

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

Board of Education Agenda  
Monday, November 12, 2012  
Carpenter Elementary School – Small Gym  
300 N. Hamlin Avenue  
Park Ridge, IL

*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, November 12, 2012**

## TIME

## APPENDIX

7:00 p.m.	<b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• Introductions</li><li>• Opening Remarks from President of the Board</li></ul>	
7:00 p.m.	<ul style="list-style-type: none"><li>• <b>Board Recesses and Adjourns to Public Hearing on Levy</b></li><li>• <b>Board Adjourns from Public Hearing on Levy and Resumes Regular Meeting</b></li></ul>	
7:30 p.m. or whenever the public hearing concludes, whichever is later.	<ul style="list-style-type: none"><li>• <b>Pledge of Allegiance and Welcome</b> -- Carpenter Elementary School Principal/Students/PTO</li><li>• <b>Public Comments</b></li><li>• <b>Annual Audit Report FY12</b> -- Assistant Business Manager</li><li>• <b>Discussion of Assumptions for Financial Projections</b> -- Business Manager</li><li>• <b>Summer Interim Session 2012 Report</b> -- Assistant Superintendent for Student Learning</li><li>• <b>Presentation and Approval of Summer Interim Session 2013 Dates &amp; Fees</b> -- Assistant Superintendent for Student Learning</li><li>• <b>Discussion on Upcoming Capital Projects</b> -- Superintendent/Director of Facility Management</li><li>• <b>Approval to Move to Construction Documents Phase at Franklin Elementary School</b> -- Director of Facility Management</li></ul>	<p>A-1</p> <p>A-2</p> <p>A-3</p> <p>A-4 Action Item 12-11-1</p> <p>A-5</p> <p>A-6</p>
		<b>Action Item 12-11-2</b>

- **Approval to Move to Construction Documents Phase at Lincoln Middle School** A-7  
 -- Director of Facility Management **Action Item 12-11-3**
  
- **Appointment of Board Election Designees** A-8  
 -- Superintendent **Action Item 12-11-4**
  
- **Consent Agenda -** **Action Item 12-11-5** A-9  
 -- Board President
  - Personnel Report
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending October 31, 2012
  - Acceptance of Annual Audit Report FY12
  - Destruction of Audio Closed Minutes (none)
  
- **Approval of Minutes** **Action Item 12-11-6** A-10  
 -- Board President
  - Committee-of-the-Whole: Student Achievement & Finance Meeting Minutes.....October 22, 2012
  - Regular Board Meeting Minutes ..... October 22, 2012
  - Closed Session Minutes ..... October 22, 2012
  
- **Other Items of Information** A-11  
 -- Superintendent
  - Upcoming Agenda
  - Memoranda of Information
  - Board Advanced Technology Committee (BATC)
  - Upcoming Illinois 5Essentials Survey
  - Minutes of Board Committees
  - Community Finance Committee (CFC) minutes of November 1, 2012
  - Other (none)
  
- **Board Adjourns to Closed Session**  
 - Performance of a Specific Employee 5 ILCS 120/2(c)(1)

**Next Meeting:** Monday, December 10, 2012  
 7:30 p.m. - Regular Board Meeting  
 Raymond Hendee ESC  
 164 S. Prospect Avenue  
 Park Ridge, IL 60068

#### December 10

Regular Board Meeting – 7:30 p.m.

- Adoption of Final 2012 Levy Resolution
- Community Finance Committee (CFC) Final Recommendation on Funding of Capital Projects
- Updated Proposal for Roosevelt Pilot Before and After School Child Care Program
- Board Advanced Technology Committee (BATC) Members
- Approval of November Financials
- Report from Wellness Council on Policy 6:50 Implementation

### January 28 – Jefferson School

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

- Community Finance Committee (CFC) Recommendation on Student Fees

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Early Childhood Services Presentation
- Preliminary Discussion of 2013-14 Class Section Practices
- Approval of December Financials

### February 11

Special Board Meeting – 7:00 p.m.

- Financial Projections
- Budget Parameters
- 2013 Staffing Guidelines

### February 25 – Field School

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Advanced Technology Committee (BATC)
- Approval of January Financials

### Upcoming Topics

- Pledge of Allegiance and Welcome - Lincoln 3/18/12
- Approval of February Financials – 3/18/12
- Committee-of-the-Whole: Recommendations from Board Advanced Technology Committee (BATC) – 4/8/13
- Approval of Recommendations from Board Advanced Technology Committee (BATC) – 4/22/13
- Pledge of Allegiance and Welcome - Roosevelt 4/22/12
- Approval of March Financials – 4/22/12
- Pledge of Allegiance and Welcome - Emerson 5/20/12
- Approval of April Financials – 5/20/12

### TBD

- Budget Hearing
- Re-adoption of 2012-13 Budget
- Maine Township Treasurer (memo)
- Progress Report on District-wide Priorities & Strategic Plan Activities
- 2012 District 64 Employee Campaign for Park Ridge Community Fund (memo)
- Present Final Calendar for 2013-14 & Tentative Calendars for 2014-15 & 2015-16
- Adopt Final Calendar for 2013-14 & Tentative Calendars for 2014-15 & 2015-16

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.



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COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

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164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

**NOTICE OF BOARD MEETINGS**

**November 12, 2012 – Carpenter Elementary School - Gym**

7:00 p.m. – Public Hearing on Levy

7:30 p.m. – Regular Board Meeting

– Closed Session

**December 10, 2012**

7:30 p.m. – Regular Board Meeting

**January 28, 2013 – Jefferson School**

7:00 p.m. – Committee-of-the-Whole: Community Finance Committee (CFC)  
Recommendation of Student Fees

7:30 p.m. – Regular Board Meeting

**February 11, 2013**

7:00 p.m. – Special Board Meeting

**February 25, 2013 – Field Elementary School - Gym**

7:30 p.m. – Regular Board Meeting

**March 18, 2013 – Lincoln Middle School – Cafeteria**

7:30 p.m. – Regular Board Meeting

**April 8, 2013**

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

All meetings are held at the Raymond E. Hendee Educational Service Center unless otherwise noted.

  
\_\_\_\_\_  
Board Secretary

11/5/12

c: Pioneer Press Chicago Tribune Northwest Bureau Park Ridge Journal & Topics  
Principals PREA B. Tramm

To: Board of Education  
From: Business Office  
Date: November 12, 2012  
Subject: Response to Audit Report for Fiscal Year Ending June 30, 2012

The following documents are attached for Board review and acceptance:

- Audited Financial Statements for the Year Ended June 30, 2012
- Required Communication Letters from Auditor to Management and Board of Education

The Management Comments section of the Required Communication Letters from Auditor to Management and the Board of Education describes any audit findings or recommendations the auditor has for the District. Findings are reported to the State of Illinois each year and fall within three categories as follows:

- Material weakness – a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.
- Significant deficiency – a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
- Control deficiency – exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.

We are pleased to report that the auditors did not identify any findings within these three categories for fiscal year 2011-2012.

Recommendations do not fall into any of the categories above and are mentioned solely for the District's consideration.

### **Recommendations**

Auditor Recommendation: The auditors noted negative cash and investment balances in the Operations and Maintenance Fund during several months of the year. Although the Board was properly informed of these cash shortfalls each month, the District should record an inter-fund loan in the accounting records.

District Response: Occasionally the Operations and Maintenance Fund has incurred a cash deficit until the next installment of property taxes is received. The District's past practice was to highlight the fact that the Operations and Maintenance Fund was borrowing money from the Working Cash Fund in the monthly financial update prepared for the Board. Going forward, the District will also record any inter-fund loans in the general ledger for funds with deficit balances.

Auditor Recommendation: Employees whose salaries are paid with federal funds should document their participation in the federal program to verify the portion of their salary charged to the grant.

District Response: The District has modified its IDEA grant budget for 2013 to include only salaries of employees who work solely in special education. This eliminates the need for employees paid with federal funds to document the amount of time they spend working on grant activities versus non-grant activities and ensures the District remains in compliance with grant requirements.

District 64's management is committed to continuous improvement in its financial operations and minimizing risk while keeping in mind the available resources. The Business Office implemented several new procedures and controls in the past year to address and eliminate previous auditor recommendations.

Management will continue to perform cost-benefit analysis when evaluating and recommending improvements to the Board that will reduce the District's exposure to risk. The Board ultimately must determine what level of risk it finds tolerable in the District's financial operations given the District's overall financial constraints.

## Appendix 1

### **Audited Financial Statements for Year Ended June 30, 2012**

### **Required Communication Letters Year Ended June 30, 2012**

This information may be viewed at:

[www.d64.org](http://www.d64.org) > Departments > Business Services > Financial Data - Prior Years

or by direct links:

<http://www.d64.org/file/66191/download>

<http://www.d64.org/file/66190/download>

## Appendix 2

To: Board of Education  
Superintendent

From: Rebecca J. Allard, Business Manager

Subject: Discussion: Assumptions for Financial Projections

Date: November 12, 2012

In preparation for the presentation of the financial projections in February 2013, the Board of Education should take the time to affirm the assumptions that have traditionally been used to build the base case scenario. The District will have the option to build additional scenarios based on the base case model.

If the legislature takes action in the veto session or in early January, shifting the pension cost back to local districts, the financial effect will be factored into the financial projections at that time.

Revenue	
Property Taxes – Consumer Price Index- All Urban (CPI-U) <i>(factor used in the calculation for property taxes)</i>	The December 2011 CPI-U factor was 3.0%. Currently, future fiscal years follow a pattern of 2.0% - 2.5%. The CPI-U factor will be adjusted in January when the December 2012 information is released from the Bureau of Labor Statistics.
All other income	Based on CPI-U
Expenditures	
Salaries	Contractual agreements - 2.0 % base salary increase plus step (if applicable).
Benefits	5% increase per year
Purchased Services, Supplies, Capital Improvement, Other Expense	Increase by CPI-U



TO: Board of Education

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

RE: Summer Interim Session 2012

DATE: November 12, 2012

### **OVERVIEW**

The following report contains information regarding the 2012 summer school program. The report consists of two sections:

- A review of the 2012 *Worlds of Wonder* summer interim session
- Financial analysis of the 2012 *Worlds of Wonder* summer interim session

### **SUMMARY**

The 2012 *Worlds of Wonder* program provided a valuable learning experience for the 860 students who attended the program. The increased number of student registrations enabled the District to maintain a quality program within the projected budget.

### **PART 1: REVIEW OF THE WORLDS OF WONDER SUMMER PROGRAM**

The 2012 *Worlds of Wonder* summer program was scheduled for six weeks with two fourteen-day sessions offered.

The program for students who completed K-3<sup>rd</sup> grade was located at Washington. The program for students who completed 4<sup>th</sup> -7<sup>th</sup> grade was located at Lincoln. The proximity of the two buildings was a benefit for families who had children enrolled in both programs and for staff members employed at both sites.

#### **A. Enrollment**

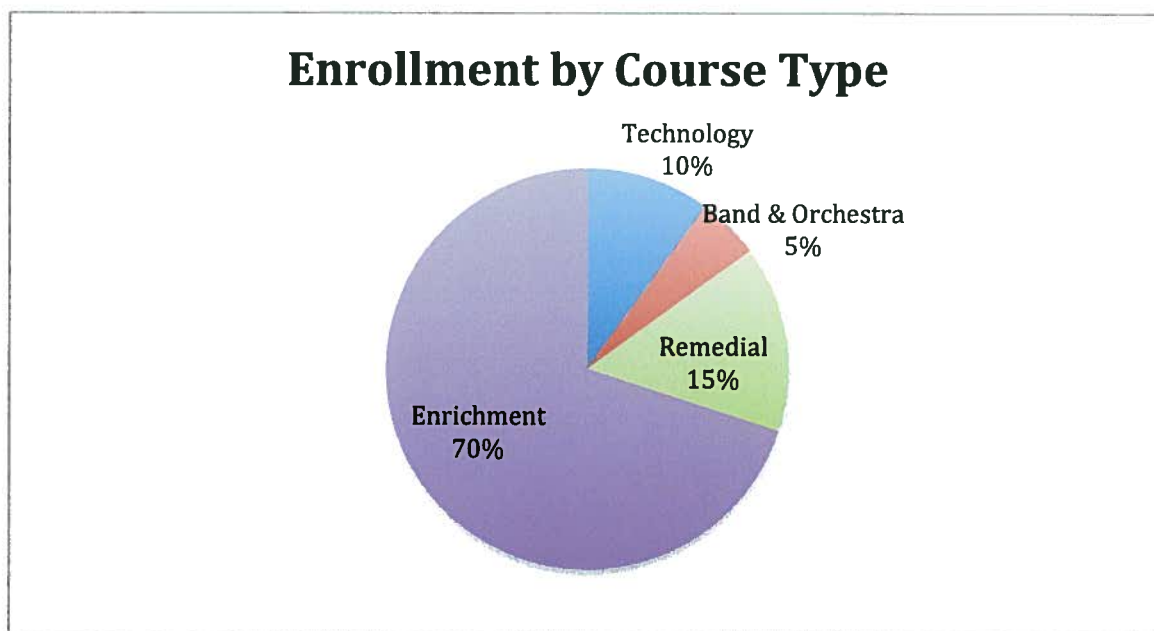
The following table shows the total number of students the summer school program has served over the past seven years. In 2012, the program served 860 students and provided 1,987 class offerings - the highest enrollment and greatest number of classes since 2006. In addition, the number of primary registrations (K-3<sup>rd</sup>) increased by 8% and registrations for the upper elementary and middle school program (4<sup>th</sup> – 7<sup>th</sup> grade) increased by 6%.

	2006	2007	2008	2009	2010	2011	2012
Enrollment	775	756	819	853	818	817	860
K-3 <sup>rd</sup> Class Registrations	802	824	848	986	971	1,062	1,150
4 <sup>th</sup> -7 <sup>th</sup> Class Registrations	825	812	933	895	846	792	837
Total Class Registrations	1,627	1,636	1,781	1,881	1,817	1,854	1,987

## B. Course Offerings

The *Worlds of Wonder* program continues to provide a variety of course offerings including remedial courses, enrichment courses, technology courses, and band/orchestra courses. Out of the total 2012 registrations, 14.6% of students enrolled in remedial classes. At Washington, this represented 14.1% percent of student registration and at Lincoln this represented 15.3% of student registrations.

Over the past several years, enrollment has remained relatively stable for each course type. Enrichment courses continue to be the most popular among summer school participants making up 70% of the total enrollment. The chart below shows the typical breakdown of enrollment by course type.



With the exception of band/orchestra classes, class size has also remained relatively stable for each of the four course types over the past three years. While band/orchestra courses comprise about 5% of overall enrollment, these courses comprise 12.5% of enrollment at Lincoln.

Course Type	Average Class Size Over the Past 3 Years
Remedial K-3 <sup>rd</sup>	8.1-9.0
Remedial 4 <sup>th</sup> -7 <sup>th</sup>	12.0-12.8
Enrichment	11.6-12.2
Technology	11.3-12.5
Band/Orchestra	13.1-17.3

### C. Budget Review

Based on a review of the budget to actual revenue/ expenses, the 2012 *Worlds of Wonder* summer interim session met its intended goal of being financially self-sustaining. Increased course enrollment resulted in increased staffing expenses for both teachers and assistants. Revenues collected totaled \$215,373 and expenses totaled \$213,334, resulting in a **positive balance of \$ 2,039**.

	2006	2007	2008	2009	2010	2011	2012
Enrollment	775	756	819	853	818	817	860
Total Class Registrations	1,627	1,636	1,781	1,881	1,817	1,854	1,987
Number of Teachers	41.75	39.50	41.25	43.25	42	42.93	43.5
Number of Assistants	11	11.25	11.75	15.25	15	16.25	21.5
Revenue	\$157,920	\$179,320	\$194,461	\$193,823	\$198,131	\$213,233	\$215,373
Expenses	\$163,025	\$171,586	\$180,719	\$184,648	\$195,029	\$232,924	\$213,334

See the attached table for additional details about the 2012 program revenue and expenses.

LH:km

Attachment A: Worlds of Wonder 2012 Analysis

[illegible]

**Presentation and Approval of Summer Interim Session 2013 Dates & Fees**

**ACTION ITEM 12-11-1**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the recommendation of dates, fees and locations for the 2013 Summer Interim Session.

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

AYES:

NAYS:

PRESENT:

ABSENT:

TO: Board of Education

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

RE: Recommendations for *Worlds of Wonder* Summer 2013

DATE: November 12, 2012

## **OVERVIEW**

The following report outlines recommendations regarding the upcoming 2013 *Worlds of Wonder* summer school program. The goal of the *Worlds of Wonder* program is to provide a quality interim educational experience for students within a budget that is funded by the program itself.

## **RECOMMENDATIONS FOR 2013**

### **A. Location**

- Place the *Worlds of Wonder* K-3<sup>rd</sup> grade summer school program at Washington School and the 4<sup>th</sup>-7<sup>th</sup> grade program at Lincoln School. Both schools provide an air-conditioned environment with an appropriate number of classrooms. Also, the proximity of the two programs is a benefit to both parents and staff.

### **B. Leadership**

- Continue to employ the two 12-month middle school assistant principals as principal of the Lincoln summer school program (4<sup>th</sup>-7<sup>th</sup> grade). Similar to past practice, they will share the administrative duties associated with this position. A portion of their salaries will be charged to the summer school budget and paid from revenue generated from the *Worlds of Wonder* program.
- Hire a principal to administrate the K-3<sup>rd</sup> grade *Worlds of Wonder* program located at Washington School.
- Hire a principal to plan and administer the special education summer support programs that are located at both Washington and Lincoln. This principal will be responsible for the kindergarten special education program located at Washington, the special needs programs at both Washington and Lincoln, and all of the tutoring and speech language services that are provided over the summer. The cost for hiring this special education principal is not accounted for in the 2013 *Worlds of Wonder* projected budget but would be similar in amount to our *Worlds of Wonder* principal salaries.

### **C. Summer School Dates**

- Offer two 14-day sessions:
  - Session 1: Tuesday, June 11 - Friday, June 28
  - Session 2: Monday, July 1 - Friday, July 19 (No School on Thursday, July 4)

Typically, the Maine South Summer School program runs concurrently with our program although our sessions varied by one week last year due to the 4<sup>th</sup> of July holiday. At the time of this Board report, Maine South had not yet finalized their summer school program dates.

#### **D. Course Offerings and Registration**

- Review current course offerings and develop specific course descriptions for the 2013 program.
- Send home the *Worlds of Wonder* brochure in mid-February.
- Hold registration for District 64 residents from March 1, 2013 to April 19, 2013.
- From April 20<sup>th</sup> to May 24<sup>th</sup>, accept late registrations from District 64 residents and students who live outside of District 64 boundaries at a higher cost of \$125 per class.
- Discontinue registration from May 25<sup>th</sup> until walk-in registration on June 10<sup>th</sup>. This will provide time for administration and clerical staff to assign teachers, develop class lists, and finalize operational details. Registration would re-open on June 10<sup>th</sup> **only if space is available** to enroll new students in existing classes.

#### **F. Student Fees**

- **Set tuition at \$105 per class for the 2013 *Worlds of Wonder* program.** This is a \$5 increase from last year and is needed to offset the 2% increase in staff salaries and increased prices of supplies and purchased services. This \$5 increase will enable us to maintain current programming within the proposed budget. Without this increase, we anticipate that our expenses would exceed our revenue by \$9,365.
- Set the tuition fee for out of district students and those registering after April 20<sup>th</sup> at \$125.

#### **G. Refund Policy**

- In the event of a power outage or other emergency, cancel summer school by 6:30 a.m. and notify parents and staff using the *School Messenger* system.
- Compensate staff for time worked and not for days that the summer school program is cancelled.
- Provide parents with the opportunity to request a refund for any cancelled days.
- Use the savings from the reduction in staff pay to offset the cost of any refunds. This would most likely result in a neutral effect on the overall budget.

#### **Projected Budget**

A copy of the projected budget for the 2013 *Worlds of Wonder* summer school program is attached (Attachment A).

#### **NEXT STEPS**

We ask the Board approve these recommendations at the November 12, 2012 meeting. Pending Board approval, we will finalize plans for the 2013 *Worlds of Wonder* program, develop the summer school brochure and begin securing staff for the program. We look forward to offering a quality summer school program that provides students with engaging opportunities to extend their learning. If you have any questions or comments regarding this report prior to the upcoming Board meeting, please contact Lori Hinton at 847-318-4303.

	<u>Enrollment</u>	<u>Fee/ Expense</u>	<u>Projected Summer 2012</u>
REVENUE			
Tuition	1825	\$100	\$182,500
Tuition after April 20	325	\$20	\$6,500
Class Fees			\$9,000
Total Revenue			\$198,000
	# of Staff		
EXPENSES			
Washington Principal	1	\$7,103	\$7,103
Lincoln Principal	2	\$3,552	\$7,104
Teachers	42	\$2,922	\$122,724
Nurse	1	\$1,063	\$1,063
TA's	15	\$1,418	\$21,270
Clerical	2	\$1,974	\$3,948
Curr Dept Clerical	1	\$12,057	\$12,057
Custodian	1	\$5,295	\$5,295
Sub-Total Salaries			\$180,564
Program Development			\$0
Printing			\$2,300
Supplies			\$9,500
Refunds			\$2,000
School Closing Refunds			\$0
Bus			\$0
Crossing Guards			\$6,000
Total Expenses			\$200,364
Net Gain/Loss			-\$2,364

Page 1 of 1      Date Printed: 11/20/2013      Time: 1:05 PM



TO: Board of Education

FROM: Dr. Philip Bender, Superintendent

DATE: November 12, 2012

SUBJECT: Upcoming Capital Projects

**Background**

As part of the Facility Master Plan, the Board of Education since December 2011 has been working to evaluate, fund and schedule improvements it designated as the top five priorities for District 64 facilities from the Maintenance Plan prepared by architects Fanning Howey. Priorities were established in line with the Board's agreed upon "Roles, Goals and Controls" process developed through the Master Plan.

The top priority group includes projects at Carpenter, Franklin, Lincoln and Field schools.

**New Opportunity for Second Lighting Grant**

In addition to consideration of these priority projects, administration also would like to present for Board consideration an opportunity to move forward with a second grant from the Illinois Department of Commerce and Economic Opportunity (DECO). District 64 previously received a DECO grant in 2011-12 of about \$240,000 to retrofit or replace fluorescent lighting fixtures at all facilities except Franklin, where the work had already been completed.

The second grant would be used to provide exterior security LED lighting of all buildings and in parking areas, and to complete the retrofit of a small number of fluorescent fixtures that were not addressed through the first grant. (Attachment 1) District 64 has met the preapproval criteria for the grant. The total cost of the project is estimated at \$214,591.62. IL DECO is offering a grant of a little more than half, leaving District 64 with an estimated cost of \$104,686.70. When looking at our current energy usage and costs, the estimated payback would be 3.81 years. The District thereafter would continue to benefit from the energy efficiency savings of these LED fixtures.

Administration recommends moving forward to schedule work on this grant during the current fiscal year. Administration will bring the grant forward for approval in the consent agenda at the December 10 meeting.

**Current Status**

The following chart identifies the priority projects and lighting grant opportunity within the current and future fiscal years:

CURRENT FY 2012-13	FY 2013-14	FY 2014-15
<b>Summer 2012 - completed</b> <ul style="list-style-type: none"> <li>✓ Carpenter – water retention</li> <li>✓ Carpenter – HVAC Phase 1 (electricity upgrade, asbestos removal, north gym)</li> </ul> <b>Spring 2013</b> <ul style="list-style-type: none"> <li>▪ Exterior security LED lighting DECO grant (to be presented for approval 12/10/12)</li> </ul>	<b>Summer 2013</b> <ul style="list-style-type: none"> <li>▪ <b>Carpenter – HVAC Phase 2</b> (approved to bid 9/24/12)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>▪ <b>Franklin – mechanical and life safety</b> (presented for approval to proceed to construction documents 11/12/12)</li> <li>▪ <b>Lincoln – mechanical</b> (presented for approval to proceed to construction documents 11/12/12)</li> </ul>	<b>Summer 2014</b>
	<ul style="list-style-type: none"> <li>▪ <b>Field – HVAC Phase 1</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Field – HVAC Phase 2</b></li> </ul> <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> <li>▪ <b>Field – HVAC and additional Life Safety (roof, windows, etc.)</b></li> </ul>

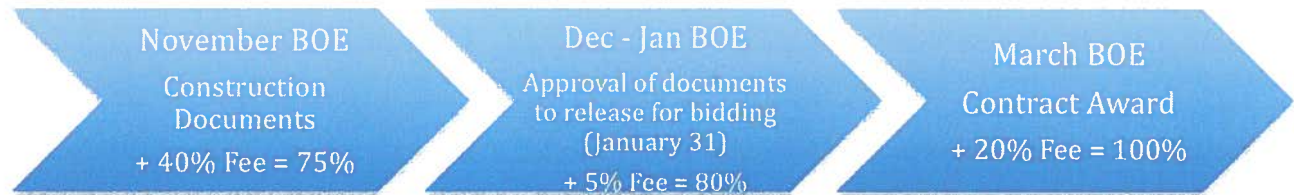
As the chart above indicates, the Carpenter Phase 2 work has received approval for bidding with the intention of completing this work in summer 2013; all other projects are under consideration in varying stages with Field being the least developed at this time.

#### Decision Timeline for Summer 2013 Projects

Fanning-Howey has prepared detailed memos for the Board's review about the proposed work at Franklin (Attachment 2) and Lincoln (Attachment 3) currently slated for summer 2013. The projects are being presented for approval on November 12 to move to the construction documents phase. This phase represents an additional 40% of the design fee to architects Fanning Howey, for a total of 75% of the total fee for the project.

The Board would then discuss and approve in December/January which documents to release for bidding. The current proposed schedule is to release documents on January 31, 2013, with bids due in late February. The Board could then award a contract in March 2013 for these two projects.

A flow diagram appears below:



### **Financing Considerations**

Fanning Howey has provided a summary of the project costs for Carpenter Phase 2, and for the proposed work at Franklin and Lincoln. (Attachment 4) The total for these three projects is almost \$4.8 million to be budgeted in the 2013-14 fiscal year. No estimate has been provided for Field at the present time.

District 64 currently is budgeting \$3 million annually for capital projects and \$1 million for ongoing maintenance in the Operations & Maintenance Fund. The \$4.8 million estimated for Carpenter, Franklin and Lincoln is \$1.8 million more than currently planned for capital projects in fiscal year 2013-14. This amount does not encompass any work related to Field at the present time.

The Board and District continue to explore all options when considering how to finance these needed priority and life safety improvements. Information gathering has included:

- **Performance Contracting**

The Board has received two presentations about performance contracting: on September 10 from Director of Facility Management Scott Mackall and Business Manager Becky Allard, and at the October 22 meeting from a representative from Siemens. This information was provided as background for the Board in thinking about alternate ways to structure paying for the priority projects, and for what energy-related improvements can be included.

A further Board discussion at a future meeting about the performance contracting approach, and its application to Field School's greater needs, would be a valuable step in the decision process about the timing and scope of work.

- **Community Finance Committee (CFC)**

The Borrowing Options Study Group presented a preliminary report this summer, and is scheduled to present an updated final report to the Board on December 10.

### **Next Steps**

Board direction would be expected at tonight's meeting to determine how to proceed with Franklin and Lincoln.

In addition, Board direction regarding Field School is needed before January, if work is to be considered there in summer 2013. The Board may wish to consider scheduling a Committee-of-the-Whole on December 10 for an extended discussion.

Building	Project Cost	Material Cost	Labor Cost	IL DCEO Incentive	Net Cost	Savings/ Year	Payback/ Years	kWh Saved	kW Saved	CO2 Saved- #yr
Carpenter School	\$ 15,563.50	\$ 8,232.00	\$ 7,331.50	\$ 8,363.00	\$ 7,200.50	\$ 2,112.49	3.41	33,215	7.984	74,734
Emerson School	\$ 30,623.68	\$ 18,680.00	\$ 11,943.68	\$ 12,190.30	\$ 18,433.38	\$ 2,775.65	6.64	43,642	9.964	98,195
ESC Administration	\$ 2,829.68	\$ 1,550.00	\$ 1,279.68	\$ 1,287.72	\$ 1,541.96	\$ 273.00	5.65	4,292	0.980	9,658
Emerson School	\$ 18,871.60	\$ 9,274.00	\$ 9,597.60	\$ 7,627.50	\$ 11,244.10	\$ 2,587.25	4.35	21,896	10.170	91,530
Field School	\$ 15,760.24	\$ 10,055.00	\$ 5,705.24	\$ 7,475.38	\$ 8,284.86	\$ 1,620.31	5.11	25,477	9.194	25,477
Franklin School	\$ 28,525.18	\$ 14,582.00	\$ 13,943.18	\$ 15,091.34	\$ 13,433.84	\$ 4,071.21	3.30	64,013	15.825	144,029
Jefferson School	\$ 10,734.04	\$ 6,895.00	\$ 3,839.04	\$ 4,932.64	\$ 5,801.40	\$ 989.42	5.86	15,557	4.298	35,003
Lincoln Middle School	\$ 39,761.34	\$ 24,725.00	\$ 15,036.34	\$ 24,943.18	\$ 14,818.16	\$ 5,686.48	2.61	89,410	36.07	201,173
Roosevelt School	\$ 32,756.92	\$ 19,107.00	\$ 13,649.92	\$ 17,823.78	\$ 14,933.14	\$ 4,923.10	3.03	77,404	23.828	174,166
Washington School	\$ 19,165.44	\$ 10,261.00	\$ 8,904.44	\$ 10,170.08	\$ 8,995.36	\$ 2,452.95	3.67	38,568	11.630	86,779
Totals	\$ 214,591.62	\$ 123,361.00	\$ 91,230.62	\$ 109,904.92	\$ 104,686.70	\$ 27,491.86	3.81	413,474	129.940	940,744

**FANNING HOWEY**

October 24, 2012

Dr. Philip V. Bender  
Superintendent  
Park Ridge-Niles CCSD 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Re: Franklin Elementary School Mechanical Upgrades  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211143.02

Dear Dr. Bender:

Fanning Howey, at the request of the Administration, moved forward with the design investigations for the above-mentioned Project, based on the direction of the Board in December 2011. Through the design process to date, we believe that our office and the Administration have worked diligently together in a holistic approach to provide a quality design. We also believe that, as a team, we have based our recommendations and approach to this Project within the criteria and goals established during the *Roles, Goals and Controls* process, always keeping the best interest of the students first. Our office has provided recommendations, based on lifecycle costing, operating efficiencies, and providing energy-efficient equipment/system designs and equity among buildings, in the best interest of the students and District 64. As discussed during the *Roles, Goals and Controls* process, Fanning Howey and the Administration have worked together to provide what we believe to be the best recommendation to the Board of Education, to be able to make an informed decision on how to proceed with this Project.

As described during the *Roles, Goals and Controls* process, the phasing of services allows the Board to review the details of the Project Schedule and projected costs, prior to releasing Documents to the next phase. Per our Agreement, the compensation per each phase of services is described below:

Schematic Design	15% (fifteen percent)
Design Development	20% (twenty percent)
Construction Documents	40% (forty percent)
Bidding/Negotiations	5% (five percent)
<u>Construction Administration</u>	<u>20% (twenty percent)</u>
Total Basic Services	100% (one hundred percent)

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At the request of the Board of Education, please find the following breakdown of scope and fee items discussed at the October 22, 2012, Board Meeting. Please note that Fanning Howey has not invoiced above the original fee projection for the work completed to date.

	<b>Original Base Bid Scope</b> <i>(Prior to design investigation)</i>	<b>New Design Development Base Scope</b> <i>(Following design investigation and as requested by Administration)</i>	<b>All Alternates</b> <i>(As requested by Administration)</i>	<b>New Design Development Base Scope Plus All Alternates</b>
<b>Opinion of Probable Construction Costs</b> <i>(Does not include design fees)</i>	\$590,000**	\$858,391*	\$511,670	\$1,370,061
<b>Total Design Fee through Project Completion (100%)</b>	\$74,800	\$97,857	\$48,740	\$146,597
<b>Total Design Fee Through Design Development (35%)</b> <i>(Total fee earned to date)</i>	\$26,180	\$34,250	\$19,162	\$53,412

\*Please note that the Design Development Opinion of Probable Cost included dollar amounts for soft costs, such as General Conditions, Contractor overhead/profit, a design contingency, allowances, etc.

\*\*The preliminary Opinion of Probable Costs indicated that there could be as much as \$230,100 for soft costs, above the anticipated construction costs.

Fanning Howey provided information for review of the increased Project scope as it relates to additional fees throughout the duration of the Design Development Phase. At the request of the Administration, our office pursued initial design investigations, beyond upgrading the steam heating system within the 1955 and 1956 areas of the building to hot water, to be included in the scope of this Project.

For your reference, the original scope discussed with the Board of Education in December 2011, included the following:

1. Demolish the existing steam heating system in the central boiler room of the original 1955 building. All building-mounted heating devices that will no longer be needed are to be abandoned in place.
2. Install new heating hot water condensing boilers in the central boiler room of original 1955 building.
3. Install new heating hot water piping in the central boiler room and throughout the 1955 and 1956 areas of the building.

4. Install new heating hot water cabinet heaters in the existing vestibules, currently heated by steam, of the 1955 and 1956 areas of the building.
5. Install new heating hot water coils, control valves, etc. at the 25 existing terminal units within the 1955 and 1956 areas of the building, and upgrade system controls for these units. *(It was Fanning Howey's recommendation that heating coils be added to the existing variable air volume (VAV) boxes, so that both heating and cooling could be provided through these units. The existing control hardware appears adequate for the intended future use; however, it may not have the appropriate software for both heating and cooling. Modifying this hardware should not be difficult.)*

As design professionals, we are tasked to work with the District to review the Project through a holistic approach. In the course of reviewing the original scope of work for this Project, and as is often realized during renovations of existing buildings, additional items were identified that would provide a benefit to the District, if completed simultaneously. These items were either previously listed in the Maintenance Plan, or seen as being affected by the work, or both. Following is a list of additional scope items for your review:

1. Demolish the steam heating system in the 1990 boiler room. All building-mounted heating devices that will no longer be needed are to be abandoned in place. *(The original scope did not include removal of boiler in 1990 addition.)*
  - a. As an Alternate Bid Item, remove existing vestibule heating units and infill openings/patch existing walls. *(The original scope included abandoning items in place.)*
  - b. As an Alternate Bid Item, remove existing unit ventilators (UVs) in the 1990 building addition, patch exterior wall openings, and provide new plastic laminate casework. *(These UVs could be removed, if heating coils were added to the VAV boxes; refer to Item 4 below.)*
2. Install a new heating hot water condensing boiler to replace the boiler in the 1990 addition, while combining this boiler with the boiler plant in the 1955 area of the building. *(The original scope did not include replacing this unit and further combining it to create a central boiler plant. This item was requested to bring the heating plant to a single location for operating efficiencies and control.)*
3. Install new heating hot water piping in the central boiler room and throughout the building. *(The original scope did not include connections/piping needed once the new boiler plant was centralized.)*
4. Install new heating hot water coils, control valves, etc. at the 10 existing terminal units in the 1990 addition, and upgrade system controls for these units. *(The original scope did not include work on these units. Refer to additional information in base scope, Item 5.)*

5. Install new reheat hot water coils for AHU-5 (auditorium) and AHU-6 (LRC). *(These air-handling units (AHUs) are not configured appropriately, and it was Fanning Howey's recommendation that these be revised to prevent over-cooling, and resolve humidity issues, occurring within these spaces. This is a design best practice to provide better indoor air quality.)*
6. Install a plate and frame heat exchanger to indirectly connect the new heating hot water system to the existing chilled water cooling system. *(This would allow for the use of the existing cooling coils as dual-purpose heating and cooling coils within the central air-handling units. In lieu of utilizing the existing cooling coils for heating, the installation of new coils would have otherwise been necessary.)*
7. Replace the existing domestic hot water heater. *(This item was indicated in the Maintenance Plan as being in fair condition. With the work occurring within the space, it was deemed a practical time to replace this item.)*
8. Remove the existing fan inlet guide vanes, and replace the existing combination starter disconnect switches with variable frequency controllers (VFCs), equipped with service disconnect switches. *(Using the fan inlet guide vanes is not an efficient way to allow a VAV system to perform. The intent in replacing these items with VFCs is to allow for increased operating efficiencies.)*
9. Add carbon dioxide monitoring at the central air-handling units and implement a demand-controlled ventilation sequence to control the amount of fresh, outside air that is brought into the building. *(This will provide a better way to control the indoor air quality for the interior spaces. Upfront costs are relatively low when compared with the increased operating efficiencies and controllability of indoor air quality. This item could very easily become an Alternate.)*
10. Replace the existing gymnasium and office air-handling units for the 1990 addition. *(The heating coils for these units are not located in the reheat position. Therefore, these packaged units are not able to provide dehumidification during low cooling load conditions without overcooling the associated spaces. This item was requested to increase the overall indoor air quality for the building occupants.)*
11. As an Alternate Bid Item, replace the galvanized domestic water piping throughout the building with new copper piping. *(This item was requested because the existing piping is deteriorating and in poor condition. This item was listed on the most recent 10-Year Health/Life Safety Survey and included in the Maintenance Plan.)*
12. As an Alternate Bid Item, provide proper exhaust to all building toilet rooms and janitor closets. *(Currently, some toilet rooms have vents that exhaust into the attic space and not out of the building. Additional toilet rooms and janitor closets are not provided with a means of exhausting the space. This item was listed on the most recent 10-Year Health/Life Safety Survey and included in the Maintenance Plan.)*



Dr. Philip V. Bender, Superintendent  
Franklin Elementary School Mechanical Upgrades  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211143.02  
October 24, 2012  
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We have provided this information to the Board of Education with the intention of asking to move forward with the completion of the Construction Documents Phase at the November 12, 2012, Board Meeting. Following this meeting, the Board will have additional opportunities to provide approval of the Documents to be released for bidding at the December or January meetings. This Project has tentatively been scheduled to release Drawings for bidding on January 31, 2013, with the intent to open Bid Proposals on February 26, 2013. This would allow for potential Contract Award by the Board in March 2013.

Work is expected to be completed over the summer break, with an intended completion date to coincide with the start of school. Additional consideration, for the demolition of some mechanical items prior to the end of the 2012-2013 school year, is recommended, to allow additional time for installation of the new equipment and piping. This work must be coordinated in advance to allow for necessary scheduling/phasing of work and little interruption of school activities.

On behalf of Fanning Howey, I thank you for this opportunity to provide District 64 with dedicated, experienced service. Should you need additional information, or have any questions, please do not hesitate to contact us.

Sincerely,

FANNING HOWEY



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

klv/bc

# FANNING HOWEY

October 24, 2012

Dr. Philip V. Bender  
Superintendent  
Park Ridge-Niles CCSD 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Re: Lincoln Middle School Mechanical Upgrades  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211143.04

Dear Dr. Bender:

Fanning Howey, at the request of the Administration, moved forward with the design investigations for the above-mentioned Project, based on the direction of the Board in December 2011. Through the design process to date, we believe that our office and the Administration have worked diligently together in a holistic approach to provide a quality design. We also believe that, as a team, we have based our recommendations and approach to this Project within the criteria and goals established during the *Roles, Goals and Controls* process, always keeping the best interest of the students first. Our office has provided recommendations, based on lifecycle costing, operating efficiencies, and providing energy-efficient equipment/system designs and equity among buildings, in the best interest of the students and District 64. As discussed through the *Roles, Goals and Controls* process, Fanning Howey and the Administration have worked together to provide what we believe to be the best recommendation to the Board of Education, to be able to make an informed decision on how to proceed with this project.

As described during the *Roles, Goals and Controls* process, the phasing of services allows the Board to review the details of the Project Schedule and projected costs, prior to releasing Documents to the next phase. Per our Agreement, the compensation per each phase of services is described below:

Schematic Design	15% (fifteen percent)
Design Development	20% (twenty percent)
Construction Documents	40% (forty percent)
Bidding/Negotiations	5% (five percent)
<u>Construction Administration</u>	<u>20% (twenty percent)</u>
Total Basic Services	100% (one hundred percent)

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At the request of the Board of Education, please find the following breakdown of scope and fee items discussed at the October 22, 2012, Board Meeting. Please note that Fanning Howey has not invoiced above the original fee projection for the work completed to date.

	<b>Original Base Bid Scope</b> <i>(Prior to design investigation)</i>	<b>New Design Development Base Scope</b> <i>(Following design investigation and as requested by Administration)</i>
<b>Opinion of Probable Construction Costs</b> <i>(Does not include design fees)</i>	\$560,000**	\$630,197*
<b>Total Design Fee through Project Completion (100%)</b>	\$67,700	\$75,624
<b>Total Design Fee Through Design Development (35%)</b> <i>(Total fee earned to date)</i>	\$23,695	\$26,468

\*Please note that the Design Development Opinion of Probable Cost includes dollar amounts for soft costs, such as General Conditions, Contractor overhead/profit, a design contingency, allowances, etc.

\*\*The preliminary Opinion of Probable Costs indicated that there could be as much as \$218,400 for soft costs, above the anticipated construction costs.

Fanning Howey provided information for review of the increased Project scope as it relates to additional fees throughout the duration of the Design Development Phase. At the request of the Administration, our office pursued initial design investigations, beyond replacing the existing steam boilers, to be included in the scope of this Project.

For your reference, the original scope discussed with the Board of Education in December 2011 included the following:

1. Replace existing steam boilers with new, higher efficiency steam boilers.

As design professionals, we are tasked to work with the District to review the Project through a holistic approach. In the course of reviewing the original scope of work for this Project, and as is often realized during renovations of existing buildings, additional items were identified that would provide a benefit to the District, if completed simultaneously. These items were either previously listed in the Maintenance Plan, or seen as being affected by the work, or both. Following is a list of additional scope items for your review:

1. Replace sanitary drain lines. *(These drains are currently plugged and it would be beneficial to provide new lines with the installation of the new equipment.)*
2. Repair or replace the chimney access door. *(This door does not fully close, which is in violation of Code requirements.)*

Dr. Philip V. Bender, Superintendent  
Lincoln Middle School Mechanical Upgrades  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211143.04  
October 24, 2012  
Page 3

3. Remove the existing domestic water tank. *(This tank is no longer in use and would allow for additional space within the boiler room. It was deemed more practical to remove this item during the course of the demolition work than at a later date.)*
4. Provide air-conditioning to the lower level cafeteria at the southwest corner of the building. *(This item was requested and could very easily become an Alternate.)*

We have provided this information to the Board of Education with the intention of asking to move forward with the completion of the Construction Documents Phase at the November 12, 2012, Board Meeting. Following this meeting, the Board will have additional opportunities to provide approval of the Documents to be released for bidding at the December or January meetings. This Project has tentatively been scheduled to release Drawings for bidding on January 31, 2013, with the intent to open Bid Proposals on February 26, 2013. This would allow for potential Contract Award by the Board in March 2013.

Work is expected to be completed over the summer break, with an intended completion date to coincide with the start of school. If summer school is to take place within this building, additional coordination of school activities and phasing of the proposed work will be necessary to ensure timely completion. If necessary, work within the boiler room could be extended into the 2013 school year, in order to keep construction activities out of occupied student areas.

On behalf of Fanning Howey, I thank you for this opportunity to provide District 64 with dedicated, experienced service. Should you need additional information, or have any questions, please do not hesitate to contact us.

Sincerely,

FANNING HOWEY



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

klv/bc

# FANNING HOWEY

November 9, 2012

Dr. Philip V. Bender  
Superintendent  
Park Ridge-Niles CCSD 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

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

Dear Dr. Bender:

Per the request of the Administration, following is a table which illustrates the proposed capital projects to be completed during the summer of 2013, their estimated cost for construction, as well as information on their respective design fees.

Project	Opinion of Probable Construction Costs	Total Design Fee through Project Completion (100%)	Total Design Fee Earned to Date	Total Design Fee Remaining
<b>Carpenter Elementary School Mechanical Upgrades</b> Project No. 211143.01	\$2,335,736 (Based on CD Phase Estimate)	\$236,800	\$165,760 (invoiced in FY 2011-12)	\$71,040
<b>Franklin Elementary School Mechanical Upgrades</b> Project No. 211143.02	\$1,370,061 (based on DD Phase Estimate)	\$146,597 (With New Base Scope and Alternates)	\$53,412* (With New Base Scope and Alternates)	\$93,185
<b>Lincoln Middle School Mechanical Upgrades</b> Project No. 211143.04	\$630,197 (based on DD Phase Estimate)	\$75,624 (With New Base Scope)	\$26,468* (With New Base Scope)	\$49,156
<b>TOTAL COSTS</b>	<b>\$4,335,994</b>	<b>\$459,021</b>	<b>\$245,640</b>	<b>\$213,381</b>

\*Fees invoiced to date are based on each Project's original negotiated fee.

As previously indicated, the goal will be to request approval by the Board of Education, to move forward with the completion of the Construction Documents Phase for the work at Franklin Elementary School and Lincoln Middle School, at the November 12, 2012, Board Meeting. These two Projects would occur concurrently with the work at Carpenter Elementary School, which has already received approval to move forward with the bidding process. Following the November Board Meeting, the Board will have an additional opportunity to provide approval of the Documents to be

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Dr. Philip V. Bender, Superintendent  
Facility Master Planning  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211056.00  
November 9, 2012  
Page 2

released for bidding at the January meeting. These two Projects have tentatively been scheduled to be released for bidding on January 31, 2013, with the intent to open Bid Proposals on February 26, 2013. This would allow for potential Contract Award by the Board in March 2013.

With regard to potential construction work at Field Elementary School, much design work and further investigation is still necessary in order to provide the Board of Education with an adequate system design and a more detailed Opinion of Probable Cost. With the scale of projects expected to be completed during summer 2013, it is Fanning Howey's recommendation that the District consider phasing any mechanical upgrades for this School, with project completion expected for summer 2014. By doing so, the District could perform necessary abatement procedures and potentially provide air-conditioning to the north multi-purpose room this upcoming summer, similar to how the work has been phased for Carpenter Elementary School. The remainder of the heating, ventilating and air-conditioning (HVAC) work and electrical upgrades could be completed the following summer.


An important item to note is that the Projects listed in the table above are reflective of items derived from the Maintenance Plan and the Mechanical Systems Assessment Report, which were presented to the Board of Education in December 2011. It still remains Fanning Howey's recommendation that the Facility Master Plan be completed prior to summer 2013.

The ability to provide a healthy and comfortable environment for learning significantly impacts how well children actually learn. Unfortunately, there is a cost to provide a premium learning environment, and school buildings are typically considered a reflection and long-term staple of the community in which they reside. The schools within District 64 are no exception.

Should you need additional information, or have any questions, please do not hesitate to contact us.

Sincerely,

FANNING HOWEY



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

klv/cdj/bc

To: Board of Education  
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: November 12, 2012

Subject: Construction Documents Phase at Franklin Elementary School

Director of Facility Management Scott Mackall will present the Board of Education with information for the Franklin Elementary School boiler replacement. Fanning and Howey project number 211143.02. Please refer to the information provided in Agenda item Appendix 5 for detail.

Approval to move to Construction Documents phase at Franklin School.

Action Item 12-11-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to proceed to Construction Documents on project number 211143.02 at Franklin School.

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education  
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: November 12, 2012

Subject: Construction Documents Phase at Lincoln Middle School

Director of Facility Management Scott Mackall will present the Board of Education with information for the Lincoln Middle School boiler replacement. Fanning and Howey project number 211143.04 Please refer to the information provided in Agenda item Appendix 5 for detail.

Approval to move to Construction Documents phase at Lincoln School.

Action Item 12-11-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to proceed to Construction Documents phase on project number 211143.04 at Lincoln School.

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

AYES:

NAYS:

PRESENT:

ABSENT:



Appointment of Board Election Designees

ACTION ITEM 12-11-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the appointment of Administrative Assistant to the Superintendent Madelyn Wsol, Superintendent Phil Bender, Business Manager Rebecca Allard, Director of Technology Terri Bresnahan, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Assistant Superintendent for Human Resources Joel Martin, Assistant Superintendent for Student Learning Lori Hinton, Public Information Coordinator Bernadette Tramm, and Administrative Secretary Josephine Kearns to act in the capacity of election officials at District 64 for the April 9, 2013 election.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Madelyn Wsol, Administrative Assistant to the Superintendent *MW*

Date: November 12, 2012

Subject: Update on April 9, 2013 Election

It is recommended that the Board appoint designated representatives to act as the election officials at District 64. We suggest that the Board appoint Administrative Assistant to the Superintendent Madelyn Wsol, Superintendent Phil Bender, Business Manager Rebecca Allard, Director of Technology Terri Bresnahan, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Assistant Superintendent for Human Resources Joel Martin, Assistant Superintendent for Student Learning Lori Hinton, Public Information Coordinator Bernadette Tramm, and Administrative Secretary Josephine Kearns to act in the capacity of election officials at District 64.

Nominating Petitions will be accepted by one of the appointed election officials at the District 64 Educational Service Center during regular business hours beginning December 17, 2012 no earlier than 8:00 a.m. until December 24, 2012 no later than 5:00 p.m. Nominating petitions may not be submitted outside these dates or times. Nominating petitions may also be mailed to the Educational Service Center. The order in which the nominating petitions are received will dictate the order in which the names appear on the ballot (first received will be first on the ballot). Nominating petitions sent by mail, must be received no earlier than December 17 and no later than December 24, 2012. Petitions will not be accepted before December 17 or after December 24, 2012.

In the event of a simultaneous filing, a lottery will be held at the Educational Service Center, 164 S. Prospect Avenue. The lottery for the 4-year term (full) is scheduled for Tuesday, December 18, 2012 at 12:00 p.m.

The period to file an objection to nomination papers is: December 26, 27, 28 and 31, 2012 (8:00 a.m. – 3:00 p.m.) and January 2, 2013 (10:00 a.m. – 5:00 p.m.). These will also be accepted at the Educational Service Center.

The last day to withdraw nomination papers for candidates that decide not to run is January 31, 2013. This will be accepted at the Educational Service Center.

Approval of Minutes

ACTION ITEM 12-11-6

I move that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole: Student Achievement & Finance Meeting Minutes of October 22, 2012, Regular Meeting Minutes of October 22, 2012, and Closed Session Minutes of October 12, 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 Regular Meeting held at 7:30 p.m.**

**October 22, 2012**

**Washington Elementary School – South Gym**

**1500 Stewart Ave., Park Ridge, Illinois**

President John Heyde called the meeting to order at 6:31 p.m. Other Board members present were Scott Zimmerman, Eric Uhlig (arrived in progress at 6:37 p.m.), Sharon Lawson, Pat Fioretto and Anthony Borrelli. Board member Dan Collins was absent. Also present were Superintendent Philip Bender, Assistant Superintendent Lori Hinton, Business Manager Becky Allard, Director of Special Education/Pupil Services James Even, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm and two members of the public.

Board of Education meetings are now being videotaped and may be viewed in their full length from the District's website at:

<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

The Board convened a Committee-of-the-Whole on Student Achievement and Finance at 6:32 p.m.

The Board adjourned from the Committee of the Whole: Student Achievement and Finance at 7:31 p.m. and following a brief recess, resumed as a Regular Board meeting at 7:36 p.m.

In addition to the persons listed above, also present at the regular meeting were Assistant Superintendent Joel T. Martin and approximately 30 members of the public.

**PLEDGE OF ALLEGIANCE AND WELCOME**

Pledge of Allegiance  
and Welcome

Dr. Bender introduced Washington Interim Principal Kathy Creely, who called forward four students from the Student Council to lead the Pledge. Principal Creely welcomed the Board and noted that Washington has a school-wide behavior incentive, called ROARing with RESPECT, and that one of the goals is to help students find meaningful ways to help others. She invited the four students to talk about how the Student Council had organized fellow students in a fundraising drive to help the children at the Hogar del Pobre orphanage in Mexico. Dr. Bender also acknowledged the efforts of new Assistant Principal Jessica Hutchison. Washington PTO Co-Presidents Melanie Owens and Kristin Zeman gave an overview of the many ways PTO is supporting learning at the school through fund-raising to support technology, author visits, Red Ribbon Week, and other activities through the year.

**PUBLIC COMMENTS**

Public Comments

No public comments were offered.

### **UPDATE ON ROOSEVELT AFTER SCHOOL CHILD CARE PILOT**

Update on Roosevelt After School Child Care Pilot

Dr. Bender provided an update on the status of a proposal brought forward at the September 24 meeting to move the location of the after school child care program from a single-site model at Jefferson School to a school-based program, and to place both the before and after school programs under the supervision of the Park Ridge Recreation and Park District, with a roll-out of only the after school program in January 2013 at Roosevelt School. He noted that Board member discussion and comments from parents had been extremely helpful in identifying questions about program details, areas for further outreach, financial impact and related topics. Dr. Bender stated that a further report from administration and the Park District is expected to be presented to the Board at the December 10 meeting. Given the additional planning that must be completed, Dr. Bender stated that the proposed roll-out at Roosevelt would be delayed to the start of the 2013-14 school year and would operate for a full year; the transition at all schools would then be pushed to the 2014-15 school year.

### **REVIEW OF RESOLUTION #1090 OF THE 2012 PROPOSED TENTATIVE TAX LEVY AND ESTABLISHMENT OF PUBLIC HEARING DATE**

Review of Resolution #1090 of the 2012 Proposed Tentative Tax Levy and Establishment of Public Hearing Date

Business Manager Allard reviewed the process and two-month timeline to be followed by the Board to adopt the 2012 tax levy. The Board will be asked to approve the tentative levy at tonight's meeting. She noted that because the 2012 proposed tentative aggregate property tax levy is not more than 105% of the prior year's extension, a Truth in Taxation hearing is not necessary, however it is recommended. She asked the Board to conduct such a hearing on Monday, November 12, with adoption of the final levy on Monday, December 10.

Ms. Allard reviewed the tentative levy request. She proposed a total levy amount of almost \$63.4 million, which represents a 4.74% increase over the 2011 actual tax extension: a 4.99% increase in the "capped" funds and a 0.03% increase in the Debt Service Fund. She noted that the "tax cap" formula will limit the actual amount extended, and that the Board could decrease but not increase the amount of the final levy request on December 10 from the amount approved at tonight's meeting. Ms. Allard then responded to Board member questions concerning how reductions in the final tax extension made by the County Clerk are allocated to each fund, how the levy is allocated among funds, and how projections for the amount of new property are calculated.

Board members then had a lengthy discussion concerning the amount of the levy, and whether the levy could be lower than the proposed 4.99% total levy. It was noted that the tax cap would always ultimately limit the growth in the District's tax extension to what is legally allowed each year according to the formula. Because it is difficult to estimate the amount of new property being added to the tax rolls for the first time, setting a higher levy allows districts to fully capture this growth. Board

members also discussed the revenue projections in the District's long-range financial model built on the assumption that the District would levy the maximum that could be legally collected under the "tax cap" linked to the Consumer Price Index (CPI). Ms. Allard confirmed that in turn, the projection relies on assumptions about what CPI will be in future years. Board members also noted that if the District does not levy sufficiently in any year to fully capture new growth, that is revenue lost to the District forever and the impact actually compounds each year going forward. It was noted that Ms. Allard's report indicated that although the levy proposed is 4.99%, the budget adopted by the Board in September assumes the final tax extension will actually be 3.2%. There was general consensus that the levy system is complex and generally confusing to taxpayers. It was suggested that taxpayers would find it more understandable if the levy increase was closer to what is actually received. Board members further discussed the potential impact of under-levying property taxes on the District's ability to maintain its fund balance to stave off another referendum through 2016-17 or beyond, while still completing a stepped up facilities expenditure plan.

Ms. Allard reconfirmed that the Board could decrease, but not increase, the amount of the final levy request on December 10 from what is passed this evening.

ACTION ITEM 12-10-1

Action Item 12-10-1

It was moved by Board member Lawson and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District 64 estimate the aggregate property tax levy for 2012 to be 4.99% greater than the 2011 extension.

I further move that the Board of Education of Community Consolidated School District 64 approve the attached Resolution #1090 TRUTH IN TAXATION LAW RESOLUTION.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Collins

The motion carried.

**APPROVAL TO BID FRANKLIN ELEMENTARY SCHOOL  
BOILER PROJECT**

Approval to Bid  
Franklin Elementary  
School Boiler Project

Director of Facility Maintenance Mackall was joined by Keri Van Sant of architects Fanning Howey to review a proposed project for Franklin School. Mr. Mackall stated the project would include boiler replacement, and as an alternate, replacing the domestic water piping during this project. He noted the project would be moved from a Tier 2 to a Tier 3 level on the original scope of work provided to the Board in

late 2011. He is seeking approval to bid the project so that work could be scheduled for summer 2013.

Mr. Mackall and Ms. Van Sant then responded to Board member questions concerning: the control system to be used; the cost estimate for moving between tiers and the initial estimated cost of the project; rationale for completing the water piping at the same time and any cost savings; why bidding is sought at this time, how long the bids could be held, and cost of bidding; the cost of the design and fees for the additional scope of work now being proposed and what has been expended thus far to explore these options; and the alternates included in the package.

Board members agreed that further detailed written information and cost estimates were needed to fully understand the project being presented for approval to bid, the movement from Tier 2 to Tier 3, and alternates being recommended.

Action Item 12-10-2 to approve the motion to proceed to bid for the Franklin School Boiler Replacement was not brought forward for consideration.

#### **APPROVAL TO BID LINCOLN MIDDLE SCHOOL BOILER PROJECT**

Approval to Bid  
Lincoln Middle  
School Boiler Project

Mr. Mackall and Ms. Van Sant reviewed a proposed project for Lincoln Middle School. Mr. Mackall noted that the project would include boiler replacement, and also recommended that air conditioning of the cafeteria on the school's lower level be included to make that space consistent with the remainder of the classroom portions of the building. He is seeking approval to bid the project so that work could be scheduled for summer 2013.

Mr. Mackall and Ms. Van Sant then responded to Board member questions concerning: whether the cafeteria air conditioning had been identified on the maintenance plan for the school, how it had been ranked among the priority projects, and why it had not been included when the school was air conditioned as part of the Federal Aviation Administration sound insulation work completed there recently; the design expense thus far of including the air conditioning work in the package; the tier level of the boiler work; and the timing of the actual bidding for the Lincoln project as well as the Franklin project.

Ms. Van Sant affirmed that the bidding had been tentatively scheduled for January 2013, which would allow additional time for Board consideration.

Board President Heyde summarized that the Board would expect to receive a more detailed written report and cost estimates for further review at an upcoming meeting before considering approval of either the Lincoln or Franklin projects.

Action Item 12-10-3 to approve the motion to proceed to bid for the Lincoln School Boiler Replacement was not brought forward for consideration.

#### **PERFORMANCE CONTRACTING PRESENTATION**

Board President Heyde stated that he and Board member Zimmerman had received a short preview of tonight's presentation

Performance  
Contracting  
Presentation

and thought it would provide additional helpful background for all Board members. Dr. Bender introduced Ken Detina of Siemens, and noted that this is a presentation only and not a solicitation by or for Siemens. Mr. Detina stated he had reviewed a previous Board presentation by Mr. Mackall and Ms. Allard on performance contracting earlier this fall, and would build on that information. He briefly reviewed his work with Siemens, and the firm's credentials, before moving into a fuller explanation of how performance contracting could be applied to the District's proposed HVAC project at Field School.

Mr. Detina noted that performance contracting is a legislative vehicle in which a school district, for example, partners with a qualified energy service company, such as Siemens, to provide single source accountability for major infrastructure improvements including engineering, design, all material and labor, project management, maintenance and training, and guaranteed savings, among other responsibilities. This program is designed to provide a school district with opportunities to improve existing buildings primarily through analysis of energy consuming equipment and operating practices. Savings are achieved as a result of replacing older, inefficient equipment with new equipment. Operations savings could include capital expenditures that a district has earmarked or has intended to budget for in future years, and equipment and/or services that would no longer be needed. He contrasted how a school district works with a performance contractor versus the bid/spec method through an architect and contractors. He defined the steps in the process once a performance contractor is brought on board to complete a project like the work being considered at Field. He noted that a school district working with a performance contractor can achieve the greatest value overall on a total life cycle basis, rather than being focused on the lowest bidder.

Board members then questioned Mr. Detina further about: how energy savings would be achieved in a project like Field that would add air conditioning and likely boost energy consumption; how bidding operates through the performance contractor as a negotiated process rather than a public bid; how a performance contractor could work to provide the greatest level of consistency and continuity in equipment and controls, whether it is at a single building or throughout a district; how performance contracting is focused on total life cycle cost instead of initial cost; and how changes are handled during the course of a project.

Board President Heyde thanked Mr. Detina and summarized that the consensus appeared to be for the Board to discuss this option at a future meeting before deciding how to proceed with Field School.

## **CONSENT AGENDA**

Consent  
Agenda

### **A. PERSONNEL REPORT**

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



B. BILLS, PAYROLL, AND BENEFITS

Bills

10 – Education Fund -----	\$ 474,449.02
20 – Operations and Maintenance Fund -----	188,643.34
30 – Debt Services -----	-
40 – Transportation Fund -----	105,514.23
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	339,972.75
80 – Tort Immunity Fund -----	634.19
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 110270-110531

Total: \$1,109,213.53

Payroll for Month of September, 2012

10 - Education Fund -----	\$3,188,761.62
20 - Operations and Maintenance Fund -----	216,041.30
40 - Transportation Fund -----	-
50 - IMRF/FICA Fund -----	81,940.28
80 - Tort Immunity Fund-----	-

Checks Numbered: 6667 – 6938

Direct Deposit: 900018135 - 900019708

Total \$3,486,743.20

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

D. ANNUAL APPLICATION FOR RECOGNITION OF SCHOOLS

E. APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE  
GOVERNING BOARD OF THE NILES TOWNSHIP DISTRICT FOR SPECIAL  
EDUCATION 807 AND THE BOARD OF EDUCATION OF PARK RIDGE  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 FOR THE PROVISION OF  
CERTAIN SPECIAL EDUCATION SERVICES

F. DESTRUCTION OF AUDIO CLOSED MINUTES

Director of Special Education/Pupil Services James Even responded to a Board member question about the intergovernmental agreement costs.

**ACTION ITEM 12-10-4**

Action Item 12-10-4

It was moved by Board member Uhlig and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 22, 2012, which includes the Personnel Report, Bills, Payroll, and Benefits, Approval of Financial Update for the Period Ending September 30, 2012, Annual Application for Recognition of Schools, Approval of Intergovernmental Agreement between the Governing Board of the Niles Township District for Special Education 807 and the Board of Education of Park Ridge Community Consolidated School District 64 for the Provision of Certain Special Education Services, and Destruction of Audio Closed Minutes.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Collins

The motion carried.

**APPROVAL OF MINUTES**

Approval of Minutes

**ACTION ITEM 12-10-5**

It was moved by Board member Zimmerman and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64 approve the Committee of the Whole: Transition of the Before School and After School Child Care Programs to Park Ridge Recreation & Park District minutes of September 24, 2012, Regular Board Meeting Minutes of September 24, 2012, and Closed Session Minutes of September 24, 2012.

Action Item 12-10-5

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Collins

The motion carried.

**OTHER ITEMS OF INFORMATION**

A FOIA Request (2012-14) has been received and filled for information related to communication to/from School District 81

Other Items of  
Information

regarding school choice option.

Memorandum of Information #007 from Dr. Bender provided an update on School Wellness Policy 6:50. Dr. Bender has asked the District 64 Wellness Council to review survey information about current practices regarding foods available to students at school during the school day or at school-sponsored events, and to determine whether any further modifications may be needed to this policy or administrative procedures. The Council's recommendations will be provided to the Board and PTO/ A Presidents group.

Minutes of the September 25, 2012 meeting of the District 64 Wellness Council and the October 16, 2012 meeting of the Traffic Safety Committee were presented.

Board President Heyde thanked Dr. Bender and Ms. Tramm for coordinating the October 11 Board candidate informational coffee, which was well received by the community members in attendance; four former Board members also participated.

## ADJOURNMENT

Adjournment

At 9:53 p.m., it was moved by Board member Lawson and seconded by Board member Fioretto to adjourn to closed session to discuss matters related to collective negotiations 5 ILCS 120/2(c)(2) with no action to be taken and the Board not to return to open session.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Collins

The motion carried.

The regular Board meeting adjourned from closed session at 10:48 p.m.

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President

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Secretary

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

Board of Education Agenda  
Regular Board Meeting  
Monday, December 10, 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.*

*At 7:15 p.m. a group of District 64 middle school students will present an array of holiday music.*

**Monday, December 10, 2012**

## TIME

## APPENDIX

7:30 p.m.	<b>Meeting of the Board Convenes</b>	
	<ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> </ul>	
	<b>• Public Comments</b>	
	<b>• Adoption of Final 2012 Levy Resolution</b>	A-1
	-- Business Manager	Action Item 12-12-1
	<b>• Community Finance Committee (CFC) Final Recommendation on Funding of Capital Projects</b>	A-2
	-- Business Manager	
	<b>• Updated Proposal for Roosevelt Pilot Before and After School Child Care Program</b>	A-3
	-- Superintendent	
	<b>• Board Advanced Technology Committee (BATC) Members</b>	A-4
	-- Director of Technology	
	<b>• Report from Wellness Council on Policy 6:50 Implementation</b>	A-5
	-- Superintendent	
	<b>• Consent Agenda</b>	Action Item 12-12-2
	-- Board President	A-6
	<ul style="list-style-type: none"> <li>• Personnel Report</li> <li>• Bills, Payroll and Benefits</li> <li>• Approval of Financial Update for the Period Ending November 30, 2012</li> <li>• Destruction of Audio Closed Minutes</li> </ul>	
	<b>• Approval of Minutes</b>	Action Item 12-12-3
	-- Board President	A-7

- Regular Board Meeting Minutes ..... November 12, 2012
- Closed Session Minutes ..... November 12, 2012

• **Other Items of Information**

A-8

-- Superintendent

- Upcoming Agenda
- Memorandum of Information (none)
- Minutes of Board Committees
- Other (none)

• **Adjournment**

Next Regular Meeting: Monday, January 28, 2013  
 7:00 p.m. Committee-of-the-Whole: Finance  
 7:30 p.m. Regular Board Meeting  
 Jefferson School  
 8200 Greendale  
 Niles, IL 60714

January 28 – Jefferson School

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

- Community Finance Committee (CFC) Recommendation on Student Fees

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Early Childhood Services Presentation
- Preliminary Discussion of 2013-14 Class Section Practices
- Approval of December Financials

February 11

Special Board Meeting – 7:00 p.m.

- Financial Projections
- Budget Parameters
- 2013 Staffing Guidelines

February 25 – Field School

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Advanced Technology Committee (BATC)
- Approval of January Financials

Upcoming Topics

- Pledge of Allegiance and Welcome - Lincoln 3/18/12
- Approval of February Financials – 3/18/12
- Committee-of-the-Whole: Recommendations from Board Advanced Technology Committee (BATC) – 4/8/13
- Approval of Recommendations from Board Advanced Technology Committee (BATC) – 4/22/13)
- Pledge of Allegiance and Welcome - Roosevelt 4/22/12
- Approval of March Financials – 4/22/12
- Pledge of Allegiance and Welcome - Emerson 5/20/12
- Approval of April Financials – 5/20/12

TBD

- Budget Hearing
- Re-adoption of 2012-13 Budget
- Maine Township Treasurer (memo)
- Progress Report on District-wide Priorities & Strategic Plan Activities

- 2012 District 64 Employee Campaign for Park Ridge Community Fund (memo)
- Present Final Calendar for 2013-14 & Tentative Calendars for 2014-15 & 2015-16
- Adopt Final Calendar for 2013-14 & Tentative Calendars for 2014-15 & 2015-16

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

To: Board of Education

From: Philip Bender, Superintendent

Date: November 12, 2012

Subject: Board Advanced Technology Committee

### **Board Advanced Technology Committee**

As part of District 64's Strategic Plan, a Board Advanced Technology Committee (BATC) will be formed this year to advise and alert the Board of Education about advanced technology issues. This committee will include members of the community, staff members, and administrators.

#### **Purpose:**

The goal of the committee is to research best practices related to technology in education and report findings to the Board of Education. The work of this committee will help guide the future of technology in District 64. Innovations such as 1:1 laptop or iPad initiatives, e-textbooks, and online learning communities will be possible areas for action research by this committee.

The District 64 Technology Implementation Committee (TIC), comprised solely of current staff members, meets regularly to provide input for ongoing technology planning. In contrast, the focus of BATC is to provide a more outward and global perspective to help accelerate our technology initiatives.

#### **Commitment:**

Although initial appointments would be a commitment for the current and subsequent school year (2013-14), it is anticipated that this committee could serve as a long-standing resource for the Board of Education similar to the Community Finance Committee.

We anticipate utilizing a variety of meeting formats to accomplish this committee's work and extensive use of virtual space to communicate and share information. Meeting attendance would be possible either in-person or via virtual connection.

#### **Proposed Timeline:**

November, 2012:

Update to Board on Committee Formation

December, 2012:

Announcement of Committee Selection

January, 2013 (week of January 7th):  
Convene Committee for First Meeting

January-March, 2013:  
Action Research by Task Teams

February 25, 2013:  
Progress Update to BOE

March, 2013:  
Finalize Recommendations

April 8, 2013:  
Present Recommendations at BOE Committee of the Whole

April 22, 2013:  
Board Action on Committee Recommendations

**Members:**

The Committee will be co-chaired by Superintendent Phil Bender and Director of Technology Terri Bresnahan and will include:

- 4-5 community members
- 2 administrators from Technology Implementation Committee (TIC)
- 2 Instructional Technology Coaches (1 elementary/1 middle school)
- 1 technologist from TIC
- 3 classroom teachers from TIC (elementary /middle school)
- 2 special area/encore teachers from TIC

Two members of the Board of Education will be asked to serve as liaisons. The Director of Technology of District 207 will also be invited to serve as a liaison for the committee.



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

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

DATE: November 12, 2012

RE: Upcoming Illinois 5Essentials Survey

Under recent legislation, the Illinois State Board is now mandated on a biennial basis to implement a learning conditions survey.

The 5Essentials Survey will be administered in all Illinois school districts in February/March 2013. All District 64 certified staff, students in 6<sup>th</sup>-8<sup>th</sup> grade, and our parent community will participate. The survey will take 15 minutes to complete and will provide information to schools in five areas: instruction, environment, leaders, teachers, and families. Research shows that schools rated highly on three or more of the five essentials are 10 times more likely to make substantial gains in math and reading.

Schools will receive their Illinois 5Essentials Report in June 2013. The results of the surveys will also be included in the State report card that will be released in October 2013.

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

Minutes of the Community Finance Committee  
held at 7:00 p.m. November 1, 2012  
Hendee Educational Service Center  
164 S. Prospect, Park Ridge, IL 60068

Community Coordinator Genie Taddeo called the meeting to order at 7:05 p.m. Also present were four CFC members, Board of Education liaison Tony Borrelli, Business Manager Becky Allard, and Assistant Business Manager Brian Imhoff.

**Updates on District 64 Financial Topics**

Becky Allard updated the committee on recent and upcoming District financial topics. The District reached an agreement with the Park Ridge Education Association (PREA) in September. Negotiations have yet to occur for teacher assistants, custodians, and administrators. The budget for 2012-013 was adopted September 24. Since adoption occurred prior to finalizing salary negotiations, the District will need to amend and re-adopt the budget in late winter/early spring of 2013. A public hearing on the tax levy will be held immediately prior to the November 12 Board meeting with final adoption scheduled for the December 10 meeting. Long-range financial projections will be presented at the February 11, 2013 Board meeting.

A discussion followed about the status of some of the ongoing study groups including:

▪ **Student Fees (Study Group 4)**

Study Group 4 has completed a preliminary benchmarking project examining District 64 fees in relation to comparable districts on a cost per student basis. District 64's fees were found to be higher than the average comparable district; extracurricular fees are somewhat low versus comparables. If District 64 were to bring itself in line with other districts, the impact to District 64's budget would be a decrease of over \$500,000 in revenue. The District would also run the risk of discouraging students from participating if extracurricular fees are raised too much. The group reviewed some of the findings from the 2009 fee study and found that it is not clear what percentage of costs the program fees are intended to cover. The group sought advice from the rest of the committee regarding how to proceed.

Board member Borrelli suggested narrowing the scope of the analysis to only compare other districts with similar per capita income to District 64. He also expressed his goal of determining the true cost of some of these programs as a means of transparency.

Other committee members were interested in how other districts justify the fees they are charging. The study group will consider using another benchmark for the analysis, such as a ratio of revenues to fund balance. There was discussion regarding the spirit behind the 2009 fee study. At that time, the District wanted to fulfill a commitment to the community for approving the referendum by having parents fund extracurricular programs as much as possible rather than the community. The group was asked to bring several scenarios to the Board that they believe would be fair fee proposals for District 64 families. If the District elects to cut fees, the study group will also consider the appropriate time to start increasing them again. The group will plan to present its final recommendations at the January 28, 2013 Board meeting.

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

Study group 5 commented on revisions made to its previous presentation on borrowing opportunities. If the District borrows money, it could potentially prolong returning to the

community for a referendum by 2-3 years. The group's recommendation involves restructuring the Emerson debt so that there is no direct tax increase on property owners, but the tax decrease is delayed by extending the debt for additional years. Discussion continued regarding the concept of performance contracting. The group will further explore the basics behind performance contracting and the addition of a graph depicting the impact of each borrowing option on the District's fund balance. The group will plan to present their final findings at the December 10, 2012 Board meeting.

**Next Meeting**

The next full CFC meeting will be on Monday, January 14 at 7:00 p.m. at the District 64 Educational Service Center for an update on each sub-group's progress.

The meeting was adjourned at 8:25 p.m.

Minutes submitted by Brian Imhoff