

# 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.

### **Meeting of the Board Convenes**

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

- **Board Adjourns to a Committee-of-the-Whole: 21<sup>st</sup> Century Learning**

7:30 p.m.

- **Board Adjourns from Committee-of-the-Whole and Resumes Board Meeting**

- **Public Comments**

- **Update on Technology Coaches**

-- Director of Technology

A-1

- **District 64 Website**

-- Director of Technology/Public Information Coordinator

A-2

- **Discussion of Carpenter Water Retention Design**

-- Fanning Howey/Director of Facility Management

A-3

- **Approval for Environ to Act as the District's Environmental Engineer for Asbestos/Environmental Issues at Carpenter**

-- Director of Facility Management      Action Item 12-01-1

A-4

- **Approval to Bid Partial Asbestos Removal at Carpenter**

-- Fanning Howey/

Director of Facility Management      Action Item 12-01-2

A-5

- **Adoption of Resolution #1079 Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2012-2013 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1.**

-- Business Manager

Action Item 12-01-3

A-6

- **Consent Agenda -** **Action Item 12-01-4** **A-7**
- Board President
  - Personnel Report
  - Bills, Payroll and Benefits
  - Approval of Child Care with Confidence Lease
  - Approval of Financial Update for the Period Ending December 31, 2011
  - Release of Closed Minutes
  - Destruction of Audio Closed Minutes

- **Approval of Minutes** **Action Item 12-01-5** **A-8**
- Board President
  - Special Board Meeting Minutes ..... December 19, 2011
  - Closed Session Minutes ..... December 19, 2011
  - Regular Board Meeting Minutes ..... December 12, 2011
  - Closed Session Minutes ..... December 12, 2011

- **Other Items of Information** **A-9**
- Superintendent
  - Upcoming Agenda
  - Freedom of Information Request (FOIA)
  - Memoranda of Information
    - Change in Jefferson Billing Procedures
    - Update of District-Wide Lighting Upgrade
  - Minutes of Board Committees
    - Traffic Safety Meeting Minutes of December 13, 2011
  - Other
    - Standard & Poor's Debt Rating
- **Board Adjourned to Closed Session**
  - Collective Negotiations 5 ILCS 120/2(c)(2)
  - Appointment/ Employment of Specific Individual 5 ILCS 120/2(c)(1)

**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.

- Presentation of Long-range Financial Projections
- Discussion of Borrowing Opportunities/ Capital Improvements
- Continuation of Facility Master Plan: Roles, Goals & Controls

February 27, 2012 – Field

Regular Board Meeting – 7:30 p.m.

- Appointment of Assistant Supt. for Student Learning
- Crisis Plan Presentation
- Discussion of Class Size Guidelines
- Present Final Calendar for 2012-13 & Tentative Calendars 2013-14 and 2014-15
- Approval of Partial Asbestos Removal Project at Carpenter
- Approval of Carpenter Water Retention Design
- Authorization of 2012-13 Staffing Plan

- Approval of Direct Purchase of Natural Gas (consent) • Approval of January Financials
- RFQ for Art & General Classroom Supplies (memo)

Closed Session – to follow Regular Board Meeting

#### March 12, 2012 – Lincoln

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 2 (Facility Master Plan)
- Discussion: 2012-13 Student Fees
- Adopt Final Calendar for 2012-13 & Tentative Calendars for 2013-14 and 2014-15
- First Reading of Special Education Policies
- Dismissal of Staff • Strategic Plan Progress Report #2 – 2011-12
- Approval of February Financials • Presentation of Board Meetings for 2012-13 (memo)

#### April 9, 2012

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

- Strategic Plan Year 3 - 2012-13 Proposed Implementation and Budget Parameters

#### April 23, 2012 – Roosevelt

Regular Board Meeting – 7:30 p.m.

- Appointment of Assistant Supt. for Human Resources • Approval of 2012-13 Student Fees
- Award Contract for Roosevelt School Track • Adoption of Special Education Policies
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget
- Approval of March Financials

#### May 7, 2012

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

- Presentation of Tentative Budget Draft #1 2012-13

#### May 21, 2012 – Emerson

Regular Board Meeting – 7:30 p.m.

- Recognition of Student Awards • ELF Grant Awards • Recognition of Tenured Teachers
- Approval of April Financials

#### June 11, 2012

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

- Review Tentative Budget Draft #2 2012-13

#### TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12
- Approval of HVAC Project at Carpenter

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

TO: Board of Education  
Dr. Philip Bender

FROM: Terri Bresnahan, Director of Technology

DATE: January 23, 2012

RE: Technology Coach Pilot Update

The purpose of the following presentation is to update the Board of Education on the progress of the Technology Coach Pilot.

### **DISTRICT 64's TECHNOLOGY COACH MODEL**

The three technology coaches have continued to provide professional development to teachers in their designated buildings. Teachers have worked individually, in small groups, and in large groups with the technology coaches on a variety of topics related to technology integration. Coaches have continued to model lessons, co-plan with teachers, assist in the development of innovative lessons, developed and provided technology-related resources, provided professional growth opportunities, participated as members of the Technology Implementation Committee, and worked collaboratively with building principals and technology staff to support the use of technology in the District.

### **RESULTS**

The presentation for the Board includes a summary of the data collected thus far for the pilot program.

A survey was administered in the fall of 2011 to capture data related to the use of technology in both the pilot and non-pilot schools. A post-survey was administered in late December and early January to determine areas of growth in terms of specific technology usage. There were some significant gains made in the usage of certain technologies. However, due to a decline in the number of participants in the post-survey, the results were found to have too great of variance in the responses. In order to collect more reliable data, the post-survey will be administered again in the spring and included in the final pilot report to the Board.

Focus groups were also conducted at each of the pilot schools to gather qualitative data related to the impact of technology coaching. As the presentation outlines, there were 4-7 participants at each building that varied in teaching assignments and number of years of experience. The data from the focus groups was analyzed to determine emerging themes and those themes are detailed in the presentation.

Overall, the outcome of the pilot thus far has been exceptionally positive. As teachers from each of the pilot schools will attest, there has been a significant impact on teachers and students as a result of working with a technology coach. The results found to this

point support the use of technology coaches as an effective method for accelerating the advanced use of technology in District 64.

### **FUTURE STEPS**

Data and feedback will be collected through the end of the pilot as the technology coaches continue to collaborate with teachers and work towards the goals of the Strategic Plan.

A formal recommendation that supports the use of technology coaching as a means of professional development for all teachers will be presented to the Board in the near future as plans for year 3 of the Strategic Plan are made.



**Strategic Plan:**  
Technology Coach Pilot  
Board Update, Winter 2012

**+ Strategy I**



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

## + Technology Coach Pilot: Update

- Coaches continue to provide professional development for teachers
  - Modeling
  - Co-Teaching
  - Small Group
  - Whole Group
  - Lesson Planning

## + Technology Coach Pilot: Usage Survey Fall to Winter

	PILOT			NON-PILOT		
	Pre	Post	% Diff	Pre	Post	% Diff
SmartBoard Daily Use	74%	83%	9% increase	54%	66%	12% increase
Portable Technology Use = Never	52%	32%	20% decrease	51%	43%	8% decrease
Student Response System Use = Never	92%	83%	9% decrease	96%	92%	4% decrease

\*Significant variances in number of survey respondents impacted survey results



## + Technology Coach Pilot: Usage Survey Fall to Winter

How have you worked with a coach?

	PRE	POST
1-on-1	43%	80%
Small Group	35%	62%
Not Yet	23%	8%

## + Technology Coach Pilot: Program Evaluation

- Winter Technology Survey: Pilot Buildings
  - What resources has your building Technology Coach provided that have helped you increase your technology usage?
    - Web resources
    - Training on specific hardware
    - Modeling lessons with students
    - Develop new ideas
    - Enhanced curriculum
    - Individualized support



## + Technology Coach Pilot: Program Evaluation

*In the time frame from September to date my students have learned how to do PowerPoint, use Google Apps (documents and sites) and how to use iMovie. Our technology coach has been AWESOME. This is truly changing the way I teach. We are finally starting to use technology the way we should be; after all, we are preparing our students for many jobs that don't even exist today- technology wise.*

*-Pilot School Teacher*

## + Technology Coach Pilot: Program Evaluation

- Winter Technology Survey: Pilot Buildings
  - What impact, either directly or indirectly, has your building Technology Coach had on your students?
    - Greater access to technology
    - Increased student knowledge about technology
    - New opportunities for learning
    - Learning is more fun for students
    - Increased motivation and productivity
    - Better able to meet student needs

**+ Technology Coach Pilot:  
Program Evaluation**

*The technology she has introduced for our use has motivated learning and improved communication (student to student(s) and student(s) to teacher).*

*-Pilot School Teacher*

**+ Technology Coach Pilot:  
Program Evaluation**

- Winter Technology Survey: Non-Pilot Buildings
  - What resources do teachers need?
    - Professional Development
    - Technology Coach
    - Technology Equipment
    - Time

## + Focus Groups: Participants

	Franklin	Lincoln	Roosevelt
# of Participants	5	7	4
# of Years of Experience	10-39	11-25	7-32
Assignment	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	6 <sup>th</sup> -8 <sup>th</sup> /L.A./ S.S.	2 <sup>nd</sup>

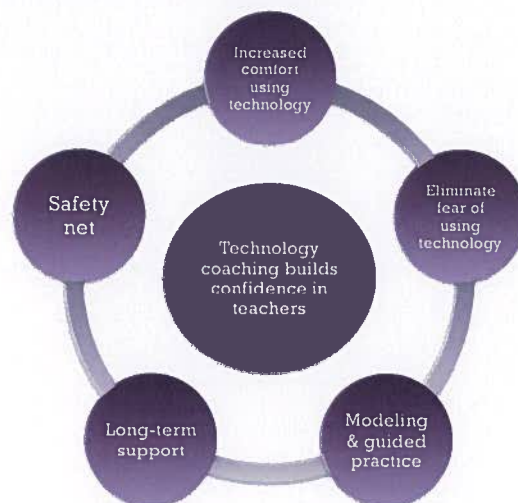
## + Technology Coach Pilot: Focus Groups Questions

- How has technology coaching impacted your use of technology in your instruction?
- What affects, if any, has working with a technology coach had on your confidence level for integrating technology?
- In what ways has technology coaching impacted students in your classroom, either directly or indirectly?
- How has working with a technology coach affected your feelings of being supported by the District in the area of technology instruction?
- How has working with a technology coach been different from other methods of professional development you have experienced?
- How would you change this coaching model to make it more effective for you personally?

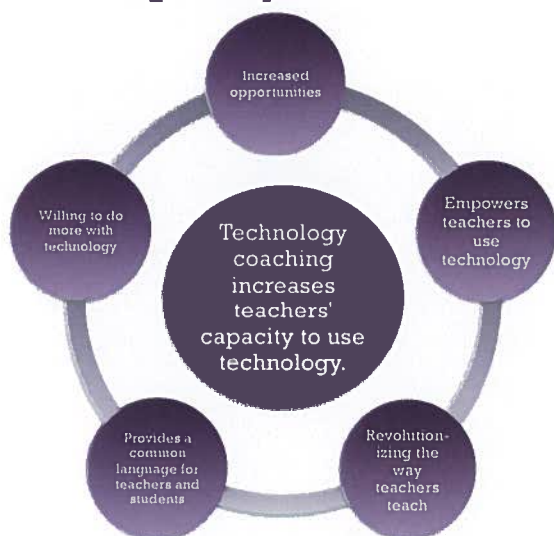
## **+ Technology Coach Pilot: Focus Groups Results**

- **Emerging Themes**
  - **Increased Confidence**
  - **Teacher Capacity**
  - **Quality of Coaches**
  - **Effective Professional Development**
  - **Student Learning**

## **+ Focus Groups Theme 1: Increased Confidence**



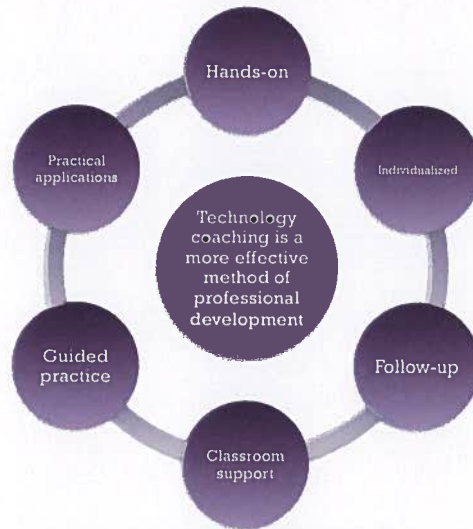
## + Focus Groups Theme 2: Teacher Capacity



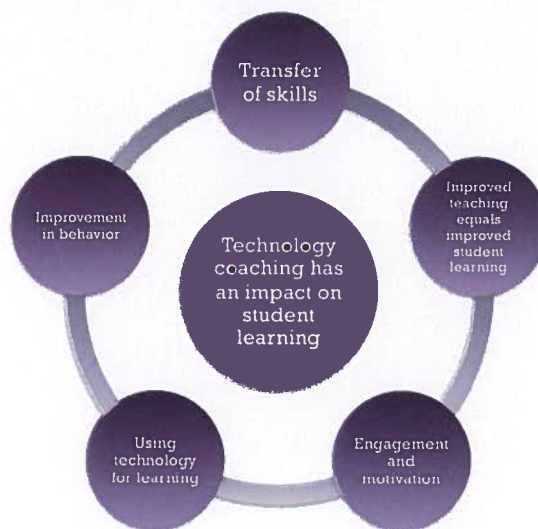
## + Focus Groups Theme 3: Qualities of Coaches



## + Focus Groups Theme 4: Effective Professional Development



## + Focus Groups Theme 5: Student Learning



**+ Focus Groups:  
What would you change?**

- Location of the coach within the building
- Sharing of what the coach has done with staff
- Designated time for the coach to work with teachers and teams of teachers

**+ Technology Coach Pilot:  
Meet the Teachers**

***Christine Ferraro***

***Roosevelt Elementary School***



**+ Technology Coach Pilot:  
Meet the Teachers**



***Pat Brennan***

***Franklin Elementary School***

**+ Technology Coach Pilot:  
Meet the Teachers**



***Jim Romey***

***Lincoln Middle School***

## **+ Technology Coach Pilot: Successes**

- Increased usage of technology resources
- Greater integration of technology within the curriculum
- Increased capacity of teachers to utilize technology in meaningful ways to enhance instruction
- Positive impact on student engagement and learning
- Increased confidence of teachers to accelerate the advanced use of technology

## **+ Technology Coach Pilot: Future Steps**

- Continue pilot through the end of the 2011-12 school year
- Continue to collect feedback
- Recommend Technology Coaches as part of the District's commitment to professional development for all staff for the 2012-13 school year

To: Board of Education

From: Terri Bresnahan, Director of Technology  
Bernadette Tramm, Public Information Coordinator

Date: January 23, 2012

Subject: District 64 Website

2012 brought with it a fresh face for District 64 on the Internet ([www.d64.org](http://www.d64.org)). We are pleased to announce that the home pages for the District and eight schools were enhanced on January 13 with a major remodeling. This upgrade makes more content immediately available to users through a new, horizontal navigation bar. And, it offers a more streamlined, contemporary look consistent with current trends in web design.

Here are several distinctive features to note:

- The new website is more efficient. The new, horizontal navigation bar is the same anywhere on our site — whether you are on the District or one of the school home pages. Visitors do not have to switch between a school website and the District site. Instead, virtually everything can be accessed directly from a school's home page.
- The horizontal navigation bar is simple to use. All the pages open from one of just seven key sections: District, Schools, Departments, Parents/Community, Staff, Board of Education, and Contact Info.
- And visually, the District and school home pages are broader and more colorful. They also have an enlarged "welcome message" area to offer greater impact for key information.

The transition went very smoothly based on careful advance planning by all members of our team. Special thanks to District webmaster/technologist Allison Blum (RO) for working with us to manage the transition, and to our school webmasters – Georg Luxton (WA), Matthew Toren (CA), Sara Sianis (FR), Lindsey Hejza (FI), Mike Kennedy (EM), Franny Keyes (LI) and Pam Jachino (JE) – for their assistance particularly on the school pages. Thanks also to District network/technology support specialist Dan Pacurar for providing fresh banner photos for some of the schools, too.

The update was a vital step toward fulfilling the Board's goal for 2011-13 on communication, as noted in a memo of information at the December 12 meeting, and is also part of our Strategic Plan Strategy I Technology activities. This timely and effective upgrade was completed at no additional cost as part of our ongoing relationship with our web application provider, PowerIT. In coming months, we anticipate utilizing other advanced features of the website, which remains the foundation of our public communication with all stakeholders. We also will continue to look for ways to improve and enhance the availability of information on our sites. Feedback is always welcome in our ongoing efforts to make our sites as user-friendly as possible.

We look forward to providing a real-time "tour" of the website enhancements at the January 23 Board meeting.

To: Board of Education  
Philip Bender, Superintendent

From: Keri VanSant - Fanning Howey  
Scott Mackall, Director of Facility Management

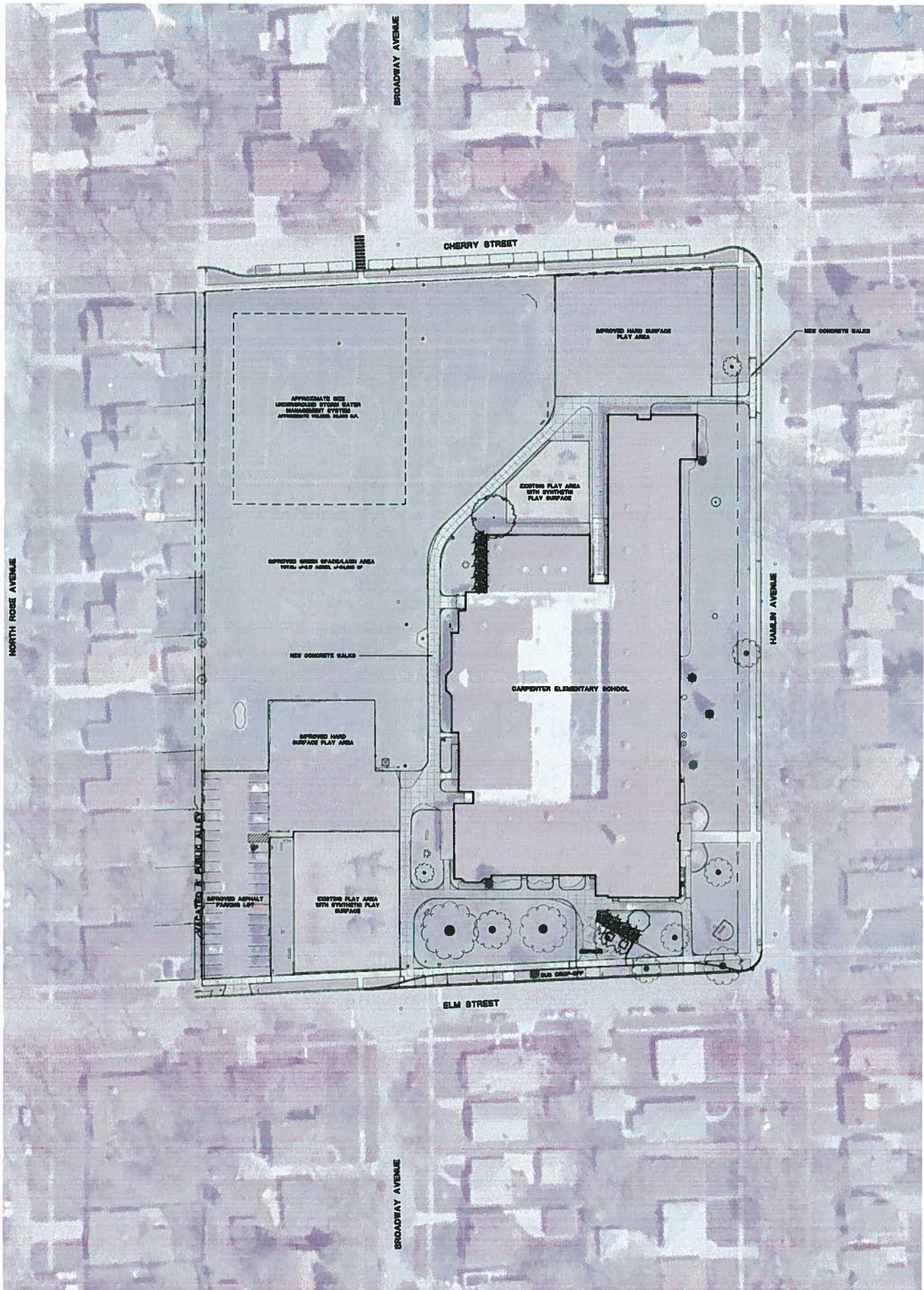
Date: January 23, 2012

Subject: Carpenter Water Retention Project

Working in conjunction with the Administration, and receiving input from various members of the community and volunteer Site Improvement Committee, Fanning Howey has created 2 site concepts for the proposed site improvements at Carpenter Elementary School. The main goals of this Project, as set forth by the Administration, are to improve the overall safety of students and staff, mitigate the drainage and flooding issues on site, and maintain as much of the existing green space as possible.

SM/mw





COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 - CARPENTER ELEMENTARY SCHOOL  
**CONCEPTUAL SITE PLAN I**  
 CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS

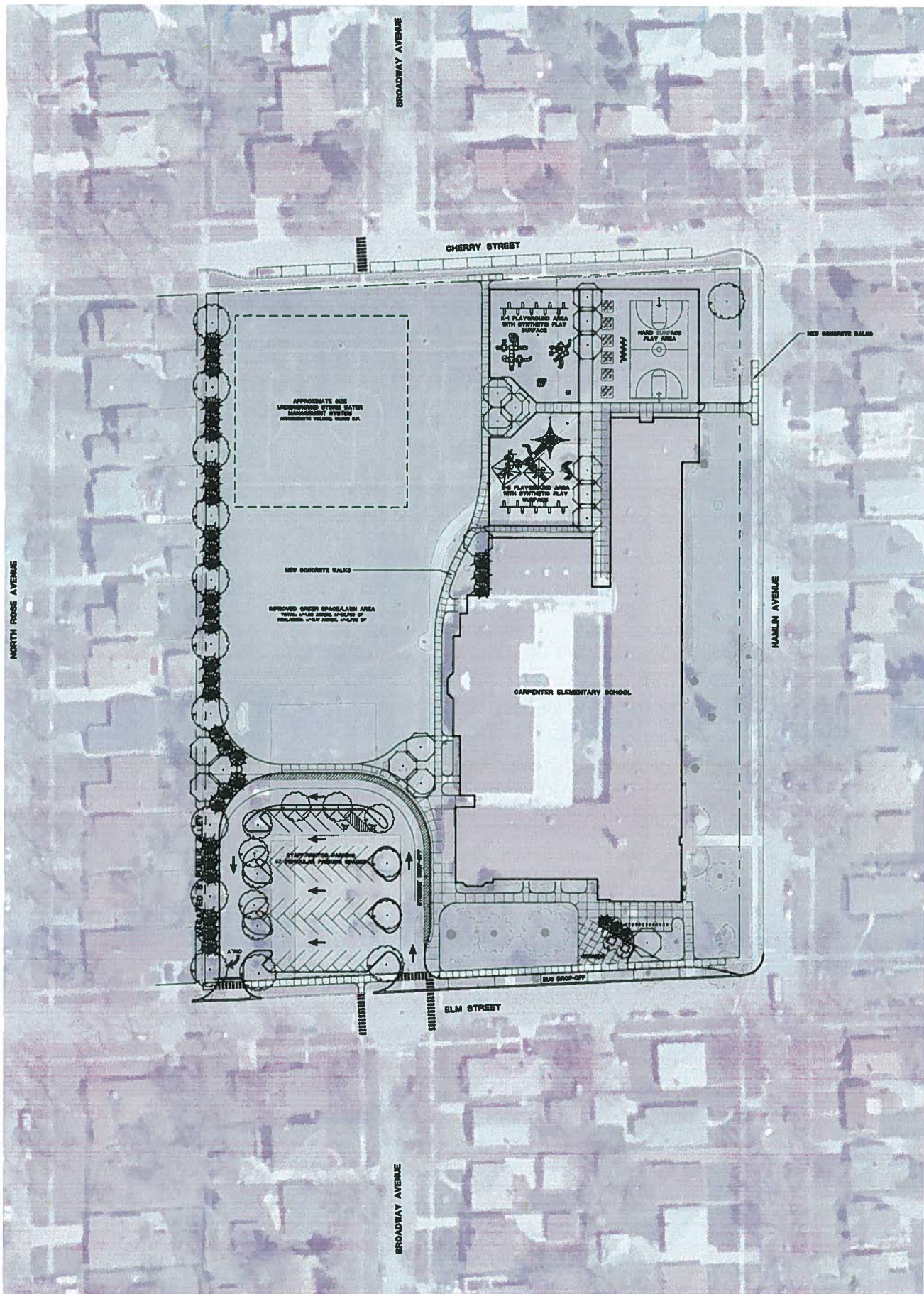
ON AERIAL PHOTOGRAPHY AND  
 VISUAL INFORMATION PROVIDED BY  
 LANDSCAPE ARCHITECTS  
 GEORGINA BAKER CLEARINGHOUSE  
 10000 WEST VIEW  
 SCALE: 1"=50'



JANUARY 23, 2012

50<sup>th</sup> anniversary  
 FANNING HOWEY





COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 - CARPENTER ELEMENTARY SCHOOL  
**CONCEPTUAL SITE PLAN II**  
 CITY OF PARK RIDGE, COOK COUNTY, ILLINOIS

DS, AERIAL PHOTOGRAPHY AND  
 VISUAL INFORMATION PROVIDED BY:  
 ELAND PHOTOGRAPHY, INCORPORATED  
 10000 N. ELSTON STREET, SUITE 100  
 CHICAGO, IL 60631  
 SCALE: 1"=60'



JANUARY 23, 2012

50<sup>th</sup> anniversary  
 FANNING HOWEY

## Carpenter School Construction Project Meeting – 9/6/2011

<b>Attendees:</b>	<b><u>Teachers</u></b>	<b><u>Principal</u></b>	<b><u>District 64</u></b>	<b><u>Parents</u></b>	<b><u>Neighbors</u></b>
	Sue Douglass	Dr. Marcy Canel	Scott Mackall	Lisa Bascomb	Bob Lichtenvoort
	Debbie Graziano		Scott Zimmerman	Alissa Jelke	Dale Seaberg
	Karen Hastie		Sharon Lawson	Kathy Jozwiak	
	Vicki Volden			Chris Klier	
				Angie Marchuk	
				Coleen Straka	
				Mohsen Farahany	
				Jen Taylor	
	<b><u>Fannie Howey Architects</u></b>				
	Kari Vansant				

<b>Items Discussed:</b>	<ol style="list-style-type: none"> <li>1. Kari Vansant presented 2 concepts for the Construction Effort</li> <li>2. Bob Lichtenvoort presented a document of the neighbor's recommendation regarding Concepts 1 and 2. The neighbors are recommending Concept 1.</li> <li>3. A vote was taken by the neighbors, parents and teachers on the concepts. The results were as follows: <ol style="list-style-type: none"> <li>a. 10 voted for Concept 1</li> <li>b. 3 voted for Concept 2</li> <li>c. 1 was neutral and chose not to vote</li> </ol> </li> </ol>
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<b>Goals of Project (not in priority order):</b>	<ol style="list-style-type: none"> <li>1. To get the water off of the site (blacktop)</li> <li>2. Replace broken equipment/playground</li> <li>3. Maximize green space</li> <li>4. Synthetic surface (remove woodchips from playground) ADA approved surface</li> <li>5. Address parking/walkways/playground (play areas)</li> <li>6. Improve field conditions on site</li> <li>7. Define needs (clarify)</li> <li>8. Garbage Trucks/Waste Removal –Concrete the area look at the area</li> <li>9. Drop off/Pick up for the children/Safety</li> </ol>
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<b>Goals of Committee:</b>	<ol style="list-style-type: none"> <li>1. Address the goals effectively</li> <li>2. Leave Personal Agenda's at home</li> <li>3. Talk to the whole - good of the school community</li> </ol>
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<b>Action Items:</b>	<ol style="list-style-type: none"> <li>1. Next steps are to take the two concepts and present them to the Board. Scott Mackall will inform us when that will take place so those who would like to attend the Board Meeting will.</li> </ol>
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Approval for Environ to Act as the District's Environmental Engineer for  
Asbestos/Environmental Issues at Carpenter

ACTION ITEM 12-01-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to have Environ International Corp. act as the Districts Environmental Engineer/Consultant on the Carpenter H.V.A.C. project.

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education  
Dr. Philip Bender

From: Scott Mackall, Director of Facility Management

Date: January 23, 2012

Re: Approval of Environ International Corporation as Environmental Engineer on the Carpenter H.V.A.C. Proposed Project.

### Background

Environ has been Community Consolidated School District 64 Environmental Engineer for over 10 years. I cannot express strongly enough that when working with environmental issues, past knowledge and experience with a District is paramount. It would be the hope of the Facility Management Department that the Board of Education allow Environ to continue in that capacity. Please note information below when making your decision:

In accordance with the Illinois School Code ([50 ILCS 510/1](#) et seq. [105 ILCS 5/10-20.21](#)) if a school district has a satisfactory relationship with an architectural or environmental engineering firm a school district does not need to bid the service because professional services are exempt from the bidding requirements, therefore the attached contract from [ENVIRON International Corp](#) is being presented for Board approval.

A copy of the contract is also included in this packet.

# **ENVIRON**

January 18, 2012

**Sent via electronic mail:** [SMackall@d64.org](mailto:SMackall@d64.org)

Mr. Scott Mackall  
Director, Facility Management  
Community Consolidated School District 64  
164 Prospect Avenue  
Park Ridge, Illinois 60068

**Re:** Asbestos Abatement Design/Bidding and Air Sampling/Project Management  
Carpenter School

Dear Mr. Mackall:

Thank you for your continued interest in ENVIRON International Corporation (ENVIRON). This proposal is to assist School District 64 with the management and safe removal of asbestos-containing materials (ACMs) to facilitate planned HVAC upgrades at Carpenter School. Background information is as follows:

1. School District 64 plans on replacing the boilers and installing a new hot water heating system throughout Carpenter School. The existing steam piping will need to be demolished as a part of the project.
2. ENVIRON conducted an Asbestos Assessment of the school to determine the type and locations of ACMs that will be impacted by the project (see report dated January 16, 2012) (Attached).
3. The Assessment confirmed that an extensive network of ACM insulated piping is present throughout attic spaces. The piping will be difficult to access since there are no flooring systems in the attic space.

**Note: This type of piping system (throughout an attic space with limited access) is very similar to the system that was replaced at Washington School in 2009/2010. ENVIRON successfully designed and managed the abatement work at Washington School for School District 64, which was completed on schedule and within budget.**

4. Other ACMs that will be impacted by the planned Carpenter School project include duct insulation, boiler components, transite board ceiling panels, and spot locations of floor tile/mastic.
5. Close coordination with the School District and District Architect will be required during the Design phase to ensure the abatement scope of work and work schedule meet the overall needs of the project.
6. It is anticipated that abatement work will occur over Spring Break and the first four weeks of Summer Break, 2012.

7. This proposal is for the development of bid documents, obtaining contractor bids on behalf of the School District, and providing on site air sampling and project management services during the course of asbestos abatement work.

### **Scope of Work**

Our office will provide the following services to assist School District 64 with this project:

#### **Task 1 - Asbestos Abatement Design and Bidding**

ENVIRON will design the asbestos abatement work and obtain contractor bids. This work will include:

1. A walk through of the school and assessment of the piping to document existing conditions.
2. Meetings and close coordination with the District Architect and Mechanical Engineer as required to establish the scope of work and work schedule.
3. Development of Project Drawings showing the locations ACM and abatement work areas.
4. An Illinois licensed Asbestos Project Designer will design the abatement work and prepare a Project Manual with drawings for asbestos abatement. The work will be designed in a cost effective manner that complies with applicable regulations.
5. Coordinate and attend a pre-bid meeting at the site with prospective bidders.
6. Manage the bidding process and obtain competitive bids for the project.
7. Review contractor bids, conduct a scope of work review with apparent low bidders and provide a letter of recommendation to the School District regarding the lowest qualified bidder.

#### **Task 2 - Asbestos Project Management and Air Sampling Services**

1. ENVIRON will provide contract administration services including preparation of the AIA contract between District #64 and the Contractor.
2. ENVIRON will represent District #64 in a pre-abatement project meeting where the requirements of the proposed project will be discussed and reviewed with the successful abatement contractor, general contractor, and District 64.
3. ENVIRON will provide architectural contract administration during the abatement in the school.
4. Our project manager will conduct the necessary field visits to successfully implement the project and resolve any issues as warranted during the construction period.

5. ENVIRON will review all contractor submitted documents, recommend payouts, and perform project closeout.
6. ENVIRON will monitor the activities of the abatement contractor for compliance with the specifications and the IDPH Asbestos Abatement Rules and Regulations. We will visually monitor the contractor's work practices and procedures and collect environmental air samples to document asbestos air fiber concentrations both within and outside the work areas.
7. ENVIRON will inspect the abatement contractor's containment and decontamination areas to determine compliance with the specifications and IDPH Rules and Regulations. During the actual removal of asbestos, ENVIRON will monitor and document the work practices of the contractor for compliance with the abatement specifications. The contractor will be warned in writing of the deficiencies and notified of the necessary corrective action. Failure to comply with the specifications could result in stop-work recommendation. During the removal phase, required air samples will be collected from within and outside the work area and from the exhaust of the negative pressure (HEPA) units.
8. During the asbestos abatement project, ENVIRON will conduct air sampling according to the following IDPH scheme:

Background Air Samples

- 1 In each work area
- 1 Outside
- 1 Blank

During Removal (PCM Analysis)

- 2 Area Samples inside the work area
- 1 Personal Sample inside the work area
- 2 Area Samples outside the work area
- 1+ Area Sample at the exhaust of negative pressure ventilation equipment (number of samples will vary depending upon the number of exhaust ducts.)
- 2 Blanks per day

TEM Clearance Sampling

- 5 Aggressive samples/work area
- 5 Outside
- 3 Blank

PCM Clearance Sampling

- 5 Aggressive samples/work area
- 2 Blank

9. Following completion of the removal and cleaning work, ENVIRON will visually inspect the work area. Upon finding no additional ACMs, ENVIRON will then collect aggressive air samples within the containment areas according to AHERA and IDPH Rules and Regulations.



For the purposes of this proposal, the following assumptions were made:

1. There will be multiple work areas of asbestos abatement including two or more work areas occurring simultaneously, and double shifts of abatement at specific times as required to facilitate the tight construction schedule.
2. The abatement schedule will specify that all work be completed within a total of sixty (60) work shifts. ENVIRON will provide a licensed Asbestos Project Manager/Air Sampling Professional full time on site as required by IDPH Rules for each work shift.
3. There will be up to five (5) work areas that will require air clearance testing by transmission electron microscopy (TEM) as required by AHERA and IDPH. ENVIRON plans to analyze only the inside five (5) TEM samples. If the areas fail clearance by AHERA criteria (greater than 70 s/mm<sup>2</sup>), ENVIRON will recommend that the contractor re-clean and pay for additional clearance samples as outlined in the project manual.
4. ENVIRON proposes to use their Asbestos Project Managers (APMs) who will perform the dual role duties and responsibilities of an Air Sampling Professional (ASP).
5. The APM/ASPs will be on-site full-time at the school to monitor the performance of the contractor and collect air samples during the removal, cleaning, clearance work. We will also be on-site during the contractor's teardown activity.

### **Sample Collection and Analysis and Project Report**

Daily air sample collection and analysis will be conducted in accordance with NIOSH Method 7400. All daily air samples collected during the abatement and post abatement clearance samples will be analyzed by ENVIRON or an AIHA accredited laboratory by PCM. The results of all air samples analyzed will be reported within 24 hours. Clearance samples to be analyzed by TEM or PCM as required by AHERA and IDPH regulations will be analyzed only by an AIHA accredited laboratory.

A written report will be provided within 60 working days of the final teardown date. The report will include all sample results, a discussion of work practices, decontamination procedures and control techniques used. Typically, such a report is structured as follows:

Introduction	Discussion
Summary	Conclusions
Recommendations	Tables
Methodology	Appendices

The report will be written in accordance with the requirements of IDPH and will document results of the environmental air monitoring including any concentrations that exceed limits and probable reasons for the excursions. The report will also discuss any deviations for the abatement specifications and the corrective action taken. This report will serve as documentation of the quality of the abatement work.

**Project Staffing**

Mr. Matt Meyer, Manager, will be the primary point of contact for the School District and will manage the day-to-day operations of the project. Mr. Meyer has over 20 years of experience managing asbestos-related work and was the primary Manager for the successful District 64 project at Washington School. Mr. Meyer is licensed by IDPH as an Asbestos Building Inspector, Management Planner, Asbestos Project Manager and Air-Sampling Professional.

Mr. Steven L. Blonz, AIA, Senior Manager will oversee the work. He is licensed by IDPH as an Asbestos Project Designer, Building Inspector, Management Planner and Asbestos Project Manager. He is also licensed by the State of Illinois as an architect.

ENVIRON will use our licensed APMs and ASPs to monitor the asbestos abatement project. They all have extensive training and experience performing monitoring of ACM abatement project under IDPH and AHERA rules and regulations.

**Project Fees**

Based on the Asbestos Assessment already completed, ENVIRON's experience working with District 64 on similar projects, and the anticipated work schedule, ENVIRON proposes to perform the above scope of work for a fixed fee of \$72,300.

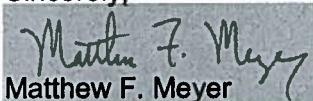
This fee includes all of the services described in this proposal including laboratory analytical fees.

**Notice to Proceed**

We are prepared to begin working on this project immediately after receiving notice to proceed. If this proposal meets with your approval, please provide us with your written authorization by signing this letter where indicated and returning it to us.

We look forward to working with School District 64 on this important project. Please contact us if you require any further information.

Sincerely,



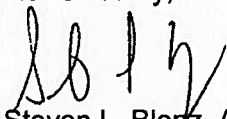
Matthew F. Meyer

Manager

Direct Dial 773-272-3527

E-Mail: [mmeyer@environcorp.com](mailto:mmeyer@environcorp.com)

Reviewed by,



Steven L. Blonz, AIA, NCARB  
Senior Manager

Direct Dial 773-272-3535

E-Mail: [sblonz@environcorp.com](mailto:sblonz@environcorp.com)



**ENVIRON Proposal for:**  
**Asbestos Abatement Design/Bidding and Project Management/Air Sampling**  
**Carpenter School HVAC Replacement Project**  
**Dated: January 18, 2012**

**Community Consolidated School District 64**  
**Fixed Fee: \$72,300**

**Approved and accepted in accordance with the attached General Terms and Conditions:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **GENERAL TERMS AND CONDITIONS**

## GENERAL TERMS AND CONDITIONS

ENVIRON International Corporation, a Virginia corporation, ("ENVIRON") agrees to provide professional services under the following General Terms and Conditions:

**1. Fees:** ENVIRON bills for its services on a time and materials basis using standard hourly rates. If requested, we will provide an estimate of the fees for a particular task, and we will not exceed that estimate without prior Client approval. For deposition and testimony we charge premium hourly rates. In certain circumstances we will undertake an assignment on a fixed fee basis if the requirements can be clearly defined.

**2. Invoicing:** ENVIRON bills its clients on a monthly basis using a standard invoice format. This format provides for a description of work performed and a summary of professional fees, expenses, and communication and reproduction charges. For more detailed invoicing requests, ENVIRON reserves the right to charge for invoice preparation time by staff members.

**3. Payment:** ENVIRON bills are payable UPON RECEIPT. We reserve the right to assess a late charge of 1.5 percent per month for any amounts not paid within 30 days of the billing date. We also reserve the right to stop work or withhold work product if invoices remain unpaid for more than 60 days past the billing date. If our work relates to a business transaction, we expect to be paid in a timely fashion, without regard to whether or when the transaction closes. If we are required to take legal action to have our invoices paid and we win in court, Client agrees to pay our costs, including reasonable legal fees.

**4. Subcontractors:** ENVIRON has a policy that its Clients should directly retain other contractors whose services are required in connection with field services for a project (e.g., drillers, analytical laboratories, transporters). As a service to you, we will advise you with respect to selecting other such contractors and will assist you in coordinating and monitoring their performance. In no event will we assume any liability or responsibility for the work performed by other contractors you may hire. When ENVIRON engages a subcontractor on behalf of the Client, the expenses incurred, including rental of special equipment necessary for the work, will be billed as they are incurred, at cost plus 15 percent. By engaging us to perform these services, you agree to indemnify, defend and hold ENVIRON, its directors, officers, employees, and other agents harmless from and against any claims, demands, judgment, obligations, liabilities and costs (including reasonable attorneys' and expert fees) relating in any way to the performance or non-performance of work by another contractor, except claims for personal injury or property damage to the extent caused by the negligence or willful misconduct of ENVIRON's employees.

**5. Reimbursable Expenses:** Project-related expenses including travel, priority mail, and overnight delivery, outside reproduction and courier services will be billed at cost plus 15 percent. The use of company-owned cars, trucks, and vans will be charged at \$125 per day. The use of company-owned equipment and protective clothing will be billed in accordance with our standard fee schedule. The cost of project-related communications, to include in-house telephone, facsimile, postage, and reproduction, computers, data compilation, and CADD will be charged at a total of 6 percent of the total labor charges.

**6. Access and Information:** Client agrees to grant or obtain for ENVIRON reasonable access to any sites to be investigated as part of ENVIRON's scope of work. Client also agrees to indicate to ENVIRON the boundary lines of the site and the location of any underground

structures, including tanks, piping, water, telephone, electric, gas, sewer, and other utility lines. Client agrees to notify ENVIRON of any hazardous site conditions or hazardous materials, about which Client has knowledge and to which ENVIRON's employees or contractors may be exposed while performing services on behalf of Client, including providing copies of relevant Material Safety Data Sheets. Client also shall make available to ENVIRON all information within its control necessary to allow ENVIRON to perform its services and agrees to comply with reasonable requests by ENVIRON for clarification or additional information. Client shall be responsible for the accuracy of this information. ENVIRON shall not be responsible for any damage to underground structures or utilities to the extent such damage was caused by incomplete or inaccurate information provided to us by the client or other party. Client agrees to make ENVIRON aware of any unsafe conditions at any project site about which Client has knowledge.

**7. Reporting Requirements:** Client may be required under federal, state or local statutes or regulations to report the results of ENVIRON's services to appropriate regulatory agencies. ENVIRON is not responsible for advising Client about its reporting obligations and Client agrees that it shall be responsible for all reporting, unless ENVIRON has an independent duty to report under applicable law. In those situations, ENVIRON will provide Client with advance notice that ENVIRON believes that it has an obligation to report as well as the substance of the report it intends to make.

**8. RCRA Compliance:** Client shall be responsible for complying with the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 et. seq. ("RCRA") and its implementing regulations in connection with ENVIRON's work under this Agreement. Client may request ENVIRON's assistance in meeting its RCRA and other similar waste management obligations, including analytical testing to assist Client in proper characterization of waste, identifying potential transporters and disposal facilities for waste (provided that Client shall make the final selection of both the transporter and disposal facility), entering into subcontracts or purchase order arrangements with the transporters and/or disposal facilities selected by Client, and preparing manifests for the Client's approval and execution. Client agrees that, by virtue of providing these services, ENVIRON shall not be deemed a "generator" or a party who "arranges" for the "transportation," "treatment" or "disposal" of any "hazardous waste" or "hazardous substance" (as those terms are defined in the Comprehensive Environmental Response Compensation and Liability Act or "CERCLA", 42 U.S.C. Section 9601). Client agrees to indemnify, defend and hold ENVIRON, its directors, officers, employees and agents, harmless from and against any and all claims, demands, judgments, obligations, liabilities, any costs (including reasonable attorneys' and expert fees) relating to: (1) ENVIRON'S work in assisting Client with its RCRA obligations; and (2) the transportation, treatment, and disposal of hazardous substances or hazardous waste generated by the field activities conducted for Client.

**9. Confidentiality:** We treat all information obtained from Clients as confidential, unless such information is previously known to us, comes into the public domain through no fault of ours, or is furnished to us by a third party who is under no obligation to keep the information confidential. If we are subpoenaed to disclose confidential information obtained from you or about our work for you, we will give you reasonable notice and the opportunity to object before releasing any confidential information.

**10. Independent Contractor:** Client agrees that ENVIRON is acting as an independent contractor and shall retain responsibility for and control over the means for performing its



services. Nothing in these Terms and Conditions shall be construed to make ENVIRON or any of its officers, employees or agents, an employee or agent of Client.

**11. Standard of Care:** In performing services, we agree to exercise professional judgment, made on the basis of the information available to us, and to use the same degree of care and skill ordinarily exercised in similar circumstances by reputable consultants performing comparable services in the same geographic area. This standard of care shall be judged as of the time the services are rendered, and not according to later standards. ENVIRON makes no other warranty or representation, either express or implied, with respect to its services. Estimates of cost, recommendations and opinions are made on the basis of our experience and professional judgment; they are not guarantees. Reasonable people may disagree on matters involving professional judgment and, accordingly, a difference of opinion on a question of professional judgment shall not excuse a Client from paying for services rendered.

Client recognizes that there may be hazardous conditions at sites to be investigated as part of ENVIRON's work. Client acknowledges that ENVIRON has neither created nor contributed to the existence of any hazardous, toxic or otherwise dangerous substance or condition at the site(s) which are covered by ENVIRON's work. Client also recognizes that some investigative procedures may carry the risk of release or dispersal of pre-existing contamination, even when exercising due care. Client releases ENVIRON from any claim (including claims under CERCLA or state law) that it is an "operator" of any site where it performs work for Client or a "generator" or a party who "arranges" for the "transportation," "treatment" or "disposal" of any "hazardous substance" (as those terms are defined in CERCLA), by virtue of its work for Client at any site.

**12. Insurance:** ENVIRON shall maintain the following insurance coverage while it performs the work described in Exhibit "A:" (1) statutory Workers Compensation and Employer's Liability Coverage; (2) General Liability for bodily injury and property damage of \$1,000,000 aggregate; (3) Automobile Liability with \$1,000,000 combined single limit; and (4) Professional Liability and Contractor's Pollution Liability with a combined single limit of \$1,000,000 per claim and in the aggregate. If Client desires additional insurance or special endorsements, premiums associated with that coverage would be considered a reimbursable expense. Upon request, we will provide you with a certificate of insurance.

**13. Third Parties:** ENVIRON's services are solely for Client's benefit and may not be relied upon by any third party without ENVIRON's express written consent. Any use or dissemination of ENVIRON work products (including ENVIRON reports), without the written consent of ENVIRON, shall be at Client's risk and Client shall indemnify and defend ENVIRON from any and all claims, demands, judgments, liabilities and costs (including reasonable attorneys' and expert fees), related to the unauthorized use or dissemination of ENVIRON's work. Client also agrees to be solely responsible for and to defend, indemnify, and hold ENVIRON harmless from and against any and all claims, demands, judgments, liabilities and costs (including reasonable attorneys' and expert fees), asserted by third parties arising out of or in any way related to our performance or non-performance of services, except for claims of personal injury or property damage to the extent caused by the negligence or willful misconduct of ENVIRON's employees.

**14. Limitation of Liability:** ENVIRON shall be liable only for direct damages that result from ENVIRON's negligence or willful misconduct in the performance of its services. UNDER NO CIRCUMSTANCES SHALL ENVIRON BE LIABLE FOR INDIRECT, CONSEQUENTIAL,

SPECIAL, OR PUNITIVE DAMAGES, OR FOR DAMAGES CAUSED BY THE CLIENT'S FAILURE TO PERFORM ITS OBLIGATIONS UNDER LAW OR CONTRACT. ENVIRON shall not be liable for and Client shall indemnify ENVIRON from and against all claims, demands, liabilities and costs (including attorneys' and expert fees) arising out of or in any way related to our performance or non-performance of services, including all on-site activities except to the extent caused by ENVIRON's negligence or willful misconduct. In no event shall our liability exceed the amount paid to us by you for our professional services (net of reimbursable expenses) and Client specifically releases ENVIRON for any damages, claims, liabilities and costs in excess of that amount.

**15. Termination:** This Agreement may be terminated by either party upon ten (10) days written notice to the other. If Client terminates the Agreement, Client agrees to pay ENVIRON for all services performed until the effective date of the termination. Client's obligations under Paragraphs 3, 4, 8, 9, 11, 13, and 14 shall survive termination of this Agreement and/or completion of the services hereunder.

**16. Disputes:** All disputes under this Agreement shall be resolved by binding arbitration under the rules of the American Arbitration Association. If our personnel or documents are subpoenaed for depositions or court appearance in any dispute related to the project (except disputes between ENVIRON and Client related to our services), Client agrees to reimburse us at our then current billing rates for responding to those subpoenas, including out-of-pocket reimbursable expenses.

**17. Scope of Agreement:** Once Client has signed ENVIRON's proposal, that proposal and these Terms and Conditions shall constitute the complete and exclusive Agreement between the parties and will supersede all prior or contemporaneous agreements, whether written or oral. No provision of these Terms and Conditions may be waived, altered or modified except in writing and signed by ENVIRON. Client may use standard business forms, such as purchase orders, for convenience only; any provision on those forms that conflict with these Terms and Conditions shall not apply.

**18. Nonsolicitation:** Both ENVIRON and Client agree during the term of this Agreement and for 12 months following its termination for any reason, neither party will solicit for employment, or hire as an employee or contractor, any personnel of the other party involved in the performance of services to the Company.

REVISION – May 2011

Approval to Bid Partial Asbestos Removal at Carpenter

ACTION ITEM 12-01-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to begin the Asbestos Removal needs as related to the Carpenter H.V.A.C. project.

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

AYES:

NAYS:

PRESENT:

ABSENT:



To: Board of Education  
Dr. Philip Bender

From: Scott Mackall, Director of Facility Management

Date: January 23, 2012

Re: Approval to Bid Partial Asbestos Removal at Carpenter

The District has completed an Asbestos Assessment as a component of the H.V.A.C. design of Carpenter School. After reviewing the assessment it has been decided by the District, Fanning Howey and Environ that an early start of asbestos removal would be needed. While we are aware that asking for this approval prior to the approval of the total H.V.A.C. project seems out of place we have a good reason.

With the boiler in need of replacement per the State Inspector's request the dynamics of the project becomes more challenging. As you will read in the report the asbestos removal will take about 60 working shifts to complete. This will only be accomplished through proper scheduling and great communication between all parties. It is the overall consensus of the three parties that an early start of asbestos removal is necessary to ensure a smooth beginning of the H.V.A.C. project. The District is asking approval to begin the abatement portion of the project.

SM:mw

## **ENVIRON**

January 16, 2012

Sent via electronic-mail: [smackall@d64.org](mailto:smackall@d64.org)

Mr. Scott Mackall  
Supervisor – Buildings and Grounds  
Community Consolidated School District 64  
164 South Prospect Ave.  
Park Ridge, IL 60068

Re: Asbestos Assessment – Carpenter School  
Project 21-29028A

Dear Mr. Mackall:

ENVIRON has completed an Asbestos Assessment of designated locations at Carpenter School. The purpose of the Assessment was to confirm the locations of asbestos-containing materials (ACMs) that may be impacted (or removed) during planned HVAC related construction work.

The specific building areas that were included in the Assessment were based on discussions with you and the District Architect, Keri Van Sant with Fanning Howey. ENVIRON understands that the scope of planned construction work includes:

- Complete replacement of the buildings existing steam heating system with a new hot water heating system
- Installation of an air conditioning (cooling) system
- Demolition and replacement of the existing boilers
- Demolition of the existing steam/condensate return piping and radiators/heating registers
- Demolition of the air handling units and ensuing ductwork
- Existing building finishes (ceiling systems, finished flooring, etc.) will be impacted in select locations to facilitate installation of the new HVAC system

The Assessment was completed by Mr. Matthew Meyer and Mr. Scott Fountain with ENVIRON on December 29, 2011. Mr. Meyer and Mr. Fountain are both licensed by the Illinois Department of Public Health (IDPH) as Asbestos Building Inspectors.

The Assessment included a review of previous asbestos inspection reports, a walkthrough of each of the planned work areas to observe existing conditions, and confirmation bulk sampling as warranted to determine if ACMs were present. A total of twenty-nine (29) bulk samples were collected and submitted to an accredited laboratory for asbestos analysis by Polarized Light Microscopy.

Field Data sheets are attached that show the type and locations of the bulk samples. The laboratory analytical results are also attached.

### **Background Information**

Carpenter School was constructed in 1950, with building additions added in 1954, 1955, and the late 1960's. A newer addition (not included in this Assessment) was added in 1994.

The school has a lower level boiler room and adjacent mechanical equipment room. The remainder of mechanical equipment and associated piping is located in the attic space above the various classrooms and school areas. There is a crawl space below the first floor.

Asbestos abatement work has previously been completed in specific areas of the school including the boiler room and the auditorium mechanical equipment room. Carpeting has been installed over the top of asbestos-containing floor tile/mastic in many areas.

### Assessment Findings

Findings of the Asbestos Assessment are summarized below along with recommendations for asbestos abatement. In some instances, there are options or questions concerning how to proceed with asbestos abatement in a specific work area. *Those items for discussion are shown in italic font.*

1. Pipe Insulation – Steam and condensate return piping is primarily located throughout the attic, with pipe risers that drop down to individual radiators.
  - a. There is an extensive network of piping throughout the attic space (in the range of 3,000 linear feet).
  - b. Piping throughout the attic is insulated with ACM “air cell” insulation on the straight lengths of piping. The pipe elbows and fittings are also insulated with ACM.
    - i. One exception is some newer piping that services the 1994 addition. This piping is insulated with non-ACM fiberglass and can be visually distinguished between the older ACM pipe insulation.
  - c. The main pipe runs are predominantly located down the center of the attic spaces, with intermittent take-offs to the building perimeter.
  - d. The piping is difficult to access because there is no flooring system in the attic (except for some planking down the center of the attic space).
  - e. Pipe insulation debris was observed in spot locations on the attic space floor. The debris should be cleaned up by asbestos professionals prior to any future construction work in the attic.
  - f. ACM pipe insulation may also be present on the vertical pipe risers that extend from the attic space down to the first floor radiators. This piping is concealed behind plaster walls and could not be observed to determine if it is insulated. The piping that actually connects to the radiators on the first floor could be accessed and was observed to be un-insulated.
  - g. *Items for discussion with regard to the ACM pipe insulation include:*
    - i. *Since the heating piping is scheduled for demolition, some consideration should be given to having the asbestos contractor conduct not only the asbestos removal, but the pipe demolition as well. Some cost savings would be expected.*
    - ii. *Due to the extensive network of piping and limited access, some consideration should be given to allowing the abatement contractor to demolish specific ceiling systems and access the attic from the ground floor. This is particularly recommended above the administration offices, bathrooms, and faculty lounge at the far north end of the original building. Ceiling removal will provide the abatement contractor with much easier access and should result in a lower asbestos abatement cost.*
    - iii. *Pipe risers that are buried inside walls will need to be discussed. Is there an option to leave those risers alone and abandon in place?*

- iv. *ACM insulation is present on both heating piping and domestic water piping. Will this project include abatement of domestic water piping? From a long term cost perspective, the best value is to have the domestic piping abated at the same time as the other work is ongoing in the attic.*
  1. *Note that if the domestic water piping is abated, re-insulation of the piping will need to be covered in Bid Documents.*
2. Duct Insulation – ACM duct insulation is present in two areas:
  - a. Ductwork in the attic is insulated with fiberglass (non-asbestos); however the joints of the fiberglass insulation are sealed with a white colored ACM duct tape. The ACM duct tape is present on ductwork throughout the attic of the original building and the 1954 addition.
  - b. ACM duct insulation was removed from the lower level auditorium mechanical room last year, however a portion of the ACM insulation was not accessible (it was “sandwiched” between the duct and a newer drywall partition). This strip of insulation will become accessible if the ductwork (or adjacent drywall partition) is scheduled for removal.
3. Ceiling Systems – Finished ceilings throughout the work areas are primarily lay-in ceiling tiles with an older, 12” x 12” glue-on ceiling tile system located above the newer lay-in system. The ceiling tiles and associated glue dots were tested in the original building and in each building addition. No asbestos was detected in the ceiling tiles or the glue dots.
  - a. Transite Ceiling Deck, two areas at the far north end of the original building have an asbestos-containing “transite” panel ceiling deck (above the lay-in ceiling tiles). The transite has the appearance of a gray colored cement panel. The transite is located above the ceilings in the Faculty Lounge and Offices 119 and 121. The transite was not observed in other school areas and it is unknown why the transite panels were installed in these specific locations only.
4. Boiler Room – asbestos abatement was previously completed in the boiler room and all accessible ACM pipe insulation, boiler insulation, breeching exhaust insulation, etc. was removed. Since the boilers are now scheduled for demolition, this Assessment including sampling of suspect asbestos materials inside the boilers. The firebrick inside the boilers tested negative, however a soft, mortar-like material between the bricks and along the perimeter of the firebox tested positive for asbestos. Removal of the ACM mortar will be required prior to boiler demolition. Note that the boilers will not be operable after the abatement work
5. Floor Tile – there is ACM floor tile and ACM floor tile mastic beneath the majority of carpeting throughout the school. At this time, significant disturbance of the flooring is not anticipated to facilitate the new heating system. Some “spot” floor tile removal may be required in instances where casework or unit ventilators will be demolished as a part of the project. Close coordination with the District Architect will be required to determine the specific locations where floor tile may be impacted.

No other ACMs have been identified in connection with building areas that may be impacted by the planned project.



**Asbestos Abatement Work Schedule**

Based on the type, quantity, and locations of the identified ACMs throughout the school, the asbestos abatement work will take in the range of sixty (60) work shifts to complete. We understand that the summer construction schedule is very small for the magnitude of work to be completed.

The number of calendar days needed to complete the abatement can be condensed by working double shifts (there are no added premium time costs for double shift work in the abatement industry). Other options include completing a portion of the work over Spring Break and/or the possibility of performing the abatement in the boiler room in May near the end of the school year.

It is important to note that work by other construction trades can be ongoing in the school at the same time as asbestos abatement work is being performed. An example of a condensed schedule is provided below:

<b>Time Frame</b>	<b>Activity</b>	<b>Comments</b>
Spring Break, 2012	Abatement in attic space of the 1955 and 1960's additions	Double Shifts
May, 2012	Abatement of the 2 boilers in the boiler room	7 work shifts - Note that conducting abatement during the school session is allowed by the regulations, but can be looked at unfavorably by teachers and parents
Summer Break, 2012 - Weeks 1 and 2	Abatement in attic space of 1954 addition and partial original building	Double Shifts - Demolition of specific ceilings recommended to facilitate access
Summer Break, 2012 Weeks 3 and 4	Abatement in attic space of remainder of original building	
Summer Break 2012	<ul style="list-style-type: none"><li>• Small scale floor tile removal</li><li>• "sandwiched" duct insulation removal in Auditorium MER</li></ul>	This work can be scheduled for a time period within the first 4 weeks of summer break at the same time as other ongoing abatement work

In the above scenario, mechanical trades will have full access to start their work on the first day of summer break in the boiler room, 1955/1960's additions, and the entire 1994 addition.

This schedule was developed to provide a general idea on the locations and extent of required abatement. Work dates and locations can be revised as needed in order to develop a schedule that best meets the needs of the project. It is anticipated that abatement work may be occurring in more than one location in the school at certain times to facilitate the overall work schedule.

**Cost Estimate**

School District 64 conducted a similar project (at Washington School) in 2009 and 2010. The abatement work included the difficult removal of ACM pipe insulation throughout the attic space (very similar to the piping at Carpenter). Therefore, Contractor bids for that project were reviewed, along with many other factors to assist in developing this cost estimate.

This estimate is also based on the assumption that all abatement work will be completed as one large project. Costs will increase if the abatement work is divided into many small projects.

Asbestos abatement work in schools requires the use of a professional asbestos consultant for completing the required Asbestos Assessment/Sampling work, Asbestos Abatement Design and Bidding, and the daily on-site Project Management/Air Sampling that is required by the Illinois Department of Public Health.

The following cost estimate is provided for budgetary purposes:

Asbestos Abatement Contractor Fee	\$485,000
Asbestos Consulting Fee	
(Project Design, Bidding, Project Management, Air Sampling)	<u>\$ 73,000</u>
<b>Cost Estimate Total</b>	<b>\$558,000</b>

Please note that this is only an estimate and the actual costs for the abatement work will vary based on contractor availability, project phasing, the time of year the work goes out for bid, the overall state of the economy, changes in the project design, and other factors. The actual cost for a project will not be known until contractor bids are received in response to a clear set of Specifications.

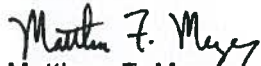
### Closing

In closing, the abatement work at Carpenter School will be a difficult project based on the limited access to ACM pipe and duct insulation throughout the attic. The abatement design and implementation will require careful planning and close coordination with the District Architect, Mechanical Engineer, and School District 64.

ENVIRON has been involved with many projects similar in scope and difficulty over the years and we look forward to working with School District 64 to assist with the successful completion of this important project.

If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

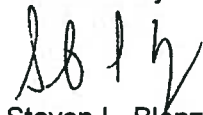


Matthew F. Meyer  
Manager

Direct: 773-272-3527

E-Mail: [mmeyer@environcorp.com](mailto:mmeyer@environcorp.com)

Reviewed by:



Steven L. Blonz, AIA  
Senior Manager

Direct: 773-272-3535

E-Mail: [sblonz@environcorp.com](mailto:sblonz@environcorp.com)

**EMSL Analytical, Inc.**

2225 W. Hubbard Street, Chicago, IL 60612

Phone: (773) 313-0099

Fax: (773) 313-0139

Email: [chicagolab@emsl.com](mailto:chicagolab@emsl.com)

Attn: **Matt Meyer**  
**ENVIRON International Corp.**  
**8725 West Higgins Road**  
**Suite 725**  
**Chicago, IL 60631**

Customer ID: BOYA93

Customer PO:

Received: 01/03/12 8:45 AM

EMSL Order: 261200017

Fax: (773) 272-3501

Phone: (773) 272-3500

EMSL Proj:

Analysis Date: 1/5/2012

Project: 21-29028A

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-001 261200017-0001	BOILER #1 EAST	Tan Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-002 261200017-0002	BOILER #1 EAST	Tan Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-003 261200017-0003	BOILER #1 EAST	Tan Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-004 261200017-0004	BOILER #1 EAST	Gray Non-Fibrous Heterogeneous		95% Non-fibrous (other)	3% Chrysotile 2% Amosite
MFM 122911-005 261200017-0005	BOILER #1 EAST				Stop Positive (Not Analyzed)
MFM 122911-006 261200017-0006	BOILER #1 EAST				Stop Positive (Not Analyzed)

Initial report from 01/05/2012 18:35:19

Analyst(s)

Alice Hillegass (25)

Dahlia Zyhowski (10)

Andrei Poluchowicz,  
or other approved signatory

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Samples analyzed by EMSL Analytical, Inc. Chicago, IL NVLAP Lab Code 200399-0, TX 300289



**EMSL Analytical, Inc.**

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Fax: (773) 313-0139

Email: [chicagolab@emsl.com](mailto:chicagolab@emsl.com)

Attn: **Matt Meyer**  
**ENVIRON International Corp.**  
**8725 West Higgins Road**  
**Suite 725**  
**Chicago, IL 60631**

Customer ID: BOYA93

Customer PO:

Received: 01/03/12 8:45 AM

EMSL Order: 261200017

Fax: (773) 272-3501

Phone: (773) 272-3500

Project: 21-29028A

EMSL Proj:

Analysis Date: 1/5/2012

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-007 261200017-0007	BOILER #2 WEST	White Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-008 261200017-0008	BOILER #2 WEST	White Non-Fibrous Heterogeneous		95% Non-fibrous (other)	5% Chrysotile
Sample 8 is not homogeneous with sample 7 and sample 9.					
MFM 122911-009 261200017-0009	BOILER #2 WEST	Gray/White Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-010 261200017-0010	BOILER #2 WEST	Gray Non-Fibrous Heterogeneous		75% Non-fibrous (other)	25% Chrysotile
MFM 122911-011 261200017-0011	BOILER #2 WEST				Stop Positive (Not Analyzed)
MFM 122911-012 261200017-0012	BOILER #2 WEST				Stop Positive (Not Analyzed)

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**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-013- Ceiling Tile 261200017-0013	ORIGINAL BLDG ADMIN OFFICE	Brown Fibrous  Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
MFM 122911-013- Mastic 261200017-0013A	ORIGINAL BLDG ADMIN OFFICE	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	<1% Chrysotile
MFM 122911-014- Ceiling Tile 261200017-0014	ORIGINAL BLDG ROOM 107	Brown Fibrous  Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
MFM 122911-014- Mastic 261200017-0014A	ORIGINAL BLDG ROOM 107	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-015- Ceiling Tile 261200017-0015	ORIGINAL BLDG ROOM 105	Brown Fibrous  Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected

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EMSL Proj:  
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**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-015-Mastic 261200017-0015A	ORIGINAL BLDG ROOM 105	Brown Non-Fibrous Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-016-Ceiling Tile 261200017-0016	1954 ADDITION ROOM 128	Brown Fibrous Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
MFM 122911-016-Mastic 261200017-0016A	1954 ADDITION ROOM 128	Brown Non-Fibrous Homogeneous	5% Wollastonite	95% Non-fibrous (other)	None Detected
MFM 122911-017-Ceiling Tile 261200017-0017	1954 ADDITION ROOM 125	Brown/White Non-Fibrous Heterogeneous	98% Cellulose	2% Non-fibrous (other)	None Detected
MFM 122911-017-Mastic 261200017-0017A	1954 ADDITION ROOM 125	Brown Non-Fibrous Homogeneous	5% Wollastonite	95% Non-fibrous (other)	None Detected

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Analysis Date: 1/5/2012

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-018- Ceiling Tile 261200017-0018	1954 ADDITION ROOM 124	Brown/White Fibrous  Heterogeneous	98% Cellulose	2% Non-fibrous (other)	None Detected
MFM 122911-018- Mastic 261200017-0018A	1954 ADDITION ROOM 124	Brown Non-Fibrous  Homogeneous	5% Wollastonite	95% Non-fibrous (other)	None Detected
MFM 122911-019- Ceiling Tile 261200017-0019	1955 ADDITION ROOM 135	Brown Fibrous  Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
MFM 122911-019- Mastic 261200017-0019A	1955 ADDITION ROOM 135	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-020- Ceiling Tile 261200017-0020	1955 ADDITION ROOM 136	Brown Fibrous  Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected

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EMSL Proj:  
Analysis Date: 1/5/2012

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-020-Mastic 261200017-0020A	1955 ADDITION ROOM 136	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-021-Ceiling Tile 261200017-0021	1955 ADDITION ROOM 133	Brown Fibrous  Heterogeneous	100% Cellulose	0% Non-fibrous (other)	None Detected
MFM 122911-021-Mastic 261200017-0021A	1955 ADDITION ROOM 133	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-022-Ceiling Tile 261200017-0022	1960'S ADDITION ROOM 139	Brown/White Fibrous  Homogeneous	98% Cellulose	2% Non-fibrous (other)	None Detected
MFM 122911-022-Mastic 261200017-0022A	1960'S ADDITION ROOM 139	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected

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EMSL Proj:  
Analysis Date: 1/5/2012

**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	<u>Non-Asbestos</u>		<u>Asbestos</u>
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-023- Ceiling Tile 261200017-0023	1960'S ADDITION ROOM 139	Brown/White Fibrous  Heterogeneous	98% Cellulose	2% Non-fibrous (other)	None Detected
MFM 122911-023- Mastic 261200017-0023A	1960'S ADDITION ROOM 139	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-024- Ceiling Tile 261200017-0024	1960'S ADDITION ROOM 140	Brown/White Fibrous  Heterogeneous	98% Cellulose	2% Non-fibrous (other)	None Detected
MFM 122911-024- Mastic 261200017-0024A	1960'S ADDITION ROOM 140	Brown Non-Fibrous  Homogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-025 261200017-0025	BOILER #2 (WEST)	Non-Fibrous Heterogeneous		100% Non-fibrous (other)	None Detected
MFM 122911-026 261200017-0026	ROOM 121	Gray Non-Fibrous Heterogeneous		75% Non-fibrous (other)	25% Chrysotile

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**Test Report: Asbestos Analysis of Bulk Materials via EPA 600/R-93/116 and/or EPA 600/M4-82-020 Method(s) using Polarized Light Microscopy**

Sample	Description	Appearance	Non-Asbestos		Asbestos
			% Fibrous	% Non-Fibrous	% Type
MFM 122911-027 261200017-0027	ATTIC- ORIGINAL BLDG	White Non-Fibrous Heterogeneous		75% Non-fibrous (other)	25% Chrysotile
MFM 122911-028 261200017-0028	ATTIC- ORIGINAL BLDG				Stop Positive (Not Analyzed)
MFM 122911-029 261200017-0029	ATTIC- ORIGINAL BLDG				Stop Positive (Not Analyzed)

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Name: Max P. 19 Project #: 21-29028A Type of Analysis: FLM X ITEM  
☐ Per Client ☐ Per Client ☐ Per Client  
☒ (Correct with Remarks)

Client of Customer: Boiler #1 (East) Ref: 12/29/17 Date: 12/29/17  
 Ref: 12/29/17

Laboratory: ENVIRON Laboratory: ENVIRON  
 Laboratory: ENVIRON Laboratory: ENVIRON

Analytical Result: ND Friable: Yes/No Comments:

Sample #	HSA Group #	Location	Material Description	Analytical Result	Friable Yes/No	Comments
122911-001	1	Boiler #1 (East)	Firebrick above Firebox	ND		
002	1		↓	ND		
003	1		↓	ND		
004	2		Soft mortar/insulation around sides of Firebrick +2'.	3%		
005	2		↓	-		
006	2		↓	-		
007	3	Boiler #2 (West)	Firebrick above Firebox	ND		
008	3		↓	3%		
009	3		↓	ND		
010	4		Soft mortar/insulation around sides of Firebrick +2'.	25%		



Name: Not a Project #:                      Type of Analysis: PLS ☒ YES ☐ NO

☒ For Remediation ☐ For Research ☐ For Regulatory ☐ For Other ☐ For Other ☐ For Other

☒ For Remediation ☐ For Research ☐ For Regulatory ☐ For Other ☐ For Other ☐ For Other

Number of Samples:                      Date:                      Laboratory Receipt:                     

Number of Samples:                      Date:                      Laboratory Receipt:                     

Number of Samples:                      Date:                      Laboratory Receipt:                     

Sample #	HSA Group #	Location	Material Description	Analytical Result	Friable Yes/No	Comments
122911-011	4	Boiler #2 (west)	Soft mortar/insulation around sides of Firebrick	-		
012	4			-		
013	5	Original <del>Boiler #2</del> <sup>ASB</sup> Bldg. Addition <sup>Office</sup>	Ceiling tile and mastic (Brown) 12" x 12" w/ Symmetric Hole Pattern	-		Above lay-in ceiling tile
014	5	Room 107		HD		
015	5	Room 105		HD		
016	6	1954 Room 128 Addition	Ceiling Tile + Brown Mastic 12" x 12" w/ Random Hole Pattern	-		
017	6	Room 125				
018	6	Room 124				
019	7	1955 Room Addition 135				
020	7	Room 136		ND		





ADOPTION OF RESOLUTION #1079 DIRECTS THE BUSINESS MANAGER UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2012-13 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105 ILCS 5/17-1

Salaries and benefits will be budgeted in accordance with collective bargaining agreements, work agreements and individual contractual amounts.

The education and the operations and maintenance fund budgets will be prepared with a zero percent increase in the areas of purchased services, supplies and capital outlay.

Fund 60 - Capital Projects will be used to track all capital improvement projects. Previously all capital projects were paid from the operations and maintenance fund.

This resolution conforms to the requirements in the *Illinois School Code* 105ILCS 5/17-1 Annual Budget.

ACTION ITEM 12-01-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt Resolution #1079, directing the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2012-13 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1

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

AYES:

NAYES:

ABSENT:

1/23/12

RESOLUTION #1079 DIRECTS THE BUSINESS MANAGER UNDER THE  
DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN  
PREPARATION OF A TENTATIVE BUDGET FOR THE 2012-13 FISCAL YEAR  
IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS  
MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105 ILCS 5/17-1

In accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1 Annual Budget, the Board of Education directs the Business Manager under the direct supervision of the Superintendent, to prepare a Tentative Budget for the 2012-13 fiscal year. The Business Manager shall present to the Board of Education, a tentative budget with explanation, no later than the first regular meeting in August.

---

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

---

Secretary

Adopted this 23rd day of January, 2012



## Park Ridge Community Consolidated School District 64

### 2012 – 13 Budget Calendar

	<b>Date of Board Meeting</b>	<b>Action</b>
	January 23, 2012	<ul style="list-style-type: none"><li>• Board authorizes preparation of the 2012-13 tentative budget in accordance with.</li></ul>
	February 13, 2012	<ul style="list-style-type: none"><li>• Committee of the Whole - review financial projections.</li></ul>
	February 27, 2012	<ul style="list-style-type: none"><li>• Board authorizes 2012-13 staffing plan.</li></ul>
	April 9, 2012	<ul style="list-style-type: none"><li>• Committee of the Whole – Strategic Plan presentation of 2012-13 proposed implementation and budget parameters.</li></ul>
	April 23, 2012	<ul style="list-style-type: none"><li>• Board approves the 2012-13 Strategic Plan implementation parameters.</li></ul>
	May 7, 2012	<ul style="list-style-type: none"><li>• Committee of the Whole – Board reviews draft of the 2012-13 tentative budget.</li></ul>
	June 11, 2012	<ul style="list-style-type: none"><li>• Committee of the Whole - Board reviews draft of the 2012-13 tentative budget.</li></ul>
	July 16, 2012	<ul style="list-style-type: none"><li>• Board adopts 2012-13 tentative budget.</li><li>• Board sets date of Public Hearing for final budget adoption.</li><li>• Board places tentative budget on public display for 30 days prior to public hearing and final budget adoption.</li></ul>
	September 10, 2012	<ul style="list-style-type: none"><li>• Board reviews final draft of 2012-13 budget.</li></ul>
	September 24, 2012	<ul style="list-style-type: none"><li>• Board conducts a public hearing on the 2012-13 final budget prior to budget adoption</li><li>• Board adopts the 2012-13 budget.</li></ul>
	November 12, 2012	<ul style="list-style-type: none"><li>• Board reviews the 2012 tentative tax levy.</li><li>• Board sets date of Public Hearing for the 2012 tax levy.</li></ul>
	December 10, 2012	<ul style="list-style-type: none"><li>• Board conducts a public hearing prior to adopting the 2012 tax levy.</li><li>• Board approves the 2012 tax levy.</li></ul>

Approval of Minutes

ACTION ITEM 12-01-5

I move that the Board of Education of Community Consolidated School District 64 approve the Special Board Meeting Minutes of December 19, 2011, Closed Session Minutes of December 19, 2011, Regular Board Meeting Minutes of December 12, 2011 and the Closed Session Minutes of December 12, 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.  
December 12, 2011  
Raymond Hendee Educational Service Center  
164 S. Prospect Avenue**

Board President John Heyde called the meeting to order at 7:00 p.m. Other Board Members present were Dan Collins, Sharon Lawson, Pat Fioretto, Scott Zimmerman, Eric Uhlig and Anthony Borrelli. Also present were Superintendent Philip Bender, Assistant Superintendents Dr. Sandra Stringer and Diane Betts, Business Manager Becky Allard, James Even, Terri Bresnahan, Scott Mackall and Bernadette Tramm.

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>

At 7:00 p.m., the Board convened for the Public Hearing on the Tax Levy.

Ms. Allard stated that the proposed tax levy was presented at the November 14, 2011 Board of Education meeting. The levy will be filed by December 27, 2011 as required. District 64 is asking for a 4.99 percent increase in capped funds or an actual request of a 4.73 percent increase in the tax levy for the coming year.

Although it is not required to hold a Public Hearing for an increase of less than five percent, the District elected to hold the Public Hearing in the interest of being more transparent with taxpayers. Because of tax caps, District 64 only expects to receive a 1.5 percent increase on existing property and any new construction. Actual information regarding the levy won't be known until fall 2012, such as assessed values and the extension rate. Board approval of the levy is scheduled for the December 19, 2011 Board of Education meeting.

There were no public comments or Board questions regarding the proposed levy.

At 7:07 p.m., it was moved by Board Member Lawson and seconded by Board Member Uhlig to adjourn from the Public Hearing.

The Board resumed as a regular Board meeting at 7:30 p.m.

**PUBLIC COMMENTS**

There were no public comments.

**PRESENTATION – TOWNSHIP TREASURER**

Presentation – Township  
Treasurer

Mr. Thomas Ahlbeck has been the Maine Township Treasurer since 1990. He explained his responsibilities as Treasurer, which include

managing cash flow and investment of school funds for District 64 as well as other school districts in Maine Township. School funds are separated into an operating portfolio and an investment portfolio.

Mr. Ahlbeck explained the investment portfolio based on current economic factors, risk, strategies for investment, and bond mathematics. While he believes there are recent positive indicators in the economy, there is still a very high inventory of homes for sale. Mr. Ahlbeck does not take credit risks in managing investments, but does take interest rate risks in order to achieve higher rates of return. One strategy he uses is to create and closely monitor a ladder of bond investments with school funds, often with a 4-5 year horizon. Although interest rates are very low, it is not feasible to do nothing while waiting for higher rates.

He cited four criteria when selecting banks for investing funds: liquidity, no bad loans, return on equity and return on assets.

With a mathematical solution and a longer term horizon, Mr. Ahlbeck has managed to achieve higher returns in safe investments. District 64 has earned 1.56 percent over the last year on its invested funds with the Treasurer. Mr. Ahlbeck is proud of this record and to work with District 64.

#### **REVIEW MAINTENANCE PLAN & OPTIONS FOR FACILITY PROJECT PRIORITIES (FACILITY MASTER PLAN)**

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

Ms. Keri VanSant, Ms. Charlie Johnsos, Mr. Carl Braxmeyer and Mr. Terry Liette of Fanning Howey reported on the maintenance plan, mechanical assessments, and top priorities of the Facility Master Plan.

The report was a compilation of maintenance items only for the nine District 64 buildings, based on physical assessments of each site. It included information as well as recommendations and estimated hard, construction costs for upgrades at buildings.

The report delineated a District total of \$46.3 million and a breakdown of expenses for the two middle schools, five elementary buildings, the Hendee administrative building, and Jefferson School. For each site, costs were included for building factors, electrical, mechanical, roof and technology upgrades.

Separate "Monopoly board" charts were attached with a year-by-year summary for the next 10 years that projected capacity and utilization figures based on the demographer's enrollment report dated 2009.

Based on annual maintenance costs of approximately \$2.7 million, after 10 years, all Priority 1 items would be completed and most Priority 2 items. In those 10 years, capacity at all buildings does not exceed 86 percent, so no additional space or building additions would be needed.



Fanning Howey representatives responded to Board members' questions, such as the difference between maintenance costs and project costs and Tiers 1-3 vs. Priorities 1-3. Mr. Liette explained that Tier 1 is the most economical approach for the least amount of money; Tier 2 involves an economical solution plus an efficient operating recommendation; Tier 3 includes both of the above and also addresses the comfort level of students and staff and would be the most costly.

The estimated costs include buying and installing recommended equipment and mechanical and electrical costs. They do not include additional fees such as contingency and consultant fees or any fees that might be incurred because of asbestos issues until the scope of that work could be determined.

The top 5 prioritized maintenance items were identified based on educational environment, following the Board's goal to put students first, and building equity.

The list is as follows:

1. Mechanical system upgrades for Carpenter School
2. Mechanical system upgrades for Field School
3. Underground storm water detention and site drainage improvements for Carpenter School
4. New boiler system upgrades for Franklin School
5. Replacement of steam boilers at Lincoln Middle School

Upgrades at Carpenter School were listed as the top priority due to the condition of one of its existing boilers. The State is requiring that it be replaced prior to the heating season of the 2012-2013 school year.

Ms. VanSant will provide the Board with a revised list of priorities and separate costs for air conditioning at the December 19, 2011 Board meeting. At that meeting, the Board will vote whether to accept Fanning Howey's report and on recommendations for summer 2012 projects.

Carpenter parent Kelly Plaza said she hopes the Carpenter and Field upgrades remain high on the priority list to prevent students from missing school and learning due to poor air quality.

Mr. Dale Seaberg, a Carpenter School neighbor, said he would like to offer additional input on the drainage issues and proposals at Carpenter before the Board makes a decision.

## **STRATEGIC PLAN PROGRESS REPORT**

Strategic Plan  
Progress Report

Bernadette Tramm, Community Information Specialist, led the progress report to the Board on the second year of implementation activities for the Strategic Plan. While the structure of the work continues with 400 staff and administrators engaged in activities, when the work is being done has changed.



The majority of work was or will be done during two Institute Days in November and February, plus time at four Wednesday building meetings.

Ms. Tramm highlighted accomplishments to date. These include the technology instructional coaches and student goal-setting pilots, a small group of administrators working to introduce service learning to staff, and work on priority standards and the eight steps of change protocol.

Next steps will be a presentation to the Board on January 23, 2012 on 21<sup>st</sup> Century Learning and additional updates for the Board in the spring. Both progress and the budget for implementation activities are on pace.

Following Ms. Tramm's report, the Board asked questions of leadership group panel members Assistant Superintendent Diane Betts, Director of Technology Terri Bresnahan, Principals Kim Nasshan and Kevin Dwyer, and Assistant Principal Tim Gleason. Questions involved the revised time schedule, integration of technology into the curriculum and service learning.

A matrix will be developed to track which staff members are affected by the many changes associated with implementation of the Strategic Plan.

## CONSENT AGENDA

Consent Agenda

### 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

#### Bills

10 – Education Fund -----	\$ 834,200.58
20 – Operations and Maintenance Fund -----	502,631.29
30 – Debt Services -----	428.00
40 – Transportation Fund -----	152,728.33
60 – Site and Construction Fund -----	-
80 – Tort Immunity Fund -----	<u>6,558.10</u>
90 – Fire Prevention and Safety Fund -----	

Checks Numbered: 106473 – 106716

Total: \$1,496,546.30

#### Payroll for Month of November 2011

10 – Education Fund -----	\$3,552,802.20
20 – Operations and Maintenance Fund -----	213,670.72
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	158,186.64
80 – Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 2531-3063  
Direct Deposit: 900003407 – 900004746

Total: \$3,924,659.56

C. APPROVAL OF POLICIES PRESS ISSUE 76, JUNE 2011 (OMITTING 5:125 AND 5:170), 4:170, 6:130 AND 7:30

D. COPY MACHINE LEASES

E. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING NOVEMBER 30, 2011

F. DESTRUCTION OF AUDIO CLOSED MINUTES

**ACTION ITEM 11-12-1**

Action Item  
11-12-1

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 12, 2011, which includes the Revised 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, and Destruction of Audio Closed Minutes. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

**APPROVAL OF MINUTES**

Approval  
of Minutes

**ACTION ITEM 11-12-2**

Action Item  
11-12-2

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

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

## **OTHER ITEMS OF INFORMATION**

## **Other Items of Information**

Dr. Bender praised Ms. Allard and the team that coordinated this year's Park Ridge Community Fund campaign with District 64 staff.

District 64 received a check from the City of Park Ridge for the annual TIF payment. A meeting in January 2012 is planned to discuss next steps.

Dr. Bender noted the memo in the Board's packet of information on communication goals. Dr. Bender and Board members Heyde and Lawson shared information about the sessions they attended during the Triple I Conference.

Dr. Bender acknowledged the new mural entitled "Keeping Kids First" painted on the wall in the Board meeting room. He also showed a commencement program from School District 64 dated June 23, 1899 that was received from Park Ridge residents Rose and John Breitzman. The program will be archived for safekeeping.

There was a brief discussion about the TIF money, since the City of Park Ridge has stated that the TIF is not generating enough funds to cover the debt service and intergovernmental agreements. Ms. Allard recommended inviting Mr. Dean Krone to the January meeting with the City since he was on the Board when the TIF was originally negotiated.

## **ADJOURNMENT**

## **Adjournment**

At 9:54 p.m., it was moved by Board member Lawson and seconded by Board member Borrelli to adjourn to closed session to discuss matters of collective bargaining, not to reconvene in open session. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

The regular Board meeting adjourned from closed session at 11:10 p.m.

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President

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Secretary

DRAFT

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

Board of Education Agenda  
Regular Board Meeting  
Monday, February 27, 2012  
Field Elementary School- LRC  
707 Wisner 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, February 27, 2012**

TIME		APPENDIX
7:30 p.m.	<b>Meeting of the Board Convenes</b>	
	• Roll Call	
	• Introductions	
	• Opening Remarks from President of the Board	
	<b>• Public Comments</b>	
	• <b>Appointment of Assistant Superintendent for Student Learning</b>	A-1
	-- Superintendent Action Item 12-02-1	
	• <b>Crisis Plan Presentation</b>	A-2
	-- Franklin School Principal	
	• <b>Discussion of Class Size Guidelines</b>	A-3
	-- Superintendent	
	• <b>Present Final Calendar for 2012-13 &amp; Tentative Calendars for 2013-14 and 2013-15</b>	A-4
	-- Superintendent	
	• <b>Authorization of 2012-13 Staffing Plan</b>	A-5
	-- Business Manager Action Item 12-02-2	
	• <b>Approval of Partial Asbestos Removal Project at Carpenter</b>	A-6
	-- Fanning Howey/ Director of Facility Management Action Item 12-02-3	
	• <b>Approval of Carpenter Water Retention Design</b>	A-7
	-- Fanning Howey/ Director of Facility Management Action Item 12-02-4	
	• <b>Consent Agenda</b>	A-8
	-- Board President	
	• Personnel Report	
	• Bills, Payroll and Benefits	
	• Approval of Financial Update for the Period Ending	



January 31, 2012

- Approval of Direct Purchase of Natural Gas
- Destruction of Audio Closed Minutes

• **Approval of Minutes**

**Action Item 12-02-6**

**A-9**

-- Board President

- Committee-of-the-Whole Minutes.....February 13, 2012
- Committee-of-the-Whole Minutes.....January 23, 2012
- Regular Meeting Minutes.....January 23, 2012
- Closed Session Minutes .....January 23, 2012

• **Other Items of Information**

**A-10**

-- Superintendent

- Upcoming Agenda
- Memorandum of Information
  - RFQ for Art & General Classroom Supplies
- Minutes of Board Committees
  - Wellness Meeting Minutes of January 24, 2012
- Other (none)

• **Board Adjourned to Closed Session**

-- Employment of Specific Individuals 5 ILCS 120/2 (c)(1)

Next Meeting:

**Monday, March 12, 2012**

7:30 p.m. – Regular Board Meeting

Lincoln Middle School

200 South Lincoln Avenue

Park Ridge, IL 60068

March 12, 2012 – Lincoln

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 2 (Facility Master Plan)
- Discussion: 2012-13 Student Fees
- Adopt Final Calendar for 2012-13 & Tentative Calendars for 2013-14 and 2014-15
- First Reading of Special Education Policies
- Dismissal of Staff • Strategic Plan Progress Report #2 – 2011-12
- Approval of February Financials • Presentation of Board Meetings for 2012-13 (memo)

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.

- Appointment of Assistant Supt. for Human Resources • Approval of 2012-13 Student Fees
- Award Contract for Roosevelt School Track • Adoption of Special Education Policies
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget
- Approval of March Financials

May 7, 2012

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

- Presentation of Tentative Budget Draft #1 2012-13

May 21, 2012 – Emerson

Regular Board Meeting – 7:30 p.m.

- Recognition of Student Awards • ELF Grant Awards • Recognition of Tenured Teachers

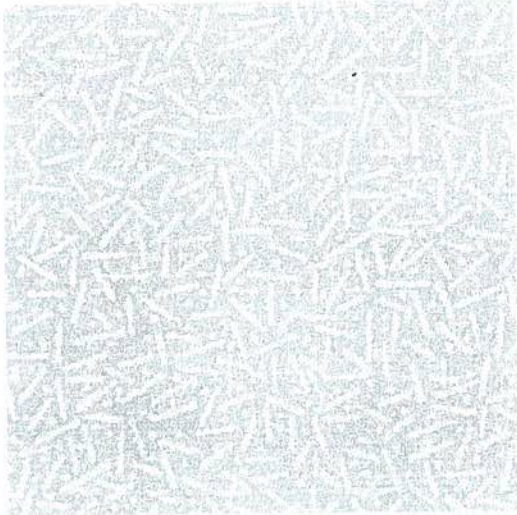
- Approval of April Financials

TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12
- Approval of HVAC Project at Carpenter

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.

On 1/4/12 9:51 AM, "Kristina Chazinski" <kchazinski@simplyproven.com> wrote:



Hello,

Happy new Year to you. I am requesting any and all contracts on copiers, printers and color copiers. Any leases or maintenance agreements. My request is to offer savings and a more productive solution for the district.

Any questions or concerns, please feel free to contact me. These documents can be scanned to this email.

Thank you for your time.

Proven Business Solutions  
3051 Oak Grove Rd Ste 107  
Downers Grove Il 60515


Thank you,  
Tina M. Chazinski  
Sr. Account Mgr  
Proven Business Systems  
630-386-4882  
Cell 708-606-9532


Send me a copy of your current lease agreement and get a FREE gift card from Starbucks!!!

## MEMORANDUM OF INFORMATION

#015

2011-12

To: Board of Education  
Philip Bender, Superintendent 

From: Rebecca J. Allard, Business Manager   
Leslye Lapping, Coordinator, Extended Day / Pre-School Services

Date: January 23, 2012

Subject: Change in Jefferson Billing Procedures

### **History:**

Jefferson School operates, for a fee, the following programs: extended day kindergarten program, before school care for the extended day kindergarten program; K-5 after school care program, summer school day care program. In addition, Jefferson operates an inclusive early childhood day care program; this memorandum does not address the fees and billing system associated with that program.

### **Current Practices:**

- In April 2011, the Board approved a twenty cent increase in all Jefferson fees.
- The current fee of \$5.00 per hour was billed, for the time students attended the program, after the service had been delivered.
- The billing system used a system designed in file maker pro. This system is not only difficult to maintain but also hinders any program improvements.

### **Proposed Changes:**

The following modifications are being recommended for billing procedures only. The current hourly rate is \$5.00 per hour and the following recommendations have been developed based on this rate.

The recommended changes also modify the billing system from billing after the fact for the hours the student actually attends the program to a system that bills in advance, by month, for the time the student has been registered for. In addition, the following describes the changes:

- All billing will be done in advance through RegWerks, a module of RevTrak (*no cost for the use of this system*).
- Bills will be prepared by the 15<sup>th</sup> of each month for daycare services to be provided in the following month.
- Parents will have the ability to view monthly and yearly billing statements online.
- Eliminate the one-time registration fee for students new to the program (*previously \$25*).

- Billing will be based on flat daily/ weekly rates as follows: *(previously \$5 per hour)*.
- All fees will be payable to District 64

### **2012 Summer Program**

- Half day: \$30 per day *(hours 7:00 AM – 1:00 PM or Noon – 6:00 PM)*
- Full day: \$50 per day
- Early drop off fee: \$20 per child
- Late pick-up fee: \$20 per child

The early drop off fee will be assessed, per day per child, when the student is dropped off fifteen minutes before the designated start time of the program.

The late pickup fee will be assessed, per day per child, when the student is picked up after the designated pickup time. Children in the morning half day program must be picked up by 1:00 PM to avoid the late fee charge. Children in the afternoon half day program or full day program must be picked up by 6:00 PM to avoid the late fee charge.

### **2012-2013 School Year Programs**

- Kindergarten Extended Day Program (\$20 per day)
  - Two Day Per Week Program: \$40 per child
  - Five Day Per Week Program: \$90 per child
  - Early drop off fee: \$20 per child

The early drop off fee will be assessed, per day per child, when a kindergarten student in the morning program, is dropped off more than fifteen minutes prior to the designated start time.

- After School Extended Day Care Program (\$15 per day)
  - Two Day Per Week Program: \$30 per child
  - Five Day Per Week Program: \$70 per child
  - Late pickup fee: \$20 per child

The late pickup fee will be assessed, per day per child, when a child is picked up after 6:00 PM.

- Before School Care for the Extended Day Kindergarten Program
  - Two Day per Week Fee \$20
  - Five Day per Week Fee \$45
  - Emergency Drop-off Fee \$20



**MEMORANDUM OF INFORMATION**

**#016**

**2011-12**

TO: Members of the Board of Education

FROM: Scott Mackall-Director of Facility Management

DATE: January 23, 2012

RE: Lighting Upgrade – Update

The District lighting upgrade is almost complete; we are in the final stages of reviewing the work and the project will be completed this month. The next step is completing the reporting requirements for the DCEO Grant. The District is working with 360 Energy, a service provider through DCEO, for the final inspection of the project and reporting. All final paperwork is due to DCEO, before May 12, 2012, our plan is to complete the report and forward it onto DCEO in late February. So we are progressing along quite well.

The final step in the process is to track the electric usage. The District is using the ENERGY STAR portfolio manager to track these costs. I have obtained the historical usage information and loaded it into the portfolio; it will compare upgrade usage charges to that of charges prior to the project upgrade. As I receive our monthly electric bills, I will continue to update the portfolio. I anticipate reporting back to the Board in approximately six months, regarding the usage comparison findings.

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

Minutes of the meeting  
held at 4:00 p.m. Tuesday, December 13, 2011  
Roosevelt School, 1001 S. Fairview Ave., Park Ridge, IL 60068

**Attendees:**

Dr. Philip Bender, Superintendent  
Chief Frank Kaminski, Park Ridge Police  
Cmdr. Bill Polka, Park Ridge Police  
Ofc. Jon Moehrln, Park Ridge Police  
Sgt. Robert Tornabene, Niles Police  
Dr. Marcy Canel, Carpenter School Principal  
Kathy Jozwiak, Carpenter School PTO  
Katie Kelly, Field School Assistant Principal  
Dan Walsh, Franklin School Principal  
Leslye Lapping, Jefferson School Coordinator of Extended Day & Preschool Services  
Tim Benka, Emerson Middle School Assistant Principal  
Tim Gleason, Lincoln Middle School Assistant Principal  
Dr. Kevin Dwyer, Roosevelt School Principal  
Scott Mackall, Director of Facility Management  
Bernadette Tramm, Public Information Coordinator

Superintendent Bender called the meeting to order at 4:05 p.m. and thanked everyone for focusing on traffic concerns prior to Winter Break and winter preparedness.

**City of Park Ridge Reports**

■ **Police**

Ofc. Moehrln reported that with a few exceptions, many of the schools are not consistently using the blog to report unsafe driving or to ask for parking consideration for special events.

**ACTION:** Principals are asked to utilize the blog more consistently, and are invited to request that other designated users be enrolled for their schools to post this information. Contact Ofc. Moehrln for help.

Ofc. Moehrln said the snow removal plans for the areas immediately around the schools have been updated and reflect last winter's experiences. Please report any concerns to him or the City Engineer.

Dr. Bender asked for police presence whenever available for any of the schools to help calm traffic during the hectic days immediately prior to Winter Break.

■ **City Engineer**

Not present; no report.

■ **Fire**

Not present; no report.

**Village of Niles Police Report**

Sgt. Tornabene reported that snow removal plans for additional clearing at the corners near the schools have been reviewed with the appropriate Village personnel. Dr. Bender stated that he would be reaching out directly to Niles more frequently this year during snow/inclement weather events to check on snow removal operations.

Sgt. Tornabene also reported that a concern about students crossing near Oakton St. and Prospect Ave. due to construction in the area had been resolved with the coordination of the crossing guard. He noted that drivers on Greendale Ave. had been more compliant this fall, but that officers would be present to reinforce this good effort.

Dr. Bender requested that Niles police also be vigilant in the period leading up to Winter Break; Ms. Lapping suggested the afternoon dismissal time would be the preferable time for police presence at Emerson/Jefferson.

Mr. Mackall asked for assistance in resolving whether District 64 could place reserved parking signs in some of the places along the east side of Greendale for staff use.

**ACTION:** Sgt. Tornabene will coordinate with Mr. Mackall on this request.

### **Update on Crisis Communication Meeting**

Dr. Bender and Principal Walsh reported on meetings District 64 has hosted this fall with local fire, police, and District 207 representatives. One outcome has been guidance from District 207 on how to program phones to reduce the number of false 911 calls.

Dr. Bender said District 64 is focused on identifying methods of communicating from the Educational Service Center to schools when electricity is down and cell phone service is overburdened, as occurred last summer. The committee is scheduled to meet again in January.

### **School Reports**

#### **▪ Field**

Assistant Principal Kelly reported that the traffic situation was running smoothly, with good compliance from drivers and frequent police presence. She requested that the attended parking sign along Wisner St. be extended north by one or two car lengths, as the zone currently ends in front of one of the 5<sup>th</sup> grade doors and is creating an unsafe situation for cars trying to drop off students.

**ACTION:** Ofc. Moehrlin will coordinate with City Engineer Mitchell to work on this request. Field School will announce the change to parents as soon as it is completed.

#### **▪ Franklin**

Principal Walsh stated that traffic has been flowing significantly better this year, and thanked police and the citizen patrol members for their assistance in resolving the situations that have arisen. He said the emphasis has been on discouraging U-turns on Manor Lane in front of the building; the street is very wide and continues to tempt drivers to try this unsafe maneuver. Due to the additional parking available in the improved parking lot, he requested that bus parking signs on Manor be replaced with attended parking only.

**ACTION:** Ofc. Moehrlin will coordinate with City Engineer Mitchell. Franklin School will announce the change to parents as soon as it is accomplished.

#### **▪ Roosevelt**

Principal Dwyer noted that new portable signs (Kiss 'n go and Do Not Enter) have been very helpful and are particularly noticed because they are not in place every day. He thanked police for support of the closure of Albion Ave. for school buses at pick up time. He stated that all the schools would be holding a soft lockdown drill in the spring, and would notify police when dates have been scheduled.

**ACTION:** Principals are to notify police when soft lockdown drills are planned in spring.

- **Carpenter**

Principal Canel thanked police for assistance with several recent traffic situations, and asked help with an incident that had just occurred. She also noted a staff member had escaped a near miss recently when crossing the intersection of Hamlin Ave. and Elm St. before school due to a driver who ignored the stop sign. She noted that drivers continue to disregard the bus-only area near Elm and Rose Ave.

- **Lincoln**

Assistant Principal Gleason noted that the corner of Lincoln Ave. and Crescent Ave. continues to be a concern. He stated the school is educating students about safe crossing practices. He noted the school had contacted the adjacent Presbyterian church to determine whether its parking lot on Delphia Ave. could be accessed; however, there is some limitation on using it for a secondary drop off. He stated police presence is always welcomed.

- **Emerson**

Assistant Principal Benka confirmed the need for additional snow removal by the municipalities at the major intersections near the school where students wait to cross.

- **Jefferson**

Coordinator Lapping thanked police for support in a recent parent issue and appreciated the additional police presence and assistance in traffic calming leading up to Winter Break.

- **Washington**

Not present; no report.

### **Successes/Concerns**

- **Student Patrol**

Chief Kaminski inquired whether police could provide additional support of the student patrol programs at the schools, through a short training session (30-minutes) at the start of school and year-end recognition (such as certificates presented at an assembly). Following discussion, it was agreed that more active participation of the police would be effective and could begin in January.

**ACTION:** Elementary principals should contact Ofc. Genualdi at the Park Ridge Police to arrange for a brief training session, possibly during lunch. **[NOTE:** The police contact was later changed to Ofc. Moehrlin until January 7, 2012, then Officer Kappler; they can be reached at 847-318-5220.]

**ACTION:** Middle schools are to consider whether student patrols might be initiated.

### **Board of Education Liaison Report**

Not present; no report.

Dr. Bender shared best wishes to all for the holiday season.

### **Next Meeting**

The next meeting will be held on Tuesday, February 21 at 4:00 p.m. at Field School, 707 N. Wisner Ave., Park Ridge.

The meeting was adjourned at 4:48 p.m.

Minutes submitted by Bernadette Tramm



January 12, 2012

### Summary:

## Cook County School District No. 64 (Park Ridge-Niles), Illinois; General Obligation

#### **Primary Credit Analyst:**

Jennifer Boyd, Chicago (1) 312-233-7040; [jennifer\\_boyd@standardandpoors.com](mailto:jennifer_boyd@standardandpoors.com)

#### **Secondary Contact:**

Caroline West, Chicago 312-233-7047; [caroline\\_west@standardandpoors.com](mailto:caroline_west@standardandpoors.com)

#### **Research Contributor:**

Ashrin Anand, CRISIL Global Analytical Center, an S&P affiliate, Mumbai

### Table Of Contents

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Rationale

Outlook

Related Criteria And Research

## Summary:

# Cook County School District No. 64 (Park Ridge-Niles), Illinois; General Obligation

## Credit Profile

Cook Cnty Sch Dist #64 Park Ridge-Niles GO rfdg bnds ser 2008 dtd 12/01/2008 due 12/01/2009-2016

Long Term Rating

AA/Stable

Affirmed

## Rationale

Standard & Poor's Ratings Services affirmed its 'AA' long-term rating on Cook County School District No. 64 (Park Ridge-Niles), Ill.'s general obligation debt. The outlook is stable.

The rating reflects our view of the district's:

- Participation in the deep and diverse Chicago metropolitan area economy;
- Favorable economic indicators, showing very strong income levels and extremely strong market value per capita;
- Very strong general fund reserves; and
- "Good" financial management under our Financial Management Assessment (FMA) methodology.

The school district encompasses a portion of the village of Niles and virtually all of the City of Park Ridge. Because of the district's location and commutability to downtown Chicago, residents have access to employment throughout the metropolitan area. The district provides kindergarten through eighth grade education to an estimated population of 38,257. Student enrollment has remained relatively stable, decreasing marginally by 2% during the past five years to 4,277 for the 2011-2012 school year. Management expects enrollment to remain relatively stable over the next few years.

In our view, all of the district's economic indicators are favorable. The unemployment rate for Park Ridge has consistently remained below state and national levels, averaging 7.3% in the first 10 months of 2011. Median household and per capita effective buying incomes are very strong, in our opinion, at 155% and 148% of national averages, respectively. Equalized assessed valuation (AV) increased at an average annual rate of 7.7% in 2004 through 2009. However, the general slowdown in the housing market resulted in a 5.7% decline in equalized AV in 2010 to \$2 billion. The estimated market value of \$6 billion equates to \$158,116 per capita, which we consider extremely strong.

We consider the district's financial performance to be strong as evidenced by operating surpluses the past six fiscal years, including a general fund surplus of \$6.1 million in fiscal 2011 (ended June 30). Management attributes the surpluses to a 44-cent levy increase approved by voters in 2007, complemented by the district's conservative budgeting practices. As measured on a generally accepted accounting principles basis, the district's unassigned general fund balance (combined education and operations-and-maintenance funds) increased to \$22.1 million in fiscal 2011 from \$6.1 million in fiscal 2008. The 2011 balance was 31.7% of expenditures, which we consider very strong. Additional liquidity is also available in the working cash fund, with an unassigned balance of \$13.3 million, or 19.1% of general fund expenditures, at year-end fiscal 2011. For fiscal 2012, management anticipates a general

*Summary: Cook County School District No. 64 (Park Ridge-Niles), Illinois; General Obligation*

fund surplus of \$392,000 and a stable working cash fund balance. The district is subject to a levy cap equal to the lesser of 5% or the rate of inflation, except with regard to new construction. However, the voter-approved levy increase and controlled spending helped position the district to manage its levy cap more effectively. In fiscal 2011, property taxes made up 64% of general fund revenue, followed by state aid at 16% and federal aid at 11%.

We consider the district's financial management practices "good" under our FMA methodology. An FMA of "good" indicates our view that practices exist in most areas, although not all may be formalized or regularly monitored by governance officials.

The district's direct debt burden is, in our opinion, very low at \$392 per capita and low at 0.2% of estimated market value. Debt service carrying charges for fiscal 2011 were low, in our view, at 3.7% of total governmental funds expenditures, less capital outlay. We view the debt amortization as rapid, with all of the district's debt due to be retired by 2016. Management reports that the district has no additional debt plans at this time but that it is evaluating its facility master plan.

The district's pension plans include the Teachers' Retirement System of the State of Illinois and the Illinois Municipal Retirement Fund (IMRF). For calendar 2010, the district contributed 86% of the annual pension cost of its IMRF plan, which is 67% funded with an unfunded actuarial accrued liability (UAAL) of \$6 million. The district administers a single-employer defined-benefit health care plan, which has a UAAL of \$4.8 million.

## Outlook

The stable outlook reflects our anticipation that the district will maintain its strong financial operations while it manages enrollment changes and the tax levy cap. Although we do not anticipate changing the rating within the two-year parameter of the outlook, we could raise the rating if the district continues to add to reserves despite the uncertainty in the national and state economies. The district's participation in the deep and diverse Chicago metropolitan area economy further supports the outlook.

## Related Criteria And Research

- USPF Criteria: GO Debt, Oct. 12, 2006
- USPF Criteria: Key General Obligation Ratio Credit Ranges – Analysis Vs. Reality, April 2, 2008

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