

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

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, September 13, 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 Closed Meeting		
7:00 p.m.	• Board Adjourns from a 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.	<ul style="list-style-type: none"> • Sixth Day of Enrollment -- Business Manager		A-1
7:40-7:50 p.m.	<ul style="list-style-type: none"> • Board Member School Visitations -- Superintendent and Board President		A-2
7:50-7:55 p.m.	<ul style="list-style-type: none"> • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills and Payroll • Destruction of Audio Closed Minutes 	Action Item 10-09-1	A-3
7:55-8:00 p.m.	<ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Open and Closed Minutes of August 23, 2010; Closed Minutes of August 26 and 28, 2010; and Special Board Meeting Minutes of August 31, 2010. • Committee of the Whole Minutes: Finance of August 23, 2010 	Action Item 10-09-2	A-4

8:00-8:05 p.m.

• **Other Items of Information**

A-5

-- Superintendent

- Upcoming Agenda
- Freedom of Information Requests
- Memoranda of Information
 - Update on Summer Construction Projects
 - 2011 School Board Elections
 - Employee Wellness Initiatives
 - Update on Strategic Plan
- Minutes of Board Committees
 - Traffic Safety Committee Minutes of August 31, 2010

8:05 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

- Walk through of Jefferson School
- Public Hearing on the 2010-11 Budget • Adoption of FY11 Budget
- Update on Educational Ends
- Resolution to Transfer Interest from the Student Activity Account to the Education Fund
- Resolution to Transfer Accumulated Funds in the Middle School After School Activity Fund to the Education Fund
- Annual Application for Recognition of Schools

TBD

- Walk through of Washington School (October 25, 2010)
- Committee of the Whole: Wellness • Results from Youth Survey and Drug Abuse
- Approval of Staff Development Wednesday Calendar
- Update on Strategic Plan (October 2010)
- Walk through of Franklin School (November 15, 2010)
- Strategic Plan Progress Report (December 13, 2010)
- Walk through of Field School (January 24, 2011)
- Walk through of Carpenter School (February 28, 2011)
- Walk through of Lincoln Middle School (March 14, 2011)
- 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)
- Walk through of Roosevelt School (May 9, 2010)
- Walk through of Emerson Middle School (May 23, 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.

To: Board of Education

From: Rebecca J. Allard, Business Manager

Date: September 13, 2010

Subject: 2010-11 6th Day Enrollment Report



This year's enrollment data and class sections continue to reflect the class size guidelines in effect since the 2007-08 school year. The guidelines are as follows: K- 22 students; grades 1-2 / 24 students; grades 3-4 / 26 students; and grades 5-8 / 28 students.

The 2010-11 6th day enrollment of 4,325 is 19 students greater than last year's 6th day enrollment. Detailed information can be found on the attached pages:

- There are 59 more students at the elementary schools.
- There are 30 fewer students at the middle schools.
- There are 8 less students at Jefferson (*pre-school special needs students*).
- There are 2 less special needs students placed outside the District.

Class sections have decreased by two from the previous year:

- In grades K-5 the class sections have decreased by three.
- The middle school will have one more homeroom section.

John D. Kasarda, PhD, consulting demographer, updated enrollment projections in December 2009, Table 53 and 54 are attached. The District is tracking midway between Table 53 "*Series B Projection*" and Table 54 "*Series C Projection*".

Student enrollment numbers will continue to change as the new students enroll and/or withdraw from the District.

Park Ridge - Niles Community Consolidated School District 64
Enrollment Update as of August 30, 2010

	2009-10 6th Day Enrollment	2010-11 6th Day Enrollment	Pupil Difference	Section Change
<u>Elementary School</u>				
Kindergarten	402	415	13	0
1	426	447	21	1
2	489	439	(50)	(3)
3	483	516	33	0
4	452	500	48	1
5	463	457	(6)	(2)
Subtotal	2,715	2,774	59	(3)
<u>Middle School</u>				
6	484	492	8	0
7	510	487	(23)	0
8	520	505	(15)	1
Subtotal	1,514	1,484	(30)	1
<u>Jefferson</u>				
	43	35	(8)	
<u>Private Placements</u>				
	34	32	(2)	
<u>Grand Total</u>				
	4,306	4,325	19	(2)

District 64 - 2010-11 6th Day Enrollment - August 30, 2010

Grade Level	Carpenter	Field	Franklin	Roosevelt	Washington	Emerson	Lincoln	K-8 Total Enrollment **	Jefferson ***	Placed Outside District 64
Pre - School	0	0	0	0	0				35	2
KDG	20 17 18 16 7 *	21 21 22 19	19 13 17 14 6 *	21 22 20 21 22	20 20 20 19					
	78	83	69	106	79			415		1
1	22 22 21	20 20 20 20	19 21 20 8 *	20 21 21 21 20	22 23 22 22 22					
	65	100	68	103	111			447		
2	17 17 17	23 22 22 22	21 18 21 20 3 *	24 24 23 23 20	20 20 20 20 20					
	51	111	83	94	100			439		1
3	19 19 18 19	24 24 24 24	23 22 23 18 4 *	26 25 25 26 26	25 26 26 26					
	75	120	90	128	103			516		3
4	19 19 19	24 24 24 25 24	26 26 25	25 24 25 24 23	25 25 24 25 25					
	57	121	77	121	124			500		6
5	20 20 20	28 26 28 27	29 28 28	25 26 25 26	25 26 26 24					
	60	109	85	102	101			457		4
6						27 26 25 26 26 26 27 26 26 26	25 26 26 27 25 25 26 25 26			
						261	231	492		7
7						26 28 26 27 27 26 26 27 27	26 25 25 26 26 26 26 20 26 21			
						240	247	487		3
8						25 27 27 26 26 27 28 26 26 27	27 28 26 28 27 25 27 27 25			
						265	240	505		5
Building Totals	386	644	472	654	618	766	718	4,258	35	32
Change from 2009 6th Day	34	(14)	23	15	1	(7)	(23)	29	(3)	(2)
Change from June 2010	28	(19)	3	12	(5)	(15)	(17)	(13)	(35)	(8)

* Special needs students are included in the appropriate grade levels.

** In addition to the above enrollment there are 32 special needs students placed outside the District.

*** Jefferson has 13 community students in the Pre-School Program.

Table 53

Enrollment Projection Assuming Future Fertility Rates Remain Constant (through 2014) and Both Turnover of Existing Housing Units and Teardowns Occur as *Currently Anticipated* through 2019–20

Community Consolidated School District 64

Series B Projection												
Grade	2009–10	2010–11	2011–12	2012–13	2013–14	2014–15	2015–16	2016–17	2017–18	2018–19	2019–20	
K	402	393	400	397	401	399	406	403	408	404	409	
1	426	443	434	441	438	442	437	444	441	446	442	
2	489	445	462	453	460	457	459	454	461	458	463	
3	483	498	454	471	462	469	466	468	463	470	467	
4	452	498	513	469	486	477	483	480	482	477	484	
5	463	458	504	519	475	492	484	490	487	489	484	
6	484	469	464	510	525	481	499	491	497	494	496	
7	510	495	480	475	521	536	492	510	502	508	505	
8	520	513	498	483	478	524	538	494	512	504	510	
K–8	4,229	4,212	4,209	4,218	4,246	4,277	4,264	4,234	4,253	4,250	4,260	
Sp. Ed.	77	71	71	71	72	72	72	72	72	72	72	
Total	4,306	4,283	4,280	4,289	4,318	4,349	4,336	4,306	4,325	4,322	4,332	

Table 54

Enrollment Projection Assuming Future Fertility Rates Remain Constant (through 2014) and Both Turnover of Existing Housing Units and Teardowns Are Greater than *Currently Anticipated* through 2019–20

Community Consolidated School District 64

Series C Projection												
Grade	2009–10	2010–11	2011–12	2012–13	2013–14	2014–15	2015–16	2016–17	2017–18	2018–19	2019–20	
K	402	407	418	414	419	417	425	424	430	432	436	
1	426	453	458	469	465	470	462	470	469	475	477	
2	489	453	480	485	496	492	494	486	494	493	499	
3	483	506	470	497	502	513	506	508	500	508	507	
4	452	504	527	491	518	523	531	524	526	518	526	
5	463	465	517	540	504	531	534	542	535	537	529	
6	484	477	479	531	554	518	543	546	554	547	549	
7	510	503	496	498	550	573	533	558	561	569	562	
8	520	519	512	505	507	559	578	538	563	566	574	
K–8	4,229	4,287	4,357	4,430	4,515	4,596	4,606	4,596	4,632	4,645	4,659	
Sp. Ed.	77	76	77	79	80	82	82	82	82	83	83	
Total	4,306	4,363	4,434	4,509	4,595	4,678	4,688	4,678	4,714	4,728	4,742	

Board Member School Visitations Discussion

1. Board meeting scheduled at a particular school building.
2. Board member will contact Board President John Heyde to schedule a date and time for the Board member to visit the school building.
3. Board President John Heyde will contact the building principal to confirm a date and time Board member requests the professional visit.
4. At the following Board meeting the Board member will report back to the Board, as a whole, regarding the visit.

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

Board of Education Agenda
Monday, September 27, 2010
Jefferson School
8200 Greendale, Niles

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Monday, September 27, 2010

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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 Walk Through of Jefferson School	
7:20 p.m.	• Board Convenes to Public Hearing on the Budget	
7:30 p.m.	• Board Resumes Regular Meeting	
7:30-7:35 p.m.	• Public Comments	
7:35-7:40 p.m.	• Adoption of FY11 Budget Action Item 09-09-3 -- Business Manager/Superintendent	A-1
7:40-7:45 p.m.	• Resolution # 1057 to Transfer Interest from the Student Activity Account to the Education Fund -- Business Manager Action Item 09-09-4	A-2
7:45-7:50 p.m.	• Resolution # 1058 to Transfer Accumulated Funds in the Middle School After School Activity Fund to the Education Fund -- Business Manager Action Item 09-09-5	A-3
7:50-8:10 p.m.	• Update on Educational Ends -- Assistant Superintendent for Student Learning	A-4
8:10-8:15 p.m.	• Consent Agenda - Action Item 09-09-6 -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills • Annual Application for Recognition of Schools • Destruction of Audio Closed Minutes (None) 	A-5

- | | | |
|----------------|--|--|
| 8:15-8:20 p.m. | <ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Open and Closed Minutes of September 13, 2010 • Committee-of-the-Whole of September 13, 2010 | Action Item 09-09-7

A-6 |
| 8:20-8:25 p.m. | <ul style="list-style-type: none"> • Other Items of Information -- Superintendent <ul style="list-style-type: none"> • Upcoming Agenda • Minutes of Board Committee (None) • Memorandum of Information (None) | A-7 |
| 8:25 p.m. | <ul style="list-style-type: none"> • Adjournment | |

Next Regular Meeting: Tuesday, October 12, 2010 – 7:30 p.m.
Hendee Educational Service Center
164 S. Prospect Avenue

TBD

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- Committee of the Whole: Wellness • Results from Youth Survey and Drug Abuse
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Dr Philip Bender
 164 South Prospect Avenue
 Park Ridge IL 60068-4079

RECEIVED

AUG 23 2010

BOARD OF EDUCATION
 DISTRICT 64

Dear: Dr. Philip Bender

August 18, 2010

Please consider this letter as a request under the Illinois Freedom of Information Act. I am requesting a copy of the following documents that pertain to the current transportation service (school busing) for PARK RIDGE COMMUNITY CONSOLIDATED DISTRICT OFFICE 64

1. A list of prospective bidders that was sent an Invitation to bid on the most recent RFP.
2. A list of the pre-conference attendees for the Transportation service bid.
3. A list of prospective bidder's response to the District on the Transportation Service Bid.

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

2010-13

Madelyn Wsol

Monday, August 30, 2010 7:31 AM

Subject: FOIA Request

Date: Friday, August 27, 2010 3:09 PM

From: Jayson Deets <jayson_deets@illinoispaper.com>

Reply-To: <jayson_deets@illinoispaper.com>

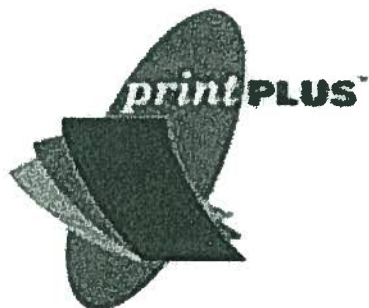
To: Madelyn Wsol <mwsol@d64.org>

Per the FOIA, I am requesting the following information:

Current contracts for copier and/or printer lease and maintenance agreements.

Jayson Deets
Senior Account Representative
Illinois Paper & Copier Co
6 Territorial Court
Bolingbrook, IL 60440
(630) 679-9090 Office
(630) 220-6738 Mobile
Jayson_Deets@ipcc.us.com

Cut your total imaging costs today!



ILLINOIS PAPER & COPIER CO.

Increased efficiency reduced operating costs.

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

MEMO

DATE September 13, 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.
- Post-flooding restoration work is complete with the exception of the installation of some casework in the District Media Center.
- Weekly construction meetings have concluded.
- The architect is working from a final punch-list with the contractor.
- District staff received building systems training on September 9.

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 except for the modification of one hand railing and investigation into some slow secondary drains. These were added to supplement the main courtyard drain, which is working well.
- The multi-purpose room is complete with the exception of the installation of three doorway threshold plates.
- The staff lounge upgrades are complete and this area is now in service.

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.
- The roofing punch list is scheduled for completion on September 11.
- The nurse's office is complete.
- The fire alarm is complete.
- The gym area is complete.
- The locker room punch list is expected to be complete by September 18.
- Landscape repairs will be completed by September 17.

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. Testing and balancing is ongoing but should be completed by September 15.
- The new boilers are scheduled for start-up on September 17.
- All new windows have been installed.
- The auditorium is still under the final stages of construction. However, final cleaning is anticipated to be done by September 22.
- Landscaping repair will be completed by September 17.
- Asphalt patching and repair is scheduled for September 11.

RJ

To: Board of Education

From: Madelyn Wsol, Administrative Assistant to the Superintendent *MW*

Date: September 13, 2010

Subject: 2011 School Board Elections

The District 64 Board of Education will have four seats available at the April 5 election: one 2-year term (partial) and three 4-year terms (full). Although the elections next April seem a long way off, changes recently in the Illinois election laws have moved up two important deadlines:

- *The first day that candidates can lawfully circulate nominating petitions for signatures is **September 21, 2010**.* (In the 2009 election, the first day to circulate petitions was October 28.)
- *The period for filing nominating papers with the board secretary runs from **December 13 through December 20, 2010**.* (In the 2009 election, candidates filed their nominating papers in the week of January 19 to January 26.)

As of September 8, the Cook County Clerk's Office indicated that the revised papers (i.e., Petition for Nomination) are not yet available, but anticipates publishing these documents in the next few days. District 64 has purchased Candidate Kits from the Illinois Association of School Boards (IASB) to distribute to prospective candidates on request; we will add the updated materials when they are available from the Clerk's Office.

The Board Secretary is the local election official. The Board, however, can appoint designated representatives to receive nominating papers. In the past, the Superintendent's Administrative Assistant has acted in this capacity. To prepare for this responsibility, I will be attending a regional training workshop on October 8 sponsored by the IASB.

The impact of the updated timeline, however, will likely require additional representatives to be designated. Most of the process falls within Winter Break when the District 64 offices are officially closed. The District 64 administration will develop a plan to provide coverage for this period to meet the legal requirements, and will report to the Board again later this fall.

For your reference, attached is the *2011 School Board Election Calendar*. This document lists a timeline for the **Duties of the School Board Secretary and Important Dates for Candidates**.

September
2010

2011 School Board Election Calendar

Provided by
**Illinois
Association
of School
Boards**

Note: Information in parentheses refers to the appropriate state statute. *The Election Code* is found at 10 ILCS 5/1-1 et seq., while *The School Code* is at 105 ILCS 5/1-1 et seq.

Duties of the School Board Secretary (Local Election Official)

Tuesday, September 21, 2010 — First day that prospective candidates may circulate nominating petitions for signatures for the April 5, 2011, school board election. (Election Code 10-4)

Friday, December 3 — Last day to publish notice of the time and place for filing nominating petitions. *This is optional.* (School Code 9-10)

Monday, December 13 — First day that candidates may file nominating papers with the board secretary for the April 5, 2011, school board election. (School Code 9-10 and Election Code 10-6)

Monday, December 20 — Last day candidates may file nominating papers with the board secretary. (School Code 9-10 and Election Code 10-6)

Also — Last day for the school board secretary to notify candidates, in writing, of the acceptance of their nominating papers. (School Code 9-10)

Also — Last day for candidate to file receipt for Statement of Economic

Interests to accompany nominating papers. (School Code 9-10 and Illinois Governmental Ethics Act, 5 ILCS 420/4A-105)

Wednesday, December 22 — Last day for board secretary to provide written Notice of Simultaneous Filing Lottery if lottery is to be held on December 29, the last available day. The law requires notice of at least seven days before the lottery. (School Code 9-11.1 and Election Code 10-6.2)

Tuesday, December 28 — Last day to file objections to the nominating papers of candidates who have filed for the April 5 school board election. (Election Code 10-8)

Also — Last day for a candidate who has filed petitions for two seats (full and partial terms) to withdraw one or the other. (Election Code 10-7)

Wednesday, December 29 — Last day for board secretary to hold a lottery to establish the order of names on the ballot in the event of simultaneous candidate filings. (School

Code 9-11.1 et seq. and Election Code 10-6.2)

Thursday, January 27, 2011 — Last day for board secretary to certify candidates to the election authority (county clerk or election commission) for the April 5 school board election. (Election Code 10-15)

Also — Last day candidate may file notarized papers withdrawing nomination. (Election Code 10-7)

Thursday, February 3 — Last day for board secretary to certify public policy questions to the election authority for referendum at the April 5 election. (Election Code 28-5)

Tuesday, April 5 — Consolidated Election Day.

Tuesday, April 26 — Last day for the election authority (county clerk or elections commission) to canvass election results and proclaim winners. The board secretary is then required to transmit election results to the school board. (Election Code 17-22 and 22-17)

Duties of the Board of Education

Tuesday, January 18, 2011 — Last day for the school board to adopt a resolution putting public policy questions on the ballot for the April 5 election. Resolution must provide wording for ballot proposition. (Election Code 28-2)

Tuesday, May 3 — Last day for the school board to reorganize by seating new members, electing officers and setting a time and place for regular meetings. (School Code 10-5 and 10-16)

Important Dates for Candidates

Tuesday, September 21, 2010 — First day that prospective candidates may circulate nominating petitions for signatures for the April 5, 2011, school board election. (Election Code 10-4)

Monday, December 13 — First day that candidates for the April 5, 2011, school board election may file nominating papers with the board secretary. (School Code 9-10 and Election Code 10-6)

Monday, December 20 — Last day to file nominating petitions with the board secretary. (School Code 9-10 and Election Code 10-6)

Also — Last day for candidate to file receipt for Statement of Economic

Interests to accompany nominating papers. (School Code 9-10 and Illinois Governmental Ethics Act, 5 ILCS 420/4A-105)

NOTE: The Statement of Economic Interests for 2010 must be filed with the applicable election authority for any incumbent board member seeking re-election as well as for any new candidate (Election Code 10-5).

Thursday, February 3, 2011 — Last day to file a declaration of intent to run for the school board as a write-in candidate at the April 5 election. Within 10 days after the election authority proclaims winners, a successful write-in candidate must file a statement of candidacy and a county

clerk's receipt for the Statement of Economic Interests. (Election Code 17-16.1 and 18-9.1)

Thursday, February 24 — Last day for organizations to register poll watchers with the election authority. (Election Code 17-23)

Tuesday, March 22 — Last day for election authority to have poll watchers' credentials available for distribution. (Election Code 17-23)

Friday, April 1 — Last day for the election authority to have ballots printed and available for inspection by candidates and their agents for the April 5 election. (Election Code 5/16-5)

Memorandum of Information 2010-11 #007

To: Board of Education

From: Rebecca J. Allard, Business Manager
 Sandra Stringer, Assistant Superintendent for Human Resources

Subject: Employee Wellness Initiatives

Date: September 13, 2010

District 64 was fortunate to have a 2010-11 health insurance renewal of 0.0%, based in part on a favorable claims experience. To help continue this trend, District 64 is taking a more holistic approach to employee wellness through several important offerings this fall.

The first step is to reinstitute and broaden the annual employee fair. After a one-year hiatus, the District 64 Insurance Committee is teaming up with our new Wellness Council to co-sponsor an expanded Wellness & Benefits Fair on Wednesday, September 15 at Emerson Middle School. The District 64 Wellness Council was formed in June 2009 to promote proper nutrition and physical fitness for our District's students, families, and staff. The Council will participate at the fair along with several new exhibitors to further staff knowledge on maintaining a healthy lifestyle.

In addition, for the first time, District 64 this fall will offer all District employees an optional health screening conducted by Wellness Inc. The health screening, which includes both a health risk assessment as well as blood tests, is a key component to the early detection of disease. The cost of this health screening is covered under the Blue Cross Blue Shield PPO member's wellness benefit. To maximize participation, Wellness Inc. will provide one free screening for a non-PPO member for every three PPO members who are screened. If more non-PPO members participate than Wellness Inc. has agreed to cover, District 64 will be billed \$78 per person. The cost for this health screening is included in the 2010-11 budget and is expected to be minimal. For example, if 50 employees participate, and 20 of the participants are not PPO members (about 65 percent of the approximately 500 eligible employees are PPO members), then the District would be billed for $10 \times \$78 = \780 .

Finally, flu vaccinations this year also will be offered by Wellness Inc. separately for an additional charge to employees who would like to receive this added protection.

We believe these pro-active efforts will be important steps to improve the health of District 64 employees, which ultimately will benefit not only themselves but also their families and our students.

To: Board of Education

From: Philip Bender, Superintendent
Bernadette Tramm, Strategic Plan Internal Facilitator

Date: September 13, 2010

Subject: Update on Strategic Plan

District 64 is moving forward steadily on activities planned for implementation during 2010-11, the first year of the "Journey of Excellence." Below is a summary of some of the key steps undertaken thus far to engage District 64 staff and administrators in the specific areas scheduled for the year ahead and to continue building awareness of the plan with parents and community members.

District 64 Activities and Timeline

Institute Day marked the official introduction of the new "Journey of Excellence" theme and logo with our staff. As you know, the morning featured an in-depth presentation on the five strategies in the plan, with particular emphasis on the three strategies needing extensive teacher involvement this year. The video featured teachers who participated in the Action Teams for the five strategies last year; Superintendent Bender was the overall narrator. Also that day, all staff members received a magnet and a laminated double-sided reference guide with the key plan components on the front and the "change protocol" (Strategy V) on the reverse. In addition, framed posters of the key plan components have been installed at all District 64 buildings. We hope these items will be a constant reminder of our shared mission and goals.

As a follow-up to this kick-off, a narrated PowerPoint presentation was also created and played at all staff building meetings on September 1. This talk introduced the leaders of the three strategies that require active teacher participation this year: Director of Technology Terri Bresnahan (Strategy I Technology), Lincoln School Assistant Principal Tim Gleason (Strategy II Personal Student Goals), and Assistant Superintendent for Student Learning Diane Betts (Strategy IV Student Learning). Dr. Bender and Ms. Tramm teamed up to provide a Q & A component.

As a follow-up, individual 20-minute before or after school informal sessions have been scheduled at all schools with Dr. Bender and the three strategy leaders. These optional meetings give staff an opportunity to ask any questions they may have about the 12 committee choices for teacher involvement this year.

The strategy leaders, Dr. Bender and Ms. Tramm have met as a group to plan other near-term activities, including these steps for organizing teacher involvement:

- September 3-15 – Informal building Q & A sessions as described above.
- September 15-22 – Teachers indicate first and second choices for committee involvement via an online form.
- September 28 – Members of the original Strategic Planning team and the three strategy leaders meet to review teacher preferences and balance committee membership to assure good representation of grade levels, teacher assignments and buildings on all 12 committees.
- October 1 – Strategy leaders announce committee lists.

In coming weeks, the three strategy leaders will continue to meet and prepare work plans for their committee efforts later this fall. In addition, all administrators are reviewing their Mutual Commitments & Expectations forms developed during the June 16-17 workshop with Strategic Plan facilitator Dr. Howard Feddema as part of their first goal-setting conferences either with Dr. Bender or their direct supervisor. The Administrative Council as a whole will devote additional time at an upcoming meeting related to their strategic planning leadership roles this year.

Parent and Community Activities

As our new Superintendent, Dr. Bender has been invited to talk at meetings of all our school PTO/ A groups between September 7 and November 1. He has been using these occasions to focus on the new mission statement and Strategic Plan as he talks about his goals for District 64. In addition, he provided an extensive update for our Senior Tax Exchange Program participants at their annual orientation meeting on August 27.

The District 64 2010-11 Student-Parent Handbook also has a full page devoted to the key plan components for easy parent reference. Many teachers pointed out the plan in their recent parent night talks and school principals will continue to mention its importance in their school newsletters this year.

Community organizations in turn are welcoming Dr. Bender to speak about the Strategic Plan, including Kiwanis (August 11) and the Park Ridge Chamber of Commerce (November 10). Community awareness also will build with additional publicity from District 64 this fall.

Implementing the Strategic Plan requires the coordinated efforts of the entire District 64 community. These initial activities and communication outreach completed over the summer and during these first weeks of the new school year are laying the solid foundation needed for a successful first year of implementation activities for the District 64 Strategic Plan. We look forward to providing the Board and community with frequent updates.

**PARK RIDGE-NILES SCHOOL DISTRICT 64
TRAFFIC SAFETY COMMITTEE**

Minutes of the meeting
held at 4:00 p.m. Tuesday, August 31, 2010
Franklin School, 2401 Manor Lane, Park Ridge, IL 60068

Attendees:

Superintendent Philip Bender
Chief Frank Kaminski, Park Ridge Police
Cmdr. Bill Polka, Park Ridge Police
Ofc. Jon Moehrlin, Park Ridge Police
Sarah Mitchell, Park Ridge City Engineer
Div. Cmdr. Joseph Penze, Niles Police
Sgt. Tom Davis, Niles Police
Roy Jensen, Director of Buildings & Grounds
Bernadette Tramm, Public Information Coordinator
Mary Canel, Carpenter School Principal
Kathy Jozwiak, Carpenter School PTO
Tim Benka, Emerson Middle School Assistant Principal
Michelle Betthauser, Emerson Middle School PTO
Katie Kelly, Field School Assistant Principal
Jane Everett, Field School
Marvin Bornschlegel, Field School PTO
Dan Walsh, Franklin School Principal
Dan Ophus, Washington School Assistant Principal
Leslye Lapping, Jefferson School Coordinator

Dr. Bender called the meeting to order at 4:05 p.m. and welcomed everyone to the new school year.

Village of Niles Police Report

Sgt. Davis stated he would be meeting with the representatives for Emerson and Jefferson schools after the meeting to discuss the traffic plan for Greendale Avenue during construction. Sgt Davis said the department is focusing on enforcement of laws regarding texting while driving and cell phone use in school zones. He said the Niles Police Department is creating a flyer to distribute to drivers in school zones to address this concern.

Dr. Bender asks whether students can be told to avoid walking or biking near the intersection of Oakton Street and Greenwood Avenue while under construction.

City of Park Ridge Police Report

■ **Enforcement**

Ofc. Moehrlin reported that Park Ridge Police are similarly focusing on cell phone enforcement and that a flyer had been prepared for the school newsletters about the laws. The police sign board reminding drivers about the cell phone law also has been placed at schools to remind drivers. He said police would be writing tickets to enforce the law.

Ofc. Moehrlin reported that citizen volunteers had come forward for Franklin, Roosevelt, Field and Mary Seat of Wisdom to help reinforce traffic rules around those schools. The volunteers wear orange vests and have focused on safe parking and basic safety concerns.

■ **Police Blog**

Ofc. Moehrlin reported that the police blog is back in operation; he distributed instructions on how to sign up.

ACTION: All schools should sign up for the blog immediately and begin using it to report safety concerns. Ms. Tramm will e-mail a pdf of the instructions to all principals after the meeting.

■ **Crossing Guards**

Chief Kaminski reported that guards are in place at the same locations as last year.

City of Park Ridge City Engineer

Ms. Mitchell reported that the City is serving as liaison only with the contractor working at Oakton Street and Greenwood Avenue; please report concerns to her. The area is being done in sections and that intersection should be done by November. She also reported that Wide Open West (WOW) is installing cable using different subcontractors around the City. Please report any concerns to her.

School Reports

■ **Carpenter**

Ms. Canel thanked police for their efforts, which are always appreciated. She noted that people continue to drive through the stop sign. She also has tried to keep people from sitting on the curbs since they become more difficult to see and create a hazard for drivers.

ACTION: Ofc. Moehrlin said he would note the request for when police are conducting enforcement at the school.

Ms. Jozwiak reported that she had called 9-1-1 last week when a driver had ignored the orange parking cones and created an unsafe situation. She appreciated that parking enforcement and the watch commander arrived swiftly, because it showed for the driver and everyone observing in the vicinity how seriously the police commitment is to enforcing safety around the schools.

■ **Lincoln**

Mr. Martin thanked police for their efforts to speak to drivers using cell phones in the school zone. It has had an impact. He said the school continues to address issues of students not using the corner to cross.

■ **Franklin**

Mr. Walsh thanked police for the citizen patrol volunteers, who have been very effective and welcomes their presence anytime they are available. He also noted the "school's in session" flyers being distributed in the bags at a local fast food restaurant.

■ **Washington**

Mr. Ophus also thanked police for their efforts before and after school. He said this is especially important to set the right tone for the new school year. He especially thanked police for their professional and courteous response when handling a recent case of vandalism to the school roof.

■ **Field**

Ms. Kelly expressed her thanks especially to Ms. Mitchell for the construction updates on street work, which helped the school keep parents informed about disruptions to the traffic flow. She said that being able to write down for police the license plates of drivers not following safety signs has been very helpful.

Ms. Everett pointed out that parents also are helping to identify parking issues and other concerns when they observe them. She said police are helping to enforce restrictions on

turns near the school. She said the school also has found it useful to distribute flyers particularly to kindergarten and first grade parents about the school's traffic flow.

▪ **Emerson**

Mr. Benka reported that a letter was sent to all parents about the crossing guard locations and changes, and the hours when guards are available particularly for student staying for after school activities. He thanked the Niles Police for their support and cooperation.

▪ **Jefferson**

Ms. Lapping said she was concerned about traffic flow during the construction on Greenwood Avenue.

ACTION: Mr. Jensen, Mr. Benka and Niles Police will meet after the meeting to discuss specific needs of these two schools.

▪ **Roosevelt**

No report.

Successes-Concerns

- **Kindergarten Use of Playgrounds** – Ms. Jozwiak reported that at Carpenter, Ms. Canel had gone out to talk with kindergarten parents about not using the playground after the morning session, since it creates a safety issue for these children to be mingled with the older students and for the supervisors who do not know which students are in the lunch program.
- **Fire Department Cooperation** – Dr. Bender thanked members of the Park Ridge Fire Department for showing their support for education by volunteering to assist as needed at elementary schools on the first day of classes this year.
- **"Children in Traffic" Safety DVD campaign** – Ms. Tramm and Ms. Everett discussed the options for continuing the DVD program that was successfully completed last year. Among the options discussed are to divide up the DVDs to provide a classroom "set" for each school to have on a permanent basis, which could be loaned to kindergarten families each year. Parochial schools might also be interested in receiving a similar set so that they could conduct a campaign with all families as was done in District 64 last year. The library might also be interested in having a copy for loan. The Park Ridge Police already has a copy and will be using it for presentations to driver's education classes. A reminder could be distributed in school newsletters along with the link to the DVD via the District 64 website.
ACTION: Ms. Tramm and Ms. Everett will complete an inventory of the DVDs and meet to develop a plan for 2010-11 based on these suggestions.
- **Student use of helmets/bicycle safety** – Dr. Bender asked whether additional emphasis could be placed on enforcement of students wearing helmets while riding bicycles.
ACTION: School principals are asked to step up enforcement of the District's helmet policy. Chief Kaminski said the City can provide additional positive reinforcement, but has no official helmet policy that could be enforced. Sgt. Davis said Niles also has no policy, but can also stress positive behavior.

Next Meeting

The next meeting will be held on Tuesday, October 26 at Field School, 707 N. Wisner, Park Ridge in the Learning Resource Center.

The meeting was adjourned at 4:30 p.m.

Minutes submitted by Bernadette Tramm