

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

Board of Education Agenda
Monday, June 14, 2010
Hendee Educational Service Center
164 S. Prospect 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, June 14, 2010

TIME

APPENDIX

6:30 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none">• Roll Call• Introductions• Opening Remarks from President of the Board	
6:30 p.m.	• Board Recesses and Adjourns to a Closed Meeting	
7:00 p.m.	• Board Adjourns from Closed Meeting and Convenes a Committee of the Whole: Finance	
7:30 p.m.	• Board Adjourns from a Committee of the Whole: Finance and Resumes Regular Meeting	
7:30-7:35 p.m.	• Public Comments	
7:35-7:40 p.m.	• Judith L. Snow Awards -- Superintendent and ELF Representative	A-1
7:40-7:50 p.m.	• Recognition of Commander Lou Jogmen and City Engineer Sarah Mitchell - City of Park Ridge -- Superintendent	A-2
7:50-8:00 p.m.	• Discussion on Facilities Committee: Goals and Responsibilities -- Director of Buildings and Grounds	A-3
8:00-8:05 p.m.	• 1st Reading of Policy 8:25 -- Superintendent	A-4
8:05-8:15 p.m.	• Update on Meeting with Senator Dan Kotowski -- Superintendent/ Board Members	A-5
8:15-8:20 p.m.	• Consent Agenda -- Board President <ul style="list-style-type: none">• Personnel Report• Bills and Payroll• Approval of Recommendation to Eliminate Utility and Wear and Tear Fees for PTO/PTA Groups	Action Item 10-06-1 A-6

- Approval of Contract to Purchase Paper
- Approval of Printer Support for District 64 by the Chicago Office Technology Group (COTG)
- Destruction of Closed Minutes (none)

8:20-8:25 p.m. • **Approval of Minutes** **Action Item 10-06-2** **A-7**
 -- Board President
 • Open and Closed Minutes of May 24, 2010
 • Committee of the Whole: Finance Minutes of May 24, 2010

8:25-8:30 p.m. • **Other Items of Information** **A-8**
 -- Superintendent
 • Upcoming Agenda
 • FOIA Requests
 • Memoranda of Information
 -- Strategic Plan Workshop (June 16 and June 17)
 -- 2010-2011 P.E. Supply Purchase
 • Minutes of Board Committees (none)
 -- Wellness Committee Meeting Minutes of June 1, 2010

8:30 p.m. • **Adjournment**

Next Regular Meeting: **Monday, June 28, 2010 – 7:30 p.m.**
 Raymond Hendee ESC
 164 S. Prospect Avenue
 Park Ridge, IL 60068

June 28, 2010

- Approval of the 2010-2011 Tentative Budget and Establishment of Public Hearing Date on September 27, 2010
- Custodial Supply Bid 2010-2011 (Memo of Information)
- Approval of Policy 8:25 • Maine Township School Treasurer Depositories
- Discussion on Recommendation of Staff Development Wednesday Calendar
- Resolution for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution for Transfer of Interest Funds from Debt Service Fund to Educational Fund
- Resolution for Prevailing Wage • Update on RTI (Memo of Information)
- Report on Strategic Plan (June 16 and 17) • Update on Summer Construction Projects
- Update on Energy Education Program • Approval of Resolution with PMA Financial Services
- Discussion on Presentation of Staff Development Wednesday Calendar

July 12, 2010

- Approval of Staff Development Wednesday Calendar • MAP Report

August 9, 2010

- Approval of Student/Parent Handbook • Discussion on Board Focus for 2010-11

August 23, 2010

- Update on Institute Day & Opening of Day of School • Preliminary Enrollment Report

TBD

- Background Information on Employee Wellness (Memo of Information)
- Committee of the Whole: Wellness
- Board of Education Retreat

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 Buildings and Grounds 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.

Judith L. Snow Ethical Leadership Award

The recipients of the Judith L. Snow Ethical Leadership Award for the 2009-2010 school year are:

Emerson

Andrew Grabowski
Emily Vaughan

Lincoln

Chloe Bryniarski
Jordan Helms

**Recognition of Commander Lou Jogmen and City Engineer Sarah Mitchell –
City of Park Ridge**

TO: Board of Education

FROM: Sally Pryor

DATE: June 14, 2010

RE: Recognition of Police Cmdr. Lou Jogmen and City Engineer Sarah Mitchell

It is my pleasure to recommend for special recognition two individuals who have served with extraordinary dedication and professionalism on the District 64 Traffic Safety Committee to improve the safety of students and staff at our schools. Both Police Cmdr. Lou Jogmen and City Engineer Sarah Mitchell have worked diligently for many years to address safety issues brought forward at the meetings by our principals, parents and staff as well as on an ongoing basis. Cmdr. Jogmen and Ms. Mitchell have proven themselves to be true partners of District 64, and we thank them for making safety a priority in their work. This wholehearted commitment and unquestioned cooperation has helped to bring school zone and student safety to the forefront of the community. We are grateful for their leadership and would like to officially recognize their unique contributions.

▪ **Cmdr. Lou Jogmen, Park Ridge Police Department**

Cmdr. Jogmen is a long-time supporter of safety in our schools, having served as "Officer Friendly" and the D.A.R.E. officer in the 1990s. He has been a regular participant in the Traffic Safety Committee for many years, and has brought a unique perspective to the group. He has been extremely helpful in coordinating the efforts of Park Ridge Police to maximize the impact of their enforcement activities and respond to the unique concerns at each school location. As a parent of District 64 students, he has also taken a keen, personal interest in finding new ways to improve safety around our schools. Of particular note is a secure "blog" he established for the schools to contact police about parking needs for upcoming events and to report specific concerns about vehicles observed driving unsafely near the schools. The blog has proven an extremely effective and efficient communications tool. In addition, Cmdr. Jogmen also has been involved in improving the crossing guard training program for the adult paid City guards and has supported the "Children in Traffic" DVD campaign made possible by a "Safe Routes to School" federal grant.

Although Cmdr. Jogmen's assignment was recently changed due to the City's current budget issues, we know his successor will continue making school safety a priority.

▪ **Sarah Mitchell, Park Ridge City Engineer**

Ms. Mitchell has been a dedicated member of the Traffic Safety Committee meetings for several years. Her positive attitude and calm, quiet efficiency ensured that needed improvements are carried out quickly and smoothly. Whether it is a request for new street or parking zone signage, painting pedestrian crosswalks, or coordinating street resurfacing and sidewalk repair to minimize disruption of school drop off and pick up, to name just a few issues, Ms. Mitchell has always promptly responded to all concerns identified by our schools. Of particular note was Ms. Mitchell's support in working with District 64 on the successful "Safe Routes to School" grant, which brought \$400,000 in federal funding for much-needed sidewalks along Dee Road. These new walkways directly benefit students at Franklin School as well as the many youth sports leagues and neighborhood residents who utilize adjacent Northwest Park. She has supervised the design and installation of the entire project, and recently joined us for the official opening for students and their families. District 64 takes special pride in recognizing Ms. Mitchell, who is a graduate of both Roosevelt School and Lincoln Middle School.

**Elementary School District 64
Park Ridge – Niles, Illinois**

MEMO

TO: Board of Education

FROM: Roy Jensen, Director of Buildings and Grounds

DATE June 14, 2010

SUBJECT: Goals for the Facilities Planning Committee

Please consider the following goals for the Facilities Planning Committee. The Committee will meet again in the fall of 2010 and should begin the new school year by addressing some of the challenges currently facing the Buildings and Grounds department.

Goals

1. There is a need for a master plan to address the needs of aging buildings, outdated building systems, parking lots and walks, and playgrounds. A master plan that addresses the current inventory and condition of these assets as well as a timeline and the funding mechanisms to achieve this plan would greatly benefit the District. The Facilities Planning Committee should be involved in developing this plan. A master plan is separate from the District's Life Safety improvements that are more narrowly defined as projects that must be completed to satisfy the requirements of the Illinois State Board of Education.
2. The Committee should evaluate the use of District facilities by outside organizations and groups. The Committee has served in this role and should continue this function.
3. This group should help evaluate PTO/PTA gifts given to the District in light of the current policy on giving and make any recommendations for changes to the policy.
4. The Committee should serve to support the District's energy conservation efforts. Providing ideas and relevant resources to help the District recognize cost and energy savings would be valuable. This would not replace the efforts of the Green Team or the Community Finance Committee on this topic but rather supplement them.
5. The Committee should assist with supporting the development of facility standards across the District.

RJ

First Reading of Policy 8:25

Enclosed is Policy 8:25. If accepted, it will be returned for Board Adoption at the June 28, 2010 Board meeting.

Park Ridge-Niles Community Consolidated School District 64

Policy 8:25: Advertising and Distributing Materials in Schools Provided by Non-District Organizations and Related Entities

No material or literature shall be posted or distributed physically or electronically that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

In light of the special characteristics of the school environment and the maturity level of the students, District 64 schools are intended to be closed to advertising and the distribution or posting of written or electronic materials or literature to students and their parents by non-students.

However, the District recognizes that parent organizations, booster clubs, and certain non-profit organizations are invaluable resources to the District's schools, and that the District's teachers' organizations may be involved in the promotion and communication of student or school-related programs and activities. In addition, the operations of certain governmental agencies, school-related youth groups and other non-profit organizations may also further the best interests of students' health, safety and well-being; promote the education and welfare of students; or are directly related to the District's curriculum or school activities.

Therefore, the Board authorizes the following categories of groups, organizations or entities to distribute certain limited information to parents of elementary school children attending the schools as described within this policy and with the approval of the Superintendent or designee:

- parent organizations and booster clubs recognized by the School Board in accordance with Board Policy 8:90, such as school PTO/As;
- any organization of teachers recognized by the School Board whose official membership is comprised of a majority of the professional certificated personnel of the District and whose membership includes certified teachers in all of the District's schools, such as the Park Ridge Education Association;
- not-for-profit organizations that acquire and develop resources to fund grants to benefit the students who attend the District's schools and who provide regular financial gifts to the District, such as the Elementary Learning Foundation;
- state and federal agencies and units of local or neighboring governments, such as the Park Ridge Recreation and Park District, Niles Park District, Park Ridge Public Library or Niles Public Library;
- organizations that provide programs or activities sponsored by Maine Township High School District 207 or are a feeder group for programs or activities offered by District 207 that are pertinent to students' interests or involvement;

- school-related youth organizations whose membership is predominantly made up of District 64 students, such as scouting groups;
- other 501(c)3 not-for-profit community, educational, charitable or recreational organizations or similar groups, which advertise events or activities pertinent to students' interests or involvement.

The categories of groups described above may seek permission to distribute materials or information that meet the following criteria:

- directly related to students' school or recreational programs or activities;
- directly related to school programs or activities that are authorized under the general policies of the Board of Education; or
- directly related to a fund-raising event of the organization for the purposes of raising funds for the benefit of the District's schools and/or student-related programs or activities.

All material or information must be student-oriented and have the sponsoring organization's name prominently displayed.

Information from eligible groups, organizations or entities that meets the above criteria may only be distributed in accordance with reasonable and viewpoint-neutral procedures developed by the Superintendent. Information distribution primarily will occur through posting of the material in electronic form as an attachment to the regular school newsletters on the District and/or school Web sites.

The groups, organizations or entities described above, consistent with administrative procedures, shall also be allowed to display posters or flyers in designated areas reserved for them to display informational materials in the District's schools, or to have such materials available for pick up by parents on designated parent events, such as Parents' Nights or school Open Houses.

The non-District groups, organizations or entities described above, consistent with administrative procedures, shall also be provided with a link on the District's website to the official website of the group, organization, or entity.

Commercial Companies and Political Candidates or Parties

Commercial companies and profit-making organizations are prohibited from advertising in schools, on school grounds, or on school or District websites, except that the Superintendent may approve commercial activities related to fund-raising events of the above described categories of groups, organizations, and/or entities for the purposes of raising funds for the benefit of the schools and/or student-related programs or activities. No Board approval is needed for commercial material related to promotion, class pictures, yearbook or the like.

No part of the School District, including facilities, the name, the staff, and the students, or photos thereof, shall be used for advertising or promoting the interests of any commercial company or profit-making organization except as authorized by and consistent with administrative procedures and approved by the Board.

Political candidates or organizations are prohibited from advertising in schools, on school grounds, or on school or District websites. Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

The Superintendent will develop procedures to implement this policy.

Any request by a student to distribute materials in school or on school grounds shall adhere to the provisions of Policy 7:310.

LEGAL REF.:

Child Evangelism Fellowship of Maryland, Inc. v. Montgomery Cty. Pubic Schools, 457 F.3d 376 (4th Cir. 2006)

Berger v. Rensselaar Central School Corp., 982 F.2nd 1160 (7th Cir. 1993), cert. denied, 113 SCt.2344 (1993).

DiLoreto v. Downey Unified School Dist., 196 F.3rd958 (9th cir.1999).

Hodges v. Wauconda Community Unit School Dist. No. 18, 9F.3rd 5 (7th Cif. 1993).

Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).

Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), cert. denied, 114S.Ct.2109 (1994).

CROSS REF.:

8:90 (Parent Organizations and Booster Clubs), 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access); 7:310 Publications and Written or Electronic Material

ADOPTED:

REVISED:

October 27, 1997

May 27, 2003

December 11, 2006

January 28, 2008

June 28, 2010

MEMO TO: Board of Education
FROM: Sally Pryor
RE: Update on Meeting with Senator Dan Kotowski
DATE: June 14, 2010

Pat Fioretto, Genie Taddeo and I met with Senator Dan Kotowski on June 2 at the Senator's office.

We began by thanking Senator Kotowski for his assistance in securing the funding for the sound insulation work at Roosevelt School; his contact with Senator Durbin's office proved valuable in finalizing notification of the funding in time for us to begin the project this spring as planned.

Both Board members Pat Fioretto and Genie Taddeo expressed their interest in establishing regular contact with the Senator so he has current information about District 64 and how the legislature's actions will impact the District. He suggested meeting in January and June of each year.

Senator Kotowski expressed his interest in setting up time for representatives from District 64 (and District 207) to visit Springfield next February or March. He offered to arrange meetings with key people responsible for working on educational issues.

Senator Kotowski also offered to meet with the District's administrative team as well as the Community Finance Committee to update them on key legislation impacting schools. He further expressed his continuing interest in working with the District on issues involving cyber bullying and the environment.

We look forward to answering any questions the Board may have about our meeting.

SP:mw

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

Board of Education Agenda
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Hendee Educational Service Center
164 S. Prospect Avenue

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Monday, June 28, 2010

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APPENDIX

7:30 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from the President of the Board 	
7:30-7:35 p.m.	• Public Comments	
7:35-7:45 p.m.	• Report on Strategic Plan (June 16 and June 17) -- Superintendent	A- 1
7:45-7:55 p.m.	• Discussion on Recommendation of Staff Development Wednesday Calendar -- Assistant Superintendent for Student Learning	A-2
7:55-8:00 p.m.	• Approval of the 2010-2011 Tentative Budget and Establishment of Public Hearing Date on September 27, 2010 -- Business Manager	A-3 Action Item 10-06-3
8:00-8:05 p.m.	• Resolution #1052 for Transfer of Interest Funds from Working Cash to Educational Fund -- Business Manager	A-4 Action Item 10-06-4
8:05-8:10 p.m.	• Resolution #1053 for Transfer of Interest Funds from Debt Service to Educational Fund -- Business Manager	A-5 Action Item 10-06-5
8:10-8:15 p.m.	• Resolution #1054 for Prevailing Wage -- Business Manager	A-6 Action Item 10-06-6
8:15-8:20 p.m.	• Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills 	A-7 Action Item 10-06-7

- Approval of Policy 8:25
- Approval of Resolution with PMA Financial Services
- Destruction of Audio Closed Minutes (none)

8:20-8:25 p.m. • **Approval of Minutes** **Action Item 10-06-8** **A-8**
 -- Board President
 • Open Minutes of June 14, 2010
 • Committee of the Whole Minutes of June 14, 2010

8:25-8:30 p.m. • **Other Items of Information** **A-9**
 -- Superintendent
 • Upcoming Agenda
 • Memoranda of Information
 - Custodial Supply Bid 2010-11
 - Update on RTI
 - Maine Township School Treasurer Depositories
 - Update on Summer Construction Projects
 - Update on Energy Education Program
 • Minutes of Board Committees (none)

8:30 p.m. • **Adjournment**

Next Regular Meeting: Monday, July 12, 2010 – 7:30 p.m.
 Raymond Hendee ESC
 164 S. Prospect Avenue
 Park Ridge, IL 60068

July 12, 2010

- Approval of Staff Development Wednesday Calendar
- MAP Report

August 9, 2010

- Approval of Student/Parent Handbook
- Discussion on Board Focus for 2010-11

August 23, 2010

- Update on Institute Day & Opening of Day of School
- Preliminary Enrollment Report

TBD

- Background Information on Employee Wellness (Memo of Information)
- Committee of the Whole: Wellness
- Board of Education Retreat

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RECEIVED**MAY 24 2010**

Dr. Philip V. Bender, Superintendent
 164 South Prospect Avenue
 Park Ridge, IL 60068-4079

**BOARD OF EDUCATION
 DISTRICT 64**

Dear Dr. Philip V. Bender:

May 11, 2010

Please consider this letter as a request under the Illinois Freedom of Information Act. I am requesting a copy of the following documents from Park Ridge Community Consolidated District #64:

1. Most recent RFP document issued for school bus transportation in Park Ridge Community Consolidated District #64, including any related documents made available to the public or to prospective bidders, any attachments, addenda, revisions, guidelines, instructions, "questions and answers," and the successful proposal from the current school bus transportation provider.
2. Current contract between Park Ridge Community Consolidated District #64 and Cook County School Bus, 303 Transportation, and SEPTRAN, including the overall dollar amount of the contract.
3. If any violations of the current contract between Park Ridge Community Consolidated #64 and Cook County School Bus, 303 Transportation or SEPTRAN have occurred, please document said contract violations.

It is my desire that you provide an exact copy of these documents with the understanding that I will pay duplication, mailing and labor costs. However, if costs will be significant (over \$50), I would request that you contact me to set up a date for me to copy, examine and/or take notes from your public records during normal business hours.

If you believe that some portions of these files are exempt from disclosure, please redact any such alleged exempt material. If you deny any part of this request, please cite each specific reason that justifies your refusal to release the information. Please notify me of any appeal procedures available under the law.

Please do not hesitate to call me at (202)-359-4553 if you have any questions, and I will call you in the near future to clarify any parts of this request (as needed). Please note that the Illinois Freedom of Information Act requires a prompt response to this letter in writing. Thank you for your time and consideration in this matter.

I prefer electronic copies of all documents, to be sent to jcurbeam@teamster.org however, if you must send hard copies please note that our office only accepts union postal carriers, including the United States Postal Service and UPS. **Please do not send any information via Fed Ex. Our address is 3438 Grand Blvd, Brookfield, IL 60513**

Sincerely,
 James Curbeam, IBT Organizing

May 25, 2010

Park Ridge-Niles School District 64
Attn.: Bernadette Tramm
164 S. Prospect Ave.
Park Ridge, IL 60068

RECEIVED

MAY 25 2010

**BOARD OF EDUCATION
DISTRICT 64**

RE: Illinois FOIA Request

Dear Bernadette:

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting the following:

A copy of the employment contract for Dr. Philip Bender.

As a representative of the news media I ask that you waive any applicable fees. Release of the information is in the public interest because it will contribute significantly to public understanding. Through this request, I am gathering information that is of current interest to the public. This information is being sought on behalf of Pioneer Press Newspapers for dissemination to the general public.

As a newspaper journalist, I am primarily engaged in disseminating information to the public. As this information is of timely value, I would appreciate your communicating with me by telephone or e-mail if you have questions regarding this request.

I look forward to your reply within seven (7) working days, as the statute requires. I would prefer the contract be e-mailed to me if possible.

Thank you for your assistance.

Sincerely,

Jennifer Johnson
Pioneer Press staff writer
630-200-8301

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

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

Date Requested: 6-9-10 11:20 am

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

Name of Requester: Pat Noonan

Street Address: 930 N. York #202

City/State/County Zip (required): Hinsdale IL 60521

Telephone (Optional): 630-327-3836 E-mail (Optional) noonan1185@yahoo.com

Fax (Optional): 630-325-8062

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

All construction projects for Summer 2010 - a list of projects
and who was awarded the work
Thank You!

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies of Paper Copies? whatever is easier

--If you want Electronic Copies, in what format? Don't Care

Is this request for a Commercial Purpose? YES or NO


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

Are you requesting a fee waiver? YES or NO

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

Office Use Only 2010- 8
Date Requested 6/9/10
Date Due 6/16/10

TO: Board of Education

FROM: Sally Pryor 

DATE: June 14, 2010

RE: June 16-17 Strategic Planning Administrators' Workshop

We are looking forward to our Strategic Planning workshop on June 16-17 with facilitator Dr. Howard Feddema of the Cambridge Group. The workshop is a critical step in the process of bridging from planning to implementation of our Strategic Plan. This will be the first opportunity for our existing Administrative Council to work together with Dr. Philip Bender and most of our other new administrators.

As a group, we will be organizing our administrative staff to successfully implement the action plans scheduled for 2010-11 in our "*Journey of Excellence*." Administrators already have received a packet of workshop materials and each has been encouraged to think about how his or her interests and skills can best be used in a leadership capacity for strategic planning and other ongoing District activities next year.

Over the two full days of the workshop, each administrator will begin developing the Mutual Commitments & Expectations (MC&E) worksheet, which is accessible through the Cambridge Strategic Services website for District 64. The agenda for the workshop is attached along with materials related to the MC&E process.

We hope that at the end of the session, every administrator will fully understand the Strategic Plan and his or her specific role with the action plans to be implemented in the coming year.

I will report to the Board again at the June 28 meeting.

**Park Ridge-Niles School District 64
Administrative Council Workshop
June 16-17, 2010**

Implementing the Strategic Plan

AGENDA

1. Linking Strategic and Operational Planning
2. Mutual Commitments and Expectations (not Job Descriptions)
3. The Mutual Commitments and Expectations Process
4. The Mutual Commitments and Expectations Form

MUTUAL COMMITMENTS & EXPECTATIONS

I WILL DO THIS:	SO THAT:	MY SPECIFIC COMMITMENTS ARE:	STRATEGIC PLAN	THE SYSTEM SUPPORT REQUIRED IS:
<ul style="list-style-type: none"> Answers the question: What am I accountable for achieving? Described as either: <ol style="list-style-type: none"> job components responsibility areas; or performance areas. Start by listing <i>nouns</i> or <i>noun/adjective</i> combinations (DOMAIN) After <i>nouns</i> are listed, select the <i>verb</i> which best describes the relationship to that domain. Don't use "wimpy verbs." Identify 2-3 job components as key performance areas that are especially important this year. 	<ul style="list-style-type: none"> Answers the question: Why am I accountable for this? Format: I will do this so that... You may have more than one reason why you are accountable for a job component. State the next, direct, immediate consequence(s). Should be within your control: commensurate with your <ul style="list-style-type: none"> *decision-making prerogative, plus *resources Often, rationale is found within Beliefs, Mission, Parameters, Objectives, and Strategies. If this column is done correctly, the performance expectation for column 3 is usually implied. 	<ul style="list-style-type: none"> Answers the question: How well? How many? By when? At what cost? State the expectation for your own performance this coming year. Get at least 2 of the following in each performance expectation: <ol style="list-style-type: none"> time money quality quantity These should be observable indicators of specific results State at least one performance expectation for each reason "why" in the second column. Often performance expectations are implied or stated explicitly for action plans scheduled to be implemented this coming year. 	<p>Direct Reference to specific strategies and action plans scheduled to be implemented this year.</p>	<ul style="list-style-type: none"> Answers the question: What type of support do I need from the system to meet or exceed my performance expectations this year. May be written as specifically as necessary. Could include: <ul style="list-style-type: none"> *Policy *Staff *Funding *Data *Evaluation *Equipment/materials *Projects

NOTE: *There are no "hows" on this form!*

MUTUAL COMMITMENTS & EXPECTATIONS

I WILL DO THIS:	SO THAT:	MY SPECIFIC COMMITMENTS ARE:	STRATEGIC PLAN	THE SYSTEM SUPPORT REQUIRED IS:

Elementary School District 64
Park Ridge-Niles, Illinois

MEMO

TO : Board of Education

FROM: Betty Lattanzio, Purchasing Manager

DATE : June 14, 2010

SUBJECT: **REQUEST FOR QUOTES - PHYSICAL EDUCATION SUPPLIES**

On May 18, 2010, quotes were received for physical education supplies for the 2010-2011 school year. Request for quotes were sent to eight vendors with five quotes received. We are recommending approving the following vendors for the amount noted. In each case, we accept the lowest price per item from a vendor. The total shown represents various items for each vendor.

<u>Recommended Vendor</u>	<u>Recommended Bid Amount</u>	*(Previous Year's Bid)
Cannon Sports	\$2,095.20	
BSN Sports	\$1,266.67	
S & S Worldwide	\$ 226.48	
School Specialty	\$ 106.27	
<hr/>		
Total P.E. Supply	\$3,694.62	*\$2,323.61

**Please note that the total P.E. Supply costs vary from year to year based on cost of item, quantity ordered and curriculum initiatives. (Historically, total cost ranges between \$2,200 - \$4,200.)*



**DISTRICT 64
WELLNESS COUNCIL
June 1st, 2010
4:00pm, ESC**

Members present: S. Pryor, J. Janu, D. Walsh, B. Casey, N. Norris, M. Borowski, Carey Meredith

•Sally Pryor

Dr. Pryor thanked the Council for its hard work and dedication in promoting fitness and good nutrition for students and staff.

•School Team Reports

R. Cacini reported that an ELF grant was received to purchase equipment for Lincoln's fitness center. The center will be utilized by students during PE class, and it is hoped that the facility can be used by staff before and after school hours.

D. Walsh reported that the organic lunches, made available for purchase to Franklin students once weekly, have been well received, and will continue at least next September and October.

•Carpenter Yoga Classes

Yoga classes for all staff were held at Carpenter every Thursday since early spring. Although the participant number decreased since the first

class, the instructor, S. Nelson, has volunteered her time again for next school year. She has suggested that she might offer two classes per week: beginner and advanced. During the spring session, participants donated \$5.00 per class, to be given to a charity voted on by the group. A donation of \$215.00 will be donated to the district's Sandy Arbetter Fund, and \$100.00 will be donated to Park Ridge's Center of Concern. Council members agreed that a thank you letter would be sent to Ms. Nelson for volunteering her time to promote staff wellness.

•**Recruitment of parent(s) for Wellness Council**

Discussion was held about recruitment of a parent for the Council. It was decided that each school team should recruit a parent, and one parent to be on the Council. All agreed that the role of the parent on the Council must be clarified. Parent member qualifications: communicate well with others in the community, committed to being physically fit, involving own family members, and enthusiastic about physical activity. It was suggested that a specific project be identified, so that expectations and roles are clear. Two parents have volunteered to be Council members. One parent will be invited to a Council meeting the first or second meeting of the next school year.

•**Benefits/Wellness Fair: September 15th, 2010**

-Tables/Booths

Have been told by Dr. Stringer that the Council may have 2 tables/booths at the employee wellness fair.

-Volunteers

Several members have volunteered to help coordinate activities/posters, etc: B. Casey, M. Petkofski, B. Aiello, R. Cacini, M. Borowski. In addition, three members not present at today's meeting may join the sub-committee: J. Mahta, P. Yurkovic, and R. Bomely

-Meetings

Since the school year is almost over, making it difficult for members to meet frequently, it is hoped that some coordination can be done via email. Email addresses were shared, and M. Petkofski will email the group with a summary of ideas, at which time members can choose projects.

-Suggested Ideas

- Highlight projects already accomplished (poster?), including staff events

- Initiatives for next year (poster?)
- Fitness ideas, including exercise suggestions; calendar of activities?
- Computer programs (ie Wii) for exercise
- Survey staff re: fitness-display results
- Giveaways
- Visual that details Wellness Plan goals
- Healthy recipes/recipe book

•**Other business**

Council members agree that nutrition education for students and parents is crucial. Suggestion made to have a nutrition expert speak to parents, possibly PTO sponsored. Will address this goal next school year.

Meeting adjourned 5:15pm.

•**Next Meeting**

Tuesday, September 7th, 2010, 4:00pm at ESC

Submitted by M. Petkofski

June 3, 2010