

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

Board of Education Agenda  
Monday, November 15, 2010  
Franklin Elementary School  
2401 Manor Lane

*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, November 15, 2010**

## TIME

## APPENDIX

6:00 p.m.	<b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• Introductions</li><li>• Opening Remarks from President of the Board</li></ul>	
6:00 p.m.	• <b>Board Recesses and Adjourns to Closed Meeting</b>	
7:25 p.m.	• <b>Board Adjourns from Closed Meeting</b>	
7:30 p.m.	• <b>Board Resumes Regular Meeting</b>	
7:30-7:35 p.m.	• <b>Public Comments</b>	
7:35-7:45 p.m.	• <b>Resolution #1059 to Approve 2010 Proposed Tax Levy</b> -- Business Manager	<b>A-1</b> <b>Action Item 10-11-1</b>
7:45- 7:55 p.m.	• <b>Discussion on Non-sponsored Educational Trips</b> -- Lincoln & Emerson Teachers	<b>A-2</b>
7:55-8:05 p.m.	• <b>Approval of Reconsideration - Carpenter 2011 Summer Capital Improvement Projects</b> -- Business Manager	<b>A-3</b> <b>Action Item 10-11-2</b>
8:05-8:10 p.m.	• <b>Approval of Award of Electric Service Bid</b> -- Business Manager	<b>A-4</b> <b>Action Item 10-11-3</b>
8:10-8:20 p.m.	• <b>Present Amended 2010-11 Calendar</b> --Assistant Superintendent for Student Learning	<b>A-5</b>
8:20-8:30 p.m.	• <b>First Reading of Policies 5:35, 5:240, 5:290 and 5:310</b> -- Superintendent	<b>A-6</b>
8:30-8:35 p.m.	• <b>Appointment of Board Election Designees</b> -- Superintendent	<b>A-7</b> <b>Action Item 10-11-4</b>

8:55 p.m.	• <b>Tour of Franklin School Facility</b>	A-13
9:55 p.m.	• <b>Adjournment</b>	

**Next Regular Meeting: Monday, December 13, 2010 – Public Hearing on Levy 7:20 p.m.  
Regular Board Meeting – 7:30 p.m.  
Hendee Educational Service Center  
164 South Prospect Avenue**

## December 13, 2010

- Public Hearing on the Levy & Adoption
- Presentation and Approval of Summer Interim Session 2011 Dates & Fees
- Audit Report
- Acceptance of Audit FY10
- Approval of Amended 2010-11 Calendar
- Approval of Financial Update for the Period Ending November 30, 2010
- Transportation Bid Specifications

- Strategic Plan Progress Report
- Approval of Policies 5:35, 5:240, 5:290 and 5:310

#### January 10, 2011

- Discussion on Board of Education Meeting Dates 2011-12
- Results from Illinois Youth Survey
- Update on EIS/RtI (memo)

#### January 24, 2011

- Tour of Field School Facility
- Award Transportation Contract
- Approval of December Financials

#### Upcoming Agenda Items

- Tour of Carpenter School Facility (2/28/11)
- Approval of January Financials (2/28/11)
- Tour of Lincoln Middle School Facility (3/14/11)
- Approval of February Financials (3/14/11)
- Strategic Plan Progress Report (4/4/11)
- Strategic Plan Report on 2011-12 Action Plans and Budget (4/25/11)
- Approval of March Financials (4/25/11)
- Strategic Plan Adoption 2011-12 Actions Plans and Budget (5/9/11)
- Tour of Roosevelt School Facility (5/9/11)
- Tour of Emerson Middle School Facility (5/23/11)
- Approval of April Financials (5/25/11)
- Strategic Plan Progress Report (6/13/11)
- Approval of May Financials (6/23/11)

#### TBD

- Committee of the Whole: Wellness
- Present Final Calendar for 2011-12 & Tentative Calendars for 2012-13 & 2013-14

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.

Appendix 1

ADOPTION OF RESOLUTION #1059 OF 2010 PROPOSED TENTATIVE TAX LEVY

The Board of Education is required to estimate the property tax levy for the following year not less than 20 days prior to adoption. The attached resolution fulfills this statutory requirement.

The amount approved in the Tentative Levy will be published in the Truth in Taxation notice. The final levy will be acted upon on December 13, 2010, and cannot be increased from the Tentative Levy amount.

The 2010 proposed tentative aggregate property tax levy is not more than 105% of the prior year's extension; therefore a Truth in Taxation hearing is not necessary, but is recommended.

The Truth in Taxation hearing notice will be published in local newspapers on Thursday, December 2, 2010. The Truth in Taxation hearing will be held on December 13, 2010, and the final levy is scheduled for adoption that evening.

ACTION ITEM 10-11-1

I move that the Board of Education of Community Consolidated School District No. 64 estimate the aggregate property tax levy for 2010 to be 4.99% greater than the 2009 extension.

I further move that the Board of Education of Community Consolidated School District No. 64 approve the attached resolution #1059 TRUTH IN TAXATION LAW RESOLUTION.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

AYES:

NAYES:

ABSENT:

November 15, 2010

To: Board of Education  
From: Rebecca J. Allard  
Business Manager  
Date: November 15, 2010  
Subject: 2010 Proposed Tax Levy



By law, the District must file a tax levy by the last Tuesday of December (28<sup>th</sup>). If the levy increases by more than 5%, School Districts must hold a Truth in Taxation hearing to explain the increases. The District must notify the public of the Truth in Taxation hearing not less than 20 days prior to the adoption of the aggregate levy as to the estimated levy request. Notice of the Truth in Taxation hearing must be published in a newspaper of general circulation no more than 14 days or less than 7 days prior to the date of the public hearing (*Chap. 120. Par.866. ILL. Rev. Stats.*). The Truth in Taxation hearing for the 2010 levy should be held in conjunction with the regular board meeting currently scheduled for Monday, December 13, 2010 at 7:20 P.M.

The tax levy sets forth the maximum receipts that can be received from property taxation in a given year. The levy is filed by fund, but limited, in aggregate, by the *Property Tax Extension Limitation Act* (excluding the Bond & Interest Fund). The attached spreadsheet (Exhibit I) provides a review of the 2007, 2008 and the 2009 tax levy and both the 2010 levy used for budget planning and the 2010 actual levy request (gray shaded).

Each year a Truth in Taxation hearing has been held to request a levy that exceeded 5%. Although the 2010 levy request is less than 5%, it may be prudent to hold a Truth in Taxation hearing to inform the community of the District's intent to levy taxes. Last year the cost to publish the required newspaper notification was \$270.00.

Historically, a school district will request an amount in excess of what it actually anticipates for only one reason, to maintain the maximum tax rates the district is entitled to. Therefore, the recommendation for the Truth in Taxation hearing is to request an increase in the "capped" funds of 5.22%.

Summarized below are the tax rate ceilings that the District is permitted to levy by fund in the funds that are affected by the *Property Tax Extension Limitation Act*.

<b>Fund</b>	<b>Tax Rate Ceiling</b>
Education	\$3.50
Special Education	\$0.40
Tort Immunity	Based on need
Operations & Maintenance	\$0.55
Transportation	Based on need
I.M.R.F.	Based on need
Social Security	Based on need
Working Cash	\$0.05
Life Safety	\$0.10

Summarized below are the tax rates (per \$100 of assessed value) that the District is expected to achieve based upon the projected EAV (reassessment and new construction) and what is permitted under the *Property Tax Extension Limitation Act*.

<b>Fund</b>	<b>2009 Tax Rate</b>	<b>Estimated 2010 Tax Rate</b>
Education	\$1.8996	\$1.8700
Special Education	0.0212	0.0200
Tort Immunity	0.0635	0.0300
Operations & Maintenance	0.3177	0.3177
Transportation	0.0953	0.0700
I.M.R.F.	0.0529	0.0450
Social Security	0.0593	0.0450
Working Cash	0.0500	0.0000
<b>Total Capped Tax Rate</b>	<b>\$2.5592</b>	<b>\$2.3982</b>
Bond & Interest	0.1258	0.1258
<b>Total Tax Rate</b>	<b>\$2.685</b>	<b>\$2.524</b>



The following explains the types of expenditures that the tax extension funds:

Capped Funds:

**Education Fund and Special Education Levies (Fund 10)**

The most varied and the largest volume of transactions are recorded in the Educational Fund. This is because the Educational Fund covers transactions that are not specifically covered in another fund. Certain expenditures that must be charged to this fund include the direct costs of instructional, health and attendance services, lunch programs, all costs of administration and related insurance costs.

The special education levy is a sub-fund of the education fund and is calculated separately from the education fund. This levy supports special education services.

**Operations and Maintenance Levy (Fund 20)**

The salaries of janitors, engineers, and other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment shall be charged to this fund. In addition, all costs of maintaining, improving, or repairing school buildings and property, renting buildings and property for school buildings shall be charged to the Operations and Maintenance Fund.

**Transportation Levy (Fund 40)**

If a school district pays for transporting pupils for any purpose, the Transportation Fund must be created. Costs of transportation, including the purchase of vehicles are to be paid from this fund. Moneys received for transportation purposes from any source must be deposited into this fund.

**Municipal Retirement/Social Security Levies (Fund 50)**

This fund is created if a separate tax is levied for the purpose of providing resources for the school district's share of retirement benefits for covered employees or a separate tax is levied for the purpose of providing resources for the district's share of Social Security and Medicare only payments for covered employees.

**Tort Levy (Fund 80)**

The tort fund is used to the cost of workers' compensation and property & liability insurance coverage. In addition, this fund is permitted to cover all costs associated with risk management, if the District has a risk management plan.

Non- Capped Funds:

**Bond and Interest Levy (Fund 30)**

Bonds are generally issued to finance the construction of buildings, but may also be issued for other purposes. Taxes are levied to provide cash to retire these bonds and to pay the interest on them. To protect the bondholders, these tax

collections must be accounted for in the Bond and Interest Fund. School districts must maintain a separate bond and interest fund for each bond issue.

**Summary:**

The tax levy amount that will be requested at the November 15, 2010, Board Meeting is \$60,275,460 and represents a 4.99% increase over the 2009 actual tax levy extension: 5.22% increase in the "capped funds" and a 0.26% increase in Bond & Interest Fund.

The Tax Cap Formula will limit the actual amount extended.

It is important to note that the above amount can be decreased at the Truth in Taxation hearing on December 13, 2010, but cannot be increased from the amount approved at the November 15, 2010, Board Meeting.

**Exhibit I** is an analysis of the 2009 tax levy and both the 2010 levy used for budget planning and the 2010 actual levy request.

**Exhibit II** is a copy of the notice that will appear in Park Ridge Advocate and the Niles Spectator on Thursday, December 2, 2010.

**Exhibit III** – Certificate of Tax Levy (ISBE 50-02)



**Park Ridge - Niles School District 64**  
**2010 Proposed Tax Levy**

	Actual 2007 Tax Extension	Actual 2008 Tax Extension	Actual 2009 Tax Extension	Estimated 2010 Tax Extension - Budget Assumption	2010 Tax Levy Request
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2010</u>
New Construction	36,041,643	23,786,571	15,461,652	7,730,826	
Reassessment	1,932,757,360	2,097,666,476	2,121,453,047	2,342,875,343	
Total EAV	1,968,799,003	2,121,453,047	2,136,914,699	2,350,606,169	
% Increase in EAV		7.75%	0.73%	10.00%	
Tax Cap CPI Factor	2.50%	4.10%	0.10%	2.70%	
<b>Fund</b>	<b>Tax Rates</b>				
Education	2.0262	1.9570	1.8996	1.8700	
Special Ed	0.0156	0.0158	0.0212	0.0200	
Tort	0.0586	0.0595	0.0635	0.0300	
O&M	0.2874	0.2917	0.3177	0.3177	
Transportation	0.0880	0.0893	0.0953	0.0700	
IMRF	0.0440	0.0446	0.0529	0.0450	
Social Security	0.0557	0.0566	0.0593	0.0450	
Working Cash	0.0422	0.0428	0.0500	0.0000	
Bond & Interest	0.2319	0.1271	0.1258	0.1258	
Total	2.850	2.684	2.685	2.524	
<b>Fund</b>	<b>Tax Dollars</b>				
Education	\$39,891,166	\$41,516,066	\$40,611,477	\$43,956,335	\$45,173,926
Special Ed	\$306,431	\$335,209	\$452,746	\$470,121	\$470,121
Tort	\$1,154,451	\$1,262,871	\$1,358,238	\$705,182	\$705,182
O&M	\$5,657,829	\$6,189,180	\$6,791,191	\$7,467,876	\$7,467,876
Transportation	\$1,731,676	\$1,894,305	\$2,037,358	\$1,645,424	\$1,645,424
IMRF	\$865,838	\$947,153	\$1,131,865	\$1,057,773	\$1,057,773
Social Security	\$1,096,729	\$1,199,728	\$1,267,689	\$1,057,773	\$1,057,773
Working Cash	\$830,841	\$908,869	\$1,068,457	\$0	\$0
Sub-Total (Capped Funds)	\$51,534,961	\$54,253,381	\$54,719,021	\$56,360,484	\$57,578,075
% of Change in Capped Levy Dollars		5.27%	0.86%	3.00%	5.22%
Bond & Interest	\$4,565,816	\$2,697,385	\$2,690,520	\$2,697,385	\$2,697,385
% of Change in Non-Capped Levy Dollars		-40.92%	-0.25%	0.26%	0.26%
Grand Total	\$56,100,777	\$56,950,766	\$57,409,541	\$59,057,869	\$60,275,460
% of Change in Total Levy Dollars		1.52%	0.81%	2.87%	4.99%

**RESOLUTION #1059 REGARDING ESTIMATED AMOUNTS  
NECESSARY TO BE LEVIED FOR THE YEAR 2010**

**WHEREAS**, the *Truth in Taxation Law* requires a taxing district to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

**WHEREAS**, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy if the estimated amounts necessary to be levied exceed 105% of the aggregate amount of property taxes extended, including any amount abated prior to such extension, upon the levy of the preceding year; and

**WHEREAS**, the 2010 proposed tentative aggregate property levy is not more than 105% of the prior year's extension; therefore a Truth in Taxation Hearing is not required but recommended.

**WHEREAS**, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2010 upon the taxable property of the district are as follows:

Educational Purposes	\$45,173,926
Operations and Maintenance Purposes	\$7,467,876
Transportation Purposes	\$1,645,424
Illinois Municipal Retirement Fund Purposes	\$1,057,773
Social Security/Medicare Purposes	\$1,057,773
Tort Immunity Purposes	\$705,182
Special Education Purposes	\$470,121
Working Cash Purposes	\$0
<b>TOTAL</b>	<b>\$57,578,075</b>

; and

**WHEREAS**, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

**WHEREAS**, the aggregate amount of property taxes extended for bond and interest purposes for 2009 was \$2,690,520 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2010 is \$2,697,385.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Community Consolidated School District No. 64, County of Cook and State of Illinois, as follows:

**Section 1:** The aggregate amount of taxes estimated to be levied for the year 2010, as is \$57,578,075

**Section 2:** The aggregate amount of taxes estimated to be levied for debt service for the year 2010 is \$2,697,385

**Section 3:** Public notice shall be given in the Park Ridge Advocate and the Niles Spectator, being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall not be less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide, and such notice shall not be placed in that portion of the newspapers where legal notices and classified advertisements appear, and shall be in substantially the following form:

**\*NOTICE FOR NEWSPAPER PUBLICATION\***

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64**

- I. A public hearing to approve a proposed property tax levy for Community Consolidated School District No. 64 for 2009 will be held on Monday, December 13, 2010, at 7:20 p.m. at the Raymond E. Hendee Education Service Center, 164 S. Prospect Avenue, Park Ridge, Illinois 60068.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Rebecca J. Allard, Business Manager, 164 S. Prospect Avenue, Park Ridge, IL at (847) 318-4324.

- II. The corporate and special purpose property taxes extended or abated for the year 2009 were \$54,719,021.

The proposed corporate and special purpose property taxes to be levied for 2010, are \$57,578,075. This represents a 5.22% increase over the previous year.

- III. The property taxes extended for debt service for 2009 were \$2,690,520.

The estimated property taxes to be levied for debt service for 2010 are \$2,697,385. This represents a 00.26% increase over the previous year.

- IV. The total property taxes extended or abated for 2009 were \$57,409,541.

The estimated total property taxes to be levied for 2010, are \$60,275,460. This represents a 4.99% increase over the previous year's total levy.

**Section 4:** This resolution shall be in full force and effect forthwith upon its passage.

---

President  
Board of Education  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT 64  
Cook County, Illinois

---

Secretary

**ADOPTED** this 15th day of November 2010.

Original: ☒ X  
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

217/785-8779

EXHIBIT III

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name	District Number	County
Park Ridge Niles Community Consolidated	0---64	Cook

Amount of Levy

Educational	\$ 45,173,926	Fire Prevention & Safety *	\$
Operations & Maintenance	\$ 7,467,876	Tort Immunity	\$ 705,182
Transportation	\$ 1,645,424	Special Education	\$ 470,121
Working Cash	\$	Leasing	\$
Municipal Retirement	\$ 1,057,773	Other	\$
Social Security	\$ 1,057,773	Other	\$
		Total Levy	\$ 57,578,075

\* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 45,173,926 dollars to be levied as a special tax for educational purposes; and  
the sum of 7,467,876 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 1,645,424 dollars to be levied as a special tax for transportation purposes; and  
the sum of 0 dollars to be levied as a special tax for a working cash fund; and  
the sum of 1,057,773 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 1,057,773 dollars to be levied as a special tax for social security purposes; and  
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 705,182 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 470,121 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_, and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year \_\_\_\_\_.

Signed this 13 day of DEC 20 10.

(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full \_\_\_\_\_

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. \_\_\_\_\_, \_\_\_\_\_ County, Illinois, on the equalized assessed value of all taxable property of said school district for the year \_\_\_\_\_, was filed in the office of the County Clerk of this County on \_\_\_\_\_.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year \_\_\_\_\_, is \$ \_\_\_\_\_.

(Signature of County Clerk)

(Date)

(County)

**Discussion on Non-sponsored Educational Trips**

Two District 64 teachers representing Lincoln and Emerson Middle School will present information on non-sponsored Educational Trips.



RECONSIDERATION – CARPENTER 2011 SUMMER CAPITAL IMPROVEMENT  
PROJECTS

At the October 25, 2010, Board of Education meeting the Board granted authority to the Superintendent to move forward with the 2011 Carpenter exterior drainage project, if Carpenter was approved for FAA sound insulation funding. We learned on Thursday, October 28, that Carpenter was not approved for FAA sound insulation funding.

I ask the Board of Education for reconsideration of the 2011 Carpenter summer project based on the Green Associates Project Memorandum dated October 28, 2010. I further recommend that District 64 move forward per the architect's recommendation in the attached project memorandum.

ACTION 10-11-2

I move the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, to approve the 2011 Carpenter Summer Capital Improvement Projects.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

AYES:

NAYS:

ABSENT:

11/15/10

**PROJECT MEMORANDUM**

To: Rebecca Allard  
Park Ridge – Niles School  
District 64

Project: Carpenter School –  
Storm Water  
Improvements

Project Number: 1341-MISC

Date: 1 September 2010  
Revised 28 October 2010

Regarding: Summary of Process

**Summary:**

---

Carpenter School has been experiencing ongoing storm water issues at both the lower level Auditorium and throughout the school site. The following summarizes work performed to-date as well as the proposed steps to be taken to investigate and resolve the issues.

**Work performed to-date:**

1. In summer 2009 the flooding at the exterior stairway at the auditorium was investigated to determine condition and direction of drain piping. The investigation revealed that the existing drain tile ran below the auditorium floor and that the tile had collapsed. In addition, the video camera became wedged into the collapsed drain tile and could not be removed until the tile had been excavated below the auditorium floor. The following was performed to address the issue:
  - A. New drain tile was installed below the auditorium floor to connect the exterior stair drain to the existing storm piping and to relieve hydrostatic pressure below the slab.
  - B. A new sump was installed in the south-east corner of the stage area to transfer water from the auditorium area to the boiler room sump that is connected to existing storm system.
  - C. Flooring was patched with concrete, bentonite waterproofing panel and a bentonite sealant at perimeter of patches.
2. In summer 2009 the finish materials at the east wall of the auditorium were removed and interior-side waterproofing was performed. A urethane injection was applied to the exposed cracks. The finishes were reset. Additionally the joint at the floor slab at the concrete steps to the north of the stage were injected with urethane waterproofing to address a leak at that location. After a period of allowing waterproofing materials in the auditorium to expand, it was observed that additional interior-side waterproofing should be performed – water still infiltrates the auditorium after heavy rainfall.
3. In summer 2010 a plumbing contractor investigated the storm drainage systems at the auditorium area and determined there are no exterior drain tiles at the perimeter of the auditorium. Constant hydrostatic pressure (presence of ground water) in the ground below and at the perimeter of the auditorium is a main cause of water infiltration.
4. In fall 2010 masonry veneer was removed at the east wall and flooring removed in front of the stage area to accommodate additional urethane injection waterproofing from the interior. Four waterproofing contractors

**Enlightened Design**  
Practical Solutions

111 Deerlake Road, Suite 135  
Deerfield, Illinois 60015-4998  
telephone 847-317-0852  
facsimile 847-317-0899  
www.greenassociates.com

George W. Reigle, AIA  
Carole Donovan Pugh, AIA  
Colin A. Marshall, AIA  
Gerald L. Guy, PE  
William H.R. Taylor, AIA  
Lynn D. Gibbons

**PROJECT MEMORANDUM**

1341-MISC

Page 2

28 October 2010

reviewed the water infiltration and provided proposals for repairs from the interior. The recommendations from their visits are included in the proposed work recommendations below.

5. In fall 2010 a portable dehumidifier was placed in the space. The dehumidifier has had a significant, positive impact on the ambient conditions in the space.
6. In fall 2010 the mechanical engineer reviewed the HVAC equipment in the space and proposed a design for a new HVAC system that would include an appropriate dehumidification system.
7. In fall 2010 it was discovered that piping in the new sump at the stage area had cracked and one of the two pumps had failed. The pipe and pump are undergoing replacement. Additionally two abandoned sumps in the storage room behind the stage area will be capped.

**Proposed work:**

8. The waterproofing contractors all recommend the same repair after review of many available methods. They recommend urethane injection at vertical cracks in the concrete foundation wall on the east side of the auditorium and urethane injection at the entire length of the floor to wall joint on both the east and west sides of the auditorium. Waterproofing applied from the interior is the least-cost but least sure method of waterproofing. It is possible that additional cracks will form in the east and south walls as the building ages. It is also possible that the slab can continue to shift very slightly and thus necessitate future urethane injection at the floor to wall joint. The application of future waterproofing from the interior is complicated by the fact that the auditorium is a finished space with masonry veneer, wood paneling and flooring that limit the ability to observe the condition of the concrete. The finishes also need to be removed if any future waterproofing need be applied. Due to the constant ground water and the complications due to interior finishes, we do not consider interior-side waterproofing and a long-term solution.
9. For a long-term waterproofing solution at the auditorium, we recommend:
  - A. Elastomeric membrane waterproofing be applied to the exterior of the east and south foundation walls. This type of membrane will bridge any small cracks in the foundation wall; this membrane will also keep water from penetrating into the wall thus reducing degradation of the concrete. A vertical drainage layer would be applied to the waterproofing membrane to facilitate drainage at the exterior face of the wall.
  - B. An interior-side vapor reduction coating be applied to the floor slab.
  - C. We also recommend that a drain tile system be installed at the east and south sides of the auditorium. The drain tiles would be installed at the elevation of the footing as well as some possible accommodation for drainage below the slab. The design of this system would require the expertise of a civil engineer with

**PROJECT MEMORANDUM**

1341-MISC

Page 3

28 October 2010

experience in hydrology. This system would relieve the hydrostatic pressure at the foundation walls and below slab. The drain at the auditorium exterior stair would be connected to the exterior drain tile system. By this method, the ground water would be intercepted and diverted to the storm drainage system.

- D. This work necessitates the excavation of the east and south walls of the auditorium as well as the removal and replacement of the east concrete stair.
10. We recommend the installation of a ball-trap drain at the lowest point of the auditorium floor. Because of the elevation of the auditorium and adjacency to exterior stair there will still remain a potential for water to enter the auditorium during severe rains or flooding.
  11. We recommend the installation of conditioning equipment, at the minimum a de-humidifier. Because the auditorium is below grade and the site having such a significant amount of ground water, the space is consistently humid. The feasibility of an appropriate system has been confirmed and preliminary design proposed.
  12. Investigate condition of crawl spaces to determine whether additional drain tiles or sumps will be required to address storm water in those spaces in conjunction with exterior storm water work.
  13. Perform site survey. Three proposals for surveys have been obtained and are being reviewed. Cost is approximately \$7000.
  14. We recommend a storm water detention (water infiltration) system to manage storm water on the property. The detention system could be of three types:
    - A. Bioswale – a water infiltration system that manages storm water and sediment by providing a depressed, planted area on the site. The bioswale is planted with plants that abate sediment runoff and degrade pollutants in the water. This is the most environmentally sensitive solution and potentially the least costly.
    - B. Cistern – storage of storm water in an underground storage system for use by rain gardens, or irrigation systems. This system would be the most costly. Overflow would be controlled by at restrictor at interface with city combined sewer system.
    - C. Large-capacity storm piping system. Large diameter storm sewer piping would replace existing storm water piping below grade. The piping would be sized to accept peak storm water capacities. Outflow would be controlled by at restrictor at interface with city combined sewer system.
  15. Obtain variance from the city to connect select downspouts to detention system to abate issues at entrances and where grade does not allow surface water to drain properly. This issue has been reviewed with the City engineer and they indicated they would be open to reviewing the select downspout connections. The downspouts at the main entrance are contributing to the

**PROJECT MEMORANDUM**

1341-MISC

Page 4

28 October 2010

issue in the auditorium. These downspouts could be connected to the storm drainage system or possibly to a rain garden downslope to the east in what is now the lawn area.

16. Revise grades and add catch basins at select areas to provide positive surface drainage. Specifically, the play area would be raised and provided with adequate drainage structures.

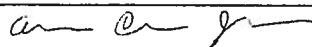
Copied to: CDP

Prepared by: Andrew Jose

---

E-Mailed to:

Signed:



J:\clnt\1341\MISC\Mr1341-misc-007.docx

### APPROVAL OF AWARD OF ELECTRIC SERVICE BID

District 64 has been purchasing electricity on the open market since 2003, when deregulation was instituted

The District's current, two-year electric contract with Vanguard Energy will end on December 31, 2010. This contract is based on a fixed rate per kilowatt-hour (kWh). When the District entered into this type of contract two years ago, electricity rates were favorable. Thus, it was more advantageous to lock into a fixed cost. The District benefited from this strategy through lower electricity bills.

In the current electric market, electric rates are at a **six-year low**. With the aid of a consultant from Johnson Controls, who is currently working with District 64 on an energy study, it was recommended that the District solicit for proposals for electric based again on a "fixed" kilowatt-hour (kWh) rate.

Proposals were received from six suppliers. Each supplier submitted a quote for a one, two, and three-year contract. Of the six proposals, the District narrowed it down to the following top three supplies. The following is a recap of those proposals:

<u>Vendor</u>	<u>Fixed (\$) Energy Charge</u>	<u>Pass-Through Total Charge</u>	<u>Anticipated Total Cost</u>	<u>Average Annual Cost</u>
Constellation	\$ .03912	\$ .01564	\$801,943	\$267,314
Champion	\$ .03838	\$ .01820	\$828,460	\$276,153
Vanguard	\$ .04479	\$ .01684	\$902,533	\$300,844

Our current annual electric cost is approximately \$402,814. Based on the current market conditions, by locking into a 3-year contract, our anticipated electric supply cost would be approximately 34%, or \$135, 499 less annually.

The District administration has accepted the proposal from Constellation New Energy because of the anticipated annual savings of \$135, 499. Energy is exempt from the Illinois bid laws therefore the administration is looking for formal Board approval of a three-year agreement with Constellation New Energy at an anticipated annual cost of \$267,314 beginning January 1, 2011.

### ACTION ITEM 10-11-3

I move the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the three-year agreement with Constellation New Energy at an anticipated annual cost of \$267,314 beginning January 1, 2011.

Moved By:\_\_\_\_\_ Seconded By:\_\_\_\_\_

AYES:

NAYS:


ABSENT:

11/15/10



DATE: November 15, 2010

TO: District 64 Board of Education  
Dr. Phillip Bender

FROM: Diane Betts, Assistant Superintendent for Student Learning 

RE: 2010-11 School Calendar

**RELATION OF REPORT TO:**

State/Federal Mandates: School Code 105 ILCS 5/10-19

Board Goal: None

Board Policy: 6:20

Board Procedure: 6:20 R2

Budget Implications: None

**OVERVIEW**

Illinois School Code requires each public school district in the State of Illinois to annually prepare a proposed school calendar consisting of 185 days to insure 176 days of actual student attendance. In addition to the 176 days of student attendance, a specific number of days may be used for institute days, half-day inservices, parent-teacher conferences and emergency days. A school day must have a minimum of 5 clock hours (300 minutes) to count as a full school day of attendance.

Each year, administration prepares a proposed calendar for the following year, presents it to the Board of Education and then files it with the state. It has come to our attention, that while we meet all state code guidelines relating to calendar requirements, we have incorrectly coded our Staff Development Wednesdays (otherwise known as Early Release Wednesdays) on the report we submit to the state. This Board report will explain the coding error we have discovered and present the recommended amendment to the current 2010-11 school calendar.

**CALENDAR REQUIREMENTS AND RECOMMENDATIONS**

- According to Illinois School Code a school day must have a minimum of 5 clock hours (300 minutes) to count as a full school day of attendance.
- District 64 reports a full day for their elementary students as :  
     8:50 – 11:40 and 12:40 – 3:30 = 340 minutes on Mon, Tu, Th, Fri  
     Wed is 8:50 - 11:15 and 12:15 - 2:40 = 290 (10 minutes short of a full day)

- Instructional time in excess of 300 minutes daily is considered to be “bank” time. Once a district has accumulated 120 additional minutes of banked time, the district qualifies for a half-day school improvement, coupled with 3 clock hours (180 minutes) of instruction. Once a half-day school improvement day has been taken, bank times goes back to zero.
- Our Staff Development (Early Release) Wednesdays can and should be counted as half-day school improvement days because we are short of the 300 minute daily minimum but have banked enough time from the 40 minutes in excess of the 300 minute daily minimum to have 160 minutes banked time most weeks.
- We have not been coding our Staff Development (Early Release) Wednesdays as half-day School Improvement days on the state’s IWAS reporting system. This is an error we need to correct both for this year and in the future.
- There are two weeks in the current 2010-11 calendar in which we do not have enough time banked to code the Wednesday as a half-day School Improvement day. The Wednesdays effected are the first Wednesday of the school year, August 25<sup>th</sup>, and Wednesday, February 23<sup>rd</sup> which follows 2 non-student attendance days on Presidents Day (February 21<sup>st</sup>) Institute Day ( February 22<sup>nd</sup>).
- According to the State Code guidelines for how days can be used, we do have one extra half-day inservice available to us in the 2010-11 calendar that we could use for August 25<sup>th</sup>. In order to code August 25<sup>th</sup> as a half-day inservice, we need to file an inservice plan with the Regional Office of Education and code the day as half-day inservice on an amended calendar approved by the Board of Education.
- For February 23<sup>rd</sup>, we could reduce the elementary lunch period from the current 60 minute period to a 50 minute period and have a long enough day to have it count as a full day of student attendance with 300 minutes of instructional time. Lunch would be officially scheduled from 11:15-12:05 on this day only for elementary students.
- PREA has been consulted on this matter and agree to shorten the lunch hour for elementary staff for this one day. In exchange for the loss of contractual lunch time, elementary teachers would be allowed to shorten their staff development time at the end of the day.
- If approved by the Board of Education, we would notify parents of the change in elementary lunch time for February 23, 2011.
- The Calendar Committee will need to consider how we want to avoid this problem in future years. The Staff Development day in the winter could be switched to a week that we do not have another day off from school. However, for the first week of school, we need to look at other possible solutions that fit within School Code requirements for how days can be counted.

A proposed amended calendar is attached for your reference.

## **NEXT STEPS**

1. The Board of Education will be asked to approve the amended 2010-11 calendar at the December 13, 2010 Board of Education meeting.
2. An inservice plan for August 25<sup>th</sup> will be filed with the Regional Office of Education.
3. A corrected calendar will be submitted via IWAS to the State Board of Education.
4. Parents will be notified via student newsletters, the District 64 web site and other means such as principal's list serve messages of the change in elementary lunch-time on February 23, 2011.
5. The Calendar Committee will meet on November 30, 2010 to begin discussing the 2011-12 calendar. An important agenda item for this meeting will be to determine how to approach the first Wednesday during the first week of school.

Questions concerning this report may be addressed to Diane Betts, Assistant Superintendent for Student Learning.

DB:km

**SCHOOL DISTRICT 64 PARK RIDGE-NILES  
2010-11 SCHOOL CALENDAR**

Proposed Amended (11/15/10)

**AUGUST**

Mon	Tue	Wed	Thr	Fri	Total
				TI	0
23	24	XHI	26	27	5
30	31				2
			Total		7

(7)

**SEPTEMBER**

Mon	Tue	Wed	Thr	Fri	Total
		XHS	2	3	3
HOL	7	XHS	9	10	4
13	14	XHS	16	17	5
20	21	XHS	23	24	5
27	28	XHS	30		4
			Total		21

(28)

**OCTOBER**

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	5	XHS	7	8	5
HOL	12	XHS	14	15	4
18	19	XHS	21	22	5
25	26	XHS	28	29	5
			Total		20

(48)

**NOVEMBER**

Mon	Tue	Wed	Thr	Fri	Total
1	TI	XHS	4	5	4
8	9	XHS	XH	12	5
15	16	XHS	18	19	5
FPT	FPT	NIA	HOL	NIA	0
29	30				2
			Total		16

(64)

**DECEMBER**

Mon	Tue	Wed	Thr	Fri	Total
		XHS	2	3	3
6	7	XHS	9	10	5
13	14	XHS	16	17	5
NIA	NIA	NIA	NIA	NIA	0
NIA	NIA	NIA	NIA	NIA	0
			Total		13

(77)

**JANUARY**

Mon	Tue	Wed	Thr	Fri	Total
NIA	4	XHS	6	7	4
10	11	XHS	13	14	5
HOL	18	XHS	20	21	4
24	25	XHS	27	28	5
31					1
			Total		19

(96)

**FEBRUARY**

Mon	Tue	Wed	Thr	Fri	Total
	1	XHS	3	4	4
7	8	XHS	10	11	5
14	15	XHS	17	18	5
HOL	TI	23	24	25	3
28					1
			Total		18

(114)

**MARCH**

Mon	Tue	Wed	Thr	Fri	Total
	1	XHS	3	4	4
XH	8	XHS	10	11	5
14	15	XHS	17	18	5
21	22	XHS	24	NIA	4
NIA	NIA	NIA	NIA		0
			Total		18

(132)

**APRIL**

Mon	Tue	Wed	Thr	Fri	Total
				NIA	0
4	5	XHS	7	8	5
11	12	XHS	14	15	5
18	19	XHS	21	NIA	4
25	26	XHS	28	29	5
			Total		19

(151)

**MAY**

Mon	Tue	Wed	Thr	Fri	Total
2	3	XHS	5	6	5
9	10	XHS	12	13	5
16	17	XHS	19	20	5
23	24	XHS	26	27	5
HOL	31				1
			Total		21

(172)

**JUNE**

Mon	Tue	Wed	Thr	Fri	Total
		XHS	2	3	3
6	7	XHS	9	10	5
			Total		8

(180)

**JULY**

Mon	Tue	Wed	Thr	Fri	Total

School Begins: 8/23/10  
 School Closes: 6/10/11  
 Pupil Attendance Days: 180  
 Approved Institute Days: 3  
 Approved All Day Parent/Teacher: 2  
 Conference Days:  
 TOTAL (185 days or more): 185

**SCHOOL HOLIDAYS**

Labor Day	9/6
Columbus Day	10/11
Veterans' Day	11/11 XH
Thanksgiving Day	11/25
Christmas Day	12/25
New Year's Day	1/1
M.L. King Day	1/17
Lincoln's Birthday	2/12
Presidents' Day	2/21
Pulaski Day	3/7 XH
Good Friday	4/22
Memorial Day	5/30

**CALENDAR LEGEND**

Legal School Holidays	HOL
Institutes	TI
Not in Attendance	NIA
School Begins	(
School Closes	)
Half-day Inservice	XHI
Full-day Parent/Teacher Conf.	FPT
Attendance Day - Holiday Waiver	XH
Half-day School Improvement	XHS

**First Reading of: Policies 5:35, 5:240, 5:290 and 5:310**

Policy 5:35	Compliance with the Fair Labor Standards Act
Policy 5:240	Suspension
Policy 5:290	Employment Termination and Suspensions
Policy 5:310	Compensatory Time-Off

## TLH SUGGESTED LEGAL REVISIONS

9/30/10 (hlerk#188932)

### Policy 5:35 Compliance with the Fair Labor Standards Act

#### Job Classifications

The Superintendent will ensure that all job positions are identified as either "exempt" or "non-exempt" according to Illinois law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

#### Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. **[Note: We recommend redefining the work week as indicated to allow you to more closely track weekend overtime.]** Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek. Any paid sick, personal, bereavement, vacation, or other leave time taken within a single workweek or paid holiday time occurring during a single workweek shall be deemed as time worked for purposes of calculating the 40-hour threshold for overtime. **[Note: Your CBA with the Teacher Assistants' Association uses the term "actually worked" for overtime calculation – thus differing from the proposed policy revisions here.]**

#### Overtime

The School Board discourages overtime work by non-exempt employees. A non-exempt employee shall not work overtime without his or her supervisor's express ~~written~~ approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any approved overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, Compensatory Time-Off.

#### Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Certificated employees may be suspended without pay in accordance with Board policy 5:240, Professional Personnel - Suspension. Non-certificated employees may be suspended without pay in accordance with Board policy 5:290, Educational Support Personnel - Employment Termination and Suspensions.

Administrative Implementation [Note: PRESS updated this portion of its policy in February 2009. You should review this update to determine whether it should be included in the revisions (I think it is a good addition to this policy).]

The Superintendent shall implement this policy to ensure FLSA compliance.

LEGAL REF.: 820 ILCS 105/4a, Fair Labor Standards Act, 29 U.S.C. §201 et seq., 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.: 5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

DATED: September 27, 2004

REVISED: January 24, 2005



## TLH SUGGESTED LEGAL REVISIONS

9/30/10 (hlerk#188932)

**Policy 5:240 Suspension** [Note: PRESS policy is "5:240" and applies to Professional Personnel only]

### Suspension Without Pay

The Board of Education may suspend without pay (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members who are exempt from the overtime provisions of the *Fair Labor Standards Act* may be suspended without pay as a disciplinary measure only in increments of five (5) employment days (one work week). [Note: We believe that exempt employees may be suspended without pay in increments of a full work week (this avoids removing the exemption under the FLSA).]

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any Illinois or federal law that relates of the employee's duties; and
- Other sufficient causes, including unprofessional actions, conduct or judgment.

but not limited to,

At the request of the professional employee within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges, the date, and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

### Suspension With Pay

The School Board or Superintendent or designee may suspend a professional employee with pay (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations, and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay the District all compensation and the value of all benefits received by the employee during the suspension.

LEGAL REF.:	<p>5 ILCS 430 <u>et.seq.</u>, 105 ILCS 5/24-12.</p> <p><u>Cleveland Board of Education v. Loudermill</u>, 105 S.Ct. 1487, (1985), on remand 763 F.2d 202.</p> <p><u>Barszcz v. Community College District No. 504</u>, Cook County, 400 F.Supp. 675 (N.D. Ill. 1975).</p> <p><u>Massie v. East St. Louis School District No. 189</u>, 561 N.E.2d 246 (5th Dist. 1990).</p> <p><u>Gilbert v. Homer</u>, 1175 S.Ct. 1807, (1997).</p>
CROSS REF.:	<p>5:290 (Educational Support Personnel - Employment Termination and Suspensions)</p>
ADOPTED:	October 27, 1997
REVISED:	<p>August 24, 19985</p> <p>October 22, 2001</p> <p>April 4, 2005</p> <p>March 9, 2009</p>

## **TLH SUGGESTED LEGAL REVISIONS**

9/30/10 (hlerk#188932)

### **Educational Support Personnel**

#### **Policy 5:29 Employment Termination and Suspensions** [PRESS numbers as "5:290"]

##### **Resignation and Retirement**

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

##### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff.

##### **Reduction in Force and Recall**

This section is applicable whenever the Board decides to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, an educational support employee is removed, dismissed, or his or her hours are reduced.

The Board shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shows the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to the District entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category or any other category of position provided they are

qualified to hold such positions.

#### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

#### Suspension

Except as provided below or under any applicable collective bargaining agreement with the Board, the Superintendent is authorized to suspend an employee without pay: (1) during an investigation into allegations of misconduct, (2) as a disciplinary measure, or (3) pending a dismissal recommendation to the Board whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. Employees who are exempt from the overtime provisions of the *Fair Labor Standards Act* may be suspended without pay as a disciplinary measure only in increments of five (5) employment days (one work week)

A disciplinary suspension may be with pay: (1) during an investigation into allegations of misconduct, (2) as a disciplinary measure, or (3) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional personnel.

Misconduct shall include the conduct and actions as set out in the suspension policy for professional personnel.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. [The Superintendent will notify the employee of this requirement when the employee is suspended.] **[Note: PRESS includes this last sentence at the end of its Policy 5:240 for Professional Personnel, although the District's 5:24 corresponding policy does not include the sentence. We recommend that you be consistent.]**

LEGAL REF.:	5 ILCS 430 et seq., 105 ILCS 5/10-22.34c, 5/10-23.5 and 820 ILCS 105/4a.
CROSS REF.:	5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED REVISED::

October 27, 1997

August 24, 1998

November 9, 1998

April 4, 2005

January 28, 2008

January 26, 2009

## TLH SUGGESTED LEGAL REVISIONS

9/30/10 (hlerk#188932)

### Policy 5:310 - Compensatory Time-Off

This policy governs the use of compensatory time-off by employees who: (1) are covered by the overtime provisions of the Fair Labor Standards Act, 29 U.S.C. § et seq., and (2) are not represented by an exclusive bargaining representative. Employees may be given 1-1/2 hours of compensatory time-off in lieu of cash payment for each hour of overtime worked. [Other than as provided below, at no time may an employee's accumulated compensatory time-off exceed 240 hours, which represents compensation for 160 hours of overtime. An employee whose work regularly includes public safety, emergency response, or seasonal activities may accumulate a maximum of 480 hours of compensatory time, which represents compensation for 320 hours of overtime.] **[Note: The District may reduce the hours of comp time that it will allow employees to accumulate, and you may also provide for direct overtime payment if the amount of accumulated comp time exceeds a specific number of hours by a certain date annually. I am not familiar with your practices or whether these additional suggestions would be useful to you.]** If an employee accrues the maximum number of compensatory time-off hours, the employee: (1) is paid for any additional overtime hours worked, at the rate of one and one-half times the employee's regular hourly rate of pay, and (2) does not accumulate compensatory time-off until the employee uses an equal amount of accrued time-off.

An employee who has accrued compensatory time-off shall be permitted to use such time in at least half-day components provided such requests do not unduly disrupt the District's operations. The employee's supervisor must approve a request to use compensatory time-off. Compensatory time must be used within 52 weeks after the week in which it has been earned.

Upon termination of employment, an employee will be paid for unused compensatory time at the higher of:

1. The average regular rate received by such employee during the last three years of employment; or
2. The final regular rate received by such employee.

Compensatory time-off is time during which the employee is not working and is, therefore, not counted as "hours worked" for purposes of overtime compensation. **[Note: You will need to consider whether you want comp time, when used in a workweek, to count towards the 40 hours threshold – I'm uncertain whether this has ever occurred in the District.]**

LEGAL REF.: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; 29 C.F.R. Part 553.

CROSS REF: 5:35 (Compliance with the Fair Labor Standards Act), 5:270 (employment At-Will, Compensation, and Assignment)

ADOPTED: October 27, 1997

REVISED: June 11, 2001

REVISED: September 27, 2004 [***Note: PRESS has an updated version of this policy (Feb. 2009) that includes a new final section on administrative implementation; otherwise, the policy is the same as your current version.***]

**Appointment of Board Election Designees**

**Action Item 10-11-4**

I move that the Board of Education of Community Consolidated School, District 64, Park Ridge – Niles, Illinois, approve the appointment of Administrative Assistant to the Superintendent Madelyn Wsol, Superintendent Phil Bender, Business Manager Rebecca Allard, Assistant Superintendent for Student Learning Diane Betts, Director of EIS/RtI Lynne Farmer, Director of Pupil Services Kathleen Nelson, Assistant Superintendent for Human Resources Sandra Stringer and Public Information Coordinator Bernadette Tramm to act in the capacity of election officials at District 64 for the April 5, 2011 election.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:



To: Board of Education

From: Madelyn Wsol, Administrative Assistant to the Superintendent

Date: November 15, 2010

Subject: Update on April 5, 2011 Election

It is recommended that the Board appoint designated representatives to act as the election officials at District 64. We suggest that the Board appoint Administrative Assistant to the Superintendent Madelyn Wsol, Superintendent Phil Bender, Business Manager Rebecca Allard, Assistant Superintendent for Student Learning Diane Betts, Director EIS/RtI Lynne Farmer, Director of Pupil Services Kathleen Nelson, Assistant Superintendent for Human Resources Sandra Stringer and Public Information Coordinator Bernadette Tramm to act in the capacity of election officials at District 64.

Nominating Petitions will be accepted by one of the appointed election officials at the District 64 Educational Service Center during regular business hours beginning December 13, 2010 no earlier than 8:00 a.m. until December 20, 2010 no later than 5:00 p.m. Nominating petitions may not be submitted outside these dates/ times. Nominating petitions may also be mailed to the Educational Service Center. The order in which the nominating petitions are received will dictate the order in which the names appear on the ballot (first received will be first on the ballot). Nominating petitions sent by mail, must be received no earlier than December 13 and no later than December 20, 2010. Petitions will not be accepted before or after these dates.

In the event of a simultaneous filing, a lottery will be held at the Educational Service Center. The lottery for the 4-year term (full) is scheduled for Tuesday, December 14, 2010 at 12:00 p.m. If needed, the lottery for the 2-year term (partial) is scheduled for Tuesday, December 14, 2010 at 12:30 p.m. also at the Educational Service Center.

The period to file a Withdrawal of Candidacy form for those candidates who filed for two seats (full and partial terms) or to file objections to nomination papers is: December 21, 22, 23, 27 and 28, 2010 (8:00 a.m. – 3:00 p.m.). These will also be accepted at the Educational Service Center.

The last day to file a Withdrawal of Candidacy form for candidates that decide not to run is January 27, 2011. This will be accepted at the Educational Service Center.

ADOPTION OF RESOLUTION #1060 NOTICE OF INTENT TO WITHDRAW FROM THE SCHOOL EMPLOYEES LOSS FUND (SELF)

The District has participated in a school cooperative for workers' compensation called School Employees Loss Fund (SELF) for many years. The by-laws of SELF require six months notice of member school districts intent to withdraw. The notice of intent to withdraw is a formality that must be adhered to withdraw from the cooperative effective July 1, 2011.

Keeping with the Community Finance Committees "spend management" principal, the District will investigate alternative workers compensation programs with the intent to reduce costs.

ACTION ITEM 10-11-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the withdrawal from School Employees Loss Fund.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

AYES:

NAYS:

ABSENT:

11/15/10

**RESOLUTION #1060 NOTICE OF INTENT TO WITHDRAW FROM THE SCHOOL EMPLOYEES LOSS FUND (SELF)**

**Whereas**, Article III of the By-Laws of the School Employees Loss Fund (SELF) in Illinois provides that a member may withdraw from participation in SELF at the end of any fiscal year by adopting a resolution of withdrawal and serving such resolution on the Chairman of the Board of Directors of SELF not less than six months prior to the effective date of such withdrawal; and

**Whereas**, the Board of Education of Park Ridge – Niles Community Consolidated School District 64, Cook County, has determined that it is in the School District's best interests to withdraw from SELF at the conclusion of the current fiscal year, effective midnight, June 30, 2011.

**NOW, THEREFORE, BE IT RESOLVED** by the Park Ridge – Niles Community Consolidated School District 64, Cook County, Illinois, as follows:

**Section I:** That the Board of Education finds that the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

**Section II:** That the Board of Education does hereby give notice of its intention to withdraw from SELF and Cancel its participation in all other workers' compensation related contracts, with such withdrawal and cancellation to be effective at the conclusion of the current fiscal year, at midnight on June 30, 2011.

**Section III:** That the School District's Business Manger is hereby directed to forward certified copies of this Resolution to the Chairman of the Board of Directors of SELF.

**Approved and adopted this 15<sup>th</sup> day of November, 2010**

**AYES:**

---

---

---

**NAYS:**

---

---

---

**ABSENT:**

---

---

---

**DATED:     November 15, 2010**

**Board of Education of Park Ridge - Niles  
Community Consolidated School District 64,  
Cook County, Illinois**

**ATTEST:**

---

**Secretary, Board of Education**

STATE OF ILLINOIS     )  
                                      ) SS  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Eric Uhlig, the duly qualified and acting Secretary of the Board of Education of Park Ridge – Niles Community Consolidated School District 64, Cook County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution  
Withdrawing from Participation in the School Employees Loss Fund (SELF) in Illinois, which Resolution was duly adopted by said Board of Education at a meeting held on Monday, November 15, 2010, at which meeting a quorum of said Board of Education was present.

I do further certify that the deliberations of the Board on the adoption of said Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act and said Code and with all procedural rules of the Board in the conduct of said meeting in the adoption of said Resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature this 15<sup>th</sup> day of November, 2010.

---

ERIC UHLIG, Secretary of Board of Education

ADOPTION OF RESOLUTION #1061 NOTICE OF INTENT TO WITHDRAW FROM  
SUBURBAN SCHOOL COOPERATIVE INSURANCE POOL (SSCIP)

The District has participated in a school cooperative for property/liability insurance cooperative called Suburban School Cooperative Insurance Pool (SSCIP) for many years. The by-laws of SSCIP require twelve months notice of member school districts intent to withdraw. The notice of intent to withdraw is a formality that must be adhered to withdraw from the cooperative effective January 1, 2012. The Board of Directors of the SSCIP has not made an exception to this portion of the by-laws.

Keeping with the Community Finance Committees "spend management" principal, the District will investigate alternative property/liability programs with the intent to reduce costs while maintaining or improving lines of coverage.

ACTION ITEM 10-11-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the withdrawal from Suburban School Cooperative Insurance Pool.

Moved by:\_\_\_\_\_ Seconded by:\_\_\_\_\_

AYES:

NAYS:

ABESENT:

11/15/10

**RESOLUTION #1061 OF NOTICE OF INTENT TO WITHDRAW FROM  
SUBURBAN SCHOOL COOPERATIVE INSURANCE POOL**

**WHEREAS**, the School Board has determined that it is in the District's best interest to give notice of withdrawal from Suburban School Cooperative Insurance Pool (SSCIP).

**WHEREAS**, members of SSCIP must provide a year's notice of intent to withdrawal.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the School Board of Park Ridge – Niles Community Consolidated School District 64, that the Business Manager, Rebecca J. Allard, is directed to issue an intent to withdrawal notification to the Chair of the School Cooperative Insurance Pool.

**ADOPTED** this 15<sup>th</sup> day of November 2010

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Name: Rebecca J. Allard

Title: Business Manager

District Name: Park Ridge – Niles CCSD 64

District Address: 164 S. Prospect Ave, Park Ridge, IL

60068

Attest:

\_\_\_\_\_  
Title

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

**Board of Education Agenda  
Monday, December 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, December 13, 2010**

<b>TIME</b>		<b>APPENDIX</b>
7:20 p.m.	<b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> </ul>	
7:20 p.m.	• <b>Board Recesses and Adjourns to Public Hearing on Levy</b>	
7:30 p.m.	• <b>Board Adjourns from Public Hearing on Levy and Resumes Regular Meeting</b>	
7:30-7:35 p.m.	• <b>Public Comments</b>	
7:35-7:55 p.m.	• <b>Audit Report</b> -- Business Manager	<b>A-1</b>
7:55-8:05 p.m.	• <b>Strategic Plan Progress Report</b> - Superintendent	<b>A-2</b>
8:05-8:20 p.m.	• <b>Presentation and Approval of Summer Interim Session 2011 Dates &amp; Fees</b> -- Assistant Superintendent for Student Learning <div style="text-align: right;"><b>Action Item 10-12-1</b></div>	<b>A-3</b>
8:20-8:25 p.m.	• <b>Consent Agenda -</b> -- Board President <ul style="list-style-type: none"> <li>• Personnel Report</li> <li>• Bills and Payroll</li> <li>• Approval of Amended 2010-11 Calendar</li> <li>• Approval of Policies 5:35, 5:240, 5:290 and 5:310</li> <li>• Acceptance of Audit FY10</li> <li>• Approval of Financial Update for the Period Ending November 30, 2010</li> <li>• Destruction of Audio Closed Minutes</li> </ul> <div style="text-align: right;"><b>Action Item 10-12-2</b></div>	<b>A-4</b>



- |                |                                                                                                                                                                                                                                                                                                                                                                      |                            |            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------|
| 8:15-8:20 p.m. | <ul style="list-style-type: none"> <li>• <b>Approval of Minutes</b></li> <li>-- Board President             <ul style="list-style-type: none"> <li>• Open and Closed Minutes of November 15, 2010</li> </ul> </li> </ul>                                                                                                                                             | <b>Action Item 10-12-3</b> | <b>A-5</b> |
| 8:20-8:25 p.m. | <ul style="list-style-type: none"> <li>• <b>Other Items of Information</b></li> <li>-- Superintendent             <ul style="list-style-type: none"> <li>• Upcoming Agenda</li> <li>• Memorandum of Information (none)</li> <li>• Minutes of Board Committees</li> <li>- Wellness Meeting Minutes of October 19, 2010</li> <li>• Other (none)</li> </ul> </li> </ul> |                            | <b>A-6</b> |
| 8:25 p.m.      | <ul style="list-style-type: none"> <li>• <b>Adjournment</b></li> </ul>                                                                                                                                                                                                                                                                                               |                            |            |

**Next Regular Meeting:** Monday, January 10, 2011 – 7:30 p.m.  
 Raymond Hendee ESC  
 164 S. Prospect Avenue  
 Park Ridge, IL 60068

January 10, 2011

- Discussion on Board of Education Meeting Dates 2011-12
- Results from Illinois Youth Survey
- Update on EIS/RtI (memo)

January 24, 2011

- Tour of Field School Facility
- Award Transportation Contract
- Approval of December Financials

Upcoming Agenda Items

- Tour of Carpenter School Facility (2/28/11)
- Approval of January Financials (2/28/11)
- Tour of Lincoln Middle School Facility (3/14/11)
- Approval of February Financials (3/14/11)
- Strategic Plan Progress Report (4/4/11)
- Strategic Plan Report on 2011-12 Action Plans and Budget (4/25/11)
- Approval of March Financials (4/25/11)
- Strategic Plan Adoption 2011-12 Actions Plans and Budget (5/9/11)
- Tour of Roosevelt School Facility (5/9/11)
- Tour of Emerson Middle School Facility (5/23/11)
- Approval of April Financials (5/25/11)
- Strategic Plan Progress Report (6/13/11)
- Approval of May Financials (6/23/11)

TBD

- Committee of the Whole: Wellness
- Present Final Calendar for 2011-12 & Tentative Calendars for 2012-13 & 2013-14

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.



3000 Dundee Road, Suite 303, Northbrook, Illinois 60062

October 29, 2010

**VIA FACSIMILE AND CERTIFIED MAIL**

Dr. Philip Bender, Superintendent  
Park Ridge - Niles School District 64  
164 S. Prospect Ave.  
Park Ridge, IL 60068

**Re:** [REDACTED]

Dear Dr. Bender,

office 847.564.8662  
fax 847.564.8419  
web wct-law.com

Attorneys  
Brooke R. Whitted  
Lara A. Cleary  
Neal E. Takiff  
Jennifer L. Hansen

Of Counsel  
Malcolm C. Rich  
Hon. Charles I. Barish  
Tracy E. Kotlarz  
Linda J. Murakishi

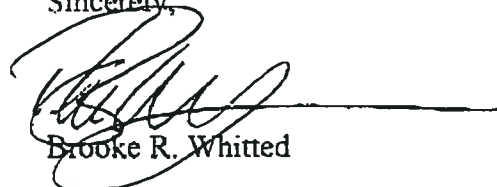
Paralegals  
Laura M. O'Connor  
Megan K. [REDACTED]

In addition, pursuant to the Illinois Freedom of Information Act, I am requesting the following information:

1. A list of all formal training that your staff has undergone with respect to the characteristics of ADD and ADHD over the past three years;
2. A list of the qualifications, including CV or resume, of every staff member who works with [REDACTED], and
3. District 64 policies on identification and eligibility of children challenged by ADD and ADHD.

I look forward to hearing from your staff or legal counsel.

Sincerely,



Brooke R. Whitted



Fred Shestopal

fred@esh-law.com

Emalfarb,  
Swan & Bain

November 8, 2010

VIA FACSIMILE: (847) 318-4351

Madelyn Wsol  
Park Ridge-Niles School District 64  
Hendee Educational Service Center  
164 S. Prospect Ave.  
Park Ridge, IL 60068

Re: FOIA Request

File: Client: Lindab Inc.  
Contractor: Premier Mechanical  
Project: Roosevelt School  
Our File: 4266.0896

Dear Mr. Wsol:

This firm represents Lindab, Inc, a supplier of fabricated sheet metal on the above-referenced project. Pursuant to the Freedom of Information Request, please provide us with a copy of the relevant payment bond furnished by Premier Mechanical, your contractor, on the Roosevelt School project. According to our calculations a bond claim has to be furnished prior to November 14, 2010. If possible can you please fax to my attention copy of the relevant bond prior to November 14, 2010

Thank you for your immediate attention to this matter. Should you have questions, please contact me.

Yours truly,

EMALFARB, SWAN & BAIN

Fred Shestopal  
FS/

440 Central Avenue  
Highland Park, IL 60035  
Phone: 847-432-6900  
Fax: 847-432-8950


*Clides with independent local counsel:* Toronto, Canada • Montreal, Canada • Anchorage, Alaska • Birmingham, AL • Little Rock, AK • Phoenix, AZ • San Diego, CA • San Francisco, CA • Los Angeles, CA • Boulder, CO • Colorado Springs, CO • Denver, CO • Hartford, CT • Wilmington, DE • Fort Lauderdale, FL • Atlanta, GA • Honolulu, HI • Des Moines, IA • Boise, ID • Chicago, IL • Indianapolis, IN • South Bend, IN • Lexwood, IL • Louisville, KY • Baton Rouge, LA • Quincy, MA • Baltimore, MD • Portland, ME • Detroit, MI • St. Paul, MN • Jackson, MS • Greensboro, NC • Grand Forks, ND • Omaha, NE • Hanover, NH • Newark, NJ • Albuquerque, NM • Las Vegas, NV • New York, NY • Buffalo, NY • Auburn, NY • Cincinnati, OH • Cleveland, OH • Tulsa, OK • Portland, OR • Philadelphia, PA • Pittsburgh, PA • San Juan, PR • Providence, RI • Charleston, SC • Columbia, SC • Sioux Falls, SD • Memphis, TN • Nashville, TN • Dallas, TX • Sandy, UT • Alexandria, VA • Christiansburg, VA • Burlington, VT • Bellevue, WA • Milwaukee, WI • Charleston, WV • Casper, WY

MEMORANDUM OF INFORMATION

#014

2010-11

To: Board of Education  
Philip Bender, Superintendent

From: Rebecca Allard, Business Manager 

Subject: Request for Statement of Interest and Request for Statement of Qualifications and Performance Data for Architectural Service

Date: November 15, 2010

There are two documents attached for Board review:

- Request for Statement of Interest and Request for Statement of Qualifications and Performance Data for Architectural Service
- Architectural Interview Questions and Matrix (*Prepared by Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP*)

Keeping with the Community Finance Committees "spend management" principal, the District will interview architectural firms to determine if a change will benefit the District.

The Request for Qualifications does not ask for a schedule of fees, the *Illinois School Code* prohibits asking for this information until the most qualified architect has been identified.

## **QUESTIONS FOR ARCHITECT CANDIDATES**

### **A. QUALIFICATIONS OF FIRM AND PERSONNEL**

1. Firm Name\_\_\_\_\_.
2. Location of office and branches:
3. Number of employees:
4. Date the firm was established:
5. Number of Architects:
  - a. How many are principal vs. project architects?
  - b. What designations and certifications do your architects hold?
6. Other professionals on staff (i.e. engineers, surveyors):
7. Types of work regularly performed by your firm (new construction, additions, renovations, retrogrades, life safety, energy savings):
8. Types of property on which you regularly work (commercial, residential, institutional, public):
9. Geographic area in which you work:

### **B. PAST RECORD AND EXPERIENCE**

1. With how many public schools have you worked?
2. How many school projects have you worked on in Illinois? (request names and approximate dates)

3. Have you performed any of the following projects for public schools in Illinois:
  - a. Life safety renovations/retrofits
  - b. Guaranteed energy savings (performance contract) work
  - c. Construction of new school facility
  - d. Construction of additions to buildings
  - [e. FAA soundproofing projects]
4. Have you ever worked with an Illinois public school district through a referendum process?
5. Please provide at least 3 references from prior projects. References from other school districts and from similar projects are preferred.
6. Are you familiar with Illinois law applicable to school construction projects (life safety code, bidding requirements, change order restrictions)?
7. Have you worked with the county and local permit officials in our area?
8. Have you worked with [FAA or CDB or other] grant fund applications? Do you prepare such applications?

**C. WORK WITH OUR SCHOOL DISTRICT**

1. Are you familiar with the District's property/facilities?
2. What is the current workload in your firm?
  - a. How many architects and other staff would you assign to a Project (subject to size and scope variances). Would they be assigned to our Project full- or part-time? [Ask specific questions based upon the nature of the project(s).]
  - b. How quickly would your firm be able to respond to inquiries and requests by the District on an ongoing basis?
3. Who would be your firm's contact person for our District?

**D. FEE (only to be asked when negotiating contract)**

1. How do you propose your fees be structured?
  - a. For ongoing work, what is your hourly rate?
  - b. For smaller projects, will you propose a flat fee option?
  - c. For larger projects, if your fee is structured as a percentage of construction/project cost, what is included in the construction/project cost?
  - d. Are the following items included in the construction cost upon which your fee is based:
    - construction manager or other professional's fee
    - bid amounts of alternates bid, but not awarded
    - contingency funds
2. What services are included in your basic hourly rate?
  - travel/commute time?
  - administrative office costs (telephone calls, photocopying)?



# ARCHITECTURE FIRMS' QUALIFICATIONS

<u>FACTORS CONSIDERED</u>	[name of firm]	[name of firm]	[name of firm]	[name of firm]
<u>Qualifications of Firm and Personnel</u>				
Location of office and branches				
Certifications of architects				
Other professionals on staff				
Types of work performed				
Types of property				
<u>Past Record and Experience</u>				
How many public schools				
How many in Illinois				
Types of projects				

<b><u>FACTORS CONSIDERED</u></b>	<b><u>FACTORS CONSIDERED</u></b>			
	[name of firm]	[name of firm]	[name of firm]	[name of firm]
Familiarity of Illinois law				
Familiarity with county and local permit officials				
Familiarity with FAA grant fund application				
<b><u>Work with District</u></b>				
Familiarity with District facilities/property				
<b><u>Workload in Firm</u></b> 1. No. of employees assigned to project				
2. Part-time or full-time				
Response time to inquiries and requests				
<b><u>Fees</u></b> <b>(when negotiating contract)</b>				
Hourly rate				
Flat fee				
Services included in hourly rate				

<u><b>FACTORS CONSIDERED</b></u>				
	[name of firm]	[name of firm]	[name of firm]	[name of firm]
Fees included in construction cost				

**RANKING OF FIRMS IN ORDER OF QUALIFICATIONS**

<u><b>FACTORS</b></u>	<b>RANK (1-4)</b>			
	[name of firm]	[name of firm]	[name of firm]	[name of firm]
Qualifications of Firm and Personnel				
Past Record and Experience				
Work with District				
Fees				

**Park Ridge-Niles  
School District**

**64**

164 South Prospect Avenue Park Ridge, IL 60068



**Request for Statement of Interest  
and  
Request for Statement of Qualifications  
and  
Performance Data  
for  
Architectural Services**

November 2010

## **Request for Qualifications – Architectural Services**

The Board of Education of Park Ridge – Niles Community Consolidated School District 64 (District 64), 164 S. Prospect Avenue, Park Ridge, Illinois 60068, is requesting statements of interest, statements of qualifications, and performance data for firms interested in providing architectural services necessary to conduct a facility master planning leading to renovation of current facilities.

To be considered as the architect of record for District 64, architectural firms should submit statements of interest, statements of qualifications and performance data to Rebecca J. Allard, Business Manager, on behalf of the Board of Education on or before 3:00 P.M., Friday, December 17, 2010. Statements received after said time will neither be accepted nor considered by the owner.

An optional pre-bid meeting will be held at the office of Rebecca J. Allard, 164 S. Prospect Avenue, Park Ridge, Illinois 60068, on Wednesday, December 1, 2010, at 1:00 P.M. to respond to questions.

Evaluation of the Statement of Qualifications will consist of an initial screening relative to the completeness, responsiveness and stated understanding of District 64. A “short list” of the selected firms, which demonstrate qualifications and experience matching District 64 needs, will be interviewed by a committee consisting of District administrators, District Board members, and a member of the District Community Finance Committee in January 2011. Those who make the “short list” will be notified by Rebecca Allard, Business Manager, by Wednesday, January 5, 2011. The first interviews of the selected firms will be on Tuesday and Wednesday evening, January 18<sup>th</sup> & 19<sup>th</sup>. Follow-up interviews will be scheduled when the architects who most closely meet District 64’s needs have been identified. The committee shall rank its top three firms in order of qualifications and make its final recommendation to the Board of Education in February 2011. The Board’s decision shall be final and not subject to recourse by any person, firm, or corporation.

All questions regarding the request for qualifications shall be directed to Rebecca Allard, Business Manager at (847) 318-4324.

## Information Request – Architectural Services

---

Ten copies of the following information must be provided and must be complete in order for your statement of qualifications to be considered:

### **I. Firm Information**

- a. Indicate the name of the firm and location of all offices, specifically, including the principal place of business of the office location, within the State of Illinois, which will serve District 64. Include telephone, fax numbers and web address.
- b. Provide a brief history of your firm, including the number of years in business under the present name and number of architectural/engineering and support staff employed by your firm within the State of Illinois.
- c. List the names and the education, training, qualifications and responsibilities of the principal team members assigned to this project. The following information must be included for review:
  - i. A professional resume of principal team members;
  - ii. A professional resume of project managers;
  - iii. A professional resume of mechanical engineers, electrical engineers, civil engineers, and other personal assigned to District 64 projects.
- d. List your firm's banking, bonding, and insurance references and limits. List a contact (name and phone number) for each reference who will attest to your firm's financial condition.
- e. Indicate if you firm is owned or partially owned by any other organization or individuals and state the name and address of said organization or individuals.
- f. Provide any additional information which distinguishes your firm from other architectural/engineering firms, especially in regards to the District 64 project.

## **II. Architectural/Engineering Experience**

- a. List all current projects for which your firm is under contract as architect. List all elementary school projects of similar size and scope (master planning and renovations of facilities) that have been completed in the last five years. For each project, past and current, include a brief description and the organization, name, address, phone number and contact person for each reference. Indicate the original and final cost estimates; starting and completion dates; explaining reason (s) for any significant variations. Provide total costs of all change orders.
- b. Provide resumes for each principal team member noted above. Provide a list of projects each principal has worked on during the past five years. Provide reference name, company and phone number associated with each project.
- c. List projects for which your firm has been or may be sued in relation to your performance. List any pertinent circumstances regarding these projects.
- d. List five general contractors and three construction management references with whom your firm has worked with in the last five years. Include company name, contact person and phone number.
- e. Describe your experience with the Illinois State Board of Education (ISBE) school construction grants.



### III. Project Approach

- a. District 64 uses both general contractor and construction management as construction delivery methods. Describe your approach to both methods in respect to Owner/Architect/Construction Manager or General Contractor Team.
- b. Describe how a project would be managed beginning with the feasibility phase through occupancy and project evaluation.
- c. Describe your firm's quality and cost control procedures.
- d. Indicate (✓) the disciplines your firm offers in house:

\_\_\_\_\_ Structural Engineering  
\_\_\_\_\_ Mechanical Engineering  
\_\_\_\_\_ Electrical Engineering  
\_\_\_\_\_ Civil Engineering  
\_\_\_\_\_ CAD System  
\_\_\_\_\_ Landscape  
\_\_\_\_\_ Interior Design  
\_\_\_\_\_ Cost Estimating

- e. Identify any services your firm will be coordinating through consultants. Name the consulting firm and addresses. Describe project experiences your firm has had with the consultant on similar projects.

Describe specifically how firm would approach District 64 projects detailing unique qualifications, technical capability or characteristics which qualify your firm.

190257\_1.DOCX



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

Minutes of the meeting  
held at 4:00 p.m. Tuesday, October 26, 2010  
Field School, 707 N. Wisner, Park Ridge, IL 60068

**Attendees:**

Scott Zimmerman, Board of Education member  
Ofc. Jon Moehrlin, Park Ridge Police  
Ofc. Kathy Shaughnessy, Park Ridge Police  
Div. Cmdr. Joseph Penze, Niles Police  
Bernadette Tramm, Public Information Coordinator  
Dr. Marcy Canel, Carpenter School Principal  
Shannon Heimler, Emerson Middle School PTO  
Katie Kelly, Field School Assistant Principal  
Marvin Bornschlegl, Field School PTO  
Dan Walsh, Franklin School Principal  
Dan Ophus, Washington School Assistant Principal

As today's meeting chairman, Mr. Walsh called the meeting to order at 4:15 p.m.

**Village of Niles Police Report**

Div. Cmdr. Penze reported that the Greendale Avenue resurfacing has been completed, and traffic has returned to a normal pattern around Emerson and Jefferson schools.

**City of Park Ridge Reports**

■ **Police**

Ofc. Moehrlin announced that the police blog is running; most of the posts have been for schools requesting relaxed parking for special events.

**ACTION** – Principals are asked to please post unsafe driving incidents as well as parking requests, etc. onto the blog. Please contact Lou Jogmen at [ljogmen@parkridgepolice.org](mailto:ljogmen@parkridgepolice.org) to get a username and password set up if you have not already done so.

■ **City Engineer**

Ofc. Moehrlin will forward any requests directly to Ms. Mitchell.

**School Reports**

■ **Field**

Assistant Principal Kelly reported that overall conditions are good. She thanked Ms. Mitchell for emailing notices of street work in advance; this has been extremely helpful in alerting parents. She noted that parents still need to be reminded not to jockey for position in front of the door in the designated "kiss 'n go" zone, and that if they want to drop children directly at the door, they need to park away from school and walk the child in.

■ **Washington**

Assistant Principal Ophus reported that traffic is moving well and always improves with extra guards and police presence, which the school greatly appreciates.

■ **Franklin**

Mr. Walsh reported that traffic issues continue along Manor Lane. The citizen traffic patrollers organized by the police are very helpful in reminding drivers about correct procedures near school and noting license plate numbers of cars seen executing unsafe maneuvers. That information is sent to Ofc. Moehrlin so a letter can be directed to the vehicle's registered owner. The patrollers also are reporting many instances of cell phone use and texting while driving in the school zone. Mr. Walsh asked for additional assistance in preventing parents from entering the teacher parking lot to drop off students, despite signs and other markings. Mr. Walsh thanked police for follow through on other recent requests.

**ACTION:** Ofc. Moerhlin will alert citizen patrollers about the teacher parking lot concerns.

▪ **Emerson**

PTO Representative Heimler asked about follow up from the recent theft of two bicycles and suggestions from police about locks. Niles Div. Cmdr. Penze reported that police have been unable to track down the bikes. He noted that one of the bikes had not been adequately secured; he stated that cable locks are not secure enough and that Krypton-type locks are the best. Children also need to be instructed about how to apply the locks correctly, for example, to not just lock a front tire that may have a quick release allowing the theft of the remainder of the detachable frame. He stated that he had discussed the location of the bike racks with Assistant Principal Tim Benka; he stated that the rack's current location is not directly visible from classrooms although it is within view of the maintenance area.

▪ **Carpenter**

Principal Canel reported that conditions were a little better, although drivers are still driving around barricades and idling where special needs buses are to park. She has reinforced the driving procedures through the school newsletter, with the PTO, and in e-mail blasts, and has sent police the license plate numbers of drivers observed disobeying the rules. She asked for continued police enforcement, and is concerned that the improvements made thus far will be lost when the weather is bad. Dr. Canel thanked police for providing a substitute guard to fill in during the regular guard's temporary absence.

▪ **Lincoln, Roosevelt and Jefferson**

No reports.

**Successes-Concerns**

▪ **"Children in Traffic" Safety DVD campaign** – Ms. Tramm reported that she and Field School representative Jane Everett had developed a plan for continuing the DVD campaign into its second year. Ms. Everett completed an inventory and determined that 215 copies are available. They propose distributing a classroom set of 25 DVDs to each elementary school, which would be loaned to kindergarten families and new student families each year. Five copies would be given to each middle school to be loaned to transfer students. These materials would be circulated through the school Learning Resource Centers. In addition, the District 64 website Traffic Safety page will be expanded to include the conversation questions and a link to the AAA Foundation where the video can be viewed online. In addition, up to 50 copies will be made available for loan to Park Ridge parochial schools, which might be interested in circulating them to their families. The library also will be contacted to determine if it would like a copy for the permanent collection. The Park Ridge Police already have a copy and will be using it for presentations to driver's education classes; a suggestion was made to add a link to the video to the police website. The committee agreed with these recommendations.

**ACTION:** Ms. Tramm and Ms. Everett will get the plan underway. Ms. Tramm will send Ofc. Moerhlin the link to the DVD on the AAA Foundation website along with the suggested questions prepared by District 64.

▪ **Salt Supply for Crossing Guards**

Mr. Walsh asked whether a supply of salt could be made available for use by crossing guards during the winter months, especially those located at intersections distant from schools. He suggested that guards could keep a supply in their car trunks and spread it on the sidewalks at their assigned intersections when needed.

**ACTION:** Ofc. Moerhlin will follow up with City Engineer Sarah Mitchell about this request.

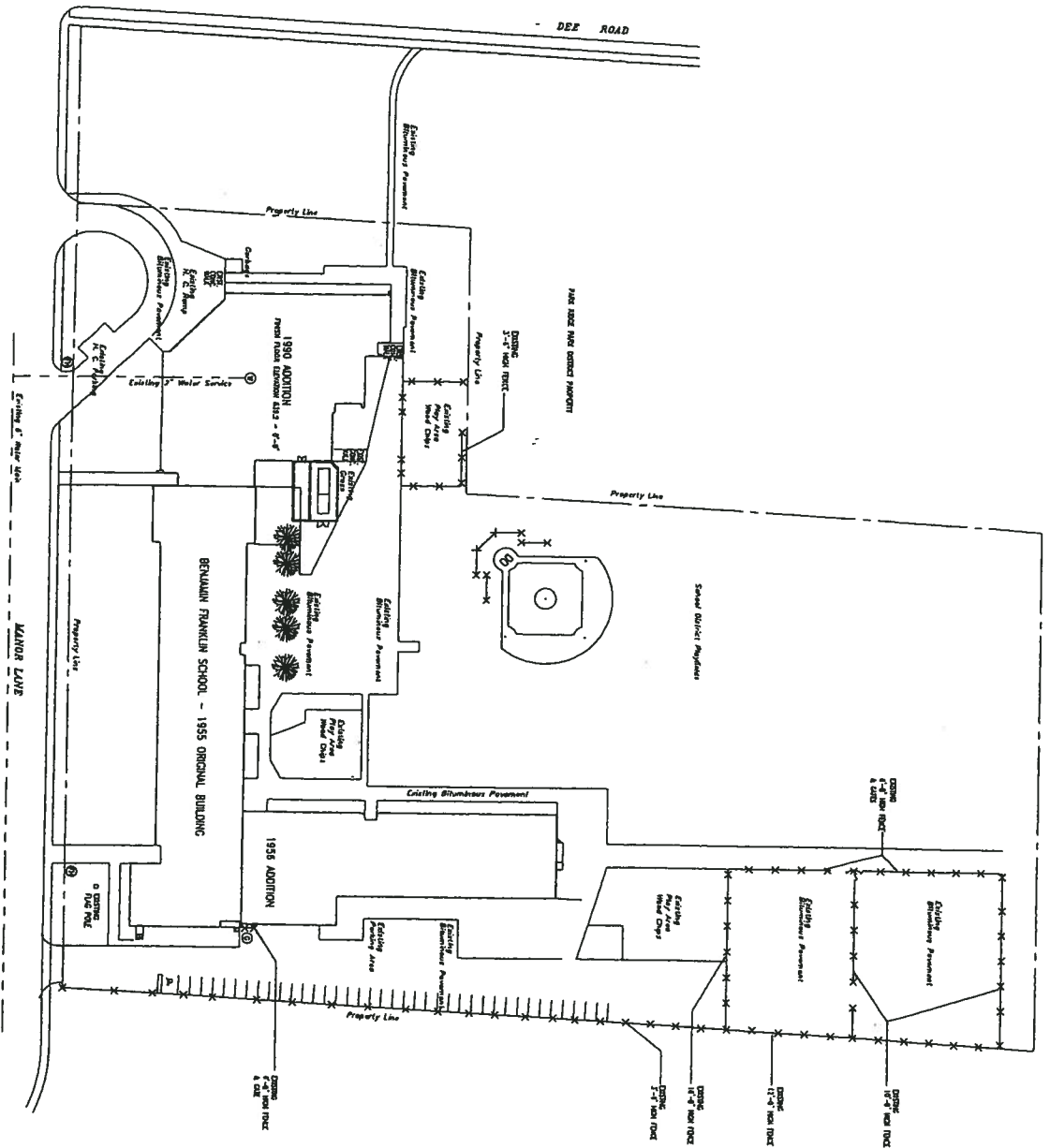
**Next Meeting**

The next meeting will be held on Tuesday, January 11 at 4:00 p.m. at Washington School, 1500 Stewart Ave., Park Ridge.

The meeting was adjourned at 4:38 p.m.

Minutes submitted by Bernadette Tramm

# TOUR OF FRANKLIN FACILITY



# **SITE PLAN**

1"=90'



**GREEN ASSOCIATES**  
 8300 Grandview Drive, N.E.  
 Green Associates Architects, Inc.  
 832 Center Ave.  
 Evanston, IL 60202  
 Telephone 847-328-0852  
 Facsimile 847-328-0861

## **BENJAMIN FRANKLIN SCHOOL**

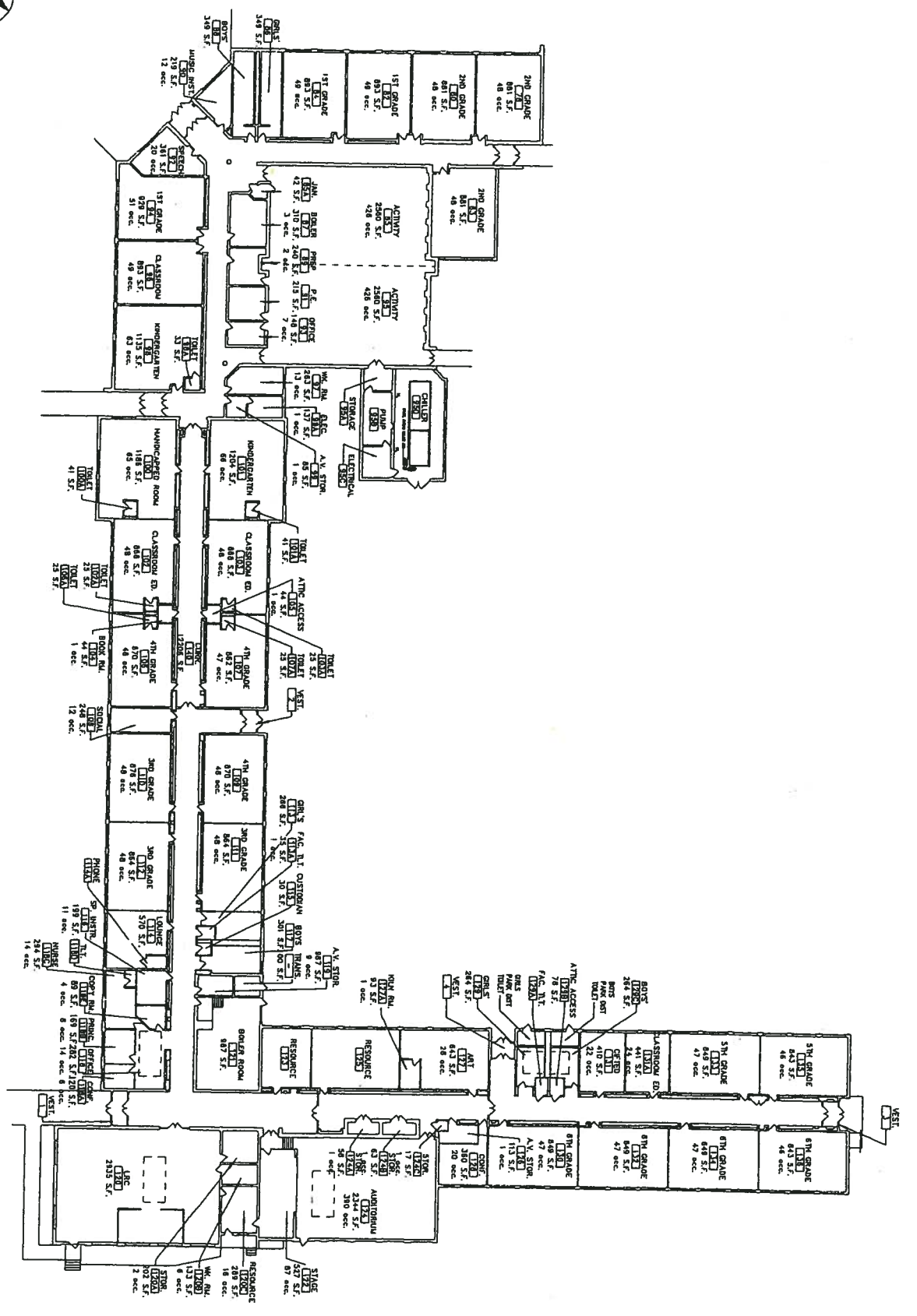
SITE PLAN  
 C.C.S.D. 64  
 PARK RIDGE, ILLINOIS

DATE BY	DESIGNED BY
08-21-00	
DRAWN BY	
1341-MISC	
FR	1



FIRST FLOOR PLAN

1"=40'



**GREEN ASSOCIATES**  
© 2008 Green Associates Architects, Inc.  
Green Associates Architects, Inc.  
632 Oyster Ave.  
Evanston, IL 60202  
Telephone 847-328-0852  
Facsimile 847-328-0861

**BENJAMIN FRANKLIN SCHOOL**  
FLOOR PLAN  
C.C.S.D. 64  
PARK RIDGE, ILLINOIS

DRAWN BY	08-21-00
DATE	1341-MISC
SCALE	FR 2