

Inspire every child to



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

Regular Board Meeting Agenda
Monday, November 14, 2016
Field School – South Gym
707 N. Wisner Street
Park Ridge, IL 60068

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

TIME

APPENDIX

- 6:15 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 6:15 p.m. • **Board Recesses and Adjourns to Closed Session**
-- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)]
- 6:45 p.m. • **Board Adjourns from Closed Session and Convenes to a Public Hearing on Administrative Cost Cap Waiver**
- 7:00 p.m. • **Board Adjourns from Public Hearing on Administrative Cost Cap Waiver and Resumes Regular Board Meeting**
- **Pledge of Allegiance and Welcome**
 - **School Board Members Appreciation Day** A-1
-- Superintendent
 - **Public Comments**
 - **Resolution #1171 Approving Application for Waiver of Administrative Cost Cap** A-2
-- Chief School Business Official **Action Item 16-11-1**
 - **Recognition of Field School Alumna Hillary Rodham Clinton** A-3
-- Superintendent

- **Review of 2016 Proposed Tax Levy and Resolution #1172 to Approve 2016 Proposed Tentative Tax Levy and Establishment of Public Hearing** A-4
 -- Chief School Business Official **Action Item 16-11-2**
- **Report on November Institute Day** A-5
 -- Assistant Superintendent for Student Learning
- **Fall MAP Update and Presentation of Illinois School Report Card** A-6
 -- Assistant Superintendent for Student Learning
- **Summer Interim Session 2016 Report and Presentation and Approval of Summer Interim Session 2017** A-7
 -- Assistant Superintendent for Student Learning **Action Item 16-11-3**
- **Discussion and Approval of Reorganization of School Health Services for 2017-18 School Year** A-8
 -- Director of Student Services/Assistant Superintendent for Human Resources **Action Item 16-11-4**
- **Continuation of Health Life Safety/Master Facility Plan Discussion and Carpenter Roof and Lincoln Windows Construction Update** A-9
 -- Superintendent/Chief School Business Official/Director of Facility Management
- **Consent Agenda** A-10
 -- Board President **Action Item 16-11-5**
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending October 31, 2016
 - Destruction Audio Closed Minutes (none)
- **Approval of Minutes** A-11
 -- Board President **Action Item 16-11-6**
 - Committee-of-the-Whole: 21st Century/
 Future Ready Learning Classrooms..... October 24, 2016
 - Regular Board Meeting..... October 24, 2016
 - Closed Session Meeting October 24, 2016
 - Committee-of-the-Whole: Facilities October 11, 2016
 - Special Board Meeting October 11, 2016
- **Other Discussion and Items of Information** A-12
 -- Superintendent

 - Upcoming Agendas
 - Freedom of Information Act Request
 - District Committee Update (Elementary Learning Foundation)
 - Memorandum of Information
 - 5Essentials Survey
 - Minutes of Board Committees
 - Board of Education Policy Committee Minutes of November 8, 2016

- Other (none)

- **Adjournment**

Next Meeting: **Monday, November 28, 2016**
 Special Board Meeting – 6:00 p.m. – 10:00 p.m.
 Jefferson School – Multipurpose Room
 8200 Greendale Avenue
 Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

Upcoming Meetings and Topics
As of November 9, 2016

November 28, 2016 – Jefferson School – Multipurpose Room

Special Board Meeting – 6:00 p.m. – 10:00 p.m.

- Review of District 64 Communication Then and Now
- Architect of Record 2017-18 and Beyond
- Continuing Discussion on Health Life Safety/Master Facility Plan and Summer 2017 Projects
- Discussion of Superintendent 2016-17 Goals

December 12, 2016 – Jefferson School – Multipurpose Room

Closed Session - TBD

Public Hearing Prior to Adoption of the 2016 Tax Levy – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

- Adoption of Final 2016 Levy Resolution # and Resolution # for the Reduction of Certain Fund Levies
- Report and Acceptance of Annual Audit FY16
- Discussion of Core Plus Committee and Implementation Timeline
- Authorization to Seek Food Service Bids
- Present Tentative Calendar for 2017-18 School Year and Tentative Calendar for 2018-19
- First Reading of Policies from PRESS Issue 92 and 93
- Facilities Planning Update
- Approval of Financial Update for the Period Ending November 30, 2016 (consent)
- Approval of Policies 2:125, 4:55, 5:60 (consent)
- 2016 District 64 Employee Campaign for Park Ridge Community Fund (memo of information)

January 23, 2017 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance and Welcome
- Adoption of Resolution # Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2017-18 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1

- Discussion on Student Fees
- Enrollment Projections for 2017-18 School Year and Discussion on Staffing 2017-18
- Financial Projections
- Authorization to Seek Transportation Bids
- Facilities Planning Update
- Superintendent Mid-Year Update
- Adopt 2017-18 Tentative Calendar and 2018-19 Tentative Calendar
- Approval of Policies from PRESS Issue 92 and 93
- Hold or Release of Closed Minutes
- Approval of Financial Update for the Period Ending December 31, 2016

February 21, 2017 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance and Welcome
- Approval of Student Fees
- Board Authorizes 2017 – 18 Staffing Plan
- Approval of Financial Update for the Period Ending January 31, 2017
- Facilitates Planning Update

Future Meeting Topics

- Carpenter Update and Discussion on HVAC System
- Ratification of PRTAA/Board Agreement
- Referendum: Research to Readiness
- Approval of Financial Update for the Period Ending February 28, 2017 – March 2017
- Approval of E-rate Projects – March 2017
- Facilities Planning Update – March 2017
- Report on 5 Essentials Survey - April 2017
- Approval of Financial Update for the Period Ending March 31, 2017 – April 2017
- Facilities Planning Update – April 2017
- Follow-up on Collection of Student Fees – April 24, 2017 (memo of information)
- Update on Educational Ends -April or May 2017
- Approval of Financial Update for the Period Ending April 30, 2017 – May 2017
- Facilities Planning Update – May 2017
- Approval of Financial Update for the Period Ending May 31, 2017 – June 2017
- Follow-up on Collection of Student Fees – June 26, 2017 (memo of information)
- Facilities Planning Update – June 2017
- Approval of Health Life Safety Recommendations for a Five-year Plan
- Approval of Ten-Year Health Life Safety Survey
- Update on English Language Arts Curriculum Review
- Update from Maine Township School Treasurer

The above are subject to change.

To: Board of Education
From: Dr. Laurie Heinz, Superintendent
Date: November 14, 2016
Re: School Board Members Appreciation Day

District 64 is joining with other Illinois districts to thank the seven members of our Board of Education for their contributions to public education. This year's statewide theme – ***Leadership Starts Here*** – focuses on the service of elected school board members and the crucial decisions they make to invest local resources in the education of our community's children.



Sponsored by the Illinois Association of School Boards, School Board Members Day is being celebrated for the eighth year across Illinois on November 15. It has been proclaimed as a special opportunity set aside to thank the almost 6,000 board members serving in 863 school districts for providing local, grassroots governance.

District 64 is honoring the seven members of our Board at the regular meeting on Monday, November 14. Field School students will have the opportunity this year of presenting certificates of appreciation to the Board. Our Board includes: Anthony Borrelli, President; Scott Zimmerman, Vice President; Vicki Lee, Secretary; and members Mark Eggemann, Bob Johnson, Dathan Paterno, and Tom Sotos.

District 64 encourages all local residents to take this once-a-year opportunity to thank these seven community volunteers for their oversight of the education of almost 4,400 students supported by the work of 600 staff members.

Contact Board members via email through the Board menu of the District 64 website: www.d64.org. A roster of former Board members back to 1968 also is available.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: November 14, 2016

Subject: Resolution #1171 Approving Application for Waiver of Administrative Cost Cap

The Illinois School Code limits the annual increase in administrative expenditures to 5%. The School Code narrowly defines administrative expenditures as those in the Superintendent's Office, Special Education Administration Office, Business Office, and Internal Services (i.e. Warehouse services). Many of the other traditional administration costs (Human Resources, Operations & Maintenance, Curriculum, Principal's Office) are excluded.

As discussed at the October 24, 2016 Board meeting, District 64's administrative expenses will increase by more than 5% in 2016-17 due to the restructuring of the District's special education leadership model to transition to two Student Services Coordinator positions. Both of these positions are coded under the Special Education Administration Office.

The Board will be holding a public hearing tonight on this one-year waiver request. After the hearing closes, the Board will be voting on a resolution to Approve the Application for Waiver of Administrative Cost Cap (attachment 1). Per the instructions provided by the Illinois State Board of Education (ISBE), the notice of public hearing was posted on the District website, published in a newspaper of local circulation, and sent to our exclusive bargaining agents as well as our state legislators representing this area. The Application for Waiver or Modification of State Board Rules and/or School Mandates is attached (attachment 2).

The administration will submit to ISBE the application, resolution and copies of required documents and notifications as noted above. This waiver will be on the March 2017, spring report for the General Assembly's approval.

ACTION ITEM 16-11-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1171 Approving Application for Waiver of Administrative Cost Cap for the 2016-17 school year.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

RESOLUTION #1171

**OF THE BOARD OF EDUCATION OF
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64**

APPROVING APPLICATION FOR WAIVER OF ADMINISTRATIVE COST CAP

WHEREAS, Section 17-1.5 of the School Code (105 ILCS 5.17-1.5) provides that each school district shall undertake budgetary and expenditure control actions so that the increase in administrative expenditures for that school year over the prior school year does not exceed 5%; and

WHEREAS, if a school district exceeds the limitation solely because of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation and is not in the bottom quartile for administrative costs for the stated year, the district may request a waiver pursuant to Section 2-3.25g of the School Code (105 ILCS 5/3.25g); and

WHEREAS, Section 2-3.25 provides that eligible applicants may petition the State Board of Education for the waiver or modification of the mandates of the School Code or of the administrative rules and regulations promulgated by the State Board of Education after meeting certain notice and hearing requirements of Section 2-3.25; and

WHEREAS, the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois has determined it to be in the best interests of Community Consolidated School District No. 64 to request a waiver of the administrative cost limitation for the 2016-2017 school year, and the District is not in the bottom quartile for administrative costs for the stated school year, and

WHEREAS, the notice and hearing requirements of Section 2-3.25g have been met.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Education of Community Consolidated School District No. 64 as follows:

Section 1: That the Application for Waiver or Modification of State Board Rules and/or School Code Mandates as related to the application of the administrative cost limitations of Section 17-2.5 to Community Consolidated School District No. 64, attached hereto as Exhibit A, is hereby approved.

Section 2: That the Superintendent or designee is hereby authorized to execute the Application and submit it to the Illinois State Board of Education.

ADOPTED this 14th day of November, 2016 by the following vote:

AYES:

NAYS:

ABSENT:

PRESENT:

By:

Anthony Borrelli, Board President
Board of Education
Community Consolidated School
District No. 64
Cook County, Illinois

ATTEST:

Vicki Lee, Board Secretary

INSTRUCTIONS: Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- A. Public Hearing: Each eligible applicant (see item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting, except that the hearing for a request seeking to waive or modify the daily physical education requirement must be held on a day other than the day on which a regular board meeting is held. Applicants seeking waivers or modifications of physical education in addition to other waivers or modifications can choose to hold a single hearing on a day other than the day of a regular board meeting or consider all but the physical education request on the day of a regular board meeting, with a separate hearing (not on the day of a regular board meeting) scheduled to consider the physical education request.
- B. Required Notices of Public Hearing: Provide the following notices to inform the public and others of the hearing date. Each must state the time, date, location and general subject matter of the hearing.
- **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an **increased fee for driver's education (105 ILCS 5/27-24.2)** must also publish the proposed amount of the fee as part of the website notice and as part of the notice placed in a newspaper of general circulation.
 - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
 - **Joint agreements, ISCs or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or intermediate service center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
 - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
 - **All applicants:** Provide a written advance notice to the applicant's state legislators affected by the request.

Item 1. Indicate the **type of action** sought under this application:

- ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient or economical manner or when necessary to stimulate innovation or to improve student performance; or
- General Assembly approval of waivers of School Code mandates as necessary to stimulate innovation or improve student performance.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the No Child Left Behind Act of 2001, or township treasurers (Sections 5-1 and 5-2.1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.

Item 2. Eligible applicants are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and Regional Superintendents of Schools and Intermediate Service Centers on behalf of schools and programs operated by them.

Item 3. The **exact language of, or citation to,** the rule(s) or mandate(s) involved may be obtained by contacting the Legal Department by mail at 100 North First Street, S-493, Springfield, Illinois, 62777-0001 or by telephone at 217/782-5270.

Item 4. Identify the rationale for the specific waiver and/or modification sought.

(4)(a) For requests to meet the intent of the rule or mandate in a **more effective, efficient, or economical manner**, provide a narrative description which sets forth:

- i) the intent of the rule or mandate to be achieved;
 - ii) the manner in which the applicant will meet that intent; and
 - iii) how the manner proposed by the applicant will be more effective, efficient or economical.
- iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

(4)(b) Requests necessary for **stimulating innovation or improving student performance** must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

(4)(c) Requests for waivers of the **administrative expenditure limitation** established in Section 17-1.5 of the School Code can be submitted **only** when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

(4)(d) Requests for waivers to contract out portions of driver's education (23 Ill. Adm. Code 252.20(3)) must include the following information:

- Evidence that the commercial driving school (CDS) used by the applicant holds a license issued by the Secretary of State under Article IV of Chapter 6 of the Illinois Vehicle Code;
- Evidence that each CDS instructor providing instruction to the applicant's students holds a valid educator license issued under the requirements of the School Code. Such evidence must include the instructor's name, personal identification number, birthdate, and driver's license.

Item 5. Describe the testimony provided, including:

- number of people attending the public hearing;
- number speaking in favor of and against the request;
- comments made during the hearing; and
- whether any written comments were provided.

Item 6. Waivers and modifications are limited to five years with the following exceptions: (a) waivers of the administrative expenditure limitation are limited to the year in which emergency relief is needed (i.e., one year only) and (b) requests to waive or modify the daily physical education requirement are limited to two (2) years only, renewable for two, two-year periods only (six years total).

Item 7. Attach copies of the following: (a) **website posting**, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) **newspaper notice**; and (c) **written notice to the collective bargaining agent**, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing; and (d) **written advance notice to the state legislators representing the applicant's territory**.

Item 8. Indicate the **date of the public hearing**. Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. Applicants with governing boards seeking to **waive or modify the daily physical education requirement** must hold a public hearing on a day **other than the day of a regular board meeting**. The superintendent's/executive director's/regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.

Submission. Applications must be postmarked not later than 15 calendar days following approval by the local board in the case of districts, joint agreements and ISCs, or by the regional superintendent of schools and be submitted by certified mail, return receipt requested, to:

**Illinois State Board of Education
Division of Regulatory Support, Attn: Winnie Tuthill
100 North First Street, S-493, Springfield, Illinois 62777-0001**

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 46 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Rules and Waivers Division.

Disapproval of an application upon which the ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal the ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration in March and October of each year (for application deadlines, see <http://www.isbe.net/isbewaivers/default.htm>).

Application for Waiver or Modification of State Board Rules and/or School Code Mandates>

4 b. All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success.

Beginning with the 2016-17 school year, District 64's special education leadership model has been improved to better meet the needs of teachers, teams, and students. As authorized by the Board of Education on February 22, 2016, this change will improve special education student performance in District 64 and is aligned with our 2020 Vision Strategic Plan/Strategic Objective Two to provide a rigorous education for *all* students. The District has transitioned from a peer-to-peer method to a model led by two Student Services Coordinators. These administrators ensure that all staff receive enhanced coaching to increase compliance with state and federal regulations and improve instructional best practices to increase the math and English Language Arts achievement (as indicated on the NWEA-MAP reading and math assessments) of students in special education. These two administrative positions replaced two Facilitator positions that were filled by teachers. This restructuring provides enhanced leadership to accelerate the rate of change and progress on implementing instructional best practices for special education students. With this improvement, our model for special education leadership now parallels the organization model used in similar suburban districts.

4 c. Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

The dollar amount of increase above the 5% administrative cost cap is \$137,103. This increase is due to the hiring of the two new Student Services Coordinators as explained above. This is a one-year waiver request.

To: Board of Education
From: Dr. Laurie Heinz, Superintendent
Date: November 14, 2016
Re: Recognition of Field School Alumna Hillary Rodham Clinton

District 64 is proud to have educated Hillary Rodham Clinton and commends her historic candidacy for the office of President of the United States.

Entering as a 4-year-old kindergartner in 1952, Secretary Clinton during her nine years in District 64 benefitted from a well-rounded educational experience, which focused not only on academics, but the arts, extra-curricular activities, and community service opportunities.

Leaving us as an eighth grader in 1961, we believe the rich and rigorous education she received in District 64 inspired her to discover her strengths, become a life-long learner, strive for personal excellence, and demonstrate caring as a member of our global society. These are the same goals we have for our students today.

We believe Secretary Clinton's years in District 64 created an immutable foundation for her to experience success as a student in Maine Township High School District 207, and which later propelled her to a legal career and ultimately her service as First Lady, U.S. Senator and U.S. Secretary of State.

We are proud that a child of District 64 and this community answered the call to public service by seeking our nation's highest office. We know that her historic candidacy will serve as an example to all our students today and tomorrow of the boundless opportunities offered to them as graduates of America's public schools.

As you may recall, Mrs. Clinton as First Lady visited Field School on October 27, 1997. We have several specially inscribed 6th grade student photos of her on display at Field from that visit. Our files also contain correspondence sent from one of my predecessors, Dr. Fred Schroeder, to Mrs. Clinton inviting her to participate in the official opening ceremonies of the new Emerson Middle School in fall 1998. You may recall that she attended Emerson Junior High for grades 7 and 8; that school was torn down. Unfortunately, she was unable to attend the opening ceremonies for the replacement building.

In honor of her historic candidacy and exemplary public service that remains an inspiration for our students today and tomorrow, it is our intention to name the Learning Resource Center at Field School in her honor. Board Policy 4:150 authorizes the Superintendent to *"name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school."*

Between now and winter recess, we will work with the school to prepare and install an appropriate sign for the LRC.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: November 14, 2016

Re: Review of 2016 Proposed Tax Levy and Resolution #1172 to Approve 2016 Proposed Tentative Tax Levy and Establishment of Public Hearing

The purpose of this agenda item is to:

- Approve the Resolution for the 2016 Tax Levy Estimate
- Establish date and time for Truth-In-Taxation Hearing
- Publish the notice of Truth-In-Taxation Hearing

Background on Tax Levy Process

Per state statute, the school board must adopt an estimated tax levy not less than 20 days prior to the date it adopts its final levy. The final levy is scheduled for adoption at the December 12, 2016 regularly scheduled Board of Education meeting.

If the levy exceeds the previous year's operating fund extension by more than 5%, publication of the Truth-In-Taxation notice is required, and a hearing must be held before the levy is adopted.

Although the 2016 proposed levy does not exceed the 2015 levy by more than 5%, in keeping with the District's past practice, the District recommends conducting a Truth-In-Taxation hearing. This practice is consistent with the District's continued commitment to transparency and makes every step in the annual financial cycle *open to the community*. The hearing is planned to be held at the start of the December 12 Board meeting.

How the Levy Request is Structured

The variables in each year's levy are:

- Equalized Assessed Valuation (EAV) – unknown until July 2017
- New Property EAV (1st year property comes on the tax roll) – unknown until July 2017
- Prior Year Consumer Price Index, Urban (CPI-U) – 0.7% (CPI-U as of December 2015)

Because the amount of New Property EAV is unknown when the tax levy is filed, districts increase their levy so as to capture the funds that are available under the tax cap. Even with the increased request, the District will only receive the amount of dollars allowed under the Property Tax Extension Limitation Law (PTELL), known as the property tax cap.

No matter how large the levy request is for 2016, District 64 will only receive a 0.7% increase plus the taxes associated with new construction.

Setting the Levy Request

As this table indicates, past Boards over the last decade have always approved a levy request sufficiently high enough to capture all new property EAV. This decision has helped the District receive all monies it is entitled to receive, while still being subject to the tax cap. This has given the District maximum flexibility in allocating funds for current education and operations, while slowly strengthening the District’s financial position by increasing its operating fund balance. Strengthening the operating fund balance has allowed District 64 to fulfill the 10-year referendum commitment, and to extend that for an additional four years to meet a further Board goal according to current projections.

Levy Year	CPI Used in PTELL	Board Approved Levy Request	Actual Levy Increase
2016	0.70%	4.21% Proposed	Unknown at this time
2015	0.80%	4.53%	0.78%
2014	1.50%	4.63%	1.90%
2013	1.70%	4.98%	2.50%
2012	3.00%	4.74%	3.10%
2011	1.50%	4.99%	1.70%
2010	2.70%	4.99%	3.60%
2009	0.10%	4.59%	0.80%
2008	4.10%	2.18%	1.50%
2007	2.50%	Referendum Driven	14.40%
2006	3.40%	Referendum Driven	19.10%
2005	3.30%	13.41%	9.20%

District 64, therefore, expects to receive a far lower percentage increase in its levy than the 4.21% being proposed.

For 2016, based upon the increase in the 2015 CPI-U of 0.7% and the projected increase in New Property EAV (see Attachment 1), our District’s tax rate model has calculated that a 4.21% increase in the overall projected 2016 levy dollars from the prior year’s levy should be sufficient to capture all that District 64 is legally entitled to receive. Attachment 2 identifies this 2016 levy request.

What Portion of the Levy Request is Borne by Existing Taxpayers and What is New Construction?

It is important to note that 3.51% of the 4.21% increase is a direct result of the addition of projected New Property EAV, which does not contribute any additional tax increase to the current taxpayers that comprise the base EAV property pool for the prior year. The existing EAV property tax pool will only increase a maximum of 0.7% as allowed by the PTELL law.

What Happens if the Levy is Set Too Low?

The risk the District runs is very severe, because it is not a one-time expense. Rather, the impact of just a single year of foregoing what is available to the District under the tax cap actually *compounds* over time:

- We lose the money foregone in the first year.
- We can never catch up in a future year by asking for a greater amount, because each annual increase is limited by PTELL.
- The impact of the loss compounds significantly in *every* future year. Each year's limiting rate formula under PTELL begins with the prior year's actual tax extension. Therefore, we continue to increase according to the formula, but we are beginning from a lower base.
- Once lost, these critical funds that are rightfully the District's can never be accessed again.
- The financial projections assume -- as directed by the Board -- that revenues will grow each year at the full amount legally available to the District.

As confusing as this process may seem due to the timing of when needed information becomes available in Cook County, the bottom line is that it is the District's fiscal responsibility to recommend a levy at a high enough rate to ensure that all funds legally permissible -- including new property EAV -- are obtained, knowing that the PTELL will ultimately adjust that request to what is allowed by law.

Impact of Tax Levy on Financial Projections

The Five Year Financial Projections are also included as Attachment 3 showing the recommended levy request for 2016 and levy assumptions for future years. The projections have been updated to reflect the proposed tax levy. The projections will be updated again in February 2017 when the staffing plan for 2017-18 is presented. Those projections will include savings from the retirement program in the new Collective Bargaining Agreement with the Park Ridge Education Association (PREA).

Analysis of 2016 Levy Request by Fund

The amount levied in each fund is based on the financial need in the fund. Several of the funds have *rate caps* on their levy amount. Please see the Assumptions page (Attachment 4) for this information.

So that we do not exceed the amount in a capped fund and lose tax dollars that the District is entitled to, the levies are adjusted to levy a greater amount in funds that can be transferred between Education, Operations & Maintenance, Transportation, and Working Cash. If the EAV increases, the worry over reaching the *rate cap* in a fund decreases.

Tax Rate Calculation

The tax rate is directly related to the Equalized Assessed Valuation (EAV) in the District. If total EAV decreases, much like it did in 2015 and years prior to 2014, the tax rates for taxpayers naturally go up because there is less EAV to spread the costs over. If the EAV increases, the tax rates naturally drop – there is more EAV to spread the costs over. This is why when a homeowner’s house value drops, their tax bill does not necessarily follow suit. It is dependent on the District’s total EAV, not the value of a particular property.

Why is the Tax Levy So Critical?

Local property revenues are the most significant portion of our budget -- about 85% of our Operating Fund revenues are from local property taxes.

The ability to agree to and meet the District’s financial commitments is in large part based on having current and future property tax revenues available to pay for them. If property tax revenues are not available, financial commitments cannot be met. Keep in mind that salaries and benefits comprise about 81.0% of Operating Fund expenditures, and are generally determined by long term collectively bargained agreements or specific employee agreements. Once the bargaining process is completed, the costs are known and not subject to adjustment. Adjustments can only be made at the time of bargaining and before agreements are signed. The federal and state governments also mandate several operational costs for public schools that they do not fund; these also represent fixed financial commitments. In addition, the District must maintain “safe, warm and dry” learning environments for students and staff while protecting the community’s investment in these important neighborhood assets, and is currently working to increase the amounts that can be invested in facilities going forward.

Accordingly, the District recommends that the Board seek all property tax revenues that are statutorily available in 2016.

Park Ridge - Niles Community Consolidated School District 64

Tax Levy Projections: EAV Estimation

Total Equalized Assessed Valuation

Year		Residential	% Change EAV	New Construction	% Change New Growth	
2021	EST	\$ 1,456,188,180	1.00%	\$ 6,745,045	0.23%	
2020	EST	\$ 1,441,770,476	1.00%	\$ 6,729,567	0.23%	
2019	EST	\$ 1,427,495,520	1.00%	\$ 6,714,124	0.23%	Tri-Annual North Reassessment
2018	EST	\$ 1,413,361,901	1.00%	\$ 6,698,717	0.23%	City of Chicago Reassessment
2017	EST	\$ 1,399,368,219	1.00%	\$ 6,683,346	0.23%	
2016	EST	\$ 1,385,513,088	1.00%	\$ 6,668,009	0.23%	Tri-Annual North Reassessment
2015	Actual	\$ 1,371,795,137	-3.00%	\$ 6,652,708	0.23%	City of Chicago Reassessment
2014	Actual	\$ 1,414,256,518	1.06%	\$ 6,637,442	21.74%	
2013	Actual	\$ 1,399,438,847	-17.93%	\$ 5,451,990	61.50%	Tri-Annual North Reassessment
2012	Actual	\$ 1,705,216,205	-7.48%	\$ 3,375,835	-40.99%	City of Chicago Reassessment
2011	Actual	\$ 1,843,115,448	-8.59%	\$ 5,721,156	-45.03%	
2010	Actual	\$ 2,016,342,297	-4.95%	\$ 10,407,071	-32.69%	Tri-Annual North Reassessment
2009	Actual	\$ 2,121,453,047	7.75%	\$ 15,461,652	-35.00%	
2008	Actual	\$ 1,968,799,003	18.48%	\$ 23,786,571	-34.00%	
2007	Actual	\$ 1,661,682,786	4.22%	\$ 36,041,543	30.76%	
2006	Actual	\$ 1,594,439,099		\$ 27,562,834		

Park Ridge - Niles Community Consolidated School District 64
Tax Levy Projection: 2016 EST

2016 Tax Levy	Levy Estimate
<u>Rcvd Spring 2017, Fall 2017</u>	<u>11/9/16</u>
2015 Extension	\$62,350,430
X 2015 CPI	1.0070
New Extension	\$62,786,883
2016 EAV	\$1,385,513,088
Less: New Construction	\$6,668,009
Adjusted EAV	\$1,378,845,079
Adjusted Extension Base	\$62,786,883
Divided by Adjusted EAV	\$1,378,845,079
Limited Rate	4.554
2016 EAV	<u>\$1,385,513,088</u>
Total Estimated Extension for 2016	<u><u>\$63,090,516</u></u>

<u>Estimated Tax Rate</u>	<u>2015</u>	<u>2015 Extension</u>	<u>2016</u>	<u>2016 Extension</u>	<u>2016 Net Change</u>	<u>2016 Levy Request</u>	
Education	3.5000	\$48,012,830	3.2580	\$45,140,516	68.21%	-\$2,872,314	\$47,397,542
Operations & Maintenance	0.5181	\$7,107,000	0.4331	\$6,000,000	9.07%	-\$1,107,000	\$6,000,000
Transportation	0.1502	\$2,060,000	0.2526	\$3,500,000	5.29%	\$1,440,000	\$3,500,000
IMRF	0.1025	\$1,405,950	0.0632	\$875,000	1.32%	-\$530,950	\$875,000
Social Security	0.0638	\$875,500	0.1173	\$1,625,000	2.46%	\$749,500	\$1,625,000
Liability Insurance	0.0526	\$721,000	0.0289	\$400,000	0.60%	-\$321,000	\$400,000
Special Education	0.1243	\$1,704,650	0.3609	\$5,000,000	7.56%	\$3,295,350	\$5,000,000
Working Cash	0.0338	\$463,500	0.0397	\$550,000	0.83%	\$86,500	\$550,000
Total Operating Rate	4.5452	\$62,350,430	4.5536	\$63,090,516		\$740,086	\$65,347,542
						1.19%	4.81%
Bond & Interest	0.2368	\$3,318,735	0.2230	\$3,089,350	4.67%		-6.91%
	<u>4.7820</u>	<u>\$65,669,165</u>	<u>4.7766</u>	<u>\$66,179,866</u>			<u>\$68,436,892</u>
					Overall Increase:		4.21%

	<u>Mar-17</u>	<u>Jul-17</u>
Education Fund	\$ 23,291,930	\$ 21,848,587
Operations & Maintenance Fund	\$ 3,095,923	\$ 2,904,077
Transportation Fund	\$ 1,805,955	\$ 1,694,045
IMRF Fund	\$ 451,489	\$ 423,511
Social Security Fund	\$ 838,479	\$ 786,521
Liability Insurance Fund	\$ 206,395	\$ 193,605
Bond & Interest Fund	\$ 1,594,065	\$ 1,495,285
Special Education	\$ 2,600,000	\$ 2,400,000
Working Cash	\$ 286,000	\$ 264,000
Total 2016 Levy to be Received in March 2017 (52% of 2015 Tax Levy)	\$ 34,170,237	\$ 32,009,630

Park Ridge - Niles Community Consolidated School District 64
Tax Levy Projections: Assumptions

Actuals:	
a) 2015 Operating Tax Rate	4.5452
b) 2015 Operating Tax Extension	\$62,350,430
c) 2015 EAV	\$1,371,795,137
d) 2015 New Construction	\$6,652,708

Assumptions:

2016 EAV - Increase	0.70%	\$1,385,513,088
New Construction Estimate	0.23%	\$6,668,009
Consumer Price Index (CPI-2015)		100.7%
2017 EAV - Increase	0.75%	\$1,399,368,219
New Construction Estimate	0.23%	\$6,683,346
Consumer Price Index (CPI-2016)		100.75%
2018 EAV - Increase	1.00%	\$1,413,361,901
New Construction Estimate	0.23%	\$6,698,717
Consumer Price Index (CPI-2017)		101.0%
2019 EAV - Increase	1.00%	\$1,427,495,520
New Construction Estimate	0.23%	\$6,714,124
Consumer Price Index (CPI-2018)		101.0%
2020 EAV - Increase	1.00%	\$1,441,770,476
New Construction Estimate	0.23%	\$6,729,567
Consumer Price Index (CPI-2019)		101.0%
2021 EAV - Increase	1.00%	\$1,399,368,219
New Construction Estimate	0.23%	\$6,683,346
Consumer Price Index (CPI-2019)		101.0%

Est.	2015	Maximum Rate (Capped)
Education	3.5000	3.5000
Special Education	0.1243	0.4000
Operations & Maintenance	0.5181	0.5500
Transportation	0.1502	N/A
IMRF	0.1025	N/A
Social Security	0.0638	N/A
Liability Insurance	0.0526	N/A
Working Cash	0.0338	0.0500
Total Operating Rate	4.5452	
School Bonds	0.2419	
Total Tax Rate	4.7871	

Five-Year Financial Projections
11/9/16

	Unaudited Actuals 2015-16		Projected Budget 2016-17		Projected Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21	NOTES
TOTAL OPERATING FUNDS												
REVENUES:												
Education Fund	\$ 59,350,840		\$ 60,441,454		\$ 59,373,856		\$ 59,131,167		\$ 61,056,176		\$ 62,363,408	
Operations & Maintenance Fund	7,993,722		6,270,763		6,289,348		6,703,952		6,736,847		7,452,203	
Transportation Fund	2,236,055		2,645,000		4,059,863		4,005,848		4,039,273		4,119,627	
IMRF Fund	1,866,786		1,203,600		1,114,680		1,154,798		863,409		1,110,671	
Social Security Fund	520,226		1,299,750		1,502,079		1,169,778		990,021		959,959	
Working Cash Fund	627,309		632,700		722,500		722,500		722,500		722,500	
Tort Fund	685,649		550,900		579,717		710,493		693,515		693,515	
TOTAL REVENUES	\$ 73,280,588	-0.3%	\$ 73,044,167	0.8%	\$ 73,642,045	-0.1%	\$ 73,598,536	2.0%	\$ 75,101,740	3.1%	\$ 77,421,882	
EXPENDITURES:												
Education Fund	\$ 57,690,170		\$ 60,956,569		\$ 61,899,491		\$ 64,382,388		\$ 65,925,550		\$ 68,077,357	
Operations & Maintenance Fund	5,144,340		5,916,185		6,020,820		6,127,976		6,237,737		6,350,189	
Transportation Fund	2,530,237		2,740,140		2,806,716		2,877,012		2,949,071		3,022,938	
IMRF Fund	1,405,857		1,075,000		1,085,750		1,096,608		1,107,574		1,118,649	
Social Security Fund	845,698		1,280,000		1,292,800		1,305,728		1,318,785		1,331,973	
Working Cash Fund	-		-		-		-		-		-	
Tort Fund	769,772		694,438		715,271		736,729		758,831		781,596	
TOTAL EXPENDITURES	\$ 68,386,074	6.3%	\$ 72,662,332	1.6%	\$ 73,820,848	3.7%	\$ 76,526,441	2.3%	\$ 78,297,548	3.0%	\$ 80,682,702	
EXCESS (DEFICIT) FOR YEAR	\$ 4,894,514		\$ 381,835		\$ (178,804)		\$ (2,927,905)		\$ (3,195,808)		\$ (3,260,820)	
Transfers					\$ -		\$ -		\$ -		\$ -	
Other Financing Sources (Uses)	- 5,666,455		- 4,857,195		- 2,248,803		- 244,427		- 162,688		- 5,110,999	
BALANCE, BEGINNING:	\$ 48,883,709		\$ 48,111,767		\$ 43,636,407		\$ 41,208,801		\$ 38,036,469		\$ 34,677,973	
BALANCE, END-OF-YEAR	\$ 48,111,767	-9.3%	\$ 43,636,407	-5.6%	\$ 41,208,801	-7.7%	\$ 38,036,469	-8.8%	\$ 34,677,973	-24.1%	\$ 26,306,154	
OPERATING FUND BALANCE:	70.35%		60.05%		55.82%		49.70%		44.29%		32.60%	
DAYS CASH ON HAND	257		219		204		181		162		119	

ADOPTION OF RESOLUTION #1172 OF 2016 PROPOSED TENTATIVE TAX
LEVY

Per attached.

ACTION ITEM 16-11-2

I move that the Board of Education of Community Consolidated School District No. 64 approve the 2016 Tax Levy Estimate, establishment of the Date and Time of the Truth-in-Taxation hearing for December 12, 2016 at 6:45 p.m. and Publication of Notice of Truth-in-Taxation hearing.

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

11/14/16

RESOLUTION #1172 DETERMINING THE ESTIMATED
TAX LEVY FOR THE YEAR 2016 AND SCHEDULING
A PUBLIC HEARING THEREON

WHEREAS, the Truth in Taxation Law requires a taxing district to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy if the estimated amounts necessary to be levied exceed 105% of the aggregate amount of property taxes extended, including any amount abated prior to such extension, upon the levy of the preceding year; and

WHEREAS, the 2016 proposed tentative aggregate property levy is not more than 105% of the prior year's extension; a Truth In Taxation Hearing is not required but recommended.

WHEREAS, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2016 upon the taxable property of the district are as follows:

Educational Purposes:	\$47,397,542
Operations & Maintenance Purposes:	6,000,000
Transportation Purposes:	3,500,000
Illinois Municipal Retirement Fund Purposes:	875,000
Social Security/Medicare Purposes:	1,625,000
Tort Immunity Purposes:	400,000
Special Education Purposes:	5,000,000
Working Cash Purposes:	<u>550,000</u>
Total	\$65,347,542

; and

WHEREAS, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for debt services purposes for 2015 was \$3,318,735 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2016 is \$3,089,350.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District No. 64, County of Cook and State of Illinois, as follows:

Section 1: The aggregate amount of taxes estimated to be levied in the “capped” funds for the year 2016, is \$65,347,542.

Section 2: The aggregate amount of taxes estimated to be levied for debt service for the year 2016 is \$3,089,350

Section 3: The aggregate amount of taxes estimated to be levied for the year 2016, is \$68,436,892.

Section 4: Public notice shall be given in the Park Ridge Advocate and the Niles Spectator, being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall not be less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than . inch wide, and such notice shall not be placed in that portion of the newspapers where legal notices and classified advertisements appears, and shall be in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

- I. A public hearing to approve a proposed property tax levy increase for Community Consolidated School District No. 64, Cook County, Illinois, for 2016 will be held on December 12, 2016 at 6:45 p.m. at Jefferson School, 8200 Greendale, Niles, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Luann Kolstad, Chief School Business Official, 164 S. Prospect Road, Park Ridge IL, (847) 318-4324.

- II. The corporate and special purpose property taxes extended or abated for 2015 were \$ 62,350,430.

The proposed corporate and special purpose property taxes to be levied for 2016 are \$ 65,347,542. This represents a 4.81% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2015 were \$ 3,318,735.

The estimated property taxes to be levied for debt service and public building commission leases for 2016 are \$ 3,089,350. This represents a 6.91% decrease from the previous year.

- IV. The total property taxes extended or abated for 2015 were \$ 65,669,165.

The estimated total property taxes to be levied for 2016 are \$ 68,436,892. This represents a 4.21% increase over the previous year.

This resolution shall be in full force and effect forthwith upon its passage.

Anthony Borrelli, Board President
Board of Education
Community Consolidated School
District No. 64
Cook County, Illinois

Vicki Lee, Board Secretary

ADOPTED this 14th day of November 2016.

To: District 64 Board of Education
From: Lori Lopez, Assistant Superintendent for Student Learning
Date: November 14, 2016
Re: Report on November 8, 2016 Institute Day

Each Staff Development Day, the Departments for Student Learning, Human Resources, Technology, and Pupil Services plan professional development activities for 39 teams. Professional development is facilitated by the Curriculum Specialists, Middle School Department Chairpersons, Instructional Technology Coaches, consultants, and other teacher leaders.

On Tuesday, November 8, all District 64 staff participated in a full day of professional development activities aligned with the objectives of the Strategic Plan. Highlights include:

- K-5 Grade-Level and Resource Teachers continued their work on math common assessments. In October, teachers were introduced to the common assessment design process. On November 8, they worked on designing assessments that reflect the rigor of the standards. Common assessments assist teachers with measuring progress and planning for differentiation.
- Middle School Language Arts, Science, Social Studies, and Math Departments focused on activities related to curriculum mapping and common assessment design. The Science Department met with Maine South Science Chair Daun Biewenga who supported the design of units based on the Next Generation Science Standards. The Social Studies Department explored inquiry-based learning and the Math Department targeted the completion of their pacing guides.
- Instructional Technology Coaches facilitated sessions for Middle School Encore and Elective Teachers (Foreign Language, Technology, Physical Education, Health, and Family and Consumer Sciences). The focus was on curriculum mapping and using OTUS to support common assessment design and implementation. OTUS is District 64's new learning management system. It enables teachers to collect and view student performance data in order to make decisions about progress and instruction.
- Art and Music Teachers continued curriculum mapping activities and the Physical Education Department participated in a workshop about strategies for teaching tennis.

- Members of the Pupil Services Department participated in professional development related to their specialist roles. All Pupil Services specialists also learned more about the Evaluation Framework related to their roles.
- Teaching Assistants selected two activities from five workshop options, including: Strategies for Supporting Students with Disabilities, Google Applications, Strategies to Support Small Group Instruction, CPR, and First Aid.
- ESC and School Secretaries participated in professional development related to PowerScheduler and G-Suite Tools (Google Apps for Education).

Following each Staff Development Day, the District Staff Development Committee administers a survey to all staff to evaluate the effectiveness of professional development. Based on survey results, the Staff Development Committee makes recommendations to the Department for Student Learning for future activities. In addition, all presenters access the data to reflect upon their session content, strengths, and opportunities for growth.

To: District 64 Board of Education
From: Dr. Lori Lopez, Assistant Superintendent for Student Learning
Date: November 14, 2016
Re: Fall MAP Update and Presentation of the Illinois Report Card

FALL MAP UPDATE

The MAP (Measures of Academic Progress) assessment is administered in fall, winter, and spring to all students in grades 2-5. In grades 6-8, MAP is administered to all students in fall and spring, and in winter to students who scored below the 40th percentile on the fall assessment. MAP is considered a benchmark assessment - a common assessment administered multiple times during the school year to measure student progress. We use this data both formatively - to guide instruction - and summatively - to measure our annual progress toward targets set by the District 64 2020 Vision Strategic Plan.

Fall MAP results are used by administrators and teachers to launch instructional plans for the new school year. Students' fall MAP scores mirror their performance from the prior spring; we typically see only a 1-2 point difference in scores. Administering the MAP close to the start of the school year enables teachers to see the learning profile of their classes and to plan for differentiated instruction. It also enables teachers and administrators to collect fall to spring growth data. Analysis of fall to spring growth helps us understand the impact of instructional strategies and district initiatives over the course of the school year. In cases where a student's fall MAP score is significantly discrepant from spring performance, teachers review historical MAP data and use classroom assessments to gather more information.

Last fall, we established Data Leadership Teams at each building to support the school improvement process. We worked with a consultant to learn the SMART Goal Process for data analysis, goal setting, and action-planning. SMART is an acronym that reflects the defining features of this process: specific, measurable, achievable, relevant, and time-bound. The process is comprised of five steps: 1) Isolate the greatest area of need (GAN), 2) Create a School SMART Goal, 3) Select strategies to support improvement, 4) Develop action plans, and 5) Analyze and refocus.

These steps are similar to the process individual teachers use when analyzing their class and grade level data. At the November 14 Board Meeting, I will describe this data review process and share examples of student reports and tools that teachers find most helpful when planning differentiated instruction.

This school year, we have begun writing common assessments in all subject areas for each unit of instruction. These common assessments will be implemented between benchmark assessments

periods to measure student progress toward their learning goals. Common interim assessments support student learning in four ways:

1. They provide us with a shared understanding of “proficiency.” This helps us communicate consistently about student progress with students, parents, and one another.
2. They help us identify opportunities for intervention, both remediation and enrichment.
3. They help us identify systemic curricular issues. For example, if students do poorly on certain assessment items, this might indicate a need for additional resources and professional development, or it may indicate that we have a curriculum alignment issue.
4. Common assessments help all teachers access everyone’s best idea. We can look at the data, identify the instructional activities that caused the greatest student learning, and share these ideas across teams.

Over the course of this school year, we will update the Board on our progress with this project.

ILLINOIS REPORT CARD

The Illinois State Board of Education annually releases the Illinois Report Card, which shows performance on a range of indicators for each school, district, and the state. The Illinois Report Card can be found online at www.illinoisreportcard.com. In addition to a District Snapshot, the Report Card shares metrics in five key areas:

Academic Progress: PARCC and DLM scores, in addition to participation rates and subgroup performance data.

District Environment:

- 5Essentials Survey: The 5Essentials is a statewide survey of individual schools’ learning conditions and environment. The survey, which is administered every other year, will be administered again in Spring 2017. Results will be included on next year’s school report card.
- District Finances: Per-Student Spending, Revenue Percentages, Expenditure Percentages, Revenue Amounts, and Expenditure Amounts.
- Average Class Size
- Total School Days
- Health and Wellness (Physical Education): Per school code, Health class is part of Physical Educational programming and is taught weekly to all K-5 students. District 64 middle school students have Physical Education five days per week in addition to one trimester of Health each year.

Students: enrollment, racial/ethnic diversity, low-income students, homeless students, students with disabilities, student mobility, and English learners.

Teachers: Teacher demographics, teacher retention, pupil-teacher ratio, teacher education, teacher salary, total teachers FTE, and teacher attendance rates.

Administrators: Student-administrator ratio, certified staff- student ratio, principal turnover, and average administrator salary.

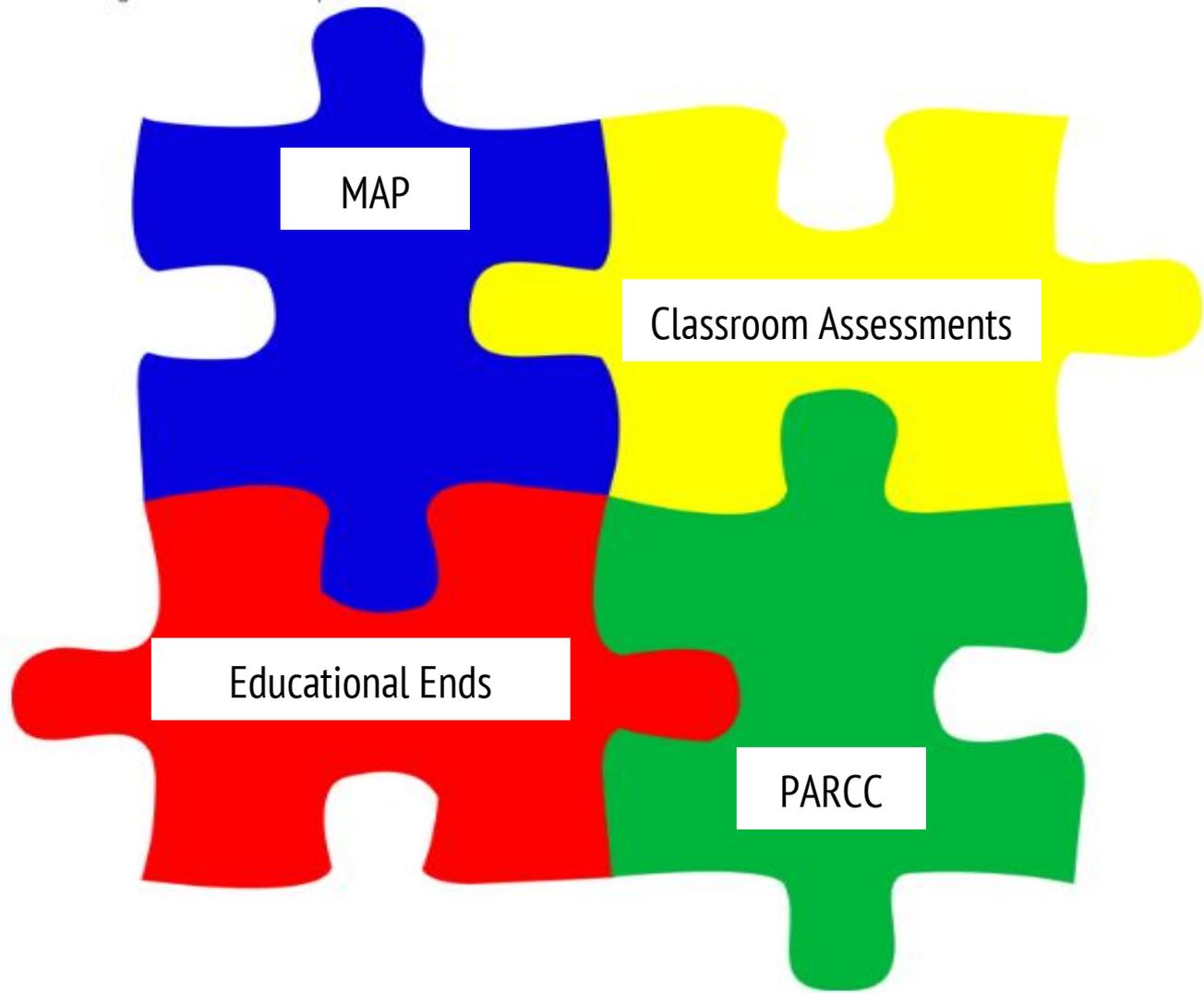
The District site also includes links to each school's site as well as information about retired tests, like the ISAT and IAA.

District 64 Fall MAP Update & Presentation of School Report Card

November 14, 2016



District 64 Assessment Portfolio



Spring 2016
vs.
Fall 2016



	MATH		READING	
Grade in 2016-17	Spring 2016	Fall 2016	Spring 2016	Fall 2016
2	NA	181.9	NA	183.1
3	196.7	196.9	196.5	196.7
4	209.9	205.3	207.3	207.2
5	217.8	215.4	215.1	213.5
6	224.8	225.3	221.5	219.4
7	233.9	232.5	224.0	223.8
8	242.5	243.0	228.7	229.4

Learning Launch



- August/Early September administration
- Understand learning needs by class
- Triangulated with historical results and classroom data
- **Differentiation focus:** Identify students for intervention & enrichment

How do we use Fall MAP data?

1. Isolate the greatest area of need (GAN)
2. Create School SMART Goal
3. Select strategies to support improvement (HIGH-IMPACT)
4. Develop action plans
5. Analyze and refocus

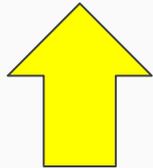


District GAN = STUDENT GROWTH

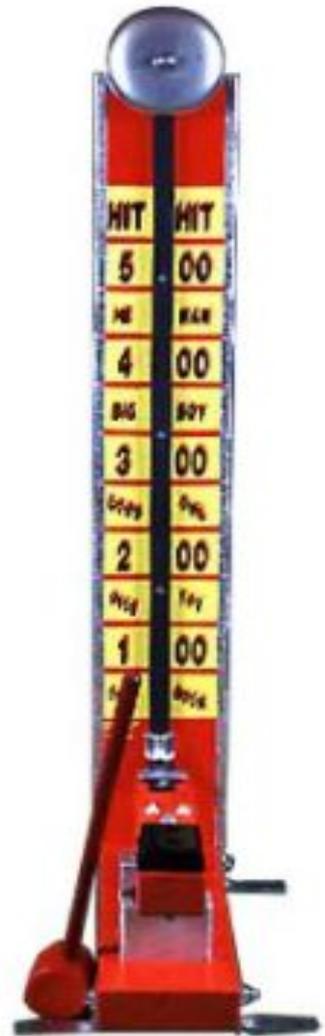
Student Achievement



Student Growth



High-Impact Instruction



MAP Reading

STATUS

Percentile Rank for Mean Score

2015

2016

91

93

GROWTH

Percentile Rank for Growth

2015

2016

39

55

MAP Math

STATUS

Percentile Rank for Mean Score

2015

2016

86

88

GROWTH

Percentile Rank for Growth

2015

2016

66

68

Class Report

	Lo %ile < 21		LoAvg %ile 21-40		Avg %ile 41-60		HiAvg %ile 61-80		Hi %ile > 80		Mean RIT (+/- Smp Err)	Median RIT	Std Dev
	count	%	count	%	count	%	count	%	count	%			
Overall Performance													
MAP: Reading 2-5 Common Core 2010 V2/Common Core English Language Arts K-12: 2010	2	18%	4	36%	2	18%	2	18%	1	9%	198-201-204	201	11.2
Goal Area													
Literature	3	27%	2	18%	3	27%	2	18%	1	9%	196-201-206	204	18.1
Informational Text	3	27%	3	27%	1	9%	3	27%	1	9%	196-204-212	202	12.5
Vocabulary Acquisition and Use	4	36%	2	18%	3	27%	1	9%	1	9%	194-198-202	198	10.0

Class Report



Class Report

Kotifani, Jenisha
5th Grade Homeroom

Term Rostered: Fall 2015-2016
Term Tested: Fall 2015-2016
District: NWEA Sample District 3
School: Three Sisters Elementary

Norms Reference Data: 2015
Weeks of Instruction: 4 (Fall 2015)
Small Group Display: No

Detail page

Goal Performance:
A. Literature
B. Informational Text
C. Vocabulary Acquisition and Use

Name (Student ID)	Gr	Test Date	RIT (+/- Std Err)	Percentile (+/- Std Err)	Lexile® Range	Test Duration	A	B	C
Dugaw, Daytan N. (SW07001428)	5	09/14/15	178-181-184	4-5-8	158-308	75 m	163-177	175-187	187-197
Devany, Noni J. (F09000030)	5	09/14/15	184-188-192	8-12-18	288-438	20 m	185-196	185-195	177-189
Scruggs, Ambrose E. (F10000851)	5	09/14/15	194-197-200	22-28-35	452-602	42 m	191-202	191-203	192-204
Shalfoe, Dyanne E. (F10000849)	5	09/14/15	195-198-201	25-31-38	464-614	60 m	201-213	180-201	185-198
Haukebo-Bol, Zaiden N. (SF0600226)	5	09/14/15	195-198-201	25-31-38	457-607	53 m	187-199	196-207	192-204

Class Breakdown Report

Goal Area	<u>181-190</u>	<u>191-200</u>	<u>201-210</u>	<u>211-220</u>	<u>221-230</u>	<u>231-240</u>
Operations and Algebraic Thinking	E Croy A Kriegel A Brannen K Gilpatrick E Lothrop	L Ohanlon N Finamo I Herrman T Palmisano T Kratzer	M Brisbin T Isla L Bartman A Forand	K Deason C Coleman		L Deck V Steven L Manly L Kuchta
The Real and Complex Number Systems	N Finamo I Herrman T Palmisano T Kratzer	K Gilpatrick E Lothrop L Ohanlon	K Gilpatrick E Lothrop	M Brisbin T Isla L Bartman A Forand	L Deck V Steven L Manly K Deason C Coleman	L Kuchta
Geometry	T Isla L Bartman	E Croy A Kriegel A Brannen K Gilpatrick E Lothrop	L Ohanlon N Finamo I Herrman T Palmisano T Kratzer	L Kuchta T Islam L Bartman	M Brisbin	

Geometric Measurement and Relationships



191-200

201-210

211-220



Reinforce

these skills & concepts

Develop

these skills & concepts

Introduce

these skills & concepts

Angle Measurement

- Compares angle measures to benchmark angles
- Identifies/estimates angle measures
- Solves one-step word problems involving angles

- Compares angle measures to benchmark angles
- Identifies/estimates angle measures
- Solves one-step word problems involving angles

- Compares angle measures to benchmark angles
- Identifies/estimates angle measures
- Measures non-right angles using a protractor
- Solves one-step word problems involving angles

Classroom and School-Level Intervention

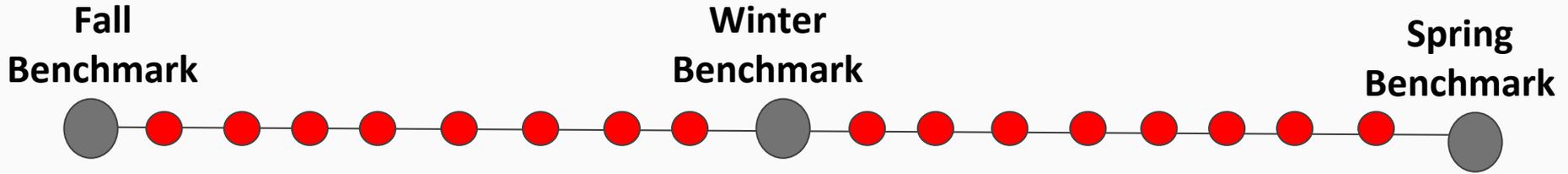
Classroom

- Flexible grouping within the classroom
- Flexible grouping across the grade level
- Differentiated assignments and student materials
- Co-teaching

School-Level

- Literacy intervention
- Primary Challenge/Channels of Challenge
- Special Education support

Common Formative Assessments



Formative Assessments

Interim “check-ins” to measure progress and plan for instruction

(Observations, unit tests, quizzes, portfolios of student work, etc.)

Illinois Report Card



Illinois Report Card 2015-2016

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Anatomy of the School Report Card

District Snapshot

Academic Progress

District Environment

Students

Teachers

Administrators

Schools In District

Retired Tests

- annual release date
- Shows performance on range of indicators for each school, district, and the state
- Five key sections
- Links to individual schools
- Retired test data

TO: District 64 Board of Education

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

RE: Summer Interim Session 2016 Report
Presentation and Approval of Summer Interim Session 2017

DATE: November 14, 2016

Enrollment

The 2016 *Worlds of Wonder* program provided a valuable learning experience for 904 students. The program was comprised of two 14-day sessions scheduled over six weeks. The programs were located at Field (K-3rd grade) and Emerson (4th-7th grade).

Course Offerings

The *Worlds of Wonder* program continues to provide a variety of course offerings including remedial, enrichment, and band/orchestra courses. While 20% of students enroll in subject area support classes, enrichment courses continue to be the most popular, making up 75% of the total enrollment. Over the past several years, enrollment has remained relatively stable for each course type.

Budget Review

Revenues collected for the 2016 program totaled \$281,938 and expenses totaled \$282,246 resulting in a deficit of \$308. More detail is included in the Projected Budget section below.

RECOMMENDATIONS FOR WORLDS OF WONDER 2017

The goal of the *Worlds of Wonder* program is to provide a quality interim educational experience for students within a budget that is funded by the program itself. To achieve this goal, we recommend the following:

Location

Locations for the K-3rd grade program and the 4th-7th grade program will be determined pending decisions about summer facilities work. As in the past, we will work to identify an elementary school and middle school that are in close proximity to one another.

Leadership

- Continue to employ the two 12-month middle school assistant principals as principals of the 4th-7th grade summer school program; they will share the administrative duties

associated with this position. A portion of their salaries will be charged to the summer school budget and paid from revenue generated from the *Worlds of Wonder* program.

- Hire a principal to lead the K-3rd grade *Worlds of Wonder* program.
- Hire a principal to plan and lead the special education summer programs, including tutoring and speech language services, located at Jefferson and the other two sites (to be identified based on facilities plans). The cost for hiring this special education principal is not accounted for in the 2017 *Worlds of Wonder* projected budget. The programming is mandated by ISBE and the costs are partially reimbursable from the state.

Summer School Dates

- Offer two 13-day sessions to accommodate the Fourth of July holiday and the transition between the last day of school and the start of summer school:

Session 1: Tuesday, June 7 - Friday, June 23

Session 2: Monday, June 26 - Friday, July 14 (No School Monday, July 3 and Tuesday, July 4)

Course Offerings and Registration

In preparation for the *Worlds of Wonder 2017* program, we will:

- Review current course offerings and develop specific course descriptions for the 2017 program.
- Send the *Worlds of Wonder* flyer in mid-February to current District 64 students.
- Hold online registration for District 64 residents beginning at 10:00 a.m. on Thursday, March 2.
- Close online registration after Wednesday, May 31. After May 31, no additional student registrations will be accepted for the Worlds of Wonder Program. This provides us with one week to plan for student arrival.

Enrollment Fees

- Maintain tuition at \$125 per three-week class. This fee is the same as last year and will support 1) the full cost of the program as defined by our accounting practices, 2) a projected 2% increase in operating costs balanced by a one-day reduction in session length, and 3) the continued use of the online registration tool.
- Maintain the tuition fee for out-of-District students and those registering after April 15 at \$145.

Refund Policy

- In the event of a power outage or other emergency, cancel summer school by 6:30 a.m. and notify parents and staff using the Active Network system.

- Due to fixed costs, refunds to parents will not be available for student absences or canceled days resulting from weather or other unforeseen emergency.
- Parents will pay a 5% cancellation fee per class for any classes cancelled before June 1. Beginning June 1, parents will pay a 5% cancellation fee and forfeit any materials fees.

Projected Budget

Below is the projected budget for the 2017 *Worlds of Wonder* summer school program.

	Projected Summer 2016	Actual Summer 2016	Projected Summer 2017
REVENUE			
Tuition & Material Fees	\$267,000	\$265,818	\$251,076
Grant Revenue	\$19,000	\$16,120	\$16,500
Total Revenue	\$286,000	\$281,938	\$267,576
EXPENSES			
Salaries	\$244,329	\$244,782	\$231,844
Benefits	\$24,315	\$20,783	\$19,684
Printing	\$1,737	\$1,469	\$1,498
Supplies	\$10,655	\$11,858	\$10,868
Crossing Guards	\$4,697	\$3,354	\$3,500
Total Expenses	\$285,733	\$282,246	\$267,394
Net Gain/Loss	\$267	-\$308	\$182

NEXT STEPS

We ask that the Board approve these recommendations at the November 14, 2016 meeting. Pending Board approval and additional information about summer facilities work, we will finalize plans for the 2017 *Worlds of Wonder* program, develop the summer school brochure, and begin securing staff for the program. We look forward to offering a quality summer school program that provides students with engaging opportunities to extend their learning. If you have any questions or comments regarding this report prior to the upcoming Board meeting, please contact Lori Lopez at 847-318-4303.

ACTION ITEM 16-11-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the recommendations of dates and fees for the 2017 Summer Interim Session.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Jane Boyd, Director of Student Services
Joel T. Martin, Assistant Superintendent for Human Resources

Date: November 14, 2016

Re: Discussion and Approval of Reorganization of School Health Services for 2017-18
School Year

Background/Recap

At the August 22, 2016 Board of Education meeting, administration proposed restructuring the current practice of staffing each school building with a health assistant. The proposal set forth a plan in which health assistants would be assigned other positions within the District and Registered Nurses (RNs) would be hired to replace the health assistants beginning in the 2017-18 school year. (See Attachment 1)

At previous meetings, the Board discussed the difference between the Licensed Practical Nurse (LPN), the Registered Nurse (RN), and the Certified School Nurse (CSN) designations. Here is a brief summary of the hierarchy:

- **Health Assistants** - Health assistants have first aid training and are able to monitor older students who are able to self administer medication. They are not permitted to administer routine medication of any type (except in limited and specific emergency situations such as epipens, as are all staff members) even when following medical care plans or 504 plans. The lone exception is that health assistants could be trained to provide diabetes care. However, this training is totally voluntary, and while it may be permitted within the state statute, this training is limited in comparison to the more extensive requirements to become an LPN or RN.
- **LPN** - To become an LPN, a person must have a high school diploma and must complete an accredited program, which can be accomplished in as little as one year. LPNs may be responsible for tasks often described as basic patient care, such as administering medication and checking heart rates.
- **RN** - In contrast, an RN must complete either a two-year Associate Degree or attend a four-year bachelor program at an accredited college or university. Upon coursework completion, they must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). RNs possess the ability to complete all of the work of an LPN, plus monitor patient needs, their symptoms, and recommend care plans. An RN does not have to be supervised by another nurse within the District.
- **CSN** - Certified School Nurses (CSN) are the highest qualified because their training includes all of the training and certification of an RN and then significant coursework in the area of education that leads to a Bachelor's degree and Illinois State Board of Education certification. Current school code requires that certain tasks and activities, such as participating in student Individualized Education Plan (IEP) meetings, can only be performed by a CSN.

Current Employees

District 64 currently has 2 full-time Certified School Nurses (members of the PREA - trained as both RNs and as educators) overseeing all health services in District 64. They participate in the special education and 504 eligibility and services processes. These nurses also provide consultation and support for teachers across our District. In addition, they have a traveling schedule to administer medication to students during the school day. They are often interrupted during meetings to address urgent medical situations in the schools, such as a playground injury or low blood sugar levels in a student with diabetes.

We have 1 full-time traveling Registered Nurse who drives between schools to administer medications to students throughout the District. We employ 8 health assistants (PRTAA members) who work in the Health Office of each school. Most of these health aides are *not* nurses and, therefore, cannot administer medication. They have first aid level training when responding to student or staff accidents or injuries. We do not employ any LPNs.

In addition to the staff identified, we have increased staff to address the specific medical needs of a student that were recently identified at one of the elementary schools. We currently employ both a health assistant and an agency-supplied RN to staff one school. (The agency RN cost is \$55/hour). This student's medical condition requires the training and skill that only an RN can provide and will continue to be needed at the building if we maintain the current format of services.

Discussion of Value of LPNs

District 64 has considered both the benefits and drawbacks to employing LPNs in lieu of the current health assistants. Here is a synopsis of our analysis:

- LPNs would offer a higher skill level than the current health assistants based on their coursework and training.
- The LPN cannot analyze a student's symptoms and recommend a care plan for the child. Therefore, an LPN hired by District 64 would need to work under the supervision of an RN or CSN within the District regarding the assessment of students' current health, whether to provide medication, or in an emergency.
- An RN assigned at another building or a District CSN would still need to travel to the LPN's location to provide supervision whenever needed. Thus, an LPN assigned to a building would reduce but not eliminate the need for a supervising RN. Depending on how RNs are assigned, this could require an RN assigned to another building to leave it unstaffed in order to travel to the LPN's location to provide the required oversight.

As provided to the Board on the October 24, 2016 report, 15 of the 18 Districts that responded to our request for information staff with only RNs. The remaining districts staff either with RNs or LPNs, and stated that their preference is to hire RNs instead of LPNs when positions are open and RNs are available. All districts surveyed are experiencing an increase in complex medical needs of students at all grade levels and within every school building. Further, many districts cited the growing need to hire CSNs whenever possible due to their increased presence in

meetings throughout the year for students with specific medical needs (i.e., Individualized Education Program (IEP), 504 and health care plan meetings).

Recommendation for 2017-18

The limitations placed on an LPN’s responsibility inhibits the District from achieving the goal of providing more immediate, timely support to meet the expanded and more complex health needs of students and staff. The severity of these needs and increased rate of occurrence were documented in the August 22 report to the Board.

Therefore, beginning in the 2017-18 school year, administration recommends changing District 64’s Health Services Model. Below is a continuum of options for the Board to review; Option C matches the original proposal presented at the August 22 meeting.

2017 - 18 HEALTH SERVICES MODEL

Option A - LPN fill-in	Option B - RN preference	Option C - Original
<ul style="list-style-type: none"> ● 1 CSN for District coverage ● 1 CSN assigned to a building as its nurse 	<ul style="list-style-type: none"> ● 1 CSN for District coverage ● 1 CSN assigned to a building as its nurse 	<ul style="list-style-type: none"> 2 CSNs for District coverage
<ul style="list-style-type: none"> ● 1 traveling nurse assigned to a building 	<ul style="list-style-type: none"> ● 1 traveling nurse assigned to a building 	<ul style="list-style-type: none"> ● 1 traveling nurse assigned to a building
<p><i>All current health assistants reassigned JE health office extended to full-time</i></p>	<p><i>All current health assistants reassigned JE health office extended to full-time</i></p>	<p><i>All current health assistants reassigned JE health office extended to full-time</i></p>
<ul style="list-style-type: none"> ● 1 health assistant full-time at Jefferson ● 3 current health assistants reassigned as nurses in 2 schools ● Fill all remaining open building positions with LPNs 	<ul style="list-style-type: none"> ● 1 health assistant full-time at Jefferson ● 3 current health assistants reassigned as nurses in 2 schools ● 4 RNs or LPNs assigned 1/ school 	<ul style="list-style-type: none"> ● 1 RN full-time at Jefferson ● 3 current health assistants reassigned as nurses in 2 schools ● 4 new RNs each assigned to one of the other schools

We believe a change to the current Health Services Model will improve the quality of medical care that we provide in routine as well as in emergency situations in our health offices. In addition, with the change, the CSNs will be able to better address the needs of students in special education.

Staffing Impact and Cost

The proposed change in the District's Health Service Model will impact employees in 2017-18 as follows:

- The current traveling RN will be assigned to a building RN position.
- Depending on the option selected, there may be a reduction in CSNs.
- As reported previously, administration has met with the health assistants and PRTAA President to review the proposed changes and to discuss their future employment in District 64. While the District is required to bargain the impact of this change with PRTAA, the administration made it clear that if the change in service delivery model was approved by the Board, it would not impact employee positions for the 2016-17 year. Further, the administration expressed its commitment to making sure that any displaced employee, should they desire to make an employment shift, would have a position covered by the bargaining group in the 2017-18 school year. As there are several current health assistants who are RNs, they would be considered for the building RN positions.

The cost impact to the District is dependent upon many variables and which service model or combination of models the District were to adopt. The salary cost to the District may range from an increase of \$127,585 up to \$306,253 dependent upon the mix of RNs and/or LPNs, for example.

Recommendation

Administration recommends proceeding with transition planning and hiring of RNs for the 2017-18 school year, or LPNs if RNs unavailable. Additionally, administration will begin impact bargaining the loss of the Health Assistants with PRTAA. The new Health Services Model will be included in the enrollment projections and staffing recommendations for 2017-18, which will be brought to the Board at the regularly scheduled February 2017 meeting.

We believe the proposed health service model change will provide a higher level of medical care consistent with the District's responsibilities to meet the complex medical conditions of students, and which is in alignment with the service model offered by the vast majority of districts in our north suburban area.

ACTION ITEM 16-11-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the reorganization of the District's Health Services Model effective for the 2017-18 school year.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

11/14/16

Continuation of Health Life Safety/Master Facility Plan Discussion and Carpenter Roof and Lincoln Windows Construction Update

Superintendent Dr. Heinz, Chief School Business Official Ms. Kolstad and Director of Facility Management Ron DeGeorge will share with the Board the progress made on prioritizing and re-costing of the HLS and critical infrastructure document being created by Studio GC.

Consent Agenda

ACTION ITEM 16-11-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of November 14, 2016 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending October 31, 2016 and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

11/14/16

Personnel Report
November 14, 2016

Mary Jo Adam	Employ as Lunch Program Supervisor at Franklin School effective October 31, 2016 – \$14.00 hr.
Karen Hyman	Employ as Exempt Nurse 6.5 hours per day at Washington School effective October 25, 2016 – \$32.50 hr.
Beth Gelfand	Employ / Rehire as Special Needs Assistant at Roosevelt School effective August 15, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Jessica Johnston	Employ as Guidance Counselor at Lincoln School effective November 28, 2016 – Lane MA24, Step 1, (prorated 116 days) \$39,031.77.
Heidi Majerczak	Employ as Part-time (.50) Assistant at Roosevelt School effective November 9, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Izabela Parrillo	Employ as Lunch Program Supervisor at Carpenter School effective October 31, 2016 – \$14.00 hr.
Amy Pukal	Employ as 12-Month, Level IV Technology Secretary at Jefferson School effective November 1, 2016 - \$18.65 hr.
Gretchen Buhrke	Change in hours and pay to 7 hours a day at \$21.15 hr. as 12-Month Building Technologist at Roosevelt School effective July 25, 2016.
Michelle Raclaw	Change in FTE from (.50) C of C Teacher at Franklin School to (.58) C of C Teacher at Franklin School effective August 15, 2016 – Lane MA, Step 3, \$33,976.98.
Patricia Helton	Resign as Lunch Program Supervisor at Field School effective September 23, 2016.
Rudy Kleiner	Resign as Assistant at Lincoln School effective November 11, 2016.
Karen Hyman	Resign as Exempt Nurse 6.5 hours per day at Washington School effective October 28, 2016.
Barclay Marcell	Retire as (.50) Literacy Teacher at Roosevelt School effective June 2, 2017.

Personnel Report
November 14, 2016

Minh Thu Thi Nguyen	Revision of Location from August 8, 2016 Personnel Report - Employ/rehire as 8th Grade Assistant at Emerson School effective August 15, 2016.
Joseph Piech	Terminate as Lunch Program Supervisor at Carpenter School effective October 11, 2016.

APPROVAL OF BILLS AND PAYROLL

The following bills, payrolls and Board's share of pension fund are presented for approval:

Bills

10 - Education Fund -----	\$ 1,364,857.84
20 - Operations and Maintenance Fund -----	\$ 185,904.73
30 - Debt Services -----	\$ 6,117.48
40 - Transportation Fund -----	\$ 148,196.06
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 1,622.00
80 - Tort Immunity Fund -----	\$ -
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 126027 - 126188

Total: \$ 1,706,698.11

Payroll and Benefits for Month of October, 2016

10 - Education Fund -----	\$ 4,038,952.49
20 - Operations and Maintenance Fund -----	\$ 229,411.44
40 - Transportation Fund -----	\$ 979.10
50 - IMRF/FICA Fund -----	\$ 82,706.43
51 - SS/Medicare -----	\$ 91,945.65
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 12721 - 12791

Direct Deposit: 900103236 - 900104880

Total: \$ 4,443,995.11

This report can be viewed on the District 64 website on the Financial Data-Current link.

<http://www.d64.org/business/financial-data-current.cfm>

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: November 14, 2016

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

Attached for your review:

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

Fund balance in the Operating Funds declined \$4.4 million during the month as revenues in October are very limited. There were no property tax collections in October, and very little tax revenue is expected until late February when the first installment of the 2016 levy becomes due for taxpayers.

Meanwhile, expenditures are incurred steadily during this timeframe with the bulk of the expenses coming through payroll. Expenditures are currently tracking as projected in the budget with no major anomalies. Adequate fund balance reserves are very important for school districts during the fall and early winter months, and District 64 has positioned itself accordingly with a fund balance of \$62.5 million in the Operating Funds on October 31st.

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

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

Fund	Audited Fund Balance June 30, 2016	2016-17 FYTD Revenues	2016-17 FYTD Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	Inter-Fund Transfers	Unaudited Fund Balance October 31, 2016
Education	\$27,557,327	\$25,059,141	\$13,105,412	\$11,953,729	\$0	\$39,511,056
Tort Immunity	988,020	326,038	644,435	-318,397	0	\$669,623
Operations & Maintenance	6,755,172	3,247,975	1,631,692	1,616,283	0	\$8,371,455
Transportation	2,210,267	959,269	597,359	361,910	0	\$2,572,177
Retirement (IMRF)	695,453	634,291	271,869	362,422	0	\$1,057,875
Retirement (Social Security)	140,654	394,521	270,453	124,068	0	\$264,722
Working Cash	9,764,873	254,373	0	254,373	0	\$10,019,246
Total Operating Funds	\$48,111,766	\$30,875,608	\$16,521,220	\$14,354,388	\$0	\$62,466,154
Capital Projects	5,399,314	14,972	3,637,584	-3,622,612	0	\$1,776,702
Debt Service	3,989,615	1,497,730	308,587	1,189,143	0	\$5,178,758
Total Non-Operating Funds	\$9,388,929	\$1,512,702	\$3,946,171	(\$2,433,469)	\$0	\$6,955,460
Total All Funds	\$57,500,695	\$32,388,310	\$20,467,391	\$11,920,919	\$0	\$69,421,614

This report can be viewed on the District 64 website on the Financial Data-Current link.

<http://www.d64.org/business/financial-data-current.cfm>

Approval of Minutes

ACTION ITEM 16-11-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on October 24, 2016; Regular Board meeting on October 24, 2016; Special Board Meeting on October 11, 2016; Committee-of-the-Whole: Facilities on October 11, 2016 and Committee-of-the-Whole: 21st Century/Future Ready Learning Classrooms on October 24, 2016.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:30 p.m.
October 24, 2016
Lincoln Middle School - Gym
200 South Lincoln Avenue
Park Ridge, IL 60068

Board President Anthony Borrelli called the meeting to order at 6:03 p.m. Other Board members in attendance were Vicki Lee, Tom Sotos, Dathan Paterno, Scott Zimmerman, and Bob Johnson. Board member Mark Eggemann arrived during the closed session. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent Joel Martin, Director of Student Services Jane Boyd, Public Information Coordinator Bernadette Tramm, and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

Board Recesses
and Adjourns to
Closed Session

At 6:04 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)] and collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)].

The votes were cast as follows:

AYES: Sotos, Paterno, Zimmerman, Borrelli, Lee, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

**BOARD ADJOURNS FROM CLOSED SESSION TO CONVENE
COMMITTEE-OF-THE-WHOLE: 21ST CENTURY/FUTURE READY
LEARNING CLASSROOMS**

Board Adjourns from
Closed Session to
Convene COW: 21st
Century/Future Ready
Learning Classrooms

The Board adjourned from closed session at approximately 7:20 p.m. and convened a Committee-of-the-Whole: 21st Century/Future Ready Learning Classrooms. In addition to those mentioned previously, also present were Assistant Superintendent Lori Lopez, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and approximately 10 members of the public. The meeting began with a walking tour of Room 211 and the basement broadcasting lab and innovation studio. The

meeting returned to the gym at approximately 7:47 p.m., where an additional 25 members of the public were in attendance.

BOARD ADJOURNS FROM COMMITTEE-OF-THE-WHOLE: 21ST CENTURY/FUTURE READY LEARNING CLASSROOMS AND RESUMES REGULAR BOARD MEETING

At approximately 8:04 p.m., the meeting adjourned from the Committee-of-the-Whole: 21st Century/Future Ready Learning Classrooms and resumed the regular Board meeting. During his announcements, Board President Borrelli expressed appreciation to the District's building leaders as part of Principal Appreciation Day.

Board Adjourns from
COW: 21st
Century/Future Ready
Learning Classrooms
and Resumes Regular
Board Meeting

PLEDGE OF ALLEGIANCE & WELCOME

Lincoln Principal Tony Murray welcomed members of the Student Government to lead the Pledge of Allegiance. He then shared a brief presentation about the definition of a great middle school from the Association of Middle Level Education, and offered evidence of how Lincoln is meeting the three components, including: an academically challenging environment; focus on meeting the unique needs of young adolescents; and a positive and supportive school culture. He reported on the presentations made by staff at the AMLE national conference, and also reviewed goals in 2016-17 to incorporate "Lincoln Pride" service learning projects and to increase the number of students meeting their MAP growth targets. In the interests of time, Dr. Murray noted he would post a video about the school's new learning spaces to his Principal Blog on the Lincoln website instead of playing it.

Pledge of
Allegiance and
Welcome

PUBLIC COMMENTS

Board President Borrelli invited public comments on items not on the agenda, which were received as follows:

- Joan Sandrik, Park Ridge resident, inquired about a sculpture at Washington School, and urged the Board to change the Health Services staffing model to place a Registered Nurse at every school.

Public
Comments

FALL 2016 TECHNOLOGY UPDATE

Technology Director Warden reported that one of the ways District 64 monitors progress toward its goal of technology integration and future ready learning is monitoring progress on the Bright Bytes survey, taken annually by teachers and students. She noted that the survey utilizes a five-point scale that monitors growth from "beginning" to "exemplary" in four key areas: Classroom, Access, Skills, and Environment (CASE). Director Warden reported that between June 2015 and May 2016, the District had moved from "emerging" to "proficient" in the Classroom domain, and saw a high, 13-point gain within the current "advanced" rating in the Skills domain. She noted that overall, students are feeling more confident in their use of technology in District 64's 1:1 learning environment, and are being asked to use this technology more frequently in their learning.

Fall 2016
Technology
Update

Turning to the department's 2016-17 goals, Director Warden noted the District would be using the e-Rate process to bid its District's Wide Area Network services contract up for renewal. She pointed out that other areas of focus this year include the roll out of both a new Individualized Education Program (IEP) management system for special education services and the Otus Student Performance Platform that offers numerous resources and tools for all teachers. She also described the efforts of the District's Technology Implementation Committee to build the capacity of teachers to create inquiry-based learning units tied to the District's curriculum as part of the 2020 Vision Strategic Plan Strategic Objective One. Director Warden announced that the District would conduct an internal audit to evaluate the District's digital privacy, safety and security practices. She responded to various Board member questions about these initiatives, and concluded her report by playing the video of Lincoln's new innovation lab and updated broadcasting studio introduced earlier by Principal Tony Murray.

CONTINUED DISCUSSION AND RECOMMENDATION OF REORGANIZATION OF SCHOOL HEALTH SERVICES FOR 2017-18 SCHOOL YEAR

Continued Discussion and Recommendation of Reorganization of School Health Services for 2017-18 School Year

Board President Borrelli reported that the Board had discussed the proposal in closed session, because Park Ridge Teacher Assistant Association (PRTAA) staff members would be impacted by the proposed change. He noted the Board had requested additional information be provided at an upcoming meeting on the financial implications of the suggested changes.

PHASE 2 FOLLOW-UP DISCUSSION ON COW: FACILITY FROM OCTOBER 11, 2016 AND REVIEW OF TEN-YEAR HEALTH LIFE SAFETY SURVEY

Phase 2 Follow-up Discussion on COW: Facility from October 11, 2016 and Review of Ten-year Health Life Safety Survey

CSBO Kolstad reported that the first working draft of a new long-range facilities projection had been discussed with the Board at the October 11, 2016 Committee-of-the-Whole meeting. Since that time, she noted that administration had continued working with Studio GC consulting architects to re-verify and re-estimate items in the Health Life Safety (HLS) survey and Master Facilities Plan (MFP). She reported that the architects had continued on-site reviews of roofs and building systems, and would be adding information on the age and status of various building components. CSBO Kolstad reported that the architects also were identifying energy efficiency items, such as light fixtures and building automation systems, which would create long-term cost savings for the District. CSBO Kolstad reported that the remaining balance from the \$10 million previously authorized by the Board to be moved from the District's fund balance to the Capital Projects Fund would be earmarked for summer 2017 work. She noted that she and Dr. Heinz had met with Elizabeth Hennessy from William Blair to begin updating the District's financing options for needed facility work, looking at both short term and longer term options. CSBO Kolstad said that recommendations would be brought to the Board at an upcoming meeting.

Studio GC architect Pat Callahan then reviewed an updated version of the working draft spreadsheets, and indicated various items that have been added since the last meeting. He noted that intensive work was being done to create decision-ready information for the Board, based on a comprehensive list with estimates that are as tight as possible. Board members discussed their preference to know what items are required legally to meet Health Life Safety survey requirements and what items are driven by other factors, such as the expected useful life of a component or energy savings. CSBO Kolstad reported that administration and Studio GC are continuing to gather info about building components to create a complete history and project the future replacement timeline for these components, such as roofs and mechanical systems. CSBO Kolstad stated that high priority projects are being identified for summer 2017. She noted that an updated report would be presented at the November 14, 2016 meeting.

**DISCUSSION OF ADMINISTRATIVE COSTS CAP WAIVER
 PUBLIC HEARING**

Discussion of
 Administrative
 Costs Cap Waiver
 Public Hearing

CSBO Kolstad reported that the Illinois School Code requires that a public hearing be held to request a waiver of a 5% increase limitation in specifically defined administrative expenditures for 2016-17 over the prior year. She reported the increase was due to the previously approved restructuring of the District’s special education leadership model, which is intended to improve special education student performance in District 64 that is aligned to the 2020 Vision Strategic Plan goal to provide a rigorous education for all students. CSBO Kolstad announced that the public hearing would be held on November 14, 2016 at 6:45 p.m. in advance of the regular Board meeting, and that legal notification requirements would be met.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Vanessa Azra	Employ as 10-Month Level IV Secretary at Emerson School effective October 7, 2016 – \$18.65 hr.
Danielle DiMatteo	Employ as 12-Month Level IV Secretary for Human Resources at ESC effective September 26, 2016 – \$18.65 hr.
Heather Knieling	Employ as Assistant at Washington School effective September 26, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Jenny Macias	Employ as (.71) Part-time Extended Day Care Assistant at Jefferson School effective October 24, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Lisa Nixon	Employ as (.50) Part-time Kindergarten Assistant at Field School effective September 27, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>

Molly Purse	Employ as Special Education Assistant at Field School effective October 3, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”</i> .
Liam Ryan	Employ as Special Education Assistant at Roosevelt School effective September 23, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”</i> .
Amy Tecu	Change of Assignment from .50 Extended Day Assistant at Jefferson School to .71 Extended Day Assistant at Jefferson School effective October 24, 2016 – \$16.14 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”</i> .
Joan Lindgren	Change in FTE from .50 Physical Education Teacher at Lincoln School to .81 Physical Education Teacher at Lincoln/Jefferson effective October 12, 2016 – Lane MA, Step 1, \$45,940.77.
Brittany Pater	Change in FTE from .21 Physical Education Teacher at Field School to .61 Physical Education Teacher at Field/Jefferson effective October 12, 2016 – Lane BA, Step 1, \$30,079.71.
Marco Colapietro	Resign as Special Needs Assistant at Emerson School effective October 14, 2016.
Teresa Bergren	Resignation agreement (providing for her retirement on April 22, 2017).
Leonarda (Lenore) Franckowiak	Resignation agreement (providing for her retirement on June 2, 2017).
Roisin Dohl	Resign as Special Needs Assistant at Washington School effective October 11, 2016.
Lauren Maloney	Resign as LRC Assistant at Lincoln School effective October 7, 2016.

If additional information is needed, please contact Assistant Superintendent for Human Resources Joel T. Martin.

B. BILLS, PAYROLL AND BENEFITS

Bills

10 - Education Fund-----	\$1,247,200.22
20 - Operations and Maintenance Fund -----	184,434.52
30 - Debt Services-----	6,117.48
40 - Transportation Fund -----	228,859.65
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	395,150.51
80 - Tort Immunity Fund -----	394.50
90 - Fire Prevention and Safety Fund -----	_____

Checks Numbered: 125825 - 125575 – 126022

Total: \$2,062,156.88

Payroll and Benefits for Month of September, 2016

10 - Education Fund-----	\$ 3,874,047.50
20 - Operations and Maintenance Fund -----	231,336.74
40 - Transportation Fund -----	979.10
50 – Retirement (IMRF/SS/Medicare)-----	83,651.32
51 – SS/Medicare-----	90,869.27
80 - Tort Immunity Fund -----	

Checks Numbered: 12656 - 12720

Direct Deposit: 900101649 – 900103235

Total: \$ 4,280,883.93

Accounts Payable detailed list can be viewed on the District 64 website www.d64.org > Departments > Business Services.

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING OCTOBER 30, 2016

Financial reports can be viewed on the District 64 website www.d64.org > Departments > Business Services.

D. DESTRUCTION OF AUDIO CLOSED MINUTES

In response to a Board member question, CSBO Kolstad and Technology Director Warden provided more information about Accounts Payable payments for warranties for Chromebook devices and the device refresh cycle. Moving to the financial report, CSBO Kolstad responded to questions about current revenue activity compared to the same period in the previous fiscal year.

Based on Board member interest, CSBO Kolstad will schedule a periodic update from the Maine Township School Treasurer at an upcoming meeting.

ACTION ITEM 16-10-1

Action Item
16-10-1

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 24, 2016, which includes the Revised Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending September 30, 2016; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Paterno, Sotos
NAYS: None.
PRESENT: None.
ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

Approval of Minutes

ACTION ITEM 16-10-2

Action Item
16-10-2

It was moved by Board member Paterno and seconded by Board President Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meetings on October 11 and September 26, 2016; Regular Board meeting on September 26, 2016; and Special Board Meeting on September 12, 2016 and Committee-of-the-Whole on September 12, 2016.

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Johnson, Eggemann
NAYS: None.
PRESENT: Zimmerman
ABSENT: None.

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reviewed upcoming draft agendas and reported on recent FOIA requests. She reported that unpaid student fees had declined in 2016-17 from the prior year, as reported in a Memo of Information. Dr. Heinz also thanked the school principal and assistant principals for their vision, partnership and leadership, and noted that their work had been celebrated on Principal Appreciation Day on October 21 with their school communities. Dr. Heinz warmly congratulated the teachers who led presentations at the prestigious AMLE conference for elevating District 64 schools to the national level of recognition. Board President Borrelli and Dr. Heinz noted that the Board's planned meeting on November 28 would be expanded to a special meeting to accommodate discussion of the Superintendent's goals for 2016-17 and continued facility planning.

ADJOURNMENT

Adjournment

At 9:59 p.m., it was moved by Board member Zimmerman and seconded by Board member Johnson to adjourn, which was approved by voice vote.

President

Secretary

DRAFT

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Committee-of-the-Whole: 21st Century/Future Ready Learning Classrooms
held at 7:00 p.m. October 24, 2016
Lincoln Middle School – Gym
200 S. Lincoln Ave., Park Ridge, IL 60068

Board President Anthony Borrelli called the meeting to order at 7:47 p.m. Other Board members in attendance were Vicki Lee, Tom Sotos, Dathan Paterno, Scott Zimmerman, Bob Johnson, and Mark Eggemann. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Joel Martin and Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and about 35 members of the public.

Board President Borrelli stated the purpose of the meeting was to hear an update on the District's instructional spaces. He reported that the Board and members of the public had just returned from a walking tour of Room 211 and the lower level broadcasting studio and innovation lab.

Technology Director Warden addressed the “power of place” in helping students become knowledge-able in their learning. She noted that during the first year of District 64's 1:1 learning initiative in 2014-15, it became apparent that the current state of District 64's classroom furniture and environments were not perfectly aligned with modern educational philosophy and the 2020 Vision Strategic Plan goals for instruction, where collaboration and inquiry-based learning are central to what our students do and how they learn. She noted that Strategic Plan Objective Five envisions a change in students' learning styles and in their learning environments. Director Warden shared research that demonstrates that classrooms should be considered the third teacher, along with instruction and the curriculum.

She then introduced and reviewed two different pilot programs currently underway at Lincoln Middle School, which the Board had visited during their walking tour. First, she noted that the District had received a \$15,440 grant from the District 64 Elementary Learning Foundation (ELF) in 2016 to transform Room 211, a standard classroom. Under the supervision of grade 6 teachers Melissa Johnson and Kara Dabe, the classroom has been updated into a flexible space that allows and encourages students to collaborate, communicate and engage in critical thinking. Director Warden and Ms. Johnson noted that the mix of furniture types and room arrangements was allowing the teachers to explore different instructional methods and classroom management practices to better accommodate the multitude of ways students learn. They presented a short video created by Lincoln students that showcases the space in use by students and hears from both students and teachers about how they are using the realigned space and furnishings.

Turning to the second pilot, Director Warden then reviewed the transformation of the lower level broadcasting studio and adjacent area into new spaces for students to promote the practice of digital communication, collaboration, critical thinking, and creativity. She noted that Bretford had donated \$55,000 worth of furniture for the Discover Empower Network (DEN) to help realize this vision under the direction of 7th/8th grade English Language Arts teacher Mike Taglia. She reported that Lincoln's PTO had provided about \$3,000 for monitors and installation.

Board members and presenters then engaged in further discussion about how these 21st century/future ready spaces are supporting teaching and learning, rather than hindering instructional practices envisioned in the Strategic Plan. Technology Director Warden shared survey data from students using the transformed spaces about how it impacts their comfort and focus in class compared to other classrooms, their engagement in their learning, and whether the spaces are used to cater to different learning styles. She noted that additional data would be collected about the pilot programs, which will be of benefit going forward as District 64 considers ways to make its learning spaces more responsive to changed expectations for student learning focused on the 4 C's of collaboration, creativity, communication and critical thinking.

At 8:04 p.m., Board President Borrelli adjourned the COW meeting and immediately resumed the regular Board meeting.

President

Secretary

DRAFT

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:50 p.m.
October 11, 2016
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:12 p.m. Other Board members in attendance were Vicki Lee, Bob Johnson, and Tom Sotos; Board member Mark Eggemann arrived during the Committee-of-the-Whole: Facilities; Board members Scott Zimmerman and Dathan Paterno were absent. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent Joel Martin, Public Information Coordinator Bernadette Tramm, and two members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

Board Recesses
and Adjourns to
Closed Session

At 6:13 p.m., it was moved by Board President Borrelli and seconded by Board member Lee to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)] and collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)].

The votes were cast as follows:

AYES: Sotos, Borrelli, Lee, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Paterno, Zimmerman, Eggemann

The motion carried.

The Board adjourned from closed session at approximately 6:50 p.m. and resumed the Special Board meeting at 7:00 p.m. In addition to those mentioned previously, also present were Assistant Superintendent for Student Learning Lori Lopez, Director of Facility Management Ron DeGeorge, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Student Services Jane Boyd, and approximately 10 members of the public.

Board President Borrelli reviewed the upcoming Board meeting schedule. He then noted that the new contract with teachers represented by the Park Ridge Education Association (PREA) had been posted on the District 64 website for public review. He thanked administration for its tireless work and preparation with the Board; the entire board for their steadfast convictions; and the PREA for conducting the process in a most civil and understanding manner. He recommended that any questions concerning the contract be directed to him, Dr. Heinz, or CSBO Kolstad.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited comments on items not on the agenda; none were received.

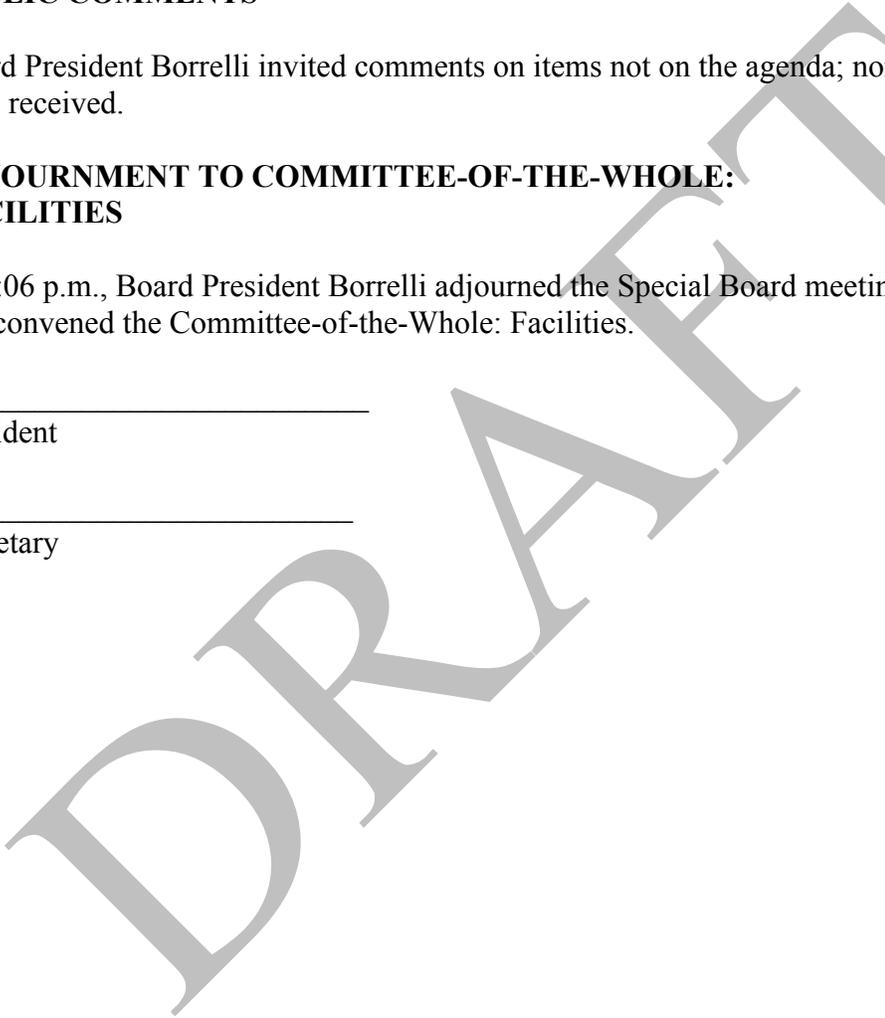
**ADJOURNMENT TO COMMITTEE-OF-THE-WHOLE:
FACILITIES**

Adjournment to
Committee-of-the-
Whole: Facilities

At 7:06 p.m., Board President Borrelli adjourned the Special Board meeting and convened the Committee-of-the-Whole: Facilities.

President

Secretary



**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Committee-of-the-Whole: Facilities
held at 7:00 p.m.
October 11, 2016
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 7:06 p.m. Other Board members in attendance were Vicki Lee, Bob Johnson, and Tom Sotos; Board member Mark Eggemann arrived during the meeting at approximately 7:15 p.m.; Board members Scott Zimmerman and Dathan Paterno were absent. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Lori Lopez and Joel Martin, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Student Services Jane Boyd, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and approximately 10 members of the public.

Board President Borrelli stated the purpose of the meeting was to review the District's Health Life Safety (HLS)/Master Facilities Plan (MFP) projects from summer 2016 and discuss future plans. CSBO Kolstad updated the Board on the progress of the \$7 million in projects bid and approved for summer 2016. She noted that about \$1.5 million of this work was paid out of the 2015-16 budget, and that the remainder will be paid from the 2016-17 fiscal year as punch list items are finished and remaining projects are completed, such as replacement windows at Lincoln Middle School and windows for Roosevelt School's gym. CSBO Kolstad noted that the District was expected to have about \$2.4 million remaining at the conclusion of these projects from the \$10 million previously authorized by the Board to be transferred from the District's fund balance to the Capital Projects Fund.

Turning to future projects, CSBO Kolstad reported that administration had requested FGM Architects to review and update all cost estimates in both the HLS survey and MFP. She summarized the changes in four major areas: doors, hardware and door alcoves; windows; roofs; and fire separation. CSBO Kolstad and Board members discussed the specific increases or decreases in each category identified by the review and the reasons for the suggested changes. Much of the discussion was focused on the additional roofing replacement or coating identified for Roosevelt, Franklin, Emerson and Jefferson totaling an estimated \$7.6 million.

CSBO Kolstad introduced Pat Callahan and Rick Petricek from Studio GC architects, who are working with administration to prepare a structured, long-range plan broken down by years that integrates and prioritizes the recommendations from the HLS and MFP. Dr. Heinz noted that the consulting architects are working with administration to categorize the work that can be done internally by District 64; spread projects out over more years; and re-verify and appropriately cost out the work into a realistic, long-range

timeline. She noted that FGM was unable to prepare this type of assessment that is fundamental in being able to move forward with identifying the District's facility needs and corresponding capital requirements. Mr. Callahan stressed that the work being done will create a forward-looking plan that will present a longer cycle of up to 20 years, so that the District will understand its ongoing challenges as part of a framework for the Board to evaluate. He also noted that this is the third HLS 10-year cycle that District 64 will be addressing. Studio GC reviewed working drafts of the new spreadsheets that itemize all the categories of systems and work for each school, the life expectancy for each item, and a "futurecast" of the continuing investments needed over time. They also noted areas that still needed to be incorporated, such as parking lot resurfacing, additional HVAC mechanical work, lighting, etc. that may not have been uniformly included for each building. Board members, administration and the architects discussed various components of the spreadsheets, the assumptions for architect/construction manager fees, annual inflation index, and other factors that impact the cost estimates. During the discussion, Board members, Dr. Heinz, CSBO Kolstad and Studio GC affirmed that a goal would be to complete the highest priority items from a verified and comprehensive HLS/MFP within the timeframe of the 2020 Vision Strategic Plan, and that identifying this work was the main focus at present so that financing needs could be realistically estimated. CSBO Kolstad said that Studio GC was brought on only to complete and refine the planning, and that the District was considering requesting a six-month extension in the filing of the 10-year Health Life Safety survey to ensure it is as accurate as possible based on this additional analysis. CSBO Kolstad reported that the planning work with Studio GC would continue so that an updated draft could be provided to the Board at the October 24, 2016 regular meeting.

At 9:13 p.m., it was moved by Board member Johnson and seconded by Board member Eggemann to adjourn, which was approved by voice vote.

President

Secretary

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

Special Board Meeting Agenda
Monday, November 28, 2016
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

- 6:00 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
 - **Public Comments**
 - **Review of District 64 Communication Then and Now** A-1
-- Superintendent/Public Information Coordinator
 - **Architect of Record 2017-18 and Beyond** A-2
-- Superintendent/Chief School Business Official
 - **Continuing Discussion on Health Life Safety/Master Facility Plan and Summer 2017 Projects** A-3
-- Chief School Business Official/Director of Facility Management
 - **Discussion of Superintendent 2016-17 Goals** A-4
-- Superintendent
 - **Consent Agenda** Action Item 16-11-7 A-5
-- Board President
 - Acceptance of Donation
 - **Adjournment**

Next Regular Meeting:

Monday, December 12, 2016

Closed Session - TBD

Public Hearing Prior to Adoption of the 2016 Tax Levy – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

Jefferson School – Multipurpose Room

8200 N. Greendale Avenue

Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

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

Regular Board Meeting Agenda
Monday, December 12, 2016
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

- TBD p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- TBD p.m. • **Board Recesses and Adjourns to Closed Session**
-- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)].
- 6:45 p.m. • **Board Adjourns from Closed Session and Convenes to Public Hearing on 2016 Tax Levy**
- 7:00 p.m. • **Board Adjourns from Public Hearing on 2016 Tax Levy and Resumes Regular Meeting**
- **Public Comments**
 - **Adoption of Final 2016 Levy Resolution # and Resolution # for the Reduction of Certain Fund Levies** A-1
-- Chief School Business Official **Action Item 16-12-1**
 - **Report and Acceptance of Annual Audit FY16** A-2
-- Assistant Chief School Business Manager **Action Item 16-12-2**
 - **Authorization to Seek Food Service Bids** A-3
-- Chief School Business Official **Action Item 16-12-3**
 - **Discussion of Core Plus Committee and Implementation Timeline** A-4
-- Assistant Superintendent of Student Learning

• **Present Tentative Calendar for 2017-18 School Year and Tentative Calendar for 2018-19** A-5
 -- Superintendent

• **First Reading of Policies from PRESS Issue 92 and 92** A-6
 -- Superintendent

• **Facilities Planning Update** A-7
 -- Superintendent/CSBO/Director of Facility Management

• **Consent Agenda** Action Item 16-12-4 A-8
 -- Board President

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending November 30, 2016
- Approval of Policies 2:125, 4:55, 5:60
- Destruction Audio Closed Minutes (none)

• **Approval of Minutes** Action Item 16-12-5 A-9
 -- Board President

- Special Board Meeting November 28, 2016
- Closed Session Meeting November 14, 2016
- Regular Board Meeting November 14, 2016

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

- Upcoming Agendas
- District Committee Update (Elementary Learning Foundation)
- Memorandum of Information
 - 2016 District 64 Employee Campaign for the Park Ridge Community Fund
- Minutes of Board Committees (Policy Committee)
- Other

• **Adjournment**

Next Regular Meeting:

Monday, January 23, 2017
 Regular Board Meeting – 7:00 p.m.
Jefferson School – Multipurpose Room
 8200 Greendale Avenue
 Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.



Madelyn Wsol <mwsol@d64.org>

Freedom of Information Act Request (11/4/16)

1 message

Dan Boris <dlboris@seiu73.org>

Fri, Nov 4, 2016 at 5:09 PM

To: "mwsol@d64.org" <mwsol@d64.org>

Dear Freedom Of Information Officer,

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140.

Please provide copies of the following records:

A list, in electronic spreadsheet format, convertible to Microsoft Excel, of all employees of **PARK RIDGE COMMUNITY CONSOLIDATED DISTRICT 64** with the following column headers,

1. A non-social security number unique identifier such as employee or payroll ID #
2. Employee last name, first name
3. Employment status (full time, part time)
4. Standard hours worked per week
5. Hourly rate
6. Annual salary (if applicable)
7. Job title
8. Job title code (if applicable)
9. Work location name (if applicable)
10. Work address (if applicable)
11. Work phone (if applicable)
12. Work email (if applicable)
13. Status of position (permanent, temporary, civil service, non-civil service, if applicable)
14. Union designation (if Non-union, please indicate, otherwise indicate which bargaining unit and

labor union this position falls under)

15. Standard union dues deducted per pay period

16. Pay periods per year

I would prefer to receive copies of records in electronic format, delivered by either electronic mail or via standard mail in an electronic format. My email address is DLBORIS@SEIU73.ORG . Please note my email only accepts attachments less than 10 MB in size.

Please provide the requested records within five (5) business days of receipt of this request, as per the Act.

If this request is denied in part or in whole, please cite the specific exception as the Act requires. In addition, please provide the names and title of each person responsible for the denial. Finally please also provide the names and addresses of officials to whom an appeal may be sent if this request is denied.

I am prepared to pay a reasonable cost to cover your agency's expenses in reproducing and sending the requested material to me. However, I request that such fees be waived under the provision of the Act which gives authorization to public agencies to waive copying fees when the release of the requested information is "in the public interest." If the waiver is denied, please notify me of any costs over \$20.00 prior to processing with the fulfillment of this request.

If you have any questions concerning this request, please contact me by phone at 312-588-7580.

Very Truly Yours,

Dan Lichtenstein-Boris

Research Director

Service Employees International Union Local 73

312-588-7580

DLBORIS@SEIU73.ORG

Park Ridge-Niles School District 64
Board of Education Policy Committee Minutes

November 8, 2016 at 2:00 p.m.
Superintendent's Office
Hendee Educational Service Center
164 South Prospect Avenue
Park Ridge, IL 60068

Attending:

Dr. Laurie Heinz, Superintendent
Dr. Dathan Paterno, Board Member

Not in Attendance:

Mark Eggemann, Board Member

Discussion

The Board Policy Committee meeting began at 2:05 p.m. Those attending reviewed and discussed Board policies from PRESS Issue 92 (listed below). These Board policies were previously reviewed by the District Policy Committee.

- 1:10 School District Organization – School District Legal Status
- 1:20 School District Organization – District Organization, Operations, and Cooperative Agreements
- 1:30 School District Organization – School District Philosophy
- 2:10 School Board – School District Governance
- 2:130 School Board – Board-Superintendent Relationship
- 2:70 School Board – Vacancies on the School Board – Filling Vacancies
- 3:10 General School Administration – Goals and Objectives
- 3:30 General School Administration – Chain of Command
- 4:80 Operational Services – Accounting and Audits
- 5:150 General Personnel – Personnel Records
- 6:100 Using Animals in the Educational Program
- 6:255 Instruction – Assemblies and Ceremonies
- 6:260 Instruction – Complaints About Curriculum Instructional Materials, and Programs
- 7:10 Students – Equal Educational Opportunities
- 7:270 Students – Administering Medicines to Students
- 7:280 Students – Communicable and Chronic Infectious Disease
- 7:285 Students – Food Allergy Management Program
- 7:340 Students – Student Records
- 8:90 Community Relations – Parent Organizations ~~and Booster Clubs~~
- 8:110 Community Relations – Public Suggestions and Concerns

Meeting adjourned at approximately 3:10 p.m.

MEMORANDUM OF INFORMATION #006 2016-17

To: Board of Education
Dr. Laurie Heinz, Superintendent
From: Dr. Lori Lopez, Assistant Superintendent for Student Learning
Date: November 14, 2016
Re: 5Essentials Survey

The 5Essentials Survey will be administered in Illinois school districts from November 16, 2016 to January 16, 2017, which is substantially earlier in the school year than in the past. This will be the third time District 64 has participated in the mandated survey, which was developed by the Illinois State Board of Education in partnership with the UChicago Impact Center.

The survey focuses on the five “essential” areas that research has shown are key components for school success: *Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction*. Research shows that schools rated highly on three or more of the five essentials are 10 times more likely to make substantial gains in math and reading.

All District 64 certified staff, students in grades 6-8, and our parent community will participate. Staff will complete the survey during the November 16 early release Wednesday professional development time. Middle School students will take the survey during class during the week of November 28 following Thanksgiving recess. In keeping with Board policy and ISBE requirements, parents/guardians of our middle school students have already been notified via email that their students would be asked to participate in the survey, and were provided an opt-out form for their child. The version for staff and students is expected to take approximately 20 minutes to complete.

In addition, all District 64 parents/guardians will receive an email invitation during the week of November 28 inviting their participation. The parent survey is optional. Schools must have a minimum of 20% participation for the parent/guardian survey information to be reported. The parent survey will take 10 minutes to complete. We will urge parents to complete the survey prior to the District 64 winter recess, however it will remain open through the January 16 deadline. The responses from the parent survey do not affect a school’s performance on the 5Essentials and are meant to complement the teacher and student data.

In March, the 5Essential survey reports will be used by District 64 and each school to help inform our school improvement planning efforts and to provide a picture of our school’s performance beyond test scores. ISBE will report aggregated data publicly on the 2017 Illinois School Report Card next fall. For more information about the Illinois 5Essentials Survey and to view the survey questions, please visit <https://illinois.5-essentials.org/2016/>