

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

**Board of Education Agenda
Monday, August 9, 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, August 9, 2010

TIME		APPENDIX
7:00 p.m.	<ul style="list-style-type: none"> • Meeting of the Board Convenes • Roll Call • Introductions • Opening Remarks from President of the Board 	
7:00 p.m.	• Board Recesses and Adjourns to a Committee of the Whole: Finance	
7:30 p.m.	• Board Adjourns from a Committee of the Whole: Finance and Resumes Regular Board Meeting	
7:30-7:35 p.m.	• Public Comments	
7:35-7:50 p.m.	<ul style="list-style-type: none"> • Presentation of Board and Superintendent Goals for 2010-11 -- Board of Education President 	A-1
7:50-7:55 p.m.	<ul style="list-style-type: none"> • Presentation of Updates on Board of Education Operating Principles -- Board of Education President 	A-2
7:55-8:05 p.m.	<ul style="list-style-type: none"> • Discussion of Board Vacancy -- Board of Education President 	A-3
8:05-8:10 p.m.	<ul style="list-style-type: none"> • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills and Payroll • Ratification of Project Labor Agreement • Approval of 2010-11 Technology Budget Purchases <ul style="list-style-type: none"> 1. Replacement of Network Switches 2. Annual Computer Purchase 3. 2010-2011 SMART Board Purchase • Approval of Intergovernmental Agreement Between the Governing Board of the Niles Township District for Special Education 807 and the Board of Education of Park Ridge CCSD64 for the Provision of Certain Special Education Services • Destruction of Audio Closed Minutes 	Action Item 10-08-1 A-4

8:10-8:15 p.m.	<ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Open Minutes of July 12, 2010 • Open Minutes of Board Retreat July 16 and July 17, 2010 	Action Item 10-08-2	A-5
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8:15-8:20 p.m.	<ul style="list-style-type: none"> • Other Items of Information -- Superintendent <ul style="list-style-type: none"> • Upcoming Agenda • FOIA Request • Memoranda of Information <ul style="list-style-type: none"> - ESC Parking - Update on Summer Construction Projects • Discussion on Replacement of Board Member on Facilities, Insurance and Technology Committees • Update on Intergovernmental Leader Meeting • Minutes of Board Committees (None) 		A-6
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8:20 p.m.	<ul style="list-style-type: none"> • Adjournment 		
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Next Regular Meeting: **Monday, August 23, 2010 – 7:30 p.m.**
 Hendee Educational Service Center
 164 S. Prospect Avenue

August 23, 2010

- Committee of the Whole: Finance (Budget Review)
- Approval of Medical and Dental Insurance Carriers
- Update on Institute Day & Opening Day of School
- Update on Summer Construction Projects (memo)
- Update on Crossing Guards (memo)
- Department of Student Learning Goals (memo)

September 13, 2010

- Committee of the Whole: Finance (Review of Final Draft of 2010-11 Budget)
- Sixth Day of Enrollment
- Annual Application of Recognition of Schools
- Appointment of New Board Member

September 27, 2010

- Public Hearing on the 2010-11 Budget
- Adoption of FY11 Budget
- Update on Educational Ends
- Update on Summer Construction Projects (memo)

TBD

- Background Information on Employee Wellness (Memo of Information)
- Committee of the Whole: Wellness
- Results from Youth Survey and Drug Abuse
- Approval of Staff Development Wednesday Calendar
- Update on Strategic Plan (October 2010)
- Strategic Plan Progress Report (December 13, 2010)
- Strategic Plan Progress Report (April 4, 2011)
- Strategic Plan Report on 2011-12 Action Plans and Budget (April 25, 2011)
- Strategic Plan Adoption 2011-12 Actions Plans and Budget (May 9, 2011)
- Strategic Plan Progress Report (June 13, 2011)

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.

DISTRICT 64 BOARD OF EDUCATION

GOALS: 2010-2011

- I. Support the new Superintendent's entry to the District.
- II. Ensure the success of the first year of the District Strategic Plan with the commitment of the appropriate stakeholders and consistent engagement with the public.
- III. Maintain District short- and long-term financial health while maintaining consistent engagement with the community.

PHILIP V. BENDER
SUPERINTENDENT GOALS 2010-2011
Park Ridge-Niles District 64

GOALS

On a quarterly Basis

- I. Deliver appropriate leadership District-wide to provide continuous improvement for the Whole Child utilizing Goals and Action Plans of the District Strategic Plan.**
 - A. Provide leadership to assure successful implementation of the District Strategic Plan.
 - B. Provide necessary continued support for District and building level administrators in EIS/RtI and on-going emphasis on civil behavior ethics.

- II. Support the Board with ongoing and timeless information relating to the financial health of the District.**
 - A. Provide appropriate financial information in a timely fashion, including cash flow statements and other concise reports and recommendations for the Board's consideration.
 - B. Oversee financial expenditures with full consideration of working within the parameters of the budget as set by the Board of Education and the knowledge of the public as it relates to the understanding of the previous operating referendum.

III. Maintain consistent and precise communications with District employees, parents, and the entire Park Ridge-Niles Community.

- A. Present District information to all local entities as an outreach to all who desire school information.
- B. Assist the Board of Education in developing Board Goals for 2010-2011 that are consistent with the District Strategic Plan.

IV. Deliver and support high levels of Leadership

- A. Provide the Board with timely information that is clear and concise to facilitate appropriate decision-making.
- B. Carry out Board policy and implementation that is consistent with the Strategic Plan and Board Goals.
- C. Look at and evaluate organization succession levels within the ESC.

V. Deliver and support high levels of Management

- A. Ensure that administrator work focuses on Board goals, most notably those directly related to the Strategic Plan.
- B. Provide appropriate support to all administrators toward achievement of Board goals, most notably those directly related to the Strategic Plan.
- C. Be proactive in anticipating potential problems that may face the District and dealing with them in a timely fashion.
- D. Provide professional leadership in a time of crisis.

Park Ridge-Niles School District 64
"A Journey of Excellence" – Strategic Plan Implementation Schedule

YELLOW = Readiness Activities

ORANGE = Implement with Support

GREEN = Fully Implement

Strategy	Action Plan	2010-11	2011-12	2012-13	2013-14	2014-15
1. Accelerating the Advanced Use of Technology	1 Curriculum scope & sequence					
	2 Staff proficiency standards					
	3 Assistance/peer coaches					
	4 Management of schools					
	5 Communications w/community					
	6 Network infrastructure					
	7 TIC (Tech Implem Comm)					
	8 BATC (Bd Adv Tech Comm)					
2. Building a Model for Personal Student Goals	1 Grades K-2					
	2 Grades 3-5					
	3 Grades 6-8					
3. Collaboration within Our Partnership	1 Involve partners					
	2 Service learning					
	3 Non English-spkg families					
4. Expectations for Student Learning and Instructional Practices	1 Develop Power Standards					
	2 Hiring differentiation experience					
	3 Staff dev on differentiation					
	4 & 5 Differentiation peer coaches					
	6 Pre/post common assessments					
	7 Develop differentiated lessons					
	8 Implement differentiated lessons					
	9 Critical/creative/pbm-solving skills					
	10 Student progress reporting					
	11 Data-driven instruction					
5. Providing Support and Tools for Change	1 Utilize change protocol					
Existing Initiatives	Rtl					
	Rtl: Special Ed Eligibility					
	Implement K-5 reading framework					
	Implement new gds 1-5 writing pgm					
	Implement MS reading framework/curriculum					
	Teach learning strategies (all content areas)					
	Gifted identification review					
	*Special Ed study (CFC)					
	Update teacher evaluation tool					
	Plan/hire for admin retirements					
	*Admin staffing study (CFC)					
	Wellness Benefit Fair					
	RFPs: Bus, Insurance					
	Conversion to Skyward					
	New Superintendent orientation					

* Board of Education discussion 4-26-10

Park Ridge-Niles School District 64
Board of Education Operating Principles
Reaffirmed July 17, 2010

Operating Principle 1: Positive Relationships

We recognize it is essential to remain positive in working together.

- We will look for and recognize the positive contributions of each individual and shall refrain from speaking negatively about others.
- We will seek ways to turn obstacles into opportunities.
- We will maintain a sense of hope, optimism and humor in working together.

Operating Principle 2: Open Communication

We are committed to communication that promotes openness and understanding.

- We believe the most effective communication requires high levels of trust.
- We will establish and maintain open channels of formal and informal communication.
- We will be honest and direct with each other.
- Information required by statute to be discussed in closed session and so discussed will remain confidential.
- Information pertinent to Board business should be shared with all Board members in a timely manner.

Operating Principle 3: Quality Interaction

We are responsible for quality interaction with each other as team members. Conflict is a natural and inevitable feature of working together. The management of conflict is an opportunity to improve the quality of our interactions and relationships.

- We are each accountable to the team for our own actions.
- We will encourage and remain receptive to divergent views of other members.
- When conflict occurs, the focus will be on the issue, not the person.
- We will work to influence one another directly and in supportive ways.
- Should concerns about another team member arise, the person with the concern will share privately his/her views with the individual.

Operating Principle 4: Collaborative Decision-Making

The team is committed to using a collaborative decision-making process.

- We will define the objective, i.e., what is being decided.
- We will provide opportunity for input from persons affected by the decision.
- We will gather all pertinent facts concerning the situation.
- We will allow time for reflection throughout the process.
- We will organize and analyze the collected data.
- We will encourage the consideration of multiple solutions and their implications.
- We will encourage compromise and seek consensus.
- We will make a timely decision.
- We will provide a plan to implement the decision.
- We will communicate the decision to those affected.
- We will support the decision and its effective implementation.
- We will evaluate the decision in terms of its effectiveness.

Operating Principle 5: Handling Public Concerns

We – as a Board and as individual Board members – will handle public concerns of both individuals and groups in tactful, orderly and effective ways.

- We will listen to the concern, and, if appropriate, ask questions or summarize the concern to check and confirm understanding.
- We will ask if the issue has been discussed with the person immediately responsible or the immediate supervisor.
- We will express appreciation to the individual for presenting the concern.
- We will affirm the desire to reach a satisfactory solution through the appropriate channels.
- We will ask the person to report back on the progress or resolution of the concern when appropriate.
- We will outline the next step(s) that the Board or Board member will take and assure the person that someone will contact him or her to address the concern.
- We will inform the Superintendent of the concern when appropriate.

Operating Principle 6: Board and Committee Meetings

We choose to conduct our meetings in an open and orderly fashion and in a manner consistent with our operating principles.

- Board meeting agendas are developed cooperatively between the Board President, Vice President and Superintendent with input from other administrators and Board members as appropriate. (Committee meeting agendas are similarly developed between the committee members and the respective administrators.)
- Board and committee agendas and support materials/ documents (including minutes of past meetings) are distributed in advance to encourage informed discussion.
- Surprises at meetings from Board members and/or administrators are counterproductive.
- Any changes in the prepared agenda for Board meetings will be mutually determined by the Board President and Superintendent prior to the meeting. (All Board members and/or committee members shall have an opportunity to accept or reject those changes.)
- The Board values citizen input and will provide a forum for such input at each meeting.
- At the end of the discussion, the Board will summarize issues and articulate next steps as well as clarify understandings of the discussion.

Operating Principle 7: Continuous Improvement

We are committed to an ethic of continuous improvement.

- We will regularly examine our progress towards meeting established goals.
- We will biennially review, evaluate and establish new goals.

Operating Principle 8: Accountability

The Board recognizes that it is accountable to the community and other stakeholders.

- We will communicate the State of the District on an annual basis.
- We will conduct open, transparent and frequent communications with the community.
- We will encourage public engagement.

TO: Board of Education

FROM: Philip Bender

DATE: August 9, 2010

SUBJECT: Board Member Appointment Timeline and Process

The Board of Education officially received the resignation of Russell Gentile on July 27. Board Policy 2:70 and the accompanying procedure (Attachment 1) provide a helpful checklist for the Board to follow when filling vacancies by appointment. It was immediately determined that since Mr. Gentile had more than 868 days remaining in his term, the Board is required to appoint a replacement to serve until the next municipal election in April 2011. In consultation with Board President John Heyde, a deadline of August 23 was selected to receive applications from interested community members.

A news release announcing the opening was issued on August 3 along with an information sheet on applicant qualifications and instructions on how to apply. (Attachment 2) The materials were widely distributed, including: posting to District 64 website; e-mail to all District 64 staff; e-mail to all District 64 parents; and e-mail to local news media. The item on tonight's agenda also provides additional publicity. Other outreach efforts are ongoing.

Suggested Timeline

In conformance with State law, the Board must make its appointment before September 9, which follows the Labor Day holiday weekend. The tentative timeline utilizes an existing Board meeting and requires several special meetings. The proposed timing is structured to provide candidates advance notice to attend a possible Saturday interview session. The timeline concludes the process prior to Labor Day to minimize potential scheduling conflicts for Board members and candidates. This also will allow time for the selected replacement to begin orientation prior to the first regular meeting in September.

According to the provisions of the Open Meetings Act [5 ILCS 120/2(c)(3)], the Board may hold a closed session to consider the appointment of a person to fill the Board member vacancy.

Tentative Date	Proposed Event	Expected Action
Monday, August 23	Closed session following regular Board meeting.	<ul style="list-style-type: none"> • Review all applications received by deadline. • Select appropriate candidates for interviews.
Tuesday, August 24	Special closed meeting to continue application review and develop interview schedule.	<ul style="list-style-type: none"> • Finish review of all applications received by deadline. • Board President calls candidates to be interviewed and finalizes schedule.

Saturday, August 28	Special closed meeting to conduct candidate interviews.	<ul style="list-style-type: none"> • Board interviews candidates.
Monday, August 30	Special open meeting to select candidate.	<ul style="list-style-type: none"> • Board votes to select replacement.
Tuesday, August 31	Announcement of selection to staff and community.	<ul style="list-style-type: none"> • Board President contacts all other candidates to thank them for participating in the process. • News release and publicity outreach on selection.
Monday, September 13	Regular Board meeting.	<ul style="list-style-type: none"> • Administer Oath of Office to new Board member.

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

Application Review and Interview Protocol

On August 9, Board members should discuss the procedure that will be followed to review the applications received by the August 23 deadline. An article from the Illinois Association of School Boards (Attachment 3) offers five qualities to look for in a school board candidate. The Board may choose to develop a rubric from these suggestions.

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

An attorney from the District's legal counsel, Hodges, Loizi, will attend the August 23 meeting to respond to Board member questions about the appointment process.

Board of Education

Vacancies on the School Board - Filling Vacancies

Vacancy

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

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

Filling Vacancies

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

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

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

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

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

School Board

Exhibit - Checklist for Filling Board Vacancies by Appointment

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

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

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

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

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

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

Guidelines	Explanation
<ul style="list-style-type: none"> Not be a school trustee. Not hold certain types of prohibited State or federal employment. 	
<p>When additional qualifications apply, the following items may be included in the Board's list of qualifications:</p> <ul style="list-style-type: none"> Meet all qualifications based upon the distribution of population among congressional townships in the district. Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas. 	<p>Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas (105 ILCS 5/11A-8).</p>

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

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

☐ **Create Board member vacancy announcement.**

Announcement	Explanation
<p>School District _____ Board Member Vacancy</p> <p>The School District is accepting applications to fill the vacancy resulting from [reason for vacancy] of [former Board member's name].</p> <p>The individual selected will serve on the School Board from the date of appointment to [date].</p>	<p>The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion.</p> <p>The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).</p> <p>The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, <i>Vacancies on the School Board - Filling Vacancies</i>, to determine</p>

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

- ☐ Publicize vacancy announcement including by placing it on the District's website.
- ☐ Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications* above).
- ☐ Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications* above).
- ☐ Develop interview questions.

Interview Questions	Explanation
Why do you want to be a Board member? What specific skills would you bring to the Board? Please give specific examples of your ability in interpersonal relationships and teamwork.	Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview.

Interview Questions	Explanation
<p>What do you see as the role of a Board member?</p> <p>What have you done to prepare yourself for the challenges of being a Board member?</p> <p>Please describe your previous community or non-profit experiences.</p> <p>What areas in the district would you like to see the Board strengthen?</p> <p>What is your availability to meet the time, training commitments, and other responsibilities required for Board membership?</p> <p>Describe what legacy you would like to leave behind.</p>	<p>See IASB's <i>Recruiting School Board Candidates</i>, available at: www.iasb.com/elections/recruiting.pdf.</p> <p>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</p>

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

Interview Plan	Explanation
<p>The Board President will discuss the following items with each candidate during the interview:</p> <p>Introduce Board members to the candidate at the beginning of the interview.</p> <p>Describe the Board's interview process, selection process, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment.</p> <p>Describe the District's philosophy or mission statement.</p> <p>Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development.</p>	<p>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <i>Qualifications, Term, and Duties of Board Officers</i>. The president presides at all meetings (105 ILCS 5/10-13).</p> <p>The Board may also want to consider allowing an equal amount of time for each interview.</p>

Interview Plan	Explanation
<p>Begin asking the interview questions that the Board developed.</p> <p>Ask the candidate whether he or she has any questions for the Board.</p> <p>Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.</p>	

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

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

- ☐ Administer the Oath of Office and begin orientation.

Guidelines	Explanation
See Board policy 2:80, <i>Board Member Oath and Conduct</i> .	Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.

Guidelines	Explanation
See Board policy 2:120, <i>Board Member Development</i> , and 2:120-E, <i>Guidelines for Serving as a Mentor to a New School Board Member</i> .	Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB Foundational Principles of Effective Governance, available at: www.iasb.com/principles_popup.cfm .

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

July 2009

Revised: December 14, 2009



NEWS

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

For information, contact:
Superintendent Philip Bender, 847-318-4300
Bernadette Tramm, Public Information Coordinator, 847-318-4343

FOR IMMEDIATE RELEASE
August 3, 2010

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

The Park Ridge-Niles School District 64 Board of Education is inviting interested community members to apply for a vacancy created by the resignation of Board member Russell J. Gentile. Mr. Gentile resigned last week due to his employment out of state; he was elected in April 2009. The Board will appoint a replacement to serve until the next scheduled municipal election in April 2011.

"We very much appreciate Mr. Gentile's contributions to the Board and particularly the unique perspective he brought to our discussions as a professional engineer," Board President John Heyde noted. "We hope that other active community members come forward to offer their talents to our schools and the Board at a particularly pivotal time, as the District transitions to a new Superintendent and begins implementing a new strategic plan," he added.

Interested candidates should submit an application no later than Monday, August 23 at 4:30 p.m. Information on qualifications and how to apply can be found on the District 64 website: www.d64.org. The Board will discuss the process to review applications at its August 9 regular meeting.

The Board is required to fill the vacancy prior to September 9 in conformance with state law as found in Board Policy 2:70.

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**Park Ridge-Niles School District 64
Board of Education Vacancy
August 2010**

Applicant Qualifications & Instructions

A candidate must meet the following legal qualifications:

- Be a United States citizen.
- Be at least 18 years of age.
- Be a resident of Illinois and District 64 for at least one year immediately preceding the appointment.
- Be a registered voter.
- Not be a child sex offender.
- Not hold another incompatible public office.
- Not have a prohibited interest in any contract with District 64.
- Not hold certain types of prohibited State or federal employment.

The term of office will be from the date of appointment to the April 5, 2011 municipal election, at which a successor will be elected to serve the remainder of the unexpired term. The appointment will be made prior to September 9 in conformance with state law as found in Board Policy 2:70.

Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of the Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board's policies are available on the District 64 website at: www.d64.org.

Applications should be written, and mailed or delivered to:

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

The application should include:

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

Applications must be received at the address above NO LATER THAN 4:30 p.m. on Monday, August 23, 2010.

Please direct questions to Board President John Heyde, jheyde@d64board.org, or 847-502-2941.

September
2006

Provided by
**Illinois
Association
of School
Boards**

Recruiting school board candidates

Some school board elections attract large numbers of candidates. Some attract very few. For school boards that find themselves having to recruit candidates, here are some suggestions on where to look, what to look for, and what to tell potential candidates.

Where to look

- Look for people who are active in school-related organizations, such as parent associations and citizens committees.

- Look for people who are active in community service groups (such as Lions, Kiwanis, Rotary) and those with experience in governing boards, in particular. Such groups might include the governing boards of farm organizations, Chamber of Commerce, civic groups, labor unions, and churches.

- Don't overlook people because of age. Look for talented young people who are eager to learn and retired citizens who have been active community leaders.

- Don't rule out the "non-joiners" who probably make up the majority of your community. There are people out there with great untapped potential, but their low visibility makes them hard to identify. Perhaps you're acquainted with such a person.

What to look for

Writing in the *Illinois School Board Journal*, Professor Stuart A.

Anderson suggested the following qualities to look for in a school board candidate:

- Demonstrated success in a vocation or avocation, whether it be as a farmer, attorney, homemaker, service station operator, salesperson, or accountant.
- Displays a real concern for community improvement through membership in service clubs, parent-teacher organizations, church, or fraternal groups.
- Expresses a desire to serve on the school board in order to provide the entire community with a good educational system.
- Is willing and able to spend the time required to become an informed and effective school board member.
- Exhibits the ability to work cooperatively with other people.

In recruiting candidates, Anderson also suggests that:

- Although formal schooling may be a plus, don't rule out people who lack college degrees; it's performance that counts.
- Strive for balance on the board in terms of occupations, special interests, and residency; make the board as truly representative as possible.

Another set of qualifications comes

from the school board of Valley View Community Unit District 365. The qualifications were developed several years ago to help in filling vacancies by appointment, but might apply just as well to the recruitment of candidates for election.

- Demonstrates a desire to serve through past involvement in school activities.
- Governmental experience.
- Knowledge of schools and school board organization.
- Knowledge of the school board's priorities.
- Open-minded and interested in the district as a whole, not just a narrow part of it.
- An occupation that requires knowledge or skills important to the school board.
- Constructive attitude toward the teamwork required among board members.
- Constructive attitude toward the board/administration relationship.
- Availability for meetings and related board work.

Talking with potential candidates

How do you ask someone to run for the school board? The best advice is to be forthright and completely honest about the demands and rewards

(over)

of the job.

Most people will ask about the amount of time required. Try to be reasonably accurate in stating the time your board members devote to meetings and related work.

The amount of time devoted to board work varies widely among boards and among board members. In an Illinois survey, few board members reported spending more than 30 hours each month on their board duties. A majority said they spend 10 to 20 hours on board work each month. What's the average figure for your school board?

- Yes, it takes a lot of study to become an effective board member. HOWEVER, everything you learn will prove helpful in all other aspects of your life. School board membership will make you a more rounded person and a more effective citizen.

- Yes, the board is confronted with some difficult and controversial decisions that can generate a lot of emotion. HOWEVER, nothing worthwhile comes easy. You'll feel good about making a substantial contribution to your schools and your community.

- Yes, board members encounter people of low purpose who would use them for their own ends. HOWEVER, most people involved in public edu-

cation are at the high end of the spectrum. In addition, there is a special bond that grows among members of a school board who go through tough times together; they learn to see life's routine problems in a broader light and perhaps to take themselves a little less seriously.

- Yes, serving on a school board does take time and energy. HOWEVER, most board members find that a little planning and organizing makes the time available. Some board members find they must re-order their priorities. Some have to cut back on their hobbies. Others find they have less time to relax or watch television. A few find they must ask their employers for released time—and that's a contribution that some employers are happy to make.

Most board members find they must change their schedules in some way, but it's usually a change for the better. Board service gives the individual a real sense of purpose, even when it provides just a constructive use of leisure time.

- Yes, it's true that an individual board member has no authority to hire a coach or throw out a library book or buy new equipment for the chemistry lab. HOWEVER, the board member has one-seventh of the votes

and is free to offer evidence and persuasive arguments to the other six members. It's a democratic process that is more cumbersome than a dictatorship would be, but it's good for everyone in the long run.

- Yes, the school board is heavily dependent upon the knowledge and judgment of the superintendent, and we'd be lost without such a person. HOWEVER, the board hires the superintendent, draws up the job description, and adopts the policies that specify what the district is expected to accomplish and define operating parameters. The amount of authority and flexibility delegated to the superintendent is directly proportionate to the responsibilities associated with the job. The school board still holds itself accountable to the public, so there is no cop-out.

There are many other issues and questions that a prospective candidate might raise, of course. The goals should be to find a candidate who will approach board membership with a clear understanding of the demands and expectations—plus a constructive attitude toward the challenge.

Good luck!

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

Board of Education Agenda
Monday, August 23, 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, August 23, 2010

TIME		APPENDIX
6:30 p.m.	<ul style="list-style-type: none"> • Meeting of the Board Convenes • Roll Call • Introductions • Opening Remarks from President of the Board 	
6:30 p.m.	• Board Recesses and Adjourns to a Committee of the Whole: Finance	
7:30 p.m.	• Board Adjourns from a Committee of the Whole: Finance and Resumes Regular Board Meeting	
7:30-7:35 p.m.	• Public Comments	
7:35-7:45 p.m.	<ul style="list-style-type: none"> • Update on Institute Day & Opening Day of School -- Superintendent 	A-1
7:45-7:55 p.m.	<ul style="list-style-type: none"> • Approval of Medical and Dental Insurance Carriers -- Business Manager 	A-2 Action Item 10-08-3
7:55-8:00 p.m.	<ul style="list-style-type: none"> • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills • Destruction of Audio Closed Minutes 	A-3 Action Item 10-08-4
8:00-8:05 p.m.	<ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Open Minutes of August 9, 2010 • Committee of the Whole Minutes: Finance of August 9, 2010 	A-4 Action Item 10-08-5
8:05-8:10 p.m.	<ul style="list-style-type: none"> • Other Items of Information -- Superintendent <ul style="list-style-type: none"> • Upcoming Agenda 	A-5

- Memoranda of Information
 - Update on Summer Construction Projects
 - Update on Crossing Guards
 - Department of Student Learning Goals
- Minutes of Board Committees
 - Community Finance Committee of August 5, 2010

8:10 p.m.

- Adjournment

Next Regular Meeting: **Monday, September 13, 2010 – 7:30 p.m.**
 Hendee Educational Service Center
 164 S. Prospect Avenue

September 13, 2010

- Committee of the Whole: Finance (Review of Final Draft of 2010-11 Budget)
- Sixth Day of Enrollment • Annual Application of Recognition of Schools
- Appointment of New Board Member

September 27, 2010

- Public Hearing on the 2010-11 Budget • Adoption of FY11 Budget
- Update on Educational Ends
- Update on Summer Construction Projects (memo of information)

TBD

- Background Information on Employee Wellness (Memo of Information)
- Committee of the Whole: Wellness • Results from Youth Survey and Drug Abuse
- Approval of Staff Development Wednesday Calendar
- Update on Strategic Plan (October 2010)
- Strategic Plan Progress Report (December 13, 2010)
- Strategic Plan Progress Report (April 4, 2011)
- Strategic Plan Report on 2011-12 Action Plans and Budget (April 25, 2011)
- Strategic Plan Adoption 2011-12 Actions Plans and Budget (May 9, 2011)
- Strategic Plan Progress Report (June 13, 2011)

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.

RECEIVED

AUG 02 2010

BOARD OF EDUCATION
DISTRICT 64



CAPP
CITIZENS AGAINST PLANE POLLUTION
9127R-9R27L-9C27C-22R-22L
Park Ridge, IL

FOIA REQUEST

August 1, 2010

Dr. Philip Bender
District Superintendent
Hender Education Services Center
School District # 64
164 South Prospect Ave
Park Ridge, IL 60068

Re: FAA's Blue Ribbon Panel on Noise vs. Kids Learning Committee
Freedom of Information Request – Past Testing – Press Released Results Only

Good Morning Dr. Bender:

Thank you for allowing the 500 + families that support a permanent flight cap and curfew for the kids and our community. To be able to learn in class rooms without any interruption as well as reduce the sleep disturbances from the current night time flight operations – needs to be a priority for all of us.

We, as a group of concerned residents are working with a Ms. Arlene Bronzaft, PhD who was recently asked to serve on the FAA's Blue Ribbon Panel for Noise vs. Kids not being able to learn.

Recently, we saw the test scoring from the both District # 64. We need your help in this Freedom of Information Request in order to give this effort a place at the table of the FAA's Blue Ribbon Panel on jet noise and the side effects in trying to learn in the classroom.

We also understand that in some of the schools who already have been retrofitted with sound proofing – there have been many times over where the teacher has needed to cease from her instruction while heavy-larger planes have flown over head. This also applies to the other schools also locked into the glide path(s).

As requested by Dr. Bronzaft of both districts – she is in need of the following past testing results [press release information only] which shows the test results as posted in the print media.

Furthermore, Dr. Bronzaft has asked for the following past school years of these final placement tests Such as; 2005, 2006, 2007, 2008, 2009 and 2010.

Please advise ahead of time what the total costs will be for this data.

Please advise should this FOIA Request will be denied.

In closing, we also just received word from the Candidate for the 9th Congressional District – Mr. Joel Pollak who volunteered to further assist us with this effort to seek relief in the classroom and at home for our families.

We have also copied Alderman Don Bach due to the fact that he is the city's liaison to the O'Hare Noise Compatible Commission.

Thank you once again.


Mr. Gene T. Spanos
Volunteer-CAPP-Resident
6th Ward
831 South Greenwood Ave
Park Ridge, IL 60068
847.692.9119

Cc: Ald. Don Bach – 505 Butler Place Park Ridge, IL 60068
Ms. Arlene Bronzaft, PhD, New York, New York 212-288-7532
Mr. Joel Pollak – Candidate for 9th U.S. Congressional District

Elementary School District 64
Park Ridge-Niles, Illinois

MEMO

To: Board of Education

From: Betty Lattanzio, Purchasing Manager 

Date: August 9, 2010

Subject: ESC Parking

District #64 has negotiated an agreement with the American Association of Nurse Anesthetists (AANA) at 222 S. Prospect Avenue, for the leasing of 22 parking spaces at an annual cost of \$5,280.00 (see attached diagram). The District is canceling its current lease with the Park Ridge Community Church for five spaces at an annual cost of \$6,000.00.

The new parking agreement with AANA will go into effect on August 1, 2010.

AANA Remote Parking Lot

AANA Driveway

FA-RV-EM

Sidewalk

	DIST. 64
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DIST. 64 Handicap
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DIST. 64
RESERVED NIDEA
RESERVED GHISOLF
RESERVED SULEK
RESERVED BLACHUT
RESERVED WHAMOND

Sidewalk

GARDEN



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

MEMO

DATE August 9, 2010

TO: Board of Education

FROM: Roy Jensen, Director of Buildings and Grounds

SUBJECT: Summer Construction Projects Update

The following is a report on the status of the summer projects at Washington and Jefferson Schools.

Washington School

- The new four-pipe heating and chilling system is installed and will be tested next week.
- All unit ventilators are installed and casework is being constructed around these units.
- Pavement repairs around the worksite were completed on August 5.
- Rooms are being turned over to the District custodial staff for cleaning.
- Post-flooding restoration work is wrapping up and the basement will now receive floor tile, drywall repairs, painting, and new casework where needed.
- Weekly construction meetings are being held and include the general contractor, the architect, the Principal, the Head Custodian, and the Director of Buildings and Grounds.

Jefferson School

- The courtyard drainage system has been rebuilt and grading and landscaping work is underway.
- The kitchen adjacent to the multi-purpose room is almost completely renovated and ready for occupancy.
- The air conditioning equipment for the multi-purpose room will be installed by August 18.
- The new flooring material is scheduled for installation by August 18.
- Work on the renovation of the staff lounge continues. New kitchen cabinets and floor tile has been installed. The room has been painted and the final touches will be completed by August 20.

Other Projects

- Summer painting projects are complete at Lincoln and Field Schools and will be completed at Franklin School by August 13.
- The paviement in the parking lot at Emerson School has been repaired and the parking spaces have been striped.



Washington School new unit ventilator



Jefferson School courtyard landscaping