

# 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.*

*At 6:15 p.m. a group of District 64 middle school students will present an array of holiday music.*

**Monday, December 19, 2011**

## 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></ul> |                     |
|           | <b>• Public Comments</b>  |                     |
|           | <b>• Adoption of Final 2011 Levy Resolution #1077 and Resolution #1078 for the Reduction of Certain Fund Levies</b>                       | <b>A-1</b>          |
|           | -- Business Manager   | Action Item 11-12-3 |
|           | <b>• Acceptance of District Maintenance Plan</b>  | <b>A-2</b>          |
|           | -- Fanning Howey  | Action Item 11-12-4 |
|           | <b>• Discussion/Approval to Design and Bid 2012 Capital Projects</b>  | <b>A-3</b>          |
|           | -- Superintendent   | Action Item 11-12-5 |
|           | <b>• MTSEP Review</b>   | <b>A-4</b>          |
|           | -- Director of Pupil Services   |                     |
|           | <b>• Consent Agenda</b>   | Action Item 11-12-6 |
|           | -- Board President  | <b>A-5</b>          |
|           | <ul style="list-style-type: none"><li>• Accounts Payable Bills</li></ul>  |                     |
|           | <b>• Board Adjourned to Closed Session – Performance of Employee 5 ILCS 120/2(c)(1).</b>  |                     |

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.

## **2011 PROPERTY TAX LEVY**

Attached is the proposed resolution for the levy of taxes for the year 2011. This is an estimate and the final levy will not be known until the fall of 2012. The proposed levy will be subject to the Property Tax Extension Limitation Law.

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

### **ACTION ITEM 11-12-3**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the attached Resolution #1077 Providing For A Levy Of Taxes For The Year 2011 and Resolution #1078 Authorizing Reduction Of Certain Fund Levies For The 2011 Levy Year. These resolutions and supporting documentation will be filed with the Cook County Clerk's office.

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

AYES:

NAYS:

ABSENT:

December 19, 2011

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

I, John Heyde, the duly qualified and presiding officer of the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, do hereby certify that the 2011 tax levy of Community Consolidated School District No. 64, attached hereto, was adopted in full compliance with the provisions of Sections 18-60 through 18-85 of the Illinois Truth in Taxation Law.

IN WITNESS THEREOF, I have placed my official signature this 19th day of December, 2011.

\_\_\_\_\_  
John Heyde, Board President  
Board of Education  
Community Consolidated School  
District No. 64  
Cook County, Illinois

ATTEST:

\_\_\_\_\_  
Eric Uhlig, Board Secretary

STATE OF ILLINOIS)

) ss.

COUNTY OF COOK)

CERTIFICATE

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

I do further certify that the attached is a true and complete copy of a resolution entitled "Providing For A Levy Of Taxes For The Year 2011" which was passed by the Board of Education at a meeting held on the 19th day of December, 2011.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19th day of December, 2011.

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Eric Uhlig, Secretary, Board of Education

**RESOLUTION #1077 OF COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT 64  
COOK COUNTY, ILLINOIS, PROVIDING FOR A  
LEVY OF TAXES FOR THE YEAR 2011**

**WHEREAS**, it is necessary for the Board of Education of the District to ascertain how much money must be raised by a special tax for the 2011 year for educational purposes, for operations, building and maintenance purposes, for transportation purposes, for working cash purposes, for municipal retirement purposes, for social security purposes, for tort immunity purposes, for special education purposes and file a certificate as to such amount with the County Clerk of Cook County, Illinois.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, that there be and there is levied on the equalized assessed valuation of the taxable property of said District for the year 2011 a special tax of \$46,231,952 for educational purposes; \$8,076,508 for operations and maintenance purposes; \$1,440,569 for transportation purposes; \$504,086 for working cash; \$926,080 for municipal retirement purposes; \$926,080 for social security purposes; \$705,720 for tort immunity purposes; \$508,436 for special education purposes.

Be It Further Resolved that the President and Secretary of the Board of Education be and they are hereby authorized and directed forthwith to execute and file with the County Clerk of Cook County, Illinois, a certificate of tax levy for the year 2011 for a levy in the amounts aforesaid.

ADOPTED this 19th day of December 2011.

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

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

Original: ☒   
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION  
School Business Services Division  
217/785-8779

CERTIFICATE OF TAX LEVY

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

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

Amount of Levy

Educational	\$ 46,231,952
Operations & Maintenance	\$ 8,076,508
Transportation	\$ 1,440,569
Working Cash	\$ 504,086
Municipal Retirement	\$ 926,080
Social Security	\$ 926,080

Fire Prevention & Safety *	\$ 0
Tort Immunity	\$ 705,720
Special Education	\$ 508,436
Leasing	\$ 0
Other	\$ 0
Other	\$ 0
Total Levy	\$ 59,319,431

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

See explanation on reverse side.

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

We hereby certify that we require:

the sum of 46,231,952 dollars to be levied as a special tax for educational purposes; and  
the sum of 8,076,508 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 1,440,569 dollars to be levied as a special tax for transportation purposes; and  
the sum of 504,086 dollars to be levied as a special tax for a working cash fund; and  
the sum of 926,080 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 926,080 dollars to be levied as a special tax for social security purposes; and  
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 705,720 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 508,436 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year \_\_\_\_\_.

Signed this 19 day of DEC 20 11.

(President)

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

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

Number of bond issues of said school district that have not been paid in full 2.

(Detach and Return to School District)

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

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

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

(Signature of County Clerk)

(Date)

(County)

**RESOLUTION #1078 AUTHORIZING REDUCTION OF  
CERTAIN FUND LEVIES FOR THE 2011 LEVY YEAR**

WHEREAS, on December 19, 2011, the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois ("School District") did adopt a certificate of tax levy for the 2011 levy year for filing with the County Clerk of Cook County ("County Clerk"); and

WHEREAS, the County Clerk has previously notified each Cook County taxing district which is subject to the Property Tax Extension Limitation Law ("PTELL") that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2011 levy year to meet the requirements of the PTELL.

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

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

Section 2. That the Board of Education hereby authorizes and directs the County Clerk to make the necessary reductions to the School District's tax levy for the 2011 levy year in order that the levies by fund be reduced to meet the requirements of the PTELL in the following priority order and by the following percentages/ amounts:

1<sup>st</sup> – Education up to 100%

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

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

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

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

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

Adopted this 19<sup>th</sup> day of December, 2011.

\_\_\_\_\_  
John Heyde, President, Board of Education

ATTEST:

\_\_\_\_\_  
Eric Uhlig, Secretary, Board of Education

#1078

STATE OF ILLINOIS       )  
                                      ) SS  
COUNTY OF COOK        )

**CERTIFICATION**

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

I do further certify that attached hereto is a true and correct copy of a resolution entitled "Resolution Authorizing Reduction of Certain Fund Levies for the 2011 Levy Year" duly adopted by the Board at a public meeting conducted on December 19, 2011.

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

IN WITNESS WHEREOF, I hereunto affix my official signature, this 19<sup>th</sup> day of December, 2011.

\_\_\_\_\_  
Eric Uhlig, Secretary, Board of Education

PARK RIDGE SCHOOL DST 64  
tax levy

ADORDERNUMBER: 0000182943-01

PO NUMBER: tax levy

AMOUNT: \$165.60

NO OF AFFIDAVITS: 1

**Sun Times Media  
Pioneer Press  
Certificate of Publication**

State of Illinois - County of

Pioneer Press, does hereby certify it has published the attached advertisements in the following secular newspapers. All newspapers meet Illinois Compiled Statute requirements for publication of Notices per Chapter 715 ILCS 5/0.01 et seq. R.S. 1874, P728 Sec 1, EFF. July 1, 1874. Amended by Laws 1959, P1494, EFF. July 17, 1959. Formerly Ill. Rev. Stat. 1991, CH100, Pl.

Note: Notice appeared in the following checked positions.

**PUBLICATION DATE(S):** 12/01/2011

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Park Ridge Herld-Adv

RECEIVED

DEC 7 2011

ACCOUNTS PAYABLE

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this Certificate to be signed and notarized

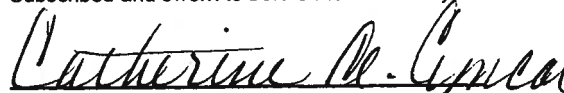
By



David Fontechia

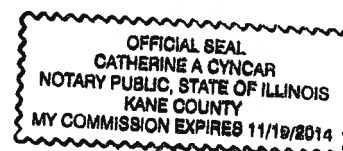
Account Manager - Public Legal Notices

Subscribed and sworn to before me this 1st Day of December 2011 A.D.



Notary Public

PARK RIDGE SCHOOL DST 64  
164 S PROSPECT AVE  
PARK RIDGE, IL 60068-4035



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

- I. A public hearing to approve a proposed property tax levy for Community Consolidated School District No. 64 for 2011 will be held on Monday, December 12, 2011, at 7:00 p.m. at the Raymond E. Hendee Education Service Center, 164 S. Prospect Avenue, Park Ridge, Illinois 60068.  
Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Rebecca J. Allard, Business Manager, 164 S. Prospect Avenue, Park Ridge, IL at (847) 318-4324.
- II. The corporate and special purpose property taxes extended or abated for the year 2010 were \$56,502,701.  
The proposed corporate and special purpose property taxes to be levied for 2011, are \$59,319,431. This represents a 4.99% increase over the previous year.
- III. The property taxes extended for debt service for 2010 were \$2,991,030.  
The estimated property taxes to be levied for debt service for 2011 are \$2,987,250. This represents a 00.13% decrease over the previous year.
- IV. The total property taxes extended or abated for 2010 were \$59,493,731.  
The estimated total property taxes to be levied for 2011, are \$62,306,681. This represents a 4.73% increase over the previous year's total levy.

AD#182943, Pub: 12-1-11

**Acceptance of District Maintenance Plan**

**ACTION ITEM 11-12-4**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, accept the District Maintenance Plan dated December 12, 2011 in generality.

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

AYES:

NAYS:

PRESENT:

ABSENT:



## MEMORANDUM

To: Park Ridge-Niles CCSD 64 Board of Education Members  
Date: December 19, 2011  
From: Keri VanSant  
Subject: Facility Master Planning  
Project No.: 211056.00

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Regarding the costs to replace the heating plant at Carpenter Elementary School, we offer the following:

1. For budgetary purposes, the estimated cost to replace the single non-compliant boiler will be approximately \$150,000. This would involve a 21st century boiler system design that would work more efficiently to meet the building heating load. These smaller boilers would be installed in the location of the non-compliant boiler. It is intended that the remaining older boiler would be left in place as a back-up, or secondary means of heat.
2. For budgetary purposes, the estimated cost to replace both steam boilers with an equivalently sized boiler plant will be approximately \$250,000.



## MEMORANDUM

To: Park Ridge-Niles CCSD 64 Board of Education Members  
Date: December 19, 2011  
From: Keri VanSant  
Subject: Facility Master Planning  
Project No.: 211056.00

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With regard to providing facility equity across the District, in addition to providing ultimate comfort and an improved learning environment for teaching and learning, Fanning Howey recommends that the 5 maintenance items, as presented on December 12, 2011, remain as the high-priority projects, when evaluated on a District-wide scale.

With regard to the request to remove the equity and air conditioning components and to reevaluate the former recommended top 5 priority items, Fanning Howey provides the following recommendations:

1. Repair of the existing ventilation air-handling units and duct systems, and replacement of both steam boilers, at Carpenter Elementary School. For budgeting purposes, the cost of construction is expected to be approximately \$430,000. In addition, it is anticipated that the remaining project costs (soft costs, general conditions, and contingencies) may be approximately \$167,700.
- 2A. New condensing hot water boiler system upgrades for Franklin Elementary School. For budgeting purposes, the cost of construction is expected to be approximately \$590,000. In addition, it is anticipated the remaining project costs may be approximately \$230,100.
- 2B. Underground stormwater detention and site drainage improvements for Carpenter Elementary School. For budgeting purposes, the cost of construction is expected to be approximately \$1,603,700. In addition, Fanning Howey anticipates the remaining project costs may be approximately \$625,443.
4. Replacement of existing steam boilers at Lincoln Middle School. For budgeting purposes, the cost of construction is expected to be approximately \$560,000. In addition, it is anticipated that the remaining project costs may be approximately \$218,400.
5. Replacement of the existing steam boilers and implementation of the remaining items from the Health/Life Safety Survey, including roof replacement, at Field Elementary School. For budgeting purposes, the cost of construction is expected to be approximately \$928,800. In addition, Fanning Howey anticipates the remaining project costs may be approximately \$362,232.

Aside from providing facility equity, poor ventilation and air quality are of a significant concern within Carpenter Elementary School. In addition and as indicated in the Mechanical Systems Assessment Report, due to the lack of control of the existing air-handling units, there is minimal ventilation air being brought into the building during occupied periods. In order to correct these conditions, the existing air-handling units must be modified, or new air-handling units must be installed, including new ducted return and relief air systems installed throughout the attic spaces. Please note that simply providing additional ventilation air will not solve the issue of high humidity levels. This should be considered when intending to provide overall improvement to the air quality within the learning environment. With that said, it is Fanning Howey's position that proposing mechanical upgrades that only address increased ventilation and the replacement of the heating plant would not be the most effective use of the District's dollars. If the decision is to be made to provide a new heating and ventilating system, cooling should be part of the system design and operation.

Item 2A, at Franklin Elementary School, addresses the boiler replacements and the upgrade to a condensing hot water boiler heating system within the building. Due to the age of the existing system equipment and the poor condition of the steam condensate return piping, forecasting how long this system will continue to operate cannot be achieved with any certainty. Furthermore, the replacement of this heating equipment will allow for the installation of a more efficient system.

Item 2B, regarding the existing condition of the site at Carpenter Elementary School, and the inability for students to make use of 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. Outdoor physical education is an important component to a good educational curriculum. It is important for students to be able to utilize the surrounding site as an extension of the classroom and as an additional resource for providing a great education.

The boiler replacements at Lincoln Middle School, will address the aged boiler systems within the building. Due to the age of the existing system equipment, forecasting how long this system will continue to operate cannot be achieved with any certainty. Being proactive in replacing these units would alleviate any concerns with being unable to adequately heat the building. As previously mentioned, the replacement of this heating equipment will allow for the installation of more efficient units.

With the understanding that the equity and air conditioning components have been removed from the above-mentioned recommendations, Fanning Howey's position that the replacement of the existing steam boilers, in conjunction with the completion of remaining Health/Life Safety items, would be of a higher priority than providing an upgrade to the entire mechanical system at Field Elementary School. Because classrooms are currently provided with ventilation from unit ventilators, and due to the age of the existing heating plant, it is Fanning Howey's position that it would be a more effective use of District dollars to provide for boiler replacements and resolve the remaining items from the Health/Life Safety Survey. This implementation would include the completion of items such as roof and gutter systems replacement, tuckpointing brick, interior stair renovations, replacing miscellaneous doors and hardware, and firesealing penetrations, etc.

**Approval to Design and Bid 2012 Capital Projects**

**ACTION ITEM 11-12-5**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, give approval to design and bid specs for the following 2012 capital projects:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education  
Philip Bender, Superintendent

From: Rebecca Allard, Business Manager

Date: December 19, 2011

Subject: Cost of Borrowing to Fund Capital Projects

There are two forms of borrowing the Board may consider to fund capital improvement projects. The type of borrowing where repayment is from the operating funds is called *Debt Certificates* and the type of borrowing where repayment is from the Debt Service Fund (*outside the tax cap formula*) is the *Debt Service Extension Base*.

Debt Certificates count against the district debt limit and require the Board to approve a resolution authorizing the issuance of debt. This type of borrowing is not subject to a public hearing or petition period. Examples of the cost of borrowing under this method are:

Type of Borrowing	Amount of Borrowing	Repayment Years	Interest Rate	Interest Cost	Repayment Fund	Average Annual Repayment
Debt Certificates	\$10,000,000	5	1.909%	\$402,682	Operations & Maintenance	\$2.08 Million
Debt Certificates	\$10,000,000	10	2.303%	\$1,127,649	Operations & Maintenance	\$1.13 Million

Debt Service Extension Base (DSEB) is the amount of annual principal and interest a school district can use to repay non-referendum general obligation bonds. This type of borrowing is subject to a public hearing and petition period. Examples of the cost of borrowing under this method are:

Type of Borrowing	Amount of Borrowing	Repayment Years	Interest Rate	Interest Cost	Repayment Fund	Average Annual Repayment	Tax Rate
Debt Extension	\$9,000,000	5	1.935%	\$559,631	Debt Service	\$1.91 Million	\$0.09
Debt Service Extension Base	\$10,000,000	6	1.921%	\$629,594	Debt Service	\$1.77 Million	\$0.09
Debt Service Extension Base	\$10,000,000	10	2.302%	\$1,293,370	Debt Service	\$1.13 Million	\$0.06

To: Board of Education  
Dr. Philip Bender

From: James Even, Director of Pupil Services

Date: December 19, 2011

Re: Review of District 64 Plans for Maine Township Special Education  
Program (MTSEP) Dissolution

**Background**

MTSEP was originally formed in 1963 by four school districts: Maine Township High School District 207; Des Plaines Community Consolidated School District 62; East Maine School District 63; and Park Ridge-Niles School District 64. Since its inception, MTSEP's overriding mission has been to serve students when there were not enough students in one given district to efficiently provide services. After considerable review, discussion and cooperation, the four member districts agreed to dissolve the program at the end of the current fiscal year. At the July 11, 2011 meeting, the District 64 Board officially approved the resolution to dissolve; the boards of the other districts also have done so.

**Current Status**

District 64 has been working with the Illinois State Board of Education (ISBE) on the transition process, and is preparing plans to be presented in April for approval to the ISBE's Illinois State Advisory Council on the Education of Children with Disabilities (ISAC). Once this is completed, MTSEP will be dissolved and District 64 granted stand alone status effective July 1, 2012. At that time, the responsibilities of MTSEP detailed below will become the responsibility of District 64. They are as follows:

▪ **Program Services**

- Occupational Therapy (OT) and Physical Therapy (PT) services
- Early Childhood Diagnostic Team (3- to 5-year olds)
- Assistive technology
- Augmentative communication
- Vision diagnostic and school-based services
- Hearing diagnostic and school-based services
- Staff development
- Low incidence and out of District coordination

▪ **Administrative Services**

- Individuals with Disabilities Education Act (IDEA) grant
- Personnel grant
- Funding for Students with Disabilities grant
- Orphanage Act Grant
- Regular education 18-3 Orphanage Act Grant (Park Ridge Youth Campus)
- Funding and Child Tracking System (FACTS) via Harrisburg Project/ ISBE and IePoint
- Kids program Master Contract (IEP server)
- SEPTRAN (Special Ed Transportation) Master Contract

The following sections of this report identify how District 64 proposes to deliver all of these services when it shifts to stand alone status.

### **PROGRAM SERVICES**

#### **▪ Occupational Therapy (OT) & Physical Therapy (PT)**

District 64 has purchased the services of 4.0 FTE OT and 1.2 FTE PT (5.2 FTE total) from MTSEP for the past school year. This amount adjusts annually based upon student need.

District 64 also purchases Early Childhood Diagnostic services from East Maine District 63. Included in this cost are the services of a .4 FTE OT. District 64 will need to assume this responsibility.

► *District 64 is proposing that we post 4.4 FTE OT positions and 1.2 FTE PT positions for the 2012-13 school year. This is a preliminary estimate and may change when student needs are better known in the Spring of 2012.*

#### **▪ Early Childhood Diagnostic Team (ECDT)**

The MTSEP ECDT currently provides the following services for District 64:

- Developmental screening for all children aged 3-5, not yet attending.
- Speech and language screening for all children aged 3-5, not yet attending kindergarten. The screening includes a hearing screening, parent intake and administration of the speech-language portion of a formal screening instrument.
- Play-based assessments for children who do not pass the screening.
- Formal assessments for children, generally 4 years or older, who do not pass the screening and can participate in a structured assessment.
- Individualized Education Program (IEP) meetings are scheduled for each student who is seen for either a play-based or formal assessment.
- Birth-to-3 screenings are conducted in the fall and spring of each school year as part of Child Find.
- Child Find activities to ensure that outside agencies, including private preschools, day care centers, families, and other individuals working with preschoolers, are aware of the screening services available.
- Collection of state Early Childhood Data, including Early Childhood Outcomes and Student Information System (SIS) data.
- Administration of the Early Childhood Extended School Year Program for all District 64 early childhood students currently attending MTSEP programs.
- Transition from Early Intervention Services to Early Childhood Services. ECDT staff facilitate this transition for all students, including those receiving a single service such as speech-language therapy and those receiving multiple services, such as developmental therapy, speech-language therapy, and occupational therapy.
- Staff development activities and follow-up support. During the past several years this has included adoption and implementation of a new curriculum; training on new state requirements and changes in IEP documentation; and, staff

development activities regarding behavior management, classroom data collection, and use of on-line record-keeping program.

District 64 reimburses East Maine District 63 for diagnostic services for our 3-5 Early Childhood Program.

We will need to create our own ECDT within District 64 to be located at Jefferson School. We will continue to provide all of the services listed above. The staffing needs for this team are based on past experience:

- Social Worker – 2 days = .4 FTE
- Occupational Therapist – 2 days = .4 FTE
- Speech and Language Pathologist – 3 days = .6 FTE
- Psychologist – 2-3 days = .5 FTE
- Health Clerk – ½ day each month
- Coordinator – 2-3 days = .5 FTE
- Physical Therapist – as needed from District 64 staff
- Vision Services – as needed from contracted staff
- Hearing Services – as needed from Northwest Suburban Special Education Organization (NSSEO) contracted staff

The schedule of the ECDT would be as follows:

<b>Day 1</b>	a.m.	screenings, play-based assessments, and formal evaluations
	p.m.	Individual Problem-Solving Team (IPST)
<b>Day 2</b>	a.m.	play-based assessments, formal evaluations, and IEP meetings
	p.m.	report writing and other diagnostic activities
<b>Day 3 (SLP only)</b>		screenings and evaluations, E.I. transition meetings
<b>Days 3 and 4 (Coordinator)</b>		E.I. transition meetings and other activities, scheduling, preparing IEP paperwork, etc.

► ***District 64 is proposing the following staffing plan for our ECDT:***

- ***Social Worker .4 FTE. We are requesting an additional .4 FTE position.***
- ***Occupational Therapist .4 FTE discussed in OT/PT section of report***
- ***Speech and Language Pathologist .6 FTE.***
- ***Psychologist – we are requesting an increase in Psychologist of .5 FTE***
- ***Health Clerk will be covered with existing District staff***
- ***Coordinator – we are requesting an increase in Coordinator of .5 FTE***

***District 64 annually evaluates staffing levels required to meet the special education needs of our students. The requests above for ECDT will be considered in conjunction with our overall District staffing needs.***

- **Assistive Technology, Augmentative Communication**

Assistive technology provides diagnostic and direct service to students with disabilities requiring technology to access the curriculum. Augmentative communication services are provided for students with significant communication deficits.

We currently pay MTSEP for the services of 2 Assistive Technology / Aug Communication Specialists currently under contract with two other districts in the cooperative.

► *District 64 proposes entering into an Intergovernmental Agreement with another district to purchase these services.*

- **Vision Services**

Vision itinerant services are provided for those children in District 64 who have diagnosed vision impairments that impact access to the curriculum. Orientation and mobility services are offered to those children whose vision impairments limit access to the physical school and community environments.

District 64 presently purchases Vision/ O&M services through MTSEP.

► *District 64 proposes entering into an Intergovernmental Agreement with District 62 to purchase Vision/O&M services. District 62 has tentatively agreed to this arrangement.*

- **Hearing Services**

Hearing Itinerant services are provided for those students in District 64 who are deaf or hard of hearing. Services are provided to assist those students with access to the school environment and curriculum. Maintenance of hearing devices is also provided as are annual diagnostic services, such as an audiological examination.

We presently contract with Low Incidence Cooperative Agreement (LICA) that serves MTSEP and 40 other local districts. LICA is dissolving as of June 30, 2012. The North Suburban Special Education Organization (NSSEO) has agreed to assume the responsibilities of LICA effective July 1, 2012.

► *District 64 is proposes entering into an Intergovernmental Agreement with NSSEO to purchase Hearing Diagnostic and Itinerant services. NSSEO has already committed to service any previous member of LICA, which includes District 64. Costs can vary depending on the severity of student needs.*

- **Staff Development, Low Incidence Coordinator**

Staff development is currently provided by MTSEP's staff development coordinator. Offerings are cooperative-wide and have been quite extensive in the past. MTSEP also provides staff development within each district upon request.

The Low Incidence Coordinator provides services related to some of our out of District public and private day placements, including monitoring and non-public facility contracts.

► *District 64 is requesting an increase in the Facilitator position of .5 FTE to handle additional responsibilities.*

### **ADMINISTRATIVE SERVICES**

MTSEP currently manages the following grants and services:

- Individuals with Disabilities Education Act (IDEA) grant
- Personnel Grant
- Funding for Students with Disabilities grant
- Orphanage Act Grant
- Regular Ed 18-3 Orphanage Act Grant (Park Ridge Youth Campus)
- Funding and Child Tracking System (FACTS) via Harrisburg Project/ ISBE and IePoint
- Kids program Master Contract (IEP server)
- Septran (Special Ed Transportation) Master Contract

These grants and services are managed through MTSEP. All of these responsibilities will be transferred to District 64 effective July 1, 2012.

► *The administrative structure of the Pupil Services Department will be examined this Spring to better utilize resources and reallocate responsibilities to meet our new responsibilities*

*District 64 is requesting the addition of a full time non-certified clerical worker to handle the state reporting and grant functions.*

### **Next Steps**

As stated at the outset, District 64 will be presenting a Comprehensive Plan in April to ISBE's Illinois State Advisory Council on the Education of Children with Disabilities in Springfield. ISAC will either approve the plan or recommend changes to be made to ISBE. The plan will include:

- Statistical documentation of District demographics
- Overview of administrative structure
- Continuum of program options
- District 64 special education policies and procedures, and related forms

Following this review and any revisions, ISBE is expected to approve the plan and will notify both MTSEP and District 64. ISBE also will schedule an on-site monitoring visit for 2012-13.

We will report to the Board later this spring as the plan is finalized for presentation to ISAC.

The following 3 Power Point screen shots are taken from the presentation this evening and summarize our current costs associated with MTSEP.

## ~~2011-12: MTSEP COST TO DISTRICT 64~~

× IDEA GRANT REDUCTIONS PRIOR  
TO DISTRICT 64 SUBGRANTS:  
**\$252,430**

+ MTSEP ADMINISTRATION  
\$126,690

+ LICA ADMINISTRATION  
\$ 44,327

+ ASSISTIVE TECH/AUG COMM  
\$ 41,163

+ LOW INCIDENCE COORDINATOR  
\$ 40,250

× THESE AMOUNTS WILL FLOW  
THROUGH TO DISTRICT 64  
EFFECTIVE WITH THE 2012-13  
SCHOOL YEAR

# 2011-12: MTSEP COST TO DISTRICT 64

× DIRECT PAYMENTS TO MTSEP/ MEMBER DISTRICTS: \$770,000	× OTHER REVENUE: \$ 22,927
+ MTSEP ADMINISTRATION \$ 52,000	+ IDEA PRESCHOOL GRANT \$ 17,927
+ EC DIAGNOSTIC TEAM \$ 168,000	+ MEDICAID ADMIN CLAIM \$ 5,000
+ OT/PT SERVICES \$ 550,000	

## 2011-12: MTSEP COST TO DISTRICT 64

### \* SUMMARY

- + REDUCTIONS IN IDEA GRANT  
\$252,430
- + DIRECT PAYMENTS (EST)  
\$770,000
- + OTHER REVENUE (EST)  
\$ 22,927

### \* TOTAL CURRENT

MTSEP COST:  
\$1,045,357