

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

Board of Education Agenda
Regular Board Meeting
Monday, October 24, 2011
Washington Elementary School- LRC
1500 Stewart Avenue

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, October 24, 2011

TIME

APPENDIX

7:30 p.m.	Meeting of the Board Convenes	
	• Roll Call	
	• Introductions	
	• Opening Remarks from President of the Board	
	• Public Comments	
	• Technology Coaches Presentation	A-1
	-- Director of Technology / Technology Coaches	
	• Review of Capacity Study (Facility Master Plan)	A-2
	-- Fanning Howey	
	• Discussion on Board Goals – Communication	A-3
	-- Board of Education President	
	• Discussion on Community Finance Committee (CFC)	A-4
	-- Superintendent	
	• Consent Agenda	Action Item 11-10-1
	-- Board President	A-5
	• Personnel Report	
	• Bills and Payroll	
	• Approval of Financial Update for the Period Ending September 30, 2011	
	• Approval to Prepare Early Childhood Construction Grant Application	
	• Destruction of Audio Closed Minutes	
	• Approval of Minutes	Action Item 11-10-2
	-- Board President	A-6
	• Regular Meeting Minutes.....September 26, 2011	
	• Closed Session MinutesOctober 17, 2011	
	• Other Items of Information	A-7
	-- Superintendent	
	• Upcoming Agenda	
	• FOIA Request	
	• Memorandum of Information	
	- Summary of 2010 Tax Extension	

- Minutes of Board Committees
 - Wellness Meeting Minutes of September 20, 2011
 - Traffic Safety Meeting Minutes of October 11, 2011
- Other
 - Report from Board member Zimmerman/LEED Award at Stevenson High School
 - Report from Board members Collins and Borrelli/ED-RED

• **Adjournment**

Next Meeting: **Monday, November 14, 2011**
 6:30 p.m. - Committee-of-the-Whole: Finance
 7:30 p.m. - Regular Board Meeting
 Tour of Carpenter Auditorium
 Closed Session
 Carpenter Elementary School – South Gym
 300 N Hamlin Avenue
 Park Ridge, IL 60068

November 14, 2011 – Carpenter – South Gym

Committee-of-the-Whole: Finance – 6:30 p.m.

- Discussion on 2011 Proposed Tax Levy

Regular Board Meeting – 7:30 p.m.

- Resolution to Approve 2011 Proposed Tax Levy
- Review of Energy Benchmarking Analysis/Summary (Facility Master Plan)
- Summer Interim Session 2011
- Presentation and Approval of Summer Interim Session 2012 Dates & Fees
- First Reading of PRESS Issue 76, June 2011 omitting 5:125 and 5:170
- Approval of October Financials
- Tour of Carpenter School Auditorium

Closed Session – to follow Regular Board Meeting

December 12, 2011

Committee-of-the-Whole: MTSEP Review – 6:00 p.m.

Public Hearing on Levy – 7:00 p.m.

Regular Board Meeting – 7:30 p.m. or at the conclusion of the Public Hearing on Levy

- Adoption of Final 2011 Levy
- Presentation – Township Treasurer
- Review Maintenance Plan & Options for Facility Project Priorities (Facility Master Plan)
- Strategic Plan Progress Report
- Approval of November Financials
- Approval of PRESS Issue 76, June 2011 omitting 5:125 and 5:170

Closed Session – to follow Regular Board Meeting

December 19, 2011

Special Board Meeting – 6:30 p.m.

- Possible Approval of District Maintenance Plan

January 23, 2012 - Jefferson

Regular Board Meeting – 7:30 p.m.

- Adoption of Resolution # Designating the Superintendent to Begin Preparation of a Tentative Budget for the 2012-13 Fiscal Year
- Approval of December Financials

Closed Session – to follow Regular Board Meeting

February 13, 2012
Committee-of-the-Whole

February 27, 2012 – Field
Regular Board Meeting – 7:30 p.m.
• Approval of January Financials

March 12, 2012 – Lincoln
Regular Board Meeting – 7:30 p.m.
• Community Engagement Meeting 2 (Facility Master Plan)

TBD

- Present Final Calendar for 2012-13 & Tentative Calendars for 2013-14 & 2014-15
- Acceptance of Roosevelt PTO Gift
- Audit Report FY11
- Lease with Child Care with Confidence
- Special Education Transportation
- Approval of Bid for Snow Removal
- District 64 Facility Use

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 Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

TO: Board of Education
Dr. Philip Bender

FROM: Terri Bresnahan, Director of Technology

DATE: October 24, 2011

RE: Technology Coach Pilot Update

BACKGROUND

In 2009, the original Technology Action Team introduced the concept of coaching as a method for professional development as part of the early planning for the District's Strategic Plan – Strategy I “Accelerating the Use of Advanced Technology.” This spring, the Strategy I Technology Implementation Committee further developed the idea, and a recommendation for technology coaches was presented to the Board of Education as part of the overall Strategic Plan implementation plan and budget for 2011-12. The Board approved those plans in May 2011; three technology coaches were approved for hire in August of 2011.

The concept of this instructional coaching model is to provide quality professional development in the area of technology integration that is job-embedded and sustained over time. One-time workshops with little or no follow-up were proving to be less effective with creating change at the instructional level for teachers. Research has shown that coaching is the most effective method for increasing teachers' knowledge, skills, and transformation of teaching practices.

DISTRICT 64's TECHNOLOGY COACH MODEL

The three technology coaches were employed based on their strong instructional knowledge, interpersonal skills, and expertise in the area of technology integration. They are building-based and provide professional development for their building staff. The three buildings participating in the pilot are: Franklin Elementary School (small elementary); Lincoln Middle School (middle school); and Roosevelt Elementary School (large elementary).

Technology coaches work closely with the building principals to coordinate their efforts. Each building has a variety of technology support needs and the technology coaches provide an array of services in order to address them. Faculty meetings, grade level team meetings, department meetings, and one-on-one interactions have been utilized as venues for professional development for staff. Coaches have met with teachers before school, during plan times, and lunchtimes. They have also focused on co-teaching and modeling as methods for increasing the skills and comfort levels of teachers in the area of technology.

In addition to direct contact with teachers, the technology coaches participate in monthly technology department meetings, weekly meetings with their building principals, Technology Implementation Committee meetings, and attend to their own professional development. They have also provided professional development for new SmartBoard users throughout the District, assisted in the development and implementation of the new iPad program, collaborated with curriculum specialists on technology integration, and assisted in the development of the District's Technology Usage Survey for teachers. The technology coaches are maintaining daily logs of their work with teachers, collecting data on the use of technology in their buildings, and increasing awareness of technology resources available to staff.

PRELIMINARY RESULTS

The information collected from the preliminary Technology Usage Survey of teachers indicated that professional development is needed in the area of technology integration. Having access to equipment, however, must be accompanied with support in order to increase a teacher's ability to integrate technology within the curriculum. As the coaching pilot continues, we anticipate seeing an increase in technology usage and an increase in the level at which teachers are utilizing the technology with students.

In a short period of time, the technology coaches already have worked with many staff within the three buildings. 78% of teachers from the pilot schools have reported working with a technology coach either one-on-one or in a group setting. The goal is to reach 100% of teachers by the end of the pilot.

Thus far, the feedback from staff, administrators, and the technology coaches has been overwhelmingly positive. Teachers are appreciative of this valuable resource within their building and the individual support they receive from the technology coaches. Having a building-based coach has proven to be a key factor in the early success of this pilot. The technology coaches have gone above and beyond their building responsibilities to support the District in its Strategic Plan strategy of accelerating the use of advanced technology. They have become critical members of the technology department and the Strategic Plan Technology Committee.

FUTURE STEPS

We will continue to collect data to assess growth over time in the area of technology usage in the pilot buildings and in comparison with the non-pilot buildings. This data will also be helpful in understanding the level of use of our technology resources to assist in decisions related to purchases.

A recommendation for the future of instructional coaching in District 64 will be made to the Board in the near future based on the results from the technology coach pilot.

The technology coaches and I will present a comprehensive update of the pilot that will include specific examples of coaches at work during the Board presentation on October 24.

Appendix 2

To: Board of Education
Dr. Philip Bender, Superintendent

From: Fanning Howey

Date: October 24, 2011

Re: Capacity Study

The preliminary Capacity Study Report, includes the use of the recent Kasarda Demographic Report, which was completed for the District in 2009. At this time, we have used the enrollment numbers in the report as the projection of future enrollment in order to develop a summary report of the utilization of each of the District's buildings. These numbers will be further assessed against the recently released 2010 Census data and adjusted as necessary. The study incorporates factors such as past and current student enrollment, expected growth in the next five and ten years, and the percentage of utilization for each building. It also analyzes how functional the building is at this point in time (is it over-utilized or under-utilized?), and a preliminary determination of what spaces the facility will need in order to accommodate future student enrollment. Analysis of the utilization of each school ensures a proper balance between the student capacity for all grade levels and student enrollment. This Capacity Study will be further defined during the Educational Adequacy Assessment to be conducted in Part II of the Facility Master Plan process.

TO: Board of Education

FROM: Dr. Philip Bender, Superintendent
Bernadette Tramm, Public Information Coordinator

DATE: October 24, 2011

RE: Board Goal – Communication

The Board of Education on August 22 adopted four goals to guide its work for 2011-13 along with a set of specific measures that would allow the Board to determine whether each goal is met. This memo is intended to offer additional measures for Board discussion related to the communication goal, which states: *"This Board will enhance the transparency of its operations by reinvigorating the exchange of information with stakeholders concerning Board and District activities."*

In addition, the Board suggested that a visual representation of all four goals would serve as a helpful illustration of the Board focus areas. Three options have been prepared for review, and are included as Attachment 1.

The plans presented below are designed to augment District 64's ongoing communications program. The Superintendent remains the District's chief spokesperson and, in conjunction with the Board, is responsible for planning and implementing the District's public relations program in conformance with Board Policy 8:10 Community Relations.

Research and Situation Analysis

Gathering information about public opinion and preferences is an important, ongoing component in guiding the District's outreach activities.

Several recent studies help identify current preferences for communication methods and topics, and point to the methods that will have the biggest impact. A review of the following studies yielded interesting directions:

- "Don't Count Us Out" a report from Public Agenda and the Kettering Foundation (2011) – How an overreliance on accountability could undermine the public's confidence in schools, business, government, and more
 - Identifying and merging differing perspectives of "accountability"
 - Localizing and personalizing the problem and the solutions
 - Encouraging dialogue about risk and reward
 - Helping people envision more positive outcomes
 - Communicating through trusted sources
- National School Public Relations Association (NSPRA) Survey of 43,410 constituents/50 school districts on content issues and use of social media (August 2011) – Traditional and social media lag behind districts' direct communication; electronic- and internet-based sources are preferred (email, e-newsletters, district websites, parent portals)

- “How People Learn About Their Local Community” Pew Research Center and Knight Foundation (September 2011) – Citizens’ media habits are surprisingly varied as newspapers, TV, the internet, newsletters, and old-fashioned word-of-mouth compete for attention. Different platforms serve different audience needs.

To gauge attitudes here in Park Ridge-Niles, we are also proposing to conduct a quick “dip stick” survey with stakeholders before year-end 2011 on specific areas of interest to District 64. Topics would include preferred ways to communicate, and perceptions about the District’s financial condition and the educational quality of schools. This would be an internet-based survey linked through the District 64 website; all stakeholders will be invited to participate. Findings from this local research will be used to edit the objectives and specific strategies outlined below.

In addition, a review of the current situation in District 64 points out several unique opportunities to help structure outreach specifically in the 2011-13 timeframe:

- Spring 2012 is the 5-year anniversary of the 2007 referendum that provided critical financial resources that form the basis of the District’s current financial strength.
- The Facility Master Plan process during this period has defined, built-in community engagement opportunities because all District 64 schools will be reviewed.
- Now in its second year, work on the District’s Strategic Plan will move forward and provide more visible changes to the District’s educational program as action plans are implemented.

Stakeholders

District 64 has a variety of internal and external audiences that form the basis for the District’s ongoing communications efforts. Outreach activities planned to meet the Board’s goal will also address these audiences. Stakeholders include the following, with key segments identified:

- Parents
 - Individual school PTO/ A groups
 - District-wide groups, such as ELF, BOPA, Choral Boosters
- Employees
 - Certified teachers
 - Other staff members
 - Administrators
- Community members
 - Parents of alumni
 - Parents of future District 64 students
 - Grandparents of current District 64 students
 - District-related volunteers (Community Finance Committee, Strategic Planning committee volunteers, referendum committee, former Board members, others)
 - Senior Tax Exchange Program members

- Private/parochial school families
 - Community organizations
 - Senior residents
- Local businesses
- News media
- Local government/elected officials

Objectives

To implement the Board's goal as adopted, the following objectives should be considered:

- Build stakeholder understanding and trust in the Board's financial stewardship
- Demonstrate the Board's support of the District's educational mission
- Increase stakeholder awareness about the impact of financial decisions on education quality
- Provide context by illustrating the broader issues of Illinois/national education finance
- Generate input and feedback from stakeholders to inform the Board's decision-making about finances and the District's educational mission

These objectives may be adjusted based on the survey results in fall 2011.

Strategies and Tactics

Based on the research noted previously, several strategies will be used to fulfill the Board's goal and objectives.

Please note that these activities are intended to augment the baseline of communications activities undertaken on an ongoing basis by District 64, and are not intended to supplant those efforts.

Strategy 1 – Fully utilize the communication potential of Board meetings.

Tactics:

- Utilize District 64 website more extensively to provide 24/7 access via website to all Board meeting activities:
 - post videotapes of all sessions
 - continue posting of all reports and materials for each meeting
 - post an annual timeline of expected agenda items
- Distribute highlights of Board meetings via email and on website
- Acknowledge correspondence/phone calls received from community at start of each meeting
- Spotlight unique features of "on location" meetings at neighborhood schools:
 - Publicize opportunity for easy participation:
 - School website announcement
 - Portable outdoor signage at school
 - List Serv invitation to parents and school newsletter announcement

- Postcard to residents (mail carrier routes)
- When possible, schedule an informal open house/ ask a Board member question before on location meetings (“listening post”)
- Invite school PTO/ As to present brief public comments when on location

Strategy 2: Increase opportunities for Board members to interact with stakeholders.

Tactics:

- Feature a Board President letter on the website and a direct “submit a comment/question” form
- Seek periodic placements of Board President message in local news outlets
- Schedule Board member presentations annually at school PTO/ A meetings:
 - Consider designating an official Board “rep” for each school (in addition to PTO/ A Presidents group)
 - Author periodic column in school newsletters
- Board members attend each Facility Master Plan meeting at schools
- Continue Board member school visits in advance of on location meetings
- Continue Board member liaison outreach to stakeholder groups (PTO/ A Presidents group, etc.)
- Host a meeting with elected officials on school finance concerns

Strategy 3: Utilize the 5-year post-referendum milestone to focus stakeholder attention on District 64.

Tactics:

- Prepare a “Referendum +5: State of District 64” coordinated message to be shared in multiple ways:
 - BOE members use short presentation at scheduled outreach meetings with stakeholder groups and key communicators
 - Narrated version of presentation posted to website for ongoing access
 - Printed report mailed to all residents
 - Special news media briefing by Board President/Superintendent
- Host “ABCs of School Finance” presentation by outside expert and include District 64 component
- Outreach to others who care about District 64 financial health (private/parochial schools)
- Utilize other special outreach efforts (Farmer’s Market, coffee sessions, etc.)

In addition to these strategies that directly relate to the Board’s goal, the following strategy will be added to the District 64 overall communications effort.

Strategy: Use advanced features of the District website and initiate social media contacts.

Tactics:

- Create a District 64 news blog to provide more frequent, shorter updates.

- Promote RSS feature for news postings.
- Provide responses to FAQ for finance and student learning topics.
- Highlight availability of person-to-person access for help and questions through email or phone.
- Add “in the news” page linking to news media coverage of District 64 school events.
- Create a Twitter account to drive followers to website for more information.
- Expand use of events calendar.

Evaluation

Evaluation is a critical component of this plan. As outreach activities are completed, the effectiveness of key components should be evaluated. This will help measure what progress has been made toward reaching the stated objectives.

A variety of formal and informal measures can be used to provide data, such as:

- Internet survey (similar to quick, “dip stick” survey planned for late fall 2011)
- Formal telephone survey of community residents with no children in the schools
- Tracking of District/school website traffic and social media use
- Tracking of email, phone, website inquiries
- Evidence of communication efforts (news releases, school newsletter announcements, publications, presentations, etc.)
- Tracking of participants at planned outreach sessions
- News media coverage clippings
- Feedback from PTO/ A President groups and others
- Information from focus groups sessions

The cost of many of these efforts can be absorbed into the District’s ongoing communications plan. Budget requests for extraordinary efforts, such as a telephone survey, will be brought to the Board separately for consideration.

Next Steps

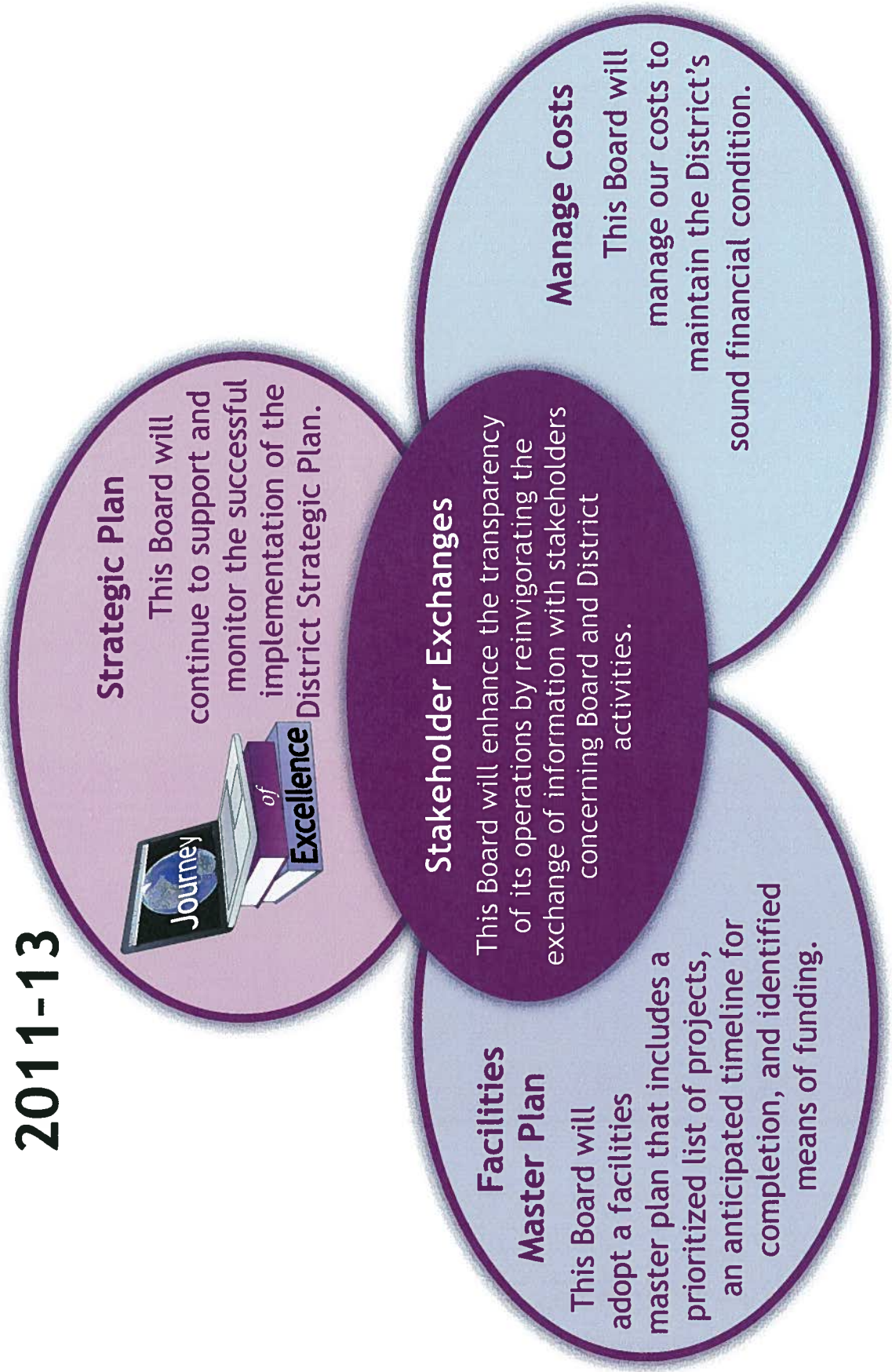
Following Board discussion on October 24, a final version of the above plan will be developed to indicate a specific, two-year timeline and target audiences based on the strategies agreed upon by the Board.

We look forward to working together with the Board to help implement the Board’s important communications goal for 2011-13. If you have any questions prior to the meeting, please feel free to contact us.

Park Ridge-Niles School District 64

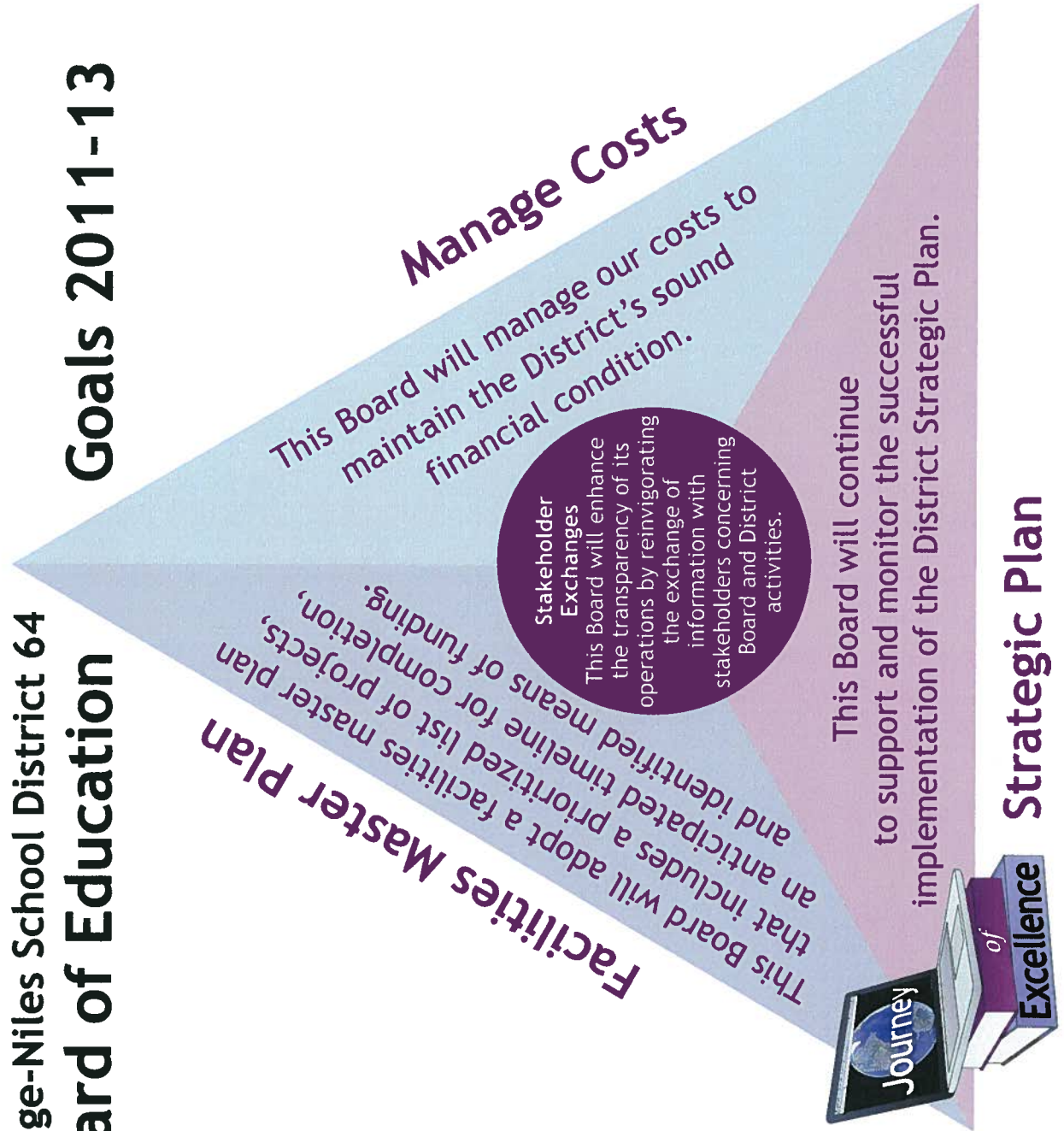
Board of Education Goals

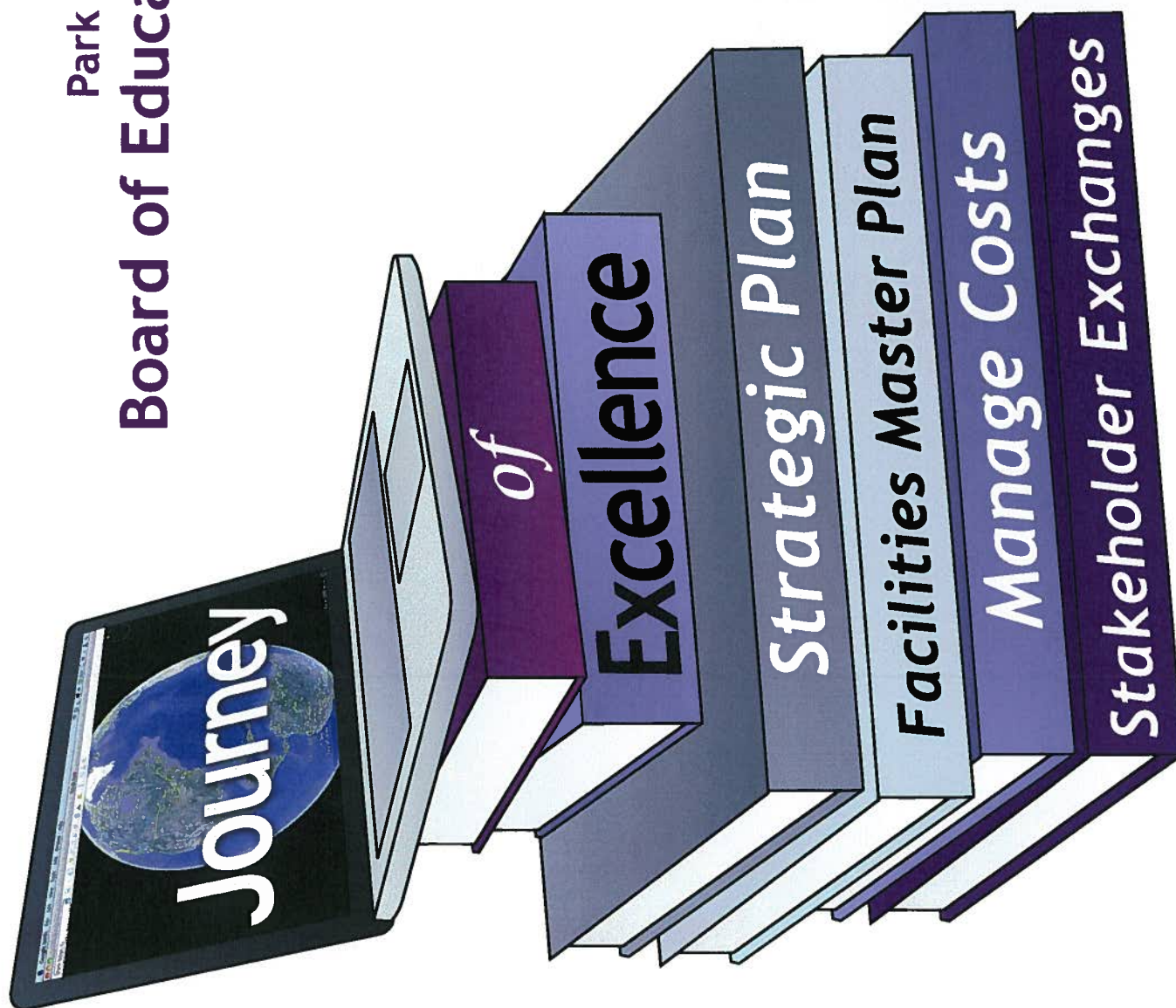
2011-13



Park Ridge-Niles School District 64
Board of Education

Goals 2011-13





Park Ridge-Niles School District 64 Board of Education Goals 2011-13

This Board will:	
• Continue to support and monitor the successful implementation of the District Strategic Plan.	• Adopt a facilities master plan that includes a prioritized list of projects, an anticipated timeline for completion, and identified means of funding.
• Manage our costs to maintain the District's sound financial condition.	• Enhance the transparency of its operations by reinvigorating the exchange of information with stakeholders concerning Board and District activities.

TO: Board of Education
FROM: Dr. Philip Bender
DATE: October 24, 2011
RE: Community Finance Committee

This memo is intended to offer a plan to reinvigorate the work of the Community Finance Committee (CFC), which has been on hiatus since early spring 2011. As described by Board President John Heyde in his memo of information presented at the September 26 meeting (Attachment 1), the CFC is negotiating through a transition period as new leadership, members and topics for study are identified.

A series of informal meetings of former CFC members and prospective volunteers hosted by longtime CFC member Paul Sheehan were held over the summer to identify topics of interest for further study. Board liaisons to CFC Eric Uhlig and Tony Borrelli have reviewed this list, and selected the topical areas they would find most helpful for the CFC to consider in coming months. (Attachment 2) This list will provide a valuable head start in focusing the work of a reconstituted group.

Recommendations

At present, I believe our most critical need is to move forward quickly to repopulate CFC.

My preference is to focus first on identifying one or two community coordinators who could work with me for the remainder of the 2011-12 school year and hopefully through 2012-13 to help guide CFC activities. These coordinators ideally would be community members with an interest in school finances, but who also have a broad base of contacts among fellow Park Ridge-Niles residents and would be willing to utilize this network to encourage other volunteers to join CFC. They could also be extremely helpful in recruiting individuals with specific expertise that may be needed for particular studies, as has happened in the past. The community coordinators would be the primary liaisons from CFC to arrange for information to be provided by District 64 administrators as needed for studies; following up with the various study committees; and helping prepare presentations for Board review.

Rather than issuing a general call for volunteers and letting leadership emerge from the group, I believe that setting up a framework in advance will be helpful at this time to encourage other volunteers to step forward as CFC members.

To identify these individuals, I will specifically reach out to: former and recent CFC members; former Board of Education members; former and current PTO/A Presidents; former and current Elementary Learning Foundation (ELF) trustees; former members of the Strategic Planning Team and five strategy Action Teams;

and other members of the community who might be able to step forward themselves or identify others who might be interested in this type of community service. I will also work with District 64 administrators who have extensive knowledge of parents and other community volunteers for suggestions. In addition, the District will prepare a news release and I will email all current District 64 parents describing this opportunity and inviting them to consider serving.

Schedule

Although this is a tight timeframe, my expectation is to report to the Board at the November 14 meeting that the community coordinators have been identified or that solid leads have been generated. Membership recruitment will begin immediately thereafter, so that we can develop a roster before the holiday season. We will plan orientation for CFC, which may take the form of materials emailed for review, small group meetings, or other means. The CFC would be reconvened officially for its first work session after the return from winter break.

I look forward to the Board's discussion on this plan so that the District can move forward expeditiously to renew CFC and benefit once again from its analysis and advice on financial issues.

MEMORANDUM OF INFORMATION**#010****2011-12**

To: Board of Education
From: John Heyde
Date: September 26, 2011
Subject: Community Finance Committee

We expect to have an update on the work of the Community Finance Committee at the October 24, 2011 meeting. In advance of that meeting, this memo is intended to provide some background information that will be helpful in considering the October update.

Background on the Community Finance Committee

The Community Finance Committee (CFC) has provided advice to the Board of Education on financial issues since 2006. The CFC is a committee created by the Board. The Superintendent is the chair of the committee, and committee members have come from a variety of stakeholder groups interested in the District, including parents, community members without children in the District, teachers, and administrators. In naming members to the CFC, the District has traditionally balanced the membership among schools and stakeholder groups, and the District has especially sought members with financial or business expertise. The result has been a balanced, dynamic group of people who have provided the District with analysis and advice on a wide range of financial issues.

Because of the importance of the CFC's work, two Board members at a time have served as liaisons to the CFC. Tony Borrelli and Eric Uhlig are the Board's current liaisons to the CFC.

The CFC originally divided itself into three study groups addressing the District's "financial structure," spend management (cost control), and communications. Each group had a group leader who coordinated the work of his or her study group and participated in a steering committee, along with the superintendent, business manager, public information coordinator, and the Board liaisons, to guide the CFC as a whole.

The spend management study group has analyzed vendor and purchase information for several school years to identify trends and target recommendations for "smarter purchasing" in the District. Past spend management recommendations have led to the rebidding of many of the District's professional services, including legal and accounting services. The recent rebidding of school bus transportation services is also the result of a spend management recommendation. The spend management study group also led a significant review of student fees in 2008-09.

The financial structure study group analyzed macro trends in the District's revenues and expenditures during a period of deficit spending prior to the 2007 referendum and evaluated several options to make the District's finances sustainable on a long-term basis. Ultimately, the financial study group recommended that the District seek a tax rate referendum, a recommendation the Board accepted and the voters approved in April 2007. The financial

structure study group also concluded that the District's finances were – and, even after a referendum, would remain – cyclical, meaning that the District's fund balance would raise after the referendum, then reach a high point, and then begin to drop again until, at some point in the future, the District would have to consider another referendum or other measures to keep its finances sustainable.

As a tool to analyze the District's finances, the financial structure study group developed a long-term (10-15 years) financial model. The study group used this tool to review the District's own financial model and engage in discussions about the right assumptions and other financial variables to use in long-term forecasts. In 2010, the District switched to its current long-term financial model, based on a template created by the StratPlan firm, and the financial structure study group conducted a focused review of the new StratPlan model.

The communications study group has provided a number of recommendations to the District on ways to communicate with the Park Ridge-Niles community about the District's finances and make the District's finances more transparent. In addition, the communications study group has taken the lead in preparing an "Education Finance Fact Book," which appears on the District's website. CFC members wrote numerous chapters for the Fact Book. Many of these chapters were completed in the 2006-2008 timeframe and are in need of an update.

CFC's 2009-10 and 2010-11 Activities

Following a November 2009 report from the financial structure study group, the Board asked the CFC for recommendations on ideas or projects that merited additional study and follow-up work. The CFC responded with a list of six recommended projects:

1. Examine the District's staffing approach for non-classroom (primarily ESC) positions;
2. Explore cooperatives and other vehicles for controlling the cost of employee benefits;
3. Investigate alternative models of providing special education services;
4. Examine additional areas of expense, including energy, professional services, transportation, and technology;
5. Investigate the feasibility of creating alternative income streams; and
6. Assist the District in monitoring the property tax environment, including variables such as Equalized Assessed Valuation, new property growth, and refunds.

In February 2010, the Board approved the second, fourth, fifth, and sixth projects, and the Board requested additional information from the Administration on the first and third projects.

Ultimately, the District retained a consultant who examined ESC staffing in fall 2010. The Board tabled the third project after a series of briefings from Administration for Board members and CFC members, on the ground that the legal mandates surrounding special education made it unlikely that the District would identify ways to reduce costs significantly while keeping the same level of service for children with special education needs.

The CFC made substantial progress on these projects in spring and summer 2010, and project teams presented reports to the CFC steering committee and full CFC in August and October 2010 on:

- A potential alumni giving model as an additional revenue stream;
- Analysis of the District's StratPlan model for long-term financial projections; and
- Update on property tax environmental reporting.

Following this point, the CFC has grappled with the retirement of Craig Elderkin, a longtime study group leader, from CFC work and the untimely death of spend management study group leader Kent Bergren. Paul Sheehan, a longtime member of the CFC, stepped up and volunteered to host a series of meetings to reach out to potential new CFC members and review topics for CFC activities so that a priority list can be developed for administration input and eventual Board approval.

In the next few weeks, the CFC steering committee will consider the potential topics for this priority list, and a set of topics likely will be brought to the Board for approval at the October 24 meeting.

In addition to approving new project topics for the CFC, the CFC steering committee and, ultimately, the Board will also need to discuss and adopt a plan to reinvigorate the CFC by adding new members. The CFC steering committee will propose a plan to accomplish this at the same time the topics are brought to the Board for approval.

J.M.H.

**Community Finance Committee Proposed Topics
Selected by Board of Education Liaisons from Informal CFC Meetings**

Board Goal	Project Name	Description	Timing/Comment
Financial, Facilities Master Plan	District Borrowing Opportunities	Identify options available to the District and calculate budget implications	Timing will be a concern relative to Facility Master Plan / Maintenance Plan
Financial, Facilities Master Plan	Alternate Energy Opportunities	Identify cost/benefits/payback of alternate energy sources (e.g., wind, solar, geothermal)	Assign to Fanning Howey (Facility Master Plan)
Financial	Spend Management <i>(partially in progress)</i>	Identify cost reduction areas: building energy use; professional services/ competitive bidding; supplies/ co-purchasing; technology; transportation; new methods	<ul style="list-style-type: none"> ▪ Build on 6 years of data compiled by Spend Management Subcommittee ▪ Board to directly review fund expense categories
Communication	Financial Transparency <i>(in progress)</i>	Enhance financial reporting to improve transparency and increase taxpayer understanding of: sources of revenues; categories of district expenses; growth of annual revenues and expenses	New formats added to financial reports recently at Board request
Communication	Taxpayer Education <i>(in progress)</i>	Website enhancements; charts/ graphs to aid taxpayer understanding of financial health; speakers' bureau for community outreach	Also build on/ update existing Education Finance Fact Book materials
Financial	Staffing Model <i>(partially in progress)</i>	Compare District 64's administrative organization, roles and responsibilities with other comparable districts to identify low value activities and streamlining opportunities	ESC study completed 2010
Financial, Communication	Student Fees	Refresh the 2009 study and make a new recommendation on fees	
Financial	Alternate Revenue Sources <i>(partially in progress)</i>	Investigate facility rental options; quantify opportunities for advertising on school signage	Some work completed summer 2010, but not yet presented to Board
Financial, Strategic Plan	Alumni Giving Model <i>(in progress)</i>	Continue work already initiated on revenue-generating ideas such as social media; wills/ bequests; naming rights; grants/ foundations/ investment club	Stage I completed summer 2010, but not yet presented to Board
Financial	10-Year Financial Projections	Review assumptions in current forecasting model, develop alternates and run additional versions	Financial Structure Subcommittee studied in the past

Approval of Minutes

ACTION ITEM 11-10-2

I move that the Board of Education of Community Consolidated School District 64 approve the Regular Meeting Minutes of September 26, 2011 and Closed Session Meeting Minutes of October 17, 2011.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

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

**Minutes of the Regular Meeting held at 7:30 p.m.
September 26, 2011
Franklin Elementary School
2401 Manor Lane**

Board President John Heyde called the meeting to order at 6:47 p.m. Other Board members present were Eric Uhlig, Pat Fioretto, Sharon Lawson, Tony Borrelli and Scott Zimmerman. Board member Dan Collins joined the meeting at 6:52 p.m. Also present were Superintendent Bender, Principal Dan Walsh, Business Manager Becky Allard, Director of Facility Management Scott Mackall, Director of Technology Terri Bresnahan, Public Information Coordinator Bernadette Tramm and three members of the public.

Board of Education meetings now are being videotaped and may be viewed in their full length from the District's website at:

<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

Franklin Principal Walsh and Director of Facility Management Mackall led a walking tour of the improvements completed outdoors at Franklin during summer 2011. The tour began in the new playground area south of the building and moved to the parking areas further south and west. Mr. Walsh noted that the playground equipment had been selected to maximize the number of students who can be actively engaged in play together. Mr. Mackall pointed out the new safety surface under the playground. He also noted that a large underground retention system had been built under the parking lot. Mr. Walsh identified the lighting and safety features that had been added to create a pedestrian walkway along the west side of the school. The Board then returned to the gymnasium, and viewed a presentation of construction photos showing progress at various stages through the summer.

On return after the tour, the other administrators were there as well as both Assistant Superintendents Dr. Stringer and Diane Betts and Director of Pupil Services Jim Even. Also approximately 45-50 members of the public.

Following the presentation, the Board took a short recess before beginning the public hearing at 7:23 p.m.

PUBLIC HEARING ON THE BUDGET

**Public Hearing on
The Budget**

The Public Hearing satisfies the legal requirement to approve a final budget for 2011-12 by the end of the first quarter of the fiscal year, September 30th. The budget is a numerical representation of student programs offered by District 64. This budget fulfills the referendum promise and goals of the second year of the Strategic Plan. School districts are limited by tax caps for the amount they can collect in property taxes to the lesser of the CPI (Consumer Price Index) or five percent. The Board has discussed this budget since

January 2011, with a tentative budget presented in May and approved in July. The Board has reviewed all revenue and expenses.

The tax levy will be discussed at the October and November Board of Education meetings and a Public Hearing on the Levy will be held at the December Board meeting.

PUBLIC COMMENTS

Public Comments

Ms. Jean Miller commented that she moved to Park Ridge, like other residents, because of the quality of our schools, teachers, and high ACT scores. She believes teachers are worthy of higher salaries if they are well trained, passionate, dedicated, and prepare students for high school and college. She thinks teachers' salaries must remain competitive in order to retain quality teachers and keep our home values high in Park Ridge.

Mr. Marshall Warren described his comments as the good, the bad and the ugly. The good is that Board meetings are now videotaped and information is posted on the District 64 web site in a timely manner. These two things point to the Board's responsiveness and transparency for the public. The bad is that property values have declined, and although residents moved to Park Ridge for the quality of the schools, he questioned whether they are worthy of such praise given that no District 64 school is among the Top 100 schools in Illinois. Mr. Warren distributed a graph of District 64 average teacher and administration compensation, recent Park Ridge single family home sales, and a print out of Chicago Sun-Times reports on school rankings. The ugly is that 80 percent of expenses go to salaries and benefits. He believes the current system of teacher salary increases is archaic, and upcoming contract negotiations will offer an opportunity to keep teachers' salaries in line. He hopes the Board will aggressively negotiate the teachers' contract and reward outstanding teachers through merit raises based on classroom outcomes.

Ms. Katie Renali said that teachers should not be rewarded based on classroom performance; however, the burden is on taxpayers to support schools. She does not believe parents should have to pay for the lunch supervision program. Other districts do not have similar programs paid for by parents.

Ms. Susan Sweeney does not support the proposed budget, saying it puts the District on a path toward deficit spending. She believes the Board will need a referendum to support the budget. In the meantime, students' needs are not being met where there are heating and air conditioning problems at Carpenter and Field Schools. Ms. Sweeney believes the current surplus should be used to address those HVAC issues. She cautioned the Board to be very careful so that teachers are not laid off. She asked how to fix deficit spending and why money was moved into the Working Cash Fund.

Mr. Heyde explained that while an individual fund may be in a deficit, when all funds are added together, the District is not operating in a deficit.

Ms. Allard further explained that the current surplus can be attributed to revenue increases and spending cuts.

Ms. Lori Diversey believes the Board is putting the teachers' contract ahead of the children. She voiced her dislike for collective bargaining, which she described as outdated, and said it is very difficult to layoff underperforming teachers.

Mr. Heyde responded that the board is required, by law, to participate in collective bargaining with the teachers' union. He went on to say that while salaries are set by the contract, there is a layoff provision in the teacher contract (although he agreed that it is difficult to enforce), and teachers are evaluated each year by administrators.

Ms. Linda Damianides, a District 64 staff member, was disappointed to hear attacks on teachers. She said teachers are not in their profession for the money, but because they love to teach. Teachers serve the children every day. They have received modest raises in good economic times and reduced raises in bad times.

Ms. Susan Sweeney said she is indebted to teachers and agree they work hard. However, this is a financial issue. While the private sector is experiencing tough financial times and pay freezes, it is assumed that the 1.5 percent CPI will be passed on to the Board to use for raises.

The Board thanked Ms. Allard for all her work on the budget. In order to maintain transparency, Mr. Borrelli said he would prefer to conclude the budget process before the start of the school year. The Board spoke in favor of collective bargaining as a two-sided process between the District and the unions. The Board's job is to negotiate a contract in good faith.

ADOPTION OF FY12 DISTRICT 64 BUDGET

Adoption of FY12
District 64 Budget

Ms. Allard asked the Board to adopt the budget in the form presented. At the Board's request, she will provide monthly summaries going forward so the Board can track discretionary funds and fluctuations during the year.

Mr. Heyde noted that it is good to hear input from the public on the budget during the entire process. The Board tries to properly fund programs while being respectful to taxpayers. He acknowledged that teachers put in a lot of hours and are not in their profession for the money. Their work is valued by the Board. The District has maintained a culture of savings and cost controls recently, such as bidding for a new bus transportation contract and professional services. These are examples of ways to manage the District's finances in order to avoid layoffs or program cuts.

A proposal to place \$500,000 in reserve from the Education and O&M Fund for purchased services, supplies and capital outlay was presented in response to the Board's request.

ACTION ITEM 11-09-1

Action Item 11-09-1

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge –

Niles, Illinois, Adopt the Budget for the Fiscal Year beginning July 1, 2011 and ending June 30, 2012, as presented. The votes were cast as follows:

AYES: Borrelli, Uhlig, Zimmerman, Heyde, Fioretto, Lawson, Collins

NAYES: None

PRESENT: None

ABSENT: None

The motion carried.

Ms. Allard will track the discretionary spending in the Education and O&M Funds monthly and report to the Board. The fund balance in reserve will fluctuate during the year as expenses change and depending on State revenue and the timing of property tax receipts, both which are out of the District's control. Mr. Borrelli suggested the Board consider increasing the policy from four months to five months because of the State's precarious financial situation.

Mr. Warren asked if Mr. Heyde and Mr. Fioretto are willing to recuse themselves from contract negotiations because Mr. Heyde's wife is a teacher and Mr. Fioretto is an attorney with experience in contract negotiations. Both declined.

Mr. Warren asked the Board to consider its culture of savings when in contract negotiations. Although no decision has been made on how to move forward with the contracts, the Board will explain the process and timing of negotiations for the public.

ACTION ITEM 11-09-6

Action Item 11-09-6

It was moved by Board member Fioretto and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the revised memo dated September 26, 2011 concerning the \$500,000 reserve proposal. The votes were cast as follows:

AYES: Collins, Lawson, Fioretto, Heyde, Zimmerman, Uhlig, Borrelli

NAYES: None

PRESENT: None

ABSENT: None

The motion carried.

SIXTH DAY OF ENROLLMENT

Sixth Day of
Enrollment

Ms. Allard reported the enrollment as of August 29, 2011, the sixth day of attendance, is 4,277 students or 48 fewer students than last year's sixth day enrollment. She reviewed current class size guidelines by grade. There are 27 fewer kindergarten students, 9 fewer in

grades 1-5, 43 fewer students at the middle schools, 4 more students at Jefferson and the same number of special needs students placed outside the District.

Class sections increased overall by one from the previous year; they decreased by two in kindergarten, increased by four in grades 1-5 and there is one less homeroom section at the middle school level.

These enrollment figures are very close to projections from the demographer presented in December 2009. The Board also received a breakdown of enrollment by grade and school.

Ms. Allard explained staff may increase even though enrollment decreases based on the configuration of students by grade, class sections, or building. In addition, the makeup of students, particularly special needs students, and square footage of classrooms at the different schools are all factors considered by Principals, the Curriculum Team, Human Resources and the Superintendent when making decisions whether to add another class section. If one student registers, putting a class over the guideline, a teacher may be hired. However, if one or more students don't show up at school, there is currently no mechanism in place to handle that situation. The Board will discuss this process in the future.

DISCUSSION/APPROVAL OF FACILITY MASTER PLAN GOALS

Discussion/ Approval of Facility Master Plan Goals

Following the Roles, Goals and Controls workshop presented by Fanning-Howey at the September 12, 2011 Board of Education meeting, Dr. Bender met with Fanning-Howey representatives to further refine the Master Facility Plan goals.

The Board discussed these goals, reordered them to reflect the Board's priorities, and modified the wording of certain statements regarding cost efficiency, meeting LEED criteria for any new construction, and having Energy Star ratings for building improvements.

The Facility Master Plan process will be completed by June 2013. Any changes to the Master Plan will be made collectively by the Board. The architects will make recommendations to the Board for the priority of projects, based on what they believe is in the District's best interests; however, the Board will have the final decision.

Ms. VanSant of Fanning-Howey distributed an updated timeline and organizational chart based on discussion from the September 12th workshop. Based on tonight's discussion, Mr. Kacan of Fanning-Howey restated and re-prioritized goal statements for the Board. The revised list will be given to the District and posted on the District 64 web site.

ACTION ITEM 11-09-2

Action Item 11-09-2

It was moved by Board member Zimmerman and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles,

Illinois, approve the Facility Master Plan Goals as discussed. The votes were cast as follows:

AYES: Borrelli, Uhlig, Zimmerman, Heyde, Fioretto, Lawson, Collins

NAYES: None

PRESENT: None

ABSENT: None

The motion carried.

**APPROVE DEFERRAL OF PAYMENT OF
PART II ASSESSMENTS AND MAINTENANCE
PLAN**

Approve Deferral of Payment
of Part II Assessments and
Maintenance Plan

At the Roles, Goals and Controls workshop on September 12, 2011, the Board asked Fanning-Howey to move up the Maintenance Plan to December 2011 so decisions could be made about summer 2012 construction projects. Since then, Fanning-Howey agreed to complete all physical assessments and the maintenance plan by December 2011 and defer a payment of \$48,016 until June 2012 for this portion of their work.

ACTION ITEM 11-09-3

Action Item 11-09-3

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the deferment of payment of Part II assessments and maintenance plan to after July 1, 2012. The votes were cast as follows:

AYES: Lawson, Fioretto, Heyde, Zimmerman, Uhlig, Borrelli

NAYES: None

PRESENT: Collins

ABSENT: None

The motion carried.

DISCUSSION OF BOARD COMMITTEES

Discussion of
Board Committees

At the request of Mr. Borrelli, the Board entered into a discussion about the structure and assignment of Board committees. Mr. Borrelli referenced the efficiency and unique structure of the Park Ridge Library Board's committees and suggested that perhaps it could be used to improve District 64 Board's functionality and committees' effectiveness. There are currently 15 separate Board of Education committees, with some operating as Committees-of-the-Whole attended by all Board members, such as Finance.

Board members asked Mr. Borrelli for additional clarification on committee structure, and agreed to consider the proposal after reviewing the current list of committees and assignments, followed by further Board discussion at a future meeting.

CONSENT AGENDA

Consent Agenda

The Board asked Ms. Bresnahan how the position of Technology Coach at Roosevelt School will be handled when that staff member goes on maternity leave and if results of the study on the effectiveness of the Instructional Coaches will be impacted.

There was also discussion on whether labor for the lighting upgrades across the District could be handled in-house by custodial staff. Mr. Mackall said the upgrade will require three men to handle this task. He did not think it was worth sacrificing three employees at the risk of not meeting the timeline to satisfy the grant for the work, or in the event an emergency arose and there was not enough staff to handle it. All lighting upgrade work will be done by union labor, as agreed. Costs to complete this work would increase only if the number of light fixtures was miscounted or unforeseen hazards occur as the work is being done.

The contractor, Altech, has done similar work in 50 Chicago Public Schools, at Post Offices and UPS facilities, and received glowing references from all.

The Board asked Ms. Allard questions about the financial update for the period ending August 31, 2011, and also requested that PREA employees' salaries be broken out from other employees' salaries on the expense summary in the future. Ms. Allard agreed to the request and will try to separate expenses for the different employee groups' benefits as well.

A. Personnel Report

The Personnel Report contains private information. If additional information is needed please contact Assistant Superintendent for Human Resources Dr. Sandra Stringer.

B. Bills and Payroll

10 - Education Fund-----	<u>\$ 1,405,250.58</u>
20 - Operations and Maintenance Fund -----	<u>1,002,888.21</u>
30 - Debt Services-----	<u>-</u>
40 - Transportation Fund -----	<u>128,448.95</u>
60 - Site and Construction Fund -----	<u>-</u>
80 -Tort Immunity Fund -----	<u>14,821.76</u>
90 - Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 104799 – 104801, 104830-104831, 105006-105792
Total: \$ 2,551,409.50

Payroll for Month of August, 2011

10 - Education Fund ----- \$ 641,960.82
20 - Operations and Maintenance Fund ----- 208,539.54
40 - Transportation Fund ----- -
50 - IMRF/FICA Fund ----- 69,780.29
80 - Tort Immunity Fund----- -

Checks Numbered: 1248 – 1345

Direct Deposit: 900000272 - 900000481

Total \$ 920,280.65

C. Acceptance of Donation Check

D. Annual Application for Recognition of Schools

E. Approval of Lighting Replacement in District 64 Schools

F. Approval of Financial Update for the Period Ending August 31, 2011

G. Destruction of Audio Closed Minutes

Action Item 11-03-4

ACTION ITEM 11-03-4

It was moved by Board member Uhlig and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 26, 2011, which includes the Personnel Report, Bills and Payroll, Acceptance of Donation Check, Annual Application for Recognition of Schools, Approval of Lighting Replacement in District 64 Schools, Approval of Financial Update for the Period Ending August 31, 2011, and Destruction of Audio Closed Minutes. The votes were cast as follows:

AYES: Borrelli, Uhlig Zimmerman, Heyde, Fioretto, Lawson

NAYS: Collins

PRESENT: None

ABSENT: None

The motion carried.

Approval of
Minutes

APPROVAL OF MINUTES

ACTION ITEM 11-09-5

Action Item 11-09-5

It was moved by Board member Zimmerman and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole Meeting: Health Insurance Minutes of August 22, 2011, Regular Meeting Minutes of August 22, 2011, Committee-of-the-Whole: Roles, Goals, Controls Workshop Meeting Minutes of September 12, 2011, Committee-of-the-Whole: Budget Presentation Meeting Minutes of September 12, 2011, Special Board Meeting Minutes of September 19, 2011 and Closed Session Meeting Minutes of September 19, 2011. The votes were cast as follows:

AYES: Lawson, Fioretto, Heyde, Zimmerman, Uhlig, Borrelli

NAYS: None

PRESENT: Collins

ABSENT: None

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of Information

Dr. Bender noted several FOIA requests, the memo updating summer construction and maintenance projects, and the posting of administrators' compensation as required by law. The latter information will also be posted on the District 64 web site.

In addition, Dr. Bender also mentioned the memo from Mr. Heyde that provided historical background and information about future projects of the Community Finance Committee, and Traffic Safety Committee minutes. He also reminded Board members to take a required online test for the IASB.

There was discussion about a memo from Ms. Allard about the costs, tracking, and efficiency of three middle school lunch payment options. Ms. Allard will check on ISBE rules for collection of money.

Mr. Uhlig provided feedback from a meeting he attended of the North Cook IASB about education reform. State Representatives Mulligan, Nekritz and Garrett were there. The three key topics discussed were school district consolidation, pensions and staff evaluations.

Ms. Lawson believes it is time to revive the Board Legislative Committee based on what's happening at the State level regarding education, and stated she will be the delegate at the upcoming Triple I Conference.

Dr. Bender invited everyone to attend "Rachel's Challenge" on Tuesday, October 4th beginning at 7:00 p.m. at Emerson Middle School. This is being brought to District 64 through an ELF grant.

The Board agreed to post the Board packet and draft minutes on Friday afternoons prior to Monday Board meetings for the public to view.

Mr. Heyde distributed Board assignments for school visits and asked Board members to notify him of any changes.

ADJOURNMENT

Adjournment

At 10:18 p.m., it was moved by Board member Lawson and seconded by Board member Zimmerman to adjourn the meeting. The motion passed by consensus.

President

Secretary

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

Board of Education Agenda
Monday, November 14, 2011
Carpenter Elementary School - South Gym
300 N. Hamlin Avenue

On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.

Monday, November 14, 2011

TIME

APPENDIX

6:30 p.m.

Meeting of the Board Convenes

- Roll Call
- Introductions
- Opening Remarks from President of the Board

• Board Recesses and Adjourns to a Committee of the Whole: Finance

7:30 p.m.

• Board Adjourns from Committee of the Whole: Finance and Resumes Regular Meeting

• Public Comments

- **Resolution #1076 to Approve 2011 Proposed Tax Levy** A-1
-- Business Manager Action Item 11-11-1

- **Review of Energy Benchmarking Analysis/Summary (Facility Master Plan)** A-2
-- Superintendent

- **Summer Interim Session 2011** A-3
-- Assistant Superintendent for Student Learning

- **Presentation and Approval of Summer Interim Session 2012 Dates and Fees** A-4
-- Assistant Superintendent for Student Learning Action Item 11-11-2

- **First Reading of PRESS Issue 76, June 2011 omitting 5:125 and 5:170** A-5
-- Superintendent

- **Consent Agenda** Action Item 11-11-3 A-6
-- Board President

- Personnel Report
- Bills and Payroll
- Approval of October Financials for the Period Ending October 31, 2011
- Destruction of Audio Closed Minutes (none)

- **Approval of Minutes** **Action Item 11-11-4** **A-7**
 - Board President
 - Committee of the Whole Minutes October 17, 2011
 - Regular Board Meeting Minutes October 24, 2011
- **Other Items of Information** **A-8**
 - Superintendent
 - Upcoming Agenda
 - Memorandum of Information (none)
 - Minutes of Board Committees
 - Wellness Meeting Minutes of October 25, 2011
 - Other
- **Tour of Carpenter School Auditorium** **A-9**
- **Board Adjourned to Closed Session**

Next Meeting: **Monday, December 12, 2011 – 7:30 p.m.**
 Raymond Hendee Educational Service Center
 164 S. Prospect Avenue
 Park Ridge, IL 60068

December 12, 2011

Committee-of-the-Whole: MTSEP Review – 6:00 p.m.

Public Hearing on Levy – 7:00 p.m.

Regular Board Meeting – 7:30 p.m. or at the conclusion of the Public Hearing on Levy

- Adoption of Final 2011 Levy
- Presentation – Township Treasurer
- Review Maintenance Plan & Options for Facility Project Priorities (Facility Master Plan)
- Strategic Plan Progress Report
- Approval of November Financials
- Approval of PRESS Issue 76, June 2011 omitting 5:125 and 5:170

Closed Session – to follow Regular Board Meeting

December 19, 2011

Special Board Meeting – 6:30 p.m.

- Possible Approval of District Maintenance Plan

January 23, 2012 - Jefferson

Regular Board Meeting – 7:30 p.m.

- Adoption of Resolution # Designating the Superintendent to Begin Preparation of a Tentative Budget for the 2012-13 Fiscal Year
- Approval of December Financials

Closed Session – to follow Regular Board Meeting

February 13, 2012

Committee-of-the-Whole

February 27, 2012 – Field

Regular Board Meeting – 7:30 p.m.

- Approval of January Financials

March 12, 2012 – Lincoln

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 2 (Facility Master Plan)

TBD

- Present Final Calendar for 2012-13 & Tentative Calendars for 2013-14 & 2014-15
- Acceptance of Roosevelt PTO Gift
- Audit Report FY11
- Lease with Child Care with Confidence
- Special Education Transportation
- Approval of Bid for Snow Removal
- District 64 Facility Use

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 Facility Management 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

Wednesday, October 5, 2011 10:04 AM

Subject: FW: Foia Request**Date:** Wednesday, October 5, 2011 9:22 AM**From:** Bernadette Tramm <BTramm@D64.ORG>**To:** Madelyn Wsol <mwsol@d64.org>**Priority:** Highest**From:** Jim McConachie <JMcConachie@cvldec.org>**Date:** Wed, 5 Oct 2011 08:54:29 -0500**To:** Bernadette Tramm <btramm@d64.org>**Subject:** Foia Request

I am requesting the certified payroll for any and all companies that preformed the installation of the playground equipment @ Franklin Elementary School.

Jim McConachie

Research Analyst

Laborers Dist. Council

LMCC Dept.

Phone (630) 655-9525

Fax (630) 655-9263

To: Board of Education
Philip Bender, Superintendent

From: Rebecca Allard, Business Manager

Subject: Summary of 2010 Tax Extension

Date: October 24, 2011



In a recent article in the Daily Herald a headline asked the question: Did your taxes go up because of schools? In the final analysis, the reporter said no one entity is responsible for the tax rate increase, it is the system we have in Illinois. The article goes on to say that schools were limited (2010 tax year) to an increase under the Property Tax Extension Limitation Law (PTELL) to 2.7% (*plus a factor for new construction*) whereas there is no limit on what property owners can be charged. The tax rate is a calculated number based on the total Equalized Assessed Valuation (EAV) and the amount of taxes allowed under PTELL.

The following chart shows a ten-year history of the change in tax rates and EAV; the highlighted years are the three-year Cook County reassessment years:

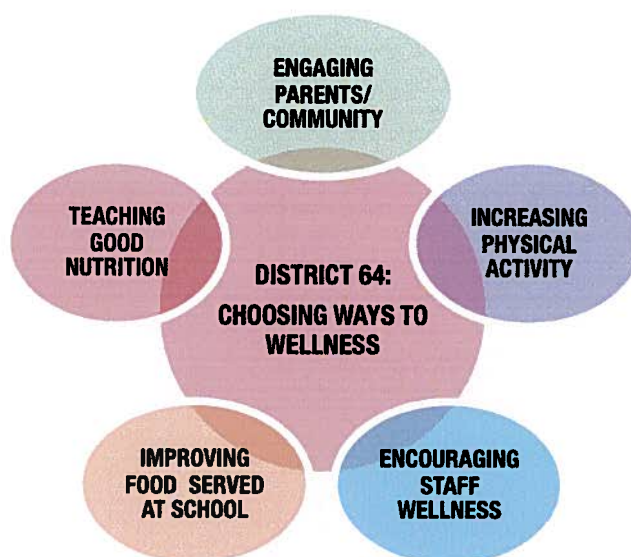
Levy Year	Tax Rate per \$100 of EAV	% Increase	EAV	% Increase
2000	3.3260		982,104	-
2001	2.8520	(14.3%)	1,207,541	23.0%
2002	2.7160	(4.8%)	1,297,845	7.5%
2003	2.8290	4.2%	1,283,624	(1.1%)
2004	2.5260	(10.7%)	1,492,147	16.2%
2005	2.5820	2.2%	1,594,439	6.9%
2006	3.0160	16.8%	1,625,641	2.0%
2007	2.8500	(5.5%)	1,968,799	21.1%
2008	2.6800	(6.0%)	2,121,453	7.8%
2009	2.6860	0.2%	2,137,881	0.8%
2010	2.9510	9.9%	2,016,342	(5.7%)

In December 2010, the Board of Education approved a 2010 operating fund tax levy request of \$57,578,075. This represented a 5.22% increase over the 2009 actual tax extension. At the time, the Administration stated that although the request represented a 5.22% increase, in actuality the District could expect to receive \$56,360,484 (+ 3.0%), based on certain assumptions in the EAV. Exhibit I provides a summary of the final 2010 tax extension.

Exhibit I

Park Ridge - Niles School District 64 2010 Final Tax Levy Summary

	2010 Tax Levy Request	Estimated 2010 Tax Extension - Budget Assumption	Final 2010 Tax Extension	\$ Change from Estimate	% Change from Estimate
	<u>2010</u>	<u>2010</u>	<u>2010</u>	<u>2010</u>	<u>2010</u>
New Construction		7,730,826	10,407,071	2,676,245	34.62%
Reassessment		2,342,875,343	2,005,935,226	(336,940,117)	-14.38%
Total EAV		2,350,606,169	2,016,342,297	(334,263,872)	-14.22%
Tax Cap CPI Factor		2.70%	2.70%		
Fund	Tax Rate				
Education		1.8700	2.1686	0.2986	16.0%
Special Ed		0.0200	0.0240	0.0040	20.0%
Tort		0.0300	0.0360	0.0060	20.0%
O&M		0.3177	0.3815	0.0638	20.1%
Debt Service		0.1258	0.1483	0.0225	17.9%
Transportation		0.0700	0.0841	0.0141	20.1%
IMRF		0.0450	0.0540	0.0090	20.0%
Social Security		0.0450	0.0540	0.0090	20.0%
Working Cash		0.0000	0.0000	0.0000	0.0%
Total		2.524	2.951	0.4270	16.9%
Fund	Tax Dollars				
Education	\$45,173,926	\$43,956,335	\$43,726,428	(\$229,907)	-0.52%
Special Ed	\$470,121	\$470,121	\$484,225	\$14,104	3.00%
Tort	\$705,182	\$705,182	\$726,337	\$21,155	3.00%
O&M	\$7,467,876	\$7,467,876	\$7,691,912	\$224,036	3.00%
Transportation	\$1,645,424	\$1,645,424	\$1,694,787	\$49,363	3.00%
IMRF	\$1,057,773	\$1,057,773	\$1,089,506	\$31,733	3.00%
Social Security	\$1,057,773	\$1,057,773	\$1,089,506	\$31,733	3.00%
Working Cash	\$0	\$0	\$0	\$0	0.00%
Sub-Total (Capped Funds)	\$57,578,075	\$56,360,484	\$56,502,701	\$142,217	0.25%
Bond & Interest	\$2,697,385	\$2,697,385	\$2,991,030	\$293,645	10.89%
Grand Total	\$60,275,460	\$59,057,869	\$59,493,731	\$435,862	0.7%



**DISTRICT 64
WELLNESS COUNCIL
September 20, 2011**

Present: P. Bender, M. Vacala, P. Risk, P. Yurkovic, M. Borowski, D. Walsh, J. Mata, K. Nasshan, N. Norris, N. Benoit, C. Meredith, K. Janicki, M. Petkofski

• Introductions/Welcome New Members

[Kristi Janicki, PE teacher, Lincoln Middle School](#)

• Franklin Playground

[Tour of Franklin's new playground](#)

• Review of Goals for 2011-12: Staff Wellness, Teaching Good Nutrition, Improving Food Served at School

[Although the Council recognizes and addresses all 5 goal areas, it was decided that Staff Wellness, Teaching Good Nutrition, and Improving Food Served at School were goals that would be focused on this year.](#)

• School Wellness Team reports

[Weight Watchers](#) for staff resumed at 2 locations: Roosevelt at lunchtime, and Jefferson after school.

[Carpenter:](#) Yoga for staff will resume on Thursdays, from 4:15-5:15pm; donations will again benefit an organization agreed upon by participants. Last year the Sandra Arbeter Fund and Maine Center were recipients.

[Franklin:](#) some staff members still participate in daily lunchtime walks; the PTA is changing food vendors to attempt to provide healthier lunch options for students.

[Washington:](#) The Whole You: an ongoing campaign focusing on staff (similar to the Whole Child)

[Field:](#) Jump Rope for Heart will take place next spring

[Roosevelt:](#) PTO working towards healthier lunch options for students; successful program Girls on the Run will continue

[ESC:](#) some staff members continue to walk at lunch

- **PTO lunches, meetings**

Dialogue continues with Dr. Bender and PTO presidents re: catered lunches for students. PTO's have been working to provide healthier choices, and are aware that providing nutritional information is necessary, as well as peanut/nut-free foods. Discussion has included the fact that no catered lunches can be considered 100% peanut/nut safe.

- **Staff Survey**

Several staff responses stated that students need guidance on making better food choices, and increasing physical activity. Council hopes to make gains in this area as we focus on Teaching Good Nutrition, Improving Food Served at School.

- **LGH Dietician**

Lutheran General dietician is willing to give a presentation on a topic related to good nutrition. Dr. Bender suggested that a presentation at a PTO Presidents' meeting be done first.

- **Wellness Council Kickoff, Activities**

P. Yurkovic suggested a Travelling Wellness Presentation, moving from building to building in the next several months. All Council members were encouraged to submit items for staff wellness, student nutrition, etc. Next meeting will be set aside to work on this project.

- **Flu shots/wellness screening**

Due to our participation in the Northern Illinois Health Insurance Program (NIHIP), all 64 staff members are eligible to receive free flu shots. An email explaining the program was sent to all staff.

Next Meeting:

~~October 18, 2011 at 4pm, ESC~~

October 25, 2011 at 4pm, ESC, for members interested in working on the Travelling Wellness project.

Submitted by M. Petkofski

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

Minutes of the meeting
held at 4:00 p.m. Tuesday, October 11, 2011
Carpenter School, 300 N. Hamlin Ave., Park Ridge, IL 60068

Attendees:

Dan Collins, Board of Education Member
Dr. Philip Bender, Superintendent
Cmdr. Bill Polka, Park Ridge Police
Ofc. Jon Moehrlin, Park Ridge Police
Ofc. Kathy Shaughnessy, Park Ridge Police
Deputy Chief Jeff Sorensen, Park Ridge Fire
Sarah Mitchell, City of Park Ridge Engineer
Dr. Marcy Canel, Carpenter School Principal
Kathy Jozwiak, Carpenter School PTO
Katie Kelly, Field School Assistant Principal
Jane Everett, Field School staff
Dan Walsh, Franklin School Principal
Dan Ophus, Washington School Assistant Principal
Leslye Lapping, Jefferson School Coordinator of Extended Day & Preschool Services
Tim Benka, Emerson Middle School Assistant Principal
Tim Gleason, Lincoln Middle School Assistant Principal
Dr. Kevin Dwyer, Roosevelt School Principal
Bernadette Tramm, Public Information Coordinator

Superintendent Bender called the meeting to order at 4:06 p.m.

Village of Niles Police Report

No representative was in attendance.

City of Park Ridge Reports

■ **Police**

Ofc. Moehrlin reminded school principals to use the blog to report requests for relaxed parking during school events as well as license plates of cars seen driving or parking unsafely around school. He also will use the blog to distribute announcements to schools. Principals may also call the desk at 847-318-5252 for special requests, however the blog will reach him directly.

ACTION: Contact Ofc. Moehrlin to receive log-in information for the blog.

Ofc. Moehrlin reported that no cell phones in school zone signs are being ordered for posting near schools. He reiterated that only hands-free cell phone use is permitted while driving in school zones; texting is not permitted anywhere in Illinois while driving.

■ **City Engineer**

Ms. Mitchell had nothing specific to report at this time.

■ **Fire**

Deputy Chief Sorensen said he had met with Director of Pupil Services James Even about evacuating students with physical challenges during emergency situations. The Deputy Chief suggested that Mr. Even be invited to the crisis communication meeting planned for November 9, as described below.

Update on Crisis Communication Meeting

Dr. Bender and Principal Walsh reported that District 64 had hosted a meeting of fire and police personnel from Niles and Park Ridge along with representatives from District 207 to discuss joint communication needs during various crisis scenarios. Dr. Bender said the intended focus is to develop radio communication between schools and from the schools to first responders (police/ fire). The meeting also served to initiate conversation with District 207 on this issue as well. He reported that opportunities to seek possible funding from Homeland Security and FEMA for equipment also were raised. Discussion included cross-coverage of first responders for Field School and differences in the operation of the 9-1-1 systems in Park Ridge and in Niles for police and fire. He reported that the group would meet again on November 9 to review District 64's current crisis plans as a "tabletop" exercise.

School Reports

▪ Field

Assistant Principal Kelly reported that traffic has been moving smoothly, although drivers talking on cell phones continue to be observed routinely. Ms. Everett reported that students are enjoying collecting the new baseball-style cards from Park Ridge police officers.

▪ Washington

Assistant Principal Ophus thanked the support of Park Ridge fire and police who participated in the school's walk-a-thon. He noted that he had posted a concern about parking along Stewart Avenue on the blog, and stated that having officers on foot to patrol both sides of the school during pick up or drop off would be appreciated.

ACTION: The school will post license plates of any cars illegally parked to the blog; Ofc. Moehrlin stated he would follow up with letters to the registered drivers.

▪ Carpenter

Principal Canel reported students enjoyed having police participate in the school's track-a-thon. She is continuing to stress the cell phone restrictions in her safety reminders to parents. Parents seem to be aware of the restrictions, as they are seen quickly putting down phones when observed by the principal, crossing guard and police.

Principal Canel said students who need special help would be noted on the evacuation plans kept in the office.

▪ Roosevelt

Principal Dwyer thanked police for participating in the track-a-thon and fire personnel for participating at the school's Patriot Day ceremony. He reported the school has been working to get parents to drop off students and leave more swiftly when parked along Prospect Avenue to keep the flow moving; some are waiting until they visually see students enter the building in the morning. He will purchase portable tent signs similar to those used at other schools to remind drivers that it is a "kiss 'n go" area. He reported that many students have been walking and riding bikes to school with the extended fair weather.

▪ Jefferson

Coordinator Lapping stated that parents at Jefferson and adjacent Emerson have been cooperating with safety procedures around the schools. It has been a smooth start.

▪ **Franklin**

Principal Walsh thanked police for their support. He stated the newly renovated parking lot had alleviated many of the street parking issues of prior years. Mr. Walsh noted that the replacement crossing guard assigned to Dee Road and Birch Street had adjusted very well, and asked that the post be maintained there; previously, he had suggested the guard be moved one block north to Manor Lane. He also praised the efforts of Officer McGannon in keeping him informed about police safety efforts around the building. He similarly thanked police for participating in the school walk-a-thon, and thanked City Engineer Mitchell for sidewalk improvements. He noted that signage in the 15-minute parking area has not been installed yet. He also is interested in purchasing portable tent signs to remind about cell phone use.

ACTION: Ofc. Moehrlin will bring the electronic signboard to the school in coming weeks as an added reminder about hands-free cell phone use, and will investigate the parking signs.

▪ **Emerson**

Assistant Principal Benka said drivers are getting more comfortable with the parking lot flow and routines. He has been encouraging drivers to be more patient and is reminding students to not walk between buses. This will be a continuing effort.

▪ **Lincoln**

Assistant Principal Gleason thanked police for their support and asked for specific assistance at the heavily used intersection of Lincoln and Crescent avenues; 117 students were tallied crossing there one day recently and more than 200 another. A crossing guard is not stationed at the intersection; there is no student patrol at the middle school. Assistant Principal Gleason said the combination of so many students, a glut of cars waiting to pick up students, drivers on cell phones, cars transiting the area, and young teenage students who may be oblivious to personal safety crossing streets outside of the intersection have combined to create a "hot spot" for safety.

The committee brainstormed ways to make the situation safer. Ideas discussed included requesting a crossing guard, providing more police presence, changing parking restrictions near the school, and potential use of the Presbyterian Church parking lot one block east on Delphia Avenue as a designated pick-up zone.

ACTION: Ofc. Moehrlin will request police presence earlier at pick up time to get ahead of the situation when assigned to the school. Principal Joel Martin and Assistant Principal Gleason will consider the parking areas near school for re-signing, and will contact the Presbyterian Church about use of the parking lot.

Successes/Concerns

Nothing further was reported.

Board of Education Liaison Report

Mr. Collins said the specific reports from the schools were very informative, and added his appreciation on behalf of the Board for the work being done by the committee to keep students and staff safe.

Next Meeting

The next meeting will be held on Tuesday, December 13 at 4:00 p.m. at Roosevelt School, 1001 S. Fairview Ave., Park Ridge.

The meeting was adjourned at 4:40 p.m.

Minutes submitted by Bernadette Tramm