

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

Board of Education Agenda  
Monday, June 9, 2014  
Special Board Meeting  
Field Elementary School – North Gym  
707 N. Wisner Avenue  
Park Ridge, IL 60068

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

**Monday, June 9, 2014**

**TIME**

**APPENDIX**

- 6:30 p.m.     **Meeting of the Board Convenes**
- Roll Call
  - Introductions
  - Opening Remarks from President of the Board
- 
- **Appointment of Director of Special Education/Pupil Services**     A-1  
-- Superintendent     Action Item 14-06-1
  
  - **Appointment of Washington Elementary School Principal**     A-2  
-- Superintendent     Action Item 14-06-2
  
  - **Public Comments**
  
  - **Approval of Merit-Based Compensation for Building and District Administrators**     A-3  
-- Superintendent     Action Item 14-06-3
  
  - **Approval of Salary Increases for Secretarial Staff Effective July 1, 2014**     A-4  
-- Superintendent     Action Item 14-06-4
  
  - **Approval of Salary Increases for Custodial/Maintenance Staff Effective July 1, 2014**     A-5  
-- Superintendent     Action Item 14-06-5
  
  - **Approval of Salary Increases for Exempt Staff Effective July 1, 2014**     A-6  
-- Superintendent     Action Item 14-06-6
  
  - **Approval of Salary Increases for Technologist Staff Effective July 1, 2014**     A-7  
-- Superintendent     Action Item 14-06-7
  
  - **Approval of Salary Increases for Hourly Employees Effective July 1, 2014**     A-8  
-- Superintendent     Action Item 14-06-8

- **Background and Approval of Merit Award Program 2013-14** A-9  
-- Superintendent Action Item 14-06-9
- **Update on Board Goal/Communications #1-Website** A-10  
-- Director of Technology / Public Information Coordinator
- **Discussion of Board Member Vacancy** A-11  
-- Board President
- **First Reading and Approval of Board Policy 2:70** A-12  
-- Superintendent Action Item 14-06-10
- **Approval of the Farnsworth Group Proposal for Retro-Commissioning Services for Carpenter Elementary School** A-13  
-- Chief School Business Official Action Item 14-06-11
- **Consent Agenda** Action Item 14-06-12 A-14  
-- Board President
  - Personnel Report
  - Bills
  - Approval of Memorandum of Understanding Inclusion of Psychologists in the PREA Bargaining Unit and Impact of Reduction-in-Force
  - Approval of Intergovernmental Agreement for Shared Assistive Technology Services 2014-15
  - Approval of Annual Technology Purchases
- **Board Member Liaison Report** A-15  
-- Board of Education
  - Elementary Learning Foundation Meeting
- **Other Discussion and Items of Information** A-16  
-- Superintendent
  - Upcoming Agenda
  - Memoranda of Information
    - Update on Board Goal/Student Learning #4-Instructional Technology
    - Update on Infosnap Registration
  - Minutes of District Committees (none)
  - Other
- **Adjourn to Closed Session**  
-- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11)

Next Regular Meeting:

Monday, June 23, 2014  
Raymond Hendee Educational Service Center  
164 S. 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 June 4, 2014

June 23, 2014 – Hendee ESC (moved from Field School – North Gym)

Regular Board Meeting – 7:30 p.m.

- Judith L. Snow Awards
- Report on Spring MAP Testing
- Discussion of the Education Adequacy Study
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Resolution # for Prevailing Wage
- Approval of May Financials Ending May 31, 2014
- Approval of Authorized Signatures for Banking with J. P. Morgan/Chase (consent)
- Approval of Resolution with PMA Financial Services (consent)
- Approval of Bid for Asbestos Removal (consent)
- Follow-up on Collection of Student Fees (memo of info.)
- Senior Tax Exchange Program (memo of info.)
- Update on Summer Construction Projects

June 30, 2014 – Hendee ESC

Special Board Meeting –

- Review Candidates for Board Vacancy

July 7, 2014 – Hendee ESC

Special Board Meeting –

- Review Candidates for Board Vacancy

July 11, 2014 - Emerson School

Special Board Meeting - 5:30 p.m.

- Appointment of New Board Member
- Administration of the Oath of Office for Newly Appointed Board Member
- Election of Board Secretary
- Photo Session

Board Retreat – to follow Special Board Meeting

July 12, 2014 – Emerson School

Closed Session – 8:30 a.m.

July 14, 2014 – Jefferson School

Regular Board Meeting – 7:30 p.m.

- Adoption of Tentative Budget for 2014-15 and Establishment of Public Hearing Date
- Resolution # \_\_ Regarding the School District to Pay Certain Invoices Prior to Board Approval of the August 25, 2014 Regular Board of Education Meeting
- Discussion of Superintendent Merit Award Program
- Approval of June Financials Ending June 30, 2014
- Approval of Student/Parent Handbook 2014-15 (consent)
- Approval of Bid for Roofing Repairs (consent)
- Approval of Bid for Concrete Replacement (consent)
- Approval of Bid for Flooring Replacement (consent)
- Appointment of Hearing Officer (consent)
- Update on Summer Construction Projects (other)

August 11, 2014 – Jefferson School  
Committee-of-the-Whole

August 25, 2014 – Jefferson School

Regular Board Meeting – 7:30 p.m.

- Preliminary Enrollment Report
- Approval of June Financials Ending July 31, 2014
- Update on Summer Construction Projects (other)
- Update on Institute Day & Opening Day of School (other)

September 8, 2014 – Jefferson School

Committee-of-the-Whole: Finance

- Public Hearing on the Budget
- Board Reviews Final Draft of 2014-15 Budget

Upcoming Board Topics

- Sixth Day of Enrollment Report (9/22/14)
- Board Adopts the 2014-15 Budget (9/22/14)

TBD

- Review of Plans for Institute Day & Opening Day of School
- First Reading of Balance of Policies from PRESS Issue 82
- Approval of Balance of Policies from PRESS Issue 82
- Report on English Language Learners and Changing Needs
- Discussion on Class Size Determination Process
- Plans for Community Finance Committee
- Progress Report on 2013-14 District-wide Priorities & Strategic Plan Activities (memo of info.)

The above are subject to change.

All action items included  
in this packet are subject to  
final Board approval.

Appointment of Director of Special Education/Pupil Services

ACTION ITEM 14-06-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of Jane Boyd as the Director of Special Education/Pupil Services beginning July 1, 2014 through June 30, 2015.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Appointment of Washington School Principal

ACTION ITEM 14-06-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of Stephanie Daly as the Principal at Washington Elementary School beginning July 1, 2014 through June 30, 2015.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Merit-Based Compensation for Building and District Administrators

Salary Increase for Type 75 Administrators using Merit for Base Pay Increases

At the July 8, 2013 Board of Education meeting, the Board approved Action Item 13-07-3, effectively giving administrators a base pay raise of 2%. At this same meeting the Superintendent pointed out that administrators would be moving to a merit-based pay and evaluation system beginning July 1, 2013, consistent with the Board's Goal.

This past school year administration continued into the second year of utilizing the Illinois Principal Evaluation Plan and continuation of the GNOMON Evaluation Plan for all other District 64 administrators. Rubric sheets with those evaluation tools were used to develop the scoring mechanism for use in determining ranking related to EXCELLENT (3.25 – 4.00), PROFICIENT (2.25 – 3.24), NEEDS IMPROVEMENT (1.25 – 2.24), or UNSATISFACTORY (0 – 1.24). All District 64 administrators fell within the categories of EXCELLENT and PROFICIENT. Based upon their individual scores, the salary increases recommended are between 2.0% and 2.75%, with the average at 2.56%.

ACTION ITEM 14-06-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for administrators as presented.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:



Approval of Salary Increases for Secretarial Staff Effective July 1, 2014

Based upon conversations between the Board of Education and the secretarial committee last year, as well as conversations held among the Board of Education this school year, the administration is recommending a base hourly increase of 3.5% for secretarial staff effective July 1, 2014.

ACTION ITEM 14-06-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for the Secretarial Staff Effective July 1, 2014.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Salary Increases for Custodial/Maintenance Staff Effective July 1, 2014

Based upon conversations between the Board of Education President and the custodial/maintenance committee this year, as well as conversations held among the Board of Education members this school year, the administration is recommending a base hourly increase of 3.5% for custodial/maintenance staff effective July 1, 2014.

ACTION ITEM 14-06-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for the Custodial/Maintenance Staff Effective July 1, 2014.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Salary Increases for Exempt Staff Effective July 1, 2014

Based upon conversations with the Board of Education, the administration is recommending a base hourly increase of 2% for all exempt employees effective July 1, 2014.

ACTION ITEM 14-06-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for the Exempt Staff Effective July 1, 2014.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Salary Increases for Technologist Staff Effective July 1, 2014

Based upon conversations with the Board of Education, the administration is recommending a base hourly increase of 2% for District 64 technologists effective July 1, 2014.

ACTION ITEM 14-06-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for the Technologist Staff Effective July 1, 2014.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Salary Increases for Hourly Staff Effective July 1, 2014

Based upon conversations with the Board of Education, the administration is recommending a base hourly increase of 2% for District 64 hourly employees effective July 1, 2014. At last year's September 9, 2013 meeting the Board of Education maintained the hourly rates at the same level as the previous year and established fixed starting rates (see attached memo).

It is the administrations recommendation that the starting hourly rates do not increase by 2% but remain fixed at their current levels.

ACTION ITEM 14-06-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for the current Hourly Staff Effective July 1, 2014.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Joel T. Martin

Date: September 9, 2013

Re: Wage Recommendations for Before School, Lunchroom, and Jefferson  
Extended Day Care (Exception PRTAA members) Supervisors

Administration is asking for approval of recommendations for current staff and new hires in the Before School, Lunchroom, and Jefferson Extended Day Care programs (exception of Park Ridge Teachers Assistant Association members) effective with the 2013-14 school year.

• Recommendation for Current Staff

The administration is recommending that the hourly wages(s) of current Before School, Lunchroom and Jefferson Extended Day Care program employees be maintained at their current rate(s) for the 2013-14 school year.

• Recommendation for New Hires

The starting hourly rate for all new employees hired into the Before School, Lunchroom and Jefferson Extended Day Care programs as supervisors is established at \$12.00 an hour. Any new District hires for the position of Head or Assistant Head Lunchroom Supervisor will receive the starting rate of \$13.00 an hour.

The rate schedule for new hires is as follows:

**Before School Supervisor:**

Starting Hourly Wage – \$12.00

**Lunchroom Supervisor:**

Starting Hourly Wage – \$12.00

**Assistant Head Lunchroom Supervisor:**

Starting Hourly Wage – \$13.00

**Head Lunchroom Supervisor:**

Starting Hourly Wage – \$13.00

**Jefferson Extended Day Care Supervisor:**

Starting Hourly Wage – \$12.00

Current staff hired to replace a Head or Assistant Head Lunchroom Supervisor will maintain their current salary. Any current staff making less than the base hourly wage hired for those positions or any new staff hires would have their rate adjusted to the starting wage as identified above.

Background and Approval of Merit Award Program 2013-14

As you are aware, the practice of offering Merit Awards yearly at this time to District Administrators has been a time-honored tradition in District 64. For over twenty years the District 64 Superintendent has honored individuals with a one time only cash award ranging from \$500-\$2,500. Boards of Education over these years have realized the importance of quality leadership exemplified in a school setting.

A pool of \$25,000 has been established over these years to continue this wonderful tradition. The Superintendent, based upon the evaluation of the individual's performance over the course of the past year, determines candidates for the monetary award. The determination is based upon exceptional performance above and beyond the specific job requirements and/or creative contributions to District 64. The attachment reflects the recommendations for the 2013-2014 school year.

ACTION ITEM 14-06-9

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Merit Awards for 2013-2014 as presented.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

TO: Board of Education  
 FROM: Dr. Philip V. Bender, Superintendent  
 DATE: June 9, 2014  
 RE: Merit Awards for 2013-14

The opportunity to receive an award for meritorious performance or creative contributions to the District is part of the administrative performance/evaluation tool. The District budgets approximately \$25,000 annually for merit awards for administrators. Individual awards are not to exceed \$2,500 per person. The awards are not carried forward as part of the administrator's base salary.

Based on my evaluation of the District administrators this year, I recommend that the following people receive merit awards.

<i>Name</i>	<i>Award</i>	<i>Reason</i>
*Rebecca Allard	\$2,000	For her work on District 64 negotiations, guiding the District through a bond sale for facility upgrades, assuming the supervisory responsibility of the Custodial Maintenance Department, working with the City to sort out TIF issues and working through a wide array of financial issues.
Brett Balduf	\$1,500	For his work with the Study Island program at Carpenter and nearly tripling the usage from the previous school year through reinforcement, staff/parent support, and goal-setting. Also, For his work with Carpenter School facility enhancement and work with staff to understand a new HVAC system.
Terri Bresnahan	\$2,000	For her continued work above and beyond in areas of 1:1 implementation and integration of technology following the Board Consensus Goals under the direction of the BATC.
Kevin Dwyer	\$1,500	For his two-year work on initiating the Beyond the Bell program for Roosevelt School.
Jim Even	\$2,000	For his continued work above and beyond working with families of special needs children and providing professional development opportunities for staff toward inclusion.
Lori Hinton	\$2,000	For her continued work above and beyond in the areas of professional development and assessment related to the Board Consensus Goals.
Katie Kelly	\$2,500	For her work as interim principal at Field School while the principal was on maternity leave, saving the School District an estimated \$18,000.
Leslye Lapping	\$1,500	For her two-year work on initiating the Beyond the Bell program for Roosevelt School.
Joel Martin	\$2,000	For work on District 64 negotiations and working through a wide array of personnel issues, most importantly, the superintendent search process.



Bernadette Tramm	\$1,500	For her continued work in school public relations, and work on development and launch of the new website and the new Infosnap online registration system, as well as special communications related to the "Beyond the Bell" child care transition and the Superintendent search. She was also instrumental in supporting the 21 <sup>st</sup> Century Learning Initiative.
Total	\$18,500	

\*Monetary awards will only be paid if they do not result in any TRS penalty.

To: Board of Education

From: Dr. Terri Bresnahan, Director of Technology  
Bernadette Tramm, Public Information Coordinator

Date: June 9, 2014

Re: Update on Board Goal/ Communications #1 -- Website

Board of Education Consensus Goal/ Communications - #1 states: *The District will strengthen the website as a convenient source of information for parents and community members.*

### **Background**

During an extensive report at the January 28 meeting and an update on March 24, the results of an in-depth strategic analysis of the current website prepared by consultant American Eagle were reviewed along with key recommendations. Action steps leading to the selection of a new Content Management System (CMS) provider and third-party graphic designer also were detailed. It was noted that the schedule was accelerated due to the unexpected termination of services on June 30 by the District's current CMS provider (PowerIT).

Since that time, action steps 1 and 2 have been completed. The working group of the Director of Technology (Dr. Bresnahan), the Public Information Coordinator (Ms. Tramm) and the District Webmaster (Allison Blum) are collaborating daily with the new CMS provider (CampusSuite) and graphic designer on a detailed, page-by-page checklist of the design/development of the new website. A final review of the new website is underway to ensure that all content identified to be moved from the existing site has been fully and accurately imported.

### **Key Features of the New Website**

All key features recommended in the American Eagle report have been addressed in the design and development of the new website. These features were based on surveys (720 respondents), eight in-depth focus groups, and an extensive analysis of website metrics using two different data sources.

The new design meets the following top priorities of our users:

- User-focused experience (different users have different needs and interests)
- Enhanced search capability
- Consistent layout across District and school sites
- Prominent access to calendars/events
- "Responsive" design (adapts automatically to cell phones, tablets, laptops, etc.)
- Clear navigation
- School information separated from District information

These features will be demonstrated for the Board during the "sneak preview" at the June 9 meeting.

### **Current Activities**

District 64 is now deeply engaged in Action Step 3 identified in our January 28 report. This step focuses on final transfer of current materials to the new website, uploading of fresh calendar/ event information and latest news items, and preparing for launch.

Other accomplishments include:

- The site has been extensively previewed by the Technology Implementation Committee, Administrative Council, and building webmasters. Updates also have been shared with the PTO/ A Presidents group.
- Separate training sessions have been conducted for the Principals/ Assistant Principals and for building webmasters. Additionally, the school secretaries have been trained on calendar/event features that will be utilized in the new website.
- The Instructional Technology Coaches have been working one-on-one with any teachers who still utilize websites provided by the outgoing website provider to ensure a seamless transition with their web presence. (More information about this effort is included in Dr. Bresnahan's Memorandum of Information also provided at the June 9 Board meeting.)

### **Next Steps**

The official launch of the new site will occur later in June. The timing was selected to allow the current school year to come to a close with the familiar website. It also allows for the launch of the Infosnap online registration system that will impact all parents to go forward first to avoid any overlap initially. As the new site is launched and all checks are complete, it will be announced to all parents, staff and the community. Additional special communications outreach is planned to coordinate with the "back-to-school" timeframe beginning mid-summer, when website traffic begins to build as documented in the American Eagle study.

Looking ahead to Action Step 4, follow-up training and support for end users and content creators will be provided. A timeline for those opportunities will be developed as the process is finalized.

It is important to note that the development of the site will continue through the summer and into future years. It is our intention that feedback from stakeholders will be gathered on a regular basis to ensure that the District's communications' goals are met. Continuous improvement will be an expectation as the site grows to meet the needs of the District 64 community.

TO: Board of Education

FROM: Dr. Philip Bender, Superintendent

DATE: June 9, 2014

SUBJECT: Board Member Appointment Timeline and Process

District 64 officially received the resignation of Terry Cameron on May 29; the resignation is effective on June 30.

It was immediately determined that because Mr. Cameron has more than 868 days remaining in his term, the Board is required to appoint a replacement to serve until the next municipal election on April 7, 2015. Board Policy 2:70 and the accompanying procedure (Attachment 1) provide a helpful checklist for the Board to follow when filling vacancies by appointment.

The process began as follows:

- District 64 notified Dr. Bruce Brown, director of the North Cook Intermediate Service Center (NCISC), of the resignation. Dr. Brown verified in writing that: "Since his departure date is June 30, the Board has 45 days from that date to fill the vacancy, which is August 14." Mr. Brown stated that the new member could be seated any time after June 30 (but before August 14). Mr. Brown verified, however, that the "search/interviews can begin at any time."
- District 64's legal counsel also has advised that the search process could begin immediately, but that a replacement should not be seated until after June 30.

In consultation with Board President Anthony Borrelli, it was determined that it would be desirable for a new Board member to participate in a planned Board retreat with the new Superintendent scheduled for July 11-12, as well as participate in the July 15 regular Board meeting. Therefore, it was determined to move forward immediately:

- A deadline of June 23 at 4:00 p.m. was selected to receive applications from interested community members, which provides a 3-week window for applications to be received.
- A news release announcing the opening was issued on Monday, June 2, and information on applicant qualifications and instructions on how to apply were added to a new "Board Member Vacancy" page of the District 64 website (Attachment 2)
- In addition to distributing to all local news media, the announcement was shared via email to all District 64 families, all District 64 staff, the District 64 eNews subscriber list, and the District and school Facebook pages. Materials also were posted at the schools.
- Further publicity will be done after the timeline is agreed upon at tonight's meeting.

#### **Election to Fill Board Secretary Position**

Because Mr. Cameron currently serves as Board secretary, according to Board Policy 2:110: "A permanent vacancy in the office of Secretary is filled by special Board election." The tentative timeline below calls for the election to occur after the new member is seated on July 11. At the July 7 meeting, the Board can appoint a secretary *pro temp* (and also at the June 30 meeting if he is not present).

**Suggested Timeline**

On June 9, Board members should be prepared to review personal calendars to ensure a quorum can be present for the proposed dates and select specific meeting times.

According to Board Policy 2:70, “After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.” This policy is in conformance with the Open Meetings Act [5 ILCS 120/2(c)(3) – *The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance.*

Note that Board Policy 2:70 further states that: “The final vote on the appointment of the member and swearing in must take place by public vote in open session.”

The Board President has proposed the following schedule to avoid the Fourth of July holiday and weekends:

<b>Tentative Date</b>	<b>Proposed Event</b>	<b>Expected Action</b>
Monday, June 23 (4:00 p.m. deadline for applications)	Regular Board meeting	
Monday, June 30 Location: District 64 ESC Time: 6:30 p.m.	Special Board meeting	<ul style="list-style-type: none"> <li>• Board reviews applications and selects finalists for interviews on July 7.</li> <li>• Board President calls finalists to be interviewed.</li> </ul>
Monday, July 7 Location: District 64 ESC Time: 6:30 p.m.	Special Board meeting	<ul style="list-style-type: none"> <li>• Board interviews finalists.</li> <li>• Board deliberates until agreement is reached on a replacement.</li> <li>• Board President notifies selected new member.</li> </ul>
Friday, July 11 Location: Emerson Time: 5:30 p.m.	Special Board meeting (Conducted prior to Board retreat.)	<ul style="list-style-type: none"> <li>• Board publicly votes to appoint the replacement member and administers Oath of Office.</li> <li>• Board conducts election for the office of Secretary.</li> <li>• News release and publicity outreach on selection.</li> <li>• Board President contacts all other candidates to thank them for participating in the process.</li> <li>• Required legal notifications of replacement member sent to NCISC.</li> </ul>

### **Application Review and Interview Protocol**

On June 9, Board members should discuss the procedure that will be followed to review the applications received by the June 23 deadline.

An excerpt from the Illinois Association of School Boards (IASB) "Coming to Order" manual offers strategies for screening candidates to fill a vacancy. (Attachment 3) The Board likely will choose to develop its own rubric based on these suggestions along with its experiences in filling a similar vacancy in summer 2010.

In addition, the Board should develop candidate interview questions and a protocol for the interviews. The administrative procedure provides a list of possible questions and offers a protocol for the interviews themselves. It also notes that the Board may want to consider allowing an equal amount of time for each interview.

## **School Board**

### **Vacancies on the School Board - Filling Vacancies**

#### Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the Board of Education;
3. Legal disability of the incumbent;
4. Conviction of a felony, bribery, perjury, or other infamous crime, or of any offense involving a violation of official oath or of a violent crime against a child;
5. Removal from office;
6. The decision of a competent tribunal declaring his or her election void;
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated;
8. An illegal conflict of interest; or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular Board of Education election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept applications from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal From Office)

ADOPTED: October 27, 1997  
REVISED: August 24, 1998  
REVISED: December 13, 1999  
REVISED: October 23, 2000  
REVISED: November 13, 2006  
REVISED: April 4, 2011



## School Board

### **Exhibit - Checklist for Filling Board Vacancies by Appointment**

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs Vacancies on the Board of Education*, published by a committee of the Illinois Council of School Attorneys, and available at: [www.iasb.com/law/ICSAFAQsonBoardVacancies.pdf](http://www.iasb.com/law/ICSAFAQsonBoardVacancies.pdf).

- Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.

- Notify the Regional Superintendent of the vacancy within 5 days of its occurrence (105 ILCS 5/10-10).**

- Develop list of qualifications for appointment of a person to fill vacancy.**

Guidelines	Explanation
At a minimum, the Board uses election qualifications, that is, a candidate must meet the following: <ul style="list-style-type: none"> <li>• Be a United States citizen.</li> <li>• Be at least 18 years of age.</li> <li>• Be a resident of Illinois and the District for at least one year immediately preceding the appointment.</li> <li>• Be a registered voter.</li> <li>• Not be a child sex offender.</li> <li>• Not hold another incompatible</li> </ul>	While The School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10.  For guidance discussing other qualifications that the Board may want to consider, see IASB's <i>Recruiting School Board Candidates</i> , available at: <a href="http://www.iasb.com/elections/recruiting.pdf">www.iasb.com/elections/recruiting.pdf</a> .  For guidance regarding conflict of interest and incompatible offices, see <i>Answers to FAQs, Conflict of Interest and Incompatible Offices</i> , published by the

Guidelines	Explanation
<p>public office.</p> <ul style="list-style-type: none"> <li>• Not have a prohibited interest in any contract with the District.</li> <li>• Not be a school trustee.</li> <li>• Not hold certain types of prohibited State or federal employment.</li> </ul>	<p>Ill. Council of School Attorneys, available at: <a href="http://www.iasb.com/law/conflict.cfm">www.iasb.com/law/conflict.cfm</a>.</p>
<p>When additional qualifications apply, the following items may be included in the Board’s list of qualifications:</p> <ul style="list-style-type: none"> <li>• Meet all qualifications based upon the distribution of population among congressional townships in the district.</li> <li>• Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.</li> </ul>	<p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district’s incorporated and unincorporated areas (105 ILCS 5/11A-8).</p>

**Decide who will receive completed vacancy applications.**

Guidelines	Explanation
<p>The Board President will accept applications.</p> <p>The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.</p>	<p>Who accepts vacancy applications is at the Board’s sole discretion. According to 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent’s secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement.</p>

**Create Board member vacancy announcement.**

Announcement	Explanation
<p><b>School District _____ Board Member Vacancy</b></p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member’s name].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board’s sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District’s website and in the local newspaper(s).</p>

Announcement	Explanation
The individual selected will serve on the School Board from the date of appointment to [date].	The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i> , to determine the length of the appointment.
The School District [ <i>School District's philosophy or mission statement</i> ].	See Board policy 1:30, <i>School District Philosophy</i> , for the District's mission statement that is specific to the community's goals.
Applicants for the Board vacancy must be: [ <i>Board's list of qualifications</i> ].	See checklist item titled <i>Develop List of Qualifications for Appointment of a Person to Fill Vacancy</i> above.
Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available at [ <i>locations</i> ].	Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, <i>Powers and Duties of the School Board</i> ; 2:80, <i>Board Member Oath and Conduct</i> ; 2:100, <i>Board Member Conflict of Interest</i> ; 2:105 <i>Ethics and Gift Ban</i> ; and 2:120, <i>Board Member Development</i> .
Applications may be obtained at [ <i>location and address and/or website</i> ] beginning on [ <i>date and time</i> ].  Completed applications may be turned in by [ <i>time and date</i> ] to [ <i>name and title of person receiving applications</i> ].	See action item titled <i>Decide who will receive completed vacancy applications</i> above.

- Publicize vacancy announcement by placing it on the District’s website, announcing it at a meeting, or advertising it in the local newspaper(s).**
- Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).**
- Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).**
- Develop interview questions.**

Interview Questions	Explanation
<p>Why do you want to be a Board member?</p> <p>What specific skills would you bring to the Board?</p> <p>Please give specific examples of your ability in interpersonal relationships and teamwork.</p> <p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>Interview questions are at the Board’s sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.</p> <p>See IASB’s <i>Recruiting School Board Candidates</i>, available at: <a href="http://www.iasb.com/elections/recruiting.pdf">www.iasb.com/elections/recruiting.pdf</a>.</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

- Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Interview Plan	Explanation
The Board President will discuss the following items with each candidate	The Board President will lead the Board as it interviews prospective candidates. See Board policy

Interview Plan	Explanation
<p>during the interview:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board’s interview process, selection process, and ask the candidate if he or she has questions about the Board’s process for filling a vacancy by appointment.</p> <p>Describe the District’s philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p> <p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board’s decision.</p>	<p>2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings (105 ILCS 5/10-13).</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

- Fill vacancy by a vote during an open meeting of the Board before the 45<sup>th</sup> day (105 ILCS 5/10-10).
- Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).
- Announce the appointment to District staff and community.

Announcement	Explanation
<p>The Board appointed [<i>appointee’s name</i>] to fill the vacancy on the</p>	<p>The contents of the appointment announcement and length of time it is displayed are at the Board’s sole</p>

Announcement	Explanation
<p>Board.</p> <p>The appointment will be from [date] to [date].</p> <p>The Board previously established qualifications for the appointee in a careful and thoughtful manner. [Appointee's name] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [Appointee's name] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.</p>	<p>discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</p> <p>See Board policy 8:10, <i>Connection with the Community</i>.</p>

**Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
<p>See Board policy 2:80, <i>Board Member Oath and Conduct</i>.</p>	<p>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</p>
<p>See Board policy 2:120, <i>Board Member Development</i>, and 2:120-E, <i>Guidelines for Serving as a Mentor to a New School Board Member</i>.</p>	<p>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: <a href="http://www.iasb.com/principles_popup.cfm">www.iasb.com/principles_popup.cfm</a>.</p>

**Inform IASB of the newly appointed Board member's name and directory information.**

Adopted: July 2009

Revised: December 14, 2009  
August 2, 2010

Published on *Park Ridge-Niles School District 64* (<http://www.d64.org>)

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# Board Member Vacancy

## District 64 Board of Education Invites Community Members to Apply for Vacant Seat

The Park Ridge-Niles School District 64 Board of Education is inviting interested community members to apply for a vacancy created by the resignation of Board Secretary Terry Cameron. Cameron is resigning his seat effective June 30, due to his employment and upcoming move out of state; he was elected in April 2013.

The Board will appoint a replacement to serve until the next scheduled municipal election in April 2015.

“Terry’s business foundation and his previous volunteer efforts on one of the Strategic Plan action teams brought valuable insights to our Board work, and his thoughtful contributions to our discussions will be missed,” Board President Anthony Borrelli noted.

“We encourage community members to offer their talents to our schools and our Board. It’s a time of great momentum in District 64 – with the transition to a new Superintendent, a major facility improvement at Field School this summer, and the implementation of our 1:1 learning initiative rolling out this fall – and we would like to be able to select from a broad pool of candidates to help us carry this forward,” President Borrelli added.

Interested candidates should submit an application no later than Monday, June 23 at 4:00 p.m. Information on qualifications and how to apply can be found on the District 64 website: [www.d64.org](http://www.d64.org). The Board will discuss the process to review applications at its June 9 meeting.

### Applicant Qualifications & Instructions

The Board is required to fill the vacancy in conformance with state law as found in Board Policy 2:70.

A candidate must meet the following legal qualifications:

- Be a United States citizen.
- Be at least 18 years of age.
- Be a resident of Illinois and District 64 for at least one year immediately preceding the appointment.
- Be a registered voter.

- Not be a child sex offender.
- Not hold another incompatible public office.
- Not have a prohibited interest in any contract with District 64.
- Not be a school trustee.
- Not hold certain types of prohibited State or federal employment.

The term of office will be from the date of appointment to the April 7, 2015 municipal election. The appointment will be made in conformance with state law as found in Board Policy 2:70.

Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of the Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available on the District 64 website.

Applications should be written, and mailed or delivered to:

Board President Anthony Borrelli  
Park Ridge-Niles School District 64  
164 S. Prospect Ave.  
Park Ridge, IL 60068

The application should include:

- Full name and contact information
- A letter of interest summarizing: why you would like to serve on the Board; the skills you would bring to the Board; previous relevant community or non-profit experiences
- A resume.

**Applications must be received at the address above **NO LATER THAN 4:00 p.m. on Monday, June 23, 2014.****

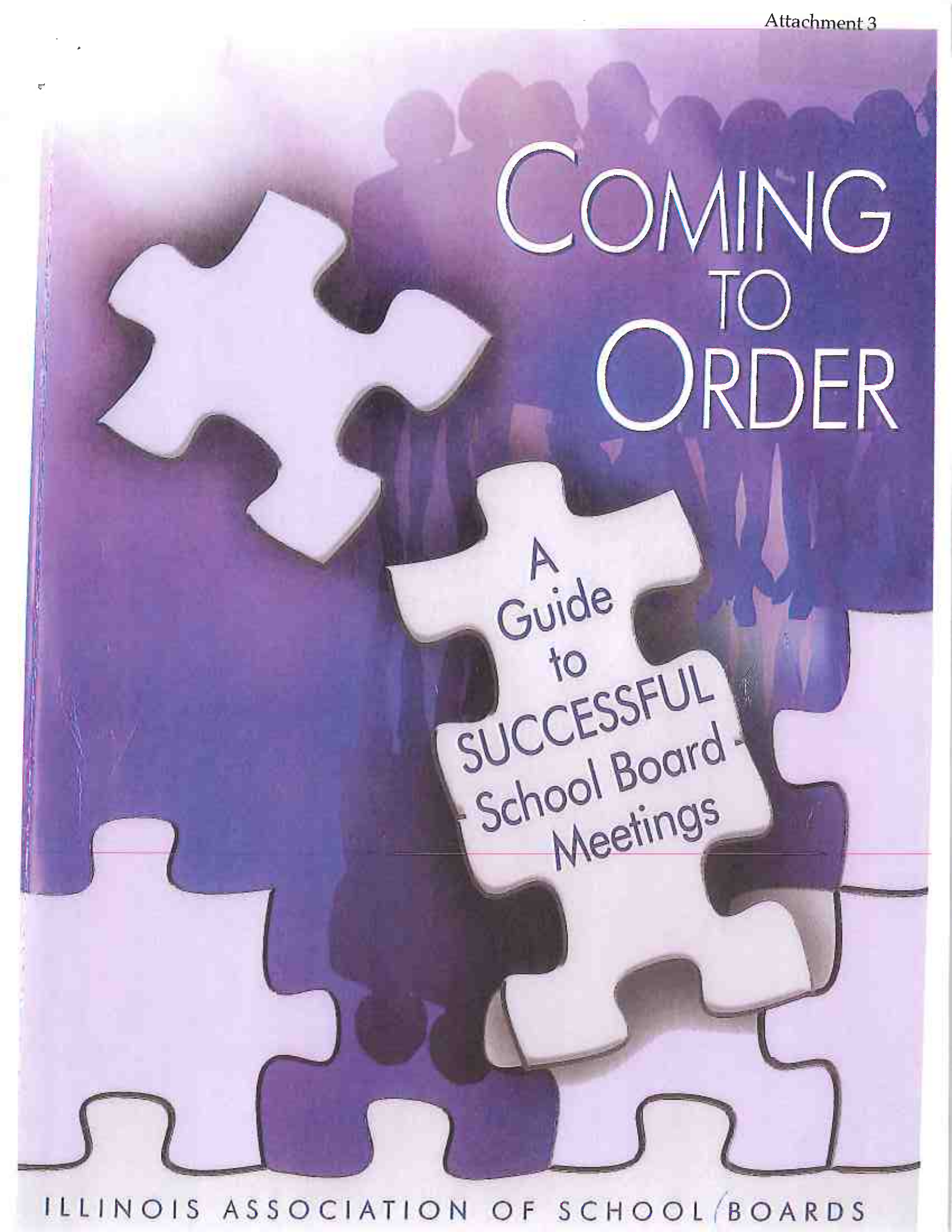
Please direct questions to Board President Anthony Borrelli,  
[aborrelli@d64board.org](mailto:aborrelli@d64board.org) or 847-344-7437.

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**Source URL (retrieved on 06/04/2014 - 12:40):** <http://www.d64.org/subsite/dist/page/board-member-vacancy-91430>



# COMING TO ORDER



A  
Guide  
to  
**SUCCESSFUL**  
School Board  
Meetings

## Appendix H

# Screening Candidates to Fill a School Board Vacancy

Every school board at one time or another must face the task of filling a vacancy.

In many cases, the remaining six members find themselves in a recruitment mode, trying to find someone they want who is willing to serve.

However, where two or more people are interested in filling the school board vacancy, the challenge facing the board is obviously quite different. Here the remaining members must make a choice that's bound to displease someone. For boards in this situation, there are some simple procedures that can eliminate the confusion and emotion that often surround screening and choosing appointments and make the process go quickly and smoothly.

It's important to note that a school board has 45 days in which to fill a vacancy. If the board fails to act within that time, the superintendent of the educational service region makes the appointment. In either case, the appointed member serves until the next election, at which time the unexpired term is placed on the ballot.\*

The process of screening candidates and making an appointment should have at least two purposes:

- ensure selection of the most qualified applicant;
- avoid haggling and hard feelings.

In addition, a vacancy presents a school board with a challenge to maintain its standards for excellence and to set an example for the staff. Put another way, if administrators are expected to do a good job of selecting staff members for employment, the board should do a good job of handpicking a board member for appointment.

To begin, members of the board must agree in advance on the qualifications they will seek in a new member. These qualifications can vary from board to board, depending upon how members view their role

and the kinds of problems facing the district. One approach is to appoint the person who can be of most help to the board. The board can ask itself these questions: What attributes are needed to achieve our objectives? What skills do current board members offer in these areas? Where are the gaps? However, this criterion may not be suitable for all boards. Another board might place highest value on intellectual capacity. Another might want someone with influence in the community.

In any event, the board should produce a list of attributes that all members can agree on and then use that list to evaluate candidates.

The rating sheet on page 88 includes a list of attributes that might be appropriate where the board wants to appoint a person who can most help the board with its work. The list of attributes ranges from "desire to serve" to "knowledge of schools and board organization" and "availability."

Each school board should determine for itself the qualifications it will seek. The important thing is that all members of the board must be committed to the attributes. If different members are evaluating candidates by different criteria or different standards, they are bound to disagree on who is the best appointee. The result will be the emotional hassle that the board should strive to avoid.

With these criteria in hand, the board can set about recruiting and screening candidates. Below is a process that can be carried out in as little as one week. Here are some suggested steps:

- 1) Announce the vacancy through the news media and ask interested persons to notify the board president. All candidates are confidential, of course, and all board discussions take place in executive session. Only the final vote on the appointment takes place in public meeting.
- 2) The total board interviews each candidate. Each board member uses a rating sheet as a guide in asking questions and evaluating responses. Interviews are designed, of course, to determine how well the candidate fulfills the board's agreed-upon criteria. See the Candidate Evaluation form on page 88.
- 3) Following the interviews, each board member indi-

\* An appointed board member serves out the remainder of the term if the vacancy occurs with less than 868 days remaining in the term or less than 88 days until the next board election. For more information about the procedures and requirements of filling board vacancies, consult the online publication, *Answers to FAQs: Vacancies on the Board of Education*, 2010, by the Illinois Council of School Attorneys, at: <http://iasb.com/law/ICSFAQsonBoardVacancies2010.pdf>.

vidually lists all of the candidates who are acceptable — that is, those who meet the qualifications.

- 4) The board president tabulates the results and determines which candidates show up on all the lists — or at least those which show up most frequently. The aim is to get the top three candidates.
- 5) The board then meets in executive session to discuss the top candidates. Although the rating sheets are not collected or tabulated, they serve as a basis for discussion among board members.
- 6) Following discussion, each board member lists a first choice and a second choice for the appointment. The president tallies the results, giving two points for each first choice and one point for each second choice.
- 7) The board president then recommends for appointment the candidate with the most points. This candidate is asked to attend the public meeting at which the recommendation will be made and the vote taken. All other candidates receive a letter thanking them for their interest.

Although the *Open Meetings Act* allows the school board to discuss candidates for the vacancy in closed session, the board is required to vote on the matter in a public meeting and the vote must be recorded in the minutes.

### Conducting interviews

Probably the critical part of the process is the interview. Here is where board members must decide how well each candidate measures up. Questioning properly is extremely important.

For example, in determining a person's level of interest, the board can examine past school activities. Does the candidate take part in parent organizations? Attend board meetings? Has the candidate ever run for board election?

Candidates might receive credit for experience in fraternal organizations, because this indicates a desire to serve the community. It might also score high if the candidate can display some knowledge of the schools and how the board functions.

The board might ask the candidate to identify district priorities. This indicates knowledge of the district's

### School Board Candidate Evaluation

1. Unsuitable
2. Fair
3. Good
4. Excellent
5. Outstanding

Candidate's Name \_\_\_\_\_

Interview Date \_\_\_\_\_

Subject	1	2	3	4	5	Comments
A. Desire to serve and past interest in school activities						
B. Governmental experience						
C. Knowledge of schools and board organization						
D. Identification of board's priorities						
E. Non-parochialism attitude and history						
F. Relationship of livelihood to board duties						
G. Attitude toward board teamwork						
H. Attitude toward board/administrator relationship						
CONSENSUS RATING						

direction and major concerns. The candidate might also be expected to know the difference between board work and staff work and to respect the superintendent's role as distinct from the board's role.

A board might also look for people with different skills and perspectives, such as management experience.

On the other hand, if a candidate exhibits a concern for only one school or neighborhood or other sign of narrow thinking, the board can ask deeper questions. The aim here would be to get a person who wants to represent the entire district and to avoid those with axes to grind.

If the school board is prepared, a vacancy can be viewed as an opportunity to help the district rather than just as an inconvenience or interruption.

In addition to filling mid-term vacancies, school boards that are interested in cultivating their next generation of local leaders may want to consult the IASB publication, *Recruiting School Board Candidates.* This material is intended to support the ongoing process of identifying, recruiting and mentoring future school board candidates, whether at the next election or during an appointment process.

First Reading and Approval of Board Policy 2:70

Policy 2:70	School Board – Vacancies on the School Board – Filling Vacancies
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ACTION ITEM 14-06-10

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the changes to Board Policy 2:70.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

## **School Board**

### **Vacancies on the School Board - Filling Vacancies**

#### Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent;
2. Resignation in writing filed with the Secretary of the Board of Education;
3. Legal disability of the incumbent;
4. Conviction of a felony, bribery, perjury, or other infamous crime, or of any offense involving a violation of official oath or of a violent crime against a child;
5. Removal from office;
6. The decision of a competent tribunal declaring his or her election void;
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in The School Code are violated;
8. An illegal conflict of interest; or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within 5 days after its occurrence and shall fill the vacancy until the next regular Board of Education election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in The School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept applications from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled ~~closed~~ **open** meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal From Office)

ADOPTED: October 27, 1997

REVISED: August 24, 1998

REVISED: December 13, 1999

REVISED: October 23, 2000

REVISED: November 13, 2006

REVISED: April 4, 2011

APPROVAL OF THE FANSWORTH GROUP PROPOSAL FOR RETRO-COMMISSIONING SERVICES FOR CARPENTER ELEMENTARY SCHOOL

Carpenter School continues to experience problems with the HVAC system installed during summer 2013. The Board of Education has spent many hours discussing the situation during the 2013-14 school year. The most recent episode (Zone 3) occurred on Monday, June 2. As numerous reports from architects Fanning Howey have detailed, it has been difficult to diagnose the root cause of the problem. Each time an issue has occurred and a solution is found, new problems are identified. Fanning Howey and the other parties remain engaged in this process. However, District 64 cannot enter into a second school year continuing to troubleshoot these issues while attempting to shield Carpenter students and staff from their impacts.

ACTION ITEM 14-06-11

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the contract for retro-commissioning services with the Farnsworth Group for the lump sum fee of \$64,869.57.

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


AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education  
Philip Bender, Superintendent

From: Rebecca Allard, Chief School Business Official 

Date: June 9, 2014

Subject: Approval of the Farnsworth Group Proposal for Retro-Commissioning Services for Carpenter Elementary School

Carpenter School continues to experience problems with the HVAC system installed during summer 2013. The Board of Education has spent many hours discussing the situation during the 2013-14 school year. The most recent episode (Zone 3) occurred on Monday, June 2. As numerous reports from architects Fanning Howey have detailed, it has been difficult to diagnose the root cause of the problem. Each time an issue has occurred and a solution is found, new problems are identified. Fanning Howey and the other parties remain engaged in this process. However, District 64 cannot enter into a second school year continuing to troubleshoot these issues while attempting to shield Carpenter students and staff from their impacts.

To bring clarity and hopefully to expedite resolution of this situation, at the May 19 meeting, administration introduced for Board discussion the possibility of utilizing an independent consultant to conduct an audit of the Carpenter HVAC system. The intent is to have a "third party," professional evaluation of the system design, equipment selected and installed, quality of the installation, and operation of the system as installed.

As reported on May 19, District 64 has met with representatives of the Farnsworth Group. Farnsworth has been involved in more than 1,000 commissioning and energy-related projects, providing services in various market sectors, including K-12 and higher education clients. Its team consists of nationally recognized and certified experts who provide building commissioning, energy expertise and facility design among other services. Farnsworth representatives have toured Carpenter School with Director of Facility Management Scott Mackall and talked with the principal, head custodian and staff about their concerns.

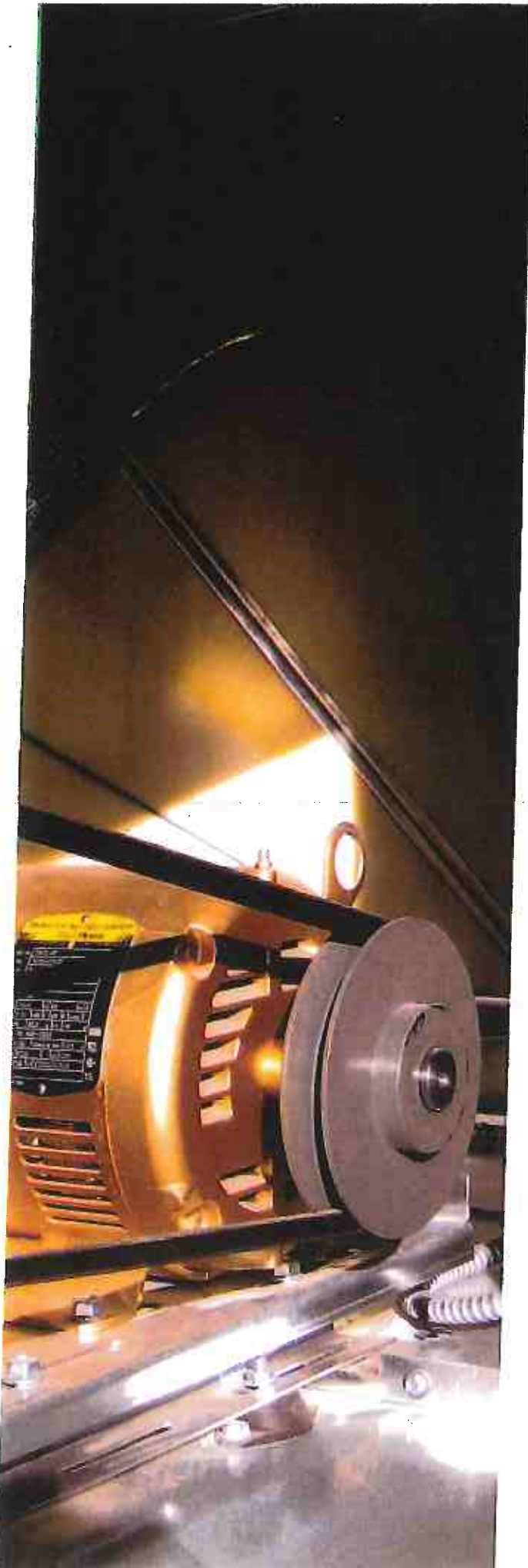
District 64 has now received a detailed proposal from Farnsworth for retro-commissioning services for the heating/cooling systems currently installed and operating at Carpenter School. It is anticipated that the Farnsworth Group report will be available by the end of August, pending Board approval on June 9. The report will include a comprehensive analysis of the final facility improvement measures identified, including recommended priority. Our expectation is that this will provide a precise roadmap of the work that will be needed to get the HVAC system functioning as District 64 intended.

Farnsworth's lump sum fee for this work is \$64,869.57. District 64 would initially support the entire amount. However, the District intends to request – and expects to



receive – contributions to this cost from the parties that the report determines to be responsible for the ineffective operation of the heating and cooling system at Carpenter.

District 64 Administration recommends that the Board approve the independent review project so that the study can begin immediately. We believe this outside review will provide the most effective route to identifying what needs to be done next, so that the HVAC system can be functioning for the full benefit of students and staff at Carpenter as we look forward to the 2014-15 school year.



Proposal  
for Retro-Commissioning Services

## **Carpenter Elementary School**

Presented to:  
Park Ridge-Niles CCSD 64

May 28, 2014

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**Carpenter Elementary School**  
Presented to: Park Ridge-Niles CCSD 64



Contact:

**Chad S. Grindle, PE, CxAP, QCxP, LEED AP**

Farnsworth Group, Inc.

821 S. Main St.

DeForest, WI 53532

608.846.8015

cgrindle@f-w.com

[www.f-w.com](http://www.f-w.com)

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**BRIEF HISTORY**

Farnsworth Group has a long history of providing quality consultant services to a broad range of public and private-sector clientele. The roots of our group are in Central Illinois and extend back to the 1890s.

Since that time, we have grown into an employee-owned, multi-disciplined company with professional staff located throughout the country. Through a series of mergers with established firms, we emerged in the 1990s as an ENR Top 500 Design Firm, ranking #213 on the 2014 list published last month.

A leader in the industry, Farnsworth Group’s team has provided commissioning services since 1984 on various project types throughout the United States.



**SERVICES OFFERED**

Today, Farnsworth Group offers the following professional services:

- |                           |                        |                          |                            |
|---------------------------|------------------------|--------------------------|----------------------------|
| Building commissioning    | Mechanical engineering | Civil engineering        | Transportation engineering |
| LEED® consulting          | Electrical engineering | Municipal engineering    | Land development           |
| Sustainable consulting    | Plumbing engineering   | Water/wastewater systems | Community planning         |
| Energy audits             | Structural engineering | Stormwater management    | Land surveying             |
| Indoor air quality        | Architecture           | Hydrology                | GIS/GPS                    |
| Environmental engineering | Interior design        | Permitting               | Cartography                |
| Environmental remediation | Landscape architecture | Grants/financing         | Referendum support         |

**QUALIFICATIONS AS A COMMISSIONING PROVIDER**

Farnsworth Group has been involved in more than 1,000 commissioning and energy-related projects, providing all levels of commissioning services in various market sectors, including K-12 and higher education clients. Our team consists of nationally recognized and certified experts who provide building commissioning, sustainable design (LEED), energy expertise and facility design.

Across the firm, we offer 34 commissioning professionals, including 11 registered professional engineers and a licensed architect, located throughout the United States.

The following chart demonstrates how our team matches typical desired qualifications for commissioning projects:

Farnsworth Group Qualifications	
Acted as the principal commissioning authority for at least five projects	✓
Extensive experience in the operation and troubleshooting of HVAC systems and energy management control systems	✓
Extensive field experience; a minimum of five full years in this type of work	✓
Knowledgeable in building operation and maintenance and O&M training	✓
Experienced in energy-efficient equipment design and control strategy optimization	✓
Knowledgeable in test and balance of both air and water systems	✓
Direct experience in monitoring and analyzing system operation using energy management control system trending and stand-alone data-logging equipment	✓
Excellent verbal and writing communication skills	✓
Highly organized and able to work both with management and trade contractors	✓

Farnsworth Group Qualifications	
Experienced in writing commissioning specifications	✓
Team members possess degrees in mechanical or electrical engineering	✓
Team members possess PE licenses	✓
Non-PE-licensed team members possess other technical training, as well as past commissioning and field experience	✓
Membership and certification as a Certified Commissioning Professional with the Building Commissioning Association, ASHRAE or University of Wisconsin-Madison	✓

\* Our staff includes one BCA-accredited Certified Commissioning Professional (CCP); six staff members who are Qualified Commissioning Process Providers (QCxP) and one Commissioning Process Authority Professional (CxAP), all certified by the University of Wisconsin-Madison Department of Engineering Professional Development; one Commissioning Process Management Professional (CPMP) certified by ASHRAE; and nine Certified Commissioning Authorities (CxA) accredited by the AABC Commissioning Group.

In addition, Farnsworth Group staff members have served on standing committees that have developed the quality process for commissioning as accepted by the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) in Guideline I. Farnsworth Group supports the development of a commissioning process training program and has significant experience training building facility operations staff. In addition, Farnsworth Group has developed and presents a 5-day commissioning course for various regional and national organizations, which includes the Building Commissioning Association (BCA) and the University of Wisconsin-Madison. These courses require intimate knowledge of the process and the ability to teach a wide variety of trainees. This includes a thorough comprehension of quality processes, ASHRAE Guideline 0 (Total Building Commissioning Process), and ASHRAE Guideline I (HVAC Commissioning Requirements). Additionally, Farnsworth Group is a long-standing member of BCA and previously aided the organization in the development of commissioning training and certification materials the organization has utilized.

Finally, Farnsworth Group team members have served on committees that crafted various LEED certification categories, including a member of the committee that created guidelines for LEED for Healthcare.

Our resources in every major faction of sustainable design – land development, civil, water/wastewater, landscaping, architectural, mechanical, electrical and interiors – will help develop a streamlined procedure for meeting the requirements of your commissioning projects.

**PHASE-BY-PHASE WORK PLAN**

This section defines the specific phases and tasks Farnsworth will provide to the Owner during the course of this project. Different tasks are completed with varying levels of involvement during the different phases of a project. A core focus of the Farnsworth's services is to fully integrate the commissioning tasks with the customer's current process of procuring buildings. The following sections detail key points/tasks for each phase of the project as we understand them from previous discussions and particular information on how we will accomplish each for this project. For the purpose of detail and clarity, we have also included the party responsible, the deliverables and the anticipated number of days on site to be provided for each task.

**PLANNING PHASE**

**1 Kickoff Meeting & Documentation Review**

A critical aspect of any commissioning project is to convene a project kickoff meeting with all commissioning team members. These members include the owner, users, operation and maintenance staff, and any other involved parties. The purpose of this meeting will be to formally introduce the retro-commissioning process to be utilized for this project, determine the expectations of all team members, and collect necessary documentation to begin the development of a formal retro-Cx plan, schedule and FPT procedures. In addition, this task will include ongoing coordination and management of the overall team, including scoping meetings at the outset of each phase (via conference call), weekly coordination calls for our internal team and QA/QC of project deliverables.

In addition, immediately following the kick-off meeting we will complete a thorough review of the documents provided at the meeting and listed below, to determine what equipment and systems are currently in place and to ascertain the intended methods of operation. This documentation shall be used to develop the formal retro-Cx plan, schedule, and draft FPT procedures, as well as develop a preliminary list of issues based upon the proposed design and expectations as understood from the Owner.

Documentation required to be provided by Owner at kick-off meeting:

- Record Drawings
- Record Specifications
- Record Submittals
- Engineering Calculations
- Load Analysis
- O&M/Systems Manuals
- Record Control Sequences for Unitary Controlled Units
- TAB Reports
- Maintenance Records
- Complaint Logs
- Trend Logs

**Responsible Party:** Project Manager      **Deliverable(s):** Meeting agenda, attendance record & meeting minutes  
**Day(s) on Site:** 1

**2 Commissioning Plan & Schedule**

Upon project award, Farnsworth will develop a retro-Cx plan based upon the documentation provided by the Owner. This project work plan will form the core of the retro-commissioning plan and will detail the tasks to be accomplished along with specific personnel and resources to be applied throughout the project, as well as a detailed execution schedule. The retro-commissioning plan will be updated periodically throughout the project process, will become the depository for the retro-commissioning documentation, and ultimately will become the basis for the final retro-commissioning report.

**Responsible Party:** Project Manager      **Deliverable(s):** Cx plan draft  
**Day(s) on Site:** N/A

**3 System Testing/Investigation Procedures and Checklists**

For each of the primary system types listed below, Farnsworth shall develop detailed investigation and testing procedures. These procedures shall provide detailed and repeatable methods for system/equipment performance and condition, and shall cover primary investigative functions like sampling methodology, system/equipment condition assessments, TAB

verification of the overall system/units, calibration verification of primary sensors, sequence verification of the system/units, and trending/data-logging requirements.

- AHUs
- CW System
- HW System
- Exhaust Systems
- VRVs (targeted sample based upon similar zoning)
  - Shall include evaluation of loading and ventilation requirements at zone level

**Responsible Party:** Project Manager      **Deliverable(s):** FPT procedures – draft, site survey checklists - draft  
**Day(s) on Site:** N/A

**INVESTIGATION PHASE**

**4 Phase Scoping Meeting**

Following the issuance of the Owner’s comments to the draft Retro-Cx plan, FPT procedures, and site survey checklists we shall finalize all three document sets and conduct an investigation phase scoping meeting to review the formal plan and process agreed upon with all parties.

**Responsible Party:** Project Manager      **Deliverable(s):** Retro-Cx plan, FPT procedures – final, site survey checklists – final  
**Day(s) on Site:** 1

**5 System Testing/Investigation**

Following the completion of the scoping meeting, we shall move fully into the system testing and investigation. This task shall include:

- System/equipment condition assessments, including identification of basic repairs or upgrades that are necessary to allow for the existing equipment to function properly and/or meet manufacturer installation requirements.
- TAB verification of the overall system/units (targeted sample for zone/terminal level).
- Calibration verification of primary sensors.
- Sequence verification of the system/units, including development of recommendations for optimization beyond current configuration.

**Responsible Party:** Project Manager      **Deliverable(s):** Site survey checklists, FPT reports, issues log (w/ corrective actions)  
**Day(s) on Site:** 14

**6 Retro-Cx Report**

Following the completion of all testing/investigation we shall undertake the compilation of a draft final report for the overall Retro-Cx process. This report shall clearly detail the results of all activities conducted as well as provide a comprehensive analysis of the final facility improvement measures (FIMs) identified including recommended priority. The following types of detail shall be included within this preliminary report:

- Executive summary
- Project background and scope of the commissioning project
- Overview of activities conducted
- Narrative for each FIM proposed
- Record of final retro-Cx plan including all related tasks and findings

Upon completion of the preliminary report Farnsworth shall conduct an exit meeting with the Owner to present the report and provide a summary of our findings. Any comments or revisions provided during this meeting or within the following week by the Owner shall then be incorporate into a final version issued to the Owner.

**Responsible Party:** Project Manager      **Deliverable(s):** Retro-Cx report – draft  
 Retro-Cx report – final  
**Day(s) on Site:** 1

**ALL PHASES**

**7 Progress Updates**

Throughout execution of this project Farnsworth shall provide progress updates to work documents on a monthly basis. Updates shall include:

- Work plan revisions and status
- Project scheduled revisions and status
- Updates to identified issues
- Updates to identified FIMs

**Responsible Party:** Project Manager      **Deliverable(s):** Cx Plan updates (multiple)  
**Day(s) on Site:** N/A

**SAMPLING APPROACH**

Although desirable the economic feasibility of 100% verification for all systems is typically not practical. For this reason the Farnsworth team utilizes statistical sampling methods throughout the commissioning process to better examine the facility overall within the constraints of budget. To accomplish this task our team devises an individual sampling approach for each task or phase where multiple or voluminous pieces of equipment must be reviewed. The following is a brief summary of the approach we propose to use for the project for each of the tasks listed below.

**Table 1: Sampling Approach**

Commissioned System	QTY	Document Review <sup>1</sup>	Site Survey <sup>2</sup>	Calibration Verification <sup>4</sup>	TAB Verification	Sequence Verification <sup>5</sup>	ADPI <sup>6</sup>
Air Handling Units	2	50%	100%	50%	50%	100%	-
Energy Recovery Ventilators	4	50%	100%	50%	50%	100%	25%
Fans	3	25%	100%	50%	50%	100%	-
VRVs	92	25%	50% <sup>3</sup>	50%	25%	50%	25%
Cooling Towers	1	50%	100%	50%	50%	100%	-
Boilers	3	50%	100%	50%	50%	100%	-
Heat Pumps	10	50%	100%	50%	50%	100%	-
Heat Exchangers	1	50%	100%	50%	50%	100%	-
Pumps	14	50%	100%	50%	50%	100%	-

<sup>1</sup>Percentage of the listed unit/system to be verified for sizing, loads and ventilation calculations for given application.

<sup>2</sup>Percentage of units to be reviewed for physical condition and nameplate documentation.

<sup>3</sup>Shall include verification of associated refrigerant system layout and sizing at sampling rate defined.

<sup>4</sup>Percentage of sensors per unit to be verified. Number of units to be verified shall be in accordance with sample rate defined for Site Survey.

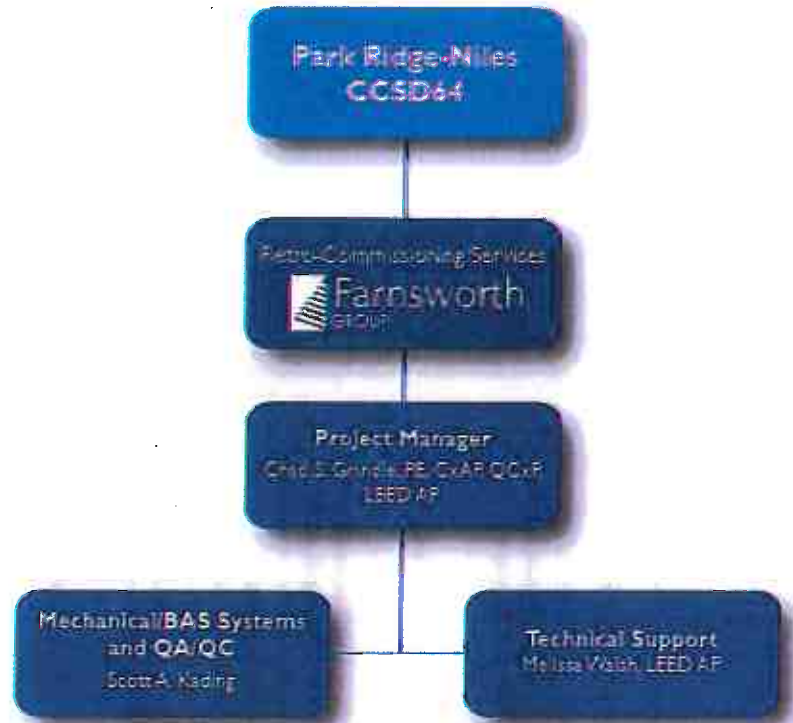
<sup>5</sup>Percentage of units to be verified for full sequence verification.

<sup>6</sup>Percentage of typical zone configurations present to be field tested for Air Diffusion Performance Index.



**TEAM ORGANIZATION CHART**

The following commissioning team members are available for the retro-Cx project at Carpenter Elementary School. The team is structured to provide the most cost-effective, high-quality commissioning services possible. The assigned key personnel have the necessary experience to complete the project tasks. Each proposed task specialist has additional key personnel to support them in their job responsibilities as well as other resources within the firm.



**BASIC SERVICES (Lump sum)**

Task	Day(s) On Site	Cost
Kickoff Meeting & Documentation Review	1	\$10,179.62
Cx Plan and Scheduling	-	\$1,919.18
System Testing/Investigation Procedures and Checklists	-	\$7,027.68
Phase Scoping Meeting	1	\$2,255.35
System Testing/Investigation	14	\$37,552.12
Retro-Cx Report	1	\$4,691.80
Progress Updates	-	\$1,243.82
<b>TOTALS:</b>	<b>17</b>	<b>\$64,869.57</b>

**ASSUMPTIONS**

1. Project duration will be 3 months.
2. Commissioning provider is not responsible for equipment or systems installed in connection to facilities other than those listed in the scope of work.
3. Commissioning provider shall not be responsible to sign or execute any project labor agreement.

**RESPONSIBILITIES OF OTHER PARTIES**

**Owner**

1. Provide number and format of the following documents as requested by CxA:
  - a. Record Drawings
  - b. Record Specifications
  - c. Record Submittals
  - d. Engineering Calculations
  - e. Load Analysis
  - f. O&M/Systems Manuals
  - g. Record Control Sequences for Unitary Controlled Units
  - h. TAB Reports
  - i. Maintenance Records
  - j. Complaint Logs
  - k. Trend Logs
2. Provide full access to facility during normal working hours of 8:00 AM – 5:00 PM as requested by CxA at conclusion of school year.
3. Provide appropriate personnel on site to assist in manipulation and override of facility controls and equipment for TAB and functional testing as requested by CxA.

**ADDITIONAL SERVICES NOT INCLUDED IN SCOPE**

1. Project meetings above and beyond those specified within the scope of work above.
2. Cx services for equipment and systems not specifically listed in scope of work.
3. Cx services related to equipment and/or systems not specifically contained within facility.

**DISCLAIMERS**

1. If protracted delays of longer than ninety (90) days occur beyond Farnsworth Group's control, we reserve the right to negotiate an equitable adjustment in compensation required for start-up, accounting and management expenses.
2. Proposal is valid for 30 days upon date of issue.

**HOURLY BILLING RATE SCHEDULE**

**2014 SCHEDULE OF CHARGES**  
**Farnsworth Group, Inc.**  
**Commissioning Services**  
 Schedule of Charges - January 1, 2014

*Professional Staff – Commissioning / Sustainability Services Per Hour*

Commissioning Specialist I / Sustainability Specialist I .....	\$ 99.00
Commissioning Specialist II / Sustainability Specialist II .....	\$ 110.00
Commissioning Specialist III / Sustainability Specialist III .....	\$ 117.00
Senior Commissioning Specialist / Senior Sustainability Specialist .....	\$ 123.00
Commissioning Project Manager / Sustainability Project Manager .....	\$ 136.00
Commissioning Manager / Sustainability Manager .....	\$ 152.00
Senior Commissioning Manager / Senior Sustainability Manager .....	\$ 169.00
Principal .....	\$ 192.00

*Technical Staff – Commissioning/Sustainability Services*

Administrative Support .....	\$ 65.00
Commissioning Technician I / Sustainability Technician I .....	\$ 95.00
Commissioning Technician II / Sustainability Technician II .....	\$ 119.00
Commissioning Technician III / Sustainability Technician III .....	\$ 123.00
Commissioning Technical Manager / Sustainability Technical Manager .....	\$ 131.00
Senior Commissioning Technical Manager/Senior Sustainability Technical Manager .....	\$ 149.00

*Miscellaneous – Commissioning/Sustainability Services*

Overtime Requested by Client .....	Negotiated
Expert Testimony .....	2 x billing rate
Per diem .....	\$50.00/day
Field Vehicle .....	\$12.00/hr
Automobile (per mile) .....	\$ 0.565
Subcontractors & Reimbursable Expenses Related to Project * .....	Cost + 10%

\* Includes the actual cost of subcontractors, blueprints, supplies, toll charges, testing services, personnel subsistence, and other costs directly incidental to the performance of the above services.

**CHARGES EFFECTIVE UNTIL JANUARY 1, 2015 UNLESS NOTIFIED**

Consent Agenda

ACTION ITEM 14-06-12

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of June 9, 2014, which includes the Personnel Report, Bills, Approval of Memorandum of Understanding Inclusion of Psychologists in the PREA Bargaining Unit and Impact of Reduction-in-Force, Approval of Intergovernmental Agreement for Shared Assistive Technology Services 2014-15 and Approval of Annual Technology Purchases.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report  
June 9, 2014

Jane Boyd	Employ as Director of Special Education/Pupil Services effective July 1, 2014 - \$126,000.
Monica Bridges	Employ as 10-month School Secretary at Carpenter School effective August 11, 2014 - \$18.65.
Ashley Carlborg	Employ as (.60) Speech Language Pathologist at Jefferson School effective August 25, 2014 - \$38,211.00.
Max Hellermann	Employ as Music – Instrumental-Orchestra Teacher at Lincoln School effective August 25, 2014 - \$54,783.00.
Stephanie Daly	Change of Assignment from Elementary School Assistant Principal for Franklin/Carpenter Schools to Elementary School Principal for Washington School effective July 1, 2014 - \$109,000.
Kristie Harvalis	Request Maternity/FMLA as 5th Grade Teacher effective 8/25/14 – 9/15/14 (tentative) - Roosevelt School.
Helene Zukas	Request Maternity/FMLA as TPI Teacher effective 12/6/14 – 3/2/15 (tentative) - Roosevelt School.
Julia Simone	Extend Employment as Summer Registration Secretary June 23 through August 8, 2014 - ESC (9-2 Monday-Thursday).
Rebecca Glans	Employ as Summer School Early Childhood Teacher effective 6/23/14 - Jefferson School.
Afreen Firdous Rachel Hubbard Mary Lou Jaros Bradley Stetzenmeyer	Employ as Summer School Early Childhood Assistants effective 6/23/14 - Jefferson School.
Nicole Thomas	Employ as Summer School Special Education Assistants effective 6/17/14 - Washington School.
Lisa Anderson Ashley Arsenault Betty Berg Melisa Bergen Myra Berko Andrew Bielenda Jamie Brown Katelyn Elder Caitlin Eskew Cara Filipiak	Employ as Summer School Teachers effective 6/17/14 - Washington School.  Technologist *Plus Bus Stipend

Personnel Report  
June 9, 2014

<p>Holly Handler Valerie Heichel Andrea Hetzke Amanda Hurst Pat Jasinowski Brittney Joyce Colleen King Jean Kulnig Sara Malecki Catherine Mayer Jacqueline Mayer Patricia Mayer Shirlee Pater Rene Polinski Erin Roche Alex Rubenstein Amy Sara Maureen Schelhammer Alex Shalzi Sara Slimak Linda Thomas Leslie Wesolowski Cheryl Williams</p>	<p>Employ as Summer School Teachers effective 6/17/14 - Washington School (continued).</p> <p>Technologist</p>
<p>Ashley Apa Melisa Bergen Gisella Calo Kelly Fleck Kayla Forsythe Jennifer Ghisolf Emma Hogan Amanda Hurst Elisabeth Jacobsen Georgeanne Jaffe Katie Kennedy Colleen King Katherine Kopoulos Karin Lennon Ceci Li Bandon Nidea Hailey Pater Janice Roche Nancy Stummer Taylor Sutscheck Susan Sweeney Margaret Thomas-Cary Anna Toulon Katie Walsh</p>	<p>Employ as Summer School Assistants effective 6/17/14 - Washington School.</p>

Personnel Report  
June 9, 2014

<p>Christine Balcarcel (Plus book bag coordinator) Erica Bartnicki Terry Broeker Karen Corsello Taylor Crowley Elina Eramia Josh Hammond Maureen Heneghan Sue Herman Rich Hobson Emily Hrobsky Brian Jacobi Elisabeth Jacobsen Natalie Jacobsen Mike Johnson Justin Jonas Pam Karnatz Franny Keyes Jessica Kwasny Chris LoPresti Lauren Maloney Brandi Medal Theresa Moore Timothy Moore Mark Pancini Paula Papaioannou Amanda Pelsor Christie Rubeo Aaron Schauer Julie Viola Asma Yazdani</p>	<p>Employ as Summer School Teachers effective 6/17/14 - Lincoln School.</p> <p>Technologist</p> <p>*Plus Bus Stipend</p>
<p>Grace Householder Lindsay Jozwiak Chris LoPresti Mark Pancini Brittany Pater Nicole Roman Deborah SanGabino Antoinette Viola Victoria Viola Asma Yazdani</p>	<p>Employ as Summer School Assistants effective 6/17/14 - Lincoln School.</p>

APPROVAL OF BILLS

The following bills are presented for approval:

Bills

10 - Education Fund -----	\$ 185,287.82
20 - Operations and Maintenance Fund -----	\$ 159,928.60
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ 135,278.90
50 - Retirement (IMRF/SS/MEDICARE) -----	\$ -
60 - Capital Projects -----	\$ 4,152.41
80 - Tort Immunity Fund -----	\$ 63,723.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 117519 - 117651

Total: \$ 548,370.73



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

**INTERGOVERNMENTAL AGREEMENT  
FOR SHARED ASSISTIVE TECHNOLOGY SERVICES**

**THIS AGREEMENT** is made by and among the Boards of Education of Des Plaines Community Consolidated School District 62 (“School District 62”) and Park Ridge-Niles Community Consolidated School District 64 (“School District 64”).

**WHEREAS**, the Illinois Constitution and statutes, including without limitation the *Intergovernmental Cooperation Act of the State of Illinois*, 5 ILCS 220/1 *et. seq.*, encourage and permit cooperation between units of local government; and

**WHEREAS**, the parties desire to cooperate and combine their resources to serve students who require Assistive Technology (AT) services; and

**WHEREAS**, the parties believe that their special education programs and services will be most effectively operated through this shared services Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereafter set forth, it is agreed as follows:

1. **Term of Agreement.** This Agreement shall begin at the start of the 2013-2014 school year, excluding extended school year periods. This Agreement will remain in effect on a year-to-year basis only by agreement of the parties.
2. **Employment and Shared Services of the AT Facilitator.** School District 62 agrees to employ a qualified AT Facilitator on a full-time basis who shall be considered an employee of School District 62 and shall not become or be deemed to be an employee of School District 64. School District 62 will supervise and evaluate the AT Facilitator as required by law. The AT Facilitator will serve School District 64 students on a 0.4 FTE (full time equivalent) basis. The AT Facilitator will be responsible for conducting screenings, evaluations and participating in IEP meetings and other school meetings in the normal course. Services will be scheduled and provided to students on days/times mutually agreed by each School District. If the AT Facilitator is not available at the scheduled time (*e.g.*, due to illness, etc.), the parties will mutually agree on make-up dates, in the normal course.
3. **Fees.** School District 62 will bill School District 64 for costs associated with the AT Facilitator based on 0.4 FTE. Costs shall include salary, benefits, secretarial support, expenses associated with supplies/materials/assessments/etc., and expenses associated with training. School District 62 will prepare and provide a preliminary budget to School District 64 on or before August 1 prior to each school year estimating these costs. In the event that School District 64’s FTE need decreases, the parties understand that they have committed to the FTE listed herein for the duration of the school year.
4. **Billing Procedures and Payment.** School District 62 shall send invoices to School District 64 on an annual basis, or other timeline per mutual agreement. School District 64 agrees to pay all amounts due within forty-five (45) days of receiving the invoices.

School District 64 will directly reimburse the AT Facilitator for mileage incurred related to the provision of services to School District 64 students on forms provided for this purpose. School District 62 shall be responsible for seeking reimbursement from any third party payers, if any, (such as the Illinois State Board of Education or health insurance carriers) for services rendered by the AT Facilitator. To the extent that reimbursement is received from School District 62 relating to the AT Facilitator, School District 64 shall receive a credit against any outstanding balance due.

5. **Qualification of AT Facilitator.** The AT Facilitator shall meet all State requirements to provide such services in a public school setting, including but not limited to certification or licensure (if applicable), fitness for service/medical examination, criminal background check, and continuing education, and shall comply with all applicable laws, rules and regulations required in performing such services.
6. **Student Records.** The AT Facilitator shall maintain records and reports in the normal course, including progress reports and other documents as may be required by the Director of Special Education or his/her designee of the School District that the student in question is a resident of. All such records, including information and notes prepared or provided by the AT Facilitator shall be the property of, and shall be maintained by, each individual School District for their own students. The AT Facilitator shall have access to those students' records and information to the extent necessary to appropriately provide services to said students. The AT Facilitator will abide by all confidentiality requirements of the Illinois School Student Records Act (ISSRA), the Family Education Rights and Privacy Act (FERPA), and all other applicable laws and regulations.
7. **Equipment and Supplies.** Equipment and other inventory used by the AT Facilitator will generally be housed at and maintained by School District 62, unless otherwise agreed by the parties. Purchase of materials/supplies for specific students (*e.g.*, as determined by the IEP team) will be purchased directly by the home district of the student. General supplies needed to support the AT Facilitator on a day-to-day basis will be billed proportionally pursuant to paragraph 3.
8. **Amendments.** This Agreement may be modified or amended only by a written agreement executed by the parties.
9. **Insurance.** Each party shall maintain, all on an occurrence basis, general liability insurance and excess or umbrella liability insurance in reasonable amounts during the term of this Agreement or any extension hereof. School District 62 shall also maintain workers compensation insurance in at least the statutory minimum amount and employer's liability insurance in a reasonable amount.
10. **Applicable Law and Compliance with Laws.** This Agreement shall be construed in accordance with the laws of the State of Illinois. Further, each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services hereunder, including, but not limited to human rights and anti-discrimination laws.

13. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions and understandings between the parties relative to the subject matter hereof, and there are not promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.
14. **Third Party Beneficiaries.** This Agreement is by and among the signatories hereto only and is neither intended to nor does it grant any rights to any third parties. No third party may rely upon the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date below. In the event the dates differ, the latter shall be the effective date of this Agreement.

**BOARD OF EDUCATION  
DES PLAINES COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62,**

\_\_\_\_\_  
President 5-19-2014  
Date

Attest: \_\_\_\_\_  
Secretary 5-19-14  
Date

**BOARD OF EDUCATION  
PARK RIDGE-NILES SCHOOL DISTRICT 64,**

\_\_\_\_\_  
President Date

Attest: \_\_\_\_\_  
Secretary Date

To: Board of Education

From: Terri Bresnahan, Director of Technology

Re: Approval of Technology Equipment Purchases 2014-15

Date: June 9, 2014

Based on the annual refresh cycle for staff laptops, laptops for carts, desktop computers for SmartBoard classrooms, and 4 computer labs (Washington, 2 at Lincoln, and 1 at Emerson), the District is requesting the approval for the purchase of the following equipment for the 2014-15 school year.

ITEM	QUANTITY	UNIT COST	TOTAL COST
<b>Staff Laptops</b>	105	\$1,114.92	\$117,067.52
<b>Student Laptops (carts and labs)</b>	175	\$1,114.92	\$195,111.00
<b>Lab/Classroom Desktops</b>	87	\$1,148.88	\$99,952.56
<b>iPads for Emerson and Lincoln</b>	10	\$357.49	\$3,574.92

**TOTAL COST: \$415,706.00**

Please note that there will be a request for approval of additional SmartBoards for Jefferson School, Emerson Middle School and Lincoln Middle School at the June 23 Board meeting. At this time, the Network Manager is working with each building to determine the best installations for each classroom space.

# Apple Inc. Education Price Quote

Customer: TRICIA STROUD  
PARK RIDGE COMM CONS S D 64  
Phone: 8473184261  
email: tstroud@d64.org

Apple Inc:

Craig Poe  
12545 Riata Vista Circle  
MS: 198-9IES  
Austin, TX 78727-6524  
Phone: 512-6746161  
Fax: 800-590-0325  
email: cpoe@apple.com

Apple Quote: 2201503342  
Quote Date: 2-Jun-2014  
Quote Valid Until: 7-Jun-2014

## Quote Comments:

Part Number	Details & Comments	Qty	Unit List Price	Unit Discount Price	Extended Disc. Price
1	<p>BH625LL/A MacBook Pro 5-pack (13"/ 2.5GHz/4GB/500GB/SuperDrive) with AppleCare Protection Plan Auto-Enroll (packaged 5 in a single box)</p> <p>MacBook Pro (13"/ 2.5GHz/4GB/500GB/SuperDrive) Part Number: MD509LL/A Quantity: 280</p> <p>AppleCare Protection Plan - 11-inch and 13-inch MacBook Air/13-inch MacBook Pro - Auto Enroll Part Number: S3130LL/A Quantity: 280</p>	56	5,910.00	5,574.62	312,178.50
2	<p>ME699LL/A iMac 21.5-inch: 3.3GHz Dual-core Intel Core i3 (Education only model) 065-C1WJ 4GB 1600MHz DDR3 SDRAM - 2x2GB 065-C1WL 500GB Serial ATA Drive (5400 RPM) 065-C1WM 3.3GHz Dual-core Intel Core i3 065-C1WT Apple Mouse 065-C1WY Apple Keyboard with Numeric Keypad (English) / User's Guide (English)</p>	87	1,099.00	1,036.63	90,187.10
3	<p>S3128LL/A AppleCare Protection Plan for iMac - Auto-enroll</p>	87	119.00	112.25	9,765.48
4	<p>BH928LL/A iPad with Retina display Wi-Fi 16GB - Black (10-pack)</p> <p>iPad with Retina display Wi-Fi 16GB - Black (10 Pack) Part Number: MD892LL/A Quantity: 10</p>	1	3,790.00	3,574.92	3,574.92

<b>Edu List Price Total</b>	<b>440,716.00</b>
<i>Total Discount</i>	<i>25,010.00</i>
<b>Extended Discounted Sub Total</b>	<b>415,706.00</b>
<i>eWaste Fee / Recycling Fee</i>	<i>0.00</i>

**Extended Total Price\*** **415,706.00**

*\*In most cases Extended discounted Total price does not include Sales Tax*

*\*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary*

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2201503342. Please contact your institution's Authorized Purchaser to submit the above quote online at <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to <http://myaccess.apple.com>. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com).
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

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- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
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  - PURCHASE ORDER NUMBER
  - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
  - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
  - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
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Board Member Liaison Report

- Elementary Learning Foundation (ELF) Meeting



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

Board of Education Agenda  
Monday, June 23, 2014  
Hendee Educational Service Center  
164 S. Prospect Avenue

*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, June 23, 2014**

**TIME**

**APPENDIX**

7:30 p.m.

**Meeting of the Board Convenes**

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

**• Public Comments**

**• Judith L. Snow Awards**

-- Superintendent and ELF Representative

A-1

**• Report on Spring MAP Testing**

-- Assistant Superintendent for Student Learning

A-2

**• Discussion of the Education Adequacy Study**

-- Director of Facility Management

A-3

**• Resolution #\_\_ for Transfer of Interest Funds from Working Cash to Educational Fund**

-- Chief School Business Official

Action Item 14-06-13

A-4

**• Resolution #\_\_ for Transfer of Interest Funds from Debt Service to Educational Fund**

-- Chief School Business Official

Action Item 14-06-14

A-5

**• Resolution #\_\_ for Prevailing Wage**

-- Chief School Business Official

Action Item 14-06-15

A-6

**• Consent Agenda**

-- Board President

Action Item 14-06-16

A-7

- Personnel Report

- Bills, Payroll, and Benefits

- Approval of May Financials ending May 31, 2014

- Approval of Authorized Signatures for Banking with J.P. Morgan/Chase

- Approval of Resolution with PMA Financial Services

- Approval of Bid for Asbestos Removal

- Destruction of Audio Closed Minutes

- **Approval of Minutes** **Action Item 14-06-17** **A-8**

- Board President
  - Special Board Meeting Minutes.....June 9, 2014
  - Closed Session Minutes.....June 9, 2014
  - Regular Board Meeting Minutes.....May 19, 2014
  - Closed Session Minutes.....May 19, 2014

- **Board Member Liaison Report** **A-9**

- Board of Education

- **Other Discussion and Items of Information** **A-10**

- Superintendent
  - Upcoming Agenda
  - Memoranda of Information
    - Follow-up on Collection of Student Fees
    - Senior Tax Exchange Program
  - Minutes of District Committees (none)
  - Other
    - Update on Summer Construction Projects

- **Adjournment**

Next Meeting:           Friday, July 11 – 5:30 p.m.  
                                   Board Retreat  
                                   Saturday, July 12 – TIME???  
                                   Closed Session  
                                   Emerson Middle School  
                                   8101 N. Cumberland  
                                   Niles, IL 60714

Next Regular Meeting:   Monday, July 14 – 7:30 p.m.  
                                   Jefferson School  
                                   8200 Greendale  
                                   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: Terri Bresnahan, Director of Technology

Date: June 9, 2014

Subject: Update on Board Goal: Student Learning #4- Instructional Technology Coaching

### Overview

At the August 2013 Study Session, the Board of Education identified Board consensus goals in the areas of Student Learning, Finance, and Facilities. In the area of Student Learning, three goals directly address the use of technology. The Administrative Team, in consultation with teacher leaders, has identified a plan for measuring our progress with each of these goals. Because these goals are interrelated, data sources may address multiple goals.

Board Consensus Goal	Data Source
<p>#2: By the spring of 2014, the Board will approve a plan that articulates 21st Century Learning including a recommendation on the need and value of a 1:1 computing model; how it may be funded; how it will integrate with the curriculum; and how we plan to measure and monitor its implementation and success.</p>	<ul style="list-style-type: none"> <li>● LoTi Digital-Age Survey               <ul style="list-style-type: none"> <li>○ Level of Teaching Innovation Dimension</li> <li>○ Current Instructional Practices Dimension</li> </ul> </li> <li>● Chromebook Pilot</li> <li>● Action Research Projects</li> <li>● BATC Action Research Results</li> <li>● TIC Consultative Findings</li> </ul>
<p>#3: By December 2013 the administration will have identified a method to determine among the staff the level of technological ability in using and applying technology in the classroom.</p>	<ul style="list-style-type: none"> <li>● LoTi Digital-Age Survey               <ul style="list-style-type: none"> <li>○ Personal Computer Use Dimension</li> </ul> </li> <li>● Chromebook Pilot</li> <li>● Teacher Web Presence Data</li> </ul>
<p>#4: By spring of 2014 the administration will develop an assessment of the impact of technology coaches in the classroom.</p>	<ul style="list-style-type: none"> <li>● LoTi One-on-One Coaching</li> <li>● Chromebook Pilot</li> <li>● Teacher Web Presence Data</li> <li>● Action Research Projects</li> </ul>

#### **Board Goal #4**

Board Goal #4 states: *By spring of 2014 the administration will develop an assessment of the impact of technology coaches in the classroom.*

The Instructional Technology Coaches have a direct impact on the following data points:

- LoTi One-on-One Coaching
- Chromebook Pilot
- Teacher Web Presence Data
- Action Research

The information collected from these data sources demonstrates the positive impact of the Instructional Technology Coaches as a means of providing effective professional development for staff.

#### **Data Source 1: LoTi Digital-Age Survey**

In September 2013, all District 64 teachers were asked to take the LoTi Digital-Age Survey. Time during a building meeting was provided for survey administration. The results provided to the District are anonymous; however, each individual teacher can access his/her own results through a unique login. The individual results are private and can be used to guide personal professional development at the teacher's discretion.

Level	Fall	Spring	Change
0: No Inclination or skill level to use digital tools and resources for either personal or professional use.	0%	0%	0%
1: Little fluency with using digital tools and resources for student learning; may have a general awareness of various digital tools and media but is not using them.	2%	2%	0%
2: Little to moderate fluency with using digital tools and resources for student learning; does not feel comfortable using digital tools/resources beyond classroom management.	8%	3%	-5%
3: Moderate fluency with using digital tools and resources for student learning; may begin to become "regular" user of selected digital-age media and formats.	14%	12%	-2%
4: Moderate to high fluency with using digital tools and resources for student learning; commonly uses a broader range of digital-age media and formats in support of curriculum.	20%	20%	0%
5: High fluency level with using digital tools and resources for student learning; commonly able to expand range of emerging digital-age media and formats in support of curriculum.	21%	24%	+3%
6: High to extremely high fluency level with using digital tools and resources for student learning; sophisticated in the use of most existing and emerging digital-age media or format.	19%	31%	+12%
7: Extremely high fluency level with using digital tools and resources for student learning; sophisticated in the use of any existing and emerging digital-age media or format.	11%	9%	-2%

The most significant growth occurred at the highest end of the range (Levels 5-7), with an increase from 51% of teachers to 64%, a total increase of 13% across those top levels.

At the lowest end of the spectrum (Levels 0-2), the percent of teachers decreased from 10% to 5%, a 50% reduction in the number of teachers at those levels. In actual numbers of staff, these percentages equate to 30 teachers in the fall with a decrease to 15 teachers in the spring.

This growth can be attributed to the District's focus on embedded professional development and the teachers' commitment to accelerating the use of advanced technology. It is also an indicator of the efforts of the Instructional Technology Coaching model that provides ongoing, job-embedded support for all staff.

In summary, this data shows that 96% of the teachers in District 64 are considered to have a moderate to extremely high fluency with using digital tools and resources. Given the growth demonstrated in a short 7 months' time, the District feels confident in the capacity of its staff to accelerate the use of advanced technology through greater and equal access to resources for all students.

#### **Data Source 2: Chromebook Pilot**

Results from the Chromebook Pilot were shared with the Board as part of the 21<sup>st</sup> Century Learning plan and was key in the recommendation for moving forward with 1:1 Chromebooks for grades 3-8. The success of this pilot can be attributed to the partnership of the Instructional Technology Coaches and classroom teachers. As was demonstrated through the pilot results, teachers have an increased capacity and are prepared to implement a 1:1 learning model to support student learning in their classrooms.

#### **Data Source 3: Teacher Web Presence**

This year, there has been a strong focus on assisting teachers in the development of a regularly updated web presence through the work of the Instructional Technology Coaches. Using the NETS-T, the following standard has been our guideline:

- Model Digital Age Work and Learning: Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.*
- a. Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation*
  - c. Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats*

As a result, we have seen significant increases in the number of teachers who not only have a web presence, but also update the information regularly to effectively communicate with parents, students, and the community.

The tables below detail the growth we have seen in teachers creating and maintaining a regularly updated web presence to communicate with parents, students, and community members.

**Teacher Web Presence  
All Schools**

	Web Presence (Regularly Updated)	Web Presence (Not Regularly Update)	No Web Presence
Prior to ITC	25%	35%	40%
After ITC	71%	20%	9%
<b>% Change</b>	<b>66% Increase</b>	<b>15% Decrease</b>	<b>31% Decrease</b>

As the Board defines and prioritizes their goals related to communications, the Technology Implementation Committee is committed to supporting teachers as they strive to meet the above standard. This includes identifying best practices and guidelines and providing targeted professional development through the Instructional Technology Coaches.

Information derived from the strategic analysis of the District’s website will also help in this process. Input from community members and parents will help focus the digital content that will best meet the needs of its viewers. As this information is made available in January 2014, it will be shared with TIC for review.

**Data Source 4: Action Research Projects**

A team of teacher leaders, including the Curriculum Specialists, Department Chairs, and Instructional Technology Coaches, coordinated action research to determine the impact of technology integration on student learning. Explicit action research was conducted at different grade levels and within different subject areas. These action research results were shared with the Board as part of the 21<sup>st</sup> Learning Plan.

The action research focused on the following hypothesis:

*When technology is integrated into learning, we see increased levels of:*

- *Student engagement and student ownership*
- *The 4 Cs: communication, critical thinking, creativity, and collaboration*
- *Deeper mastery of the Common Core State Standards/Priority Standards*
- *Differentiation*

Rubrics were developed for teachers and students with specific criteria related to each focus area. The rubrics integrate findings from academic research and are designed to measure the impact of instruction on student learning. As teachers worked with their Instructional Technology Coach to develop and implement technology-rich learning experiences, teachers, along with their students, completed the rubrics.

Results from the preliminary action research were shared with the Board at its March 24, 2014 meeting. The data demonstrated a high correlation between technology-enhanced learning opportunities and student engagement, mastery of learning standards, 21<sup>st</sup> century skills, and differentiation.

Action research will continue into the 2014-15 school year as the District develops its pool of high-impact learning experiences to share amongst all teachers.

### **Next Steps**

As the District begins the implementation of its 21<sup>st</sup> Century Learning Plan, including an extensive 1:1 Chromebook initiative, professional development will be critical to its success. Continuing to foster the Instructional Technology Coach program as a means for providing job-embedded, sustained support for teachers is essential.



To: Board of Education

From: Dr. Terri Bresnahan, Director of Technology  
Bernadette Tramm, Public Information Coordinator

Date: June 9, 2014

Re: Update on Infosnap Registration

### Background

As reported in a Memorandum of Information to the Board on December 16, District 64 is moving forward to:

- **Transition to the Infosnap online enrollment system for kindergarten/new students entering for the 2014-15 school year.** Parents/guardians will still have to verify residency and the child's birth certificate in person to begin the process. However, the remainder of the lengthy paperwork required will be streamlined through the online Infosnap system. This will greatly reduce the amount of keyboarding by school secretaries or the Business Office to place the new students into the District's PowerSchool student database.
- **Utilize Infosnap for the payment of student fees from currently enrolled students for the 2014-15 school year and for the updating of contact/demographic information by parents/guardians.** This will eliminate the distribution of paper fee notices to parents at the end of the school year. Infosnap also provides an integrated fee payment system for even greater convenience. It also will eliminate the need to distribute paper copies of parent/guardian contact information previously distributed at curriculum nights in the fall, and subsequent keyboarding of updates into PowerSchool by school secretaries. In addition, it allows for annual updating of other demographic information since it is linked to the PowerSchool student database.

A steering committee of the Director of Technology (Dr. Bresnahan), the Public Information Coordinator (Ms. Tramm), the Assistant Business Manager (Brian Imhoff), and the Assistant Manager of Technology (Janice Santos) has led the Infosnap conversion project. They were assisted by a working group representing the elementary and middle schools and various departments that all have input in the registration process, including: Facilitator of School Health Services Margaret Petkofski Temari; Field School Secretary Ruth Klepitsch; Washington School Principal Jessica Hutchison; Emerson Middle School Secretary Chris Palermo; Lincoln Middle School Principal Tony Murray; Jefferson School Principal Leslye Lapping; and Technology Department Secretary Tricia Stroud. Additional assistance was provided by Instrumental Music Department Chair Brian Jacobi, Director of Special Education/Pupil Services Jim Even, and Chief School Business Official Becky Allard.

### Design and Readiness

Since February, the District has worked to create an easy-to-use online format, ensure a smooth technical transition, plan for implementation, and begin communicating with parents/guardians about the new system.

Among the critical action steps were:

- Transitioning all current District 64 registration materials to Infosnap
- Determining what information is presented to parents/ guardians, including customizing what is presented at every grade level and at specific schools
- Utilizing annual updating to collect changes to health information
- Utilizing annual updating to collect permissions for technology and media
- Setting up online payment options, including a process for handling fee waivers
- Screen-by-screen testing and trouble-shooting of forms and logic
- Preparing District 64's PowerSchool database to manage the export/import of data to and from Infosnap
- Setting up "best practices" systems to review, process and approve student data, and to monitor new student enrollments during critical periods
- Conducting initial communications outreach, including numerous previews and updates for the District's Administrative Council and PTO/ A Presidents group, along with school newsletter full-page announcements to preview the benefits and features of the system

### **Training and Launch**

In preparation for the launch, the steering group is providing extensive training for designated staff on the use of the Infosnap system and processing the data received. School secretaries will be the primary handlers of the data as part of their responsibilities of maintaining the student PowerSchool database. The Business Office, Health, and Pupil Services departments also will receive training to extract information pertaining to their areas.

District 64 anticipates sending a direct email link to all current and incoming parents on Monday, June 9 (or shortly thereafter), inviting them to update their information and pay fees for the 2014-15 school year. The timing was selected so that all school secretaries would be available at their buildings through June 20 to provide direct support for parents with any questions they may have. Following that period, new student registration will be directed to a single designated summer registration secretary at the District 64 Educational Service Center. She will also be fielding questions from currently enrolled families as well as processing updates from the Infosnap database to PowerSchool as they are received. The schools will resume handling normal new student registration on August 11 and assume responsibility for transferring data. Infosnap also provides easy to use, direct online support for technical questions, as well as direct access to customer service for technical support via phone.

In addition, District 64 has created a new, informational breakdown on student fees for 2014-15 available within the payment area on Infosnap so it is convenient for all parents/guardians to access. (Attachment 1)

### **Future Years**

For currently enrolled students, Infosnap will be used only once each year to verify data and pay student fees. District 64 will have an opportunity later this fall to review its materials for the 2015-16 school year to prepare for Kindergarten/new student registration that will occur on February 3 and 5, 2015. The updating process is expected to be considerably more streamlined, since we will be able to edit all our information already in place. In addition, it is likely District 64 will advance the timeline for parents/guardians to begin the registration process earlier in the spring, as many districts that currently utilize Infosnap do.

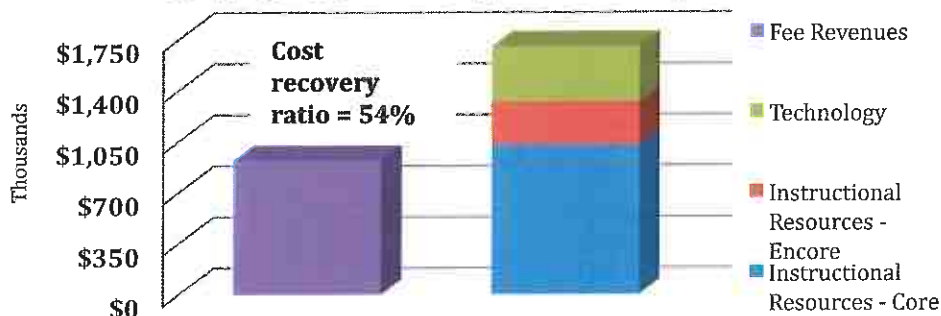


# A Look Ahead at Student Fees for 2014-15

District 64 is pleased to announce that required student fees are remaining the same for the coming year, as approved by the Board of Education earlier this spring following a lengthy discussion and review process.

For the 6th consecutive year, the required registration fees paid by all students according to their grade level will remain unchanged. In general, student fees paid by parents cover only about 54% of the District's annual costs for instructional resources and technology.

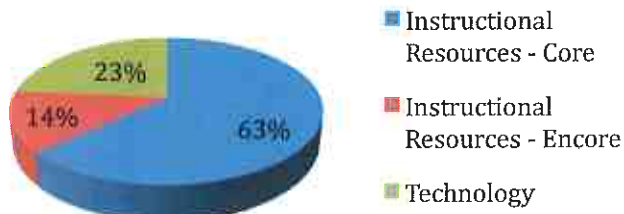
### Required fees compared to expenses:



Source: 2012-13 FY financial data

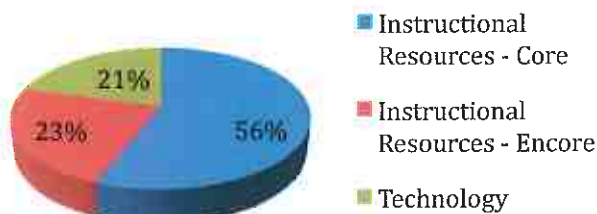
By grade level, the required annual registration fee is used to support student learning as follows:

### Kindergarten/Elementary fees are used for:



Source: 2012-13 FY financial data

### Middle School fees are used for:



Source: 2012-13 FY financial data

As shown in the charts, fees are used for three expense categories:

- **Instructional Resources – Core:** Textbooks and consumable texts, magazine/journal/online subscriptions, lab supplies and equipment, Library Resource Center collection, and other classroom instructional materials used to support instruction in the core subject areas of math, language arts, science, social studies, and health.
- **Instructional Resources – Encore:** Instructional materials, supplies, and equipment that are unique to encore subject areas, such as music, physical education, art, and foreign language. At the middle school level, this also supports instructional materials for Elective courses.
- **Technology:** Expenses incurred for the purchase and maintenance of infrastructure, technology management systems, and instructional technology, including projectors, SMARTBoards, mobile carts, and computer labs.

More information about student fees is available on the District 64 website. Please feel free to contact the District 64 Business Office with your questions or concerns.