

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

**Board of Education Agenda
Regular Board Meeting
Monday, August 20, 2012
Raymond Hendee Educational Service Center
164 South Prospect Avenue**

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

Monday, August 20, 2012

TIME		APPENDIX
6:30 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board 	
6:30 p.m.	<ul style="list-style-type: none"> • Board Recesses and Adjourns to Closed Session - Collective Negotiations 5 ILCS 120/2(c)(2) 	
7:30 p.m.	<ul style="list-style-type: none"> • Board Resumes Regular Board Meeting • Public Comments • Preliminary Enrollment Report -- Business Manager • Administration Response to Community Finance Committee (CFC) Recommendation -- Superintendent/Business Manager/Public Information Coordinator • Department of Student Learning Update -- Assistant Superintendent for Student Learning • Update from Board Self-Evaluation -- Board President • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills, Payroll and Benefits • Approval of Financial Update for the Period Ending July 31, 2012 • Approval of Contract from R & G Consultants for Medicaid Fee • Destruction Audio Closed Minutes (none) • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Special Board Meeting MinutesAugust 10, 2012 • Closed Session MinutesAugust 10, 2012 • Special Board Meeting MinutesAugust 6, 2012 	A-1 A-2 A-3 A-4 A-5 A-6

- Committee-of-the-Whole: Finance Minutes...August 6, 2012
- Closed Session MinutesAugust 6, 2012

• **Other Items of Information**

A-7

-- Superintendent

- Upcoming Agenda
- Memoranda of Information
 - Update on Summer Construction Projects
 - 2013 School Board Elections
- Minutes of Board Committees
- Community Finance Committee (CFC) minutes of June 20, 2012
- Traffic Safety Minutes of August 14, 2012
- Other
 - Update on Institute Day & Opening Day of School

• **CLOSED SESSION TO FOLLOW REGULAR MEETING (If needed.)**

- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Regular Meeting: **Monday, September 24, 2012**
 Franklin Elementary School
 2401 Manor Lane Avenue
 Park Ridge, IL 60068

September 10

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

- Board Reviews Final Draft of 2012-13 Budget

Public Hearing on the Budget – 7:00 p.m.

Special Board Meeting – 7:30 p.m.

- Sixth Day of Enrollment
- Personnel Report

September 24 – Franklin Elementary School

Regular Board Meeting – 7:30 p.m.

- Board Adopts the 2012-13 Budget
- Annual Recognition of Schools
- Discussion and Approval of Facility Master Plan Phase II and Introduction of Education Specifications
- Administrator and Teacher Salary and Benefits – school year 2012 Report
- Approval of Financial Update for the Period Ending August 31, 2012

October 22 – Washington Elementary School

Regular Board Meeting – 7:30 p.m.

- Board Reviews the 2012 Tentative Tax Levy and Establishment of Public Hearing Date
- Approval of Financial Update for the Period Ending September 30, 2012

Upcoming Topics

Public Hearing on 2012 Levy – Carpenter Elementary School (November 12, 2012)

Final 2012 Levy Adoption (December 10, 2012)

TBD

- Approval of Intergovernmental Agreement between School District 64 and the Park Ridge Park District
- Approval to Bid Carpenter School HVAC Project
- Approval to Bid Franklin School Boiler Project
- Approval to Bid Lincoln Middle School Boiler Project
- Summer Interim Session 2012

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.

Preliminary Enrollment Report

Information pertaining to enrollment will include data up to and including August 20; due to a timing issue, this information will be distributed at the August 20 Board meeting.

TO: Board of Education
 FROM: Dr. Philip Bender and ESC Team
 DATE: August 20, 2012
 RE: Administration Response to Community Finance Committee Reports

Background

This memo is intended to offer the administration's recommendations for further action on the reports prepared by the Community Finance Committee (CFC) this spring. As you recall, CFC was reconvened in January 2012 after a short hiatus and was tasked with researching five study areas approved by the Board. Initially about 40 volunteers participated, coordinated by Community Coordinators Ares Dalianis and Genie Taddeo.

The five areas include:

1. Enhancing taxpayer education tools
2. Reviewing assumptions in the District's 10-year financial model and developing alternate scenarios
3. Increasing financial transparency by enhancing the District's financial reporting
4. Refreshing a CFC student fees study from 2009 that adjusted the District's fee structure, and
5. Identifying borrowing options and budget impact as the District develops its maintenance priorities and new facility master plan.

The Board of Education received reports from all five areas this spring at two Board meetings: May 21 and June 25. All the reports are available on the CFC page of the District 64 website, and videos of the Board meetings also may be viewed.

The District 64 administration has met to review the reports, and is presenting guidance on the various recommendations made in each study. In addition, we have offered next steps and a timeline to work cooperatively with CFC on implementation or when further research is planned.

Overall, the reports offer many helpful recommendations, and we look forward to continuing to work with CFC in coming months as these ideas are implemented. We would like to thank all the members of CFC for their diligence in carrying out the research, and look forward to continuing this productive partnership.

Response to Study Group #1 – Taxpayer Education

- Administration supports the recommendation as presented to create a series of new web pages under a new "District Finances" link. This will provide a handy gateway to key statistics about the District's financial picture.
- Administration also agrees that the Education Finance Fact Book should be temporarily disconnected, while chapters are updated and then brought back online.
- Public Information Coordinator Bernadette Tramm and Assistant Business Manager Brian Imhoff will work with CFC on this effort, which is slated for fall 2012.

Response to Study Group #2 – 10-Year Financial Projections

- Administration believes the CFC's work in this area will continue to provide helpful modeling of the sensitivities of various scenarios to the District's long-term financial forecast.

- We recommend that this CFC group be asked to provide further input on the assumptions to be used in the annual updating of the District's StratPlan financial model, which can be discussed with the Board at the October 22 Committee-of-the-Whole Finance meeting. The Board is scheduled to review the 2012 levy at that meeting, so this topic would be a good companion. The Board will review the StratPlan update in February 2013.
- Business Manager Becky Allard will be the liaison for this work.

Response to Study Group #3 – Financial Transparency

This report had several components, and administration's recommendations are noted as follows:

▪ **Topic 1 – Budget & Levy Hearings**

A – Budget Calendar – Administration will move forward adoption of the tentative budget to occur before June 30. However, administration recommends that adoption of the final budget remains in September as required by law. Administration believes this timeline provides the most accurate tool possible for the Board and community, and offers a better roadmap for administrators, the Board and community to monitor progress each month. The main driver for this timeline is the ability to utilize June 30 actual revenue and expense information from the fiscal year just closed, along with final staffing due to actual enrollment changes at the opening of school. If the Board would prefer to adopt the budget in its final form in June as CFC recommends, it is highly likely that at some time during the school year the District would have to re-adopt the budget to reflect the important missing information. Re-adoption would necessitate newspaper publication and notice requirements, a public hearing and action at a Board meeting.

B – Tax Levy Hearings – Administration has already altered the process for the coming year to schedule the first Board review in October, a public hearing in November, and Board adoption in December. This will provide a three-month window for community input and Board review.

▪ **Topic 2 – Published and Posted Information**

This area has been addressed in-depth by Study Group #1; new or revised materials will be provided as recommended by that group.

▪ **Topic 3 – Reporting to the Community**

A – Annual budgets – District 64 is under a legal obligation to publish the formal budget in the format required by the state. Fund references cannot be removed from future financial statements required by the state. However, annual revenue and expenses along with the annual statement of position will be utilized in the new website pages as recommended by Study Group #1 Taxpayer Education.

B – PTO financials – Dr. Bender will share these recommendations with PTO/ A Presidents at the group's first meeting on September 10.

▪ **Topic 4 – 10-Year Histories of Revenue & Expenditures**

CFC recommends only 5-year comparisons be provided. Administration notes that these are already routinely included in annual budget materials presented to the Board of Education.

▪ **Topic 5 – Projections for Future Spending**

Study Group #2 has addressed this area in-depth.

▪ **Topic 6 – Recurring Expenses vs. Capital Improvements**

Study Group #5 has addressed this area in-depth.

Business Manager Becky Allard will be the liaison for future work with this group.

Response to Study Group #4 – Student Fees

Administration supports the recommendation to repeat the fee study done by CFC in 2008-09. However, the District 64 standard list of comparable districts used routinely for academic and financial comparisons should be utilized as the peer group. In addition, administration believes the following guidelines must be incorporated into the direction of the fee study:

- Maintain sensitivity to the District's dedication to educating the whole child and the need to provide encore/elective programs as part of our basic offerings.
- The goal is not to isolate any activity (music, interscholastic sports, etc.) as an independent cost center, as these are important components of our program. Fees were never designed to cover the total cost of these activities.
- Regarding transportation fees for optional, paid riders, CFC will need to review additional information provided by the Business Office on State reimbursements, ridership, etc. and recent changes to "hazardous" designations at the middle schools. Administration recommends this component of the CFC's review be given a lower priority due to the small number of students affected compared to the basic student fees, which all students pay.
- Assistant Business Manager Imhoff will work with this group on the fee study, which we recommend be completed for presentation to the Board by January 2013.
- Administration suggests that publicity around the results of the new study will offer good opportunities to create new informational materials for parents and community members about this topic. Public Information Coordinator Tramm will be the liaison for this outreach.

Response to Study Group #5 – District Borrowing Opportunities

- Administration concurs with the recommendation that the "no tax increase" option merits more careful analysis. This option would maintain the District's current debt service levy beyond 2016-17 – when it otherwise would be eliminated – to finance approximately \$14 million in major capital improvements identified as urgent in the Facilities Maintenance Plan. This study group did not examine performance contracting as a borrowing option.
- This fall, administration suggests that the study be updated based on future projects for summer 2013 and beyond to develop a more accurate total amount to be borrowed. The Life Safety list must be reviewed and items in the Facility Plan beyond the current top priority list also need to be ranked and tentatively scheduled to develop a better estimate of the amount and timing of needed borrowing. Funding options can then be reviewed with William Blair based on this updated information.
- Director of Facility Management Scott Mackall and architects Fanning Howey will be developing recommendations in late fall on timing and budget for the next set of projects for Board consideration after the current top priority list has been addressed.
- Business Manager Becky Allard will work with CFC on the study.

Next Steps

At the August 20 meeting, administration will seek Board approval to work with CFC to move forward on implementation as recommended above. We will coordinate with Mr. Dalianis and Ms. Taddeo to convene the CFC on Wednesday, September 12 to build upon the valuable work already completed. Groups #2 (10-Year Financial Projections) and #4 (Student Fees) will be actively engaged this fall. The remaining areas will meet as needed to review progress of implementation noted above and/or when further research can begin. We are very pleased that CFC members will be continuing their volunteer efforts, which build awareness in the community and contribute to the transparency of our financial operations while providing helpful research to the Board.

To: Board of Education
Dr. Philip Bender, Superintendent

From: Dr. Lori Hinton, Assistant Superintendent for Student Learning

Date: August 20, 2012

Subject: Student Learning Focus Areas – 2012-13

District 64 Priority Standards/CCSS

The focus for 2012-13 is the implementation of the District 64 Priority Standards/CCSS with technology integration. Last year, each core and encore area completed the work of identifying priority standards, “unwrapping” these standards, identifying essential questions, and identifying big ideas. Over this coming year, educators will work together to develop a deep understanding of the priority standards, their relationship to the Common Core Standards (where appropriate), and their implications for planning, instruction, assessment and technology integration. Our efforts will be led by the Instructional Technology Coaches, Curriculum Specialists, and other teacher leaders who will provide professional development in both workshop and job-embedded models. We will collaborate to:

- Audit the District 64 Priority Standards to ensure the integrity of K-8 learning progressions.
- Deepen staff understanding of D64 Priority Standards & Common Core Standards through explicit workshops and job-embedded professional development.
- Deepen staff understanding of the K-8 Learning Progressions (Math/ELA CCSS).
- Support staff with the design and implementation of instructional activities aligned to the District 64 Priority Standards, CCSS, and the NETS for students.
- Deepen staff understanding of how the K-8 Learning Progressions influence planning for instruction and assessment.
- Support staff with the design of common formative assessments related to the District 64 Priority Standards.

Curriculum Review

Our deepening understanding of the District 64 Math Priority Standards/Common Core State Standards will inform our evaluation of curriculum materials. Our goal is to:

- Identify Math curriculum materials aligned with District 64 Math Priority Standards/Common Core State Standards.

Response to Intervention

The District RtI Leadership Team will continue to collaborate to:

- Implement an explicit protocol for the Grade Level Problem-Solving process that includes data review (individual and group), writing a discrepancy statement, goal-setting, and intervention design.
- Expand our repertoire of Tier 1 & Tier 2 interventions.

Update from Board Self-Evaluation

Park Ridge-Niles CCSD 64
Board Governance Review
August 10, 2012

Expectations for the meeting:

- Glean information in order for the board to be able to work more effectively
 - Open to opinions on how to improve the meetings
 - Have a better understanding of board goals. (Note: may be a topic for another meeting/board workshop)
 - Gain a better understanding and appreciation of each other's views.
-

Park Ridge-Niles CCSD 64
Board Governance Review
August 10, 2012

Tally of Board Governance Review topics for discussion:

No. of People Choosing Topic	Topic number	Behavioral Indicator
5	84	Meeting Efficiency
4	24	Report District Performance
	62	Performance Indicators ("Dashboard")
3	18	Vision for District/Community Relationship
2	26	Solicit Stakeholder Input
	38	Appropriate Board/Superintendent Roles
	46/52	Governance by Policy/Board Focused on Policy
	58	Monitoring Criteria
	68	Monitor Compliance
1	4	Powerful Ends
	14	Goals in Budget
	32	Clarity about Expectations for Superintendent
	40	Board Speaks with One Voice
	44	Board Work/Staff Work
	66	Report District Performance Data

Consent Agenda

ACTION ITEM 12-08-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of August 20, 2012, which includes the Personnel Report, Bills, Payroll, and Benefits, Approval of Contract from R & G Consultants for Medicaid Fee, Approval of Financial Update for the Period Ending July 31, 2012, and Destruction of Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Minutes

ACTION ITEM 12-08-7

I move that the Board of Education of Community Consolidated School District 64 approve the Special Board Meeting Minutes of August 10, 2012, Closed Session Meeting Minutes of August 10, 2012, Special Board Meeting Minutes of August 6, 2012, Committee-of-the-Whole: Finance Minutes of August 6, 2012, and Closed Session minutes of August 6, 2012.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Meeting held at 7:30 p.m.
August 6, 2012
Hendee Educational Service Center
164 S. Prospect Avenue
Park Ridge, IL 60068**

Board President John Heyde called the meeting to order at 6:30 p.m. Other Board members in attendance were Sharon Lawson, Pat Fioretto, Dan Collins, and Anthony Borrelli. Also present was Superintendent Dr. Philip Bender.

Board of Education meetings now are being videotaped and may be viewed in their full length from the District's website at:
<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

The Board convened a Committee-of-the-Whole : Finance at 6:35 p.m.

The Board adjourned from the Committee of the Whole: Finance at 7:00 p.m.

At 7:02 p.m. a motion was made to adjourn to closed session by Board member Sharon Lawson and seconded by Board member Pat Fioretto for the purpose of discussing collective negotiations 5 ILCS 120/2(c)(2) and performance of specific employee(s) 5 ILCS 120/2(c)(1). The votes were cast by roll call as follows: Ayes – Heyde, Collins, Borrelli, Lawson, Fioretto; Nays – None; Present – None; Absent – Uhlig and Zimmerman. The motion carried.

The Board adjourned from closed session at 7:30 p.m. and resumed the special Board meeting at 7:35. Those present at the special meeting were Superintendent Philip Bender, Assistant Superintendents Joel Martin and Lori Hinton, Business Manager Becky Allard, Director of Special Education/Pupil Services James Even, Director of Facility Management Scott Mackall and Public Information Coordinator Bernadette Tramm.

It was moved by Board member Fioretto and seconded by Board member Lawson to appoint Board member Borrelli as temporary secretary for this meeting. The votes were cast by roll call as follows: Ayes: Lawson, Collins, Fioretto, Heyde and Borrelli; Nays: None; Present – None; Absent – Uhlig and Zimmerman. The motion carried.

PUBLIC COMMENTS

Public
Comments

There were no public comments

**REVIEW OF PLANS FOR INSTITUTE DAY &
OPENING DAY OF SCHOOL**

Review of Plans
for Institute Day &
Opening Day of
School

Dr. Bender reported on various preparations for the start of the 2012-13 school year to include the District Institute Day on August 20. He noted Mr. Heyde will be presenting remarks on behalf of the Board. All Board members are invited to attend. The morning will also include presentations by the Elementary Learning Foundation (ELF) chairman, the Park Ridge Education Association (PREA) Board President, and himself. Dr. Bender stated Dr. John Powers will deliver the keynote address, and the focus would be finding the passion of who you are and what you do. Dr. Bender stated the first and last day of student attendance is the afternoon of Tuesday, August 21.

Historically the first day of school has always been a partial day; however Governor Quinn signed into law changes as to how we address attendance on the first and last day of school beginning in the 2013-14 school year. The students will be going to school for at least 5 hours the first day of school in the 2013-14 school year.

Beginning this year, the District will no longer post class lists on school doors. Parents will receive this information through the mail; in the future the District will look at electronic mailings as an option.

**BOARD ADOPTS 2012-13 TENTATIVE BUDGET &
ESTABLISHMENT OF PUBLIC HEARING DATE**

Board Adopts 2012-13
Tentative Budget &
Establishment of Public
Hearing Date

ACTION ITEM 12-08-1

Action Item
12-08-1

It was moved by Board member Lawson and seconded by Board member Collins that the 2012-2013 Tentative Budget be approved and that the Public Hearing for the Final Budget for Community Consolidated School District 64 for the 2012-2013 school year be held on Monday, September 10, 2012 at 7:00 p.m. at the Raymond E. Hendee ESC, 164 S. Prospect Avenue, Park Ridge, Illinois. The notice of the Public Hearing shall be placed in a Park Ridge and Niles newspaper.

The votes were cast as follows:

AYES: Lawson, Collins, Fioretto, Heyde, Borrelli

NAYS:

PRESENT:

ABSENT: Uhlig, Zimmerman

The motion carried.

**APPROVAL OF TECHNOLOGY
EQUIPMENT PURCHASE**

Approval of
Technology
Equipment Purchase

ACTION ITEM 12-08-2

Action Item
12-08-2

It was moved by Board member Collins and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, to approve the purchase of 16 laptops to replace outdated machines for a science elective at Lincoln Middle School and 4 placement servers.

The votes were cast as follows:

AYES: Borrelli, Heyde, Fioretto, Collins, Lawson

NAYS:

PRESENT:

ABSENT: Uhlig, Zimmerman

The motion carried.

**DISCUSSION AND APPROVAL OF ADDITIONAL
COST FOR METROPOLITAN WATER
RECLAMATION DISTRICT PERMITTING
REQUIREMENT/CHANGE ORDERS FOR THE
CARPENTER SITE PROJECT**

Discussion and
Approval of
Additional Cost for
Metropolitan Water
Reclamation District
Permitting
Requirement/Change
Orders for the
Carpenter Site Project

Scott Mackall addressed the Board stating the Metropolitan Water Reclamation District (MWRD) has site modifications based upon permit requirements. The MWRD indicated they want a change in the combined sewer system. The modification is, when the water comes out of the detention system MWRD wants it to feed up through a filtration basin and it will run ten feet along the ground outside into another manhole and from that point it will go into the storm sewer system. Electric needs to be run at the location, pumps need to be installed, a pit needs to be built so the pumps can be serviced and controls are needed for the pumps located in the building along with an alarm. A generator needs to be available for the pumps in the event of a storm.

Carpenter has very fine silt in the soil. A special fabric needs to be used in order for the silt to not clog the channel ways. MWRD is requesting the silt be prevented from entering the sewer system. The infiltration basin system and special fabric is required to do this.

Mr. Mackall then reviewed the excavation project. Proposal pricing has been submitted for additional site work related to the deeper excavation of the two playground sites. This is a result of a change in the type of playground surfacing material and the decision to keep existing playground equipment. Due to code requirements for fall ratings the engineered wood fiber is required to be twelve inches thick; therefore the playground areas will be required to be excavated an additional eight inches. The wood chips will be purchased in District and the Maintenance Department will spread the chips so this will be a controlled cost.

With the new drainage system, the wood chips will last much longer because the water will be off the playground. Scott stated wood chips could last up to fifteen years, with a filler layer each year.

Mr. Mackall then updated the Board on the summer projects. Carpenter is on schedule. The paving is about two days behind; however, this time can easily be made up. The asbestos will be completed either Wednesday or Thursday of this week and completing the reinstallation of the domestic water pipes. Trees will be planted next week, then the site will be graded and sod installed. The air-handling unit for the air conditioner in the multi purpose room is due to arrive on August 13. It will take a day or two for installation. The air sampling for asbestos has past the state guidelines to date. The testing is not completed; however Scott does not anticipate any problems.

ACTION ITEM 12-08-3

Action Item
12-08-3

It was moved by Board member Lawson and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the change order to meet the permit requirements of the Metropolitan Water Reclamation District for the combined sewer connection at Carpenter School and the additional excavation of the playground area at Carpenter School in the amount of \$97,581.00.

The votes were cast as follows

AYES: Lawson, Collins, Fioretto, Heyde, Borrelli

NAYS:

PRESENT:

ABSENT: Uhlig, Zimmerman

The motion carried.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

The Personnel Report contains private information. If additional information is needed contact Assistant Superintendent for Human Resources Joel Martin.

B. BILLS

Bills

10 - Education Fund-----	\$ 809,741.86
20 - Operations and Maintenance Fund -----	149,720.18
30 - Debt Services-----	300.00
40 - Transportation Fund -----	30,117.02
50 - Retirement (IMRF/SS/MEDICARE)-----	-

Special Board Meeting Minutes
August 6, 2012

60 – Capital Projects -----	87,667.00
80 – Tort Immunity Fund -----	259.19
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 109205 - 109451 Total: \$ 1,077,705.25

Payroll for Month of June, 2012

10 - Education Fund -----	\$ 8,485,659.30
20 - Operations and Maintenance Fund -----	219,521.12
40 - Transportation Fund -----	-
50 - IMRF/FICA Fund -----	307,491.33
80 - Tort Immunity -----	-

Checks Numbered: 5731 – 6375

Direct Deposit: 900013349 - 900017049
Total \$ 9,012,671.75

Bills

10 - Education Fund-----	\$ 560,008.37
20 - Operations and Maintenance Fund -----	186,392.02
30 – Debt Services-----	-
40 - Transportation Fund -----	10,400.00
50 – Retirement (IMRF/SS/MEDICARE)-----	-
60 – Capital Projects -----	8,257.54
80 –Tort Immunity Fund -----	2,716.00
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 109482 - 109643 Total: \$ 767,773.93

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
JUNE 30, 2012

D. DESTRUCTION AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 12-08-4

Action Item
12-08-4

It was moved by Board member Fioretto and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of August 6, 2012, which includes the Personnel Report, Bills, Approval of Financial Update for the Period Ending June 30, 2012, and Destruction of Closed Minutes (none). The votes were cast as follows:

AYES: Borrelli, Heyde, Fioretto, Collins, Lawson

NAYS:

PRESENT:

ABSENT: Uhlig, Zimmerman

The motion carried.

APPROVAL OF MINUTES

Approval
of Minutes

ACTION ITEM 12-08-5

Action Item
12-08-5

It was moved by Board member Lawson and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64 approve the Closed Session minutes of July 9, 2012 and the Regular Meeting Minutes of July 9, 2012.

The votes were cast as follows:

AYES: Lawson, Collins, Heyde, Borrelli

NAYS:

PRESENT: Fioretto

ABSENT: Uhlig, Zimmerman

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of
Information

Dr Bender noted a Freedom of Information request (FOIA)

Dr. Bender told the Board that he planned to bring back Fanning Howey's recommendation to perform Phase II of the facility master planning within the next month or two.

Dr. Bender noted that the Board will hold a special meeting on Friday, August 10 at Emerson Middle School in the LRC at 6:00 p.m. so that the Board can move into a closed session for a Board Self Evaluation that will be conducted by a representative of the Illinois Association of School Boards.

Dr. Borrelli mentioned that the Illinois General Assembly has passed, and the governor has signed, a bill regarding CPR training. Dr. Borelli said that the training is recommended for middle school students. Northwestern University medical students have developed a training video on CPR to be used for middle school students. The video shows the no touch no breathing component. Dr. Borrelli would like the District to look into this and also implement it. Dr. Bender has spoken to Dr. Hinton and she and Dr. Tony Clishem (curriculum specialist) are working through all the pieces to this.

ADJOURNMENT

Adjournment

At 8:23 p.m. it was moved by Board member Borrelli and

seconded by Board member Fioretto to adjourn to closed session to discuss collective negotiations 5 ILCS 120/2(c)(2) and performance of specific employees 5 ILCS 120/2(c)(1), not to reconvene in open session.

The votes were cast as follows:

AYES: Borrelli, Heyde, Fioretto, Collins, Lawson

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

The Board adjourned from closed session at 8:55 p.m.

President

Secretary

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

Board of Education Agenda
Regular Board Meeting
Monday, September 24, 2012
Franklin Elementary School - Gym
2401 Manor Lane

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, September 24, 2012

TIME

APPENDIX

7:30 p.m.	Meeting of the Board Convenes		
	<ul style="list-style-type: none">• Roll Call• Introductions• Opening Remarks from President of the Board		
	<ul style="list-style-type: none">• Pledge of Allegiance and Welcome		
	-- Franklin Elementary School Principal/Students		
	<ul style="list-style-type: none">• Public Comments		
	<ul style="list-style-type: none">• Adoption of FY13 District 64 Budget		A-1
	-- Business Manager / Superintendent	Action Item 12-09-2	
	<ul style="list-style-type: none">• Discussion/Approval of Facility Master Plan Phase II and Introduction of Education Specifications		A-2
	-- Superintendent	Action Item 12-09-3	
	<ul style="list-style-type: none">• Discussion and Approval of School Wellness Policy 6:50		A-3
	-- Superintendent	Action Item 12-09-4	
	<ul style="list-style-type: none">• Consent Agenda	Action Item 12-09-5	A-4
	-- Board President		
	<ul style="list-style-type: none">• Personnel Report• Bills, Payroll, and Benefits• Annual Application for Recognition of Schools• Approval of Financial Update for the Period Ending August 31, 2012• Destruction Audio Closed Minutes		
	<ul style="list-style-type: none">• Approval of Minutes	Action Item 12-09-6	A-5
	-- Board President		
	<ul style="list-style-type: none">• Committee-of-the-Whole Meeting Minutes.....September 10, 2012• Special Board Meeting Minutes.....September 10, 2012• Closed Session Meeting Minutes.....August 20, 2012• Regular Board Meeting Minutes.....August 20, 2012		
	<ul style="list-style-type: none">• Other Items of Information		A-6

-- Superintendent

- Upcoming Agenda
- Memoranda of Information
 - Update on Summer Construction/Maintenance Projects
 - Administrative Type 75 Compensation Reporting Act
- Minutes of Board Committees
- Community Finance Committee (CFC) Minutes of September 12, 2012
- Other (none)

• **Adjournment**

Next Regular Meeting: **Monday, October 22, 2012**
Raymond Hendee ESC
164 S. Prospect Avenue
Park Ridge, IL 60068

October 22 – Washington Elementary School

Regular Board Meeting – 7:30 p.m.

- Board Reviews the 2012 Tentative Tax Levy and Establishment of Public Hearing Date
- Approval of Financial Update for the Period Ending September 30, 2012

Upcoming Topics

Public Hearing on 2012 Levy – Carpenter Elementary School (November 12, 2012)
Final 2012 Levy Adoption (December 10, 2012)

TBD

- Approval of Intergovernmental Agreement between School District 64 and the Park Ridge Park District
- Approval to Bid Carpenter School HVAC Project
- Approval to Bid Franklin School Boiler Project
- Approval to Bid Lincoln Middle School Boiler Project
- Summer Interim Session 2012

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

TO: Members of the Board of Education
Dr. Philip Bender, Superintendent

FROM: Scott Mackall, Director of Facility Management

DATE: August 20, 2012

RE: Summer Update
IWAS Grant Award

Summer Update:

The retention project at Carpenter School is in the final stages of completion. The sod has been installed and the landscaping is now complete. The air handler for the north gym will be installed and ready for the first full day of school. The project is currently at 98% completion, with the remainder of the pumps in need to be installed at the retention outlet. The project will be 100% complete as of October 1, 2012. Fanning Howey and myself will conduct a final inspection at which time we will go through the punch list to insure all the work has been completed as desired. This is a normal process for any construction project.

The asbestos abatement and insulation of the domestic water lines has been completed. The District has passed all air sampling testing and Environ is submitting the final paperwork to the Illinois Department of Health.

The additional playground equipment is scheduled to be installed on Friday, August 17, 2012 along with the wood chips following on Monday August 20, 2012.

The Facility Management Department has replaced carpeting at: Roosevelt (4), Carpenter (1), and Field (5); the rooms have been painted; and asbestos tile abatement has been completed in several classrooms. We replaced six (6) classroom doors at Carpenter and installed a new overhead dock door at Roosevelt School.

All District-owned storm water lines and drainage basins have been cleaned out, as well as testing of all sump pumps in the buildings, replacing one at Carpenter. As always the custodial and maintenance staff has cleaned, buffed, shampooed, waxed, and wiped every surface in the buildings; they are ready for the first day. This last week before the start of school the custodial and maintenance staff are pulled in many directions to accommodate the needs of the returning staff. Please take a moment to thank them for a job well done should you see them.

IWAS Grant Award

The District has been awarded the \$50,000.00 ISBE/IWAS maintenance grant to provide new lever action doorknobs on all doors, roof repair and gutter replacement at Field school. The District has two years to complete the work and will start planning now to begin the repairs in the summer of 2013.

SCHOOL MAINTENANCE PROJECT GRANT

FY 12 Application Cycle

District Certification

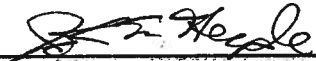
Park Ridge CCSD 64

RCDT #: 05016064004

TIN #: 366004283

By submitting this form, I certify that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

☒ Certifications and Assurances and Standard Terms of the Grant



President

April 23, 2012

Signature of President of Board of Education

Title (type or print)

Date

John Heyde

Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education, and the "Vendor Federal TIN" MUST be received at ISBE before your application can be approved. No application will be approved without a hard copy of these two signed documents on file at ISBE. Please print out, sign and mail to:

Illinois State Board of Education
Attn: Jenny Clinton
School Business Services Division
100 North First Street, N-330
Springfield, Illinois 62777-0001

1. COUNTY CODE 016, Cook							2. DISTRICT CODE/NAME 0640, Park Ridge CCSD 64				
Item I.D.	Facility Name	Facility Address	Facility Description	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Date
1	EUGENE FIELD ELEM SCHOOL	707 Wisner St, Park Ridge	Field school was built in 1928 with additions in1951,1963 and 1994. The school totals 76,101sf and i three stories tall. It houses 660students and sits on 5.4 acres. Field school is located in a city neighborhood and has a city attached to the property	Door handles are of the grab and turn style, the District would like to install Handicap knobs on all doors. The building also has a South flat roof in need of replacement while the area is small the work must be done. The final Maintenance item is a new gutter system on the original building.	D	ACSB	each	145	\$104,053.00	08/01/2012	03/31/2013

Total Estimated Project Cost	\$104,053.00
Total Requested Grant Amount	\$50,000.00
Total Reserved Local Funds	\$54,053.00

To: Board of Education

From: Madelyn Wsol, Administrative Assistant to the Superintendent

Date: August 20, 2012

Subject: 2013 School Board Elections

The District 64 Board of Education will have four 4-year term (full) seats open at the April 9, 2013 election. Although the election next April seem a long way off, changes in 2010 to the Illinois election laws have moved up three important deadlines in the past two elections:

- *The first day that candidates can lawfully circulate nominating petitions for signatures is **September 25, 2012.***
- *The period for filing nominating papers with the board secretary runs from **December 17 through December 24, 2012.***
- *The period for filing objections runs from **December 26, 2012 through January 2, 2013.***

District 64 will have nominating packets available beginning September 10, 2012 for interested candidates to pick-up at the Raymond Hendee Educational Service Center, 164 S. Prospect Avenue between the hours 8:00 a.m. – 4:30 p.m. Also, once available the District plans to purchase Candidate Kits from the Illinois Association of School Boards (IASB) to distribute to prospective candidates on request.

The Board Secretary is the local election official. The Board however can appoint a designated representative to receive nominating papers and objections. In the past, the Superintendent's Administrative Assistant has acted in this capacity. To prepare for this responsibility, I attended a regional training workshop on July 26, 2012 sponsored by the Illinois Association of School Boards (IASB).

Due to the period in which districts accept nominating petitions and are available for possible objections falling within Winter Break, when District 64 offices are officially closed, districts are encouraged to designate several designees to assist with this process.

The District 64 administration will develop a plan to provide coverage for this period to meet the legal requirements, and will report to the Board again later in the fall.

A candidate information session also is being scheduled. In addition the District's Board Election page also will be reactivated to include the timeline and other important candidate information.

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

Minutes of the Community Finance Committee
held at 7:00 p.m. June 20, 2012
Roosevelt School (Learning Resource Center)
1001 S. Fairview Ave., Park Ridge, IL 60068

Community Coordinators Ares Dalianis and Genie Taddeo called the meeting to order at 7:08 p.m. Also present were nine CFC members, Superintendent Philip Bender, Business Manager Becky Allard, and Public Information Coordinator Bernadette Tramm.

Reports from Study Groups

The coordinators reviewed the timing of the second report to the Board of Education on June 25; the first groups reported at the May 21 meeting. Three study teams shared the progress of their work and reviewed their research and recommendations. CFC members asked clarifying questions and offered suggestions.

▪ **Financial Transparency (Study Group 3)**

Paul Sheehan and Larry Ryles provided copies of a draft report, which was divided into six topics. They reviewed each topic and members offered suggestions. In particular, there was overlap noted on several of the topics with other study group reports; it was recommended that those topics be omitted since they are already covered. Topic 1 – Budget and Levy Hearings – The report recommends moving up the schedule for final adoption of the budget and for levy hearings. There was discussion about the feasibility of advancing the schedule and the impact of doing so. Topic 2 – Published and Posted Information – The report is redundant to the report already submitted by the Taxpayer Education group and members suggested it should be dropped. Topic 3 – Reporting to the Community – The report offers samples of other formats that might be more readily understood; members noted that these formats may be outside the fund-based reporting required for school districts. In addition, the report recommends PTOs provide more financial information publicly through their websites; it was noted that PTOs are not within the CFC's scope. A suggestion was made to more publicly distinguish PTO-sponsored projects, such as the Roosevelt track, from District-financed improvements. Topic 4 – 10-Year Histories – The report recommends a five-year window for comparison. Topic 5 – Projections for Future Spending – The report is redundant to that of the 10-Year Financial Projections study group and members suggested it should be dropped. Topic 6 – Recurring Expenses v. Capital Improvements – The report is redundant to that of the Borrowing Options study group and members suggested it should be dropped. Mr. Dalianis said he would provide additional written comments on the draft report via email to Mr. Sheehan for consideration, as both he and Mr. Ryles were unable to stay longer.

Members then discussed possible strategies for engaging various members of the community on school finance when an urgent financial issue, such as a referendum, is not under consideration.

▪ **District Borrowing Options (Study Group 5)**

Renate Stolzer and Tom Marinis presented a draft report. They noted that the scope of the borrowing had been narrowed to \$14 million, and that they had reviewed a March 1 presentation from William Blair on funding options together with a subsequent April proposal before developing their recommendations. They pointed out the 10-Year Financial Projections study group also had reviewed their recommendations, which would meet three key considerations: minimize the burden on the taxpayer, take advantage of historically low rates, and leave room in the debt base for the future.

They described in detail the options they had reviewed and their analysis, which led them to put forward a recommendation to issue \$14 million in “no tax increase” bonds. This method would allow the District to issue bonds with a repayment schedule to largely begin the year the District’s previous debt is paid back. In effect, it is a no tax decrease, because the District’s tax levy for debt service would continue rather than dropping off when the current bonds are repaid in 2016. There was general agreement that the report was well-researched and recommendations appeared sound based on the data and circumstances analyzed.

▪ **10-Year Financial Projections (Study Group 2)**

Jason Smee represented the group and presented a verbal update on their report. He pointed out assumptions that were used for the “base case” of the model, and several different scenarios they then applied. He reviewed the impact of hyperinflation, low inflation, a significant increase in enrollment due to housing turnover, pay freeze for employees, loss of transportation funding, freezing state and federal funding, and a large increase in the cost of benefits. Days cash on hand is the key metric used to study the impact in these scenarios.

There was general agreement that although the scenarios were somewhat extreme and therefore might be seen as unrealistic, they were very helpful in identifying sensitivities of various assumptions and would be worthwhile for the Board to consider. Mr. Smee will prepare the written report as soon as possible; Ms. Allard is available to answer questions or provide additional data.

Follow-up from May 21 Reports to the Board:

▪ **Student Fees (Study Group 4)**

Annie Jerome reported that the group would like to continue studying fees and looking at electives; would need Board direction to continue and additional information from Ms. Allard.

▪ **Taxpayer Education (Study Group 1)**

Courtney Smee stated the group is not looking for anything further from the Board at this time.

Mr. Dalianis noted he would follow up with these groups if the Board requested additional information on June 25.

Documents for Board Report

Based on the short timeline, Mr. Dalianis requested that revised reports be emailed to him and Ms. Taddeo as soon as possible. Paper copies are distributed on Friday to Board members and posted to the District’s website.

Study Group Time

Several group members stayed to work independently for a short period.

Next Full CFC Meeting

The next full CFC meeting will be scheduled as needed.

The meeting was adjourned at 8:26 p.m.

Minutes submitted by Bernadette Tramm

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

Minutes of the meeting
held at 4:00 p.m. Tuesday, August 14, 2012
Jefferson School, 8200 N. Greendale, Niles, IL 60714

Attendees:

Dr. Philip Bender, Superintendent
Chief Frank Kaminski, Park Ridge Police
Cmdr. Jason Leavitt, Park Ridge Police
Ofc. Laura Kappler, Park Ridge Police
Deputy Chief Jeff Sorensen, Park Ridge Fire
Adm. Sgt. Bob Tornabene, Niles Police
Brett Balduf, Carpenter School Principal
Kathy Jozwiak, Carpenter School PTO
Tim Benka, Emerson Middle School Assistant Principal
Katie Kelly, Field School Assistant Principal
Dan Walsh, Franklin School Principal
Kelly Tess, Franklin/Carpenter School Assistant Principal
Leslye Lapping, Jefferson Coordinator Ext. Day/Preschool Services
Tim Gleason, Lincoln Middle School Assistant Principal
Dr. Kevin Dwyer, Roosevelt School Principal
Jodie Fabian, Roosevelt School PTO
Jessica Hutchison, Washington School Assistant Principal
Scott Mackall, Director of Facility Management
Bernadette Tramm, Public Information Coordinator

Dr. Bender called the meeting to order at 4:13 p.m. and welcomed everyone to the new school year. He stated the focus of the meeting would be to review any concerns preparing for the opening of schools on Tuesday, August 21.

City of Park Ridge

▪ **Police**

Cmdr. Leavitt distributed handouts the department would like to make available for pick-up at upcoming parent curriculum nights at all schools.

ACTION: Police will be available to attend parent nights to offer safety information.

Regarding the blog, Cmdr. Leavitt e confirmed that it has been discontinued, and that contact should be via email.

ACTION: Traffic information and requests for traffic assistance and parking that schools would normally have posted to the blog should instead be emailed to:

lkappler@parkridgepolice.org AND cc: ljogmen@parkridgepolice.org AND jleavitt@parkridgepolice.org

The department has established beats areas with a team leader assigned to each.

ACTION: Principals should feel free to contact the Beat Team Leader assigned to their area whenever needed.

Later in the meeting, Cmdr. Leavitt stated that police would again have a heavier presence around schools in coming weeks to remind drivers of safety procedures. Citizen patrol volunteers are also being scheduled again this year, and will be introduced to principals.

▪ **City Engineer**

Reporting on behalf of Sara Mitchell, Cmdr. Leavitt noted that new street barricade signs will be provided as requested to schools prior to the opening; requested striping work also should be completed.

- **Fire**

Deputy Chief Sorensen announced that they are available to monitor fire drills.

Village of Niles Police

Adm. Sgt. Tornabene reported that police would be out especially during the first weeks of school to establish good routines; Greendale Avenue will be a focus. The department also is enlisting citizen patrol members. Niles Police will launch a traffic initiative enforcing no texting during school hours in school zones, such as Oakton Street near Emerson School. Letters will be sent to the registered vehicle owners when drivers are seen texting.

Adm. Sgt. Tornabene reported that the department is now using several social media tools, including Facebook and Twitter. Also, a new Citizen Observer internet-based community alert system sends messages to anyone who has registered. It also has an anonymous "Text A Tip" program to send information to police. Adm. Sgt. Tornabene said the information comes directly to every command staff person in the station, and police can text with the anonymous tipster to develop more information.

ACTION: Subscribe to Niles Citizen Observer via the department's website.

ACTION: To request special non-emergency police help, email: Adm. Sgt. Tornabene (rgt@vniles.com), Sgt. Tom Davis (twd@vniles.com), Div. Cmdr. Joe Penze (jmp@vniles.com), or School Resource Officer Noe Hernandez (nh@vniles.com).

School Reports

- **Franklin**

Principal Walsh reported the police presence around school for pick up or drop off is always welcome. He anticipates a period of training for parents at the start of school, but is hopeful that drivers will quickly remember the safe driving practices in evidence by the end of last year.

- **Field**

Assistant Principal Kelly said the school year had ended safely, and hopefully parents would continue with those procedures. She reported student patrol members had enjoyed using a 2-sided stop sign with "no cell phones" on the reverse.

- **Carpenter**

Ms. Jozwiak reported that closing the street had helped and that diligence in enforcing the restrictions is always needed. She looked forward to having the safety patrol members support them again.

- **Lincoln**

Assistant Principal Gleason reported that police presence is always welcome, and that even a parked squad car has a calming effect. He said the 6th grade parents would need a transition period to get used to their new school's procedures.

A new concern was raised about drivers cutting through the parking lot to travel around the north and west sides of the school between Lincoln and Western avenues, rather than using Crescent Avenue. It can be dangerous with students walking through this area exiting the school.

ACTION: School personnel and police will monitor the flow to determine if this is a safety issue that should be addressed further.

- **Washington**

Dr. Bender announced that former Field Principal Kathy Creely would be interim principal for the coming year. Assistant Principal Hutchison says she is open to whatever suggestions the police can offer to continue providing a safe travel zone around the school. Suggestions were made to continue utilizing parent volunteers to assist, using temporary barricades, and the student safety patrol. Ofc. Kappler reminded that the barricades must be positioned to allow access to local homes and that they must be removed promptly.

- **Roosevelt**

Principal Dwyer reminded police to please contact Dr. Bender directly rather than calling a school if a community alert situation arises before or after school hours.

He reminded principals of the procedure for requesting crossing guards for walking field trips. Due to the volume of requests for assistance, schools should contact the department 2-3 weeks in advance; there is no guarantee that a guard can be provided although every effort will be made.

ACTION: Schools should email requests 2-3 weeks in advance to:
cbrown@parkridgepolice.org AND cc: ljogmen@parkridgepolice.org AND
jleavitt@parkridgepolice.org.

Dr. Dwyer also suggested a new type of “emotionally intelligent” signage be considered for use around schools. Examples of this type of message include: “Drive like your children live here” and “Use the stairs, your heart will thank you”. He will share ideas as he finds them for further consideration.

Ms. Fabian reported later in the meeting that the new PTO-sponsored outdoor track had been completed. She also noted that drivers continue to ignore the signs restricting parents from parking or dropping off students in the staff parking lot off Prospect Avenue.

- **Emerson**

Assistant Principal Benka noted the parking lot configuration is being changed, and requested Adm. Sgt. Tornabene’s assistance in helping to convey this to drivers.

- **Jefferson**

Ms. Lapping said the police assistance on Greendale will be appreciated, and that new parents will need to learn the expected procedures.

Other

- **Institute Day** – Dr. Bender noted that Monday morning is the all staff Institute Day at Emerson. Children will attend school beginning on Tuesday afternoon.
- **First/Last Day Schedule** – This will be the last year of a half-day of attendance.

Dr. Bender thanked everyone for their efforts to ensure a safe start to the new school year.

Next Meeting

The next meeting will be held on Tuesday, October 16 at 4:00 p.m. at Field School, 707 N. Wisner, Park Ridge, IL.

The meeting was adjourned at 4:49 p.m.

Minutes submitted by Bernadette Tramm