bergen Construction Corporation to delete the requirements to provide 2 new window sash units. It is thought this credit allowance could be used to offset the additional costs to provide the light gauge metal-framed, gypsum wallboard, wall section to conceal the existing louver to remain in Art Room 220.
3. John Imber previously commented regarding the construction joint between the reinforced concrete roof deck and the existing exterior wall of the facility, and his concern regarding moisture infiltration. Leaks have been observed at this location. Bergen Construction Corporation has now completed the saw cutting of the "V" joint and filling with a traffic grade sealant. It was concluded, based on the appearance of the polyurethane sealant installation, the providing of a surface-mounted aluminum counterflashing and reglet system will not be provided at this time. The Proposal is to be submitted for this additional Work.
4. John Imber inquired as to providing an additional 2x2 lay-in light fixture in Corridor-1G near the top of the ramp. This item was reviewed following the meeting, and it appears that the fixtures were not installed with an equal/consistent spacing. The installation and repositioning of fixtures was to be reviewed after this meeting.
5. Susan Walsh indicated she would be conducting 2 tours for new students. Each tour will be approximately 45 minutes. The dates and times of these tours will be on the morning of August 22, 2014, beginning at 9:00 a.m.
6. Scott Mackall is to advise about the external line that is to be provided for the temperature-control system to Park Ridge-Niles CCSD 64.
7. John Imber inquired with the Architect/Engineer on August 15, 2014, about the intent of the Contract Documents with regard to providing night-lights in the first and third floor corridors. John Imber also inquired as to the control of the standard lay-in light fixtures at the third floor corridor and the first floor corridors at the north and south ends of the existing facility. These items were discussed at this Progress Meeting. Following review of this issue, it was concluded that night light fixtures are to be provided in each of the 3 spaces described above to match what was existing prior to construction operations, as directed by Scott Mackall. This Work was to proceed accordingly. Peter Bergen is to submit a Proposal for the time and material cost incurred to incorporate night light fixtures.

**Contractor Comments:**

1. The new louver has been installed.
2. Peter Bergen is to confirm the manufacturing status of the new fence panels associated with the service-yard screen wall. Pete Bergen previously indicated the anticipated delivery date for the fence panels is expected to be by August 19, 2014. Pete Bergen is to verify the delivery status of these panels. Pete Bergen indicated materials should be received to allow installation to occur August 30 and 31, 2014.
3. Pete Bergen previously indicated the interior glazing to be provided in the hollow metal doorframes and/or wood doors has been ordered. Field measurements were procured the week of July 21, 2014. A 2- to 3-week lead-time may still be required for some of the fire-rated glazing. Pete Bergen will attempt to improve the delivery date of the glazing taking into account that the ROE Occupancy Inspection is scheduled on August 22, 2014, at 10:00 a.m., Pete Bergen indicated he is awaiting delivery for the obscured glazing panels. In the event these panels are not received in advance of the Regional Office of Education Occupancy Inspection, temporary glazing is to be installed. Peter Bergen indicated all glazing has been received except for the frosted panels. Temporary panels will be installed in advance of the Occupancy Inspection referenced above.
4. As discussed at a previous Progress meeting, the upper portion of the chimney has been removed. The building relief fan has now been installed. Discussion was held about the reinstallation of the lightning protection system, taking into account the new mechanical equipment being provided. Pete Bergen and Mark Kurzawski felt this would be completed by August 22, 2014.
5. Patrick McKinney previously submitted product data on a proposed thermostat cover for review and comment by Scott Mackall, John Imber, and the Architect/Engineer. Pete Bergen indicated that these covers had been received and installation will proceed.
6. Pete Bergen indicated 2 hollow metal doorframes that were incorrectly manufactured are currently being re-manufactured. Pete Bergen is to confirm the delivery date. Pete Bergen previously indicated the frames should be delivered by August 14, 2014; however, the doorframes have not yet been received.
7. Pete Bergen will review the development of the Project Closeout List and submit to the Architect/Engineer for review and comment.
8. Mark Kurzawski has received the emergency generator exhaust pipe extension, but it has not yet been installed.
9. Brandon Hubner is to be sure the completed Test and Balance Report is issued to Owner, Fanning Howey, and Farnsworth Group, Inc. no later than August 29, 2014. Scott Mackall has discussed with the Farnsworth Group, Inc. to start their functional testing operations on September 2, 2014. This date is to be confirmed.
10. Pete Bergen will expedite the procurement of the room identification signage for this Project. Pete Bergen was to review the status of this material in further detail. Temporary devices are to be installed. Submittals are to be forwarded to the Architect/Engineer for review and comment. Room names and numbers are to be confirmed.
11. Patrick McKinney inquired as to the location of the temperature control system, computer/monitor. John Imber indicated this equipment is to be installed in his office the final location will be confirmed.
12. Mark Kurzawski is to procure from their fire alarm system Subcontractor a letter of certification indicating the fire alarm has been tested and is operational.
13. Brandon Hubner is to contact Amber Mechanical about the repair of the damaged ductwork in the attic area of the 1951 Addition.



**Architect/Engineer Comments:**

1. The Architect/Engineer previously indicated that the Occupancy Inspection for this Project has been scheduled with the Regional Office of Education for August 22, 2014, at 10:00 a.m. The Architect/Engineer noted areas that will be concentrated upon would be associated with fire-rated glazing, emergency shut-off buttons for boilers, interior room identification signage, rated hollow metal doors and frames, and finish hardware. The second means of egress from the Learning Resource Center, currently in process under CCD No. 1, will also be an area of interest. In the event the additional opening is not completed by, August 21, 2014, temporary signage needs to be placed reflecting the maximum occupancy of 59 persons, until the new opening is complete. Peter Bergen will address the providing of temporary maximum occupancy signage.
2. Doug Partington distributed a document prepared by the Farnsworth Group, Inc. that documented their observations during construction regarding the mechanical system. Each item was reviewed and action determined. Please refer to attachment.
3. The Architect/Engineer will start the preparation of the Corrections/Punch List for architectural interior, plumbing, and mechanical, Scopes of Work today. The electrical list will be prepared on August 21, 2014. The exterior list will be partially prepared with the final exterior list completed when the service yard fencing system is completed.

**Commissioning Agent**

1. Scott Mackall indicated, based on his discussions with Chad Grindle, the functional testing for this Project, taking into account the status of construction operations, would commence on September 2, 2014. This date is to be confirmed.

**Next Progress Meeting:**

1. The next Progress Meeting is scheduled on **Wednesday, September 3, 2014, at 1:00 p.m.** This meeting will be held at the administration office, located at 164 S. Prospect Avenue, in Park Ridge.

ejs/klv/mm

attachments

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