

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

Board of Education Agenda  
Special Board Meeting  
Monday, February 11, 2013  
Raymond Hendee Educational Service Center  
164 S. Prospect Avenue  
Park Ridge, IL

*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, February 11, 2013**

**TIME**

**APPENDIX**

7:00 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><li>• <b>Public Comments</b></li><li>• <b>Presentation on Financial Projections</b> -- Business Manager</li><li>• <b>Discussion on Staffing Guidelines</b> -- Assistant Superintendent for Human Resources/Business Manager</li><li>• <b>Adoption of Resolution #1092 Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2013-2014 Fiscal Year in Accordance with Board Policy 4:10 <u>Fiscal and Business Management</u> and the <u>Illinois School Code 105ILCS 5/17-1.</u></b> -- Business Manager</li><li>• <b>Rejection of Lighting Upgrade Bids</b> -- Director of Facility Management</li><li>• <b>Consent Agenda</b> -- Board President<ul style="list-style-type: none"><li>• Personnel Report</li><li>• Bills, Payroll, and Benefits</li><li>• Adopt Final Calendar for 2013-14 and Tentative Calendars for 2014-15 and 2015-16</li><li>• Approval of Intergovernmental Agreement with District 62 and District 207 for Vision/O&amp;M</li><li>• Adjustment of Superintendent Contract</li></ul></li><li>• <b>Other Items of Information</b> -- Superintendent<ul style="list-style-type: none"><li>• Upcoming Agenda</li><li>• Freedom of Information Act Request</li></ul></li></ul>		
			A-1
			A-2
			A-3
		Action Item 13-02-1	
		Action Item 13-02-2	A-4
		Action Item 13-02-3	A-5
			A-6

- Memoranda of Information
- Common Core FAQ's
- Update on ISAT Analysis of Test Scores

• **Board Adjourned to Closed Session**

- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Regular Meeting: Monday, February 25, 2013  
 7:30 p.m. – Regular Board Meeting  
 Field Elementary School – North Gym  
 707 Wisner Avenue  
 Park Ridge, IL 60068

February 25 – Field Elementary School – North Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Recognition of 2012 Illinois Honor Roll Schools
- Progress Report on District-wide Priorities & Strategic Plan Activities
- Discussion on Student Fees
- Update on Board Advanced Technology Committee (BATC)
- Approval to Award Contract for the Carpenter Mechanical Upgrades Project
- Approval to Design Phase II at Field Elementary School
- Approval of January Financials
- Request for Quotes for Art & General Classroom Supplies (memo)

March 18, 2013 – Lincoln Middle School - Cafeteria

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approval of Student Fees
- Approval to Award Contract for the Franklin Mechanical Upgrades Project
- Approval to Award Contract for the Lincoln Mechanical Upgrades Project
- Approval of Food Service Contract Renewal
- Recommendation from Math Committee on Materials
- Approval of February Financials • Update on Board of Education Goals 2011-13
- Resolution # Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests (memo)
- Health Living Month

Upcoming Topics

- Committee-of-the-Whole: Recommendations from Board Advanced Technology Committee (BATC) – 4/8/13
- Approval of Recommendations from Board Advanced Technology Committee (BATC) – 4/22/13)
- Pledge of Allegiance and Welcome - Roosevelt - 4/22/13
- Approval of March Financials - 4/22/13 • Adopt Math Materials - 4/22/13
- District 64 Jazz Band Emerson - Emerson - 5/20/13
- Pledge of Allegiance and Welcome - Emerson - 5/20/13
- Approval of April Financials - 5/20/13

TBD

- Budget Hearing • Re-adoption of 2012-13 Budget • Maine Township Treasurer (memo)
- Appointment of Washington Elementary School Principal
- Recognition/Plans for Community Finance Committee
- Approval of 1-year Extension of Bus Contract
- Analysis of ISAT Test Scores

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.

***Park Ridge - Niles  
Community  
Consolidated  
School District 64***

***Ten Year Financial Projections  
January 2013 Update***

***Prepared by:  
Lawrence Heidemann  
StratPlan Consulting & Modeling***

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# ***FINANCIAL PROJECTIONS***

## ***Recent History***

Park Ridge-Niles School District has a history of thoughtful strategic planning and responsible financial management. At the turn of the century, an operating tax rate of \$3.32 (in FY99) was adequate to sustain ongoing operations even though the combination of federal and state support continued to provide only about 10% of the budget. As the decade progressed, however, it was becoming apparent that finances were under stress as the tax cap continued to nibble away at the property tax rate. By the 2007 school year that operating rate had been reduced to \$2.31. As fund balances continued to drop and cash flows turned negative, expense cuts were initiated and class sizes increased. In the spring of 2007, however, voters approved a tax increase to reinstate part of that rate. The operating tax rate for 2008 was restored to \$2.75 with the promise not to approach voters again before at least 2017, absent any dire economic developments.

Against that backdrop, the economy did take some dramatic turns in 2008 and 2009 and *StratPlan© Consulting* was enlisted in 2009 to evaluate District 64's financial outlook, to help investigate the sustainability of current operations in the emerging economic climate, and to consider whether the recent referendum would in fact accomplish its stated purpose in the new economic environment. That study recognized the evolving economic climate with reduced tax rates and flat revenue growth, and investigated variations on an evolving economy and District 64 planning options for the future.

The general conclusions were that Park Ridge-Niles had in fact positioned itself with solid fund balances, positive cash flows, considerable flexibility, and a bright future. Those fund balances were projected to provide the time and flexibility to enable thoughtful strategic consideration of such things as discretionary educational projects, class size considerations, additional facility improvements, or simple contingency to ward off the proverbial “Murphy” should he prove even more capricious.

In 2010-11, *StratPlan* was again enlisted to provide updated projections, armed with a new AFRs (the audited “Annual Financial Reports”), a new budget for FY2011, and with new estimates on the outlook for the struggling economy and the local environment. Those projections were marginally worse, due to the ongoing malaise in the economy and weaker estimates for the local economic future.

In 2011-12, those projections were again updated, incorporating a new 2011 AFR and a new FY2012 budget. The primary differences appeared to be a marginally improving economy and the prospect of emerging budget under-runs from effective expense control. The open question was then whether those improvements would then be adequate to offset the escalating cost of future project work, which were still being developed.

Overall conclusions were still similar. District 64 had established a solid foundation that was allowing it to weather the lingering economic storms. Furthermore, the existence of its ongoing strategic planning process, and tools such as *StratPlan*, were enabling the district to monitor the economic landscape and provide a flexible approach to future planning.



## *Looking Ahead*

With that background and after another plodding year in the economy, StratPlan has again been enlisted to update previous projections, and to help keep a watchful eye on the financial horizon for the district. This update reflects current economic data, and incorporates another year of actual audited financial results for the last fiscal year and a new budget for the current year. Assumptions about the future and the economy are updated with the district's best estimates and a new base case is developed.

## *Variables & Assumptions*

The economic outlook has continued to improve very marginally over the last year, but ongoing projections have not evolved enough to alter anticipated trends significantly. The overall basis for this study is the current actual situation, with the following updated considerations and assumptions:

### **General**

- **Inflation/CPI** - Inflation, as measured by the government's Consumer Price Index (CPI), is a critical variable as the current sluggish economy struggles to recover, since it is the primary revenue driver in a tax capped district. After the known 3.0% for FY14 and 1.7% for FY15, CPI is projected to fluctuate within the historical range of about 1.7 to 2.3% in the future.
- **Enrollment** - Enrollment is expected to be relatively stable with only modest fluctuations over time. Deltas from demographic data supplied by Kasarda have been incorporated in this development.
- **Class Size and New Programs** - Class size guidelines range from 22 at the lower grades to 28 in the upper grades. Current averages are in the 23-24 range and are assumed to remain at those levels.

### **Revenue**

- **CPI** - as noted above
- **Equalized Assessed Valuation – EAV.**
  - **New Construction EAV** - is assumed to increase only slightly from current flat levels to a more historical level of about 1% growth per year.
  - **Existing EAV** - is forecast to resume the historical sawtooth patterns of triennial increases followed by no to slow increases. The base case assumes that after a continued decline this year, the pattern will revert to a recurring progression pattern of -3%, 10%, 1%, -3%, 10%, 1%.
- **Tax Rates** - Tax rates will comply with the PTELL (tax cap) calculations. Tax rates generally move inversely to the reassessments in existing EAVs and will thus result in a similar but inverse sawtooth pattern to EAV reassessments over time.
- **Stable State and Federal Funding.** As a base case, state and federal funding are assumed to be stable at current rates. Federal funding (at less than 1% of budget) is negligible in any case. State funding (at only about 6-7% of the budget) continues to be hard to predict given the budget woes in Springfield, but can be adjusted in the model as it evolves from Springfield. Given its relatively small proportion, however, even

significant changes are unlikely to have an appreciable effect on District 64. No additional stimulus funds are anticipated.

- **Impact Fees.** Any impact fees are generally modest and are included in ongoing O&M background revenue.
- **Other Funding.** There have been several recent sources of one-time/project related funding including the recent federal "stimulus" dollars, and the sound abatement project. Those funds have been expended as they were received. Those kinds of project funds are not expected to be available in the future.

## **Expenses**

- **Salary and Benefit (S&B) Escalations.** The PREA current contract obligations are incorporated into the base case model. Ongoing salary escalations are assumed to be approximately 2% on the base with an average 1.6% step. Benefit costs are projected to continue escalating at about an 8% rate. This will of course be very dependent upon the overall economy and competitive pressures in the area as the situation evolves down the road in future contracts, but is a *critical* strategic factor in the district's longer-range future.
- **TRS.** Proposals continue to surface in Springfield to require local districts to begin to shoulder increasing amounts of the state's TRS burden. That has not been included at this time until the situation clarifies.
- **Debt Retirement.** Debt retirement is modeled according to the currently scheduled commitments, at payments of \$2.5-3.0 million/yr. The debt is scheduled to be retired in 2017.
- **Project Expenses.** A variety of important projects (such as the sound abatement project) have been completed in recent years. This update now includes significant project work defined at \$6.5 million/yr over the next 2 years and \$1.6 million/yr for the next 2 years to be funded from ongoing O&M or Working Cash operating funds. Estimates for future work are in the range of about \$4.0 million/yr thereafter but will eventually need more in depth analysis to further clarify those very preliminary estimates.
- **Other Costs.** O&M, Transportation, and other costs are assumed to escalate from current levels with CPI.

Any of these assumptions can be easily changed but these are used as the default basis. Sensitivities are investigated in a subsequent section.

# *CURRENT BASE CASE*

## ***General Conclusions***

The outlook in this update is affected by several factors. The underlying picture is marginally worse than last year's, due primarily to evolving assumptions on the expense side of the ledger.

- Due primarily to effective expense control, recent operations have provided significant budget under-runs and projections now suggest that a majority of these economic efficiencies might now be permanently imbedded in a lower expense profile. That lower profile is reflected in this update and has a significant compounding effect for the long term.

On the other hand, there are several factors conspiring to offset those savings.

- There are continuing higher estimates for future project costs that will continue to consume those available savings.
- Benefit costs are estimated to continue escalating at about 8%/yr.
- Slightly lower estimates of future CPI, and therefore lower capped tax revenue, will eventually compound over time.

The net of those several factors (and numerous smaller factors) does result in slightly poorer fund balance projections than last year, with trends eventually turning downward in the out years more sharply due to compounding effects.

The short term, however, (3-5 years, or until an unofficial 2017 focal point) continues to be fairly stable. Previous solid planning efforts should now allow the flexibility to continue to watch the evolution in the economy and the environment, without the need to take any dramatic near term actions other than the ongoing prudent control of operating expenses. It should also provide the ability to at least begin much of the anticipated project work with some confidence. There is ample time, flexibility, and resources to monitor the situation as it evolves over the next several years.

The major ***strategic*** factors on the respective sides of the ledger during that time frame continue to be:

**Revenue - Evolution of the Tax Base.** The evolution of the EAV tax base is one of only two factors with the potential to have any significant impact on available revenues. Over the last decade, a modest amount of new construction combined with some "tear down/rebuilds" has gradually expanded the tax base enough to cope with expenses that were increasing faster than the CPI. With reduced to flat expansions now projected, that emphasizes the need to match ongoing expenses to expected CPI revenue increases. Resumption of historical new construction levels of about 1% would add that amount of minimal annual revenue to the tax base.

**Revenue - CPI-Driven Tax Income.** As noted previously, revenues will generally escalate only in direct proportion to CPI in a tax-cap district. Modest CPI estimates in this development are marginally lower than last year's assumptions. Deviations from the assumed 1.7-2.3% CPI range will affect expected revenue in direct proportion.



**Expenses - Recent Savings.** As noted above, recent budget under-runs and successful expense control have largely been incorporated into this development. The ability to sustain that new profile will be a critical factor in any ongoing financial strategies.

**Expenses - Project Work.** Plans are currently underway for significant increases in project work to be funded from O&M operating funds (and/or available working cash). This update assumes a pattern of \$6.5M/yr for 2 years and then \$1.6M/yr for 2 years for established projects and then projects \$4M/yr thereafter until further studies are more refined.

**Expenses - Salary and Benefit Escalations.** As outlined in previous work, with the tax cap law limiting revenue increases to the CPI, overall expense escalations must be held around that same level. With S&B constituting 70-80% of operating expenses, those are the primary costs that must then be controlled within that same general range. Other overhead type costs such as utilities and maintenance, at 20-30% of the budget, tend to be either fixed or difficult to control. S&B will always be the critical factor in long term finances – and in particular their relation to ongoing CPI driven revenue increases.

**Many Other Factors** can of course affect long term planning. All have been included in this development and changes can be easily modeled. Most, however, are generally of smaller import and can either be accommodated in ongoing operations or are generally masked by larger issues.

The combination of those major factors suggest the following strategic conclusions for the near-term:

- The modest 3% or so projected increases in tax revenues from new construction and stable CPI do need to materialize to be able to fund the bulk of the projected 3-4% increases in salaries and 8% in benefits initially assumed in this base case. That conceptual pairing is important since tax revenues constitute about 90% of total revenues and S&B expenses in turn are 70-80% of total expenses.
- If recent budget under-runs and expense efficiencies have in fact been institutionalized, that may be an adequate source of net funding for project commitments for the next few years. Eventually supporting that capital level from operating funds may need to be carefully evaluated .

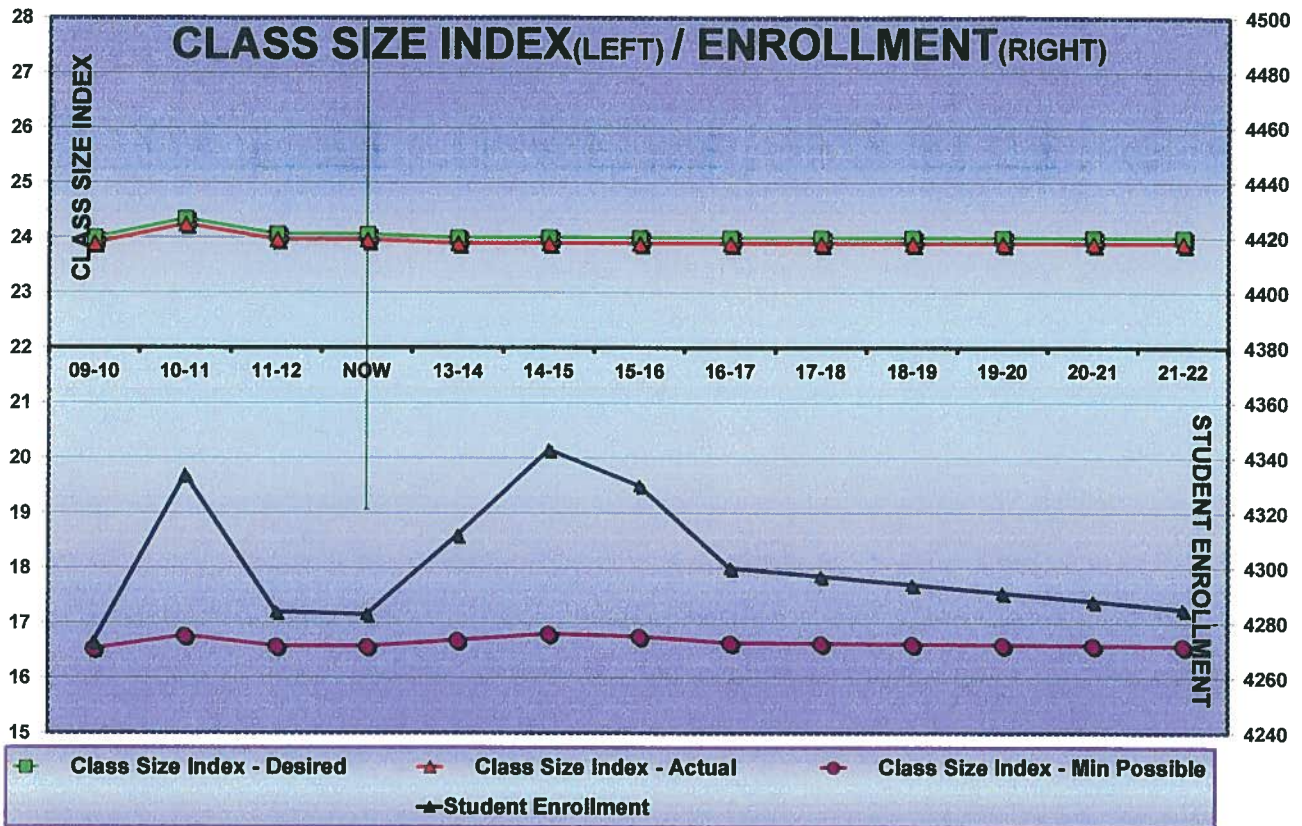
Overall, previous conclusions are still generally applicable:

*"Park Ridge-Niles has in fact positioned itself with solid fund balances, positive cash flows, considerable flexibility, and a bright future. Those fund balances and that flexibility will enable thoughtful strategic consideration of such things as discretionary educational projects, class size considerations, additional facility improvements, or simple contingency to ward off the proverbial 'Murphy' should he arrive."*

That analysis does, however, come with the caveat to be constantly vigilant in the near term, and does suggest the need to do periodic re-evaluations such as this to keep the longer-term trends in focus.

The following charts illustrate that overall position.

# 2013 Base Case

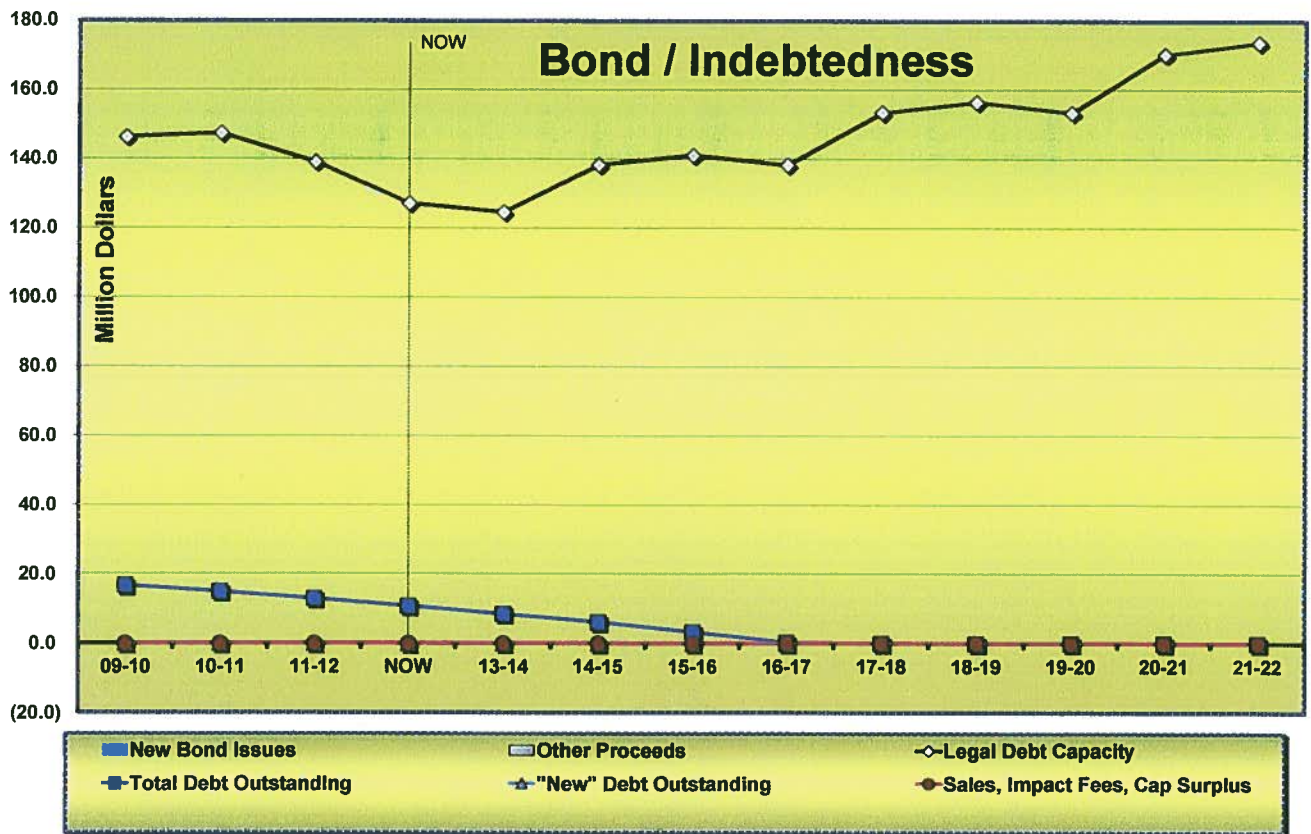


Current guidelines for class sizes range from the low 20s in the lower grades to the upper 20s in the upper grades and most schools have average class sizes below those target guidelines. Sixth day enrollment and October 30 attendance data indicate an **overall** district average in the 23-24 range (red/green - left scale), recognizing of course that averages can be deceptive given the planned difference between grades and the general variations between schools.

Various demographic studies in recent years have predicted enrollment in the 4,000-4,500 range. Kasarda has recently updated those studies and projections now suggest a stable enrollment in the relatively narrow range of 4,200-4,400 (blue - right scale). Deltas from the most recent Kasarda study have been used as increments from the current actual enrollment.

The district has considerable capacity available if needed. Average class sizes (from a purely capacity standpoint) could in fact be lowered into the upper teens (purple - left scale) if educationally beneficial or financially acceptable. For purposes of this study, the targeted class size index is held constant at 24 - recognizing of course that "averages" can mask considerable variations between grades and between schools.

# 2013 Base Case



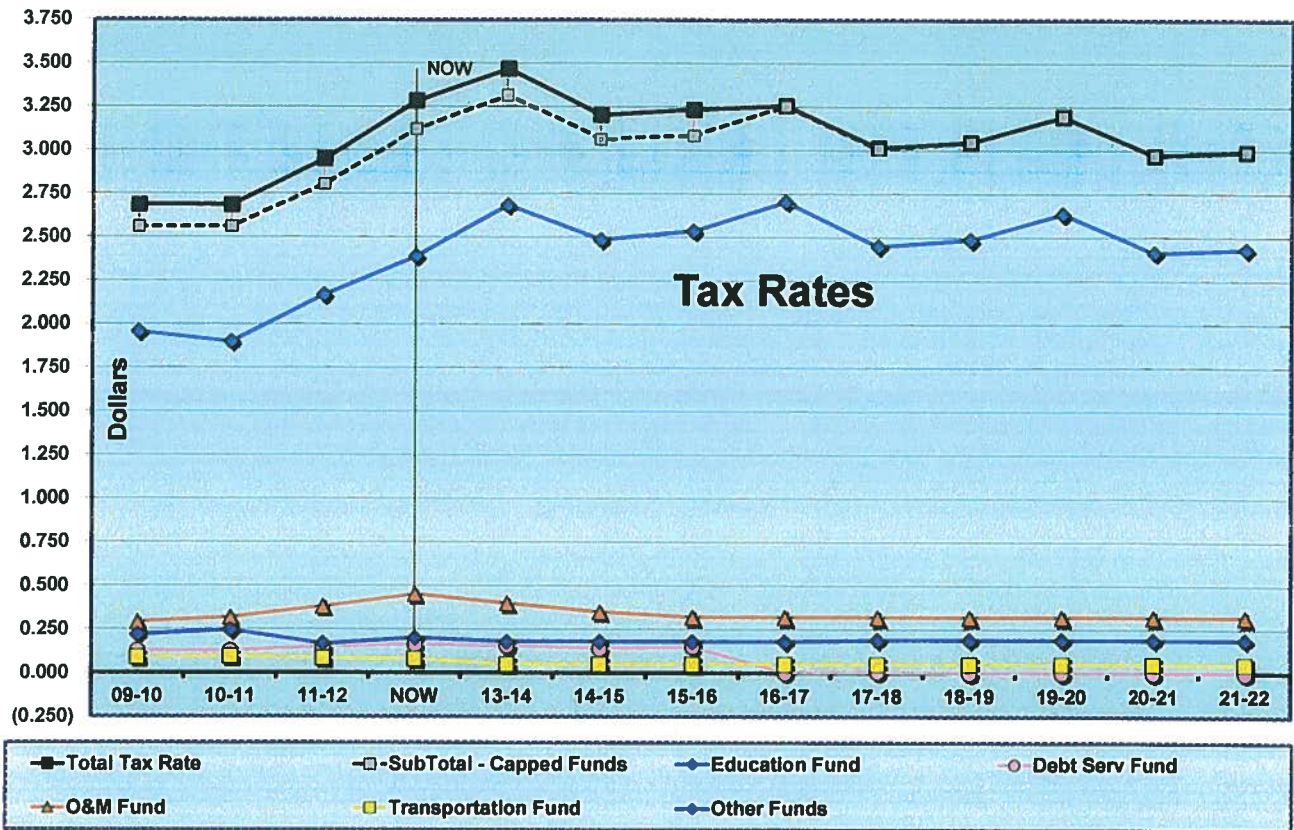
Debt is not a significant strategic issue for Park Ridge - Niles.

"Legal" debt capacity (black), as determined by EAV, is considerable and is not an issue. Actual debt (blue) is being steadily reduced and should be retired completely within a relatively few number of years.

*(Interestingly, if an operating referendum were eventually considered necessary, the timing would be at about the time debt is retired and the B&I levy would disappear from the tax bills. That could potentially allow a strategic referendum asking the voters to simply replace the expiring debt levy of about 10-15 cents with a comparable operating levy - at **no net tax rate increase**. That strategy has occasionally been effective in other districts.)*



# 2013 Base Case



Operating tax rates are of course "capped" in District 64. That (gray) capped rate is the composite of all the individual rates below it, with the exception of the (pink) Debt Service rate which is not capped. That (pink) Debt wedge is added to the (gray) operating rate to yield the (black) total rate above it.

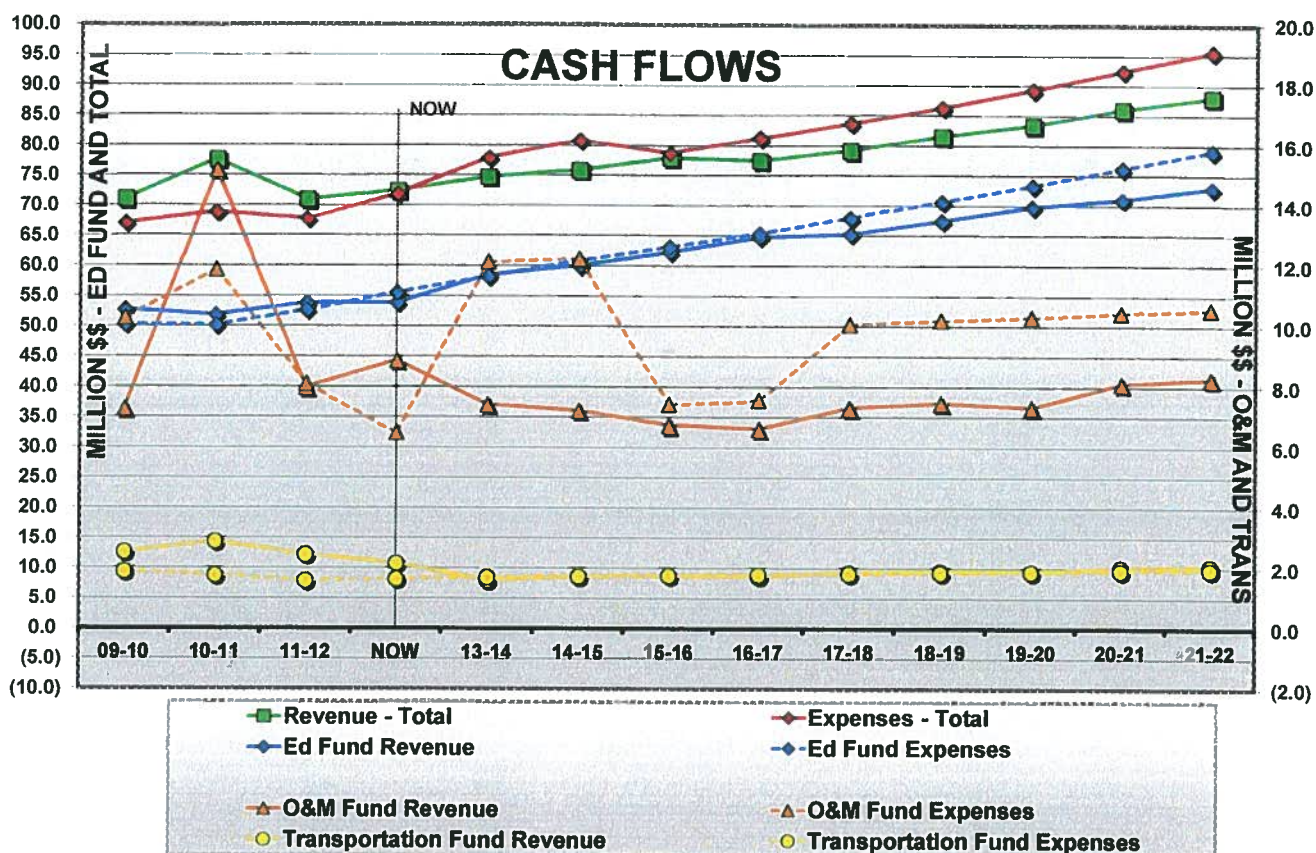
With a declining EAV in the recent economic downturn, tax *rates* have moved steadily upward as the tax cap calculations provide a CPI-based amount of total operating revenue. That trend is expected to moderate if/as the economy (and EAV assessments) return to a more normal pattern.

That "normal" tri-ennial re-assessment process in Cook County has historically created a sawtooth pattern for tax rates. When EAVs are reassessed upward in a given year, capped tax rates drop inversely to it and then are relatively flat to increasing in the subsequent two years. That pattern is expected to eventually resume.

Tax rates for the smaller funds have been held relatively flat to meet their ongoing obligations. The (orange) O&M rate in this base case is levied *only* to meet ongoing operating expenses and *not* to support planned capital improvements. That effect is illustrated later. The tax cap and tri-ennial variation are then absorbed in the larger Ed Fund (turquoise), which of course then translates into the same overall pattern for the Total (black) rate.

Note also that debt is retired in 2017 and the base line tax rate permanently drops 10-15 cents below current levels as that (pink) Debt Service wedge goes away.

# 2013 Base Case



Cash flows for the major funds and totals are reflected in this chart.

Operating cash flows for Transportation (yellow - smaller right scale), O&M (orange - smaller right scale), and Others (not shown) are typically kept in relative balance by adjusting the annual levy process. Revenues (solid) are in relative balance with expenses (dashed) - with some explanation required for O&M.

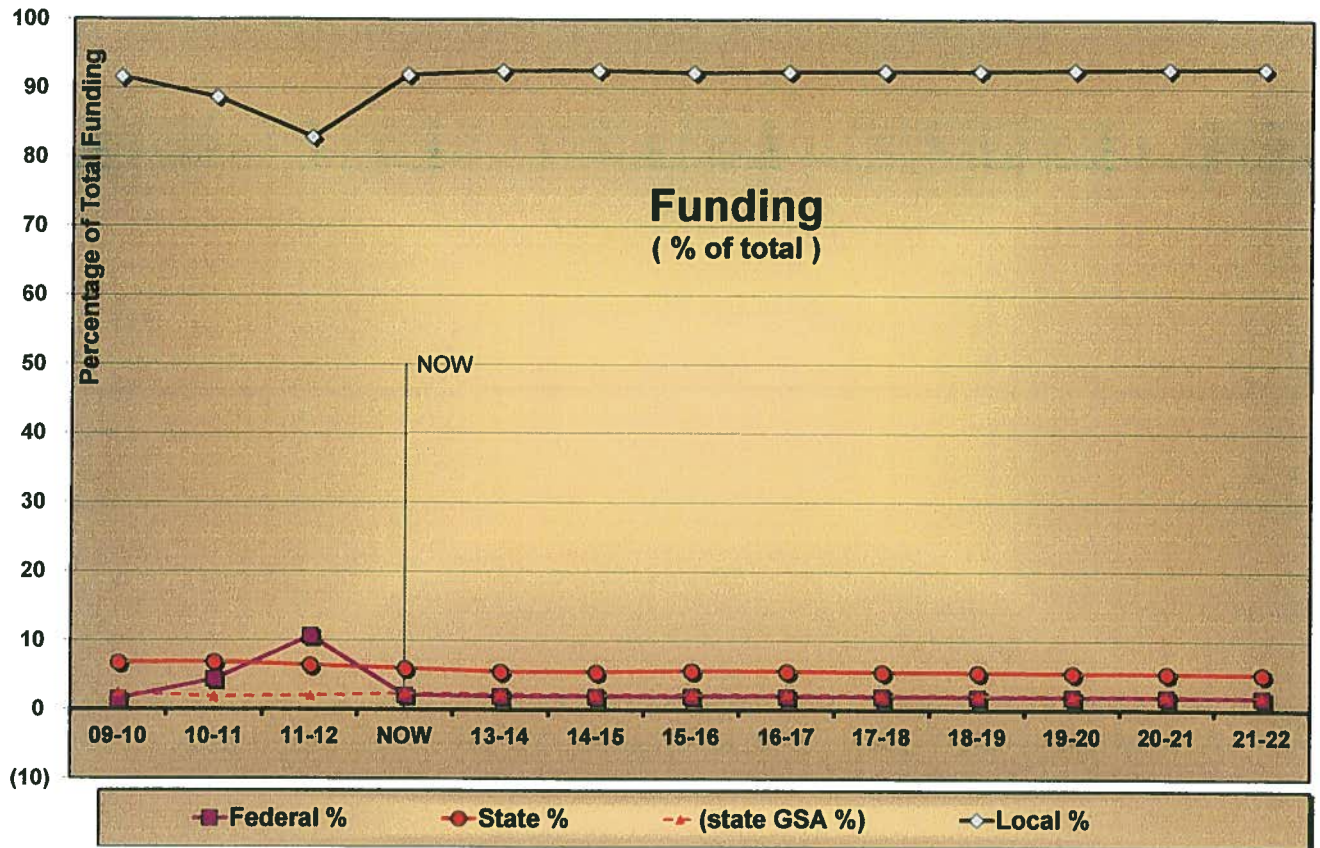
The recent blip in O&M (orange) is largely the result of recent abatement projects, funded primarily by extra federal dollars. Future O&M expenses peaks (orange dashed - right scale) include significant capital expenditures in addition to ongoing operating expenses, and *do* exceed routine tax revenue for O&M operations. That effect is illustrated more clearly in the subsequent graphs.

The recent referendum has provided the desired Ed Fund revenue (solid turquoise - larger left scale) to meet ongoing expenses (dashed turquoise - larger left scale) before a slight deficit begins to emerge. That slowly emerging deficit is the result of presumed contract escalations, primarily in benefits, that are projected to continue to exceed the CPI-driven revenue increases.

In total, Revenues (green - left scale) are projected to adequately cover Expenses (red - left scale) for several years before the Ed Fund deficit, and in particular the ongoing O&M capital expenditures, begin to affect it.



# 2013 Base Case



A significant feature of District 64's financial picture is the source of funding.

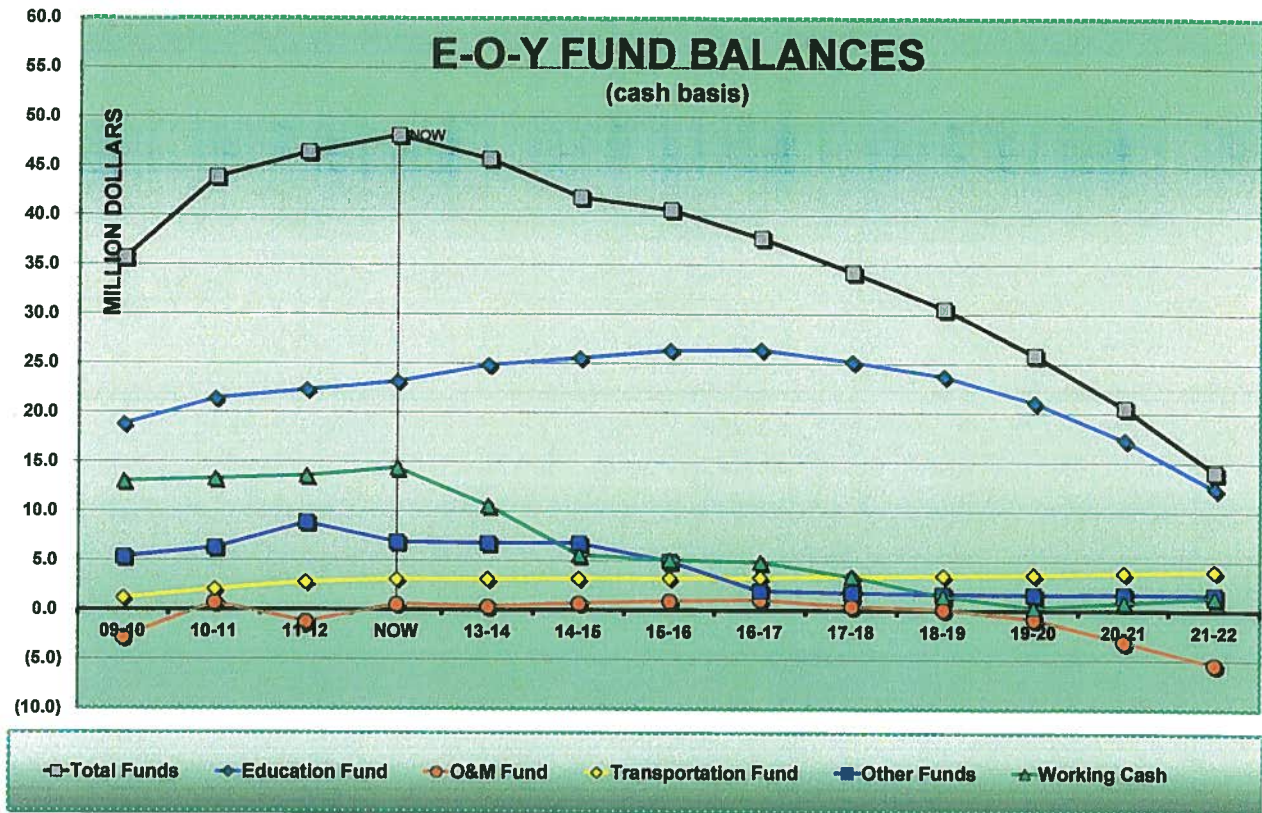
Federal revenue (purple) is minimal at about 1% of the budget, except for the temporary "stimulus" in 2009-11.

State support (red), including General State Aid, "Categoricals", and some transportation, typically total only 6-8% of the budget.

Essentially all of Park Ridge-Niles funding continues to come from local sources (black), primarily local property taxes.



# 2013 Base Case



EAVs, tax rates, and cash flows result in these all important E-O-Y (end-of-year) Fund Balances.

The smaller funds are routinely anchored with solid fund balances as levies are assessed over time to meet their *operating* obligations. The larger Ed Fund usually absorbs any larger fluctuations.

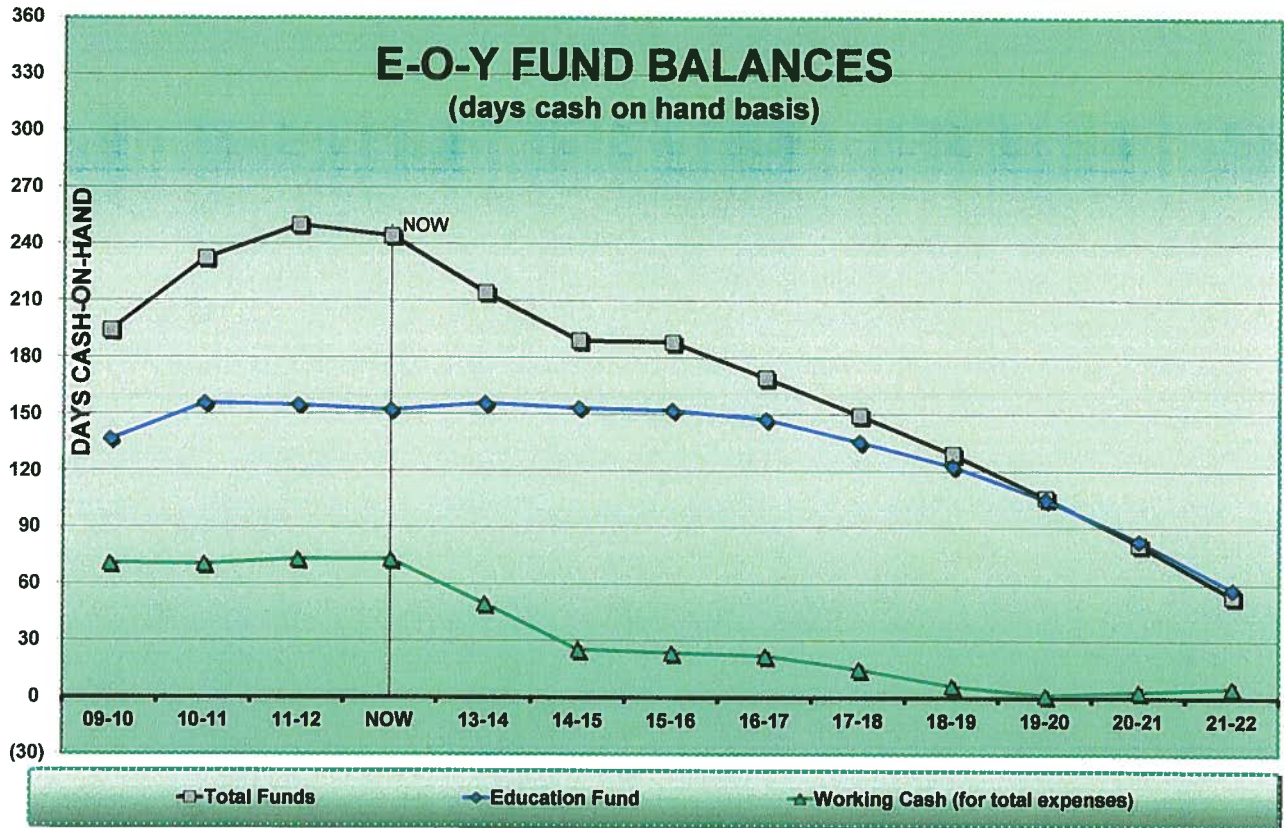
This base case, however, assumes an ongoing capital program being funded from the (orange) O&M Fund. Since routine O&M tax levies are inadequate to support that program, Working Cash (green) is routinely abated to the O&M fund to keep it solvent during the capital program until the working cash is depleted. (In effect the capital projects are being funded from accumulated working cash while available).

As expected from previous tax and cash flow charts, Total Fund Balances (black) are relatively stable for several years until the compounding effects of increasing salaries and benefits and the ongoing capital program begin to turn the trend downward. Eventually the Working Cash Fund (green) cannot support the ongoing capital drain and the drop in Total Fund Balances begins to mirror the decline in the Working Cash and O&M Funds.

There is considerable flexibility over time to adjust the fund balances of the smaller funds as needed via the levy process. In addition, the current healthy balances in both the (turquoise) Ed Fund and the (green) Working Cash Fund continue to provide an important strategic source of flexibility to make internal allocations and consider emerging strategic decisions. The scope and timing of potential capital projects in particular can serve as a future flywheel of sorts as the environment evolves.

**Overall, however, Total Funds (black) remains the key strategic parameter.**

# 2013 Base Case

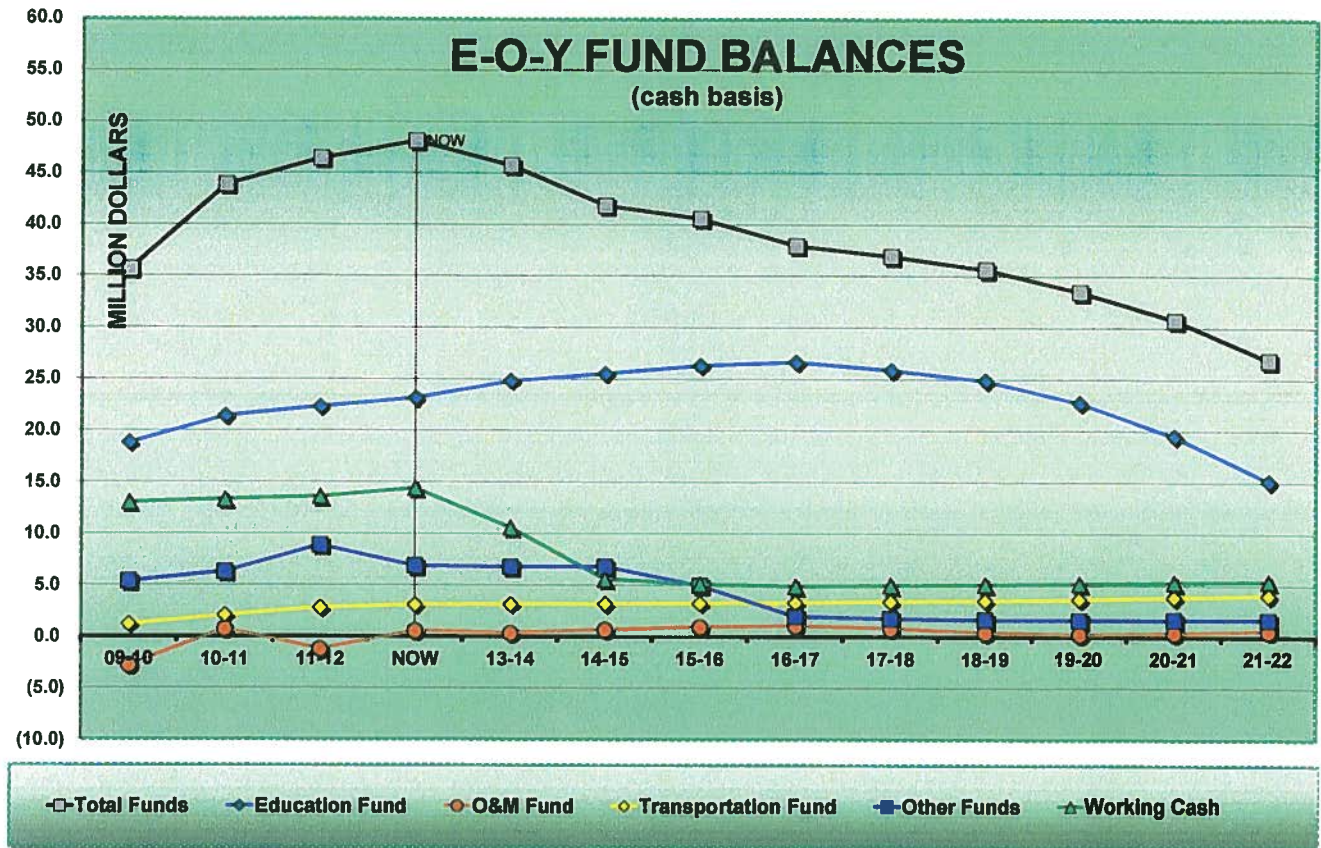


An alternative way to look at fund balances is on a "days-cash-on-hand" basis. As future fund balances were changing on previous charts, so were expense obligations. This chart normalizes those effects and looks at how many days expenses can be paid without new cash infusions. Since tax receipts generally arrive in two major disbursements from the county, most districts target for a 3-6 month range in total. Park Ridge - Niles in fact targets for 4 months ( $\frac{1}{3}$  year) and is projected in total to fall comfortably above or within that range well into the future.

This chart does suggest that there is probably little need for immediate concern about projections of eventually declining fund balances. That declining trend is very gradual for a number of years and is dependent in any case on the assumptions of increasing S&B escalations, a continued flat EAV tax base, and in particular hefty project work. Those longer term effect can be monitored over the next several years as long as potential concerns continue to be recognized this far in advance.



# 2013 Base Case B



It is also instructive to isolate the comparative effect of the sizeable capital program currently under consideration.

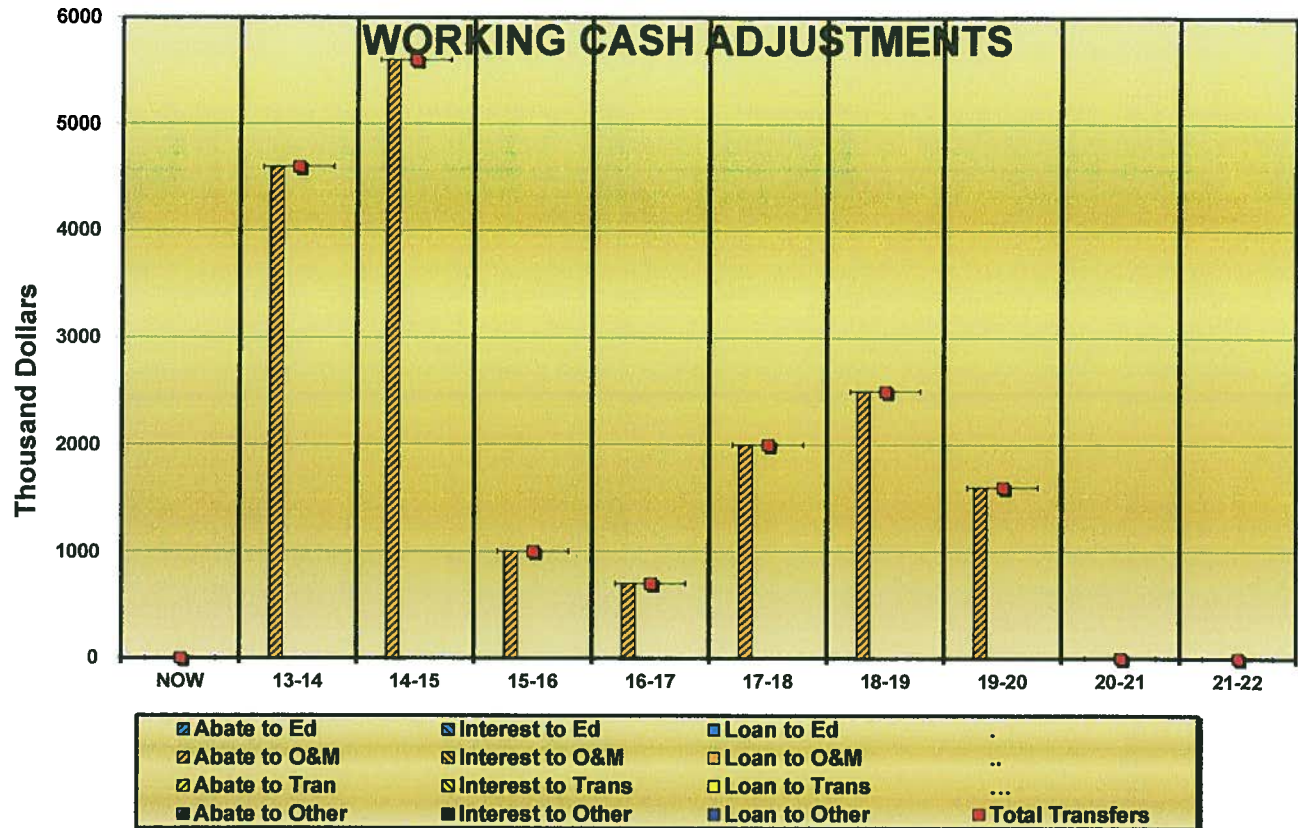
The above comparison is identical to that on page 11 in the base case except that a much more conservative \$1.6 million/yr capital program is continued as an (arbitrarily assumed) sustaining level after the next 4 years instead of the estimated \$4 million/yr now reflected in the base case.

As a result, the (orange) O&M Fund can accommodate that level of program within its normal levies. After being tapped in the near term, the (green) Working Cash remains intact as a strategic reserve for the future. The (turquoise) Ed Fund does eventually begin a downward trend due to the compounding effect of salary and particularly benefit increases above the CPI benchmark.

As before, there is considerable flexibility over time to adjust the fund balances of the smaller funds as needed via the levy process. The current healthy balances in both the (turquoise) Ed Fund and the (green) Working Cash Fund continue to provide an important strategic source of flexibility to make internal allocations and consider emerging strategic decisions as the environment evolves.

***Overall Total Funds (black) continues to remain the key strategic parameter.***

# 2013 Base Case



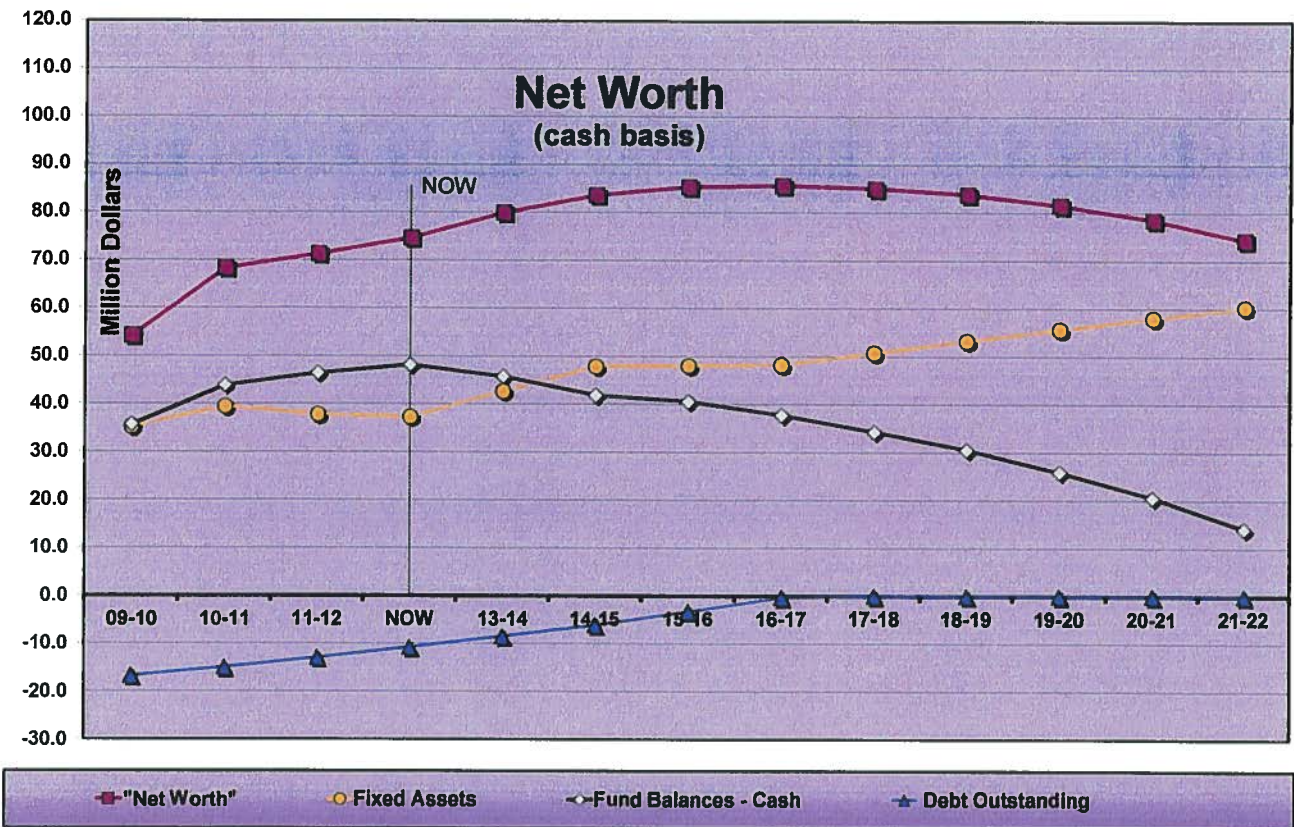
In this base case scenario, about \$15 million in initial working cash plus about \$4 million in new levies and earned interest is abated to the O&M Fund in a skewed pattern to support the capital projects, until the working cash fund is depleted.

Alternatively, although not under active consideration, the possibility of issuing limited tax bonds is also a potential source of funding.

In an interesting coincidence, at this rate of project expense and W/C abatement, working cash would be depleted in about the 2017-19 time frame that had been suggested as the next possible referendum date if needed.



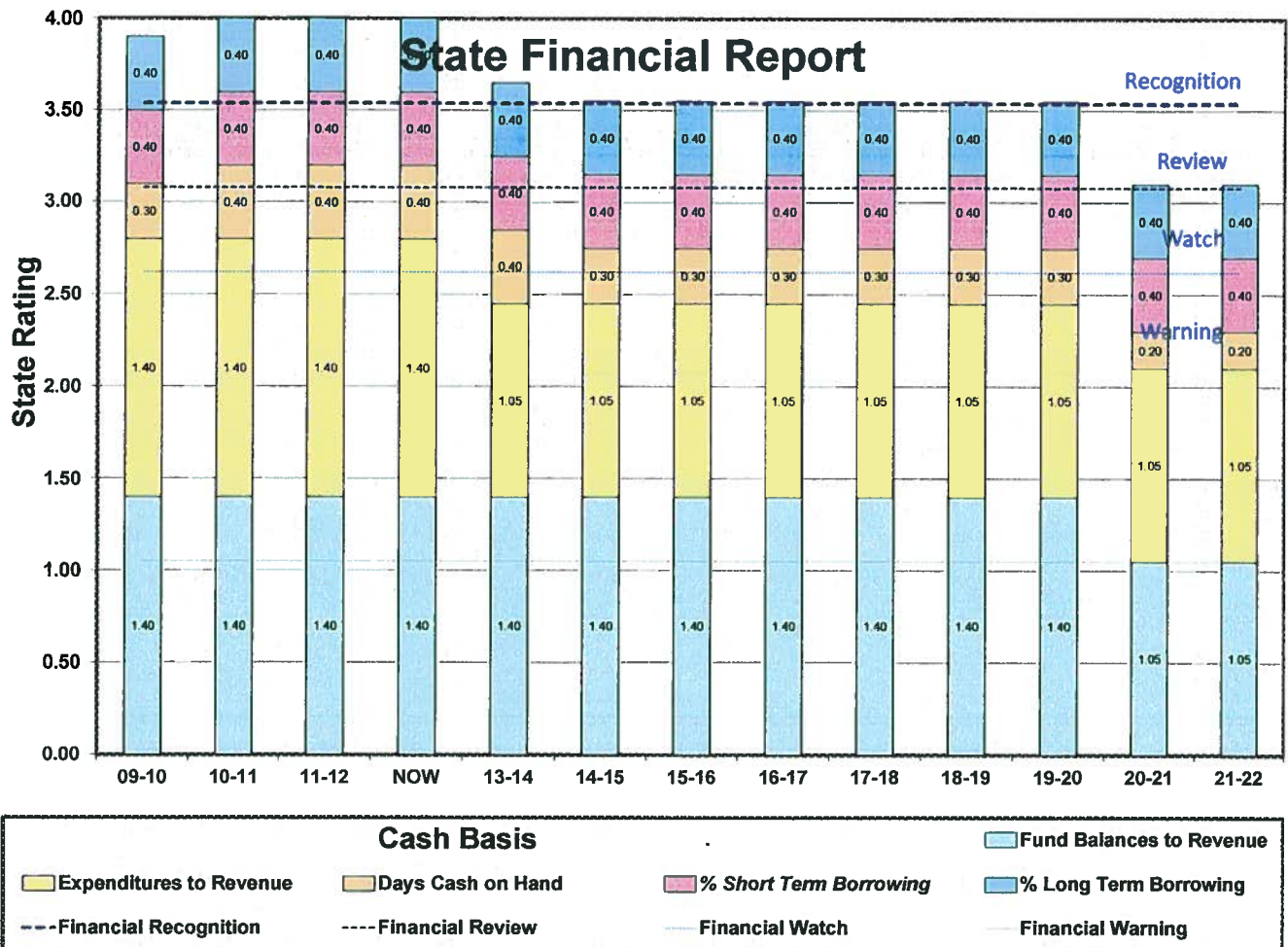
# 2013 Base Case



Although public entities are not strictly analogous to private industry, Net Worth is still a reasonable metric to assess general stewardship. In its simplest form, Net Worth is the sum of Fixed Assets (orange) plus Cash Balances (black) less Debt (blue).

Net Worth (maroon) is slowly increasing as the effects of slowly declining fund balances and modest depreciation are offset by declining debt and the additions of new fixed assets from the capital program.

# 2013 Base Case



The state of Illinois of course has its own financial report card for school districts. The five parameters it measures result in a rating from 0 to 4. Park Ridge - Niles ratings have climbed into the top "Recognition" category after the recent referendum and are expected to remain in or around that level in the future.

Those ratings may decline somewhat as a cash flow deficit (yellow) emerges, primarily as a result of the capital program. Eventually that rating may decline even further if/as the continuing extensive capital program begins to affect (blue) fund balances.



# ***SENSITIVITIES***

## ***Basis***

It is virtually certain that whatever evolves, it ***will not*** be exactly as modeled in any of these cases. Sensitivities were run to all of the variables presented in the variables/planning section. While all can of course change, and all will then have some subsequent effect, only a few of them are critical from a ***strategic*** viewpoint.

The two major strategic factors in the Park Ridge Niles future include the ability to sustain the recent reduction in its ongoing expenses and a subsequent ability to be able to apply those funds to future capital project work. Once that strategic trade-off has been better defined, the ongoing underlying factors include the evolution of the current struggling economy, with its effect on revenues and the recent referendum increases, the control of future salary and benefit escalations on the other side of the ledger, and the ability to implement potential educational enhancements.

Other factors such as fluctuations in state/federal aid can be (and have been) accurately modeled, but are generally of smaller import and can either be accommodated in ongoing operations or are generally masked by the larger issues.

One particularly useful approximation is that a budget difference of +/- \$1 million equates to about 5 “days-cash-on-hand”.

## ***Useful Rules of Thumb***

There are a variety of approximate relationships that can be used for “what-if?” discussions of sensitivities. All are dependent to a degree on where and in which case they are applied and upon the timing, because of varying EAVs, tax rates, enrollment and other factors. All can be verified in detail within the model if they are under active consideration. Nonetheless, they are useful for “back of the envelope” or in scoping discussions. Some useful approximate rules of thumb are:

	<u><b>is roughly equivalent to</b></u>
• each 1% change in CPI	5 cent tax rate
• each 1% salary & benefit escalation	2 cent tax rate
• each 1% spread between EAV/CPI	2 cent tax rate
• each 10% change in level of state/federal funding	3 cent tax rate
• each \$700k (~1%) in ongoing expenses or revenue	4 cent tax rate
• each class size increment of +/-1	5 cent tax rate
• each two additional staff members	1 cent tax rate
• each \$10 million in new construction EAV	3 cent tax rate

Or, when considering tax rates, referenda, or tax cap consequences,

### **each 5 cent tax rate increment is roughly equivalent to:**

- \$1M annual revenues
- 2-3% salaries/benefits
- Class size increment of +/- 1
- Additional 10 staff members

# *SUMMARY and CONCLUSIONS*

## *Overall Summary*

Previous studies by StratPlan have evaluated the Park Ridge - Niles long range financial outlook. A particular focus was if the recent operating referendum would in fact stabilize District 64's finances as envisioned through about 2017, in light of the dramatic turn of events in the local, national, and worldwide economies. Several alternate scenarios investigated that same question and the effects on the quality of education and ongoing plans should either a faster or slower economic recovery evolve.

With now another year of a relatively stagnant economy, and another year of actual financial data and budgets, StratPlan has revisited the Park Ridge - Niles long-range outlook.

With a new labor contract in hand but with ongoing concerns about potential benefit escalations, concerns about a stagnant economy and local tax base continue to be the underlying primary focus (as they are currently in most districts). Variations in previous studies investigating the effects of healthy versus anemic recoveries are still fairly applicable. Those original increments can still be directionally superimposed on this base case update, and overall the district has retained adequate flexibility to ensure a successful future.

Emerging developments, however, now have the potential to change that landscape and expand the scope of strategic planning.

Actual performance in recent years and the current fiscal year budget both suggest the district has been able to lower its underlying expense profile by about \$2-3 million/yr over the last year or two. If that in fact has been institutionalized and can be sustained, that can provide significant flexibility to address a wide-range of issues – including an expanded capital program.

Plans are progressing for an extended capital improvement program. After the currently defined programs for the near future in the next 4 years, current estimates used in this StratPlan development are for \$4 million/yr during the remainder of the study window. That would obviously be a significant drain on the expense side of the ledger. Existing fund balances can fund a major portion of that capital plan, but the ability to sustain the lower expense profile may determine whether that can be accomplished without either an eventual referendum or limited tax bonds.

## *Conclusions and Recommendations*

The suggested strategic course of action seems to be to essentially stay the course suggested previously:

For routine operations:

- Continue to watch the economy and the tax base evolve over the next few years
- With a new contract in hand, continue nonetheless to be vigilant on ongoing cost control, and in particular benefit escalations

For capital projects:

- Evaluate the degree of sustainability of recent improvements in expense control
- Determine how much of those savings are available to apply to capital projects
- Begin a capital program based on those two factors

For a long term focus:

- Recognize the potential alignment of a variety of issues coming to a head around the unofficial 2017 focal point
- Begin to consider strategic options resulting from a combination of debt retirement, working cash depletion in some scenarios, a possible node in overall fund balance trends, and an expiring referendum commitment.

The overall conclusions for Park Ridge - Niles remains consistent. District 64 is *basically stable*, certainly in the near term, and with some confidence until the unofficial 2017 date. Variations past that point are very dependent on the evolution of the economy and the tax base, on the compounding effects of short range operating activities and expenditures, and in particular on major capital decisions.

In the meantime 2017 can be viewed as a convenient decision node for several reasons:

- The community was unofficially promised no new referenda until at least that date;
- That is when tax rates would otherwise drop 10-15 cents as debt obligations expire;
- That is when fund balances begin a modest but steady decline under current capital assumptions

Over that horizon, StratPlan can continue to be used to investigate variations on those themes, to evaluate the implications of periodic contract negotiations, to incorporate the effects of imbedded expense savings and resulting capital programs, to address unforeseen situations, and/or to consider any new initiatives that may arise.

To: Board of Education

From: Philip Bender, Superintendent  
Rebecca Allard, Business Manager  
Joel Martin, Assistant Superintendent – Human Resources

Date: February 11, 2013

Subject: 2013-14 Recommended Staffing Plan

In preparation for budget development, an analysis of staffing needs has been completed. The following are the recommended changes for the 2013-14 school year.

The following identifies the known changes to the various employee categories:

- The changes in the PREA –Teacher category are based on anticipated changes in student enrollment. The anticipated class-size section worksheet is attached for review.

Position	FTE Change	Comments
PREA - Teacher	(5.0)	Decrease in grades 1 – 5 student enrollments due to class size guidelines.
PREA - Teacher	2.0	Increase in grades 6 – 8 student enrollments due to class size guidelines.
PREA - Teacher	7.0	"Bubble" class-section contingency.
PREA - Teacher	3.0	Contingency for unknown staffing needs to support student learning ( <i>C of C – PE – Music – Art – unknown bubble class-sections</i> )
Totals	7.0	

- Additional .05 secretary for the Office of Human Resources:

Position	FTE Change	Comments
Level III - ESC Secretary	0.5	Additional clerical work is required because of Health Care Reform, PERA, and Senate Bill 7. This additional 0.5 FTE will be combined with an unfilled 0.5 FTE previously authorized. <i>Estimated cost is \$32,000.</i>

- Additional 6.0 Before School Day Care staff (*the cost of these individuals will be covered by the Before School Fee*):

Position	FTE Change	Comments
Certified Lead Before School Supervisors	4.0	The <i>Illinois School Code</i> requires certified supervision of the Before School Program. These individuals will be assigned to Carpenter, Field, Franklin and Washington.
Before School Supervisors	2.0	The <i>Illinois School Code</i> requires a lower student to adult staff ratio. Current Roosevelt staff will be reassigned to Carpenter, Field, Franklin and Washington.

Actual employment of additional staff occurs when the Board of Education approves the Personnel Report. The above information is for budget planning purposes.

Park Ridge - Niles Community Consolidated School District 64  
2013- 14 Class Size/Section Projections

As of January 31, 2012

School	K	1	2	3	4	5	6	7	8	Total By School
Maximum Class Size	22	24	24	26	26	28	28	28	28	Difference
Carpenter	74	74	66	79	67	55				
# of Sections	4	4	3	4	3	2				
Variance from 2012-13	0	1	(1)	1	0	(2)				
Field	87	87	93	109	108	123				
# of Sections	4	4	4	5	5	5				
Variance from 2012-13	0	0	(1)	0	0	0				
Franklin	53	53	83	71	68	89				
# of Sections	3	3	4	3	3	4				
Variance from 2012-13	0	(1)	1	0	(1)	0				
Roosevelt	111	111	97	129	105	96				
# of Sections	6	5	5	5	5	4				
Variance from 2012-13	0	0	(1)	0	1	(1)				
Washington	93	93	86	88	117	109				
# of Sections	5	4	4	4	5	4				
Variance from 2012-13	0	0	0	(1)	1	(1)				
Emerson							288	270	257	
# of Sections							11	10	10	
Variance from 2012-13							1	0	0	
Lincoln							235	257	226	
# of Sections							9	10	9	
Variance from 2012-13							(1)	2	0	
Total By Grade	418	418	425	476	465	472	523	527	483	4,207
										4,288

Section Change 0.00 0.00 0.00 (2.00) 0.00 0.00 1.00 (4.00) 0.00 2.00 0.00 Grade 1-5 Change (5.00)

Notes:

Grades 1-8 are reflective of current enrollment rolled forward "+" and "-" new or withdrawn students as of January 31

Kindergarten projections represent the current kindergarten enrollment.  
Projections do not include Jefferson

K - Change 0.00 (3.00)



ADOPTION OF RESOLUTION #1092 DIRECTS THE BUSINESS MANAGER UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2013-14 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105 ILCS 5/17-1

Salaries and benefits will be budgeted in accordance with collective bargaining agreements, work agreements and individual contractual amounts.

The education and the operations and maintenance fund budgets will be prepared with a zero percent increase in the areas of purchased services, supplies and capital outlay.

Fund 60 - Capital Projects will be used to track all capital improvement projects.

This resolution conforms to the requirements in the *Illinois School Code* 105ILCS 5/17-1 Annual Budget.

ACTION ITEM 13-02-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt Resolution #1092, directing the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2013-14 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

AYES:

NAYES:

ABSENT:

2/11/13

RESOLUTION #1092 DIRECTS THE BUSINESS MANAGER UNDER THE  
DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN  
PREPARATION OF A TENTATIVE BUDGET FOR THE 2013-14 FISCAL YEAR  
IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS  
MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105 ILCS 5/17-1

In accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1 Annual Budget, the Board of Education directs the Business Manager under the direct supervision of the Superintendent, to prepare a Tentative Budget for the 2013-14 fiscal year. The Business Manager shall present to the Board of Education, a tentative budget with explanation, no later than the first regular meeting in August.

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President  
Board of Education  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 64  
Cook County, Illinois


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Secretary

Adopted this 11th day of February, 2013

## Park Ridge Community Consolidated School District 64

### 2013 – 14 Budget Calendar

	Date of Board Meeting	Action
	February 11, 2013	<ul style="list-style-type: none"> <li>• Review Financial Projections.</li> <li>• Board authorizes 2013-14 staffing plan.</li> <li>• Board authorizes preparation of the 2013-14 tentative budget in accordance with the Illinois School Code.</li> </ul>
	March 18, 2013	<ul style="list-style-type: none"> <li>• Board sets date of Public Hearing for re-adoption of the 2012-13 Budget.</li> <li>• Board places the revised 2012-13 Budget on public display for 30 days prior to public hearing and final adoption.</li> </ul>
	April 22, 2013	<ul style="list-style-type: none"> <li>• Board conducts a public hearing on the 2012-13 final budget prior to budget adoption</li> <li>• Board adopts the 2012-13 budget.</li> </ul>
	May 6, 2013	<ul style="list-style-type: none"> <li>• Committee of the Whole – Board reviews draft of the 2013-14 tentative budget.</li> </ul>
	June 10, 2013	<ul style="list-style-type: none"> <li>• Committee of the Whole - Board reviews draft of the 2013-14 tentative budget.</li> </ul>
	July 2013	<ul style="list-style-type: none"> <li>• Board adopts 2013-14 tentative budget.</li> <li>• Board sets date of Public Hearing for final budget adoption.</li> <li>• Board places tentative budget on public display for 30 days prior to public hearing and final budget adoption.</li> </ul>
	September 9, 2013	<ul style="list-style-type: none"> <li>• Board reviews final draft of 2013-14 budget.</li> <li>• Board conducts a public hearing on the 2013-14 final budget prior to budget adoption.</li> </ul>
	September 23, 2013	<ul style="list-style-type: none"> <li>• Board adopts the 2013-14 budget.</li> </ul>
	November 18, 2013	<ul style="list-style-type: none"> <li>• Board reviews the 2013 tentative tax levy.</li> <li>• Board sets date of Public Hearing for the 2013 tax levy.</li> </ul>
	December 16, 2013	<ul style="list-style-type: none"> <li>• Board conducts a public hearing prior to adopting the 2013 tax levy.</li> <li>• Board approves the 2013 tax levy.</li> </ul>

To: Board of Education  
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: February 11, 2013

Subject: Rejection of Lighting Upgrade Bids

It is the recommendation of the Director of Facility Management to reject the lighting upgrade bids.

District 64 opened bids on January 31, 2013. The result was that they were higher than the amount budgeted and the payback period extended the DCEO incentive timeline of seven years on some outside fixtures, reducing our incentive funding. District 64 and DCEO will work together to unwrap the project and subsequently ask to reserve the right to bring the unwrapped version to the Board at a later date.

Rejection of Lighting Upgrade Bids

Action Item 13-02-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, reject the lighting upgrade bids that were received on January 31, 2013.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:



**360 Energy Group, LLC**

8770 W Bryn Mawr Avenue, Suite 1300, Chicago, Illinois 60631

Ph. 1.855.225.5360 • Fx. 1.312.264.0657 • [info@360eg.com](mailto:info@360eg.com) • [www.360eg.com](http://www.360eg.com)

2/6/2013

Scott Mackall  
Director, Facility Management  
Park Ridge CCSD 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Re. Lighting Retrofit Bid Results Recommendation

**Dear Scott:**

We have examined the bids from the three lowest bidders on the Lighting Retrofit Project by Park Ridge Schools that were received January 31, 2013.

Our recommendation is to not proceed with the project as bid because the higher than expected bid costs for the project mean that the IL DCEO incentives for the outside LED lights would not be available because of long payback periods. The IL DCEO incentive guidelines require between a 1 and 7 year energy savings payback for outside LED lighting projects. By using the bid prices from the lowest bidder, we calculated the payback period and it exceeded the seven year payback requirement. For this reason, we recommend that Park Ridge Schools not proceed with this project as the IL DCEO incentives for the outside LED lights would not be available to the district to offset the cost of the work.

Please call me with any questions or concerns.

Sincerely,

Michael J. Stanch  
Energy Solutions Manager  
312 403-5835  
[Michael@360eg.com](mailto:Michael@360eg.com)

**LIGHTING RETROFIT BID**  
**JANUARY 31, 2013**  
**10:00 A.M.**

VENDOR	MATERIAL	LABOR	LAMP RECYCLING	TOTAL	BID BOND
				\$0.00	
Century Electric Supply					
Imperial Lighting				\$224,741.45	REC'D
LED Retrofit					
Max Green				\$263,111.05	REC'D
Twin Supplies LTD				\$283,287.00	REC'D
Waldron Electric				\$284,583.40	REC'D
All Tech Electric				\$261,740.00	REC'D
Sylvania Lighting				\$298,800.00	REC'D
Argon				\$228,000.00	REC'D
Genesis Electric				\$245,718.00	REC'D
Renaissance					



Consent Agenda

ACTION ITEM 13-02-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 11, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Adoption of Final Calendar for 2013-14 and Tentative Calendars for 2014-15 and 2015-16; and Approval of Intergovernmental Agreement with District 62 and District 207 for Vision/O&M; Adjustment of Superintendent Contract; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

*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, February 25, 2013**

## TIME

## APPENDIX

7:30 p.m.

## Meeting of the Board Convenes

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

- **Pledge of Allegiance and Welcome**

-- Field Elementary School Principal/Students/PTO

- **Public Comments**

- **Recognition of 2012 Illinois Honor Roll Schools**

-- Superintendent/Board President

A-1

- **Discussion on Student Fees**

-- Superintendent

A-2

**• Progress Report on District-wide Priorities & Strategic Plan Activities A-3**

-- Superintendent/Public Information Coordinator

- **Update on Board Advanced Technology Committee (BATC)**

-- Director of Technology

A-4

**• Approval to Award Contract for the Carpenter Mechanical Upgrades Project** **Action Item 13**

### Action Item 13-02-4

A-5

-- Director of Facility Management

- **Approval to Design Phase II at Field Elementary School**

-- Director of Facility Management

### Action Item 13-02-5

A-6

- **Consent Agenda**

### Action Item 13-02-6

A-7

-- Board President

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending January 31, 2013
- Destruction of Audio Closed Minutes

- **Approval of Minutes**

**Action Item 13-02-7**

**A-8**

- Board President

- Committee-of-the-Whole Minutes.....January 28, 2013
    - Regular Board Meeting Minutes.....January 28, 2013
    - Closed Session Minutes.....January 28, 2013
    - Special Board Meeting Minutes.....February 11, 2013
    - Closed Session Minutes.....February 11, 2013

- **Other Items of Information**

**A-9**

- Superintendent

- Upcoming Agenda
    - Memorandum of Information
      - Request for Quotes for Art & General Classroom Supplies
    - Minutes of Board Committees
      - Wellness Meeting Minutes of January 29, 2013
      - Traffic Safety Meeting Minutes of February 19, 2013
      - Board Advanced Technology Committee (BATC) Minutes of January 10, 2013

- Other (none)

- **Adjournment**

Next Meeting: **Monday, March 18, 2013**  
7:30 p.m. – Regular Board Meeting  
Lincoln Middle School - Cafeteria  
200 South Lincoln Avenue  
Park Ridge, IL 60068

March 18, 2013 – Lincoln Middle School - Cafeteria

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approval of Student Fees
- Approval to Award Contract for the Franklin Mechanical Upgrades Project
- Approval to Award Contract for the Lincoln Mechanical Upgrades Project
- Approval of Food Service Contract Renewal
- Recommendation from Math Committee on Materials
- Approval of February Financials
- Resolution # Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests (memo)
- Health Living Month

Upcoming Topics

- Committee-of-the-Whole: Recommendations from Board Advanced Technology Committee (BATC) – 4/8/13
- Approval of Recommendations from Board Advanced Technology Committee (BATC) – 4/22/13)
- Pledge of Allegiance and Welcome - Roosevelt - 4/22/13
- Approval of March Financials - 4/22/13
- Adoption of Math Materials - 4/22/13
- District 64 Jazz Band Emerson - Emerson - 5/20/13
- Pledge of Allegiance and Welcome - Emerson - 5/20/13
- Approval of April Financials - 5/20/13

## TBD

- Budget Hearing
- Re-adoption of 2012-13 Budget
- Maine Township Treasurer (memo)
- Appointment of Washington Elementary School Principal
- Recognition/Plans for Community Finance Committee
- Approval of 1-year Extension of Bus Contract
- Analysis of ISAT Test Scores

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.

PARK RIDGE-NILES SCHOOL DISTRICT 64  
164 S. PROSPECT AVENUE  
PARK RIDGE, IL 60068

**\*\*Note to Requester:** Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: 2/11/2013

Request Submitted By: X E-mail      U.S. Mail      Fax      In Person

Name of Requester: Courtney Bell

Street Address: 7827 Ogden Ave

City/State/County Zip (required): Lyons, IL 60534

Telephone (Optional): 708-777-1081 E-mail (Optional)     

Fax (Optional): 708-777-1082

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

I am requesting the school bus service  
Contract with Illinois Central School Bus  
at Mt. Prospect, 1600 James Dr.

Do you want copies of the documents? (YES) or NO

--Do you want electronic copies or paper copies? Electronic

--If you want electronic copies, in what format? PDF

Is this request for a Commercial Purpose? YES or (NO)

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? (YES) or NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-

Date Requested     

Date Due

TO: Members of the Board of Education  
Dr. Philip Bender, Superintendent

FROM: Dr. Lori Hinton, Assistant Superintendent for Student Learning

DATE: February 11, 2013

RE: The Common Core Standards – FAQ

Below please find an overview of the Common Core State Standards initiative and how we are addressing implementation of the standards in District 64. As always, please do not hesitate to contact me if you have any questions or comments.

**What are the Common Core Standards and why were they developed?**

The Common Core Standards (CCSS) have been developed in English Language Arts and Mathematics in response to concerns about the rigor of K-12 education in the United States. The CCSS have been adopted by 45 states and 3 territories. They replace the former Illinois Learning Standards in English Language Arts and Mathematics. These standards are designed to ensure that students graduating from high school are career and college-ready and that parents, teachers, and students have a clear understanding of what is expected of them. The Common Core Standards can be found at: <http://www.corestandards.org/>.

**How is District 64 transitioning to the Common Core State Standards?**

Because the implementation of the CCSS is the focus of District 64's Strategic Plan, our work is well underway. Our transition plan is comprised of four stages: Introduction, Early Implementation, Supplemented Implementation, and Full Implementation.

Stage 1: Introduction

Last year and the year prior, nearly 400 certified staff and administrators collaborated to address the five strategies of the District 64 Strategic Plan. As a part of this effort, each core and encore area reviewed the curriculum to identify priority standards and develop a detailed outline of their implications for instruction. In English Language Arts and Mathematics, teachers identified priority standards based on the Common Core State Standards.

Stage 2: Early Implementation

This year, much of our strategic collaborative work has transitioned to the operational work of various District committees and has become embedded in our daily practice and District staff development plan. Educators are working together to develop a deep understanding of the priority standards, their relationship to the Common Core Standards (where appropriate), and their implications for planning, instruction, and assessment. Our efforts are lead by the Instructional Technology

Coaches, Library Information Specialists, Curriculum Specialists, and other teacher leaders who provide job-embedded professional development in addition to professional development sessions on District Staff Development Wednesdays and Staff Development Days. Teachers are applying their learning to design and implement standards-aligned instruction.

### Stage 3: Supplemented Implementation

Our Curriculum Specialists in English Language Arts and Mathematics are designing a Supplemented Implementation Plan to support students with the transition to the CCSS. This plan will be implemented next school year. This is important for intermediate and middle school students who are transitioning to the CCSS later in their elementary school careers. A carefully designed plan will address our students' needs and enable them to progress successfully within the framework of the CCSS.

### Stage 4: Full Implementation

We anticipate full implementation of the standards in the 2014-15 school year. This is the same year that new state assessments will be introduced and the ISAT will no longer be administered (see below). As teachers work fully with the standards, they will continue to use their knowledge of student learning to adjust and refine instruction.

## **What shifts in instruction can we expect to see as a result of the Common Core Standards?**

As a result of the Common Core Standards, we expect shifts in instruction in both English Language Arts and Mathematics.

In English Language Arts, instruction will focus on:

- Building knowledge through content-rich nonfiction and informational texts
- Using evidence from texts to present careful analyses, well-defended claims, and clear information
- Regular practice with complex text and its academic vocabulary

In Mathematics, instruction will shift in:

- Focus: Instruction will focus deeply on only those concepts that are emphasized in the standards so that students can gain strong foundational conceptual understanding, a high degree of procedural skill and fluency, and the ability to solve complex problems
- Coherence: Instruction will encourage students to think across grades and link to major topics within grades. In other words, each standard will not be viewed as a new event, but as an extension of previous learning
- Rigor: Students will be required to demonstrate conceptual understanding, procedural skill and fluency, and application with intensity

As shared at our Board Meeting on August 20<sup>th</sup>, 2012, the Math Curriculum Review Committee has spent this year analyzing curriculum materials and their alignment



to the CCSS. The materials that the Committee recommends for adoption will have a significant impact on instruction and student learning.

**How will we measure our students' mastery of the CCSS?**

In 2014-15, a new assessment will replace the Illinois Standards Achievement Test (ISAT). The Partnership of Assessment of Readiness for College and Careers is a consortium of 22 states working together to develop a common set of assessments in English Language Arts and Mathematics. Illinois students will participate in two assessments given at the end of the school year, an "End of the Year Assessment" and a "Performance-Based Assessment." Prototype questions for English Language Arts can be found at: <http://www.parcconline.org/samples/item-task-prototypes#6>. Prototype questions for Math can be found at: <http://www.parcconline.org/samples/item-task-prototypes#7>.

TO: Members of the Board of Education  
Dr. Philip Bender, Superintendent

FROM: Dr. Lori Hinton, Assistant Superintendent for Student Learning

DATE: February 11, 2013

RE: Update on Analysis of ISAT Performance Levels

Based on their scores on the ISAT, students are assigned to one of four performance levels: Academic Warning, Needs Improvement, Meets Standards, or Exceeds Standards. The Illinois State Board of Education has raised the cut score for the performance levels of the ISAT for elementary and middle school students in reading and math. Performance expectations for the science assessments will remain the same until new science standards are finalized later in 2013.

As I shared with the Board earlier this year, the higher expectations of the new ISAT cut scores will cause a downward shift in the number of students who meet or exceed standards. Some students who previously met or exceeded standards will be classified as needing improvement. However, these new expectations do not mean that our students know less than they did before or are less capable than they were in previous years. Instead, ISBE simply has higher expectations for students to show their progress toward college and career-readiness benchmarks.

The new performance levels will align with the more rigorous Common Core State Standards in English Language Arts and Math. All schools in Illinois and 45 other states are currently transitioning to the Common Core Standards. More information about the standards can be found at: <http://www.corestandards.org/>.

The new performance levels will also prepare students for the higher expectations of the PARCC (Partnership for Assessment of Readiness for College and Careers) Assessment that will replace the ISAT in 2014-15. The PARCC Assessment will align to the Common Core State Standards and provide better information about students' college and career readiness.

On Thursday, the state provided us with limited information regarding how our students' 2012 performance levels compare to what is expected under the new performance levels. Although the state anticipates a 19-26% decline in the percentage of students meeting and exceeding standards, we anticipate a 10-14% decline based on a preliminary analysis of District 64 data. Our preliminary analysis also indicates that many of the students who are classified as needing improvement are currently participating in interventions to support their learning. We are closely analyzing the data to ensure all students are receiving the support they need to be

successful. I will share more information with the Board as it becomes available from the state.

Though more difficult, these higher standards and increased performance levels will better position students to tackle the challenges of college and careers. We are confident that District 64's quality educational program will ensure our students' continued success.

On Monday, February 11<sup>th</sup>, ISBE plans to release the District's 2012 ISAT performance based on these new cut scores to the media. District 64 families will receive a letter from their school principal that includes this information on Tuesday, February 12<sup>th</sup>.

As always, please do not hesitate to contact me if you have any questions or comments.