

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 | Action Item 10-08-3 | A-2 |
| 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 | Action Item 10-08-4 | A-3 |
| 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 | Action Item 10-08-5 | A-4 |
| 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 • FOIA Request • Update on Crossing Guards | | A-5 |

- Memoranda of Information
 - Update on Summer Construction Projects
 - Department for Student Learning Focus Areas
- Minutes of Board Committees
 - Community Finance Committee of August 5, 2010

8:10 p.m.

CLOSED SESSION TO FOLLOW REGULAR MEETING

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

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.

Update on Institute Day and Opening Day of School

ADOPTION OF INSURANCE RENEWAL FOR MEDICAL/DENTAL PLANS

Attached are the insurance rates that are effective October 1, 2010. The increase in the Blue Cross Blue Shield PPO and HMO rates are 0.0%. The increase in the Unicare dental rate is 13%.

The 2010-11 tentative budget has been adjusted to reflect the renewal.

ACTION ITEM 10-08-3

I move the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the medical and dental rates for 2010-11 school year as attached.

Moved By:_____ Seconded By:_____

AYES:

NAYS:

ABSENT:

8/23/10



Community Consolidated School District #64 - Park Ridge/Niles

Comparison of Premium Rates
Renewal Effective October 1, 2010

| | | 2009-10 Insurance Rates | Draft (2010-11) Renewal With Grandfather Status | Final (2010-11) Renewal With Grandfather Status |
|--|--------------------------------------|-------------------------|---|---|
| Life/AD&D Insurance | | | | |
| | Life Rate per \$1000 | \$0.15 | \$0.15 | \$0.11 |
| | AD& D Rate per \$1000 | \$0.02 | \$0.02 | \$0.02 |
| | Volume | \$30,206,667 | \$30,206,667 | \$30,206,667.00 |
| | Monthly Premium | \$5,135.13 | \$5,135.13 | \$3,926.87 |
| Long Term Disability | | | | |
| | Rate per \$100 | \$0.46 | \$0.46 | \$0.39 |
| | Volume | \$164,656 | \$164,656 | \$164,656.00 |
| | Monthly Premium | \$757.42 | \$757.42 | \$642.16 |
| Dental PPO | | | | |
| 527 | Employee | \$28.10 | \$31.75 | \$31.75 |
| 1 | Employee + One | \$54.23 | \$61.27 | \$61.27 |
| 7 | Family | \$87.10 | \$98.40 | \$98.40 |
| 535 | Total Dental Monthly Premium | \$15,472.63 | \$17,482.32 | \$17,482.32 |
| Medical PPO | | | | |
| 292 | Employee | \$602.34 | \$619.21 | \$602.34 |
| 51 | Employee + One | \$1,188.99 | \$1,222.28 | \$1,188.99 |
| 86 | Family | \$1,702.83 | \$1,750.51 | \$1,702.83 |
| 429 | Monthly Premium | \$382,965.15 | \$393,689.46 | \$382,965.15 |
| Medical High Deductible PPO (HSA) | | | | |
| 0 | Employee | \$496.93 | \$510.84 | \$496.93 |
| 0 | Employee + One | \$980.92 | \$1,008.39 | \$980.92 |
| 0 | Family | \$1,404.83 | \$1,444.17 | \$1,404.83 |
| 0 | Monthly Premium | \$0.00 | \$0.00 | \$0.00 |
| Medical HMO | | | | |
| 23 | Employee | \$427.43 | \$439.40 | \$427.43 |
| 6 | Employee + One | \$843.76 | \$867.39 | \$843.76 |
| 20 | Family | \$1,208.37 | \$1,242.21 | \$1,208.37 |
| 49 | Monthly Premium | \$39,060.85 | \$40,154.74 | \$39,060.85 |
| 478 | Total Medical Monthly Premium | \$422,026.00 | \$433,844.20 | \$422,026.00 |
| Total Monthly Premium | | | | |
| | Total Monthly Premium | \$443,391.18 | \$457,219.07 | \$444,077.35 |
| Total Annual Premium | | | | |
| | Total Annual Premium | \$5,320,694.17 | \$5,486,628.85 | \$5,328,928.14 |
| Monthly Difference | | | | |
| | Monthly Difference | | \$13,827.89 | \$688.16 |
| Annual Difference | | | | |
| | Annual Difference | | \$165,934.68 | \$8,233.97 |
| Percentage Differential | | | | |
| | Percentage Differential | | 3.12% | 0.2% |

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

Board of Education Agenda
Monday, September 13, 2010
Hendee Educational Service Center
164 S. Prospect Avenue

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| 7:35-7:40 p.m. | <ul style="list-style-type: none"> • Sixth Day of Enrollment -- Business Manager | A-1 |
| 7:40-7:45 p.m. | <ul style="list-style-type: none"> • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills and Payroll • Annual Application for Recognition of Schools • Destruction of Audio Closed Minutes | Action Item 10-09-2 A-2 |
| 7:45-7:50 p.m. | <ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Open Minutes of August 23, 2010; Closed Minutes of August 23 and 24, 2010; and Special Board Meeting Minutes of August 31, 2010. • Committee of the Whole Minutes: Finance of August 23, 2010 | Action Item 10-09-3 A-3 |
| 7:50-7:55 p.m. | <ul style="list-style-type: none"> • Other Items of Information -- Superintendent <ul style="list-style-type: none"> • Upcoming Agenda • Memorandum of Information | A-4 |

- Update on Summer Construction Projects
- Minutes of Board Committees
 - Traffic Safety Committee Minutes of August 31, 2010

7:55 p.m.

• **Adjournment**

Next Regular Meeting: **Monday, September 27, 2010– Public Hearing on Budget 7:20 p.m.
Regular Board Meeting – 7:30 p.m.**
Jefferson School
8200 Greendale, Niles, IL 60714

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)

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- Background Information on Employee Wellness (Memo of Information)
- Committee of the Whole: Wellness • Results from Youth Survey and Drug Abuse
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Bernadette Tramm

Friday, August 20, 2010 11:11 AM

Subject: Freedom of Information Act Request
Date: Friday, August 13, 2010 2:48 PM
From: Thursby, Jennifer <Jennifer.Thursby@crsadvtech.com>
To: Bernadette Tramm <btramm@d64.org>
Priority: Highest

Good Afternoon Ms. Tramm –

Pursuant to the federal Freedom of Information Act, 5 U.S.C. s. 552, please be advised that CRS Advanced Technology is requesting a copy of the following document be provided to us: A copy of Frontline Placement Technologies (Aesop) price proposal for your substitute placement and employee absence management solution. In order to help determine our status for purposes of determining the applicability of any fees, you should know that we are a private corporation seeking this information for use for company business. We look forward to your reply within 20 business days, as the statute requires.

Thank you for your consideration of this request and if you have any questions please feel free to contact me at 800.782.3463, ext. 6347.

Sincerely,
Jennifer

Jennifer L. Thursby
Sales Administration
CRS Advanced Technology
p: 800.782.3463, ext. 6347
f: 570.651.4595
www.crsadvancedtechnology.com <<http://www.crsadvancedtechnology.com/>>

This email has been scanned by the MessageLabs Email Security System.
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MEMORANDUM OF INFORMATION

#003

2010-11

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

DATE August 23, 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, Jefferson, Lincoln and Roosevelt Schools.

Washington School

- Substantial project completion was achieved on August 13. The Intermediate Service Center North (ISC) inspector awarded a certificate of occupancy on this same date.
- The new four-pipe heating and chilling system is working well. All areas of the school besides the gym are now air-conditioned.
- All classrooms have been cleaned and painted.
- Teachers were invited back into their classrooms to set-up on August 17.
- Post-flooding restoration work is wrapping up and this area will be ready for occupancy by no later than August 31.
- Weekly construction meetings continue for two more weeks.
- The architect is working from a final punch-list with the contractor.
- District staff will receive building automation control training shortly after Labor Day.

Jefferson School

- The Intermediate Service Center North (ISC) inspector also awarded a certificate of occupancy for this school on August 13.
- The courtyard portion of this project is nearly complete. Remaining for the week of August 23 is the installation of railings on the courtyard ramp and other minor finishing touches. The courtyard is expected to be open to students and teachers on August 30.
- The remodeled kitchen adjacent to the multi-purpose room ready for occupancy.
- Delivery of the air conditioning unit for the multi-purpose room has been delayed. However, as soon as it arrives, the connection and activation will occur within a day.
- The new flooring material is being installed and will be completed by August 23.
- The staff lounge upgrades are scheduled for completion by August 23.

Lincoln School

- The Intermediate Service Center North (ISC) inspector awarded a certificate of occupancy for this school on August 13.

- All masonry work has been completed and is being inspected by the architect.
- All roofing and gutter repair work is scheduled for completion by August 20.
- The renovation of the nurse's office to meet ADA standards is complete.
- The updating of all fire alarm devices is complete and has been approved by the Fire Department.
- The gym wall repairs and painting is complete.
- The locker room renovations will be completed by August 20.
- The concrete walk repairs are complete.
- The exterior steel railing repairs are complete.
- The gym floor refinishing is complete.
- The replacement of gym partition covers is complete.
- All classrooms are clean and ready for occupancy.

Roosevelt School

- The Intermediate Service Center North (ISC) inspector awarded a certificate of occupancy for this school on August 13.
- The new four-pipe heating and chilling system is working well. All areas of the school besides the gym are now air-conditioned.
- All new windows have been installed, with the exception of two, which will be installed (after school hours) within a few weeks.
- Classrooms have been cleaned, painted where patched, and turned over to teachers for set-up.
- Punch-list execution is scheduled for 8/14 to 8/28.
- The auditorium is still under construction until the end of September. This area is being secured and is restricted to workers only. This work will be controlled and will not disrupt the school day.
- Some work will continue in the basement and boiler room for a few more weeks, but will not disrupt the school day.
- Landscaping repair is scheduled for the week of August 16 and will be ongoing this fall.
- Asphalt patching and repair is scheduled for August 21.

RJ

MEMORANDUM OF INFORMATION

004

2010-11

To: District 64 Board of Education

From: Diane Betts, Assistant Superintendent for Student Learning

Date: August 23, 2010

Re: Department for Student Learning Focus Areas

RELATION OF REPORT TO:

State/Federal Mandates: No Child Left Behind, Reauthorization of IDEA, Illinois Learning Standards

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

Board Policy: 6:40 Instruction: Curriculum Development

Board Procedures: None

Budget Implications: Planned for in 2010-11 Budget

The attached document entitled *District 64 Department for Student Learning 2010-11 Focus Areas* outlines the major curricular/instructional improvement goals that we have developed for the District this year. This document which is developed on an annual basis and shared with all instructional staff, the Curriculum Council, PTOs, etc. is used to direct our work throughout the year.

Each of the focus areas identified in this document (Response to Intervention, Literacy, Technology and Curriculum Review) are designed to address our District's new mission and strategic plan as well as work toward our ongoing goal of improving achievement levels of the whole child.

As we have shared with you in Board reports on RtI, we believe that we can improve the achievement level of all students by analyzing data on student learning; promoting professional collaboration and planning of effective instructional practices; and providing differentiated instruction to students. Continued focus on the use of assessment data to drive instructional decision making is a key component of both the RtI initiative and the strategic plan and will remain a top priority for us this year. Staff at all grade levels will meet regularly to monitor and discuss individual student growth as well as the growth of groups of students and to use the problem solving process to plan instruction and develop a fluid system of learning supports and extensions for students. In addition, as part of our strategic plan, we will begin to create formats and procedures for students to set personally challenging goals related to academics, civil behavior, talent, and interests.

Implementation of new curriculum, effective instructional practices and new learning materials is another means for improving the achievement of our District students. This year, we will continue our focus on Literacy instruction by implementing new instructional materials for writing in grades 1st-5th, continue implementation of the new District 64 Reading Framework and continue our focus on integrating reading/writing/learning strategies into all content areas at the middle school level. Ongoing staff development will be used to further develop professional knowledge regarding effective, research based instructional practices and to support teachers as they implement the curriculum and student materials. In addition, we will administer a local writing assessment in grades 1-8 and train teachers how to use the ISAT writing rubric to evaluate this work.

Another key area of focus for us this year is the advanced use of technology. As part of Strategy I of the strategic plan, we will finalize the technology curriculum, determine how technology can be integrated into all curricular areas and identify what proficiencies staff must obtain to teach this curriculum.

The development of power standards in all core and encore learning areas is another critical component of the strategic plan that will be addressed this year and involve the time and effort of many of our teachers. Common assessments that measure how well students attain these standards will then be developed and used to guide differentiated instruction.

In addition, the Department for Student Learning will conduct a review of the current Channels of Challenge qualification matrix and provide the Board with background information on gifted education.

As you can see, the goals we have developed for the 2010-11 school year are all aimed at addressing the District's strategic plan and improving the achievement level of District 64 students. While the goals are ambitious and will require the collaborative work of many individuals throughout the District, we have been working for many years to develop important foundational steps that will help us to reach our goal of meeting the needs of the whole child.

Reports to the Board will be made as we progress through this work. In the interim, please do not hesitate to contact me if you have any questions regarding specific focus areas or planned activities.

DB:km

Attch: *District 64 Department for Student Learning 2010-11 Focus Areas*

DISTRICT 64
DEPARTMENT for STUDENT LEARNING
2010-11 FOCUS AREAS

Response to Intervention

- Continue to develop a fluid system of learning with appropriate instruction for students at all skill levels so they may achieve their academic and emotional potential
- Continue to develop the collaboration and instructional skills of our problem solving teams (Grade Level, Middle School Core and IPST) so they feel equipped to address the needs of all students for academic and social/emotional success
- Develop and use data analysis skills to determine areas of student learning that need improvement and to differentiate instruction to meet the needs of students at all levels of skill and performance (Strategy IV)
- Create formats and procedures for students to set personally challenging goals related to academics, civil behavior, talents, and interests and plan how students, parents and teachers will be involved in the process (Strategy II)

Literacy

- Continue implementation of the District 64 Reading Framework and prescribed curriculum at both the elementary and middle school levels
- Continue to develop professional knowledge to incorporate reading and writing and the Great 8 Learning Strategies in all content areas
- Implement the *Being a Writer* program in grades 1-5
- Develop and administer common local writing assessments in grades 1-8 using the ISAT writing rubric to evaluate student work
- Develop a K-8 information literacy curriculum and determine benchmark research assignments

Technology

- Finalize K-8 technology learning objectives and determine how the technology curriculum will be taught across the curriculum (Strategy I)
- Determine minimum staff technology proficiency standards (Strategy I)

Curriculum Review

- Establish District 64 Power Standards for each core and encore curricular area at each grade level incorporating critical thinking, creative expression and problem solving and use these standards to guide us in the development of common assessment in all areas of instruction (Strategy IV)
- Review the Channels of Challenge qualification matrix
- Implement the *Viva el espanol* instructional program in grades 2-5
- Examine new instructional materials in the 6th Grade foreign language program

08/17/2010

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

Minutes of the Community Finance Committee
held at 7:00 p.m. August 5, 2010
Raymond E. Hendee Educational Service Center
164 S. Prospect Ave., Park Ridge, IL 60068

Superintendent Philip Bender called the meeting to order at 7:03 p.m. Also present were Board of Education member Eric Uhlig; CFC members Craig Elderkin, Kent Bergren, Jun Lim, Melissa Nelson, Leanne Berry, Angela Hacke and Renate Stolzer; Business Manager Becky Allard; Emerson Principal Vicki Mogil; and Public Information Coordinator Bernadette Tramm.

Dr. Bender introduced himself as the District's new superintendent and welcomed everyone present.

Update on June 30, 2010 Financial Status

Business Manager Allard distributed an overview of the District's financial position at the close of the fiscal year on June 30. She pointed out that the District had a positive fund balance for the year of \$7.3 million of revenues over expenditures based on unaudited figures. She commented that the Governor had signed the State's budget for 2010-11, but doesn't know how it will affect District 64 directly in terms of any cuts to reimbursements. In addition, Ms. Allard reported that the State had been about \$1.9 million in arrears in payments owing to District 64 for 2009-10. She noted that a payment of over \$1 million had been received at the start of the 2010-11 fiscal year, significantly reducing the amount owed.

Maine Township School Treasurer Update

Ms. Allard noted that the school district business managers had continued to meet with the Township Treasurer regarding aligning the Township's investment policy to the revised State statutes for schools. Ms. Allard praised the CFC's work, spearheaded by Ms. Stolzer, in pinpointing inconsistencies.

Review of CFC Projects Approved by Board of Education

Mr. Elderkin said the purpose of the review would be to bring members up-to-date on the work that has been accomplished or is in progress. He noted that CFC members would be e-mailed "homework" to mark-up all reports and return comments to him.

▪ **Alumni Giving**

Mr. Elderkin introduced this area, stating that the most exciting concept is the potential for alumni giving to develop into a stream of funding for the District's general operations over the next five years and beyond. He stated that the parameter was to eventually provide \$500,000 annually to District 64 once it was well established. He noted that the CFC's work appears to be ground-breaking, as no similar concept for an elementary public school district has been turned up yet during the committee's research.

Ms. Nelson then reported on behalf of the exploratory committee, and introduced the six areas the committee investigated: social networks; wills and bequests; naming rights; annual giving; investment club; and grants and foundations. She also pointed out the benefits of establishing a separate non-profit 501(c)(3) charitable organization to channel contributions received. She distributed a written report, which described each of the six areas in detail and pointed out relevant statistics, benefits, obstacles and the committee's recommendations.

▪ **Spend Management**

Mr. Bergren stated the study group is ready to upload the fiscal year data for 2009-10, and set a target of October to complete a report.

- **Energy Management**

Ms. Allard stated that she has been working with CFC member Paul Sheahan to provide him with a clear understanding of the capabilities of the new HVAC systems at Washington and Roosevelt schools, which have electronic controls. She noted that Johnson Controls has been asked to assess the District's light fixtures and provide a current inventory of control systems throughout the District. This will give the District the data to determine the remaining useful life of various systems, and to consider whether to convert older pneumatic systems to digital to provide better monitoring, analysis and usage comparisons. She also reported that she would be meeting with the District's energy management advisor for an update.

- **Property Tax Environment**

Mr. Elderkin reported that the study group is discussing ways to keep the Board and community updated about the local property tax environment, which impacts about 85% of the District's revenues. The group is attempting to select a set of key data points that might be meaningful for the Board to monitor with greater frequency and that would be useful to track over time to provide trends. He provided a written report with several ideas to consider.

- **Alternate Revenue Stream**

Mr. Lim and the study group had reported in detail at a previous meeting, including research on cell phone towers and advertising sponsorships. It was determined that the cell phone towers were not a good match for District 64; the advertising sponsorships might be reconsidered in light of the alumni giving concept presented earlier in the meeting, however.

- **Comparison of CFC Financial Projections and new District 64 StratPlan Model**

Mr. Elderkin stated that he and Messrs. Lim, Mike Calahan and Phil Eichman had prepared a written report on the two models. He noted that the two sets of projections are similar in approach and most major findings. He stated that the purpose of the review is to suggest different assumptions that the Board might also consider when doing long-range financial planning. After discussion, it was agreed that the District's intention of updating the plan annually is sound; February was a logical time to schedule this report because the CPI factor for the previous year is known and can be factored into the update.

Mr. Uhlig stated his desire as a Board member to develop additional financial principles or strategic guidelines that can help guide the Board in being good stewards of the budget. Ms. Allard suggested that Michael Jacoby, executive director of the Illinois Association of School Business Officials, might be a worthwhile presenter at a Board meeting, given his deep experience on this subject. The Board also may want to discuss the assumptions in the model in more detail to deepen their understanding of critical variables.

Other

- **District 64 Liaisons** – With the upcoming retirement of Dr. Mogil, District 64 will seek another building administrator to join the CFC to provide a school-based perspective.
- **Projects Pending Board Approval** – Mr. Elderkin noted that two CFC-recommended projects from 2009-10 are pending. Dr. Bender stated that he would review these proposals for studies on special education and administrative costs. These proposals are tabled at present, but the other four items authorized by the Board have either been completed or are underway.

Next Meeting

Tentative dates on a Thursday toward the mid or end of October will be explored. As a follow-up from this meeting, Mr. Elderkin stated he would e-mail copies of the reports to all CFC members to gather additional comments.

Dr. Bender adjourned the meeting at 8:50 p.m.

Minutes submitted by Bernadette Tramm