

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

**Board of Education Agenda  
Monday, December 12, 2011  
Hendee Educational Service Center  
164 S. Prospect 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, December 12, 2011**

## TIME

## APPENDIX

7:00 p.m.

## Meeting of the Board Convenes

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

7:00 p.m.

- **Board Recesses and Adjourns to Public Hearing on Levy**

7:30 p.m. or  
At Conclusion of  
Public Hearing

- **Board Adjourns from Public Hearing on Levy and Resumes Regular Meeting**

- **Public Comments**

- **Presentation – Township Treasurer**

**A-1**

-- Township Treasurer

- **Review Maintenance Plan & Options for Facility Project Priorities (Facility Master Plan)**

**A-2**

-- Fanning Howey

- ## • Strategic Plan Progress Report

**A-3**

-- Internal Facilitator

- **Consent Agenda -**

### Action Item 11-12-1

A-4

-- Board President

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Policies PRESS Issue 76, June 2011 (omitting 5:125 and 5:170) 4:170, 6:130 and 7:30
- Copy Machine Leases
- Approval of Financial Update for the Period Ending November 30, 2011
- Destruction of Audio Closed Minutes

- **Approval of Minutes**

### Action Item 11-12-2

A-5

-- Board President

- Closed Session Minutes ..... November 28, 2011
- Committee of the Whole Minutes ..... November 14, 2011

- Regular Board Meeting Minutes ..... November 14, 2011
- Closed Session Minutes ..... November 14, 2011

• **Other Items of Information**

**A-6**

-- Superintendent

- Upcoming Agendas
- Memoranda of Information
- 2011 District 64 Employee Campaign for Park Ridge Community Fund
- TIF Update
- Board Goal: Communications
- Minutes of Board Committees (none)
- Other (none)

• **Board Adjourned to Closed Session – Collective Negotiations**  
5 ILCS 120/2(c)(2).

**Next Meeting:** Monday, December 19, 2011  
6:30 p.m. - Special Board Meeting  
Raymond Hendee ESC  
164 S. Prospect Avenue  
Park Ridge, IL 60068

December 19, 2011

Special Board Meeting – 6:30 p.m.

- Adoption of Final 2011 Levy Resolution #1077 and Resolution #1078 for the Reduction of Certain Fund Levies
  - Acceptance of District Maintenance Plan
  - Approval to Design and Bid 2012 Capital Projects
  - MTSEP Review
  - Closed Session – Performance of Employee – 5 ILCS 120/2(c)(1)
- To follow Regular Board Meeting

January 23, 2012 – Jefferson

Committee-of-the-Whole – 6:30 p.m. – 21<sup>st</sup> Century Learning

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
- Present Final Calendar for 2012-13 & Tentative Calendars for 2013-14 & 2014-15
- Update on Technology Coaches
- Approval of December Financials

Closed Session – To follow Regular Board Meeting

February 13, 2012

Committee-of-the-Whole: Finance – 7:00 p.m.

February 27, 2012 – Field

Regular Board Meeting – 7:30 p.m.

- Crisis Plan Presentation
- Discuss Class Size Guidelines
- Adopt Final Calendar for 2012-13 & Tentative Calendars for 2013-14 and 2014-15
- Approval of January Financials

March 12, 2012 – Lincoln

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 2 (Facility Master Plan)
- Discussion: 2012-13 Student Fees
- Dismissal of Staff
- Strategic Plan Progress Report #2 – 2011-12
- Approval of February Financials

April 9, 2012

Committee-of-the-Whole: Strategic Plan Year 3 - 2012-13 Proposal – 7:00 p.m.

April 23, 2012 – Roosevelt

Regular Board Meeting – 7:30 p.m.

- Approval of 2012-13 Student Fees
- Award Contract for Roosevelt School Track

TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget

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.

**MAINE TOWNSHIP SCHOOL TREASURER**

Township 41 North, Range 12  
 1665 Elk Boulevard • Des Plaines, Illinois 60016-4776  
 Tel: 847/824-4000 • Fax: 847/824-4012

**TRUSTEES:**

Robert Goerne  
 Russ Ho  
 Dennis P. Van Mieghem

**TREASURER:**

Thomas H. Ahlbeck

**SCHOOL DISTRICTS:**

34 - Glenview  
 62 - Des Plaines  
 63 - East Maine  
 64 - Park Ridge  
 79 - Pennoyer  
 207 - Maine Township  
       High Schools  
 North Cook Intermediate  
 Service Center

**Memo**

To           Board of Education  
               Philip Bender

From         Thomas Ahlbeck, Maine Township School Treasurer

Subject       Maine Township School Treasurer

The Maine Township School Trustees are the custodians of all the District's assets, together with the assets of Districts 34, 62, 63, 79, 207 and the North Cook Intermediate Service Center. The Trustees are elected officials. The Maine Township School Treasurer is appointed by the Trustees for a two year term and has authority to act on behalf of the Districts by 105 ILCS 5, Art. 8. The township trustee system was established by the Illinois General Assembly to provide a check-and-balance framework for school funds. The Treasurer must be a resident of the township, but cannot be a Trustee or school board member. Thomas Ahlbeck has served as the Treasurer since 1990.

As Treasurer, one of the responsibilities is managing cash flow and investment of school funds for the District. This includes funds he has separated into an operating portfolio, to meet the expenditures of the schools, and an investment portfolio, to invest longer term funds not required for current operations. The Treasurer invests funds in accordance with applicable laws which have been codified in the Trustee's investment policy and guidelines. The Treasurer monitors the security, liquidity and return on the District's investments using various resources, including rating agencies (Fitch, Standard & Poor's and Highline Data Bank Ratings for the banks in which funds are invested), subscriptions and news services. The Treasurer also performs analytical calculations, historical trending and continually monitors the portfolio to ensure adequate liquidity and maximum security and return at all times.

The Treasurer reports monthly to the Trustees and the districts it serves, in addition to quarterly trustee meetings at which the investments are reviewed.

To: Board of Education  
Philip Bender, Superintendent

From: Keri VanSant - Fanning Howey

Date: December 12, 2011

Subject: Review Maintenance Plan & Options for Facility Project Priorities  
(Facility Master Plan)

The Maintenance Plan Includes summary sheets and lists of maintenance items related to the condition of each of the nine District buildings as they currently exist. This plan itemizes project priorities based solely on facility maintenance in order to allow for planning related to potential summer 2012 projects. Each District facility has its own set of maintenance items, which has been subdivided into four different categories, including site, mechanical/plumbing, building factors, and electrical. Within each category, the individual assessment items have been noted and are either indicated simply as information only items, or are accompanied with recommendations for improvement. Each assessment item, with its associated recommendation, has been assigned a priority, ranging from 1 to 3 (highest to lowest need). The District Facility Goals that were outlined and approved at the Board Meeting on September 26, 2011, following the *Roles, Goals, and Controls* workshop, were used as the basis for determining the top District-wide priorities.

The Mechanical Systems Assessments examines the existing conditions and provides recommendations for potential mechanical system upgrades for Carpenter Elementary School, Field Elementary School, and Jefferson School.

This study looks at the best economical and most efficient approaches for retrofitting the existing school buildings with modern-day air conditioning and heating systems. In addition, one of the primary goals was to present recommendations that would provide ultimate comfort, facility equity, and improve the overall learning environment. A three-tiered approach was used in the analysis and recommendation of system upgrades. All tiered options are presented for each school within their individual sections of the report.



December 12, 2011

Board of Education  
Park Ridge-Niles Community  
Consolidated School District 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Re: Facility Master Planning  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211056.00

Dear Board of Education Members:

As previously discussed, with the continued concern being voiced from parents and other constituents, Fanning/Howey Associates, Inc. had recommended conducting physical assessments of all District buildings, in order to compile a complete list of maintenance items. Our physical assessment findings, in conjunction with the remaining items from the most recent Health/Life Safety Survey, are the basis for the detailed items set forth in the Maintenance Plan. This Plan itemizes Project priorities based solely on facility maintenance, in order to allow for planning related to potential summer 2012 projects.

An important item to note is that the Maintenance Plan does not reflect a couple of the components of the Facility Master Plan (FMP). The Educational Adequacy Study and Educational Specifications, as reserved for Part II of the FMP, are integral pieces to realizing the ultimate learning environment for students.

The goal of the Educational Adequacy Study is to assess how well the facilities provide the learning environment necessary to support and enhance the delivery of the education curriculum. Using an educational adequacy assessment tool, each building is evaluated based on the educational environment and the physical environment as it impacts education. In addition to the physical amenities present to support education, the other element is the type and size of the learning spaces. Templates are developed for each building based on Educational Specifications that are developed for the District. As part of the assessment process, the configuration of each building being evaluated is added to the Affinity™ software program, which generates a report for each building that identifies deviations between the program standards and how the facility is currently figured.

To take the Educational Adequacy Assessment a step further involves using or developing Educational Specifications. Commonly referred to as "Ed Specs", this document details the spaces necessary to support the current and future curriculum. The Ed Specs detail the type, quantity, and size of each of the spaces. In short, the Ed Specs are "ideal" spaces that you would find in a new building. Often, additions and/or renovations are the most effective means of providing an outstanding learning environment, in lieu of having to provide a completely new building. A comparison between the "ideal" spaces defined in the Ed Specs and the existing spaces in an

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educational facility is a useful "road map" in identifying solutions that are cost effective, while improving the overall educational environment.

With regard to the 2 FMP components described above, Fanning Howey recommends that the following 5 maintenance items be recognized as high-priority, on a District-wide scale, as follows:

1. Mechanical system upgrades, with associated electrical upgrades, for Carpenter Elementary School.
2. Mechanical system upgrades, with associated electrical upgrades, for Field Elementary School.
3. Underground stormwater detention and site drainage improvements for Carpenter Elementary School.
4. New condensing hot water boiler system upgrades for Franklin Elementary School.
5. Replacement of existing steam boilers at Lincoln Middle School.

In regards to the District Facility Goals approved following the Roles, Goals and Controls Workshop, and placing students first in all decisions, Fanning Howey recommends the first 2 items. These mechanical upgrades would provide facility equity across the District, as well as provide a comfortable and improved learning environment for students. The mechanical upgrades at Carpenter Elementary School have been assigned a higher priority, due to the condition of 1 of the existing boilers. The State is allowing the District to utilize this boiler as a back-up unit only, and is requiring that it be replaced, prior to the heating season of the 2012-2013 school year.

Please note that after conducting the Educational Adequacy Assessment, and completing the Educational Specifications, Fanning Howey may find that renovations are necessary to provide the outstanding learning environment that the students of District 64 deserve. These renovations could have the potential to contradict the work that would be completed with mechanical system upgrades, as outlined in the Maintenance Plan and the MEP Assessment Report.

Regarding the existing condition of the site at Carpenter Elementary School, and the inability for the students to use the site following even a small amount of rainfall, Fanning Howey recommends that the work associated with a new underground stormwater detention system and site grading improvements also be considered as a top priority.

The latter items, related to boiler replacements at Franklin Elementary School and Lincoln Middle School, will address the aged boiler systems within these buildings. Due to the age of the existing system equipment, it is uncertain how long they will continue to operate. Furthermore, the replacement of this heating equipment will allow for the installation of more energy efficient units/systems.

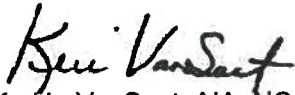
Board of Education  
Facility Master Planning  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211056.00  
December 12, 2011  
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The ability to provide a healthy and comfortable environment for learning significantly impacts how well children actually learn. Unfortunately, there is a cost to provide a premium learning environment, and school buildings are typically considered a reflection and long-term staple of the community in which they reside. The schools within Community Consolidated District 64 are no exception.

Thank you for this opportunity and we look forward to continuing to provide Park Ridge-Niles Community Consolidated School District 64 with experienced service. If you need additional information, or have any questions, please do not hesitate to contact us.

Sincerely,

FANNING HOWEY



Keri L. VanSant, AIA, NCARB, LEED AP BD+C  
Project Manager

klv/cdj/bc



# Park Ridge-Niles School District 34

## Maintenance Assessment Summary

### DISTRICT TOTALS

System Type	Cost to Correct	Priority 1	Priority 2	Priority 3	FCI
Building Factors	\$13,077,301	\$2,690,753	\$1,006,292	\$9,380,256	
Electrical	\$3,088,383	\$183,550	\$2,497,429	\$407,404	
Mechanical	\$11,849,450	\$9,721,750	\$1,805,700	\$322,000	
Roof	\$3,648,049	\$2,260,129	\$634,195	\$753,726	
Technology					
Total	\$31,177,143	\$14,856,182	\$5,943,615	\$10,863,386	
Grounds	\$5,911,774	\$2,147,809	\$886,991	\$2,826,974	
Campus Total	\$37,088,918	\$17,003,991	\$6,830,606	\$13,690,360	
Other Costs	\$9,272,229	\$4,250,998	\$1,707,651	\$3,422,590	
Grand Total	\$46,361,147	\$21,254,988	\$8,538,257	\$17,112,950	

### ELEMENTARY SCHOOL TOTALS

System Type	Cost to Correct	Priority 1	Priority 2	Priority 3	FCI
Building Factors	\$7,111,516	\$1,421,553	\$534,269	\$5,155,694	
Electrical	\$1,884,279	\$154,300	\$1,579,979	\$150,000	
Mechanical	\$8,321,000	\$7,054,500	\$1,054,500	\$212,000	
Roof	\$2,285,812	\$1,101,025	\$460,767	\$724,021	
Technology					
Total	\$19,602,606	\$9,731,378	\$3,629,513	\$6,241,714	
Grounds	\$3,383,398	\$1,073,421	\$537,241	\$1,772,736	
Campus Total	\$22,986,004	\$10,804,799	\$4,166,754	\$8,014,450	
Other Costs	\$5,746,501	\$2,701,200	\$1,041,689	\$2,003,613	
Grand Total	\$28,732,505	\$13,505,999	\$5,208,443	\$10,018,063	

**MIDDLE SCHOOL TOTALS**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$4,129,827	\$878,450	\$273,211	\$2,978,166	
Electrical	\$864,052	\$6,600	\$841,453	\$16,000	
Mechanical	\$1,399,200	\$855,000	\$544,200		
Roof	\$713,033	\$656,548	\$40,280	\$16,205	
Technology					
Total	\$6,620,074	\$2,396,598	\$1,699,144	\$3,010,371	
Grounds	\$1,051,438	\$750	\$14,250	\$1,036,438	
Campus Total	\$7,671,512	\$2,397,348	\$1,713,394	\$4,046,810	
Other Costs	\$1,917,878	\$599,337	\$428,348	\$1,011,702	
<b>Grand Total</b>	<b>\$9,589,390</b>	<b>\$2,996,685</b>	<b>\$2,141,742</b>	<b>\$5,058,512</b>	

**OTHER FACILITIES TOTALS**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$1,835,958	\$390,750	\$198,812	\$1,246,396	
Electrical	\$340,052	\$22,650	\$75,998	\$241,404	
Mechanical	\$2,129,250	\$1,812,250	\$207,000	\$110,000	
Roof	\$649,204	\$502,556	\$133,148	\$13,500	
Technology					
Total	\$4,954,464	\$2,728,206	\$614,958	\$1,611,300	65.7%
Grounds	\$1,476,938	\$1,073,638	\$335,500	\$17,800	
Campus Total	\$6,431,402	\$3,801,844	\$950,458	\$1,629,100	
Other Costs	\$1,607,850	\$950,461	\$237,615	\$407,275	
<b>Grand Total</b>	<b>\$8,039,252</b>	<b>\$4,752,304</b>	<b>\$1,188,073</b>	<b>\$2,036,375</b>	

**GEORGE B. CARPENTER ELEMENTARY SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$1,484,906	\$91,194	\$42,565	\$1,351,147	
Electrical	\$241,347	\$6,700	\$234,647		
Mechanical	\$2,685,000	\$2,571,000	\$42,000	\$72,000	
Roof	\$331,272	\$138,982	\$140,200	\$52,090	
Technology					
<b>Total</b>	<b>\$4,742,524</b>	<b>\$2,807,876</b>	<b>\$459,412</b>	<b>\$1,475,237</b>	<b>31.7%</b>
Grounds	\$1,323,038	\$1,071,221	\$188,616	\$63,201	
Campus Total	\$6,065,562	\$3,879,097	\$648,028	\$1,538,438	
Other Costs	\$1,516,391	\$969,774	\$162,007	\$384,609	
<b>Grand Total</b>	<b>\$7,581,953</b>	<b>\$4,848,871</b>	<b>\$810,034</b>	<b>\$1,923,047</b>	

**RALPH WALDO EMERSON MIDDLE SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$882,590	\$199,750	\$154,296	\$528,544	
Electrical	\$16,000			\$16,000	
Mechanical					
Roof	\$470,039	\$449,054	\$18,780	\$2,205	
Technology					
<b>Total</b>	<b>\$882,590</b>	<b>\$648,804</b>	<b>\$173,076</b>	<b>\$546,749</b>	<b>2.6%</b>
Grounds	\$796,505			\$796,505	
Campus Total	\$1,679,095	\$648,804	\$173,076	\$1,343,254	
Other Costs	\$419,774	\$162,201	\$43,269	\$335,813	
<b>Grand Total</b>	<b>\$2,098,869</b>	<b>\$811,005</b>	<b>\$216,345</b>	<b>\$1,679,067</b>	

**EUGENE FIELD ELEMENTARY SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$1,639,560	\$675,252	\$294,756	\$669,552	
Electrical	\$480,838	\$47,000	\$353,838	\$80,000	
Mechanical	\$3,457,000	\$3,212,000	\$245,000		
Roof	\$950,519	\$810,938	\$17,120	\$122,461	
Technology					
Total	\$6,527,916	\$4,745,190	\$910,714	\$872,012	34.3%
Grounds	\$844,860	\$1,000	\$153,000	\$690,860	
Campus Total	\$7,372,776	\$4,746,190	\$1,063,714	\$1,562,872	
Other Costs	\$1,843,194	\$1,186,548	\$265,928	\$390,718	
<b>Grand Total</b>	<b>\$9,215,970</b>	<b>\$5,932,738</b>	<b>\$1,329,642</b>	<b>\$1,953,590</b>	

**BENJAMIN FRANKLIN ELEMENTARY SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$717,444	\$103,792		\$613,652	
Electrical	\$315,628	\$19,000	\$226,628	\$70,000	
Mechanical	\$1,107,500	\$790,000	\$287,500	\$30,000	
Roof	\$555,760	\$11,440	\$50,200	\$494,120	
Technology					
Total	\$2,696,332	\$924,232	\$564,328	\$1,207,772	19.0%
Grounds					
Campus Total	\$2,696,332	\$924,232	\$564,328	\$1,207,772	
Other Costs	\$674,083	\$231,058	\$141,082	\$301,943	
<b>Grand Total</b>	<b>\$3,370,415</b>	<b>\$1,155,290</b>	<b>\$705,410</b>	<b>\$1,509,715</b>	

**HENDEE EDUCATIONAL SERVICE CENTER**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$500,128	\$147,650	\$12,230	\$340,248	
Electrical	\$52,998		\$52,998		
Mechanical					
Roof	\$132,828	\$680	\$130,648	\$1,500	
Technology					
<b>Total</b>	<b>\$685,954</b>	<b>\$148,330</b>	<b>\$195,876</b>	<b>\$341,748</b>	<b>28.5%</b>
Grounds	\$17,800			\$17,800	
Campus Total	\$703,754	\$148,330	\$195,876	\$359,548	
Other Costs	\$175,939	\$37,083	\$48,969	\$89,887	
<b>Grand Total</b>	<b>\$879,693</b>	<b>\$185,413</b>	<b>\$244,845</b>	<b>\$449,435</b>	

**THOMAS JEFFERSON SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$1,335,830	\$243,100	\$186,582	\$906,148	
Electrical	\$287,054	\$22,650	\$23,000	\$241,404	
Mechanical	\$2,129,250	\$1,812,250	\$207,000	\$110,000	
Roof	\$516,376	\$501,876	\$2,500	\$12,000	
Technology					
<b>Total</b>	<b>\$4,268,510</b>	<b>\$2,579,876</b>	<b>\$419,082</b>	<b>\$1,269,552</b>	<b>37.2%</b>
Grounds	\$1,459,138	\$1,073,638	\$335,500		
Campus Total	\$5,727,648	\$3,653,514	\$754,582	\$1,269,552	
Other Costs	\$1,431,912	\$913,378	\$188,646	\$317,388	
<b>Grand Total</b>	<b>\$7,159,559</b>	<b>\$4,566,892</b>	<b>\$943,228</b>	<b>\$1,586,940</b>	

**ABRAHAM LINCOLN MIDDLE SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$3,247,237	\$678,700	\$118,915	\$2,449,622	
Electrical	\$848,053	\$6,600	\$841,453		
Mechanical	\$1,399,200	\$855,000	\$544,200		
Roof	\$242,994	\$207,494	\$21,500	\$14,000	
Technology					
<b>Total</b>	<b>\$5,737,484</b>	<b>\$1,747,794</b>	<b>\$1,526,068</b>	<b>\$2,463,622</b>	<b>16.7%</b>
Grounds	\$254,933	\$750	\$14,250	\$239,933	
Campus Total	\$5,992,417	\$1,748,544	\$1,540,318	\$2,703,556	
Other Costs	\$1,498,104	\$437,136	\$385,079	\$675,889	
<b>Grand Total</b>	<b>\$7,490,522</b>	<b>\$2,185,680</b>	<b>\$1,925,397</b>	<b>\$3,379,445</b>	

**THEODORE ROOSEVELT ELEMENTARY SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$1,407,573	\$19,320	\$163,063	\$1,225,190	
Electrical	\$349,896	\$25,200	\$324,696		
Mechanical	\$335,000	\$225,000	\$110,000		
Roof	\$171,127	\$127,527	\$43,600		
Technology					
<b>Total</b>	<b>\$2,263,595</b>	<b>\$397,047</b>	<b>\$641,358</b>	<b>\$1,225,190</b>	<b>10.7%</b>
Grounds	\$577,525		\$195,625	\$381,900	
Campus Total	\$2,841,120	\$397,047	\$836,983	\$1,607,090	
Other Costs	\$710,280	\$99,262	\$209,246	\$401,773	
<b>Grand Total</b>	<b>\$3,551,401</b>	<b>\$496,309</b>	<b>\$1,046,229</b>	<b>\$2,008,863</b>	


**GEORGE WASHINGTON ELEMENTARY SCHOOL**

<i>System Type</i>	<i>Cost to Correct</i>	<i>Priority 1</i>	<i>Priority 2</i>	<i>Priority 3</i>	<i>FCI</i>
Building Factors	\$1,862,034	\$531,995	\$33,885	\$1,296,154	
Electrical	\$496,571	\$56,400	\$440,171		
Mechanical	\$736,500	\$256,500	\$370,000	\$110,000	
Roof	\$277,135	\$12,138	\$209,647	\$55,350	
Technology					
Total	\$3,372,239	\$857,033	\$1,053,702	\$1,461,504	16.9%
Grounds	\$637,975	\$1,200		\$636,775	
Campus Total	\$4,010,214	\$858,233	\$1,053,702	\$2,098,279	
Other Costs	\$1,002,553	\$214,558	\$263,426	\$524,570	
Grand Total	\$5,012,767	\$1,072,791	\$1,317,128	\$2,622,849	



Additional information pertaining to this section is available on our website, [www.d64.org](http://www.d64.org), the Facility Master Plan link.

To: Board of Education

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

Date: December 12, 2011

Subject: Strategic Plan 2011-12 Progress Report #1

District 64 is now fully engaged in its second year of implementation activities on the Strategic Plan "*Journey of Excellence*." The plan was adopted in 2010; it is expected to take a minimum of five years to implement the 26 action plans associated with the plan's five strategies. (Attachment 1)

The specific implementation activities and budget for 2011-12 were approved by the Board at the May 23, 2011 meeting. An informational memo was presented to the Board at the August 22 meeting detailing the timeline of activities for the year.

This first progress report for 2011-12 is intended to present a complete overview of activities completed overall so far this year. Details about accomplishments are provided on the following pages. Highlights for this year thus far include:

- The introduction of pilot programs in two strategy areas: technology (Strategy I) and student goal-setting (Strategy II). A lengthy report and presentation on the instructional coaching pilot in technology being undertaken at Lincoln, Franklin and Roosevelt schools was presented at the October 24 meeting.
- Outreach is now underway to community and staff about service learning as part of Strategy 3.
- Priority standards were "unwrapped" for the first time in Strategy IV and teachers on this committee are working to develop the "big ideas" and "essential questions" that will guide instruction in each curricular area. In addition, new tools were brought on line to help teachers and administrators track and utilize data on student performance to guide instruction.
- The eight steps of the change protocol in Strategy V are being used more consistently to help identify the impact of changes, address communication needs, and prepare for successful implementation of changes driven by the Strategic Plan and other efforts going forward.

## Year 2 Activities

For a second year, almost 400 teachers and administrators have been actively at work on implementation activities:

- All **certified staff members** are again involved in one of the three strategy committees requiring significant teacher support. Most teacher committee assignments were carried over into 2011-12, with some adjustments made due to curriculum needs and to accommodate new personnel. New

teachers were introduced to the plan during their August orientation session.

- All **District 64 administrators** have a leadership role on one or more of the plans; some assignments were adjusted for new personnel. Progress on the Strategic Plan and change protocol initiatives are discussed at monthly Administrative Council meetings as well as with the District's administrative team.

Although "who" is doing the work is unchanged, "when" the work is being completed has been revamped this year. Based on the experience of the first year and the recommendation of the District's Staff Development Committee, the limited time available for strategic plan work has been scheduled to provide two, full-day sessions. And guided by our change protocol, four specific opportunities are being provided so that everyone in the District will have an overview of how work on all the strategies is unfolding.

The schedule for 2011-12 work includes:

- **Opening Institute Day** – To meet the challenge of our Strategy V Change Protocol, this year's August opening of school Institute Day featured motivational speaker Mark Scharenbroich as the keynote presenter to help support and prepare staff for changes ahead. His "Nice Bike" message sparked staff to think about ways they can develop stronger connections, acknowledge and honor the contributions each brings, and view the change process itself through the lens of the District's ongoing civil behavior initiative. More details are included in the Strategy V report that follows.
- **Four Wednesday Building Meetings** – Approximately half the meeting time on these four dates is focused on the Strategic Plan. Teachers remain at their buildings and have an opportunity to develop understanding and engage in activities related to each strategy with their own school colleagues.
  - September 14 – Strategy II Student Goals
  - December 7 – Strategy III Community Partnership
  - February 29 – Strategy I Technology
  - April 25 – Strategy IV Student Learning
- **Institute Days** – Full-day work sessions are scheduled at assigned locations. Teachers meet with their strategy committee to focus on year 2 activities exclusively.
  - Tuesday, November 8
  - Friday, February 10

### **Budget**

The approved budget for the year is \$225,000. Salaries and benefits (as included in the August 22 personnel report) for the technology coaches will be applied to the Strategic Plan account at the end of the school year. Other non-salary expenditures of less than \$5,000 have been incurred to date for support of the change protocol, enhancements to the teacher application process, and meeting expenses. As planned, a limited number of release days for teachers to meet during the day for the Technology Implementation Committee (Strategy I) and

specific curriculum committees (Strategy IV) also have been used. Overall expenditures are within budget expectations.

#### **Next Steps**

A leadership group reporting to the Superintendent continues to manage the workflow for 2011-12. This includes: Director of Technology Terri Bresnahan/Strategy I; Lincoln Assistant Principal Tim Gleason/Strategy II; Roosevelt Principal Kevin Dwyer/Strategy III; Assistant Superintendent of Student Learning Diane Betts/Strategy IV; Washington Principal Kim Nasshan/Strategy V; and Public Information Coordinator Bernadette Tramm/Internal Facilitator.

The group has had numerous planning meetings through the fall. The leaders within each strategy also have met regularly to plan their work.

Looking ahead, the leadership group will meet in early January to review the workflow for the remainder of the school year; consider how to best organize to carry out the next steps for each action plan in 2012-13; and begin to develop budget options for these activities. This group will report to the District's administrative team and will work with them to develop specific recommendations for next year that will be presented to the Board this spring for approval.

The current schedule as tentatively identified includes these presentations to the Board of Education:

- January 23 Committee-of-the-Whole – Presentation on 21<sup>st</sup> Century Learning
- January 23 regular meeting – Update on instructional coaches for technology pilot
- March 12 regular meeting – Progress Report #2 for 2011-12
- April 9 Committee-of-the-Whole meeting – Presentation of 2012-13 proposed implementation plans and budget

In conclusion, implementation of the plan in 2011-12 is continuing on pace and showing solid progress. As intended, the plan is focusing the energies and financial resources of District 64 on those strategies that will have the greatest impact on improving education for current and future students. We look forward to sharing additional updates with the Board as we continue together on this *"Journey of Excellence."*

## **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 Petrolina, Dan Walsh, Joel Martin

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

▪ **Institute Day, Tuesday, November 8, 2011 8:15-3:00**

The committee as a whole met on Institute Day to focus on the National Educational Technology Standards (NETS) for Students and Teachers as they gained new skills for technology integration.

- A review of the Strategic Plan was presented along with a review of the NETS for Students and Teachers.
- A presentation on the Technology Coaching Pilot was given and the committee had an opportunity to hear from each of the coaches and the progress of the pilot.
- The data from the Technology Usage Survey was shared with the committee.
- Each member of the committee pre-selected two breakout sessions to attend with a focus on technology integration.
- Teachers attended a session in the morning and one in the afternoon that were hands-on and demonstrated useful technology ideas for implementing the NETS for Students and Teachers.
- The breakout sessions were led by teacher volunteers, Technology Coaches, and building Technologists.
- The day ended with brainstorming for how teachers on the technology committee can bring ideas back to their buildings and share the ideas from Institute Day.

#### **Next Steps**

The committee will again meet as a whole for the February 10, 2012 Institute Day to focus on technology skills for students.

## **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 2:** *Ensure that all staff adhere to a minimum standard of technology proficiency and continually advance their technology acumen.*

**Leader:** Terri Bresnahan

**Assistants:** Andy Petrolina, Dan Walsh, Joel Martin

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **Technology Usage Survey, October 5, 2011**
  - Through the input of the Technology Coaches and the Technology Implementation Committee (TIC), the survey was developed to capture data related to specific technology equipment and its usage by teachers.
  - The survey was administered at building meetings on October 5<sup>th</sup> and the Technology Coaches and the TIC reviewed the data.
  - The data will help guide future professional development for staff.
- **Institute Day, Tuesday, November 8, 2011 8:15-3:00**
  - Teachers working on this strategy committee focused on developing their own technology proficiencies during the breakout sessions held on Institute Day.

### **Next Steps**

A follow-up survey will be administered prior to winter break to measure growth in the area of technology usage and confidence levels. The committee will again meet as a whole for the February 10, 2012 Institute Day to increase teachers' proficiency levels with technology integration.

## **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 3:** *Provide resources to assist educators to create, maintain, and integrate educational experiences with various technologies as the medium.*

**Leader:** Terri Bresnahan

**Assistants:** ESC Team

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **Technology Coaching Pilot**
  - The Technology Coaching Pilot began at the start of the school year and will continue through the end of the year.
  - The 3 coaches have worked in each of the designated buildings (Roosevelt, Franklin and Lincoln) to provide teachers with job-embedded, sustained, and differentiated professional development for all staff members in those buildings.
  - An update on the progress of the pilot was presented to the Board at the October 24, 2011 meeting.
- **Professional Growth Opportunities**
  - Teachers from all schools have had the opportunity to participate in after-school professional growth classes with a focus on technology. Classes for iPads and SmartBoards have been offered in the first trimester.
- **Training for New SmartBoard Users**
  - Teachers new to using the SmartBoard were provided with a half-day of release time to receive training provided by the Technology Coaches. Additional training will be offered through Professional Growth.
- **iPad Training for Special Education Teachers**
  - Teachers who received iPads as part of the American Recovery & Reinvestment Act (ARRA) purchase for students with special needs received a half-day of release time for iPad training. Training was provided by a staff member from the Maine Township Special Education Program (MTSEP) who is certified in assistive technologies.
  - Additional training will be provided in the 2<sup>nd</sup> and 3<sup>rd</sup> trimesters.

### **Next Steps**

The District will continue to focus its efforts with the Technology Coaching Pilot as well as continuing to offer professional growth opportunities for all staff.



## **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 4:** *Utilize available technology to manage our schools more efficiently and effectively.*

**Leader:** Terri Bresnahan

**Assistants:** ESC Team

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **District Intranet**
  - The District is beginning its research on online applications to support collaboration and communication among staff.
  - The District is also looking at ways to support online collaboration and communication between students, parents, and teachers.

### **Next Steps**

The District will look further into possible solutions for an online application for the 2012-13 school year.

## **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 5:** *Utilize technology to inform and communicate with the community.*

**Leader:** Terri Bresnahan/Bernadette Tramm

**Assistants:** ESC Team

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **Website**
  - The District is updating its website to provide enhanced navigation and access to information by all users. This conversion also will directly reinforce the Board's goal on communications.
  - The update is scheduled to occur in early 2012.
  - Building webmasters will be trained on the new updates and will work on enhancing the building websites as well.
- **Electronic Board Packets**
  - The District is in the beginning phase of researching options for an electronic board packet.

### **Next Steps**

The District will look further into possible solutions for an electronic board packet. The District's website will also undergo further enhancements as we progress throughout the year to increase communications with the community.

## **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 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- All work related to the network and wireless upgrades were completed during the summer of 2011.
- The District was able to increase its bandwidth as well for access to the Internet.

#### **Next Steps**

The District will continue to monitor its technology infrastructure for quality and reliability. The District will also begin planning for the replacement of the position of Manager of Technology.

## **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 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.*

**Leader:** Terri Bresnahan

### **December 12, 2011 Status Report**

**Steps accomplished in first trimester:**

- **TIC Meetings**
  - Friday, September 2, 2011 8:30-11:15 a.m.
    - Began discussions related to technology policies
    - Update on Technology Coaching Pilot
    - Review of Strategic Plan and its timeline
    - Update on iPad initiative
  - Tuesday, October 4, 2011 12:00-3:00 p.m.
    - Reviewed and gave input on the Technology Usage Survey
    - Received update on Technology Coaching Pilot
    - Planned for the November 8<sup>th</sup> Institute Day

### **Next Steps**

The committee will meet on December 15, 2011 to plan for the February 10, 2012 Institute Day and for the building meeting presentation on February 29, 2012.

## **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 12, 2011 Status Report**

#### **Steps accomplished in the first trimester:**

- **Strategic Plan/Building Meeting: Wednesday, September 14 2:30-4:00 (6-8), 3:00-4:30 (preK-5)**

Representatives from the Student Goal Setting Committee presented to the entire District 64 certified staff, in all seven buildings, on the status of goal setting. The PowerPoint presentation and additional table talk included:

1. An overview of the rationale for student goal setting from the original strategic plan action plan team.
2. The benefits of goal setting for students.
3. Benefits of goal setting for teachers and the learning process.
4. Next steps for teachers on the student goal setting committee.
5. Timeline for the strategic plan for the 2011-12 school year.
6. Long-term goals for this committee/impact on staff (based upon the action steps).
7. A review of the committee's student goal setting pilot process.
8. Use of the District 64 Change Protocol.

An exit survey to gauge understanding and potential interest in piloting goal setting was utilized.

- **Second Strategic Plan Meeting: Tuesday, November 8<sup>th</sup> 8:15-3:00**

This day's goals included:

1. Reviewing information from staff who chose to pilot student goal setting this fall.

2. To allow time for those that chose not to initiate a fall pilot to work with those staff members who chose to pilot goal setting with students (this will allow more pilots for review towards our February date).
3. To gather staff data on some viable student web-based e-portfolios.
4. To review and get input on a talent and interest screener.
5. To allow the grade 6-8 subcommittee to learn about how student led conferences are administered at 8th Grade at Emerson.

These activities are in direct reflection of the goal setting action steps and helping deduce better practices and staff preferences for goal setting. This ultimately will lead to adoption of District-wide goal setting procedures for students, staff and parents.

The three grade level band groups met individually. The following activities were accomplished:

### **Reviewing the Pilot**

- Each grade level band committee had those that piloted goal setting this fall share what went well and other aspects that might need improvement. This was based on a pilot goal setting template - a planning document with guidelines, based upon the action steps, to draft a goal-setting pilot. Pilots were targeted for specific students that teachers/staff members work with on a daily/weekly basis. Members that chose not to do a pilot could gain knowledge on what goal setting processes worked well. The goal of these pilots is to deduce best practices for student goal setting for District 64 for further refinement.

### **Reviewing the Student-Led Conferences (6-8 Subcommittee)**

- For the Grade 6-8 Subcommittee, the action steps call for the development of student-led conferences. An Emerson teacher shared a successful process she uses with her team at Emerson. This presentation included:
  1. The *efficacy and purpose* of student led conferences allowing students to personally witness about their schoolwork and pride in that work towards self-advocacy skills that will be needed in high school.
  2. The *benefits* of this process as students take charge of their learning and dedicate one on one time with parents where students had 100% of the time to share without parent interruption.
  3. *How the teachers prepare the students* for conferences – Students, throughout the year, collect materials in various areas to share with their parents. There are various reflective assignments that are filled out to be shared with parents as well. Students practice with their partners and get ready for questions and develop good conversation skills by the time they meet with their parents.
  4. *Parent's reaction to this format* - Parents have shared that they really enjoy this interaction. Teachers send home materials so that parents know what to expect and how to conduct themselves during the conference.

5. *How much is demonstration/individual projects* - Grades are not a part of the process at all. Parents have access to grades all year. The focus is goal setting and listening to what students really need from parents to be successful.
6. *How/Who does the invite?* - Teachers send home materials early in the year explaining the process. Teachers then send home sign up sheets like any conference time. Sometimes parents can't make it and teachers have the student's conference at home.
7. *Where/what forum has worked best (time/location/etc?)* - Eight conferences, at a time, take place in the school's Learning Resource Center on a dedicated conference night.
8. *Which conferences (fall/spring/both)?* - Spring only.

### **Reviewing e-portfolio options for student goal setting**

- Student goal setting committee members spent time looking at potential e-portfolios for goals setting. In reviewing these e-portfolio formats, committee members also utilized an on-line rubric so the student goal setting leadership, along with staff input, can explore preferred e-portfolio option/s. From this, the committee can make a recommendation to create a homegrown e-portfolio or purchase one from a vendor. The results will be reviewed at the next student goal-setting meeting in February.

### **Reviewing talents and interests screener**

- Student goal setting committee members spent time looking at various screeners that are used by counselors and social workers for students to discover talents and interests. In reviewing these screener formats, committee members provided input on how these screeners might be revised to match the District's goal setting purposes. Moreover, some screeners would be more appropriate for elementary school students, while others would be more appropriate for students in middle school grades. From gaining teacher input, the goal setting committee can make revisions to create a tailored screener for talents and interests for each grade band. This revision will take place at the next meeting in February.

### **Next Steps**

The Strategy II leaders will explore specific action steps to be addressed in February:

- Grade bands continue to implement pilot goal setting with students.
- Further exploration of how to provide student-led parent/teacher conferences (grades 6-8). Ultimately this will govern the development of goal setting curriculum for teachers to share the goal setting process and students to write goals.
- Take data/input from staff member survey results on multiple e-portfolios towards determining which format would be the best recommendation for this tool and its purpose for student goal setting.
- Taking data/input from staff members, gleaned from the three talents and interest screeners reviewed on November 8th, towards each grade band



developing a tailored talents and interests screener that will assist students in setting goals.

- Explore goal setting coordination ("K-2 to 3-5" and "3-5 to 6-8") so grade bands can match age appropriateness, but students, parents and staff can understand the unique goal setting opportunities for students at different ages.
- Explore the formatting of the goal setting process. This includes who directs the goal setting process with students, who monitors the process, parent involvement in goal setting, etc.

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

**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.*

**Leader:** Philip Bender

**Assistants:** Kevin Dwyer, Bernadette Tramm, Leslye Lapping, Susan Walsh, Joel Martin

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

This strategy currently has no certified staff members working on implementation. The leadership team is both designing and executing all activities to be implemented for this plan this year. This trimester, our leadership team successfully informed all teachers and key community members about the service learning initiative for District 64.

- The leadership team met on July 11, August 9, September 30, and October 11 to review a variety of materials members had researched or obtained to describe service learning. The committee’s goal was to determine how to best share information about this form of learning with community members as well as staff.
- The committee developed a Keynote presentation to establish a common definition of service learning along with various examples of service learning projects already in place within District 64.
- On October 26, the committee held a Community Conversation with about 30 key members of the Park Ridge and local community who were specifically invited to attend. The objectives for the meeting were: to establish a common definition for service learning; to develop a database of key contacts within the community; and to brainstorm ideas for potential projects. This meeting was very productive for us. We have a list of key contacts for potential service learning projects and some ideas to explore for future projects.
- On October 12 and November 16, our leadership team introduced the service learning initiative to the Administrative Council.
- At the December 7 building meetings, committee members and building principals shared the Keynote presentation and led a table talk discussion

with their faculty members. An exit survey to gauge teacher understanding and potential interest was utilized.

### **Next Steps**

- The committee is looking for faculty members to participate on our leadership team in the 2012-13 school year. In addition, in the spring we will begin looking for teams of teachers to pilot a service-learning project for the 2012-13 school year.
- The committee is considering sending some members to a national service learning conference in the Spring 2012, but the date of the conference is not scheduled at a convenient time for us to attend. We will keep looking for other professional development options.
- The Keynote presentation also will be presented to the PTO Presidents group later in the spring.

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

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

**Leader:** Jim Even

**Assistants:** Leslye Lapping, Terri Bresnahan, Bernadette Tramm, Dan Walsh

**Resources:** Transitional Program of Instruction (TPI) teachers

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- A needs assessment survey was prepared and offered to Transitional Program of Instruction (TPI) families at parent nights in fall 2011. This data is now being reviewed.
- A new page was added to the District 64 website to provide materials to parents and connect with Illinois State Board of Education resources.

#### **Next Steps**

- The data from the survey has been shared with the TPI teachers. A plan is being formulated to get additional responses as the participation rate was lower than expected.
- The committee will meet with the Technology department on adding Google translator to the District and school websites, following the conversion to the new website format.

## **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.* (\*District 64 has adopted the more commonly used term “Priority” Standards.)

**Leader:** Diane Betts

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

**Leaders:** Language Arts – Susan Walsh, Jim Morrison and Megan Keefer

Math – Dan Ophus and Kathy Ross

Science & Health – Tony Clishem

Social Studies – Kevin Dwyer and Doug Florence

Foreign Language – Shannon Rodriguez

Art – Sonja Dziedzic

General Music – Joani Heavey

Instrumental Music – Brian Jacobi

Physical Education – Susan McGovern and Aaron Schauer

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **September 27, 2011 Strategy IV Leaders Training**

Larry Ainsworth, the consultant from the Leading and Learning Institute who delivered initial training last year on how to identify Priority Standards, provided a full day of training on September 27 for all Strategy IV leaders, principals and other instructional leaders in the District. The training focused on how to unwrap the priority standards, determine “big ideas” and “essential questions” that will guide instruction, and develop common assessments for assessing the standards.

Although the standards have been prioritized, many of the standards (particularly the new Common Core Standards) are very dense containing multiple, complex skills and concepts. Unwrapping the standards results in greater clarity as to what teachers must teach and what students must know and be able to do. From the unwrapped concepts and skills, “big ideas” of what we want students to remember long after instruction ends can be determined and “essential questions” that guide students toward the attainment of the “big ideas” can be written.

- **October 14, 2011 Strategy IV Leaders Meeting**

Leaders of all Strategy IV sub-committees met with Diane Betts to review the training provided by Larry Ainsworth and develop specific plans for the work that Strategy IV subcommittees would be engaged in on our full day Staff Development Day, November 8, 2011. A decision was made to focus the

entire day on unwrapping the prioritized standards and developing “big ideas” and “essential questions” related to these standards. Work on developing common assessments will be delayed until later in the year. The leaders developed a central theme and common opening activities that would be used by all groups on November 8 to help members better understand the unwrapping of standards in the context of our whole strategy.

- **October 20, 2011 Curriculum Team Meeting**

Curriculum specialists, who all serve as leaders on Strategy IV, used their regularly scheduled meeting to further develop the agenda for the November 8 Staff Development Day and create a PowerPoint presentation that would be used with all Strategy IV sub-committees.

- **November 8, 2011 Staff Development Day – Full Day Strategic Plan Meetings**

All Strategy IV Student Learning sub-committees met for a full day of work. Specifically they learned the process for unwrapping standards and developing “big ideas” and “essential questions”. Each subject area sub-committee spent the morning unwrapping the priority standards they had identified last year and the afternoon determining “big ideas” and “essential questions”. They also began to discuss where these standards specifically fit into current units of study and/or lessons.

**Current status:**

Some subject area sub-committees have completed their work of unwrapping all of the priority standards for each grade level and developing “big ideas” and “essential questions”. Some groups have not finished this process with all standards and will need additional time to complete this task.

**Next Steps**

- Complete the unwrapping process for all prioritized standards in all subject areas.
- Conduct cross sub-committee meetings with Reading, Language Arts, Social Studies and Science middle school teachers working together 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 a timeline indicating when priority standards in each subject area will be formally implemented.
- Determine what implications priority standards have for new instructional materials.
- Determine staff development needed to support teachers in teaching the priority standards.
- Work with the Maine Township Common Core Standards Articulation Group to develop staff development opportunities related to teaching the new Common Core Standards.
- Determine when to revise the curriculum brochures and website to reflect new District 64 Priority Standards.

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

**Leader:** Sandra Stringer

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **August 16 Administrative Council meeting**  
All administrators were briefed on the new application tools that will be used to help screen new certified teacher candidates for differentiation experience in student learning and instruction.
- **September 29 workshop**  
Administrators attended a workshop to see a demonstration of the application tools online, including a revision of the essay questions within the application and a phone screening interview system.

### **Next Steps**

All steps for this Action Plan have been completed. The application tool is ready to be activated for 2012-13 hiring.



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

**Leader:** Diane Betts

**Assist:** Principals and Staff Development Committee

**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.*

**Leader:** Diane Betts

**Assist:** ESC Team

### **December 12, 2011 Status Report**

Action Plans 3, 4 and 5 are all related to staff development supporting differentiation of instruction and have been grouped together for this report.

#### **Steps accomplished in first trimester:**

- Preliminary discussions have taken place with curriculum specialists, principals and ESC administrators regarding staff’s current understanding and practice of differentiation. Ideas for how to further develop staff knowledge have been brainstormed.
- Professional Growth workshops on specific instructional approaches that can be used to support differentiation, such as guided reading, have been offered as well as a New Teacher Workshop on various approaches to providing differentiation.

#### **Next Steps**

- Develop a staff survey to assess staff development needs related to differentiation of instruction
- Discuss how information from common assessments can be used to drive the content of differentiated instruction
- Explore various means to address needs, including possible use of instructional/ differentiation coaches.
- Utilize the Change Protocol to analyze the many different instructional expectations that are stemming from the Strategic Plan and when it would be most effective to offer a focused staff development emphasis on differentiation of instruction.

## **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 – Susan Walsh, Jim Morrison and Megan Keefer  
Math – Dan Ophus and Kathy Ross  
Science & Health – Tony Clishem  
Social Studies – Kevin Dwyer and Doug Florence  
Foreign Language – Shannon Rodriguez  
Art – Sonja Dziedzic  
General Music – Joani Heavey  
Instrumental Music – Brian Jacobi  
Physical Education – Susan McGovern and Aaron Schauer

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **September 27, 2011 Strategy IV Leaders Training**  
As part of the September 27 training for Strategy IV leaders, principals and other instructional leaders, Larry Ainsworth from the Leading and Learning Institute, provided training on developing high quality common assessments that are aligned to the unwrapped priority standards, “big ideas” and “essential questions”.
- **RtI Literacy Leadership Meetings**  
Several RtI Literacy Leadership Meetings this year have been devoted to discussing use of common assessments across the district to determine which students need literacy interventions. A protocol has been developed that indicates what common assessments to use, when they need to be administered and what specific cut scores to use to qualify for interventions.

#### **Next Steps**

- Once the priority standards are unwrapped, common assessments will be created to assess the essential skills and strategies embedded in each priority standard.
- Online assessment development tools will be explored to possibly assist with the development and sharing of assessments tied to priority standards.
- We will explore use of a Study Island placement test tied to new Common Core Standards to examine where our students may achieve in relation to the new Common Core Standards in math.

## **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 – Susan Walsh, Jim Morrison and Megan Keefer

Math – Dan Ophus and Kathy Ross

Science & Health – Tony Clishem

Social Studies – Kevin Dwyer and Doug Florence

Foreign Language – Shannon Rodriguez

Art – Sonja Dziedzic

General Music – Joani Heavey

Instrumental Music – Brian Jacobi

Physical Education – Susan McGovern and Aaron Schauer

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **September 27, 2011 Strategy IV Leaders Training**  
As part of the September 27 training provided by Larry Ainsworth, Strategy IV leaders, principals and other instructional leaders were taught how to analyze each priority standard according to Bloom’s Taxonomy. This taxonomy helps educators to determine the level of rigor and higher level thinking that is required in each standard.
- **November 8, 2011 Staff Development Day – Full Day Strategic Plan Meetings**  
During the unwrapping process, all Strategy IV Student Learning sub-committees determined the Bloom’s Taxonomy level for each unwrapped standard and worked to develop “big ideas” and “essential questions” that would match this level of understanding. Sub-committee members also discussed where and how higher level thinking skills, creative expression and problem solving was embedded in the standards and what implications this would have on instruction.

### **Next Steps**

Strategy IV sub-committees will continue to discuss and plan how higher level thinking skills, creative expression and problem solving skills as well as technology, information literacy, Great 8 Learning Strategies and civil behavior can be integrated and fostered in the instruction of unwrapped standards. Sub-committee members will also discuss how higher level thinking skills, creative expression and problem solving skills can be measured through common assessments.

## **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:** Diane Betts

**Assistants:** Principals, Curriculum Specialists and Quality Improvement Teams

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- A schedule for administering common benchmark assessments to all students was developed and shared with teachers. The following assessments are scheduled to be administered:
  - Dibels - Grades K-5 3 x per year  
(Measures reading fluency)
  - Harcourt Running Record Assessment - Grades K-5 3x per year  
(Identifies current reading level and areas for instructional focus)
  - Developmental Spelling Assessment - Grades 1-3 3x per year
  - Math Concepts and Application (MCAP) - Grades 2-5 3x per year  
(Measures key concepts and computation skills)
  - MAP Reading and Math - Grades 3-7 2x per year  
Grade 2 & 8 1x per year
  - SSIS Grades 1-8 2x per year  
(Measures student behavior and social/emotional needs)
- Data from these assessments are electronically loaded into AIMSweb, Inform and/or MAP databases. Reports showing information for a class and/or grade level group of students’ achievement in math, reading and social/emotional development are generated and shared with principals and teachers and used to determine students in need of support, curricular areas needing more attention, etc.
- Principals received additional training at the June 16, 2011 Summer AC Training on helping teachers to analyze and use data from these benchmark assessments at grade/team level problem solving meetings.
- Student achievement data from our spring ISAT, MAP, DIBELS, MCAP and the Harcourt Reading Level Assessment has been uploaded into the INFORM database. Teachers, teams, principals and other instructional leaders can examine and analyze data on a single student, a group of students, a grade level or the district as a whole on a variety of assessments and look at progress over time.
- Principals and QIT team members received training on the INFORM data warehouse system this past summer and learned how this tool can be used to extrapolate data on student learning and analyze areas of celebration as well as areas for growth.

- The RtI Leadership Team developed guidelines that have been shared with all teachers for building level (QIT) and grade/ team level analysis and use of data from multiple sources.
- Each building's QIT has developed a specific goal for improved student achievement based on data from ISAT, MAP, DIBELS, MCAP or SSIS.
- The Literacy Leadership Team developed a protocol that indicates what common literacy assessments will be administered, when they need to be administered and what specific cut scores to use to qualify students for interventions.
- The RtI Leadership Team developed beginning plans for using data to address and plan interventions for K-5 students in math this year.
- Literacy, Instructional Resource as well as classroom teachers have continued to use assessments from AIMSweb and other progress monitoring tools to frequently monitor individual student progress and make adjustments in instruction.
- A pilot group of literacy and IR teachers received training on November 30 on a new RtI feature in Inform that can be used to electronically track student interventions. These teachers will pilot this program this school year to determine if we want to use this feature to document all student interventions.
- Diane Betts and the curriculum specialists are examining Educational Ends and other sources of data relevant to each curricular area and are identifying any specific areas in need of improvement. Plans for how needs will be addressed through the priority standards identification process, revisions to existing curriculum, changes in instructional practices and/or staff development opportunities have been developed.

### **Next Steps**

We will utilize the services of our core curriculum specialists and other teacher leaders to develop/improve skills for coaching teacher teams in the use of data to inform instruction.



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

**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.*

**Leader:** Phil Bender

**Assistant:** Kim Nasshan, other Administrative Council members

### **December 12, 2011 Status Report**

#### **Steps accomplished in first trimester:**

- **Administrative Council/Strategic Plan Leaders (ongoing):**  
The primary effort continues to be focused on planning for changes ahead, and building the capacity of administrators to use the protocol. The Administrative Council often uses the change protocol to identify steps to consider before implementing change.  
  
The emphasis also is expanding to introduce the protocol into the basic work of each Strategic Plan committee. The protocol is an important component of our efforts in 2011-12, as changes to varying degrees are introduced by the pilot programs in two of the strategy areas.
- **Institute Day, August 19, 2011:**  
The planning committee purposefully selected a keynote speaker who could support and prepare staff for changes being implemented through the Strategic Plan. Based on specific preparation from the committee, Mark Scharenbroich delivered a motivational message to all District 64 staff members to kick off the school year. To remind all staff of our shared mission, all employees received a “*Journey of Excellence*” lanyard and a two-sided overview of the activities planned for 2011-12. Framed posters of the District’s mission have been installed at all District 64 buildings. The mission now leads off each issue of the District’s Staff Bulletin.  
  
Scharenbroich’s “Nice Bike” theme also is being reinforced through notecards that administrators are using to acknowledge staff. All certified teachers also received cards at the end of the November Institute Day to send to two persons in the District they felt deserved extra recognition.
- **Building meeting, September 14, 2011:**  
As part of the presentation from Strategy II (goal setting), talking points were included about the change protocol and its use throughout the planning for this area.

- **Institute Day, November 8, 2011:**  
As part of the work for the day, Strategy II committee members engaged in an activity to list the changes that have occurred throughout the District in the last several years. As staff members placed the changes on the timeline, discussions took place about the changes and how some of the changes have become imbedded in the District. The activity demonstrated the fact that change is inevitable and can be an exciting part of a new era. This activity may be utilized by other strategy groups at the second Institute Day.

### Next Steps

- As planning moves forward for 2012-13 and beyond, administrators will begin lining up a matrix of present initiatives, strategic planning activities, and future changes to better examine the impact of changes and the implementation timeframe.
- Administrators and staff will continue to utilize the eight steps in the protocol until it becomes a natural component in the District's vision to implement the Strategic Plan.

**Park Ridge-Niles School District 64**  
**"A Journey of Excellence" – Strategic Plan Implementation Schedule 2011-12**

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		Pilot			
	2 Staff proficiency standards					
	3 Resources/peer coaches		Pilot			
	4 Management of schools					
	5 Communications w/community					
	6 Network infrastructure					
	7 TIC (Tech Implementation Comm)					
	8 BATC (Bd Adv Tech Comm)					
<b>2. Model for Personal Student Goals</b>	1 Grades K-2		Pilot			
	2 Grades 3-5		Pilot			
	3 Grades 6-8		Pilot			
<b>3. Collaboration within Our Partnership</b>	1 Engage partners					
	2 Service learning			Pilot		
	3 Non English-spkg families					
<b>4. Expectations for Student Learning and Instructional Practices</b>	1 Develop Priority Standards		Staff Dev			
	2 Hiring differentiation experience		Pilot			
	3 Staff dev on differentiation					
	4 Plan differentiation peer coaches					
	5 Implement differentiation peer coaches			Pilot		
	6 Pre/post common assessments					
	7 Develop differentiated lessons					
	8 Implement differentiated lessons					
	9 Critical/creative/pbm-solving skills		Staff Dev			
	10 Student progress reporting					
	11 Data-driven instruction					
<b>5. Support &amp; 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/curr					
	Teach learning strategies (all content areas)					
	Gifted identification review					
	Update teacher evaluation tool					
	Plan/hire for admin retirements					
	Admin staffing study					
	Wellness Benefit Fair					
	RFPs contracted services					
	Conversion to Skyward					
	New Superintendent orientation					
	Facility Study					
	Budget planning & review					
	Contract negotiations					
	Board orientation					



Approval of Minutes

ACTION ITEM 11-12-2

I move that the Board of Education of Community Consolidated School District 64 approve the Closed Session Minutes of November 28, 2011, Committee-of-the-Whole Minutes of November 14, 2011 and Regular Meeting Minutes of November 14, 2011 and Closed Session Minutes of November 14, 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.  
November 14, 2011  
Carpenter Elementary School  
300 N. Hamlin Avenue**

President John Heyde called the meeting to order at 6:30 p.m. Other Board members present were Scott Zimmerman, Eric Uhlig, Pat Fioretto (arrived in progress at 6:33 p.m.), Anthony H. Borrelli, Dan Collins, and Sharon Lawson. Also present were Superintendent Philip Bender, Assistant Superintendents Sandra Stringer and Diane Betts, Business Manager Becky Allard, Director of Pupil Services James Even, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm, and 8 members of the public.

Board of Education meetings are now 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>

The Board convened a Committee-of-the-Whole: Finance at 6:30 p.m.

The Board adjourned from the Committee of the Whole: Finance at 7:15 p.m. and resumed as a Regular Board meeting at 7:34 p.m.

Those present at the regular meeting were Superintendent Philip Bender, Assistants Dr. Sandra Stringer and Diane Betts, Becky Allard, Brian Imhoff, James Even, Terri Bresnahan and Scott Mackall.

Third grade students, led by Carpenter teacher Mrs. Sue Douglass, opened the meeting with the Pledge of Allegiance. They have been learning about local government and school boards that function as community servants. The students recognized the Board in honor of School Board Appreciation Day with certificates of appreciation and recited the Top 10 Reasons to appreciate District 64 Board members.

**PUBLIC COMMENTS**

Public Comments

Ms. Katie Renali voiced her concern about student fees and asked the Board to find ways to do more with less.

Chris Petkofske, a Carpenter School parent, addressed the Board about playground conditions at Carpenter, especially after rainfall. She shared pictures of flooded playground areas and asked the Board to allocate money in the budget to alleviate the drainage problems.

## **REVIEW OF ENERGY BENCHMARKING ANALYSIS/SUMMARY**

## **Review of Energy Benchmarking Analysis/Summary**

Ms. Keri VanSant and Mr. Ian Hadden represented Fanning Howey and presented recommendations for energy benchmarking of District facilities. Mr. Hadden reviewed the benchmarking report from Johnson Controls and the State Energy Design report on Carpenter School. He also studied the District's current financial situation. Based on that information, he recommended not to proceed with detailed energy audits beyond Carpenter School as this would not be the best use of District funds. Instead, those funds could be reallocated into a computer-based energy modeling with tiered options for HVAC systems for Carpenter, Field and Jefferson Schools.

If the Board approves the energy modeling, work could begin within one week. It would take 2-4 weeks to complete the modeling. Mr. Hadden anticipated being ready with the modeling report for at least one building by the December 12<sup>th</sup> Board meeting and reports for all three buildings completed by December 31, 2011.

The cost for energy modeling is approximately half that of a full energy audit. Mr. Hadden estimated \$22,500 in total savings with energy modeling. Both a full energy audit and modeling are above and beyond the original fee proposed for the Master Facility Plan.

Energy modeling would include three-tiered options and associated costs of each tier for mechanical system upgrades and provide data so the Board can make informed decisions about replacing systems that are at or near the end of their service life. Modeling includes analysis of factors such as weather patterns, energy costs, operating schedules and physical layouts of the buildings. Operating utilities are the second largest expense for most school districts.

Fanning Howey will present a district-wide maintenance plan report at the December 12, 2011 Board meeting, with a prioritized list of mechanical system upgrades on Carpenter, Field and Jefferson Schools ranked within the maintenance plan.

It will also include tiered options, descriptions of potential projects per tier, and estimated associated costs. Once the Board sees the prioritized list, it can discuss whether to do energy modeling.

## **APPROVAL FOR APPLICATION FOR EARLY CHILDHOOD CONSTRUCTION GRANT**

## **Approval for Application for Early Childhood Construction Grant**

Dr. Bender introduced the draft of a \$5 million grant application for Early Childhood Construction. The grant is being administered by the Capital Development Board and the Illinois State Board of Education. A total of \$45

million in grant funds is available to schools in Illinois; 20 percent of the funds have been reserved for Chicago Public Schools.

Ms. VanSant of Fanning Howey believes the grant would be a great opportunity for District 64, especially since MTSEP will dissolve in summer 2012 and District 64 could provide some of the diagnostic services at Jefferson School that are currently provided by MTSEP. In addition, the only preschool for at-risk students now is at Maryville in Des Plaines, which often has a waiting list.

Grant applications will be reviewed based on criteria including needs, project objectives, readiness, budget and timeline. If District 64 is awarded a grant, it would be required to provide a 10 percent cash match. The Board can review the grant, if awarded, but would not be obligated to accept it.

Mr. Even explained current needs and issues with the Early Childhood program at Jefferson and that the grant could be an opportunity to get capital needs met and expand the District's programs. Mr. Even believes the facility needs to be improved with or without the grant. He anticipates that programs can be expanded without increased expense to the District.

The District currently has 18 community students. Mr. Even would like to triple the number of at-risk students in the program. He is very aware of cost issues and believes savings can be found. He will present more information on that when he reports to the Board on the dissolution of MTSEP at a future meeting.

Dr. Bender said many districts will be applying for the grant. The Board's only decision for the November 14<sup>th</sup> Board meeting is whether to proceed with the grant application.

**ACTION ITEM 11-11-1**

Action Item  
11-11-1

It was moved by Board member Uhlig and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the application of the Early Childhood Construction Grant. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

**COMMUNITY FINANCE COMMITTEE (CFC) LEADERSHIP  
UPDATE**

Community Finance  
Committee (CFC)  
Leadership Update

Dr. Bender announced that Mr. Ares Dalianis and Ms. Genie Taddeo have agreed to serve as community coordinators of the Community Finance Committee (CFC). Both are former District 64 Board of



Education members. Based on an initial meeting with them, Dr. Bender presented a recommended list of projects for the CFC: district borrowing opportunities, financial transparency, taxpayer education, student fees, and 10-year financial projections.

Dr. Bender and the two coordinators will meet again on December 1 to identify study group leaders and CFC members. Some residents have already stepped forward and expressed an interest to serve on the Committee. He expects to have a project timetable for the Board sometime in late winter. The Board gave its approval to move forward.

## **FY11 AUDIT REPORT**

## **FY11 Audit Report**

Brian Imhoff, Assistant Business Manager, reported on financial statements for the fiscal year ending June 30, 2011 and the communication letter from the auditor.

District 64 received an unqualified opinion from the auditor, which is the highest rating. Revenue exceeded expenses by \$8.2 million due to cost controls, and the ending fund balance was \$43.9 million or 57 percent. Although this fund balance is high, it can be attributed to the property tax collection schedule. The report is dated June 30, 2011 and taxes were not collected until the end of October. In addition, because of financial uncertainties in Illinois, it is difficult to know when money will be received by the State. The District is currently owed \$1.5 million by the State. Overall, the District is in good financial shape. On a scale of 0-4, with 4 being the best, District 64 received a profile score of 4 from the Illinois State Board of Education.

Mr. Imhoff reviewed the findings by the auditor in the management letter and how District 64 responded to them. Two years ago, there were five material weaknesses, and this year only one. There were no significant or control deficiencies, only recommendations involving inter-fund loans, employees whose salaries are paid with federal funds, and capital lease payments. Although these deficiencies are minor, the Business Office strives for continual improvement. The Business Office will provide balance sheet reports and more detailed investment reports for the Board going forward.

## **RESOLUTION #1076 TO APPROVE 2011 PROPOSED TAX LEVY**

## **Resolution #1076 to Approve 2011 Proposed Tax Levy**

Information on the proposed tax levy was presented during the Committee of the Whole meeting prior to the regular meeting.

ACTION ITEM 11-11-2

Action Item  
11-11-2

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, estimate the aggregate property tax levy for 2011 to be 4.73% greater than the 2010 extension.

It was further moved that the Board of Education of Community Consolidated School District 64 approve the attached resolution #1076 TRUTH IN TAXATION LAW RESOLUTION. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

**SUMMER INTERIM SESSION 2011 REPORT**

Summer Interim  
Session 2011 Report

Diane Betts, Assistant Superintendent for Student Learning, reported on the 2011 summer school session. The locations for summer school were changed from Franklin School and Emerson Middle School to Washington School and Lincoln Middle School because of construction. Administration was very pleased with the new locations, particularly because of their close proximity.

Overall, the number of students enrolled was similar to the previous year; the number of students registered increased some. A variety of remedial and enrichment classes were provided. The goal of the summer interim session is to be self-sustaining. It is a challenge to hire the right number of teachers for the number of registered students when some families register late.

The goal to be self-sustaining was not met this past summer because of class refunds to parents and paid teachers' salaries. Due to bad weather, summer school was cancelled four days because there was no power in the buildings. This had not happened before, and there was not language in teachers' contracts about payment in the event of this type of situation. Ms. Betts recommended changes to control for unforeseen circumstances in the future.

**PRESENTATION AND APPROVAL OF SUMMER INTERIM  
SESSION 2012 DATES & FEES**

Presentation and  
Approval of  
Summer Interim  
Session 2012 Dates  
& Fees

Ms. Betts recommended holding summer school in 2012 at Washington School and Lincoln Middle School and continuing with hiring principals at each site as well as a principal for special education student services. Teacher salaries and the principal for special education student services are included in the Special Education budget, not in the Summer Interim Session budget.

Ms. Betts also recommended 2-three week consecutive sessions, except for the July 4<sup>th</sup> holiday, even though this will not align with High School District 207's summer school schedule. The high school will take the entire week of July 4<sup>th</sup> off because the holiday falls on Wednesday. Because District 64 does not offer credit or grades for its classes, Ms. Betts does not believe it is important to mirror District 207's schedule. In addition, the proposed schedule would allow for maintenance crews to clean the buildings and give teaching staff more time before the 2012-13 school year begins.

Some new or revised class offerings will be explored for grades 4-7 to try and generate more student registrations. A five dollar increase from \$100 to \$105 per class was recommended to offset salary and supply costs. In addition, it was recommended to eliminate the pay-for-service bus fee. Last summer, there were only 24 paid bus riders and not all of them used bus service daily. A shuttle bus between Jefferson School and the summer school sites would be retained.

Ms. Betts said the projected budget is a \$6,000 positive balance with a class fee increase and a \$1500-2000 loss if the class fee is kept the same. If the District needs to close summer school for bad weather or other reason, students and staff will be alerted by 6:30 a.m. using the *Alert Now* automated phone system. These changes would be included in teachers' contract language.

The Board discussed principal costs, date alignment with District 207, and class fees at length.

ACTION ITEM 11-11-3

Action Item  
11-11-3

It was moved by Board member Lawson and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the recommendation of dates, amended \$100 class fee, and recommended locations for the 2012 Summer Interim Session. The votes were cast as follows:

AYES: Lawson, Uhlig, Fioretto, Zimmerman, Heyde

NAYS: Borrelli, Collins

PRESENT: None

ABSENT: None

The motion carried.

It was moved by Board member Fioretto and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, to approve amended dates, amended class fee of \$100, and recommended locations for the 2012 Summer Interim Session. The votes were cast as follows:

AYES: Borrelli, Uhlig

NAYS: Collins, Heyde, Zimmerman, Fioretto, Lawson

PRESENT: None

ABSENT: None

The motion failed.

It was moved by Board member Borrelli and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the recommended dates, amended class fee of \$100, and recommended locations for the 2012 Summer Interim Session. The votes were cast as follows:

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

NAYS: Borrelli

PRESENT: None

ABSENT: None

The motion carried.

**FIRST READING OF: POLICY ISSUE 76, JUNE 2011  
OMITTING 5:125 AND 5:170**

First Reading of:  
Policy Issue 76, June  
2011 Omitting 5:125  
and 5:170

The Board asked for clarification on Policies 2:130, 4:170 and 6:130. The Board will be asked to approve the Policy at the next Board meeting.

**CONSENT AGENDA**

Consent Agenda

Dr. Stringer responded to Board questions about the hiring of an interim principal. Board members acknowledged Roosevelt School Principal Dr. Dwyer for raising funds for its proposed new outdoor running track, also saying it will be great for students and the community.

**A. Personnel Report**

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



B. Bills, Payroll and Benefits

10 - Education Fund-----	\$ 903,272.09
20 - Operations and Maintenance Fund -----	174,223.52
30 - Debt Services-----	-
40 - Transportation Fund -----	118,193.27
60 - Site and Construction Fund -----	-
80 -Tort Immunity Fund -----	8,682.01
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 106155, 106188-106424

Total: \$ 1,204,370.89

Payroll for Month of October, 2011

10 - Education Fund -----	\$ 3,529,240.60
20 - Operations and Maintenance Fund -----	209,495.78
40 - Transportation Fund -----	-
50 - IMRF/ FICA Fund -----	157,577.68
80 - Tort Immunity Fund-----	-

Checks Numbered: 2003 – 2530

Direct Deposit: 900002188 - 900003406

Total \$ 3,896,314.06

C. Acceptance of FY11 Audit

D. Acceptance of Roosevelt PTO Donation (track)

E. Approval of Financial Update for the Period Ending October 31, 2011

F. Approval to Prepare Early Childhood Construction Grant Application

G. Destruction of Audio Closed Minutes

**ACTION ITEM 11-11-4**

It was moved by Board member Fioretto and seconded by Board member Zimmerman that the Board of Education of Community Consolidated

Action Item  
11-11-4

School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of November 14, 2011, which includes the Personnel Report, Bills, Payroll and Benefits, Acceptance of FY11 Audit, Acceptance of Roosevelt PTO Donation (track), Approval of Financial Update for the Period Ending October 31, 2011, and Destruction of Audio Closed Minutes. The votes were cast as follows:

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

NAYS: Uhlig

PRESENT: None

ABSENT: None

The motion carried.

## **APPROVAL OF MINUTES**

Approval of  
Minutes

### **ACTION ITEM 11-11-5**

Action Item  
11-11-5

It was moved by Board member Collins and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the Committee-of-the-Whole Minutes of October 17, 2011 and Regular Meeting Minutes of October 24, 2011. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

## **OTHER ITEMS OF INFORMATION**

Other Items of  
Information

Dr. Bender noted a Freedom of Information (FOIA) request. The Board decided to eliminate the November 28<sup>th</sup> meeting and move the MTSEP discussion to the agenda for the December 19, 2011 meeting.

The Board discussed flooding issues at Carpenter School. Addressing this is still the Board's intention even though it will be included in the 2012-2013 budget. Information on the Carpenter site plan will be on the December 12, 2011 Board meeting agenda.

## **TOUR OF CARPENTER SCHOOL AUDITORIUM**

Tour of Carpenter  
School Auditorium

Adjournment

## ADJOURNMENT

At 10:00 p.m., it was moved by Board member Zimmerman and seconded by Board member Borrelli to adjourn to closed session to discuss matters of: collective bargaining and performance of employee not to reconvene in open session. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

The regular Board meeting adjourned from closed session at 10:10 p.m.

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President

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Secretary

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

Board of Education Agenda  
Special Board Meeting  
Monday, December 19, 2011  
Raymond Hendee Educational Service Center  
164 South Prospect 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, December 19, 2011**

## TIME

## APPENDIX

- 6:30 p.m.      **Meeting of the Board Convenes**
- Roll Call
  - Introductions
  - Opening Remarks from President of the Board
  - **Public Comments**
  - **Adoption of Final 2011 Levy Resolution #1077 and Resolution #1078 for the Reduction of Certain Fund Levies**      **A-1**
    - Business Manager      Action Item 11-12-3
  - **Acceptance of District Maintenance Plan**      **A-2**
    - Fanning Howey      Action Item 11-12-4
  - **Approval to Design and Bid 2012 Capital Projects**      **A-3**
    - Superintendent      Action Item 11-12-5
  - **MTSEP Review**      **A-4**
    - Director of Pupil Services
  - **Board Adjourned to Closed Session – Performance of Employee**  
5 ILCS 120/2(c)(1).
  - **Adjournment**

Next Meeting:      **Monday, January 23, 2011**  
6:30 p.m. Committee-of-the-Whole: 21<sup>st</sup> Century Learning  
7:30 p.m. Regular Board Meeting  
Jefferson School  
8200 Greendale  
Niles, IL 60714

### January 23, 2012 – Jefferson

Committee-of-the-Whole – 6:30 p.m. – 21<sup>st</sup> Century Learning

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

- Present Final Calendar for 2012-13 & Tentative Calendars for 2013-14 & 2014-15
- Update on Technology Coaches
- Approval of December Financials

Closed Session – to follow Regular Board Meeting

February 13, 2012

Committee-of-the-Whole: Finance – 7:00 p.m.

February 27, 2012 – Field

Regular Board Meeting – 7:30 p.m.

- Crisis Plan Presentation
- Discuss Class Size Guidelines
- Adopt Final Calendar for 2012-13 & Tentative Calendars for 2013-14 and 2014-15
- Approval of January Financials

March 12, 2012 – Lincoln

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 2 (Facility Master Plan)
- Discussion: 2012-13 Student Fees
- Dismissal of Staff
- Strategic Plan Progress Report #2 – 2011-12
- Approval of February Financials

April 9, 2012

Committee-of-the-Whole: Strategic Plan Year 3 - 2012-13 Proposal – 7:00 p.m.

April 23, 2012 – Roosevelt

Regular Board Meeting – 7:30 p.m.

- Approval of 2012-13 Student Fees
- Award Contract for Roosevelt School Track

TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget

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.

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

Board of Education Agenda  
Monday, January 23, 2012  
Jefferson School  
8200 Greendale Avenue  
Niles, Illinois

*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 23, 2012**

## TIME

## APPENDIX

- |           |   |   |
|-----------|---|---|
| 6:30 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> <li>• Board Adjourns to a Committee-of-the-Whole: 21<sup>st</sup> Century Learning</li> </ul>  |   |
| 7:30 p.m. | <ul style="list-style-type: none"> <li>• Board Adjourns from Committee-of-the-Whole and Resumes Board Meeting</li> <li>• Public Comments</li> <li>• Update on Technology Coaches<br/>-- Director of Technology</li> <li>• Present Final Calendar for 2012-13 &amp; Tentative Calendars 2013-14 and 2014-15<br/>--Superintendent</li> <li>• Adoption of Resolution # Designating the Superintendent to Begin Preparation of a Tentative Budget for the 2012-2013 Fiscal Year<br/>-- Business Manager</li> <li>• Consent Agenda -<br/>-- Board President               <ul style="list-style-type: none"> <li>• Personnel Report</li> <li>• Bills and Payroll</li> <li>• Release of Closed Minutes</li> <li>• Approval of Financial Update for the Period Ending December 31, 2011</li> <li>• Destruction of Audio Closed Minutes</li> </ul> </li> <li>• Approval of Minutes<br/>-- Board President               <ul style="list-style-type: none"> <li>• Special Board Meeting Minutes ..... December 19, 2011</li> </ul> </li> </ul> | <p>A-1</p> <p>A-2</p> <p>A-3</p> <p>Action Item 12-01-1</p> <p>Action Item 12-01-2</p> <p>A-4</p> <p>Action Item 12-01-3</p> <p>A-5</p> |

- Closed Session Minutes ..... December 19, 2011
- Regular Board Meeting Minutes ..... December 12, 2011
- Closed Session Minutes ..... December 12, 2011

• **Other Items of Information**

A-6

-- Superintendent

- Upcoming Agenda
- Memorandum of Information
- Minutes of Board Committees
- Traffic Safety Meeting Minutes of December 13, 2011
- Other (none)

• **Board Adjourned to Closed Session**

**Next Meeting:** Monday, February 13, 2012  
 7:00 p.m. – Committee-of-the-Whole: Finance  
 Raymond Hendee ESC  
 164 S. Prospect Avenue  
 Park Ridge, IL 60068

February 13, 2012

Committee-of-the-Whole: Finance – 7:00 p.m.

February 27, 2012 – Field

Regular Board Meeting – 7:30 p.m.

- Crisis Plan Presentation
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## MEMORANDUM OF INFORMATION

#012

2011-2012

TO: Board Members  
Philip Bender, Superintendent

FROM: Rebecca J. Allard and Leslye Lapping, Co-Chairs 

DATE: December 12, 2011

RE: 2011 District 64 Employee Campaign for the Park Ridge Community Fund

It is our pleasure to report that District 64 employees and retirees have contributed \$13,873.70 to the 2011 Park Ridge Community Fund campaign. 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 tickets. In all, 342 employees and retirees 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, Glenna Pearson, Christine Perille; **Field:** Maryann Arsenijevic and Joani Heavey; **Franklin:** Lenore Franckowiak and Susan Rice; **Jefferson:** Kathy Hirsch and Sue Luif; **Roosevelt:** Bobby Pallasch, Sandy Christman and Janet Wiemerslage; **Washington:** Nicky Lohens and Janet Johnson; **Emerson:** Cindy Davies and Valerie Halsted; **Lincoln:** Cathy Mayer and Sue Herman; and, **ESC:** Becky Allard and Peggy Morgan.

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 and retirees 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**

#013

2011-12

**TO:** Board Members  
Philip Bender, Superintendent

**FROM:** Rebecca J. Allard, Business Manager

**DATE:** December 12, 2011

**RE:** Update – Uptown TIF Agreement



On Wednesday, November 30, 2011, the District received the annual TIF payment from the City of Park Ridge. The District received the following distribution:


Annual Distribution	\$489,519.00
New Student Allocation	\$ 71,121.05
Re-payment of Loan	<u>\$ 90,000.00</u>
Total	\$650,640.05

In addition, the City of Park Ridge has stated that the City and the Districts (64 & 207) will need to discuss modifications to the agreements. The City stated that the TIF is not generating enough funds to cover the debt service and intergovernmental agreements. They raised the ongoing concern that the General Fund continues to have to support the TIF each year.

The annual Joint Review Board meeting will be held in January and additional meetings will be scheduled with each of the districts to determine how we will move forward.

**Memorandum of Information                      #014                      2011-12**

TO:                      Board of Education

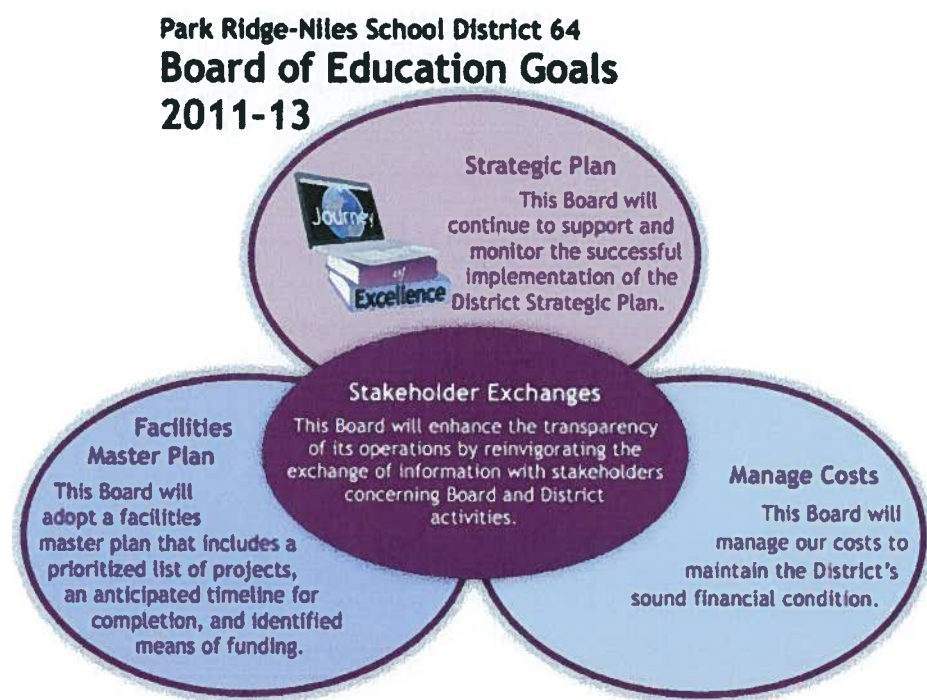
FROM:                  Dr. Philip Bender, Superintendent  
Bernadette Tramm, Public Information Coordinator 

DATE:                  December 12, 2011

RE:                      Suggested Timeline for 2011-13 Board Goal on Communication

**Background**

At the October 24 meeting, the Board discussed a set of proposed plans to provide measures for its communications goal to "enhance the transparency of its operations by reinvigorating the exchange of information with stakeholders concerning Board and District activities." The communications goal is one of four adopted by the Board:



The report included a summary of research; a situation analysis; a listing of stakeholders; suggested objectives, strategies and tactics; and evaluation methods. (Attachment 1) The plans are intended to augment, not supplant, the District 64's ongoing communications program.

**Recommended Timeline**

This memo is intended to offer a timeline to implement the suggested activities over the Board's two-year goal cycle. At the Board's request, the items have been

ranked. The suggested pacing also keeps in mind other District demands on Board members' time and the ongoing responsibilities of District personnel needed to carry out these activities.

For easy reference, the plan has been consolidated into a chart, which also identifies the target audiences, person(s) responsible for the task, timing, potential budget, and evaluation. (Attachment 2)

### **Next Steps**

Work has already been completed or is now underway on several of the initiatives. In particular, enhancements to the District's website are in final planning. The District has been working with its website provider on a major upgrade as part of our ongoing service relationship. We believe the enhanced navigation and added features will benefit users of both the District and all eight school sites. We expect to launch this revision in early 2012.

Because they are driven by both planned as well as unforeseen events, District 64 communications efforts do evolve from day-to-day. Adjustments to the schedule and specific tasks will be inevitable as the District and Board respond to changes. The plan, however, should provide a resilient framework to guide these efforts.

Going forward, we will be requesting the Board's involvement in activities that require Board member participation, and will update the Board as other activities are completed. As one of the Board's four goals, communications also will be included in the periodic progress review of goals and measures.

We look forward to working with the Board to implement these activities, and believe that they will successfully meet the Board's goal of reinvigorating its exchange of information with stakeholders.

**Attachment 1**  
*(NOTE: Goal graphic exhibits  
have been omitted)*

Appendix 3

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, 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 Communications Goal**  
**December 12, 2011**

- **Key to audiences:** C=Community; S=District 64 Staff; P=Parents; N=News media; B=Businesses; G=Government
- **Key to personnel:** BOE=Board of Education; Supt.= Superintendent; PIC = Public Information Coordinator; ESC Team= Superintendent & District administrators
- **Budget:** The cost is contained within the District's ongoing communications plan unless otherwise noted.

### Research

Research Method	Audience	Timeline	Personnel/Budget	Evaluation
Baseline survey of local residents on preferred ways to receive news of District 64 as well as perceptions about the schools and the District's finances. This would be an Internet-based survey linked through the District 64 website.	P, C, S	Q 1 2012	PIC/Technology Director	Findings from this local research will be used to edit the objectives and specific strategies.
Formal telephone survey of community residents on similar topics.	P, C, S	Q 1-2 2013	PIC in conjunction with outside vendor – cost TBD	Findings will help determine effectiveness of outreach efforts.

### Evaluation

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

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

- Google Analytics tracking of BOE pages and other items on District/ school websites
- Tracking of email, phone, website inquiries
- Statistics on social media use
- Evidence of communication efforts (news releases, school newsletter announcements, publications, presentations, etc.)
- Surveys of participants at planned outreach sessions
- News media coverage clippings

- Feedback from PTO/A Presidents groups and others
- Information from focus groups sessions

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

<b>Tactic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Personnel/Budget</b>
Utilize District 64 website more extensively to provide access 24/7 to Board meeting activities: <ul style="list-style-type: none"> <li>▪ post videotapes of all sessions</li> <li>▪ continue posting of all reports and materials for each meeting</li> <li>▪ post an annual timeline of expected agenda items</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ Q3 2011 Meeting videos now being posted.</li> <li>▪ Q2 2012 As part of Strategic Plan Strategy I, explore paperless BOE packets.</li> <li>▪ Q1 2012 Work with ESC Team to develop annual calendar.</li> </ul>	PIC/Technology Director /Supt/ ESC Team
Distribute "Highlights" of Board meetings via email and on website	P, S, N, C, E-News	Q1 2012	PIC
Acknowledge correspondence/ phone calls/ emails received from community at start of each BOE meeting	All	Q2 2012	BOE/ Supt.
Spotlight unique features of "on location" meetings at neighborhood schools:  Publicize opportunity for easy participation.  Invite school PTO/As to present brief public comments when on location.  FURTHER EVALUATE: When possible, schedule an informal open house/ ask a Board member question before on location meetings ("listening post").	P, C, S	Q1&2 2012:  Q 1 2012 School website announcement  Q1 2012 Portable outdoor signage at school  Q1 2012 List Serv invitation to parents and school newsletter announcement  Q3 2012 Postcard to residents (mail carrier routes)  Q3 2012 PTO/ A briefings	PIC/ Director of Facility Management/ Principals & Webmasters/ PTO/ As/BOE

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

<b>Tactic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Personnel/Budget</b>
Feature a Board President letter on the website and a direct "submit a comment/question" form	All	Q2 2012	BOE President/PIC
Seek periodic placements of Board President message in local news outlets	All	Q2 2012 & periodically thereafter	BOE President/PIC
Schedule Board member presentations annually at school PTO/A meetings	P, S	2012-13	PTO/As, BOE President
Author periodic column in school newsletters			
Board members attend each Facility Master Plan meeting at schools	P,S	2012-13	BOE
Continue Board member school visits in advance of on location meetings	S	Ongoing	
Continue Board member liaison outreach to stakeholder groups (PTO/A Presidents group, etc.)	P, S, C	Ongoing	
Host a meeting with elected officials on school finance concerns	G, N, C	2012-13	Supt/BOE

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

<b>Tactics</b>	<b>Audience</b>	<b>Timeline</b>	<b>Personnel/Budget</b>
Prepare a "Referendum +5: State of District 64" coordinated message to be shared in multiple ways <ul style="list-style-type: none"> <li>BOE members use short presentation at scheduled outreach meetings with stakeholder groups and key communicators</li> <li>Narrated version of presentation posted to website for ongoing access</li> <li>Printed report mailed to all residents</li> <li>Special news media briefing by Board President/Superintendent</li> </ul>	C, S, P, N, G	Q2 -4 2012	BOE/Supt/ ESC Team/PIC

<p><b>FURTHER EVALUATE:</b></p> <ul style="list-style-type: none"> <li>▪ Host "ABCs of School Finance" presentation by outside expert and include District 64 component</li> <li>▪ Outreach to others who care about District 64 financial health (private/parochial schools)</li> <li>▪ Utilize other special outreach efforts (Farmer's Market, coffee sessions, etc.)</li> </ul>		
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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 efforts.

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

Tactics	Audience	Timeline	Personnel/Budget
Promote RSS feature for news postings	All	Q 1 2012	PIC
Expand use of events calendar	All	Q1-2 2012	Technology Director/ District & school webmasters
Highlight availability of person-to-person access for help and questions through email or phone.	All	Q 1 2012	BOE/Supt/ ESC Team/PIC
Provide responses to FAQ for finance and student learning topics.	All	Q 2 2012	BOE/Supt/ ESC Team/PIC
Create a District 64 news blog to provide more frequent, shorter updates	All	Q 2-3 2012	PIC
Add "in the news" page linking to news media coverage of District 64 school events	All	Q 2-3 2012	PIC/Office of Supt
Create a Twitter account to drive followers to website for more information.	All	Q 2-3 2012	PIC/Technology Director