

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

Board of Education Agenda
Regular Board Meeting
Monday, March 12, 2012
Lincoln Middle School- Cafeteria
200 S. Lincoln 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, March 12, 2012

TIME		APPENDIX
6:30 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions 	
6:30 p.m.	<ul style="list-style-type: none"> • Board Recesses and Adjourns to Closed Meeting <ul style="list-style-type: none"> - Collective Negotiations 5 ILCS 120/2(c)(2) - Employment of Specific Individuals 5 ILCS 120/2 (c)(1) 	
7:30 p.m.	<ul style="list-style-type: none"> • Board Resumes Regular Meeting • Public Comments • Presentation – Wellness Committee <ul style="list-style-type: none"> -- Superintendent/District Nurse/Committee Members • Appointment of Assistant Supt. for Human Resources <ul style="list-style-type: none"> -- Superintendent • Strategic Plan Progress Report #2 – 2011-12 <ul style="list-style-type: none"> -- Superintendent/Strategic Plan Leaders • Discussion: 2012-13 Student Fees <ul style="list-style-type: none"> -- Business Manager • Approval of Award of Contract for Asbestos Removal Project at Carpenter <ul style="list-style-type: none"> -- Director of Facility Management • Approval of Bid Documents for Carpenter Mechanical Upgrades <ul style="list-style-type: none"> -- Fanning Howey/ Director of Facility Management • Authorization of 2012-13 Staffing Plan <ul style="list-style-type: none"> -- Business Manager/ Asst. Supt. of Human Resources/ Superintendent • Approval of Food Service Contract Renewal <ul style="list-style-type: none"> -- Business Manager 	<div>A-1</div> <div>A-2</div> <div>A-3</div> <div>A-4</div> <div>A-5</div> <div>A-6</div> <div>A-7</div> <div>A-8</div>

- **Consent Agenda**

Action Item 12-03-6

A-9

- Board President

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending February 29, 2012
- Adopt Final Calendar for 2012-13 & Tentative Calendars for 2013-14 and 2014-15
- Approval of PRESS Policy Issue 77, October 2011 Including Policies: 2:250, 5:100, 5:200, 5:240, 6:60 and 6:150
- Acceptance of Donation of Partitions
- Destruction of Audio Closed Minutes

- **Approval of Minutes**

Action Item 12-03-7

A-10

- Board President

- Regular Minutes.....February 27, 2012
- Closed Session MinutesFebruary 27, 2012

- **Other Items of Information**

A-11

- Superintendent

- Upcoming Agenda
- Memoranda of Information
 - Presentation of Board Meetings for 2012-13
- Minutes of Board Committees
 - Traffic Safety Committee Minutes of February 21, 2012
 - Wellness Committee Minutes of February 28, 2012
- Other (none)

- **Adjournment**

Next Regular Meeting: **Monday, April 23, 2012**
6:30 p.m. – Closed Session - Collective Negotiations 5 ILCS 120/2(c)(2)
7:30 p.m. – Regular Board Meeting
Roosevelt Elementary School
1001 South Fairview Avenue
Park Ridge, IL 60068

April 9, 2012

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

April 23, 2012 – Roosevelt

Closed Session Meeting – 6:30 p.m.

Regular Board Meeting – 7:30 p.m.

- Appointment of Manager of Technology
- Approval of 2012-13 Student Fees
- Recommendation of Contractor from Fanning Howey and Approval of Award for Mechanical Upgrades at Carpenter School
- Award Contract for Roosevelt School Track
- Approval of March Financials
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget
- Department of Student Learning Update (memo)

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.

- Community Engagement Meeting 3 (Facility Master Plan)
- Recognition of Student Awards • ELF Grant Awards • Recognition of Tenured Teachers
- Crisis Plan Presentation • Approval of April Financials

June 25

Regular Board Meeting – 7:30 p.m.

- Approval of May Financials • Title Change: Director of Special Education

TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12
- Approval of Policies 3:60, 4:80, 5:90 and 7:305 (PRESS Issue 77, October 2011)

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.

Presentation – Wellness Committee

Appointment of Assistant Superintendent for Human Resources

ACTION ITEM 12-03-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of _____ as the Assistant Superintendent for Human Resources beginning July 1, 2012 through June 30, 2013.

Moved by _____ Seconded by _____


AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

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

Date: March 12, 2012

Subject: Strategic Plan 2011-12 Progress Report #2

District 64 is mid-way through the second year of implementation activities for the Strategic Plan "*Journey of Excellence*." As in 2010-11, almost 400 teachers and administrators have been actively at work on implementation activities. All **certified staff members** are again involved in one of the three strategy committees requiring significant teacher support. All **District 64 administrators** have a leadership role on one or more of the plans.

The first progress report for the year was presented on December 12, 2011. This second report is intended to present an overview of activities completed during the second trimester, primarily at the second Institute Day on February 10. The overall plan is expected to require a minimum of five years to implement as originally envisioned. (Attachment 1)

Second Trimester Activities

As reported previously, the time devoted to Strategic Plan activities by each committee has been arranged differently this year.

- Two, full-day work sessions were scheduled for District Institute Days. Teachers met with their strategy committee at an assigned location to focus on Year 2 activities exclusively. Activities completed at the second day on February 10 are reported here.
- In addition, parts of four early release Wednesdays were earmarked to share progress reports at the building level from each strategy committee in turn, so that all teachers will have a fuller view of the overall plan activities. This report includes an account of the February 29 building meeting, when Strategy I Technology was spotlighted.

Also during this period, several key Strategic Plan related presentations were shared with the Board:

- January 23 Committee-of-the-Whole – Presentation on 21st Century Learning by Assistant Superintendent for Student Learning Diane Betts and Director of Technology Terri Bresnahan
- January 23 Regular Meeting – Update on instructional coaches for technology pilot by Director of Technology Bresnahan and District 64 teachers from each of the pilot schools: Jim Romey (Lincoln Middle School), Pat Brennan (Franklin School) and Christine Ferraro (Roosevelt School)

District 64 also had a special opportunity earlier this month to be recognized state-wide. Ms. Bresnahan and the three Technology Coaches (Carrie Bellen/Franklin, Caroline Schaab/Roosevelt, and Amanda Walsh/Lincoln) were selected to present at the highly regarded Illinois Computing Educators (ICE) annual conference. The conference offers

educators an opportunity to share and learn about innovative ways technology is impacting education. The March 1 District 64 presentation, "Technology Coach Pilot: Our District's Success Story," was attended by more than 60 educators. Following the presentation, the coaches and the Director of Technology were approached for further details by several districts interested in improving how professional development is provided in the area of technology integration. The ICE presentation was a unique opportunity for District 64 to share with colleagues in other districts our experiences thus far utilizing the instructional coaching model of professional development for teachers.

Highlights of Second Trimester Accomplishments

Details about accomplishments in each strategy area are provided on the following pages. Highlights for the second trimester activities include:

- In addition to the reports and presentation noted above, **Strategy I Technology** committee members continued to focus on the National Educational Technology Standards (NETS) for Students and Teachers and to gain new skills for technology integration.
- Pilot programs in student goal-setting are continuing in **Strategy II – Personal Student Goals**. After much research of many different e-portfolio formats, committee members have identified a free, homegrown Google Docs e-portfolio for goal setting in a specific format they feel will work for District 64. The use of this tool will vary with the age and developmental appropriateness of students.
- A teacher steering committee has been formed to guide the next steps toward the service learning action plan in **Strategy III – Collaboration with our Partnership**.
- **Strategy IV – Student Learning** has focused its work on "unwrapping" the Priority Standards in each curricular area, developing the "big ideas" and "essential questions" that will guide instruction toward these standards, and mapping out where these standards fit within current curricular units of study. In addition, we have continued to support teachers in the use of data on student performance to guide differentiated instruction and interventions.
- Familiarity of the eight steps of the **change protocol in Strategy V** continues to grow. Individuals and groups within the District are increasingly using it as a helpful checklist when thinking about the impact of changes across a variety of situations, not solely related to the Strategic Plan.

Budget

As reported in December, the approved budget for the year is \$225,000. The most significant portion of expenditures is tied to the technology coach pilot. Other expenditures to date are lower than planned, and include release time for sub-committees such as the Technology Implementation Committee and specific Strategy IV Student Learning sub-committees to meet; expenses for Institute Days; support of the change protocol; and teacher application process modifications.

Next Steps in 2011-12

With the conclusion of the second all-day Institute Day in February, Strategic Plan activities will continue on a more limited basis this spring. As identified in the report, sub-committees will meet selectively utilizing release time to wrap up activities for the year and plan work for 2012-13. A final, early release Wednesday building sharing report is scheduled for April 25 on Strategy IV/Student Learning. As done in previous years, it is likely that time on an early release Wednesday meeting in May will be used

to share the approved plans for 2012-13 with teachers and to celebrate the accomplishments of all groups thus far.

A final progress report to the Board for 2011-12 is scheduled for the June 25 meeting.

Planning for 2012-13

Since January, the leadership group has met frequently to manage workflow and begin considering how best to organize our work in 2012-13. The group includes: Ms. Bresnahan/Strategy I; Lincoln Assistant Principal Tim Gleason/Strategy II; Roosevelt Principal Kevin Dwyer/Strategy III; Ms. Betts/Strategy IV; Washington Principal Kim Nasshan/Strategy V; and Public Information Coordinator Bernadette Tramm/Internal Facilitator.

This group is working actively with the District-level administrative team as well as all Administrative Council members to develop specific recommendations for next year. The group is carefully examining in light of our District's mission: activities remaining in each strategy area; the timeline imposed by the state to implement the Common Core Standards and Partnership for Assessment of Readiness for College and Careers (PARCC) assessments; preparations for the new principal and teacher evaluation process; continuing implementation of Response to Intervention (RtI) initiatives; and other emergent demands.

As we think about the approach for next year, our initial considerations related to the Strategic Plan include:

- It is essential that the spotlight be clearly focused on District 64's mission and student learning.
- Strategic Plan activities, as well as other District initiatives, must be more visibly embedded in this context.
- As scheduled, Strategic Plan activities are in various stages with some just beginning and others moving toward implementation.
- We are at a point where the "all in" approach – with every teacher attached to a separate Strategic Plan committee and all administrators similarly assigned – will not continue to be an effective way to organize for the work to be accomplished on the Strategic Plan in coming years. Instead, we believe that all of our staff and administrators need to have an "all in" focus on implementing the District's overall priorities for student learning.
- Smaller sub-committees, similar to the Technology Implementation Committee (TIC), will be used to continue making progress on areas of the Strategic Plan that need further development.
- The District's overall budget constraints are a significant factor in requests for future funding of Strategic Plan initiatives.
- Some of the specific action plans associated with the Strategic Plan may not be possible to achieve in the current five-year window due to a combination of budget limitations and required focus on mandates noted above, such as timelines related to Common Core implementation and teacher/principal evaluations.

The proposal for 2012-13 will reflect these considerations and is likely to be in a different format than in the past. The Board is scheduled to receive the proposal for 2012-13 at the April 9 Committee-of-the-Whole meeting.

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

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

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

Leader: Terri Bresnahan

Assistants: Andy Petrolina, Dan Walsh, Joel Martin

Overview:

The District Technology Committee has worked diligently to broaden its approach in its expectations for students in the area of technology. The Scope and Sequence, which details specific skills associated with the use of technology, is one part of the 21st Century skills we want students to master. The National Educational Technology Standards for Students (NETS-S) are the standards we need to use to prepare our students for their futures. The NETS-S move beyond the basic skills to a more rigorous set of expectations that encompass higher-level thinking and are more directly aligned with the new Common Core.

The NETS-S include the following:

1. Creativity & Innovation
2. Communication & Collaboration
3. Research & Information Literacy
4. Critical Thinking, Problem Solving, and Decision Making
5. Digital Citizenship
6. Technology Operations & Concepts

By focusing on these standards, our students will be better prepared to be successful in the new state assessments, meet the demands of the new Common Core Standards, and be ready for higher levels of education.

March 12, 2012 Status Report

Steps accomplished in second trimester:

▪ **Institute Day, Friday, February 10, 2012 8:15-3:00**

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

- The presentation on 21st Century Learning that was made to the Board of Education on January 23 was shared with the committee.
- A presentation on the Technology Coaching Pilot was also shared as an update of the pilot's progress.
- Each member of the committee pre-selected two breakout sessions to attend with a focus on technology integration.
- Teachers attended a session in the morning and one in the afternoon that were hands-on and demonstrated useful technology ideas for implementing the NETS for Students and Teachers.

- The breakout sessions were led by teacher volunteers, Technology Coaches, and building Technologists.
- The day ended with sharing of the plans for information that would be shared at the February 29 building meetings for the technology portion of the Strategic Plan.

Next Steps

This meeting marked the final day for the Strategy I committee to work as a whole group. Future plans for next year will involve teachers continuing to implement the NETS for Students and Teachers at the building level as part of their own professional development.

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

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

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

Leader: Terri Bresnahan

Assistants: Andy Petrolina, Dan Walsh, Joel Martin

March 12, 2012 Status Report

Steps accomplished in second trimester:

- **Technology Usage Survey, Winter, 2011-12**
 - Surveys were administered on a voluntary basis to all staff in both pilot and non-pilot schools.
 - The survey attempted to collect follow-up information related to the use of technology in the District.
 - The open-ended responses strongly indicated that teachers would like more professional development in the area of technology. In the pilot schools, the open-ended responses indicated that the impact of the technology coaches has been very positive.
 - A spring survey will be administered during building meetings to collect data that will allow teachers to self-report on their use of technology. Results from this survey will be shared with the Board.
- **Institute Day, Friday, February 10, 2012, 8:15-3:00**
 - Teachers working on this strategy committee focused on developing their own technology proficiencies during the breakout sessions held on Institute Day.

Next Steps

- A follow-up survey will be administered in the spring to collect additional data.
- The Technology Implementation Committee will work collaboratively next year with members from the Strategy IV/Student Learning subcommittees to establish the minimum usage guidelines that are aligned with the NETS for Teachers and the needs of the new priority standards.

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

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

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

Leader: Terri Bresnahan

Assistants: ESC Team

March 12, 2012 Status Report

Steps accomplished in second trimester:

- **Technology Coaching Pilot**
 - The Technology Coaching Pilot began at the start of the school year and will continue through the end of the year.
 - The three coaches have worked in each of the designated buildings (Roosevelt, Franklin and Lincoln) to provide teachers with job-embedded, sustained, and differentiated professional development for all staff members in those buildings.
 - An update on the progress of the pilot was presented to the Board at the January 23, 2012 meeting. This presentation included data from the technology usage survey. Three teachers, one from each of the pilot buildings, also spoke to share their personal experiences of working with a technology coach and serve as representatives from their buildings. The teachers’ testimonials demonstrated the positive impact coaching has had on the confidence levels of teachers, the increased capacity to utilize technology effectively and the positive impact coaching is having on the students.
 - The Director of Technology and the three Technology Coaches presented at the Illinois Computing Educators (ICE) conference on March 1, 2012. This was an opportunity to showcase the successes the District has experienced as a result of implementing technology coaches. Many audience members who attended the session were interested in how they could create a similar program in their own districts.
- **Professional Growth Opportunities**
 - Teachers from all schools have had the opportunity to participate in after-school professional growth classes with a focus on technology.
- **iPad Training for Special Education Teachers**
 - Teachers who received iPads as part of the American Recovery & Reinvestment Act (ARRA) purchase for students with special needs received another half-day of release time for iPad training in the 2nd trimester. A staff member from the Maine Township Special Education Program (MTSEP) who is certified in assistive technologies led the training.

Next Steps

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

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

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

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

Leader: Terri Bresnahan

Assistants: ESC Team

March 12, 2012 Status Report

Steps accomplished in second trimester:

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

Next Steps

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

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

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

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

Leader: Terri Bresnahan/Bernadette Tramm

Assistants: ESC Team

March 12, 2012 Status Report

Steps accomplished in second trimester:

- **Website**
 - The District’s website was updated to enhance navigation and accessibility for end-users over winter break.
 - All webmasters met to review the changes and enhancements to the website. Webmasters made the necessary changes to each school’s site to enhance the accessibility and ease of navigation for end users.
 - The events section of the District’s homepage has been enhanced to include upcoming events.

Next Steps

The District’s website will also undergo further enhancements as we progress throughout the year to increase communications with the community.

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

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

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

Leader: Gerry Berkowitz

Assistant: Terri Bresnahan

March 12, 2012 Status Report

Steps accomplished in second trimester:

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

Next Steps

- The District will continue to monitor its technology infrastructure for quality and reliability.
- The District has posted the position of Manager of Technology and will begin the interview process during the third trimester.

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

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

Action Plan 7: *Implement a District 64 "Technology Implementation Committee" (TIC), modeled on similar functions in the private sector and at the state and federal levels, to ensure value-driven technology implementation.*

Leader: Terri Bresnahan

March 12, 2012 Status Report

Steps accomplished in second trimester:

- **TIC Meetings**
 - Thursday, December 15, 2011 8:30-11:15 a.m.
 - Update on Technology Coaching Pilot
 - Review of Strategic Plan and its timeline
 - Update on iPad initiative
 - Prepared for the February 10 Institute Day
 - Friday, February 17, 2012 12:00-3:00 p.m.
 - Reviewed survey data from the February 10 Institute Day
 - Discussed budget planning for the 2012-13 school year
 - Prepared for the February 29 building meetings update on Strategy I of the Strategic Plan

Next Steps

The committee will meet this spring to begin the process of reviewing the policies related to technology. It will also be discussing establishing minimum usage guidelines for teachers. The TIC will continue to play an integral role in the data-driven decisions that the District makes in regards to technology usage and purchases.

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

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

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

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

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

Leader: Tim Gleason (Team Leader)

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

March 12, 2012 Status Report

- **Third Strategic Plan Meeting: Friday, February 10, 2012 8:15 - 3:00**

The Student Goal Setting Committee met to address a variety of Action Steps:

Reviewing E-portfolio survey results

The student goal setting action steps call for all three grade-bands (K-2, 3-5 and 6-8) to use a Web-based forum for student goal setting. In November, the goal setting committee looked at a variety of e-portfolios, surveyed each portfolio's strengths and used a rubric to guide the committee to select the best format for District 64. This process included looking at education-related portfolios, including one made "in-house" on Google Documents. Committee members then scored an on-line survey using a rubric addressing: 1) content, 2) appearance, 3) usability and 4) holistic use (uses other than goal setting). The results clearly pointed to the Google Docs format, which has the added benefits of being a free, homegrown design.

From this process the leadership shared the results of the e-portfolio survey where the Google Docs format was clearly the preferred option. The survey ranked items on a scale of 1-4 (four being the strongest score). Survey results indicated Google Docs scoring highest in all categories: content, appearance, usability, and holistic use (non-goal setting/ other class uses) and cost.

On-line tutorial for the e-portfolio

Once the accepted Google Docs format was communicated, the goal setting leadership sought a preliminary communication plan for the use of an e-portfolio. Goal setting committee members then looked at the video created as a tutorial for the use of the Google Docs format. After the video was viewed, input was provided by committee

members, including input on how a video may be used to educate parents and have them part of the goal setting process.

Review pilot goals setting with students

Committee members provided ongoing input on individual “pilot” goal setting with students and time was set aside to share about these experiences. This was a time for question and answer on what pilot goal setting formats worked well/ did not work well. This includes: what has been the impact on kids, what would teachers/ staff do differently.

Reviewing the work plan/input toward future work

With a large number of action steps, the leadership provided committee members a reminder of great progress that has been made in each action step. The goal setting committee has addressed all of the stated action steps to varying degrees. Further, lengthy work on February 10 asked for specific process suggestions to provide input, for future work, on how these action steps will be implemented.

- Those action steps with significant work completed include:
 - A. Develop and implement a way for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents and interests.** Pilots, some beginning in September, others in November, in four main goal setting areas of academics, civil behavior, talents and interests are underway. From this, the committee reviewed pilots again on February 10. Some staff utilized the e-portfolio format for their pilot goal setting. Established goal setting practices, under these guidelines, were shared with each grade band.
 - B. Grades K-2 students will set goals with adult guidance.** Established in this committee is the concept of developmental appropriateness: A) Kindergarten: introducing what is a goal for, B) First Grade: setting goals as a whole class, C) Second Grade: students setting individual goals. The purpose is to prepare the students to independently set and monitor goals as a way to be prepared for the future.
 - C. Technology will be used to enhance on-going communication and collaboration with all stakeholders (students, staff and parents).** Technology will be used through a Google Docs e-portfolio for goal setting (as described above). After much research of many different e-portfolio formats, committee members have adopted a format they feel will work for District 64. The use of this tool will vary with the age and developmental appropriateness of students. A variety of ideas have been discussed on how to communicate with students, staff and parents. Specific ideas have emerged and have included using a tutorial for logging on to the e-portfolio. Thus, teachers, students and parents could all view a student's goal. (Further, utilization of parent/ teacher conferences for goal-setting conversations has also been discussed as a means of communicating goal setting).
 - D. Grades K-2, 3-5 and 6-8 – Technology, such as student portfolios or web-based applications, will be used to assess student progress.** Staff looked at the survey of e-portfolios and used a rubric to look at education-related portfolios including

one made “in-house” on Google Docs. Committee members then had the opportunity to score on: 1) content, 2) appearance, 3) usability and 4) holistic use (uses other than goal setting). The results in every category and the comments clearly pointed to the Google Docs format. This service will be free of charge. Future work will solidify a process for using this tool.

- E. **Grades K-2 - Grade Level Committees will develop developmentally appropriate formats for student academic goal setting, and will consider the appropriateness of setting goals in areas of civil behavior, talents and interests. Grades 3-5 and 6-8 – includes all noted above, but goal setting will include all four areas (academics, civil behavior, talents and interests) with the use of SMART Goals.** The definition of SMART Goals (Specific, Measurable, Attainable, Relevant/Realistic & Time bound) has been established in the creation of a District format for goal setting. Teachers have practiced the use of SMART goals and have a template for student application in the established e-portfolio Google Docs format.
- F. **Grades K-2 – Determine how parent-teacher conferences will be used to accommodate goal setting. Grades 3-5 and 6-8 – includes all noted above and student lead conferences.** Each grade band has discussed the viability of using conference time as a means of discussing student goals. A November 8 presentation by Emerson teacher Carol Zydek to the 6-8 grade band group shared specifics of student-led conferences now happening at Emerson. This process, with the inclusion of goal setting, could be easily adapted/replicated. Future work will include applying a student personal goal-setting component to the established student-led conferences.

- Those action steps with on-going work to be completed include:

- A. **Coordination will happen with the goal-setting format for K-2, 3-5, and 6-8 bands.** Each grade band has had a similar work plan up to this point. Further, each grade band has heard the progress of the other grade bands including tailoring goal setting for developmental appropriateness of each age group. As work continues, a process/curriculum will be developed to allow for a smooth transition between K-2 to 3-5 and 3-5 to 6-8 goal setting.
- B. **Grades 3-5 and 6-8 students will set and reflect upon goals in four categories: academics, civil behavior, talents, and interest. Adult guidance will be used in this process with the goal of the student taking more responsibility over time.** Established through committee work is the knowledge of academic goals, civil behavior goals, what is a talent and what are interests. Applying these concepts in a goal-setting format of an e-portfolio and pilot goal setting has been established. Determining age-appropriateness for these goals has been discussed. On-going work includes determining a means for identifying talents or interests for students in helping them set a goal. Screeners for talents and interests have been introduced and on-going work is needed.
- C. **Grades K-2, 3-5 and 6-8 – District 64 will provide support, training, and educational opportunities in basic goal setting and implementation for students, staff and parents.** Staff were asked process questions (Who, What, When, Where, Why and How) at all three grade bands. Information is collated and, with committee input, a process will be established within the parameters of the teacher/staff schedule.

- D. Grades K-2, 3-5 and 6-8 – Community information will be provided as appropriate as part of this initiative.** Reports to the Board of Education are provided on all Strategic Plan activity. When a more formal implementation is ready District-wide, information will be shared with parents.
- E. Grades K-2, 3-5 and 6-8 – Staff will be given time to develop grade level goal-setting curriculum and needed materials.** Much of the work to this point has been to take the idea of goal setting and the Strategic Plan - Action Steps and start to pare down/put some structure around these steps. Pilot goal setting and subsequent conversations on better/best practices have provided teachers with known and structured ways to "do" goal setting with students. Ongoing work is needed to formalize this process for District wide implementation. Staff were asked process questions (Who, What, When, Where, Why and How) at all three grade bands. This information will allow for the drafting of curriculum.
- F. Grades K-2, 3-5 and 6-8 – Time will be devoted for meaningful student reflection on goals.** Pilots have provided teachers a structured way to "do" goal setting with students. Conversations about how to have students reflect on goals have focused on use of the e-portfolio and the structure of parent conferences, among the suggestions being considered.

Next Steps

The Strategy II leaders will explore specific action steps to be addressed for the 2012-13 school year:

- The action steps noted above with significant work already completed will be finalized in 2012-13.
- The action steps noted above with on going needs will be the primary tasks to be completed for 2012-13.
- The size and shape of the Strategy II committee will be reduced to a smaller sub-committee of approximately 15-16 staff members representing varied buildings and assignments to ensure a cross-section of District personnel.
- Goal setting process recommendations, derived from substantial work completed on February 10, will guide future process/ curriculum for this sub-committee to complete.
- In addition to the sub-committee, focus groups with personnel from all seven buildings will be used to get input towards District-wide goal setting recommendations.
- Implementation of goal setting in 2012-13 on an increased scale (e.g., a full classroom or a full grade-level) will allow for changes/ revisions in process and procedures towards final recommendations. Selection of the specific implementation structure and location will be guided by sub-committee recommendations.

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

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

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

Leader: Philip Bender

Assistants: Kevin Dwyer, Bernadette Tramm, Leslye Lapping

Resources: Susan Walsh (elementary) and Joel Martin (middle)

March 12, 2012 Status Report

During the second trimester, the leadership team met on December 12, February 1 and February 15. During these meetings we invited faculty members to join our new District steering committee for service learning. Initially, about 80 faculty members from the District expressed an interest in participating based on the Strategy III update presented at the building meetings on Wednesday, December 7. After some discussion, we identified 10 teachers, representing each school and with varied experiences, to serve on our committee.

The following staff members comprise the new District steering committee for service learning:

Kelly Amelse, Washington, 2nd Grade

Marissa Arnold, Emerson, FACTS

Dr. Kevin Dwyer, Roosevelt Principal

Joanna Fernandez, Jefferson/Roosevelt, Speech

Deborah Graziano, Carpenter, 2nd Grade

Leslye Lapping, Coordinator of Jefferson Ext. Day / Preschool Services

Joel Martin, Lincoln Principal

Thomas Nasshan, Lincoln, 7th and 8th Grades

Kristin Park, Roosevelt, 4th Grade

Shirlee Pater, Franklin, Channels of Challenge

June Sorenson, Emerson, Language Arts

Michaela Sorenson, Field, Art

Bernadette Tramm, Public Information Coordinator

Amanda Walsh, Lincoln, Technology Coach

Susan Walsh, Field Principal

In addition, the following staff members will be attending the National Service Learning Conference in Minneapolis, MN on April 11-13. Through this experience we expect to learn about ongoing service learning programs at other schools and to develop ways to introduce similar efforts in District 64.

Kelly Amelse, Washington, 2nd Grade

Dr. Kevin Dwyer, Roosevelt Principal

Thomas Nasshan, Lincoln, 7th and 8th Grades

Michaela Sorenson, Field, Art

Bernadette Tramm, Public Information Coordinator

A database of community resources also is being established, based on the information and contacts generated at the October 26 Community Conversation with about 30 key members of the Park Ridge and local community.

Next Steps

- The newly formed steering committee for service learning will meet on April 24 for a half-day session. During this time we will establish a framework for the service learning pilot program and promote interest among teams of teachers at our buildings. Further, the staff members who attended the National Conference on Service Learning will share their findings with the group. We expect to have teams of teachers pilot service learning projects during the 2012-13 school year.
- The Keynote presentation on service learning developed in the fall also will be shared with the PTO/ A Presidents at their May 21 meeting.

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

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

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

Leader: Jim Even

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

Resources: Transitional Program of Instruction (TPI) teachers

March 12, 2012 Status Report

Steps accomplished in second trimester:

The Google page translator service is an embedded icon available on all pages of the District website.

Next Steps

Transitional Program of Instruction (TPI) teachers will share with program parents the availability of translation services on the District website, as well as the other materials and connection to the Illinois State Board of Education resources on the “TPI Program” page on our website.

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

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

Action Plan 1: *Establish Power Standards* for each grade level in all core, encore and specials areas, critical thinking, creative expression and problem solving. (*District 64 has adopted the more commonly used term "Priority" Standards.)*

Leader: Diane Betts

Sub-Group Reading – Katie Kelly and Irene Kappas

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

Math – Dan Ophus and Kathy Ross

Science & Health – Tony Clishem

Social Studies – Kevin Dwyer and Doug Florence

Foreign Language – Shannon Rodriguez

Art – Sonja Dziedzic

General Music – Joani Heavey

Instrumental Music – Brian Jacobi

Physical Education – Susan McGovern and Aaron Schauer

Focus for Year 2:

Although the standards in all core and encore areas were prioritized in the first year of work on the Strategic Plan, many of the standards (particularly the new Common Core Standards) are very dense containing multiple, complex skills and concepts. The focus of our work during this second year has been to unwrap the standards resulting in greater clarity as to what teachers must teach and what students must know and be able to do. From the unwrapped concepts and skills, "big ideas" of what we want students to remember long after instruction ends are being developed and "essential questions" that guide students toward the attainment of the "big ideas" are being written.

March 12, 2012 Status Report

Steps accomplished in second trimester:

▪ December 8, 2011 Strategy IV Leaders Meeting

Leaders of all Strategy IV sub-committees met with Diane Betts to review the work accomplished in each Strategy IV sub-committee on the November 8 Staff Development Day and begin to plan for the next strategic plan working day on February 10, 2012. A decision was made to spend time in February completing any additional work on unwrapping standards that needs to be completed and reviewing and refining the "big ideas" and "essential questions" related to the priority standards. It was also determined that time would be used to discuss where these standards specifically fit into current units of study and/or lessons.

The group also discussed when implementation of the priority standards would begin and decided that initial implementation could begin in the 2012-13 school year. Based on the work that remains to be completed this year and the focus on implementation in 2012-13, it was determined that the development of common assessments tied to the standards needs to be delayed until next year.

- **February 10, 2012 – Full Day Strategic Plan Meetings**
All Strategy IV Student Learning sub-committees met for a full day of work. Specifically they completed unwrapping standards, if necessary, and reviewed and refined their “big ideas” and “essential questions”. Each subject area sub-committee also discussed where these standards specifically fit into current units of study and/or lessons and began to discuss beginning implementation of the standards.
- **February 16, 2012 – Curriculum Team Meeting**
Leaders of the middle school Reading, Language Arts, Social Studies and Science Strategy IV sub-committees met to analyze horizontal alignment of priority standards and discuss how reading and writing across the content areas will be addressed in the priority standards for each subject area at the middle school level.
- **Articulation and Training related to Common Core Standards**
Leaders for the core subject areas have attended various conferences and workshops related to the new Common Core Standards to gain a deeper understanding of the standards and prepare for implementation. We have also met with the Maine Township Common Core Standards Articulation Group to discuss staff development opportunities related to teaching the new Common Core Standards.

Current status:

The majority of subject area sub-committees have completed their work of unwrapping the priority standards for each grade level and developing “big ideas” and “essential questions”. A few sub-groups have not finished this process with all standards and will use release time to complete this work before the end of the school year.

Next Steps

- Develop a presentation that will be given at all buildings on Wednesday, April 25, 2012 explaining the work that has been accomplished in Strategy IV and the next steps in implementing the priority standards.
- Determine a format for sharing priority standards with all District 64 teachers.
- Determine staff development needed to support teachers in teaching the priority standards.
- Initiate a Math Curriculum Review Committee to analyze what implications new Math standards have on instruction and instructional materials.
- Determine when to revise the curriculum brochures and website to reflect new District 64 Priority Standards.

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

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

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

Leader: Sandra Stringer

March 12, 2012 Status Report

All steps for this Action Plan were completed earlier this school year, as reported in December. The application tool is ready to be activated for 2012-13 hiring.

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

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

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

Leader: Diane Betts

Assist: Principals and Staff Development Committee

March 12, 2012 Status Report

Steps accomplished in second trimester:

- Professional Growth workshops have continued to be offered on specific instructional approaches that can be used to support differentiation, such as literature circles, guided reading, and math centers.
- Instructional materials that can be used to support differentiation have been purchased and staff have been trained in their use. Examples include *Raz Kids*, an on-line resource for leveled books that students can access in school or at home; iPad apps that help support struggling students or students who need extensions and enrichment of the curriculum; and other resources such as *Rocket Math* and *Study Island*.
- The technology coaches have also been utilized to help support differentiation of instruction. Specifically, they have modeled ways to utilize the iPads for small group instruction and independent activities to support students' individual learning needs. They have found and suggested various on-line resources and iPad apps to help support struggling students or extend the curriculum for other students. They have also developed and modeled SmartBoard lessons that engage learners with various styles of learning and have helped middle school students to learn a variety of ways to present their work and demonstrate their understanding of the curriculum.

Next Steps

Utilizing the Change Protocol, the Strategic Plan leadership group has analyzed the many different instructional expectations that are stemming from the Strategic Plan and believe that it is not in the best interests of the District to plan and provide a separate staff development emphasis on differentiation of instruction at this time. The group believes that differentiation of instruction should be blended into planned staff development to help teachers understand and implement the priority standards. This will impact the recommendations on how this action plan is to be scheduled for future years.

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

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

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

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

Leader: Diane Betts

Assist: ESC Team

March 12, 2012 Status Report

The idea of hiring instructional/ differentiation coaches to help teachers differentiate instruction has been discussed by the Strategic Plan Leaders and ESC Team. The concept of instructional coaching as a powerful means of providing staff development is fully supported. However, the Strategic Plan leaders and ESC Team recognize the Board of Education's desire for financial prudence and therefore will not be recommending separate differentiation coaches be hired for 2012-13 as indicated on the five-year timeline. Instead, we plan to further utilize the curriculum specialists and technology coaches (if approved) to provide professional coaching on how teachers can differentiate instruction while teaching to the priority standards.

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

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

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

Leader: Diane Betts

Sub-Group Reading – Katie Kelly and Irene Kappas

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

Math – Dan Ophus and Kathy Ross

Science & Health – Tony Clishem

Social Studies – Kevin Dwyer and Doug Florence

Foreign Language – Shannon Rodriguez

Art – Sonja Dziedzic

General Music – Joani Heavey

Instrumental Music – Brian Jacobi

Physical Education – Susan McGovern and Aaron Schauer

March 12, 2012 Status Report

Steps accomplished in second trimester:

- **December 8, 2011 Strategy IV Leaders Meeting**

Strategy IV Leaders met to discuss work accomplished on the November 8 Staff Development Day and to plan next steps. A decision was made that additional time was needed to complete or refine the development of "big ideas" and "essential questions" and discuss where/how current units of study could be used to address the priority standards. It was determined that the District-wide development of common assessments tied to the priority standards would not be accomplished in the 2012-13 school year and should be delayed until we have begun actual implementation of the priority standards.

- **Discussion of common assessments**

While District-wide development of common assessments tied to the priority standards has been delayed, some buildings and departments have informally explored common ways to assess student learning and use results to plan instruction, differentiation and interventions.

- **Additional training on common benchmark assessments**

IR and Literacy teachers have received additional training and clarification on how to administer and use results from common reading benchmark assessments to plan interventions and develop IEP goals. Elementary classroom teachers have received additional clarification on how to use results from a common math benchmark assessment to determine areas for instructional focus and differentiation of instruction as well as determine students in need of interventions.

- **Assessments Tied to Common Core Standards**

Some teachers have begun to explore use of a Study Island placement test tied to new Common Core Standards to examine where our students may achieve in relation to the new Common Core Standards in math and language arts.

Next Steps

- Online assessment development tools will be explored to possibly assist with the development and sharing of assessments tied to priority standards.
- We will continue to examine the use of the Study Island placement tests and activities tied to new Common Core Standards as a means for examining where our students may achieve in relation to the new Common Core Standards. We will also begin to examine the new MAP test tied to the Common Core Standards and determine if/when we might want to convert to this new assessment.

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

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

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

Leader: Diane Betts

Sub-Group Reading – Katie Kelly and Irene Kappas

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

Math – Dan Ophus and Kathy Ross

Science & Health – Tony Clishem

Social Studies – Kevin Dwyer and Doug Florence

Foreign Language – Shannon Rodriguez

Art – Sonja Dziedzic

General Music – Joani Heavey

Instrumental Music – Brian Jacobi

Physical Education – Susan McGovern and Aaron Schauer

March 12, 2012 Status Report

Steps accomplished in second trimester:

- **January, 2012 – Presentations on 21st Century Learning**
Presentations on 21st Century Learning and the importance of integrating creative expression, critical thinking and problem solving into all areas of instruction were made to the Board of Education, Curriculum Team, and the Strategy I Technology Committee.
- **February 10, 2012 Staff Development Day – Full Strategic Plan Meetings**
All Strategy IV Student Learning sub-committees continued to work on refining "big ideas" and "essential questions" to reflect higher level thinking and problem solving skills and began to discuss how these would be used in instruction with students.
- **Development of Information Literacy Curriculum**
Jackie Phillips (LRC Curriculum Specialist) and the LRC Directors have been working to develop a specific information literacy skills curriculum that is tied to the Common Core Standards and NETS (as discussed in Strategy I/Technology). This curriculum will be finalized before the end of the school year and implemented in 2012-13.

The job description for the LRC Directors is being revised to reflect a heavier focus on working collaboratively with teachers to develop students' Information Literacy Skills.
- **Integration of Skills into Core Curriculum**
Core subject area teachers particularly at the middle school level are identifying areas where higher level thinking skills and information literacy skills can be integrated into content area instruction.

Next Steps

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

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

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

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

Leader: Diane Betts

Assistants: Principals, Curriculum Specialists and Quality Improvement Teams

March 12, 2012 Status Report

Steps accomplished in second trimester:

- Grade level groups at each elementary school are using data from multiple sources to identify and plan for differentiated math instruction and interventions.
- The Math Department and RtI Leadership Team are analyzing math achievement at all grade levels to determine areas of strength and weakness in our curriculum, particularly in light of changes in the Common Core Math Standards and to determine if our students at each grade level are meeting the expectation for at least 80% of students to be at targeted benchmark levels.
- The Literacy Leadership Team has continued to use and refine as necessary the Literacy Intervention Protocol as a guide for helping teachers to identify students for interventions and selecting appropriate interventions to match student needs.
- Training on the Inform Database has been provided at building meetings to introduce all teachers on how to locate individual and group data from multiple assessments.
- Data from winter benchmark assessments has been uploaded to the Inform Database and made available to all staff.
- A pilot group of Literacy and IR teachers are piloting a new Response to Intervention (RtI) feature in Inform that can be used to electronically track student interventions. A decision will be made to determine if we want to use this feature next year to document all student interventions.
- Instructional Resource and Literacy teachers have received additional training on how to use progress monitoring data to plan instruction, write IEP goals, etc.
- Staff development time on Problem Solving early release Wednesdays has continued to be used to examine data from benchmark assessments in order to plan instruction and determine which students need additional support.

Next Steps

- We will continue to use our RtI Leadership, Literacy Leadership and other curriculum review committees to analyze what assessments are administered and how data is used to inform instruction and determine interventions as well as determine areas for curricular improvement and additional staff development.
- We will continue to utilize the services of our core curriculum specialists and other teacher leaders to develop/improve skills for coaching teacher teams in the use of data to inform instruction.

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

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

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

Leader: Phil Bender

Assistant: Kim Nasshan, other Administrative Council members

March 12, 2012 Status Report

Steps accomplished in second trimester:

The primary effort this year continues to be focused on building the capacity of administrators and others who are planning or guiding changes to become more familiar with the eight steps in the protocol and to use it as a helpful checklist for planning.

- **Administrative Council Meeting, January 25, 2012**

Administrators participated in an activity utilizing the change protocol. As we looked at the eight main areas, we reflected on specific situations throughout the District and applied the eight areas of the protocol. The tool is an effective guide to use when planning for large system changes.

- **Institute Day, February 10, 2012**

Various strategy groups utilized the change protocol in thinking about implementation of their action plans. For example, as part of the work for this day, Strategy II committee members used the eight main areas of the change protocol as a guiding tool as they continued their work through the action steps of Strategy II.

In addition, the "Nice Bike" theme introduced by the August Institute Day speaker Mark Scharenbroich continues to be a useful tool to acknowledge staff and provide positive reinforcement. For example, one of the Strategy IV Student Learning sub-committees used "Nice Bike" note cards at the end of the February Institute Day to send to colleagues on the sub-committee or within the District they felt deserved extra recognition.

- **Quality Improvement Teams (QIT)/Staff Meetings**

Some schools are using the change protocol as they begin to look at new programs that will be implemented next year. For example at Washington School, the QIT on February 14 first looked at the eight main areas to consider from the change protocol, generated further questions to consider and systems to be put in place. At the next staff meeting on February 29, again the eight main areas were considered and the entire staff generated more ideas to consider.

- **Literacy Leadership Team**

Leaders of the Literacy Leadership Team have used the change protocol as they plan for a change in one of the District's benchmark reading assessments for next year.

- **Strategic Planning Leadership**

The leadership team is using the change protocol to guide the direction for the Strategic Plan for school year 2012-13. As we continue to plan the work, we are using the protocol to prioritize and shift timelines of certain areas as we consider the District's overall capacity to integrate change from many sources.

Next Steps

Administrators and staff will continue to utilize the eight steps in the protocol as it steadily becomes a natural component to implement the Strategic Plan and increasingly in the District's ongoing operations.

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

YELLOW = Readiness Activities


ORANGE = Implement with Support

GREEN = Fully Implement

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

Board of Education May 23, 2011

Appendix 4

To: Board of Education
From: Rebecca Allard, Business Manager 
Subject: Recommended 2012-13 Student Fees
Date: March 12, 2012

The Board of Education annually reviews and approves student fees. The attached information is for Board review March 12, 2012, Board of Education meeting.


The approval of the 2012-13 student fees will happen at the April 23, 2012, Board meeting.

Park Ridge Niles Community Consolidated School District 64
2012-13 Recommended School Fees

For Discussion Purposes on March 12

	2011-12	Proposed 2012-13	\$ Change	% Change	Comments
Required Fees					
Kindergarten	\$84	\$84	\$0	0.0%	
Elementary Grades 1-5	\$227	\$227	\$0	0.0%	
Middle School	\$315	\$315	\$0	0.0%	
Participatory Fees					
Instrumental Music					
Beginner	\$40	\$40	\$0	0.0%	
Advanced	\$40	\$40	\$0	0.0%	
Basketball	\$100	\$100	\$0	0.0%	
Volleyball	\$75	\$75	\$0	0.0%	
Cross Country	\$25	\$25	\$0	0.0%	
Chorus - Elementary	\$5	\$5	\$0	0.0%	
Chorus - Middle School	\$15	\$15	\$0	0.0%	
Bus Fees <i>(State Reimbursement does not cover the cost of students who are transported and reside within 1 1/2 miles of the attendance center)</i>					
All Year	\$510	\$510	\$0	0.0%	
Cold Weather	\$305	\$305	\$0	0.0%	
Lunch Fee	\$2.50	\$2.60	\$0.10	4.0%	1. Reflects increased food costs 2. Ala Carte price increases attached
Elementary Lunch Supervision Fees					
Early Payment <i>(on or before July 15)</i>	\$165	\$0	(\$165)	-100.0%	See Attachment 1 memorandum dated March 12, 2012
Regular Payment <i>(after July 15)</i>	\$215	\$0	(\$215)	-100.0%	
Elementary Before School Fees (Program start time 7:00 AM)					
Plan A <i>(on or before July 15)</i>	\$475	\$489	\$14	3.0%	Reflective of December 2011 CPI-U
Plan B <i>(after July 15)</i>	\$550	\$567	\$17	3.0%	
Plan C - <i>Emergency Daily Rate</i>	\$20	\$21	\$1	3.0%	
Jefferson Extended Day Care	Board Approved changes in billing on January 23, 2012; see Attachment 2 memorandum.				

To: Board of Education

From: Rebecca Allard, Business Manager 
Kimberly Nasshan, Principal, Washington School
Daniel Walsh, Principal, Franklin School
Marcy Canel, Principal, Carpenter School

Subject: Elementary Lunch Supervision Program

Date: March 12, 2012

When the Board approved student fees in April 2011, the direction was to review the elementary lunch supervision program from an operations perspective to determine if the District could find any cost savings.

Three elementary principals, Natalie Blachut, and I met to discuss what is working and what is concerning. The first item of concern is the "open campus" model where the District continues to allow students to go home for lunch. The committee strongly believes the District should eliminate the current practice that allows students to go home for lunch. The elementary lunch program should be consistent with the middle school program of a closed campus.

With an elementary closed campus, during lunchtime, the District is still responsible for student supervision but the lunch supervision fee would be eliminated. Parents could still choose to pick-up their child up for lunch and follow building procedures for accountability. This recommendation comes from concerns for student safety that may arise from lack or lapse of supervision. This also provides necessary student monitoring related to parent custody issues that are becoming more complex and difficult. School offices are expected to monitor and ensure restraining orders and divorce decrees are being followed. With an open campus this is next to impossible to ensure.

The new bus company has raised the following safety concerns:

- No written route. A written route would assure student drop-off and pick-up continuity.

- Student compliment changes daily. Fear that a delayed, injured or missing student may go unnoticed and neither the driver nor base is able to track who is riding the bus.
- Substitute bus driver route confusion. Since there is no actual route, there is the potential that a student will be skipped returning to school.
- No guarantee of minor child care. It is unknown if the student is expected home or has permission to be dropped at an alternate location.
- Illinois-Central would not be able to confirm if a student is on the bus should an emergency arise.
- The safety of our students is our priority and it is my recommendation that lunch time transportation be disbanded based on the above concerns.

It is also the opinion of the principals that the majority of the students who choose to go home for lunch are doing so in order to avoid the fees.

Student safety should drive all recommendations made by the Administration. Since the District assumed all financial responsibilities for the lunch supervision program five years ago, the committee felt it was important to evaluate the program first with student safety in mind and then provide a financial analysis.

Financial information regarding the lunch supervision program:

- 2,384 is the current student enrollment grades 1 -5;
- 148 elementary students are on fee waivers;
- 49 special education students do not pay the lunch supervision fee;
- 56 elementary students have failed to pay the lunch supervision fee;
- 1,624 students paid the fee by July 15;
- 507 students paid the fee after July 15;
- \$375,349.80 is the total revenue collected to date for lunch supervision program.

Based on the above information, the committee strongly believes that the current practice of allowing students to go home for lunch unaccompanied by a parent or guardian should be discontinued.

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 15th 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

Approval of Award of Contract for Asbestos Removal Project at Carpenter

ACTION ITEM 12-03-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to have Tecnica awarded the asbestos removal contract at Carpenter Elementary for the amount of \$323,600.00.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: March 12, 2012

Subject: Asbestos Removal at Carpenter

Bids were opened for the Asbestos removal project at Carpenter School on March 1, 2012. The cost was estimated at \$485,000.00 the District received five bids and the project came in at \$323,600.00. Environ has recommended that we move forward with the low bidder Tecnica (see attached information) and I agree with that recommendation.

ENVIRON

March 6, 2012

Sent via electronic mail: smackall@d64.org

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

Re: Contractor Bids for Asbestos Abatement and Re-Insulation
Carpenter School

Dear Mr. Mackall:

Bids were publicly opened for the referenced project on March 1, 2012. A total of five (5) asbestos abatement contractors provided bids for the work. A copy of the Bid Tabulation is attached.

The low bidder for the project was Tecnica Environmental Services with a bid amount of \$323,600. Tecnica has been in business for over ten years and ENVIRON has managed several successful abatement projects that Tecnica has completed over the years.

Tecnica also successfully completed the large scale asbestos removal work at Washington School for School District 64 in 2009/2010. The Washington School project was very similar in scope to this current project at Carpenter School.

I reviewed the scope of work with Tecnica's President and estimator for the project, Mr. Sergio Munoz. Mr. Munoz assured me that they have a clear understanding of the scope of work, have adequate supplies and workmen to complete the project on schedule, and that Tecnica is comfortable with their bid and they want the project.

Therefore, our office recommends that the asbestos abatement work be awarded to the low bidder, Tecnica Environmental services for the amount of \$323,600. 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

ENVIRON

**BID TABULATION
ASBESTOS ABATEMENT and RE-INSULATION
CARPENTER SCHOOL – PARK RIDGE SCHOOL DISTRICT 64
MARCH 1, 2012 @ 2:00 p.m.**

Contractor Name	Bld Bond?	Add. #1?	Add. #2?	Work Area 1 (Spring Break)	Work Areas 2 – 5 (Summer Break)	Total Base Bid
Colfax	✓	✓	✓	47,925	289,495	337,420
SB Enterprises						
NES						
EHC						
Holian	✓	✓	✓	218,195	318,905	537,100
Tecnica	✓	✓	✓	89,100	234,500	323,600
Luse	✓	✓	✓	90,000	284,350	374,350
Midway	✓	✓	✓	288,000	456,000	744,000
Celtic						
Angel						

Approval of Bid Documents for Carpenter Mechanical Upgrades

ACTION ITEM 12-03-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to move forward with the bidding process for the proposed Carpenter mechanical upgrades phased over the next two summers.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Philip Bender, Superintendent

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

Date: March 12, 2012

Subject: Carpenter Mechanical Upgrade Project

Fanning – Howey has completed the bid documents for the Mechanical upgrade at Carpenter School. The Administration is asking the Board of Education for permission to move forward with the bidding process. It is the recommendation of Fanning – Howey and the Administration to phase the project over next two summers.

ACTION ITEM 12-03-4

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the 2012-13 staffing report as presented.

Moved by: _____ Seconded by: _____



AYES:

NAYS:

ABSENT:

3/12/12

To: Board of Education

From: Philip Bender, Superintendent 
Rebecca Allard, Business Manager 
Sandra Stringer, Assistant Superintendent for Human Resources

Subject: 2012-13 Recommended Staffing Plan

Date: March 12, 2012

One of the initial steps of budget development is an analysis of staffing needs. Currently, the Administration is projecting minor modifications to the 2011-12 staffing plan.

The following identifies the known changes to the various employee categories:

- The changes in the PREA –Teacher category are based on anticipated changes in student enrollment. The anticipated class-size section worksheet is attached for review.
- An additional 1.0 Assistant Principal will be shared between Carpenter and Franklin Elementary Schools. New legislation has created the need for additional administrative support to assist in the teacher evaluation process.
- The retirement of the current Math/ Gifted Curriculum Specialist permits the district to assess its needs in relation to math and gifted programs. The additional 0.5 FTE can be accommodated without increasing the District's overall costs while improving services to students.
- The addition of the Jefferson Extended Day Program Manager allows for the division of duties for the Coordinator of Extended Day/Pre-School Services. This position does not require Type 75 certification and will report to the Coordinator of Extended Day/Pre-School Services. The dissolution of MTSEP requires additional support. If this position is approved, the current Coordinator of Extended Day/Pre-School Services will assume the 0.5 FTE Facilitator duties required for the Early Childhood Diagnostic Program and funding will come from the IDEA Early Childhood grant.
- The modifications to the Secretary to the Director of Technology will provide consistent reliable services to the Technology Department and can be accommodated within the current budget allocation.

- Jefferson School currently has seven hours of nursing support. The current level does not meet the needs of the current student population. The addition of thirteen hours per week will provide a total of twenty hours of nursing support to the children housed at Jefferson during the school day.
- The dissolution of MTSEP requires the additional staffing outlined on the attached spreadsheet and is consistent with Mr. James Evens presentation to the Board in December.
- The dissolution of MTSEP requires the District to form an Early Childhood Diagnostic Team. The information on the attached spreadsheet is consistent with Mr. James Evens presentation to the Board in December.
- The Youth Campus has changed its delivery method from a home for troubled teenagers to a system of Foster Homes. As the Foster Homes are filled the student needs may require the assistance of a Social Worker position. This position will be filled when the demands of the student population require the additional services.

It should be noted that all other employee categories are expected to remain the same.

The Board will be informed as staff changes occur.

Park Ridge - Niles Community Consolidated School District 64
2012-13 Staff Requests

Position	FTE Change	Comments	Salary Impact	MTSEP Staffing Costs (Gross)	*Personnel Reimbursement	MTSEP Staffing Costs (Net)
PREA - Teacher	(4.00)	Reduction in grades 1-5 due to enrollment fluctuations	(\$260,000)			
PREA - Teacher	4.00	Contingency for known "watch" class sections	\$260,000			
PREA - Teacher	6.00	Contingency for unknown staffing needs to support student learning	\$390,000			
Assistant Principal - Carpenter	0.50	New employee evaluation requires a Type 75 staff person to assist with administrative duties ; eliminates stipend cost of \$6,144.	\$36,250			
Assistant Principal - Franklin	0.50	New employee evaluation requires a Type 75 staff person to assist with administrative duties ; eliminates stipend cost of \$6,144. Stipend savings	\$36,250 (\$12,288) \$60,212			
Curriculum Specialist	(1.00)	Retirement of .5 Math and .5 Gifted Curriculum Specialist	(\$112,678)			
Curriculum Specialist	1.00	Math Curriculum Specialist	\$65,000			
Curriculum Specialist	0.50	Gifted Curriculum Specialist	\$32,500 (\$15,178)			
Jefferson Extended Day Program Manager	0.50	The addition of the Jefferson Extended Day Program Manager allows for the division of duties for the Coordinator of Extended Day/Pre-School Services. This position does not require Type 75 certification and will report to the Coordinator of Extended Day/Pre-School Services. If this position is approved, the current Coordinator of Extended Day/Pre-School Services will assume the 0.5 FTE Facilitator duties required for the Early Childhood Diagnostic Program required as a result of the MTSEP resolution.	\$32,500			
Secretary-Technology	(1.00)	10-month Level 4 position (3 days per week)	(\$28,844)			
Secretary-Technology	(1.00)	12 month Level 3 position (5 days per week - 3 hours per day)	(\$11,047)			
Secretary-Technology	1.00	12 month Level 4 position (5 days per week - 7.5 hours per day)	\$38,675 (\$1,216)			
Health Clerk - Jefferson		Add 13 hours per week for a total of 20 hours per week	\$9,667			
Social Worker	0.50	Youth Campus (Associated costs will be funded through a grant) Position will be filled when student needs dictate	\$31,500			

Park Ridge - Niles Community Consolidated School District 64
2012-13 Staff Requests

Position	FTE Change	Comments	Salary Impact	MTSEP Staffing Costs (Gross)	*Personnel Reimbursement	MTSEP Staffing Costs (Net)
MTSEP						
<i>(All associated costs will be transferred from the "other expense" area)</i>						
Occupational Therapist	4.00	MTSEP dissolution		\$285,682	(\$36,000)	\$249,682
Physical Therapist	1.20	MTSEP dissolution		\$85,767	(\$10,800)	\$74,967
Facilitator	0.50	MTSEP dissolution		\$36,700	(\$4,500)	\$32,200
Support Staff - Office of Pupil Services	0.50	MTSEP dissolution		\$20,000	(\$1,750)	\$18,250
Support Staff - Business Office	0.50	MTSEP dissolution (Assistant Business Manager will assume the duties for grant filings; this position will allow the business office to replace the retiring payroll vacancy effective July 1)		\$25,000	(\$1,750)	\$23,250
				\$453,149	(\$54,800)	\$398,349
Early Childhood Diagnostics						
<i>(All associated costs will be transferred from the "other expense" area)</i>						
Social Worker	0.50	MTSEP dissolution		\$31,500	(\$4,500)	\$27,000
Occupational Therapist	0.40	MTSEP dissolution		\$33,378	(\$3,600)	\$29,778
Speech & Language	0.60	MTSEP dissolution		\$37,500	(\$5,400)	\$32,100
Psychologist	0.50	MTSEP dissolution		\$35,500	(\$4,500)	\$31,000
Facilitator	0.50	MTSEP dissolution (will not be filled because of Jefferson Extended Day Program Manager position; but funding for current Coordinator will be charged to the grant.)		\$51,188	(\$4,500)	\$46,688
				\$189,066	(\$22,500)	\$166,566
			Estimated Cost Impact	\$507,485		
			**Estimated Benefit Cost	\$126,871		
			Total Estimated Cost	\$634,356		
2010-11 Payment to MTSEP (\$597,352) for like services and District 63 (\$164,079) for Early Childhood Diagnostics						
						\$761,431

*Personnel Reimbursement (\$9,000 certified and \$3,500 non-certified staff)

**Staffing costs do not include benefits; as an estimate a factor of 25% should be applied.

Park Ridge - Niles Community Consolidated School District 64
2012-13 Class Size/Section Projections

As of February 29, 2012

School	K	1	2	3	4	5	6	7	8	Total By School		
Maximum Class Size	22	24	24	26	26	28	28	28	28	2012-13	2011-12	Difference
Carpenter												
# of Sections	63	63	78	66	56	73				399	391	8.00
Variance from 2010-11	3	3	4	3	3	4				20	20	0.00
	0	(1)	1	0	(1)	1						
Field												
# of Sections	77	77	106	107	118	123				608	655	(47.00)
Variance from 2010-11	4	4	5	5	5	5				28	29	(1.00)
	0	(1)	0	0	0	0						
Franklin												
# of Sections	72	72	71	71	88	88				462	471	(9.00)
Variance from 2010-11	4	3	3	3	4	4				21	21	0.00
	0	(1)	0	(1)	0	1						
Roosevelt												
# of Sections	90	90	121	102	90	129				622	649	(27.00)
Variance from 2010-11	4	4	6	4	4	5				27	28	(1.00)
	0	(1)	1	0	(1)	0						
Washington												
# of Sections	82	82	82	111	106	103				566	614	(48.00)
Variance from 2010-11	4	4	4	5	5	4				26	27	(1.00)
	0	0	(1)	0	1	(1)						
Emerson												
# of Sections							258	260	255	773	761	12.00
Variance from 2010-11							10	10	10	30	29	1.00
							0	0	1			
Lincoln												
# of Sections							247	214	233	694	685	9.00
Variance from 2010-11							9	8	9	26	27	(1.00)
							1	(1)	(1)			
Total By Grade	384	384	458	457	458	516	505	474	488	4,124	4,226	

Section Change 0.00 (4.00) 1.00 (1.00) (1.00) 1.00 1.00 1.00 (1.00) 0.00 Grade 1-5 Change (4.00)

Grade 6-8 Change 0.00

K - Change 0.00

Notes:

Grades 1-8 are reflective current enrollment rolled forward "+" and "-" new or withdrawn students as of February 29

Kindergarten projections represent the current kindergarten enrollment.

Projections do not include Jefferson

(4.00)

APPROVAL OF FOOD SERVICE CONTRACT RENEWAL

Based on Arbor's performance, and the continued improvements made to our program, we are recommending renewing the contract with Arbor for another year. Attached for your review are financial projections for the 2012-2013 school year.

ACTION ITEM 12-03-5

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, renew the food service contract with Arbor Management for one year, commencing July 1, 2012.

Moved by:_____Seconded by:_____

AYES:

NAYS:

ABSENT:

3/12/12

Elementary School District 64
Park Ridge-Niles, Illinois

MEMO

DATE : March 12, 2012

TO : Board of Education

FROM: Betty Lattanzio – Purchasing Manager
Becky Allard – Business Manager

SUBJECT Food Service Contract Renewal

In June 2012 our food service contract with Arbor will be subject to renewal.

Attached for your review are financial projections for the 2012-2013 school year.

In comparison to the 2011-2012 school year, some variances should be noted, Market projections for food is expected to increase a minimum of 3.5% overall. These food projections are based on current environmental issues as it pertains to weather/ climate changes and oil prices. Arbor is recommending an increase in their administrative fee of .1% to 5.5% and an increase the Management fee of .05% to 2.05%

To help offset these variances, a 4% increase in the selling prices for the highest volume items is being recommended. Those items are listed in “**bold**” on the attached price list. The revenue increase to offset the middle school lunch program will be approved as part of the 2012-2013 student fees.

We are recommending that the Board of Education renew the food service contract with Arbor Management for one year, commencing July 1, 2012.

PARK RIDGE- NILES SCHOOL DISTRICT 64

2012- 2013 SCHOOL YEAR PRICE LIST

Recommended increases in BOLD

DAILY PLATE LUNCH W/MILK

2.50 2.60

SNACKS

BAGEL	1.00
BAKED CHIPS, 1.5 OZ	1.00
BREAD STICK, 1.5 OZ	0.60
BROWNIES/CAKES	1.00
CHEEZ IT, 1.5 OZ	0.90
CHURRO	1.10
APPLE BOSCO STICK (1)	1.25
COOKIE, OTIS SPUNKMEYER 2.3 OZ	1.05
GARDEDOS, 1.75 OZ	1.10
MUNCHIES	0.85
OREO COOKIES, 2 OZ	1.10
POP TARTS, 3.67 OZ	1.10
POP TARTS, WHOLE GRAIN, 3.67 OZ	1.10
PREMIUM ICE CREAM	1.50-2.75
PRETZELS, 6 OZ	1.10
RICE KRISPIE TREATS, 1.3 OZ	1.00
VICKIE'S CHIPS, 1.3 OZ	1.20
WELCH'S FRUIT, 2.25 OZ	1.10
YOGURT 6 OZ	1.20
YOGURT PARFAIT, 10 OZ	1.65

SIDE DISHES

HOT VEGETABLE (4 oz)	0.55
SEASONED FRIES (4 oz)	1.90
FRENCH FRIES 4 oz	1.40
RICE OR POTATO	0.75
SOUP - w/ crackers 12 oz	1.10
CHILI, 12 OZ	1.35
CHEESE SAUCE, 2 OZ	0.50
MARINARA SAUCE, 4 OZ	0.60
CREAM CHEESE	0.50

ROTATING FOOD BARS

SANDWICH BAR	3.40
MEXI BAR	3.05
JUMP ASIAN	3.05
PASTA BAR	3.05

ENTREES

BOSCO STICKS, 2 CT	2.40
CHEESEBURGER	2.00
BREADED CHICKEN SANDWICH	2.00
CHICKEN TENDERS, 3 OZ	3.00
NACHOS W/CHEESE, 4 OZ	1.50
PIZZA, 16" 8 CUT, PEPPERONI	2.50
PIZZA, 16" 8 CUT, CHEESE	2.20

BEVERAGES

BOTTLED WATER 8 OZ	0.75
BOTTLED WATER, 16.9 OZ	1.00
GATORADE, 12 OZ	1.65
PROPEL, 12 OZ	1.65
WELCH'S 12 OZ	1.40
MILK 8 OZ	0.55
MILK - ELEMENTARY	0.50

SALADS

BUFFALO CHICKEN SALAD	3.50
CHICKEN CAESAR SALAD	3.50
TACO SALAD	3.50
SALAD BAR	3.00



Anchor
Management, Inc.

Recommended:
March 5, 2012

Park Ridge-Niles School District 64

2012 - 2013 Financial Projection

3.5% increase in selling prices

INCOME

TOTAL STUDENT/STAFF SALES	\$	447,154
SPECIAL FUNCTION	\$	132,445
REIMBURSEMENTS	\$	50,875

TOTAL INCOME	\$	630,474
---------------------	-----------	----------------

EXPENSES

FOOD COST	\$	264,169
DIRECT COST	\$	22,853
LABOR COST	\$	216,936
ADMINISTRATIVE COST	The greater of 5.50% or \$34,676	\$ 34,676
MANAGEMENT FEE	The greater of 2.05% or \$12,925	\$ 12,925

TOTAL EXPENSES	\$	551,559
-----------------------	-----------	----------------

PROJECTED RESULTS	\$	78,915
--------------------------	-----------	---------------

ARBOR MANAGEMENT, INC.

**Park Ridge-Niles
School District 64**


SIGNATURE

SIGNATURE

Marjana S Nixon
NAME

John Heyde
NAME

Vice President, Operations
TITLE

Board President
TITLE

March 5, 2012
DATE

DATE

Presented: March-2012



Management
Inc.

Approval of Minutes

ACTION ITEM 12-03-7

I move that the Board of Education of Community Consolidated School District 64 approve the Regular Minutes of February 27, 2012 and Closed Session Minutes of February 27, 2012.

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.
February 27, 2012
Field Elementary School – North Gym
707 Wisner Avenue**

John Heyde called the meeting to order at 7:15 p.m. Other Board Members present were Dan Collins, Scott Zimmerman, Eric Uhlig, Pat Fioretto, Anthony Borrelli and Sharon Lawson. Also present were Superintendent Philip Bender, Assistant Superintendents Dr. Sandra Stringer and Diane Betts, 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 7:15 p.m., the Board convened for the Public Hearing to Continue Holiday Modifications.

**PUBLIC HEARING TO CONTINUE HOLIDAY
MODIFICATIONS**

Public Hearing to
Continue Holiday
Modifications

Dr. Bender provided background information on holiday modifications. School districts no longer have to apply for a waiver to hold school on legal school holidays such as Lincoln's Birthday, Casimir Pulaski Day and Veterans' Day. However, districts must hold a public hearing to propose their intention to hold school on these days and to hear public comments about the proposal. Students will learn about the accomplishments of those commemorated on these holidays.

This is not a change to District 64's current practice of observing these three holidays, but is complying with a new state law regarding official communication and notification of those practices.

There were no public comments or Board questions regarding the continuation of holiday modifications.

At 7:19 p.m., it was moved by Board Member Lawson and seconded by Board Member Borrelli to adjourn from the Public Hearing.

The Board resumed as a regular Board meeting at 7:31 p.m.

PUBLIC COMMENTS

Public
Comment

Jennifer Cooley of 123 Imperial St., Park Ridge, asked the Board to consider a national lunch program for students currently run by the PTO. Ms. Cooley offered to bring information to the Board about how this program

operates in other school districts. The topic can be put on a future meeting agenda for Board discussion.

Kathy Jozwiak, a Carpenter School parent, read a statement about her child being a victim of bullying since October. She urged the Board to implement a zero tolerance bullying policy, to be proactive versus reactive to bullying issues, and cited several bullying prevention programs that the District might adopt. She distributed information about those programs to the Board. Dr. Bender will meet with Mrs. Jozwiak about her child. There was a suggestion to designate one person in the District to handle bullying.

Katie Renali, a Roosevelt School parent, stated her concern about student and lunch fees. She asked the Board to change fees to be more in line with other districts and to ease the financial burden on families in District 64.

APPOINTMENT OF ASSISTANT SUPERINTENDENT FOR STUDENT LEARNING

Appointment of
Assistant
Superintendent for
Student Learning

Dr. Bender said 45 applications were received for the Assistant Superintendent for Student Learning position. After screening, that number was reduced to 12 and ultimately to two final candidates. Dr. Bender recommended Dr. Lori Hinton for the job. She is currently a principal in Glenview District 34, and previously worked in Districts 62 and 67. She received both her bachelor's and master's degree from the University of Illinois at Urbana-Champaign and her Ph.D from Loyola University.

Dr. Hinton has served in various leadership roles in District 34, such as designing workshops to support teachers, facilitating new teacher mentor training, and securing \$300,000 in grants. Previously, she provided professional development for the North Cook Regional Office of Education.

ACTION ITEM 12-02-1

Action Item
12-02-1

It was moved by Board member Zimmerman and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of Dr. Lori Hinton as the Assistant Superintendent for Student Learning beginning July 1, 2012 through June 30, 2013. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

Dr. Hinton said she found District 64 staff to be both professional and enthusiastic about student learning during the interview process. She feels privileged to be part of District 64. Mr. Heyde acknowledged that she will have large shoes to fill and the support of staff and administrators.

RECOGNITION OF 2011 ILLINOIS HONOR ROLL SCHOOLS

Recognition of 2011 Illinois Honor Roll Schools

Dr. Bender announced four District 64 schools received "Academic Excellence Awards" for 2011 from the Illinois State Board of Education. Criteria for earning a place on the 2011 Illinois Honor Roll are:

- Ninety percent (90%) of students must meet or exceed state standards in both reading and math for three consecutive years on the ISAT.
- They must make Adequate Yearly Progress (AYP) for the past two years.

The four schools are Carpenter, Field and Roosevelt Elementary Schools and Lincoln Middle School. Mr. Heyde presented certificates to Principals Dr. Marcy Canel (Carpenter) and Dr. Kevin Dwyer (Roosevelt), and Assistant Principals Katie Kelly (Field) and Tim Gleason (Lincoln).

With District 64's change over to common core standards, it is expected that we will continue to see high academic achievement in our schools. Mr. Heyde congratulated principals and staff for their efforts to increase student achievement.

APPROVAL OF CARPENTER WATER RETENTION SITE DESIGN

Approval of Carpenter Water Retention Site Design

The Carpenter School water retention site design was discussed at previous Board meetings. A motion will be presented to the Board to select one of the two proposed designs. Mr. Heyde acknowledged receipt of five emails the Board received from residents, Carpenter staff members and lunch program supervisors about the proposed designs.

Scott Mackall, Director of Facility Management for District 64, and Ms. Keri VanSant of Fanning Howey, were present and responded to Board questions and public comments about the two design concepts.

Much of the discussion centered on traffic flow in and around proposed student drop-off areas, student safety, maintaining as much green space as possible on the school site, and the elimination of parking spaces.

Resident Elaine Awar favored Concept 1 in order to keep as much green space as possible for students' benefit. She has witnessed many parking and traffic flow problems around Embers School, near to where she lives.

Carpenter neighbor Joann Griebler stated her concern about parking and traffic flow on Broadway St. when/if parents drop off their children in one of the

design concepts. Ms. VanSant said a traffic study would need to be conducted and analyzed for the best solution for that area.

Lisa Bascomb preferred Concept 2 because it offers a better parking lot with safer green spaces. She urged the Board to trust the professionals and their recommendation.

Harley Tom, Carpenter School physical education teacher, said current traffic flow patterns and safety are manageable now. He urged the Board to keep kids first, saying they need green space, not a parking lot.

Dale Seaberg, Carpenter School neighbor, echoed concerns about traffic on Broadway Street and student safety. He wondered if the Board had all the information it needed to vote on one of the two concepts at this time.

Sue Douglass, third grade teacher at Carpenter, was concerned about the loss of blacktop play area proposed in Concept 2. Ms. VanSant provided square footage comparisons for hard and soft play surfaces under the two concepts. Kathy Jozwiak, Carpenter parent, said while both plans are valid, the loss of square footage in play areas in order to accommodate a parking lot is not the best use of District funds; also, the green space would be lost forever.

Carpenter teacher Dawn O'Connor pointed out that the only playground in Concept 2 is located right outside four classrooms.

Following public comments, the Board engaged in a final discussion. Dr. Bender reminded the Board that no matter which concept is selected, the design must still go to Park Ridge City Council for a variance to reduce the number of parking spaces on the site. Mr. Mackall said the City Engineer endorsed Concept 2. He will work diligently to complete the project no matter which concept is approved.

The Board thanked Mr. Mackall, Ms. VanSant and Dr. Bender for their work on creative design concepts, perseverance, and involvement with the community on this issue. The original purpose of the two design concepts was to alleviate water retention problems at Carpenter School.

Action Item 12-02-2

Action Item
12-02-2

It was moved by Board member Fioretto and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to move forward with Design and Bid Documents for Concept One for the site improvements at Carpenter pending approval from the City of Park Ridge. The votes were cast as follows:

AYES: Zimmerman, Heyde, Uhlig, Fioretto

NAYS: Collins, Borrelli, Lawson

PRESENT: None

ABSENT: None

The motion carried.

UPDATE ON CARPENTER SCHOOL MECHANICAL UPGRADES

Ms. VanSant of Fanning Howey presented an update on work at Carpenter School. The Board is scheduled to vote on the final design and going to bid for mechanical systems at the March 12, 2012 Board meeting.

She provided a new estimate of \$2.8 million for upgrades, including shift work allowances for contractors to complete all work in summer 2012. The Board and Ms. VanSant discussed the possibility and impact if work was completed in two phases, beginning in summer 2012 and finished in summer 2013.

Mr. Mackall explained how the project would be scheduled if performed in two phases. He was given permission to use the backup boiler at Carpenter for one more year, if safety tests are passed, since the boiler has not been used because of the mild winter.

There was discussion about the financial, design, and schedule impact if the boiler was replaced without adding air conditioning to the building.

The Board will be asked to vote on the final design and bid documents at the March 12, 2012 Board meeting if 1. all work is completed in summer 2012, 2. the work is phased in over the summers of 2012 and 2013, and 3. if air conditioning is removed from the design.

DISCUSSION OF BOARD COMMUNICATION GOAL

Discussion of Board
Communication Goal

Dr. Bender and Ms. Tramm provided a written update on the 2011-2013 Communication Goal in the Board packet and responded to Board questions about that information.

Dr. Borrelli followed up on a discussion at a previous meeting about the redesigned District 64 web site. He appreciates the new design, but finds the web site difficult to navigate, and asked if the Communications subcommittee of the Community Finance Committee (CFC) could provide ideas and feedback about it. Dr. Bender believed the CFC would be willing to do that.

There was a suggestion to forego conducting an informal survey about District communications in favor of a formal, statistically valid telephone survey that could be completed sooner if only one survey was done.

Ms. Tramm said an informal, online survey would ask residents about how they prefer to get information about District 64. There have been good response rates to past online surveys, they are cost effective (free) and responses are received immediately.

A more formal telephone survey would meet the Board's communication goal to evaluate the community's knowledge of District 64's plans and financial information. Although the cost for a telephone survey is unknown, a similar survey for the Park Ridge Library cost approximately \$11,000-12,000.

An informal, online survey will be conducted, CFC suggestions will be requested, and based on those results the Board may elect to move forward with a telephone survey later.

Mr. Borrelli liked the new sign advertising "School Board Meeting Here Monday Night" for school sites as meetings rotate through District buildings because it creates more community awareness and visibility. There was a brief discussion about holding more Board meetings at the schools rather than the ESC to create more visibility. Administration was asked to discuss that proposal and respond to the Board. Ms. Tramm reminded the Board that meetings are more visible to residents no matter where they are held since they are videotaped.

**ADOPTION OF RESOLUTION #1080 AUTHORIZING
CONTINUED MODIFICATIONS TO SCHOOL
HOLIDAYS**

Adoption of Resolution
#1080 Authorizing
Continued Modifications
to School Holidays

ACTION ITEM 12-02-3

Action Item 12-02-3

It was moved by Board member Collins and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the Continued School Holiday Modification of School Code 105 ILCS 5/24-2 for Abraham Lincoln's Birthday, Casimir Pulaski Day, and Veterans' Day. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

**PRESENT FINAL CALENDAR FOR 2012-13 &
TENTATIVE CALENDARS FOR 2013-14
AND 2014-15**

Present Final Calendar
for 2012-13 & Tentative
Calendars for 2013-14
and 2014-15

Diane Betts, Assistant Superintendent for Student Learning,

presented the three calendars, which are very similar to this year's calendar except for a change in the Institute Day schedule at the start of the school year. All three calendars align with High School District 207 holidays and spring breaks.

Ms. Betts said there is pending legislation regarding the length of the day for opening and closing the school year. It may require those days be full days. The summer school calendar is separate from the regular school year calendar. The Board will vote on the calendars at the March 12, 2012 Board of Education meeting.

**FIRST READING OF PRESS ISSUE 77,
OCTOBER 2011 OMITTING 6:300 AND 6:320**

First Reading of
Press Issue 77,
October 2011
Omitting 6:300 and
6:320

Dr. Bender stated there were some revisions that incorporate footnotes into the text of policies. Dr. Borrelli introduced several proposed changes which the Board discussed further pertaining to Policy 3:60 (Evaluation of Administrators), 4:80 (Audit Services), 5:90 (Abused and Neglected Child Reporting), 7:305 (Student Head Injuries) and 5:100 (Staff Development Programs).

The topic of encouraging or requiring CPR training for all staff was discussed in some detail. The Board would need information on budgetary impact, language for any proposal, and feedback from Administration if training was required. Ms. Betts stated CPR training is currently provided for staff that are required to hold CPR certification, such as health assistants, and is offered for professional growth to other employees every year.

Approval of the First Reading of Policy Issue 77, October 2011 is scheduled for the March 12, 2012 Board of Education meeting.

DISCUSSION OF 2012-13 STAFFING PLAN

Discussion of 2012-
13 Staffing Plan

Dr. Stringer presented staffing needs for 2012-13 as part of the budget process. There are automatic staffing needs based on changes in student enrollment and recommended staffing needs which she explained in detail. Recommendations included: an additional 1.0 FTE Assistant Principal shared between Carpenter and Franklin Schools in order to support new legislation affecting the teacher evaluation process; an additional .5 FTE for the Math/Gifted Curriculum Specialist when the current staff member retires this year; addition of 4.0 FTE Technology Coaches for the non-pilot schools; 1.0 FTE for a Jefferson Extended Day Program Manager related to the dissolution of MTSEP; modification to the Secretary to the Director of Technology; additional hours for nursing support at Jefferson School to meet current students' needs; additional staffing needs due to the dissolution of MTSEP, and the possibility of a social worker position depending on the student population at The Youth Campus.

The Board asked Dr. Stringer for clarification on most of the recommendations. A contingency for additional classroom teachers was included based on potential enrollment changes at the building and/or grade level. Four class sections are already on the watch list.

The shared Assistant Principal position was recommended to assist with a new evaluation process that will begin in 2014-2015. The average principal conducts 40-65 staff evaluations every year. Dr. Stringer will gather information on how comparable districts are handling this change and report back to the Board.

Because technology changes so rapidly, the Director of Technology was encouraged to forecast what roles or expenses might not be needed in the future in order to offset the recommendation for additional Technology Coaches.

The Board asked that the recommendation for four additional technology coaches be excluded from the proposal they will be asked to vote on at the March 12, 2012 Board meeting until results of the staff survey about technology coaches at the three pilot schools (including raw data/ comments) are received and analyzed.

Dr. Stringer and Mr. Even explained how the Extended Day Program and Preschool Services Program will be blended because of the dissolution of MTSEP. The costs will be transferred from MTSEP to District 64 and should not increase; in fact, there may be some cost savings. The staffing levels will be the same; however, the staff will be District 64, not MTSEP employees, and the IDEA grant money will flow through to District 64.

Dr. Stringer further explained the realignment of the secretary to the Director of Technology, saying overall it will save the District approximately \$1,200.00.

Next steps include approval of the staffing plan and sign-off on positions at the March 12, 2012 Board meeting. The Board may separate some of the recommendations into individual motions, if necessary. Some positions may not need approval by March 12th. Ms. Allard will then incorporate the staffing plan into the budget. The Board noted that it's important to be sensitive to increases in staffing across the District and to evaluate processes to maximize efficiency.

CONSENT AGENDA

Consent
Agenda

Dr. Bender explained the reason for the contract extension with Septran, the transportation provider for Special Education students. At the request of two Board members, the Approval of Design and Development Documents for Mechanical Upgrades at Carpenter School was voted on in a separate motion.

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 -----	\$1,442,501.82
20 – Operations and Maintenance Fund -----	185,679.93
30 – Debt Services -----	2,750.00
40 – Transportation Fund -----	164,644.05
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	15,797.23
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 107123, 107149-107409

Total: \$1,793,373.03

Payroll for Month of January 2012

10 – Education Fund -----	\$3,416,441.56
20 – Operations and Maintenance Fund -----	210,274.84
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	160,231.88
80 – Tort Immunity Fund -----	-

Checks Numbered: 3888-4306

Direct Deposit: 900007240 – 900008573

Total: \$3,786,948.28

C. Approval Regarding Transportation Contract Extension and Assignment

~~D. Approval of Design and Development Documents for Mechanical Upgrades at Carpenter School~~

E. Approval of Bid Results for Natural Gas

F. Approval of Financial Update for the Period Ending January 31, 2012

G. Destruction of Audio Closed Minutes

ACTION ITEM 12-02-4

Action Item

It was moved by Board member Collins and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 27, 2012, which includes the Personnel Report; Bills, Payroll and Benefits; Approval Regarding Transportation Contract Extension and Assignment; ~~Approval of Design and Development Documents for Mechanical~~

12-02-4

~~Upgrades at Carpenter School~~; Approval of Bid Results for Natural Gas;
Approval of Financial Update for the Period Ending January 31, 2012; and
Destruction of Audio Closed. Minutes. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

ACTION ITEM 12-02-4.1

Action Item
12-02-4.1

It was moved by Board member Zimmerman and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Design and Development Documents for Mechanical Upgrades at Carpenter School. The votes were cast as follows:

AYES: Lawson, Borrelli, Uhlig, Heyde, Zimmerman

NAYS: Fioretto, Collins

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 12-02-5

Action Item
12-02-5

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole Minutes of February 13, 2012, Closed Session Minutes of February 13, 2012, Committee-of-the-Whole Minutes of January 23, 2012, Regular Meeting Minutes of January 23, 2012 and the Closed Session Minutes of January 23, 2012. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

OTHER ITEMS OF INFORMATION

Dr. Bender noted several FOIA requests, memo of information about art and supply bids, and minutes from The District 64 Wellness Council and CFC meetings.

In light of increases in costs to educate students, the Board discussed what it might take to produce a flat budget. The Board asked the Business Office to identify operational efficiencies and cost savings where possible in order to offset recommended additional staff positions.

ADJOURNMENT

Adjournment

At 11:26 p.m., it was moved by Board member Uhlig and seconded by Board member Borrelli to adjourn to closed session to discuss Employment of Specific Individuals 5 ILCS 120/2 (c)(1) and Collective Negotiations 5 ILCS 120/2(c)(2), not to reconvene in open session. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

The regular Board meeting adjourned from closed session at 12:30 p.m.

Date

President

Secretary

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.

APPENDIX

- Destruction of Audio Closed Minutes

- **Approval of Minutes** **Action Item 12-04-7** **A-7**
 - Board President
 - Committee-of-the-Whole Minutes.....April 9, 2012
 - Closed Session MinutesMarch 12, 2012
 - Regular Minutes.....March 12, 2012
- **Other Items of Information** **A-8**
 - Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - Department of Student Learning Update
 - Minutes of Board Committees
 - Wellness Committee Minutes of April 17, 2012
 - Community Finance Committee Minutes of March 13, 2012
 - Other (none)

• **Adjournment**

Next Regular Meeting: **Monday, May 21, 2012**
 7:30 p.m. – Regular Board Meeting
 Emerson Middle School
 8101 N. Cumberland Avenue
 Niles, IL 60714

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.
 • Community Engagement Meeting 3 (Facility Master Plan)
 • Recognition of Student Awards • ELF Grant Awards • Recognition of Tenured Teachers
 • Crisis Plan Presentation • Approval of April Financials

June 25

Regular Board Meeting – 7:30 p.m.
 • Approval of May Financials
 • Title Change: Director of Special Education

TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12
- Approval of Policies 3:60, 4:80, 5:90 and 7:305 (PRESS Issue 77, October 2011)

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.



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

DRAFT

BOARD MEETINGS – 2012 -2013

JULY	9 (ESC)
AUGUST	20 (ESC)
SEPTEMBER	24 (Franklin)
OCTOBER	22 (Washington)
NOVEMBER	12 (Carpenter)
DECEMBER	10 (ESC)
JANUARY	28 (Jefferson)
FEBRUARY	25 (Field)
MARCH	18 (Lincoln)
APRIL	22 (Roosevelt)
MAY	20 (Emerson)
JUNE	24 (ESC)

Board of Education meetings are scheduled at 7:30 p.m. on the fourth Monday of each month with the following exceptions: July, August, November, December, March and May.

PB:mw

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

Minutes of the meeting
held at 4:00 p.m. Tuesday, February 21, 2012
Field School, 707 N. Wisner, Park Ridge, IL 60068

Attendees:

Dr. Philip Bender, Superintendent
Ofc. Laura Kappler, Park Ridge Police
Deputy Chief Jeff Sorensen, Park Ridge Fire
Ofc. Joseph Penze, Niles Police
Kathy Jozwiak, Carpenter School PTO
Katie Kelly, Field School Assistant Principal
Tim Benka, Emerson Middle School Assistant Principal
Tim Gleason, Lincoln Middle School Assistant Principal
Dan Ophus, Washington School Assistant Principal
Dr. Kevin Dwyer, Roosevelt School Principal
Scott Mackall, Director of Facility Management
Mike Davis, Carpenter Parent
Duane Mellema, Park Ridge Police Department
Marvin Bornschlegl, Field Parent

Superintendent Bender called the meeting to order at 4:05 p.m. and thanked everyone for focusing on traffic concerns moving into spring as well as storm preparedness.

City of Park Ridge Reports

▪ **Police**

Ofc. Kappler reported that cell phone signs have been posted around all school zones in Park Ridge. Park Ridge Police will possibly install a photo enforcement at the railroad gates on Greenwood. There will be a task force meeting on 2/29/12 to discuss this further. There will also be flashing stop signs installed along Western near Washington School and Lincoln School. They will also be installed along Talcott near Maine South High School. The signs are currently on order. Officer Kappler will continue using the police blog to communicate with schools.

▪ **Fire**

Lt. Sorensen reported that the fire department has been very busy lately. The fire department would like to possibly do some drills with schools relating to crisis if schools would like to participate. Maine South had an active shooter drill last week with the police and fire department. This would not be appropriate to do in the elementary school due to the nature of the drill itself.

Village of Niles Police Report

Ofc. Penze had nothing to report at this time.

Update on Crisis Communication Meeting

Dr. Bender and Principal Walsh reported that a meeting was held in January to tour the 911 call center. The group is developing crisis plans to create an aviation disaster plan should there be an aviation disaster nearby. We are partnering with SD 207 on this item.

School Reports

▪ Field

Assistant Principal Kelly reported that Field would like to thank the city for moving some signs around the building as requested at an earlier meeting. It has made a big difference. Mrs. Kelly wanted to also thank the Park Ridge Police for the cell phone signs as parents and students are noticing and appreciating their presence. Everything else is going well at Field.

▪ Franklin

Principal Walsh was not present.

▪ Roosevelt

Principal Dwyer reported that Roosevelt will be scheduling another lock down drill in the spring on top of the one done in the fall. Soft lock down procedures were also discussed at the Roosevelt crisis team meeting to ensure staff understood what a soft lock down is and what it means for the school. Having special needs students in the building has caused concerns as it relates to parking for parents of special needs students with limited mobility. Could we develop a parking pass for these parents so they could have some special parking privileges? Dr. Dwyer will create a sign to use for these parents and run them by police for approval. Park Ridge Police also stated that the city could create some signage on the street to designate special parking area as well.

▪ Carpenter

Carpenter parent Mike Davis reported that parents are not stopping at the stop signs around Carpenter. He noted that Cherry and Hamlin as well as Elm and Hamlin are both major issues at this point. The bus coming from Emerson is rolling the stop sign as well. He feels that this is a major problem. He made a video of what he sees and would be happy to share if we would like.

Principal Canal reported via email that the issues she has with traffic are the corners of Elm and Broadway, where cars are not obeying the stop signs and come to a “rolling” stop and sometimes it is a pretty fast roll. Also, parents are making 3 way turns in the teachers parking lot and walking students through the lot. Lastly, parents are blocking driveways on Broadway and Elm—parking to let their children off.

Kathy Jozwiak reported that the recent shift in assignments has led to greater police presence, which has helped tremendously.

▪ Lincoln

Assistant Principal Gleason reported that there are no new concerns that have developed at Lincoln Middle School. The lack of snow this year has helped with traffic around Lincoln.

▪ Emerson

Assistant Principal Benka reported that there are no new concerns that have developed at Emerson Middle School. As weather gets warmer Emerson will push to remind kids to wear helmets.

▪ Jefferson

Coordinator Lapping was not present.

- **Washington**

Assistant Principal Ophus reported that the only continued concerns regarding traffic are happening at Stewart and Engel. Mr. Ophus wanted to thank the Park Ridge Police for sending letters to parents based on what has been sent in on the police blog. It was also discussed as to whether or not to have the patrol training in the fall vs. the spring. Mr. Ophus will discuss with his patrol supervisors to create the best plan for Washington moving forward and get back to the police.

Successes/Concerns

- **Middle School Student Patrols**

Assistant Principal Gleason and Benka reported that as the discussion on Middle School Patrols went on, it was decided not to embark on this new initiative. It was decided that middle school students would not likely listen to their peers in this manner, so it was not worth the time and effort in setting the program up.

Other

- **National Bike to School Day May 9, 2012**

Dr. Bender distributed an announcement from the National Center for Safe Routes to School concerning the first annual nationwide Bike to School Day. It is left to each school to determine whether to participate; it may fit into student wellness initiatives while offering an opportunity to review bike safety and District 64's helmet requirement.

- **Healthy Living Month April**

Dr. Bender noted that District 64 would be participating in the annual month-long series of activities in Park Ridge, which is jointly sponsored by various governmental and local community groups.

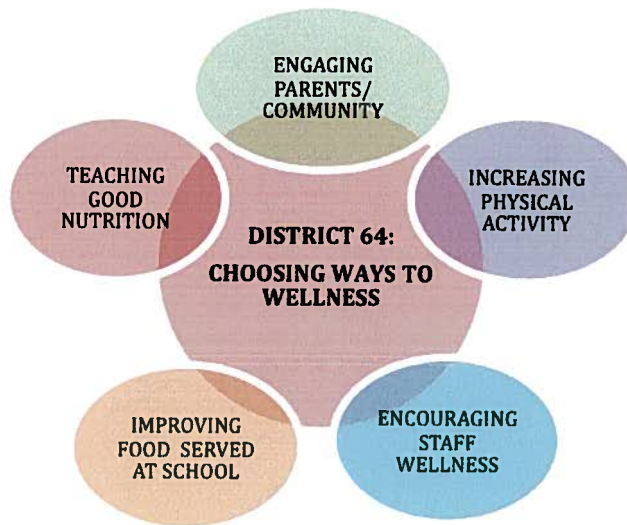
Cell Phone Concerns: Officer Kappler reported that talking on the cell phone while driving has led to more deaths than drunk driving recently. It is now considered an epidemic. Hands free cell phones are also banned in school zones.* The key is to continue raising awareness with the community. The police would send a letter to parents who continuously use the cell phone in school zones if they had a plate number and make and model for the vehicle. [**It was later clarified that state law does permit cell phones to be used in voice-activated mode. Park Ridge Police, however, are encouraging no cell phone use at all to more easily promote school safety.*]

Next Meeting

The next meeting will be held on Tuesday, May 8th at 4:00 p.m. at Lincoln Middle School, Park Ridge, IL.

The meeting was adjourned at 4:45 p.m.

Minutes submitted by Dan Ophus



DISTRICT 64 WELLNESS COUNCIL

FEBRUARY 28, 2012

Present:

P. Bender, C. Meredith, N. Noel, P. Yurkovic, P. Risk, M. Borowski, J. Mata, K. Nasshan, D. Walsh, M. Petkofski

TRAVELING WELLNESS BOARD

The travelling wellness board has been presented at Jefferson, Emerson, Washington, Field, and Carpenter. It showcases staff fitness activities, school team activities, and wellness/health tips. It is the Council's hope that the board will bring visibility to the Council and school teams, and will encourage more interest/participation in school wellness activities.

SCHOOL BOARD PRESENTATION

Representatives from Wellness Council will attend the March 12th (7:30pm) School Board meeting, to give a brief presentation on the Council's role, and past/future projects.

Update 3/6/12: Reps will display the Wellness Boards *prior* to the meeting, to showcase school wellness activities, and will be available to answer questions. Dr. Bender will do a brief overview of Wellness at the start of the board meeting. All Council members are welcome to attend our pre-meeting display.

SPINNING CLASS:

Samantha McDaniel will host a staff spinning class on Tuesday, May 1st, from 4:00-4:45pm, at Lincoln. Class limit is 12, and is open to all fitness levels. Email smcdaniel@d64.org to register.

NUTRITION SPEAKER:

A nutrition expert from Lutheran General Hospital will give a short **lunchtime presentation on Friday, April 20th**, touching on various nutrition topics. The presentation will be held at **Field School**, from 11:50am-12:20pm, in the LRC, 2nd floor. All District 64 staff members are welcome.

Information regarding the spinning class and nutrition presentation will be included in the upcoming Staff Bulletin. Flyers will be developed for all buildings to publicize the nutrition presentation on 4/20.

5K WALK/RUN

Will discuss at future meeting. It was agreed that our taking on an event such as this would be difficult, but Council thinks that district staff participation could be arranged in the Park Ridge Classic in the fall. In addition, Dr. Bender will continue discussion with ELF, which expressed interest in being involved in such an event. Will revisit this item.

•VIRTUAL COOKBOOK

Discussed possibility, but decided to include healthy recipes in staff bulletin messages, and on the Wellness page of the district website instead.

<http://www.d64.org/subsite/dist/page/district-64-wellness-753>

•BIKE HELMETS

In previous years, Lutheran General has hosted helmet-fitting clinics for students in our community. Will ask Madelyn Wsol/Bernadette Tramm if another clinic is upcoming.

•JEFFERSON NEWSLETTER

Paula Yurkovic shared a sample of Jefferson's new virtual monthly School Wellness newsletter. Please email her if you would like to use the template: pyurkovic@d64.org

•NEXT MEETING DATE:

Tuesday, April 17, 2012, 4-5pm, ESC.

Submitted by M. Petkofski