

# 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**

TIME		APPENDIX
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>	
7:35-7:40 p.m.	• <b>Appointment of Director of Facility Management</b> -- Superintendent <b>Action Item 10-12-1</b>	A-1
7:40-7:45 p.m.	• <b>Facilities Review</b> -- Superintendent	A-2
7:50-8:10 p.m.	• <b>Audit Report FY10</b> -- Business Manager	A-3
8:10-8:25 p.m.	• <b>Strategic Plan Progress Report</b> -- Internal Facilitator	A-4
8:15-8:25 p.m.	• <b>Presentation and Approval of Summer Interim Session 2011 Dates &amp; Fees</b> -- Assistant Superintendent for Student Learning <b>Action Item 10-12-2</b>	A-5
8:25-8:30 p.m.	• <b>Adoption of Final Levy Resolution and Resolution for the Reduction of Certain Fund Levies -</b> -- Business Manager <b>Action Item 10-12-3</b>	A-6
8:30-8:35 p.m.	• <b>Authorization to Pay 2009 Jefferson School Tax Bill</b> -- Business Manager <b>Action Item 10-12-4</b>	A-7

- |                |  |      |
|----------------|--|------|
| 8:35-8:40 p.m. | <ul style="list-style-type: none"> <li>• <b>Authorization to Bill Child Care with Confidence Their Proportionate Share of the Tax Bill</b>      <b>Action Item 10-12-5</b></li> <li>-- Business Manager</li> </ul>   | A-8  |
| 8:40-8:45 p.m. | <ul style="list-style-type: none"> <li>• <b>Consent Agenda -</b>      <b>Action Item 10-12-6</b></li> <li>-- 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>• Resolution #1064 Authorizing the Execution of an Intergovernmental Agreement Relating to the O'Hare Noise Compatibility Commission</li> <li>• Destruction of Audio Closed Minutes</li> </ul> </li> </ul> | A-9  |
| 8:45-8:50 p.m. | <ul style="list-style-type: none"> <li>• <b>Approval of Minutes</b>      <b>Action Item 10-12-7</b></li> <li>-- Board President <ul style="list-style-type: none"> <li>• Open and Closed Minutes of November 15, 2010</li> </ul> </li> </ul>   | A-10 |
| 8:50-8:55 p.m. | <ul style="list-style-type: none"> <li>• <b>Other Items of Information</b>      <b>A-11</b></li> <li>-- Superintendent <ul style="list-style-type: none"> <li>• Upcoming Agenda</li> <li>• FOIA Requests (Freedom of Information Act)</li> <li>• Memoranda of Information</li> <li>-- 2010 District 64 Employee Campaign for Park Ridge Community Fund</li> <li>-- Facility Usage for Summer 2011</li> <li>• Minutes of Board Committees</li> <li>-- Wellness Meeting Minutes of October 19, 2010</li> <li>• Other</li> <li>-- Non-sponsored Educational Trips</li> </ul> </li> </ul>  |      |
| 8:55 p.m.      | <ul style="list-style-type: none"> <li>• <b>Board Adjourned to Closed Session</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
- Present Final Calendar for 2011-12 & Tentative Calendars for 2012-13 & 2013-14
- Release of Closed Minutes
- Transportation Bid (memo)

January 24, 2011

- Tour of Field School Facility
- Discussion on Budget Calendar
- Approval of December Financials
- Update on EIS/ Rtl (memo)
- Adopt Final Calendar for 2011-12 & Tentative Calendars for 2012-13 & 2013-14

### Upcoming Agenda Items

- Committee of the Whole: Finance (Financial Projections) (2/14/11)
- Approval of Technology Infrastructure Gear (2/14/11)
- Tour of Carpenter School Facility (2/28/11)
- Approval of January Financials (2/28/11)
- Award Transportation Contract (2/28/11)
- Tour of Lincoln Middle School Facility (3/14/11)
- Approval of February Financials (3/14/11)
- Dismissal of Staff (3/14/11)
- Strategic Plan Progress Report (4/4/11)
- Presentation of Board Meetings for 2011-12 (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 (5/23/11)
- Strategic Plan Progress Report (6/13/11)
- Approval of May Financials (6/27/11)

### TBD

- Committee of the Whole: Wellness

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.

**Appointment of Director of Facility Management**

**ACTION ITEM 10-12-1**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of Scott Mackall as the Director of Facility Management beginning January 18, 2011 through June 30, 2011.

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

AYES:

NAYS:

PRESENT:

ABSENT:

## APPOINTMENT OF DIRECTOR OF FACILITY MANAGEMENT

Fifty applications were received in response to our posting of the position of Director of Facility Management.

Applications were initially screened to eleven candidates by Business Manager Rebecca Allard, Washington School Principal Kim Nasshan, Roosevelt School Assistant Principal Andy Petrolino and Assistant Superintendent of Human Resources Dr. Sandra Stringer. Following the screening interviews the number of applicants were reduced to five candidates.

For the second round of interviews Board of Education member Genie Taddeo and Head Custodian at Field School John Imber were added to the interview committee. After completion of the second round of interviews the number of candidates were reduced to three.

The three finalists were invited to interview with Superintendent Dr. Philip Bender. Dr. Bender spent time with each candidate touring the District schools and discussing the candidate's views on Facility Management. Following the time spent with the final candidates, Dr. Bender recommended Scott Mackall for the position of Director of Facility Management.

Scott Mackall currently maintains four properties in Lincolnshire District 103. He is responsible for all aspects of facilities maintenance including HVAC, plumbing, electrical security, grounds, preventative maintenance programs, custodial and capital improvement projects and construction. In the summer of 2006, Mr. Mackall supervised the completion of 3.1 million remodeling project on three district buildings. Additionally, Mr. Mackall has conducted building maintenance seminars and training for his custodial staff.

### Experience

2001-Present	Lincolnshire Prairie-View School District 103, Lincolnshire, IL Director of Building and Grounds
1996- 2001	Amsan Service & Supply, Peoria, IL Branch Manager

### Education

Elgin Community College, Sales and Management

### Professional Affiliations/Training

- Co-Chair of the Lake County School Facilities Managers Group
- Asbestos Training – State of Illinois
- Certified Lead Renovator
- Life/Safety Training – sponsored by IASBO

**Facilities Review**

Dr. Bender will present information concerning the District 64 facilities.

To: Board of Education

From: Rebecca J. Allard, Business Manager

Subject: Response to Audit Report for Fiscal Year Ending June 30, 2010

Date: December 13, 2010

The following documents are attached for Board review and acceptance:

- Financial Statements for the period ending June 30, 2010
- Communications from Auditor to Management and School Board

Mr. Jason Coyle, partner with Baker Tilly Virchow Krause, LLP will present the audit at the December 13, 2010 Board meeting.

The Communications from Auditor to Management and School Board described and identified certain deficiencies in internal controls. The deficiencies fall within three categories:

- **Control deficiency** (*exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis*),
- **Significant deficiency** (*is a control deficiency, or combination of control deficiencies, in control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance*),
- **Material weakness** (*is a deficiency or combination of significant deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis*).

In addition, the auditor has made recommendations for improvement. Management should consider the Communications from Auditor to Management and School Board as a tool in the process of continuous improvement.

Control Deficiency		
Audit Comment	Auditor Recommendation	District Response
No Comment		

<b>Significant Deficiency</b>		
<b>Audit Comment</b>	<b>Auditor Recommendation</b>	<b>Auditor Recommendation</b>
Segregation of Duties - Payroll	Segregate duties between Payroll and Human Resources	The new Skyward software will allow for the segregation of duties between the departments with security settings.
Segregation of Duties - Accounts Payable	Segregate duties of the AP Clerk	The new Skyward software will allow for division of responsibilities from a technology standpoint (vendor additions) but with only one AP Clerk it is difficult to diversify beyond that point.
General Information Technology Controls	Security controls	The new Skyward software is housed off-site at a service provider ISCorp Inc.
Outsourcing of Financial Operations	Although the District is required to use the Maine Township Treasurer, the District is still responsible for the oversight of all transactions.	The business office reconciles the District books with the information provided by the Township Treasurers office for accuracy and appropriateness of all transactions.

<b>Material Weakness</b>		
<b>Audit Comment</b>	<b>Auditor Recommendation</b>	<b>Auditor Recommendation</b>
Maintenance of Capital Asset Records	Only capital purchases and improvements in excess of \$1,500 should be capitalized and secure an independent appraisal report.	The Board policy (4:80 Accounting and Audits) does not state the dollar value that a fixed asset should be capitalized; the District internal procedure manual for capitalization of its fixed assets does on the fixed amount of \$1,500. The procedural changes that have been implemented include the correct categorization of expenses. In addition, an independent appraisal will be performed on of physical assets during the holiday break.
External Financial Reporting	Employ additional staff to remain current with changing accounting and reporting standards.	A cost benefit analysis would have to be completed to justify an increase in staffing.

In summary, District 64 Administration is committed to continuous improvement in its financial operations and to minimizing risk, keeping in mind the available resources. Administration, however, will continually identify access and recommend actions to reduce and eliminate exposure to risk for the Board's consideration.

The Board ultimately must determine what inherent level of risk it finds tolerable in the District's financial operations balanced against the District's overall financial constraints.



To: Board of Education

From: Philip Bender  
Bernadette Tramm (Strategic Plan Internal Facilitator)

Date: December 13, 2010

Subject: Strategic Plan Progress Report

As the school year began, District 64 initiated the first year of implementation activities for its new Strategic Plan "*Journey of Excellence*." The entire plan is expected to take a minimum of five years to implement, and includes 26 individual action plans. (Attachment 1)

### **Tentative Implementation Schedule**

A five-year implementation sequence was developed to describe how each plan will move from readiness activities, to implementation with support, and ultimately to full implementation. (Attachment 2) The schedule also indicates initiatives already in place or foreseen that will impact District 64 teachers and administration in 2010-11 and future years. On May 10, the Board approved the 2010-11 implementation plan, which calls for at least some initial activity on 20 of the 26 action plans over the course of the school year.

This fall, work on nine action plans was initiated according to the schedule. This report, therefore, includes a status update on only these nine specific plans:

- Strategy I – Accelerating the Advanced Use of Technology: Plans 1 and 6
- Strategy II – Building a Model for Personal Student Goals: Plans 1-3
- Strategy IV – Expectations for Student Learning and Instructional Practices: Plans 1, 6, 9 and 11

### **Action Plan Progress**

Preparing staff to become involved in this work moved into high gear immediately following Board approval last May, and was carried forward as the new school year got underway in August. Staff members were given multiple opportunities in different ways to expand their understanding of the Strategic Plan, including several presentations, informal Q & A sessions, and a variety of printed and website materials. The three strategies involving teachers this fall were particularly emphasized. Following this outreach, all certified teachers were invited in September to rank their preferences for placement on one of the 12 committees related to these plans; 99% were accommodated in either their first or second choice.

As reported in memos to the Board on September 13 and October 12, and in verbal updates at other meetings, District 64 now is fully engaged in work on the strategic plan. All certified teachers, curriculum specialists and all administrators – about 400 employees in total – are actively involved in activities related to implementing these nine action plans.

The reports that follow detail the specific steps that have been accomplished thus far utilizing a combination of staff development Wednesdays, building meetings and the morning portion of the November 2 Institute Day. The high degree of planning and organization required to effectively utilize the expertise of our certified staff for this work will be evident in the reports.

### **Next Steps**

As we move into 2011, work will continue on these plans. As well, work will begin on several other action plans on the schedule. Ultimately, work on some aspect of all five strategies will be accomplished this year.

To continue guiding these efforts, the ESC administrative team will begin the first of several extended working sessions in early January. The team also will begin considering how work will be structured going forward on each action plan and the budget implications for 2011-12.

In addition, the Board on February 14 will be asked to give final approval for additional technology infrastructure (Strategy I, Action Plan 6), which was authorized as part of the 2010-11 implementation budget. The Board in May requested the expenditure be delayed until winter 2011, so that more information could be known about fall 2010 property tax receipts, expected future District 64 revenues, and state education funding.

The next detailed progress report is scheduled for April; interim updates will continue to be provided at regular Board meetings as work continues.

We believe staff understanding about the plan and the significance of the five strategies has grown tremendously as each individual has had an opportunity to make a personal investment in the *"Journey of Excellence"* through committee work this fall. This very positive start has given us a solid base to build upon as we continue to work through the action plans this year and into the future.

## **Park Ridge-Niles School District 64 "Journey of Excellence" Strategic Plan**

**Strategy I:** *We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.*

**Action Plan 1:** *Implement the Technology Scope and Sequence Curriculum that is under development by the District 64 Technology Action Team.*

**Leader:** Terri Bresnahan

**Assistants:** Andy Petrolino (grades pre K-2), Dan Ophus (grades 3-5), Joel Martin (grades 6-8)

### **December 13, 2010 Status Report**

**Steps accomplished this year to date:**

- **First Strategic Plan Meeting: Wednesday, October 20, 3:00-4:00**
  - 104 Technology Committee members, including leaders, teachers, and technologists
  - Introduced purpose of the committee and the National Education Technology Standards (NETS) for Students
  - Developed committee norms
  - Separated into three sub-committees (grades PK-2, grades 3-5, and grades 6-8)
  - Shared timeline for the first three committee meetings
- **Second Strategic Plan Meeting: Wednesday, October 27, 2:30-4:00 (6-8), 3:00-4:30 (PK-5)**
  - Met as three smaller sub-committees to begin to develop activities to integrate the NETS for Students and the Technology Scope and Sequence
  - Each group then broke into grade level bands for smaller group discussion
  - A template for developing activities was shared with each group
  - A Google Group was created for committee members to share resources and ideas
- **Third Strategic Plan Meeting: Tuesday, November 2, 8:15-11:00 a.m.**
  - The morning began as a whole group to clarify the purpose of the committee and to address any questions and concerns from the previous session
  - The committee broke into grade level bands again to explore and research technology integration activities
  - Each teacher completed a self-evaluation to determine his/her own technology proficiency level and list any barriers that stand in the way of accelerating the use of technology in District 64
  - Groups that were further along used the time to document activities that demonstrated technology integration with the curriculum
- **Technology Committee Leadership Meetings**
  - Committee leaders met prior to each of the above sessions to plan and coordinate activities for each group
  - Committee leaders also met after each of the above sessions to discuss feedback and determine future steps for Strategy I of the plan

## **Next steps this year:**

- **Planning for Next Strategic Plan Meeting**
  - Committee leaders and district technologists are working with teachers to gather samples of technology-rich activities currently being used throughout the District
  - One teacher per grade level will document a technology-rich activity and provide a demonstration (either live or via video) for the grade level sub-committee
  - The activities will be aligned with the NETS for Students and document which skills are addressed from the Technology Scope and Sequence
- **Fourth Strategic Plan Meeting: Wednesday, February 16, 2:30-4:00 (6-8), 3:00-4:30 (PK-5)**
  - The committee will break into grade level and/or subject area groups to watch the sample lesson provided by a volunteer teacher
  - Teachers within each group will then work in groups of 2-3 people to develop and document activities that are aligned with the NETS for Students and the Technology Scope and Sequence
- **Fifth Strategic Plan Meeting: Tuesday, February 22, 8:15-11:00 a.m.**
  - The work from the fourth session will continue and by the end of this session, each group should have a bank of activities to collect that address the NETS for Students and the Technology Scope and Sequence at each grade level
- **Release Time**
  - A small group of representatives from each sub-committee will meet after the February 22 meeting to review the activities and to vertically align them
  - This process will ensure there are no gaps or overlaps in the skills and standards addressed by each activity
- **Sixth Strategic Plan Meeting: Wednesday, May 18 (Time to be determined)**
  - The plan for this final day will depend on the work accomplished in sessions four and five and the work completed by those during release time

## **Park Ridge-Niles School District 64 "Journey of Excellence" Strategic Plan**

**Strategy I:** *We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.*

**Action Plan 6:** *Build appropriate network infrastructure to support the advanced use of technology throughout the District.*

**Leader:** Gerry Berkowitz

**Assistant:** Terri Bresnahan

### **December 13, 2010 Status Report**

#### **Steps accomplished this year to date:**

- Fiber optic network between schools was completed in spring 2010
- Switch upgrades were completed for Emerson, Field, Carpenter and Lincoln in summer and fall 2010

#### **Next steps this year:**

- Switch upgrades will be completed during the 2011 calendar year for ESC, Roosevelt, Franklin, Washington and Jefferson, if Board funding is released (tentatively scheduled for February 14 meeting)
- Wireless upgrades will be completed for ESC, Lincoln, Emerson, Jefferson and Field during the same time period, also pending Board funding approval
- Wireless access points will be upgraded at Carpenter, Roosevelt, Franklin and Washington during summer and fall 2011, also pending Board funding approval

## **Park Ridge-Niles School District 64 "Journey of Excellence" Strategic Plan**

**Strategy II:** *We will develop and implement a system for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents and interests.*

**Action Plan 1:** *Grades K-2 students will set goals with adult guidance.*

**Action Plan 2:** *Grades 3-5 students will set and reflect upon goals in four categories: academic, civil behavior, talents, and interests. Adult guidance will be used in this process with the goal of the student taking more responsibility over time.*

**Action Plan 3:** *Grades 6-8 students will set, monitor and regularly reflect upon goals in four categories: academic, civil behavior, talents, and interests. Adult guidance will be used in this process with the goal of the student taking more responsibility over time.*

**Leader:** Tim Gleason (Team Leader)

**Assistants:** Marcy Canel (grades pre-K-2), Kim Nasshan (grades 3-5), Tim Benka (grades 6-8)

### **December 13, 2010 Status Report**

**Steps accomplished this year to date:**

- **First Strategic Plan Meeting: Wednesday, October 20, 3:00-4:00**
  - The entire 77-member committee met to receive general information on the process and history of how student goal setting became a strategic plan goal as part of District 64.
  - The task was defined for the committee, including a review of the action steps from the initial strategic planning committee.
  - The leadership team provided an initial assessment from the committee on goal setting challenges and potential solutions to those challenges.
  - Committee leadership is seeking forms/formats for student goal setting and best practices in this area.
- **Second Strategic Plan Meeting: Wednesday, October 27, 2:30-4:00 (6-8), 3:00-4:30 (K-2, 3-5) AND**
- **Third Strategic Plan Meeting: Tuesday, November 2, 8:15-11:00 a.m.**

#### **Grades K-2 Committee**

- Generating a list of target behaviors to develop goals around in the area of academics, civil behaviors, talents and interests.
- Looking at developmental milestones for goal setting. (For kindergarten, teaching goal setting to a classroom of students. By grades 1 and 2, students would take that skill to work with teachers and parents to make goals).
- The kindergarten group is going to teach what a goal is and have children set them by the end of the last trimester. (Actually, the action plan from grades 3-5 also fits with our group.) The children will develop the knowledge to understand what a goal means, and how we begin to look at setting goals as they progress from K-through grade 2. We discussed using the civil behavior, talents, and interests. They



can be looking at academic achievements by saying, "I want to spell better, read better," etc. This might be more developmentally appropriate for the end of first grade.

- Developmental readiness will play a huge role in how this is going to be structured. The students in kindergarten specifically will be more able to set goals in the areas of interests, perhaps a talent, and most definitely in "civil behaviors." Basically we were looking at a model that will: teach the vocabulary and how to use it; and develop a framework for applying the vocabulary for developmentally appropriate understanding in going up the grades.

### **Grades 3-5 Committee**

- Generating a list of target behaviors to develop goals around in the area of academics, civil behaviors, talents and interests.
- Discussing what a good goal looks like, including the use of Specific-Measurable-Attainable-Realistic-Timely (SMART) goals.
- Developing "mock goals" to practice creating SMART goals.
- Defining talents and interests and developing examples (as goal setting in this area is different than goal setting in academics).

### **Grades 6-8 Committee**

- Generating a list of target behaviors to develop goals around in the area of talents and interests (as goal setting in this area is different than goal setting in academics).
- Conversations continued on how goals can be set in this area.
- Discussing what a good goal looks like, including the use of Specific-Measurable-Attainable-Realistic-Timely (SMART) goals.

### **Next steps this year:**

- Finalize plans for fourth, fifth and sixth scheduled planning meetings.
- Leadership will gain information on how other school districts set goals.
- Committees, at each grade level, will finalize target behaviors for academics, behaviors, talents and interests towards making goal-setting templates.
- Grades K-2 will identify developmentally appropriate goal-setting formats for Kindergarten, Grade 1 and Grade 2 as student abilities and recognition of goal setting skills vary at these ages.
- Grade bands 3-5 and 6-8 will review responses by best practice research to inform planning toward a District 64 goal setting format:
  - Formats for academics and civil behavior goals will be reviewed toward pilot goal setting formats (for future school years).
  - Formats for talents and interest goals will be discussed toward pilot goal setting formats (for future school years).

### **Future planning:**

- Begin developing a format for student goal setting parent teacher/ conferencing
- Begin exploring electronic mediums for goal setting

## **Park Ridge-Niles School District 64 “Journey of Excellence” Strategic Plan**

**Strategy IV:** *We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District’s targeted benchmarks.*

**Action Plan 1:** *Establish Power Standards for each grade level in all core, encore and specials areas, critical thinking, creative expression and problem solving.*

**Leader:** Diane Betts

**Sub-Group** Reading – Katie Kelly and Irene Kappas

**Leaders:** Language Arts – Dan Walsh and Megan Keefer

Math – Kathy Creely and Kathy Ross

Science & Health – Kevin Dwyer and Tony Clishem

Social Studies – Vicki Mogil and Doug Florence

Foreign Language – Lynne Farmer and Shannon Rodriguez

Art – Lynne Farmer and Sonja Dziedzic

General Music – Lynne Farmer and Joani Heavey

Instrumental Music – Lynne Farmer and Brian Jacobi

Physical Education – Lynne Farmer, Bill Casey and Aaron Schauer

### **December 13, 2010 Status Report**

**Steps accomplished this year to date:**

- **Steps taken to prepare for Strategic Plan meetings with teachers:**
  - Established sub-group leaders for each core and encore area consisting of a building level administrator and a curriculum specialist, department chair or department liaison.
  - Utilized Larry Ainsworth, national expert on priority standards, to provide full day of training on October 12 for all administrators, curriculum specialists, department chairs and department liaisons on why it is important to identify priority standards and the process to use for prioritizing standards at each grade level. [See additional information in box following this section.]
  - Met with sub-group leaders to provide additional training and plan specific format for beginning Strategic Plan meetings.
- **First Strategic Plan Meeting: Wednesday, October 20 3:00-4:00 PM**
  - Met with 285 teachers involved in Strategy IV at Washington auditorium
  - Diane Betts provided overview of what priority standards are, why they are important and how priority standards will help us achieve our District’s new mission.
  - The process that will be used to identify priority standards in District 64 was shared as well as the timeline of tasks for the first three committee meetings.
- **Second Strategic Plan Meeting: Wednesday, October 27 2:30-4:00 (6-8), 3:00-4:30 (PK-5)**
  - Teachers met in smaller curricular area sub-groups with their sub-group leaders.
  - Reviewed resources that will be examined in the identification of priority standards (new Common Core Standards, existing Illinois Learning Standards, existing grade level Learner Objectives, and Educational Ends)



- Reviewed process that would be used to identify priority standards
- **Third Strategic Plan Meeting: November 2 Institute Day 8:15-11:00**
  - Teachers met in smaller curricular area sub-groups and began working on identifying priority standards at each grade level.
  - Each sub-group was able to identify priority standards in at least 1-2 broad goal areas out of a possible 4-8 goal areas for their subject matter (i.e., Speaking & Listening is a Language Arts goal area; Geometry is a goal area for Math).
  - Some sub-groups were able to conduct a vertical alignment analysis of the identified priority standards to identify any gaps or redundancies in the standards.
  - A common format was used for each sub-group area to document their work.
- **Follow Up Meeting: November 12**
  - Conducted a follow up meeting with all sub-group leaders to review work accomplished to date, discuss effective ideas and practices used in meetings and plan next steps.

#### **Next steps this year:**

- **Planning for Next Strategic Plan Meeting**
  - Diane Betts will meet with sub-group leaders for each subject area to review priority standards identified to date for each grade level and plan how remaining Strategic Plan meeting dates and release time (if necessary) will be used to complete process by end of year.
- **Fourth Strategic Plan Meeting: Wednesday, February 16, 2:30-4:00 (6-8), 3:00-4:30 (PK-5)**
  - Each subgroup will review priority standards identified thus far, conduct vertical alignment analysis if not previously accomplished and discuss whether identified priority standards reflect critical thinking, creative expression and problem solving skills.
  - Sub-groups will continue identifying priority standards for other goal areas within their curricular area.
- **Fifth Strategic Plan Meeting: February 22 Institute Day 8:15-11:00 AM**
  - Sub-groups will continue identifying priority standards for other goal areas within their curricular area
- **February 22 - May 1**
  - Release time will be used if necessary for some sub-groups to complete identification of priority standards for each grade level.
- **Sixth Strategic Plan Meeting: Wednesday, May 18 (Time to be determined)**
  - The plan for this final day will depend on the work accomplished in sessions four and five and the work completed by sub-groups during release time
- Diane Betts will work with sub-group leaders for Reading, Language Arts, Social Studies and Science to analyze horizontal alignment of priority standards and determine how reading and writing across the content areas will be addressed in the priority standards for each subject area at the middle school level.
- Determine how priority standards will be shared with all District 64 teachers. Determine how teachers will be supported in teaching the priority standards in future years.
- Revise curriculum brochures and website to reflect new District 64 Priority Standards for each grade level.

***What are Priority Standards?***

Priority Standards (also known as Power Standards) are a carefully selected and prioritized sub-set of curricular standards that are essential for students at a particular grade level to know and be able to do. Groups of teachers within a district or school collaboratively select Priority Standards for each grade level from the state standards or new national “Common Core Standards” that they believe are the essential skills and strategies that students need for success on state assessments, at the next grade level, and in life.

***Why is it important to prioritize standards?***

Prioritizing a smaller number of Priority Standards is necessary because all grade level or course-specific standards are not equal AND because there simply is not enough time in a school year to teach all standards equally. Robert Marzano, a leading educational researcher, has examined standards from many different states and contends we would need to keep students in school for 22 years in order to teach all the K-12 standards.

Priority standards are not all that we teach. Larry Ainsworth uses a fence metaphor to describe this. Priority standards represent the “fence posts” or those learning outcomes that are absolutely essential for all students to know and be able to do. Consequently, teachers need to dig deeper and focus more attention and time on the priority standards to assure student competency. The remaining standards are the “rails” that can be used to connect to and support the priority standards. “Fence posts and rails – without both there is no fence!” (Larry Ainsworth, District 64 October 12 presentation on Priority Standards).

Priority Standards are the foundation of aligned practices that will enable us to address Strategy IV and ultimately achieve our District mission.

## **Park Ridge-Niles School District 64 “Journey of Excellence” Strategic Plan**

**Strategy IV:** *We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District’s targeted benchmarks.*

**Action Plan 6:** *Develop pre and post common assessments that will allow teachers to adapt instruction and expectations to individual learning styles and levels.*

**Leader:** Diane Betts

**Sub-Group** Reading – Katie Kelly and Irene Kappas

**Leaders:** Language Arts – Dan Walsh and Megan Keefer

Math – Kathy Creely and Kathy Ross

Science & Health – Kevin Dwyer and Tony Clishem

Social Studies – Vicki Mogil and Doug Florence

Foreign Language – Lynne Farmer and Shannon Rodriguez

Art – Lynne Farmer and Sonja Dziedzic

General Music – Lynne Farmer and Joani Heavey

Instrumental Music – Lynne Farmer and Brian Jacobi

Physical Education – Lynne Farmer, Bill Casey and Aaron Schauer

### **December 13, 2010 Status Report**

#### **Steps accomplished this year to date:**

- Last year as part of a Middle School Joint Quality Improvement Team (QIT) project, each core and encore department spent professional growth time on Wednesdays and an Institute Day taking an existing instructional unit and planning how the “Great 8” Learning Strategies (thinking and reading comprehension strategies) could be integrated into the unit and developing a common post assessment for the unit. Departments were expected to teach this unit during the third trimester and administer the common assessment.
- This year during the afternoon of our November 2 Institute Day, middle school departments spent time looking at the preliminary data from the common assessment and making revisions to the instructional unit and the assessment. Feedback from the departments concerning the process of assessment development reveals that teachers value the collaboration around instruction and assessment, but need more training in how to develop assessments that will be formative in nature.

#### **Next steps this year:**

- Once the Priority Standards are identified for each grade level, the next step will be to develop common assessments for these essential skills and strategies.
- Training in assessment development will be provided first to sub-group leaders and then to the teachers who will be involved in actually developing the assessments. Specific timelines for when this training will be provided cannot be established until we determine how the development of the common assessments will be addressed (Will the existing sub-groups continue working on this next step during the 2011-12 school year? Will a smaller subset of teachers be recruited to do this work?)

## **Park Ridge-Niles School District 64 “Journey of Excellence” Strategic Plan**

**Strategy IV:** *We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District’s targeted benchmarks.*

**Action Plan 9:** *Encourage students to use creative expression, critical thinking and problem solving throughout their day.*

**Leader:** Diane Betts

**Sub-group** Reading – Katie Kelly and Irene Kappas

**Leaders:** Language Arts – Dan Walsh and Megan Keefer

Math – Kathy Creely and Kathy Ross

Science & Health – Kevin Dwyer and Tony Clishem

Social Studies – Vicki Mogil and Doug Florence

Foreign Language – Lynne Farmer and Shannon Rodriguez

Art – Lynne Farmer and Sonja Dziedzic

General Music – Lynne Farmer and Joani Heavey

Instrumental Music – Lynne Farmer and Brian Jacobi

Physical Education – Lynne Farmer, Bill Casey and Aaron Schauer

### **December 13, 2010 Status Report**

**Steps accomplished this year to date:**

- **September 16 Curriculum Team Meeting**
  - Utilized meeting to discuss how creative expression, critical thinking and problem solving reflect 21<sup>st</sup> century skills that students need to develop in order to be successful in high school, college and career and how these higher order skills need to be incorporated in priority standards.
- **September 12 Training Meeting and October 20<sup>th</sup> First Strategic Plan Meeting**
  - Worked with all sub-group leaders and teachers involved in Strategy IV to understand that identified priority standards should include and integrate critical thinking, creative expression and problem solving. Sub-groups were asked to use the following criteria to identify which standards to prioritize:
    - “Endurance” – skills and strategies that students will use throughout life
    - “Leverage” – skills and strategies that can be used in more than one subject area
    - “Readiness” – skills and strategies that students need to be ready for state tests and/or the next level of learning
- **Second Strategic Plan Meeting – October 27**
  - As new Common Core Standards were shared with core sub-groups at the October 27 Strategic Plan session, emphasis was placed on how new Common Core Standards being used in identification process reflect more rigor and higher level skills.

**Next steps this year:**

- Diane Betts will work with sub-group leaders to examine whether identified priority standards reflect higher level critical thinking, creative expression and problem solving skills and strategies.
- As common assessments matched to the priority standards are developed, we will make sure that assessments reflect critical thinking, creative expression and problem solving skills and strategies.

## **Park Ridge-Niles School District 64 “Journey of Excellence” Strategic Plan**

**Strategy IV:** *We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District’s targeted benchmarks.*

**Action Plan 11:** *Use data over time as an indicator for instructional change.*

**Leader:** Lynne Farmer

**Assistants:** Kathy Ross, Building Principals, Curriculum Specialists

### **December 13, 2010 Status Report**

#### **Steps accomplished this year to date:**

- August 12 – Data analysis training for elementary QIT teams.
- August 18 -- Data analysis training for middle school QIT teams
  - Used “Here’s What, So What, Now What” protocol to examine multiple years of ISAT and MAP data.
- Worked with each individual building to develop building level improvement goal based on data reviewed.
- Discussed at monthly Principal Meetings how building level improvement goals are being addressed.
- Used “Here’s What, So What, Now What” at various district meetings to analyze a variety of types of data, including math benchmark data, social/emotional data, survey data, etc.
- Provided information to parents on new elements of RtI and use of data (Math MCAP benchmark data) via school newsletters and information on website.

#### **Next steps this year:**

- Diane Betts will work with curriculum specialists to utilize “Here’s What, So What, Now What” protocol to examine Educational Ends and other sources of data relevant to their curricular area. Each curricular area will identify any specific areas in need of improvement and determine how this need can be addressed through the priority standards identification process, revisions to existing curriculum, changes in instructional practices and/or staff development opportunities.
- Lynne Farmer will work with QITs and principals to use new Illinois Interactive Report Card information. The data on this site is presented in a sortable, color-coded manner to more easily detect weaknesses in core curriculum and identify skill areas for individual interventions.
- QIT teams will expose grade level and core teams to “Here’s What, So What, Now What” data analysis protocol by end of year and use it to examine relevant data.

**Park Ridge-Niles School District 64****Strategic Plan****BELIEFS**

... An expression of  
fundamental values; ethical  
code, overriding convictions,  
inviolable principles.

**We believe that...**

All people have inherent worth.

Quality education benefits everyone.

Everyone within our community is responsible for the education and development of our children.

The family environment has a major influence on the development of a child.

All people can be successful learners and continue to learn throughout their lives.

A safe, nurturing environment is essential to learning.

People grow through a variety of experiences, opportunities and adversities.

High expectations and a positive attitude result in higher performance.

Both cooperation and healthy competition are necessary to achieve excellence.

Effort, perseverance and self-discipline are necessary for people to achieve their personal best.

People are responsible for their actions and honoring their commitments.

Honesty and integrity are essential to build and sustain trusting relationships.

Everyone benefits from contributing to the well-being of others.

Understanding diversity is essential to thrive in an interdependent, global community.

Change is inevitable and challenges us to grow.

## **MISSION**

...A declaration of the unique identity to which the organization aspires; its specific purpose; and the means by which it will achieve its purpose.

## **OBJECTIVES**

... An uncompromising commitment to achieve specific, measurable, observable, or demonstrable results that exceed its present capability.

## **PARAMETERS**

...Boundaries within which the organization will accomplish its mission; self-imposed limitations.

The mission of District 64, a vital partnership of staff, families and community, is to inspire all students to embrace learning, discover their strengths and achieve personal excellence in order to thrive in and contribute to a rapidly changing world by providing a rich, rigorous and innovative curriculum integrating civil behavior and fostering resilience.

All students will meet or exceed the District's targeted benchmarks for critical thinking, creative expression and problem solving.

Each student will identify, set and achieve personally challenging goals related to academics, civil behavior, talents, and interests.

We will always maintain safe, supportive learning environments.

We will not tolerate behavior that is demeaning or disrespectful to any individual or group.

School improvement plans will always be consistent with the strategic plan of the District.

No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify the costs, and provisions are made for professional development and program evaluation.

No program or service will be retained unless it provides an optimal contribution to the mission and benefits continue to justify the cost.

Student performance on the Illinois Standards Achievement Tests (ISATs) will always compare favorably with other high-achieving districts.

Absent dire unforeseen financial circumstances, the District will honor its commitment to not seek a referendum before 2017.

We will always maintain programming that addresses the academic, social-emotional and physical development of the whole child.



## **Park Ridge-Niles School District 64**

### **Strategic Plan**

#### **Action Plans List**

**Strategy I: We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.**

- Action Plan 1: Implement the Technology Scope and Sequence Curriculum that is under development by the District 64 Technology Action Team.
- Action Plan 2: Ensure that all staff adhere to a minimum standard of technology proficiency and continually advance their technology acumen.
- Action Plan 3: Provide resources to assist educators to create, maintain and integrate educational experiences with various technologies as the medium.
- Action Plan 4: Utilize available technology to manage our schools more efficiently and effectively.
- Action Plan 5: Utilize technology to inform and communicate with the community.
- Action Plan 6: Build appropriate network infrastructure to support the advanced use of technology throughout the District.
- Action Plan 7: Implement a District 64 "Technology Implementation Committee" (TIC), modeled on similar functions in the private sector and at the state and federal levels, to ensure value-driven technology implementation.
- Action Plan 8: Form a "Board Advanced Technology Committee" (BATC) to advise and alert the Board of Education about advanced technology issues.

**Strategy II: We will develop and implement a system for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents, and interests.**

- Action Plan 1: Grades K-2 students will set goals with adult guidance.
- Action Plan 2: Grades 3-5 students will set and reflect upon goals in 4 categories: academic, civil behavior, talents, and interests. Adult guidance will be used in this process with the goal of the student taking more responsibility over time.
- Action Plan 3: Grades 6-8 students will set, monitor and regularly reflect upon goals in 4 categories: academic, civil behavior, talents, and interests. Adult guidance will be used in this process with the goal of the student taking more responsibility over time.

**Strategy III: We will develop and implement plans to ensure all members of our vital partnership (staff, families, community members and organizations) are working collaboratively to help us achieve our mission.**

- Action Plan 1: Expand the involvement of all members of our partnership in order to provide a rich, more powerful and diverse student learning experience.

### **Action Plans List**

Action Plan 2: Establish service learning for all students in District 64 through authentic educational experiences, which will inspire students to become engaged learners in their community.

Action Plan 3: Improve the collaborative relationship between District 64 and families who do not speak English.

**Strategy IV: We will define and clarify expectations for student learning, ensure all staff effectively differentiate instruction, and use assessment data to support students in meeting or exceeding the District's targeted benchmarks.**

Action Plan 1: Establish Power Standards for each grade level in all core, encore and specials areas, critical thinking, creative expression and problem solving.

Action Plan 2: Develop hiring practices that ensure new certified staff have exposure to differentiation through experience and/or education.

Action Plan 3: Create staff development opportunities for all staff to increase their knowledge of and experience with differentiation.

Action Plan 4: Develop a peer coaching program and begin implementation for the infusion of flexible grouping and other methods of differentiation.

Action Plan 5: Fully implement peer coaching for the infusion of flexible grouping and other methods of differentiation.

Action Plan 6: Develop pre and post common assessments that will allow teachers to adapt instruction and expectations to individual learning styles and levels.

Action Plan 7: Develop differentiated lessons to adapt instruction and expectations to individual learning styles and levels.

Action Plan 8: Implement differentiated lessons in all areas of core curriculum.

Action Plan 9: Encourage students to use creative expression, critical thinking and problem solving throughout their day.

Action Plan 10: Develop a District philosophy and corresponding communication tools (e.g., report cards, conferences, other mechanisms) that provide clear information regarding each student's individual performance in relation to the District standards.

Action Plan 11: Use data over time as an indicator for instructional change.

**Strategy V: We will develop and implement a protocol to ensure staff and community members understand, are committed to, and have the tools to carry out changes within the system that are needed to achieve our mission and objectives.**

Action Plan 1: Put into practice a protocol for designing, implementing and assessing proposed changes.

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

YELLOW = Readiness Activities


ORANGE = Implement with Support

GREEN = Fully Implement

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

\* Board of Education discussion 4-26-10

TO: Board of Education

FROM: Diane Betts, Assistant Superintendent for Student Learning 

RE: Summer Interim Session 2011

DATE: December 13, 2010

**RELATION OF REPORT TO:**

State/Federal Mandates: None

Board Goal: None

Board Policy: 6:180 Extended Instructional Programs

Board Procedures: 6:180-R3

Budget Implications: Goal of Program is to be Self-Sustaining

**OVERVIEW**

The following report outlines recommendations regarding the upcoming summer 2011 *Worlds of Wonder* summer school program.

**RECOMMENDATIONS FOR 2011**

Now that we have completed an analysis of the 2010 summer school program, we have utilized the enrollment and financial statistics, evaluations from teachers and parents, and anecdotal observations gained from administration to further improve future summer school programs and plan for the 2011 summer program.

**A. Location**

Due to the facility work that is planned for the exterior of Franklin and Emerson schools this summer, we recommend moving the *Worlds of Wonder* summer school program to Washington and Lincoln schools. Both schools are now air-conditioned and insulated for sound. Also, the close proximity of the two programs may lessen the commuting burden for parents and the busing time for students who elect to pay for bus service.

**B. Leadership**

We recommend that the two 12 month middle school assistant principals continue to serve as principal of the Lincoln Grades 4-7 summer school program splitting the administrative duties associated with this position. A portion of their salaries will therefore be charged to the summer school budget and be paid from revenue generated from the *Worlds of Wonder* program.

A principal will be hired to lead the K-3 primary *Worlds of Wonder* program located at Washington school. We also recommend that we continue to hire a principal to plan and administer the special education summer support programs that are housed at

Washington and Lincoln. This person is responsible for the kindergarten special education program housed at Washington, the special needs programs housed at Washington and Lincoln and all of the tutoring and speech language services that are provided over the summer. The cost for hiring this special education principal is not accounted for in the 2011 *Worlds of Wonder* projected budget but would be similar in amount to our *Worlds of Wonder* principal salaries.

Recommendations for the Washington K-3 *Worlds of Wonder* principal and the Special Education principal positions are included in the Personnel section of this week's Board of Education packet.

### **C. Summer School Dates**

We recommend offering two 14-day sessions as follows:

Session 1: Tuesday, June 14 - Friday, July 1

Session 2: Tuesday, July 5 - Friday, July 22

Due to the close proximity of the two buildings being used for summer school, we recommend that both programs use the same schedule for start and end times for daily classes.

### **D. Course Offerings and Registration**

We are working to finalize course offerings and develop specific course descriptions for the 2011 program. Working with Becky Allard, we examined whether we could use available software programs such as Rev Track or Skyward for on-line registration and/or fee payment for the *Worlds of Wonder* program. Neither program can meet our needs at this time. We will therefore, continue to use a printed brochure and paper registration process this year.

The *Worlds of Wonder* brochure will be sent home in mid-February. Registration would begin on March 1, 2011 for District 64 residents and remain open until April 15th. After such time, registrations for students who live outside of District 64 boundaries and District 64 residents who register late would be accepted at a higher, cost of \$115 until May 27th. From May 31st until the start of class on June 14th, no new registrations would be accepted to allow time for administration and clerical staff to assign teachers, develop class lists, etc. Registration will re-open the week summer school starts allowing new students to be added to existing classes ONLY IF SPACE IS AVAILABLE.

### **F. Student Fees**

**We recommend the tuition be set at \$100 per class for the 2011 *Worlds of Wonder* program.** This is a \$5 increase from last year and is needed to offset the 2.5% increase in staff salaries and the extra costs associated with paying the City of Park Ridge for crossing guards. It is recommended the fee for out of district students and those registering after April 15<sup>th</sup> be set at \$120. It is also recommended that the bus fees remain at \$85 per three-week session. A copy of the projected budget for the 2011 *Worlds of Wonder* summer school program is attached as Attachment A.

### **NEXT STEPS**

We ask the Board to approve these recommendations at tonight's meeting. Following Board approval we will finalize plans for the 2011 *Worlds of Wonder* program, develop the summer school brochure and begin securing staff for the program.

We look forward to providing a great summer school program that offers students exciting opportunities to extend their learning during the summer months. If you have any questions or comments regarding this report prior to the upcoming Board meeting, please feel free to contact Diane Betts at 318-4303.

DB:km

Attachment: Projected 2011 Summer School Budget

	<u>Enrollment</u>	<u>Fee/ Expense</u>	<u>Projected Summer 2010</u>
<b>REVENUE</b>			
Tuition	1800	\$95	\$171,000
Tuition after April 15	375	\$20	\$7,500
Class Fees			\$8,000
Bus Fees	120	\$85	\$10,200
<b>Total Revenue</b>			<b>\$196,700</b>
	<u># of Staff</u>		
<b>EXPENSES</b>			
Franklin Principal	1	\$6,761	\$6,761
Emerson Principal	2	\$3,381	\$6,762
Teachers	42	\$2,782	\$116,844
Nurse	1	\$1,012	\$1,012
TA's	14	\$1,350	\$18,900
Clerical	2	\$1,879	\$3,758
Curr Dept Clerical	1	\$11,476	\$11,476
Custodian	1	\$5,040	\$5,040
Sub-Total Salaries			\$170,553
Program Development			\$0
Printing			\$2,300
Supplies			\$9,600
Equipment			\$0
Refunds			\$1,500
Bus			\$12,000
Crossing Guards			\$0
<b>Total Expenses</b>			<b>\$195,953</b>
<b>Net Gain/Loss</b>			<b>\$747</b>

	<u>Enrollment</u>	<u>Fee/ Expense</u>	<u>Actual Summer 2010</u>
	1817	\$95	\$172,730
	290	\$20	\$5,800
			\$8,381
	132	\$85	\$11,220
			<b>\$198,131</b>
	<u># of Staff</u>		
	1	\$6,761	\$6,761
	2	\$3,381	\$6,762
	42	\$2,782	\$117,144
	1	\$1,012	\$1,012
	15	\$1,350	\$20,250
	2	\$1,879	\$3,758
	1	\$11,476	\$11,476
	1	\$5,040	\$5,040
			\$172,203
			\$0
			\$1,815
			\$8,536
			\$0
			\$475
			\$12,000
			\$0
			<b>\$195,029</b>
			<b>\$3,102</b>

	<u>Enrollment</u>	<u>Fee/ Expense</u>	<u>Projected Summer 2011</u>
	1800	\$100	\$180,000
	275	\$20	\$5,500
			\$8,000
	130	\$85	\$11,050
			<b>\$204,550</b>
	<u># of Staff</u>		
	1	\$6,930	\$6,930
	2	\$3,465	\$6,930
	42	\$2,852	\$119,784
	1	\$1,037	\$1,037
	14	\$1,384	\$19,376
	2	\$1,926	\$3,852
	1	\$11,763	\$11,763
	1	\$5,166	\$5,166
			\$174,838
			\$2,000
			\$9,000
			\$1,500
			\$12,000
			\$4,800
			<b>\$204,138</b>

## **2010 PROPERTY TAX LEVY**

Attached is the proposed resolution for the levy of taxes for the year 2010. This is an estimate and the final levy will not be known until the fall of 2011. The proposed levy will be subject to the Property Tax Extension Limitation Law.

Also included is a resolution instructing the County Clerk's office as to which funds to reduce in order to comply with the Property Tax Extension Limitation Law (PTELL).

### **ACTION ITEM 10-12-3**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the attached Resolution #1062 Providing For A Levy Of Taxes For The Year 2010 and Resolution #1063 Authorizing Reduction Of Certain Fund Levies For The 2010 Levy Year. These resolutions and supporting documentation will be filed with the Cook County Clerk's office.

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

AYES:

NAYS:

ABSENT:

December 13, 2010



**CERTIFICATE OF COMPLIANCE  
WITH THE TRUTH IN TAXATION LAW**

I, John Heyde, the duly qualified and presiding officer of the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, do hereby certify that the 2010 tax levy of Community Consolidated School District No. 64, attached hereto, was adopted in full compliance with the provisions of Sections 18-60 through 18-85 of the Illinois Truth in Taxation Law.

IN WITNESS THEREOF, I have placed my official signature this 13th day of December, 2010.

---

Board President  
Board of Education  
Community Consolidated School  
District No. 64  
Cook County, Illinois

ATTEST:

---

Board Secretary

STATE OF ILLINOIS)

) ss.

COUNTY OF COOK)

CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Consolidated School District 64, County of Cook, State of Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the attached is a true and complete copy of a resolution entitled "Providing For A Levy Of Taxes For The Year 2010" which was passed by the Board of Education at a meeting held on the 13th day of December, 2010.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13th day of December, 2010.

---

Secretary, Board of Education

**RESOLUTION #1062 OF COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT 64  
COOK COUNTY, ILLINOIS, PROVIDING FOR A  
LEVY OF TAXES FOR THE YEAR 2010**

**WHEREAS**, it is necessary for the Board of Education of the District to ascertain how much money must be raised by a special tax for the 2010 year for educational purposes, for operations, building and maintenance purposes, for transportation purposes, for working cash purposes, for municipal retirement purposes, for social security purposes, for tort immunity purposes, for special education purposes and file a certificate as to such amount with the County Clerk of Cook County, Illinois.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, that there be and there is levied on the equalized assessed valuation of the taxable property of said District for the year 2010 a special tax of \$45,173,926 for educational purposes; \$7,467,876 for operations and maintenance purposes; \$1,645,424 for transportation purposes; \$1,057,773 for municipal retirement purposes; \$1,057,773 for social security purposes; \$705,182 for tort immunity purposes; \$470,121 for special education purposes.

Be It Further Resolved that the President and Secretary of the Board of Education be and they are hereby authorized and directed forthwith to execute and file with the County Clerk of Cook County, Illinois, a certificate of tax levy for the year 2010 for a levy in the amounts aforesaid.

ADOPTED this 13th day of December 2010.

---

President, Board of Education, Community  
Consolidated School District No. 64

---

Secretary, Board of Education, Community  
Consolidated School District No. 64

Original: ☒ X  
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

217/785-8779

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  
Operations & Maintenance \$ 7,467,876  
Transportation \$ 1,645,424  
Working Cash \$  
Municipal Retirement \$ 1,057,773  
Social Security \$ 1,057,773

Fire Prevention & Safety \* \$  
Tort Immunity \$ 705,182  
Special Education \$ 470,121  
Leasing \$  
Other \$  
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)

**RESOLUTION #1063 AUTHORIZING REDUCTION OF  
CERTAIN FUND LEVIES FOR THE 2010 LEVY YEAR**

WHEREAS, on December 13, 2010, the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois ("School District") did adopt a certificate of tax levy for the 2010 levy year for filing with the County Clerk of Cook County ("County Clerk"); and

WHEREAS, the County Clerk has previously notified each Cook County taxing district which is subject to the Property Tax Extension Limitation Law ("PTELL") that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2010 levy year to meet the requirements of the PTELL.

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

Section 1. That the Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

Section 2. That the Board of Education hereby authorizes and directs the County Clerk to make the necessary reductions to the School District's tax levy for the 2010 levy year in order that the levies by fund be reduced to meet the requirements of the PTELL in the following priority order and by the following percentages/amounts:

1<sup>st</sup> – Education up to 100%

Section 3. That the Business Manager of the School District be and is hereby directed to file a certified copy of this Resolution with the County Clerk as soon as practicable following its adoption and execution.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect immediately and forthwith upon its passage.

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

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

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

Adopted this 13<sup>th</sup> day of December, 2010.

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Secretary, Board of Education

#1063

STATE OF ILLINOIS        )  
                                      ) SS  
COUNTY OF COOK        )

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education (the "Board") of Community Consolidated School District No. 64, Cook County, Illinois (the "District"), and as such official I am the keeper of the records and files of the District and the Board.

I do further certify that attached hereto is a true and correct copy of a resolution entitled "Resolution Authorizing Reduction of Certain Fund Levies for the 2010 Levy Year" duly adopted by the Board at a public meeting conducted on December 13, 2010.

I do further certify that the deliberations of the Board on the adoption of said Resolution were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the passage of said Resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 13<sup>th</sup> day of December, 2010.

---

Secretary, Board of Education

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



**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)

**Authorization to Pay 2009 Jefferson School Tax Bill**

**ACTION ITEM 10-12-4**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, after recommendation by legal counsel, approve the recommendation that School District 64 pay the 2<sup>nd</sup> installment tax bill for 2009 in the amount of \$119,043.40 by December 13<sup>th</sup>.

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

AYES:

NAYS:

PRESENT:

ABSENT:



# FRANCZEK RADELET

*Attorneys and Counselors*

300 South Wacker Drive | Suite 3400 | Chicago, IL 60606  
Phone 312.986.0300 | Fax 312.986.9192 | franczek.com

## MEMORANDUM

To: Rebecca Allard, Business Manager  
Park Ridge-Niles Comm. Cons. School District No. 64

From: Ares G. Dalianis  
Franczek Radelet P.C.

Date: December 9, 2010

Re: Omitted Assessments – Child Care with Confidence, Inc.  
PIN 09-23-400-058-8002

You have requested a memorandum summarizing the background and recommended course of action for the omitted assessments placed upon the portion of Jefferson School leased to Child Care with Confidence, Inc. ("CCWC"). In a notice dated October 19, 2010, the Cook County Assessor informed CCWC of an omitted assessment for the years 2003 through 2008 at an assessed value of \$566,573 for each year along with a 2009 assessment at that same value. For 2010, the first year of the new triennial, the Assessor has assessed the property at \$603,949. The property being assessed is the leasehold interest between the District and CCWC for the lease commencing on August 1, 2002 for a portion of Jefferson School. The lease was for an initial one year period, but has been roll-over each year and continues in place as of today. The CCWC lease is for 7,650 square feet of the overall School building of 48,850 square feet.

The basis for reaching back and placing an assessment on the property for prior years is Section 9-260 of the Property Tax Code [Assessment of omitted property; counties of 3,000,000 or more]. Section 9-260 provides, in part, that the Assessor shall have the power to:

"assess properties which may have been omitted from assessments for the current year or during any year or years for which the property was liable to be taxed, and for which the tax has not been paid, but only on notice and an opportunity to be heard in the manner and form required by law, and shall enter the assessments upon the assessment books."

It appears that the Assessor has become aware of the lease with CCWC and placed a value on it going back to 2003. It is unclear to me how the Assessor developed the proposed assessments for any of the years. It may be that they have simply come up with a number that will get everyone's attention and wait for the appealing party to present evidence in order to develop a reasonable assessment. The omitted assessment notice from the Assessor provided for an opportunity to challenge the proposed assessment. The District timely filed an Omitted Assessment Appeal on November 9, 2010.

*Attorney-Client Communication  
Privileged and Confidential Information*



Section 9-195 of the Code provides for the assessment of property leased from an otherwise exempt entity. Since Jefferson School is exempt from taxation, the interest being assessed is the value of the lease between the District and CCWC. There is a well-established methodology for the assessment of a leasehold interest where the assessing official ascertains the present value of the monthly lease payments over the term of the lease. Where the lease term is of a short duration (say, month-to-month or one year), the assessing official will assume a five year term.

Using the actual rental payments received by the District, assuming a 30% expense ratio, a ten percent discount rate, and both a two-year and a five-year lease term, I have developed a range of indicated assessed values in a range of \$16,000 to \$29,000. This is substantially less than the Assessor's proposed value of \$566,573. The spreadsheet filed with the Assessor in connection with the Omitted Assessment Appeal is attached to this memo. Based upon my discussions with the Mr. Tom Murphy in the Assessor's Omitted Assessment Department, we should be receiving the Assessor's decision on the Appeal sometime in January.

In the meantime, the 2<sup>nd</sup> installment tax bill for 2009 is due for payment in the amount of \$119,043.40 by December 13<sup>th</sup>. I am recommending that the District pay this amount, with the expectation that most of it will be returned to the District in the form of a property tax refund once the prior year assessments have been decided by the Assessor. Also, we will be filing a 2010 complaint with the Cook County Board of Review when Maine Township opens at the Board, sometime in February or March.

The lease between the District and CCWC provides in paragraph 10 an assurance from CCWC that its occupancy of the leased premises "will not result in any real estate taxes being imposed on the Lessor...." In paragraph 22, the lease provides that in the event taxes are assessed on the leased premises, the District has the right to terminate the lease. In the process of terminating the lease, the District must give 30 days notice to CCWC, which then has 15 days to let the District know that it will pay the taxes due and prevent the lease termination. In connection with the payment of the 2<sup>nd</sup> installment, the District should issue a letter to CCWC letting them know what is happening and that there is an expectation of repayment at some point if CCWC wants to avoid lease termination. I will be sending you a draft of such a letter following this memorandum.

Please do not hesitate to contact me with any questions you may have.

Attachment (*summary of leasehold values*)



Summary of Lease Income and Expense Data for Lease between CCSD #64 and Child Care with Confidence, Inc.  
(Jefferson Elementary School, PIN 09-23-400-058-8002)

Assessment Year	N.A.	2003	2004	2005	2006	2007	2008	2009	2010
Lease Period (Aug. 1 thru Jul. 31)	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11
Annual Rent (actual)	23,300	23,556	24,240	24,820	25,465	26,407	27,595	27,285	27,000
Monthly Rent	1,942	1,963	2,020	2,068	2,122	2,201	2,300	2,274	2,250
District expenses (30% expense ratio)	583	589	606	621	637	660	690	682	675
Net Rent (per month)	1,359	1,374	1,414	1,448	1,485	1,540	1,610	1,592	1,575
<b>Present Worth Factor (5 year term @ 10% rate)</b>	47.065369	47.065369	47.065369	47.065369	47.065369	47.065369	47.065369	47.065369	47.065369
Indicated Market Value	63,970	64,673	66,550	68,143	69,914	72,500	75,762	74,910	74,128
Level of Assessment (LOA)		38	38	38	38	38	38	25	25
Indicated Assessed Value (at Ord. LOA)		24,576	25,289	25,894	26,567	27,550	28,789	18,728	18,532
<b>Present Worth Factor (2 year term @ 10% rate)</b>	21.670855	21.670855	21.670855	21.670855	21.670855	21.670855	21.670855	21.670855	21.670855
Indicated Market Value	42,078	42,540	43,775	44,823	45,987	47,689	49,834	49,274	48,759
Level of Assessment (LOA)		38	38	38	38	38	38	25	25
Indicated Assessed Value (at Ord. LOA)		16,165	16,635	17,033	17,475	18,122	18,937	12,319	12,190

Notes:

1. Jefferson Elementary School is 48,850 sf facility. Lessee occupies 7,650 sf (or 15.66%) of the total facility.
2. District is responsible for heating, water, electricity, lawn care, snow removal, and garbage pick-up for leased premises. 30% expense ratio applied.

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

Board of Education Agenda  
Monday, January 10, 2011  
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, January 10, 2011**

TIME		APPENDIX
7:30 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>	
7:30-7:35 p.m.	<ul style="list-style-type: none"> <li>• <b>Public Comments</b></li> </ul>	
7:35-7:45 p.m.	<ul style="list-style-type: none"> <li>• <b>Discussion on Board of Education Meeting Dates</b></li> </ul> -- Superintendent	A-1
7:45-7:50 p.m.	<ul style="list-style-type: none"> <li>• <b>Present Final Calendar for 2011-12 &amp; Tentative Calendars for 2012-13 &amp; 2013-14</b></li> </ul> -- Superintendent	A-2
7:50-7:55 p.m.	<ul style="list-style-type: none"> <li>• <b>Consent Agenda -</b></li> </ul> -- Board President <ul style="list-style-type: none"> <li>• Personnel Report</li> <li>• Bills and Payroll</li> <li>• Release of Closed Minutes</li> <li>• Destruction of Audio Closed Minutes</li> </ul>	<b>Action Item 11-01-1</b> A-3
7:55-8:00 p.m.	<ul style="list-style-type: none"> <li>• <b>Approval of Minutes</b></li> </ul> -- Board President <ul style="list-style-type: none"> <li>• Open and Closed Minutes of December 13, 2010</li> </ul>	<b>Action Item 11-01-2</b> A-4
8:00-8:05 p.m.	<ul style="list-style-type: none"> <li>• <b>Other Items of Information</b></li> </ul> -- Superintendent <ul style="list-style-type: none"> <li>• Upcoming Agenda</li> <li>• Memoranda of Information</li> </ul> -- Transportation Bid -- Results from Illinois Youth Survey <ul style="list-style-type: none"> <li>• Minutes of Board Committees (none)</li> <li>• Other (none)</li> </ul>	A-11

8:05 p.m.

• **Adjournment**

**Next Regular Meeting:** Monday, January 24, 2011 – 7:30 p.m.  
Eugene Field Elementary School  
707 N. Wisner Street  
Park Ridge, IL 60068

January 24, 2011

- Tour of Field School Facility
- Discussion on Budget Calendar
- Approval of December Financials
- Update on EIS/ RtI (memo)
- Adopt Final Calendar for 2011-12 & Tentative Calendars for 2012-13 & 2013-14

Upcoming Agenda Items

- Committee of the Whole: Finance (Financial Projections) (2/14/11)
- Approval of Technology Infrastructure Gear (2/14/11)
- Tour of Carpenter School Facility (2/28/11)
- Approval of January Financials (2/28/11)
- Award Transportation Contract (2/28/11)
- Tour of Lincoln Middle School Facility (3/14/11)
- Approval of February Financials (3/14/11)
- Dismissal of Staff (3/14/11)
- Strategic Plan Progress Report (4/4/11)
- Presentation of Board Meetings for 2011-12 (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 (5/23/11)
- Strategic Plan Progress Report (6/13/11)
- Approval of May Financials (6/23/11)

TBD

- Committee of the Whole: Wellness

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.



November 11, 2010

Rebecca Allardi  
Park Ridge CCSD 64  
164 S Prospect Ave  
Park Ridge, IL 60068-4079

**RE: Request for information under the Illinois Freedom of Information.**

Dear Rebecca,

Neopost Inc. requests the following information be provided to Neopost under provisions of the Illinois Freedom of Information. We are asking for information about the school district's mail machine/postage equipment from vendor Pitney Bowes, Pitney Bowes Credit Corporation or Pitney Bowes Global Financial Services. We are asking for the following information.

1. A copy of the original purchase order or warrant issued to purchase, lease or rent the mail equipment from the school district to vendor Pitney Bowes.

Or

2. A copy of the vendor agreement issued to purchase, lease or rent the mail equipment from the vendor Pitney Bowes to the school district.

Your prompt attention and timely response to this request for information will be appreciated. If possible we like the data sent to us through e-mail format to [B.Buck@neopost.com](mailto:B.Buck@neopost.com). If not please fax the data to 972-692-5637.

If there are any applicable fees, please invoice us.

Please forward your response to my attention at:

Neopost  
Attn: Bob Buck  
1335 Valwood Parkway # 111  
Carrollton, TX 75006

Please contact me at 800-259-2782 ext-67152 should you have any questions on this request.

Thank you.

Sincerely,

A handwritten signature in dark ink, appearing to be "BB" or a stylized "Bob Buck".

Bob Buck  
1335 Valwood Parkway # 111  
Carrollton, TX 75006  
**Phone 800-259-2782 Ext-67152**  
**Fax 972-692-5637**  
**e-mail [B.Buck@neopost.com](mailto:B.Buck@neopost.com)**

**RECEIVED**  
NOV 13 2010

\*\*\*\*\*

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

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

**Ryan W. Roth**

Digitally signed by Ryan W. Roth  
DN: cn=Ryan W. Roth, o, ou,  
email=ryanwroth@gmail.com, c=US  
Date: 2010.12.03 11:24:17 -06'00'

Date Requested: 12/3/2010

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

Name of Requester: Ryan W. Roth / BidClerk, Inc.

Street Address: 28 N. Clark Street, Suite 450

City/State/County Zip (required): Chicago, IL 60602

Telephone (Optional): 877-737-6482 x562 E-mail (Optional) rroth@bidclerk.com

Fax (Optional): 312-275-7197

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.  
Award information (Awarded firm and contract value) for the following:  
Asbestos Abatement and Mold Remediation Work at Four District 64 Schools

Do you want copies of the documents? YES or NO

--Do you want Electronic Copies of Paper Copies? electronic

--If you want Electronic Copies, in what format? does not matter

Is this request for a Commercial Purpose? YES or NO (YES)

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

Are you requesting a fee waiver? YES or NO

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

Office Use Only 2010-

Date Requested                     

Date Due



## MEMORANDUM OF INFORMATION

#015

2010-2011

TO: Board Members  
Philip Bender, Superintendent

FROM: Rebecca J. Allard and Kathy Creely, Co-Chairs

DATE: December 13, 2010

RE: 2010 District 64 Employee Campaign for the Park Ridge Community Fund

It is our pleasure to report that District 64 employees, retirees and Board members have contributed \$17,507.00 to the 2010 Park Ridge Community Fund campaign. This surpasses the \$16,000 goal set for this year. This year's theme was focused on "*Giving begins at home*". It also is a year of great need, as the economic recession continues and more than ever, it is anticipated, that community members will be turning for assistance to local social service agencies.

The campaign was conducted during the first three weeks in November. Again, this year, three separate silent auctions (via e-mail) were conducted for Blackhawk and Chicago White Sox tickets. In all, 365 employees, retirees and Board members contributed to the campaign, and we thank everyone for their generosity.

A major factor in the success of this year's campaign was the outreach of the building representatives, who organized informative, entertaining and heart-warming efforts customized for their locations: **Carpenter:** Myra Berko, Debbie Graziano, Glenna Pearson, Christine Perille; **Field:** Kathy Creely and Jane Everett; **Franklin:** Lenore Franckowiak and Susan Rice; **Jefferson:** Kathy Hirsch and Sue Luif; **Roosevelt:** Bobby Pallasch and Sandy Christman; **Washington:** Nicky Lohens; **Emerson:** Cindy Davies; **Lincoln:** Cathy Mayer and Sue Herman; and, **ESC:** Sharon Fyke and Becky Allard.

As incentives to participate, a separate drawing at each building was held for a full day off from work, to be covered by the building principals and ESC administrators.

District business partners and local business supported the campaign by contributing fabulous prizes for a separate District-wide incentive raffle. We thank our business partners, local businesses and our administrators for their gracious support.

We are very proud of District 64 employees, retirees and Board members for responding with generosity and compassion to the human needs of local residents that are met through the agencies supported by the Park Ridge Community Fund.

**MEMORANDUM OF INFORMATION**

#016

2010-2011

To: Board of Education  
Philip Bender, Superintendent

From: Rebecca J. Allard, Business Manager

Subject: 2011 Summer Facility Usage

Date: December 13, 2010

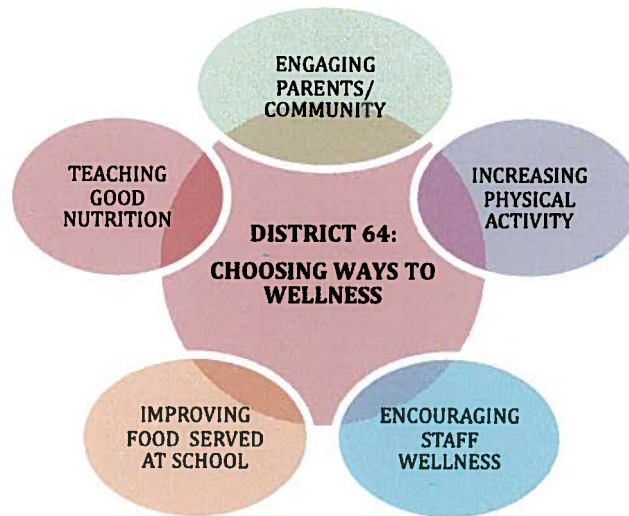
During the summer school buildings are used for summer school, staff development & in-service and park district programs, the summer of 2011 provides District 64 with some challenges, but as of this date the following table indicates the movement among the school district facilities.

Building	Prior-year Program Usage	2011 Program Usage
ESC	NA	NA
Jefferson		Exterior site work - no programs
	Child Care with Confidence Day Care	Currently evaluating alternatives
	District 64 Summer Day Care Program	Roosevelt
	District 64 Pre-school Special Education Program	Moved to District 63
	District 64 Staff Development	Field and/or Roosevelt LRC
	Park District Program – Theater Camp	Roosevelt Auditorium
Carpenter	Park District Program – Youth Adventure Camp	Exterior site work – no programs
Field		District 64 Staff Development
	Park District Program – Park Kids	No Change



Franklin	District 64 – Summer School	Exterior site work -no programs.
Roosevelt	NA	District 64 Summer Day Care Program  District 64 Staff Development  Park District Program – Theater Camp
Washington	NA	District 64 Summer School
Lincoln	Park District Program – Sports Camp	District 64 Summer School  Park District Program – Kreative Kamp
Emerson	District 64 Summer School District 64 Staff Development	Exterior site work -no programs.

It should be noted that the Park District will house the Sports Camp at the Community Center and move the Youth Adventure Camp to an alternative location.



**DISTRICT 64  
WELLNESS COUNCIL  
October 19, 2010**

**Present: P. Bender, M. Borowski, J. Mata, P. Risk, N. Norris, P. Yurkovic, W. Casey, D. Walsh, M. Petkofski**  
**R. Cacini no longer on Council; in process of recruiting new member from Lincoln**

•Review of Goals, Accomplishments

Emerson and Lincoln both have fitness rooms that staff can use. Lincoln's is still being painted. Interest expressed by two staff members for a Running Club.

•Wellness/Benefits Fair

It was felt that the Wellness Council's booth at the Fair was a success: the booth was heavily visited, and gave us the exposure we need

• Staff Fitness Survey

Interesting results. Staff interested in on-site fitness, stress reduction, weight loss programs. Not many are aware of insurance carrier's wellness benefits. Wellness Screenings for all staff will take place in December. R. Allard will contact buildings with more details.

•Goal: ***Teach Good Nutrition\* Main Goal for SY 10/11***

-Chefs Move to School: group interested in pursuing; M. Petkofski will obtain more information

-Fanai Croff (Youth Market Director) from American Heart Assoc. Has worked with Field, Franklin in the past: consensus of group was to put AHA activities on hold for now.

•Goal: *Engaging Parents/Community:*

-Enhance Communication through Existing Channels: Paula Y. will contact local hospitals and have them forward community wellness programs that we can then share with staff and parents/students

-Recruit Parent for Council: Two parents being considered: Franklin and Field; B. Casey and M. Borowski will contact them, and refer to M. Petkofski; parent rep will have one-year tenure

•Goal: *Improving Food Served at School:*

- Gourmet Gorilla: program at Franklin: organized by a parent, featuring organic foods, with appropriate portions; positive feedback, but not profit-generating
- Student involvement (cooking contests, club, etc): no action at this time
- Dr. Bender will pursue improving foods served in Middle School cafeterias; may speak with PTO presidents about improving PTO-sponsored food days at the elementary buildings.

•Goal: *Encouraging Staff Wellness:*

- Yoga: continues at Carpenter, for all staff, weekly on Thursdays, 4-5pm; suggested donation (\$5.00): proceeds have benefited Sandra Arbeter Fund, and Center for Concern.
- Fitness Centers at Middle Schools: see above (Review of Goals/Accomplishments)
- Weight Watchers On-Site Program: both Jefferson and Roosevelt have series: Jefferson is Monday afternoons, and Roosevelt Fridays during lunch
- Lunch Walks: continue at some buildings
- Brown Bag Lectures: will continue to consider speakers/topics of interest to staff

•Goal: *Increasing Physical Fitness:*

-CCDPH: Communities Putting Prevention to Work: grant opportunities that benefit the school and community; P. Bender, D. Walsh expressed interest

•Next Meeting: Tuesday, December 7<sup>th</sup>, 4-5pm, ESC

Submitted by M. Petkofski  
11/15/10