

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

Board of Education Agenda

Monday, February 22, 2010
Carpenter Elementary School – North Gym
300 N. Hamlin Avenue

Please note that the starting times after the first session are estimates. If a session ends earlier than expected, the next session scheduled may convene immediately. In addition, on some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.

Monday, February 22, 2010

TIME

APPENDIX

6:00 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none">• Roll Call• Introductions• Opening Remarks from President of the Board	
6:00 p.m.	• Board Recesses and Adjourns to Committee of the Whole: Present Strategic Plan Team Report	
7:30 p.m.	• Board Adjourns from Committee of the Whole: Presentation of Strategic Plan Team Report and Resumes Regular Meeting	
7:30-7:35 p.m.	• Public Comments	
7:35-7:50 p.m.	• Recognition of Strategic Planning Participants -- Superintendent	A-1
7:50-8:10 p.m.	• Update on Implementation of District Goals at Carpenter -- Principal	A-2
8:10-8:20 p.m.	• Board Direction to Community Finance Committee (CFC) -- Superintendent/Board President	A-3 Action Item 10-02-3
8:20-8:25 p.m.	• Board Authorizes 2010-11 Staffing Plan -- Business Manager	A-4 Action Item 10-02-4
8:25-8:30 p.m.	• Consent Agenda -- Board President <ul style="list-style-type: none">• Personnel Report• Bills• Approval of Policy Issue 69, November 2009 and Policy Issue 70, December 2009• Approval of 2009-10 Audit Fees (Baker Tilly Virchow Krause, LLP)	Action Item 10-02-5 A-5

- Destruction of Audio Closed Minutes

8:30-8:35 p.m. • **Approval of Minutes** **Action Item 10-02-6** **A-6**
 -- Board President
 • Open Minutes of February 8, 2010
 • Open Minutes of Committee of the Whole on Finance of February 8, 2010

8:35-8:40 p.m. • **Other Items of Information** **A-7**
 -- Superintendent
 • Upcoming Agenda
 • Memorandum of Information
 • Recap on Quotes for Art, Paper & General Supplies
 • Minutes of Board Committees
 • Strategic Planning Meeting Minutes of February 5 and 6, 2010

8:40 p.m. • **Adjournment**

Next Regular Meeting: Monday, March 8, 2010 – 7:30 p.m.
 Raymond Hendee Educational Service Center
 164 S. Prospect Avenue

March 8

- Presentation on MTSEP
- Planned Review of C of C Eligibility
- Recommendation on FLES Materials
- Approval of Student Fees
- Direct Purchase of Natural Gas Update (Memo of Information)
- Green Team Committee Meeting Minutes of February 16, 2010

April 5

- Approval on FLES Recommendation
- Recommendation on Language Arts Instruction Materials
- Food Service Contract

April 26

- Present Recommendation on Strategic Plan
- Update on Green Initiatives
- Quarterly Financial Report
- Presentation of Board Meetings for 2010-11

May 10

- Approve Strategic Plan and Implementation for 2010-11

May 24

- Committee of the Whole: Board Reviews Draft of the 2010-11 Tentative Budget
- Recognition of Student Awards
- Recognition of Tenure Teachers
- ELF Grant Awards

June 14, 2010

- Committee of the Whole: Board Reviews Draft of the 2010-11 Tentative Budget
- First Reading of Policy 8:25

June 28, 2010

- Board Adopts 2010-11 Tentative Budget
- Board Sets Date of Public Hearing for Final Budget Adoption
- Board Places Tentative Budget on Public Display for 30 days Prior to Public Hearing and Final Budget Adoption
- Approval of Policy 8:25
- Judith L. Snow Awards

TBD

- Update on Wellness
- Update on MTSEP
- Recommendation on Financial and Human Resources Software Package
- Approval of Superintendent
- Review of Early Entrance Criteria
- Custodial Supply Bid & Copier Paper Bid (May or June)
- Bid for Printer Ink Cartridges (May)
- Appointment of Administrators: Lincoln Middle School Principal, Carpenter Elementary Principal, Coordinator of Extended Day and Pre-School Services, and Director of Technology

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**Park Ridge-Niles School District 64
Strategic Planning Team
2009 – 2010**

Internal Facilitator – Bernadette Tramm, Public Information Coordinator

Community Participants

Kent Bergren, study group leader, Community Finance Committee

Tom Cara, community member (*formerly parent, Emerson Middle School*)

Carole Gabel, parent, Roosevelt and Lincoln Middle schools

Teresa George, parent, Washington School

John Heyde, parent, Franklin and Emerson Middle schools, and Board of Education President

Bill Kann, community member

Sharon Lawson, parent, Lincoln Middle School, and Board of Education member

Carla Owen, parent, Emerson Middle School (*formerly parent, Field School*)

Robert Smith, parent, Carpenter School

Genie Taddeo, parent, Field School, and Board of Education Vice-President

Teresa Varco, community member (*formerly parent, Lincoln Middle School*)

District 64 Participants

Agnes Adamik, special needs preschool teacher, Jefferson School Early Childhood Center

Tim Benka, Assistant Principal, Emerson Middle School

Diane Betts, Assistant Superintendent for Student Learning

Allison Blum, District technologist

Erin Breen, grade 1 teacher, Roosevelt School

Kathy Creely, Principal, Field School

Michelle Fiore Cwiertniak, Channels of Challenge teacher, Field School

Sonja Dziedzic, Curriculum Specialist/Fine Arts; teacher, Emerson Middle School; and Roosevelt School parent

Dr. Lynne Farmer, Director of Early Intervening Services/Response to Intervention

Irene Kappos, Language Arts teacher, Lincoln Middle School

Katie Kelly, Assistant Principal, Field School (*formerly grade 5 teacher, Roosevelt School*)

Mike Kennedy, music teacher, Emerson Middle School

Nancy Novak, Instructional Resource teacher assistant, Washington School

Dr. Sally Pryor, Superintendent

Vanessa Taglia, grade 4 teacher, Carpenter School

Jane Tufts, Speech/Language pathologist, Franklin School

Facilitator – Dr. Howard Feddema, Cambridge Group

Park Ridge-Niles School District 64 Strategic Plan Action Teams

Team 1 – Accelerating The Advanced Use of Technology

Co-Leaders:

- Craig Elderkin,
*parent/Community Finance
Committee*
- Caroline Schaab, *staff*

Strategic Plan Liaison:

Katie Kelly, *administrator*

Kent Anderson, *community*
Sean Barry, *community*
Gerry Berkowitz, *staff*
Natalie Brown, *parent*
Tony Clissem, *staff*
Teri Durkin, *staff*
Mark Forbes, *parent*
Kendra Griffin, *parent*
Stuart Hemmings, *parent*
Jerry Kenney, *community*
Lane McConnell, *parent*
Craig Morse, *parent*
Melissa Nelson,
community/preschool
Ciaran Obroin, *community*
Jackie Phillips, *staff*
Robert Schoenstedt,
community
Dan Shaughnessy, *parent*
Paul Sheehan, *community*
Larry Sorensen, *administrator*
Bonnie Trenkle, *community*
Kathleen Zajac, *parent*

Team 2 – Building a Model for Personal Student Goals

Co-Leaders:

- Dr. Vicki Mogil,
administrator
- Andy Petrolina,
administrator

Strategic Plan Liaison:

Sonja Dziedzic, *staff*

Tricia Allocco,
community/preschool
Natalie Blachut, *staff*
Terry Cameron, *parent*
Jeff Cannon, *parent*
Patricia Clemente, *parent*
Linda Coyle, *parent*
Jake Crampton, *parent*
Sue Douglass, *staff*
*Dr. Lynne Farmer,
administrator
Dr. JoAnn Fletcher,
administrator
Anne Ham, *staff*
Joseph Heinz, *community*
Jamie Knoblauch, *staff*
Marcia Kozelka, *staff*
Tierney Monaco,
community/preschool
Dr. Kathy Nelson,
administrator
Chris Niezyniecki, *parent*
Deborah Oberschelp,
community
Mary Paganis, *parent*

Team 3 – Collaboration within Our Partnership

Co-Leaders:

- Kelly Amelse, *staff*
- Dr. Kevin Dwyer,
administrator

Strategic Plan Liaison:

Jane Tufts, *staff*

Garry Abezetian, *community*
John Benka, *community*
Jeff Bork, *parent*
Sara Born, *staff*
Wendy Burgess,
community/preschool
*Kathy Creely, *administrator*
Julia Dostal, *staff*
Jane Everett, *staff*
Dr. Carl Frantz, *community*
Stephanie Guest, *parent*
Kathy Jozwiak, *parent*
Rita Kantner, *community*
Kelly Muno, *parent*
Tina O'Donnell, *staff*
Sarah Post, *parent*
Erica Sampson, *community*
Laura Smail, *parent*
Elaine Vlahakis-Loomos, *staff*
Linda Williger, *community*

* also Strategic Plan Team member

**Team 4 – Expectations for
Student Learning and
Instructional Practices**

Co-Leaders:

- Franny Keyes, *staff*
- Dan Walsh, *administrator*

Strategic Plan Liaison:
Erin Breen, *staff*

Mary Battinus, *community*
*Diane Betts, *administrator*
Christy Christian, *community*
Don Clarke, *community*
Sherrill Crivellone,
community
Lynne Duffy, *parent*
Jodie Fabian, *parent*
Lisa Gray, *staff*
Carey Meredith, *staff*
Shelley O'Brien, *parent*
Dan Ophus, *administrator*
Kris Purtell, *parent*
Gail Scimeca, *parent*
*Robert Smith, *parent*
Robyn McCloud Springer,
parent
Nel Sychangco-Mullens,
parent

**Team 5 – Providing Support
and Tools for Change**

Co-Leaders:

- Meghan Keefer, *staff*
- Kim Nasshan,
administrator

Strategic Plan Liaison:
Agnes Adamik, *staff*

Pablo Alvarez, *staff*
Ed Bales, *community*
*Tim Benka, *administrator*
Tim Gleason, *administrator*
Gary Haller, *parent*
Joseph Kaplan, *parent*
Francine Lasky, *parent*
Lisa Mergens, *parent*
Denise Reeder, *staff*
Janice Santos, *staff*
Len Stoga, *community*
Dr. Sandra Stringer,
administrator
Shyamala Venkat, *parent*
Scott Zimmerman, *parent*

* also Strategic Plan Team member

Board of Education Presentation on School's Work Toward Improving Learning of the Whole Child

School: Carpenter School

Date of Board Presentation: February 22, 2010

The purpose of these Board presentations is to bring to life a tangible example(s) of how each school is working within the context of implementation of Response to Intervention (RtI) or implementation of the new Reading Framework to improve learning opportunities for students.

Board of Education Goal: Improving Achievement Levels of the Whole Child

District Goals:

A. Implementation of Early Intervening Services/Response to Intervention

- ☐ Analysis and use of data to determine student needs
- ☐ Differentiation to meet student needs through development of learning supports and/or extensions

B. Meeting Student Needs through Implementation of District 64 Reading Framework

Understand and implement:

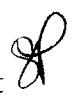
- ☐ Reading To instructional activities
- *Reading With instructional activities
- ☐ Reading By instructional activities

Overview of Presentation:

JoAnn Fletcher, Principal of Carpenter School will present a brief overview of the "Reading With" portion of the reading framework. She will explain the Guided Reading teaching technique, outlining the way in which it provides opportunities for teachers to differentiate instruction. A brief video clip will capture a small portion of a guided reading lesson with a small group of fourth graders.

Date: February 22, 2010

To: Board of Education

From: Sally Pryor, Superintendent 

Re: Recommendation regarding Community Finance Committee (CFC) work

Administration recommends that the Board approve the following projects for the CFC for the 2010-2011 timeframe. Suggested roles and responsibilities as well as suggestions regarding incremental project costs and potential economic benefits were outlined in the original report from CFC presented to the Board at the January 25, 2010 meeting.

1. Health Benefits Costs

Work with the administration to explore health insurance cooperatives and consider the advisability of issuing an RFP to investigate new broker possibilities. Over the longer-term, provide information for the Board to consider in negotiating future staff contracts to accelerate greater cost sharing and provide incentives to use less-expensive options, such as higher-deductible MSA offering.

2. Other Expense Growth

Support the District's commitment to maintain a "culture of savings" by providing support in:

- a. Examining expenditures in the area of energy usage (including a feasibility study to replace fluorescent ceiling light fixtures in the schools).
- b. Outlining points to consider in bidding professional services.
- c. Outlining points to consider in bidding regular education transportation.
- d. Studying technology use and implementation of the recommendations of the Strategic Plan.
- e. Continuing the use of the RFP process for purchasing supplies and exploring industry best practices.
- f. Documenting and analyzing spending data to identify areas for potential savings.

3. Alternative Income Streams

Form study groups focused on alumni giving, cell towers and corporate sponsorship, and grant funding to investigate alternative income streams, with

the goal of evaluating and recommending ways to build revenue streams that could become meaningful sources of funds over the next five years.

4. Property Tax Environment



Consult with the Business Manager to regularly monitor and report on key property tax variables such as EAV, New Property growth, and refunds.

This would include regularly monitoring and updating CPI-U results and outlook, as this variable has a major impact on the limiting rate calculations.

The CFC should also work with the Business Manager to investigate and if necessary, recommend changes to fund balance policy and continue its practice of completing annual ten-year fund balance projections.

We recommend that the Board review the CFC's recommendations regarding the administrative staffing model and staffing approach and a review of the special education tuition costs in conjunction with its direction to administration to implement the strategies included in the Strategic Plan. The Board may wish to direct administration to explore how each of these areas could be reviewed and evaluated to improve service to students while maximizing resources.

To: Board of Education

From: Rebecca Allard, Business Manager 
Sandra Stringer, Assistant Superintendent – Human Resources 

Subject: 2010-11 Staffing Plan

Date: February 22, 2010

One of the initial steps of budget development is an analysis of staffing needs. Currently, the administration is projecting minor modifications to the 2010-11 staffing plan. The following table identifies the known changes to the various employee categories:

Employee Category	FTE Change	Comments
Principal, Assistant Principal, & Coordinators	1.0	Title Change - Jefferson - Coordinator of Extended Day & Pre-School Services
PREA - Teacher	(1.0)	Title Change - Jefferson - Team Leader Extended Day Program
PREA - Teacher	(11.50)	Reduction due to enrollment fluctuations
PREA - Teacher	8.0	Contingency to handle enrollment increases to cover watch sections
PREA - Teacher	3.0	Contingency to handle enrollment increases other than watch sections
PREA - Teacher	0.5	Lincoln – Social Worker
<i>Net Change</i>	0.0	

The Board has approved the change in the Jefferson extended day program.

The changes in the PREA – Teacher category are based on anticipated changes in student enrollment. The anticipated class-size section worksheet is attached for review and discussion. The sections that are close to exceeding the current Board guidelines are highlighted.

It should be noted that all other employee categories are expected to remain the same.

The Board will be informed as staff changes occur.

ACTION ITEM 10-02-4

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the staffing plan schedule for the 2010-11 school year as presented.

Moved by:_____Seconded by:_____

AYES:

NAYS:

ABSENT:

2/22/10

Park Ridge - Niles Community Consolidated School District 64
2010- 11 Class Size/Section Projections

As of February 12, 2010

School	K	1	2	3	4	5	6	7	8	Total By School		
Maximum Class Size	22	24	24	26	26	28	28	28	28	2010-11	2009-10	Difference
Carpenter	49	61	50	75	56	60				351	357	(6)
# of Sections	3	3	3	3	3	3				18	19	(1)
Variance from 2009-10	0	0	(1)	0	0	0						
Field	58	89	111	115	115	110				598	666	(68)
# of Sections	3	4	5	5	5	4				26	29	(3)
Variance from 2009-10	(1)	(1)	0	0	0	(1)						
Franklin	46	58	82	85	78	83				432	457	(25)
# of Sections	3	3	4	4	3	3				20	23	(3)
Variance from 2009-10	0	(1)	0	0	(1)	(1)						
Roosevelt	79	94	89	121	119	100				602	640	(38)
# of Sections	4	4	4	5	5	4				26	29	(3)
Variance from 2009-10	(1)	0	(2)	0	1	(1)						
Washington	73	103	97	102	120	103				598	622	(24)
# of Sections	4	5	5	4	5	4				27	27	0
Variance from 2009-10	(1)	1	0	(1)	1	0						
Emerson							252	238	269	759	779	(20)
# of Sections							9	9	10	28	29	(1)
Variance from 2009-10							0	(1)	0			
Lincoln							214	248	240	702	739	(37)
# of Sections							8	9	9	26	28	(2)
Variance from 2009-10							(2)	0	0			
Total By Grade	305	405	429	498	488	456	466	486	509	4,042	4,260	

Section Change (3.00) (1.00) (3.00) (1.00) (1.00) 1.00 (3.00) (2.00) (1.00) 0.00 FTE Change K = (1.5) 1 - 8 = (10.0)

Notes:

Kindergarten numbers are reflective of February pre-registration (possible section increase will be determined by actual student registrations)
Grades 1-8 are reflective of the January 29, 2010 actual enrollment (rolled forward)
Projections do not include Jefferson

DRAFT

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

Board of Education Agenda

Monday, March 8, 2010
Hendee Educational Service Center
164 South Prospect Avenue

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7:30-7:35 p.m.	• Public Comments	
7:35-7:50 p.m.	• Presentation on MTSEP -- Director of MTSEP/207	A-1
7:50-8:05 p.m.	• Planned Review of C of C Eligibility Action Item 10-03-1 -- Assistant Superintendent for Student Learning	A-2
8:05-8:20 p.m.	• Recommendation on FLES Materials -- Assistant Superintendent for Student Learning	A-3
8:20-8:30 p.m.	• Approval of Student Fees Action Item 10-03-1 -- Business Manager	A-4
8:30-8:35 p.m.	• Consent Agenda Action Item 10-03-2 -- Board President	A-5

- Personnel Report
- Bills and Payroll
- Destruction of Audio Closed Minutes (None)

8:35-8:40 p.m. • **Approval of Minutes** **Action Item 10-03-3** **A-6**
 -- Board President

- Open Minutes of February 22, 2010
- Open Minutes of Committee of the Whole: Presentation of Strategic Plan Team Report of February 22, 2010

8:40-8:45 p.m. • **Other Items of Information** **A-7**
 -- Superintendent

- Upcoming Agenda
- Memorandum of Information
 - Direct Purchase of Natural Gas Update
- Minutes of Board Committees
 - Green Team Committee Meeting Minutes of February 16, 2010
 - Community Finance Committee Meeting Minutes of February 18, 2010
 - Wellness Committee Meeting Minutes of February 23, 2010

8:45-8:50 p.m. • **Adjournment**

Next Regular Meeting: Monday, April 5, 2010 – 7:30 p.m.
 Raymond Hendee Educational Service Center
 164 S. Prospect Avenue

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- Approval on FLES Recommendation
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Elementary School District 64
Park Ridge-Niles, Illinois

MEMO

DATE : February 5, 2010
TO : Board of Education
FROM : Betty Lattanzio – Purchasing Manager
SUBJECT : BID FOR PAPER, ART AND GENERAL SUPPLIES

On January 30, 2010 bids were received for miscellaneous paper, art and general supplies that are not available through the “stockless” program with Office Depot. These supplies are ordered now and delivered as appropriate. They will be used for the remainder of this year and a portion of the 2010-2011 school year. We bid these supplies at this time because we are able to secure more aggressive pricing than during the summer. Also, if we order over the summer, there is no guarantee that shipments will be complete before school reopens in August.

On this bid, we spend approximately \$8,400 on paper (previous year spent \$8,900), and \$10,100 on art and general supplies (previous year \$9,800). In each of these areas we are working with four to seven vendors, depending on the prices for individual items. We bid these items to obtain the best pricing, however, Board approval is not required. We bid this in three categories and not one category exceeds the newly revised \$25,000 bid threshold.

In addition to the bid process, the District also compares the bid prices received with already bid contracts, such as the U.S. Communities Contract and the State of Illinois Procurement Contracts to ensure that we are receiving the lowest prices possible.

We are now in our sixth year on a “stockless” program with Office Depot for the majority of our paper and general supplies.

Office Depot continues to hold the U.S. Communities Contract for the 2010-2011 school year. This means in addition to receiving the lowest prices from Office Depot by going through the bid process, we continue to have access to even deeper governmental discounts.

We recommend remaining on the stockless program with Office Depot for another year, at which time we will then re-evaluate our options.

Park Ridge-Niles School District 64
Strategic Planning Team – Minutes of the Second Planning Session
Held on February 5, 2010 at 8 a.m.
Board Room – Maine Township High School District 207
Ralph J. Frost Administration Center
1131 Dee Rd., Park Ridge, IL 60068

Superintendent Sally Pryor called the meeting to order at 8:03 a.m. Also present were Board of Education President John Heyde, Board Secretary Genie Taddeo, Board Member Sharon Lawson, other members of the SP team: Ken Bergren, Tom Cara, Carole Gabel, Teresa George, Bill Kann, Carla Owen, Teresa Varco, Agnes Adamik, Tim Benka, Diane Betts, Allison Blum, Erin Breen, Kathy Creely (joined in progress), Michelle Cwiertniak, Sonja Dziedzic, Lynne Farmer, Irene Kappos, Katie Kelly, Mike Kennedy, Nancy Novak, Vanessa Taglia, Jane Tufts; Cambridge Strategic Services facilitator Howard Feddema; Bernadette Tramm; and one member of the public. Also attending for portions of the meeting were: Kelly Amelse and Kevin Dwyer; Caroline Schaab and Craig Elderkin; Vicki Mogil and Andy Petrolina; Franny Keyes and Dan Walsh; Meghan Keefer and Kim Nasshan.

Dr. Pryor began by welcoming the members of the Strategic Planning Team to the second planning session, and thanking them for their continuing service to District 64. Dr. Feddema then reviewed the purpose of the session and the agenda. He reviewed the strategic planning process and discipline flowchart, and indicated how this second planning session fits into the overall development of the District's new strategic plan. He noted the timeline for the next steps.

The team then reviewed the shared beliefs, mission, objectives, and parameters in the draft Strategic Plan the group had created during the first planning session in April 2009. Dr. Feddema then reviewed the format for the five strategies and the action plans and cost/benefit analyses being presented.

Dr. Feddema then introduced Kelly Amelse and Dr. Kevin Dwyer to present strategy 3, collaboration with our partnership. Ms. Amelse and Dr. Dwyer offered the highlights of the strategy, and then described the membership of their action team, timeline and method they followed to create the plans. They presented two action plans and reviewed the cost/benefits of each. Following the presentation, they answered questions about details of the action steps for those plans.

Craig Elderkin and Caroline Schaab made the next presentation for strategy 1, accelerating the advanced use of technology. They began by highlighting the key thinking behind the eight action plans developed by this action team. They referenced the District 64 Technology Scope and Sequence curriculum, which helped guide their team's deliberations. They reviewed the cost and benefits of the plan. They also answered a variety of questions about details of the action steps.

A third presentation was given by Dr. Vicki Mogil and Mr. Andy Petrolina on strategy 2, building a model for personal student goals. They reviewed the analysis completed by their team and talked about the two action plans developed for strategy 2, including

background about why plans were developed for grades K-2 and grades 3-8. They requested that the Strategic Planning team consider a change in the wording of the strategy from “model” to “system.” They then responded to questions about details of the action steps.

A fourth presentation was given by Dan Walsh and Franny Keyes on strategy 4, expectations for student learning and instructional practices. They noted that the action team had grouped 14 action plans into three areas: define and clarify expectations for student learning with one plan; ensure all staff effectively differentiate instruction with 10 plans; and use assessment data to support students in meeting or exceeding the district’s targeted benchmarks with three plans. They responded to questions about many of the plans as well as the cost-benefit analyses.

Following a recess for lunch, Kim Nasshan and Meghan Keefer gave a final presentation on strategy 5, providing support and tools for change. They noted that the eight action plans together comprise a checklist for maximizing the effectiveness of positive change. The strategy effectively is a roadmap to make sure the changes proposed in the strategic plan are successful and become embedded long term in the system. They described the research undertaken by their team to identify best practices in the field of implementing change. They noted that 75% of change initiatives fail due to lack of planning. They also reviewed the costs and benefits of using the plans as a guideline for implementing change. Ms. Nasshan and Ms. Keefer also answered questions.

Following these presentations, Dr. Feddema reviewed the criteria for evaluating action plans prior to the team dividing into five groups, each assigned to one strategy in the plan. He asked each group to examine each action plan individually and as a set of plans, before examining the specific steps in each plan. He distributed guidelines to assist the teams in this analysis.

Following this small group work, the team reconvened and began a complete review of each strategy in the Strategic Plan led by Dr. Feddema. The review of each strategy included discussion of each action plan and its accompanying steps. Any revisions to the action plan or steps in a strategy were made by consensus.

Including a brief recess for dinner, the team completed its review of strategy 1 and most of strategy 3.

The meeting was adjourned at 7:59 p.m.

Minutes submitted by Bernadette Tramm

Park Ridge-Niles School District 64
Strategic Planning Team – Minutes of the Second Planning Session
Held on February 6, 2010 at 8 a.m.
Board Room – Maine Township High School District 207
Ralph J. Frost Administration Center
1131 Dee Rd., Park Ridge, IL 60068

Superintendent Sally Pryor called the meeting to order at 8:02 a.m. Also present were Board of Education President John Heyde, Board Secretary Genie Taddeo, Board Member Sharon Lawson, other members of the SP team: Ken Bergren, Tom Cara, Carole Gabel, Teresa George, Bill Kann, Carla Owen, Teresa Varco, Agnes Adamik, Tim Benka, Diane Betts, Allison Blum, Erin Breen, Kathy Creely, Michelle Cwiertniak, Sonja Dziedzic, Lynne Farmer, Irene Kappos, Katie Kelly, Mike Kennedy, Nancy Novak, Vanessa Taglia, Jane Tufts; Cambridge Strategic Services facilitator Howard Feddema; and, Bernadette Tramm.

Dr. Feddema briefly reviewed the work accomplished yesterday and the remaining agenda items. The team then completed its review of strategy 3, and continued to review strategies 4, 2 and 5 including a brief recess for lunch. A reporter from each subgroup led the discussion as each strategy was presented and discussed. Ms. Tramm recorded wording revisions to the plans; all decisions on changes were reached by consensus. Dr. Feddema noted that the team had accepted all the plans outright or by merging, and that some new plans had been added. A total of 26 plans were finalized.

Following the completion of this work, Dr. Feddema then led the team in revisiting the components of the draft Strategic Plan, including: beliefs (an expression of fundamental values, ethical code, overriding convictions, inviolable principles); mission (a declaration of the unique identity to which District 64 aspires, its specific purpose and the means by which the District will achieve its purpose); objectives (an uncompromising commitment to achieve specific, measurable, observable, or demonstrable results that exceed its present capability); parameters (boundaries within which the organization will accomplish its mission; self-imposed limitations); and strategies (bold resolutions that dedicate the organization's resources and energies toward the continuous creation of systems to achieve the extraordinary as expressed in the mission and objectives). The team agreed to make small wording revisions to strategies 2 and 5 necessitated by the in-depth review of the strategies and as recommended by the Action Teams during the presentations yesterday.

The planning team then worked on a suggested implementation schedule. Dr. Feddema asked the team to identify the action plans within each strategy that it believes should be implemented during the first year to 18 months of implementation. The other action plans would be scheduled for later years. The entire set of 26 plans is intended to be five years' worth of work. The team then selected plans to recommend to the Superintendent for consideration during 2010-11, the first year of implementation.

Dr. Feddema then described the work that will be done next as the strategic planning process transitions from work done by volunteers to the District's administration. He

noted that Dr. Pryor and Ms. Tramm would share feedback to the action team leaders on what changes the team had made and why they were made via already scheduled conference calls on Monday and Tuesday. He outlined next steps, noting that the Board of Education will receive the plan at a Committee-of-the-Whole meeting on February 22. The administration would then use the spring to prepare an implementation schedule for 2010-11 including a resource plan, using the recommendations made by the planning team today. The resource plan would consider both any new financial resources that the District might make available as well as possible reallocations of existing resources. The Board is scheduled to receive the administration's proposal for 2010-11 implementation and budget on April 26. The Board is scheduled on May 10 to adopt the draft plan (including the action plans but not the steps or cost-benefit analyses), and the 2010-11 implementation plan and budget.

Going forward, Dr. Feddema said the District has worked hard to plan, and now should work the plan hard. He urged the District to resist the temptation to try to include too many change initiatives at one time as it will dilute the focus and actually cause plans to fail. He noted the Board of Education has the statutory authority to accept the strategic plan and can always make changes it wants or needs to make after it is adopted. Dr. Feddema encouraged the District to engage the community about the plan and invite all stakeholders to be vital partners in this change process.

Dr. Feddema stated he would be returning in June to help the District's administrative team to develop mutual commitments and expectations on how the action plans scheduled for year one will be integrated into job responsibilities. He noted that school improvement plans and other ongoing work would also be aligned with the plans scheduled for the coming year. Dr. Feddema stated that the District would be reporting on progress being made to implement the plans to the Board, usually on a quarterly basis. A formal update to the strategic plan would be done every other year or every third year; in District 64, he suggested such a review be done in 2012 or 2013. The purpose is to address change that has occurred both inside and outside District 64 that might impact the plan.

In closing, Dr. Pryor thanked Dr. Feddema for guiding the planning team through the process and noted that the Cambridge Strategic Services approach had been very useful compared to other models the District had utilized previously. Dr. Pryor thanked the Board of Education members present for their support of the process and to all participants for committing their time and talent to create this plan, which is going to improve the quality of education offered by District 64 schools and have a lasting impact on students and staff.

The planning session was adjourned at 4:05 p.m.

Minutes submitted by Bernadette Tramm