

# 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  
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.*

*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><li>• <b>Pledge of Allegiance and Welcome</b><ul style="list-style-type: none"><li>-- District 64 Musicians</li></ul></li><li>• <b>Senior Tax Exchange Program Recognition</b><ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• <b>Public Comments</b></li><li>• <b>Updated Proposal/Approval for Roosevelt Pilot Before and After School Child Care Programs</b><ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• <b>Board Advanced Technology Committee (BATC) Membership</b><ul style="list-style-type: none"><li>-- Director of Technology</li></ul></li><li>• <b>Community Finance Committee (CFC) Final Recommendation on Funding of Capital Projects</b><ul style="list-style-type: none"><li>-- Business Manager / Community Finance Committee (CFC)</li></ul></li><li>• <b>Authorization of RFP/Performance Contracting</b><ul style="list-style-type: none"><li>-- Director of Facility Management</li></ul></li><li>• <b>Adoption of Final 2012 Tax Levy Resolution #1091</b><ul style="list-style-type: none"><li>-- Business Manager</li></ul></li><li>• <b>Consent Agenda</b><ul style="list-style-type: none"><li>-- Board President<ul style="list-style-type: none"><li>• Personnel Report</li><li>• Bills, Payroll and Benefits</li></ul></li></ul></li></ul>	
		A-1
		A-2
		A-3
		A-4
		A-5
		A-6
		A-7

- Approval of Financial Update for the Period Ending November 30, 2012
- Destruction of Audio Closed Minutes (none)

• **Approval of Minutes**                      **Action Item 12-12-5**                      **A-8**  
 -- Board President

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

• **Other Items of Information**                      **A-9**  
 -- Superintendent

- Upcoming Agenda
- Freedom of Information Act (FOIA) Request
- Memoranda of Information
  - CPR/AED Training
  - Report from Wellness Council on Policy/Procedure Implementation
  - 2012 District 64 Employee Campaign for Park Ridge Community Fund
  - Revised 2013 School Board Election Filing Dates
- Minutes of Board Committees (none)
- Other (none)

• **Board Adjourns to Closed Session**

- Performance of a Specific Employee 5 ILCS 120/2(c)(1)
- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Meeting:                      Monday, January 14, 2013  
    7:00 p.m. Special Board Meeting  
    Committee-of-the-Whole *(at the conclusion of the Special Board Meeting)*  
    Raymond Hendee Educational Service Center  
    164 South Prospect Avenue  
    Park Ridge, IL 60068

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 14

Special Board Meeting – 7:00 p.m.  
 • Personnel Report • Bills  
 Committee-of-the-Whole – *(at the conclusion of the Special Board Meeting)*  
 • Capital Facility Improvements Discussion

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  
 • Recognition of IASBO Designation Program Recipient  
 • 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 3/18/13
- Approval of February Financials – 3/18/13
- 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 4/22/13
- Approval of March Financials – 4/22/13
- Pledge of Allegiance and Welcome - Emerson 5/20/13
- Approval of April Financials – 5/20/13

### TBD

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

FROM: Bernadette Tramm, Public Information Coordinator 

DATE: December 10, 2012

SUBJECT: Senior Tax Exchange Program Recognition

The District 64 Senior Tax Exchange Program began in 1997 with 11 seniors, and has grown to more than 50 participants. Residents age 55 and over who pay property taxes to District 64 may participate in the program, which utilizes the valuable knowledge and skills of seniors in our schools and offices. In return, seniors are paid the minimum hourly wage, and may earn in any school year up to the amount of property taxes paid annually to District 64. Insurance and other benefits are not provided.

Seniors currently have a wide range of assignments throughout District 64, providing students, teachers and staff with additional support. Among the activities are: working under the supervision of teachers to practice reading or math skills with students; acting as school greeters to direct visitors; helping teachers in classrooms, encore areas such as music, art, and Industrial Technology, and in Learning Resource Centers; and preparing materials for student projects, photocopying and completing other clerical tasks.

One of the participants, Polly Giangreco, has served as program coordinator since 2000, and works closely with me as the District 64 liaison for the program. Mrs. Giangreco meets with each prospective candidate to explain the program, review the documents in the enrollment packet, and determine his or her interests and scheduling availability. She then assists in matching them to opportunities around the District. Mrs. Giangreco also assists in planning a "back-to-school" orientation program held each fall to brief all participants on District happenings and review program guidelines.

After more than 12 years as our coordinator, we are sad to announce that Mrs. Giangreco will be retiring from our program. Her attention to detail, enthusiasm, and attentive follow-up have made her an absolutely ideal facilitator. I believe that much of the enduring success of our program rests on her shoulders as she has nurtured it so steadfastly through the years. District 64 hosted a coffee on December 4 so that her fellow senior program participants could celebrate her achievements and wish her well as she pursues other interests in her retirement.

We look forward to introducing her to the Board and community at the December 10 meeting, so that you may recognize her for her dedication and service to District 64.

At this time, we also are pleased to announce that another senior program member, Mrs. Kay Riordan, has agreed to assume the responsibilities of coordinator. Like Mrs. Giangreco, she also is a long-time resident of Park Ridge and has come to enjoy working in the program at Washington School. We thank her for taking on this role, and know that she will bring her own flair to the position. She was introduced to her fellow senior program members at the recent coffee, and will transition to the leadership role in January.

**Updated Proposal/Approval for Roosevelt Pilot Before and After School Child Care Programs**

The attached proposal details the recommendation to approve a pilot at Roosevelt School during the 2013-14 school year of the Before and After School Child Care Programs under the supervision of the Park Ridge Recreation & Park District.

**Action Item 12-12-1**

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the transition of the Before and After School Child Care Programs to the supervision of the Park Ridge Recreation & Park District to conduct a pilot program at Roosevelt School for the 2013-14 school year.

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

AYES:

NAYS:

PRESENT:

ABSENT:

12/10/12

TO: Board of Education

FROM: Philip Bender, Superintendent

DATE: December 10, 2012

SUBJECT: Updated Proposal/ Approval for Roosevelt Pilot Before and After School Child Care Programs

### **Background**

At the September 24 Board of Education meeting, District 64 introduced a proposal to move to a school-based concept for both its before and after school elementary child care programs as a way to better meet student needs and open the program to more families. Currently only the before school care is provided locally at each elementary school. The proposal capped more than two years of research of practices in surrounding communities, which ultimately led District 64 to explore a partnership with the Park Ridge Recreation & Park District.

Although it was originally hoped that a pilot could begin at Roosevelt School in winter 2013, at the October 22 meeting administration recommended that the transition instead be delayed so that it would coincide with the start of the 2013-14 school year. This delay would provide a longer period for planning and outreach to parents and staff.

The timeline now being proposed is:

- Roll-out the Park District before and after school programs at Roosevelt School on Tuesday, August 27, the first day of student attendance for the 2013-14 school year.
- The pilot program would operate for the entire school year at Roosevelt only.
- Effective with the 2014-15 school year, conduct both the before and after school programs on site at all five elementary schools under Park District supervision.

### **“Beyond the Bell” Program**

To reflect its partnership with District 64 and acknowledge the opportunities for students both before and after the instructional school day, the Park District has created a new name to identify these child care opportunities: “Beyond the Bell.” A new informational flyer has been developed to introduce the program to parents and children, and present the recreational opportunities available in a safe, structured and encouraging environment. (Attachment 1)

At the Board meeting on December 10, Park District Superintendent of Recreation April Armer, Recreation Program Division Manager Julie Greve, and Recreation Supervisor – Youth/Special Events Mary Bart will present their detailed plans for the operation of the “Beyond the Bell” pilot at Roosevelt School; a copy of the PowerPoint is included as Attachment 2. Principal Kevin Dwyer also will provide a photo tour of the facilities that will be used for the program at Roosevelt School. Jefferson Coordinator Leslye Lapping will add the Jefferson School perspective.

In addition, District 64 and the Park District have assembled responses to the most frequently asked questions that have arisen this fall at meetings, during conversations, and through email and phone messages. The key questions have been grouped into

separate sections on: Facilities, Activities, Staff, Cost, and Impact on Jefferson Programs/Other Concerns. This material is included as Attachment 3.

### **Roosevelt Pilot Outreach Activities**

Moving forward, the Park District and District 64 have developed a coordinated plan of outreach to parents and children to provide information about the transition and the features of the Park District's operation of the program. Steps already scheduled include:

- On-going e-mail blasts from Roosevelt School to parents with key dates
- Updates from Principal Dwyer in the "Roosevelt Reader" school newsletter
- Information night – January 24 (Open House)
- Roosevelt PTO Presentation – January 31
- District 64 Kindergarten registration – February 5 & 7
- Onsite outreach to current Jefferson After School Program participants (from Roosevelt) – February 19, 20 & 21
- Park District registration begins – March 11
- "Beyond the Bell" Program begins – August 27

Additional communication to participants in the Before School program and other opportunities for outreach will be added during the spring.

### **Next Steps**

At the December 10 meeting, administration will request approval to move forward with the one-year pilot at Roosevelt School.

During the fall of 2013, both the Park District and District 64 will closely monitor the Roosevelt programs. Feedback and program evaluation will be sought from parents on all aspects of the "Beyond the Bell." Designated days also will be set aside in the fall for parents at the other elementary schools to come visit the "Beyond the Bell" program at Roosevelt in person. In addition, the Park District will begin detailed planning at the other four elementary schools to develop a unique site plan for each building.

Administration would return to the Board in late fall 2013 to seek approval to expand the program to all four elementary schools for the 2014-15 school year.

As we consider the needs of students first and foremost, the benefits of remaining at their home school are quite significant: familiar surroundings; new opportunities to participate with classmates in their own school's extracurricular programs, such as Scouts and athletic clubs; enhanced safety by remaining on site; no time riding a bus means more time for activities; additional support for special needs students; shorter time getting home at pick-up; and no waiting list to join. We believe the "Beyond the Bell" program clearly offers a viable, new opportunity to collaborate with the Park District that will allow each organization to focus on its core mission, avoid redundant offerings, and provide greater benefits to students, parents and the community.

If you have any further questions before the meeting, please feel free to contact me, Roosevelt Principal Kevin Dwyer or Jefferson School Coordinator Leslye Lapping.



New!

# Welcome to Park Ridge Park District's before & after school program.

"Beyond the Bell" is a cooperative venture between the Park Ridge Park District and Park Ridge-Niles School District 64.

This program is designed to offer on-site quality recreational activities within a safe, structured, and encouraging environment.



## Beyond the Bell

Your child's time  
to stay & play.

DRAFT

Children will explore a variety of activity centers daily such as arts & crafts, science exploration, indoor and outdoor play, homework time and healthy snacks.

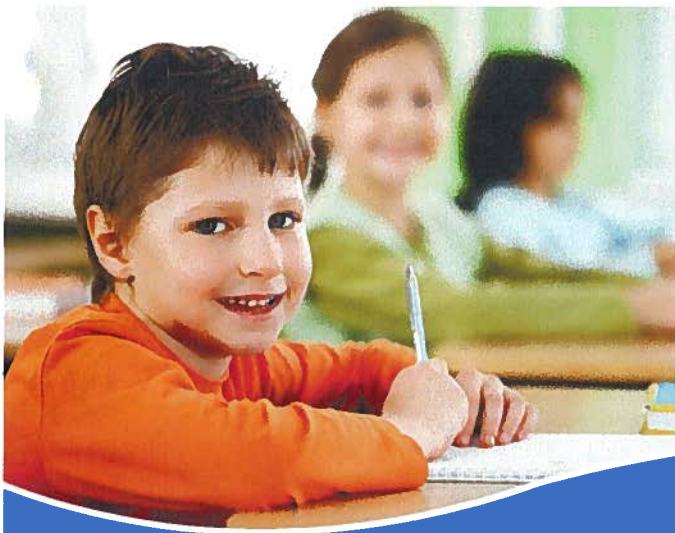
The Park District collects all registration fees, hires, trains and supervises staff and is responsible for the daily administration of the program. Roosevelt has been selected to be the pilot program school for the 2013-2014 school year.

Site Coordinator and counselors will all be certified in CPR/AED and first aid. In addition, staff will be trained in behavior management, mandated reporting, customer service and have passed required background checks.

**BEFORE CARE:** 7am-8:50am  
**AFTER CARE:** 3:30pm-6pm  
(2:40pm-6pm on Wednesdays)







## Homework Time



## Social Time



## Activity Time

## Here's how Beyond the Bell works

### STAFF

Your child will be spending time with our staff, so we hire exceptional individuals with the best interest of your children at heart. They come from a variety of backgrounds, but all have several things in common:

- a true passion and enthusiasm working with children
- experience with one-on-one and groups of children
- safety and customer service training

### PROGRAM AGES/GRADES (Kindergarten-5th Grade)

Many of the activities are designed to be age appropriate and may have children work or play in small groups. We believe that working and playing cooperatively with others of different abilities/strengths/ages is beneficial for all children. This program provides a nurturing and positive environment.

### DAILY DROP-OFF & PICK-UP

Monday through Friday: Drop off is at 7:00am for Before Care and pick-up is at 6:00pm for After Care.

Kindergarten through 1st grade will be walked by school staff directly to and from the program.

We require the responsible party listed on your child's registration form to sign them out of the program each day.

### BEHAVIORAL EXPECTATIONS

We strive at all times to provide fun and safe activities for all children participating in the before and after school program. To fulfill this commitment, children are expected to adhere to basic behavioral guidelines. Our staff sets clear boundaries and expectations for appropriate conduct and we require that all children meet these expectations. School rules are still in effect.

### SAMPLE SCHEDULE OF CENTERS

BEFORE CARE: Quiet board & card games, homework, reading

AFTER CARE: Snack time, homework, quiet board & card games, science exploration, art & crafts, legos, indoor & outdoor (weather permitting)

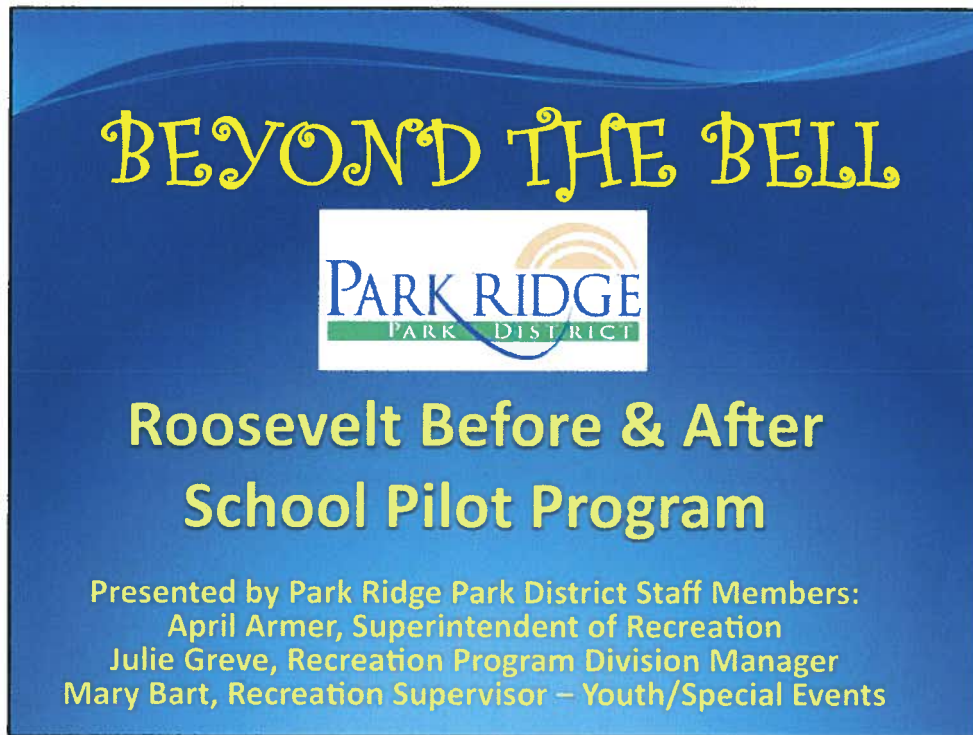
### FEEDBACK

The Park District wants your feedback and welcomes the opportunity to answer questions you may have about the program. Contact Mary Bart at [mbart@prparks.org](mailto:mbart@prparks.org).



**PARK RIDGE**  
PARK DISTRICT

Visit [www.prparks.org](http://www.prparks.org) or call 847-692-5127.



- Introductions
- Thank you
- School District approached Park District to join forces
- Staff describe program and content

## Staff

- Job Description
- Background Checks
- Certifications
- Evaluations
- Maine Niles Association of Special Recreation



- Open to and will accept applications from current District 64 Before and After Care staff. Once we have approval from the School Board we would start the hiring process including applications, interviews, background checks and training
- Draft Job Description included in the Board packet
- For all potential staff the Park District runs background checks as well as checks the National Sex Offender list
- Certifications
  - CPR/First-Aid/AED
  - Mandated Reporter
- Staff will be evaluated on an ongoing basis along with annual formal evaluations
- The Park District partners with Maine Niles Association of Special Recreation (MNASR) for children that would benefit from a one on one inclusion staff member. This service is provided free of charge for the families that require MNASR assistance.

## Registration Process

- Registration Date
- Days
- Times
- Fees
- Emergency Dates Available
- Maine Park School Day Off Program
- Participant Information Forms



- Registration Date – In conjunction with the Park District Spring Registration, March 11, 2013. Can register in person, online or by fax.
- Participants can choose to register for – 2,3,4, or 5 days a week.
- Times – No change
  - Before Care, 7:00am – 8:50am
  - After Care, 3:30pm – 6:00pm and on Wednesdays 2:40pm-6:00pm
- Fees – Flat Rate
  - Before Care \$8.00 per day which the current District 64 rate \$10,
  - After Care \$8.50 per day current District 64 rates \$6 by 4:30, \$12 by 5:30, \$15 after 5:30 plus a \$10 late fee.
- Emergency Dates will be available
- Payment Options – Park District takes cash, check, credit card. Participants can pay the entire year at registration, be billed monthly or set-up an electronic Fund Transfer. There will be a service charge of \$10 for late payments.
- School Day Off Program – Park District currently offers this programs at the Maine Park Leisure Center
- Participant Information Forms – Emergency contacts, authorized pick-up list, general health information



## Orientation & Training

- Resources
- Policies
- Staff & Child Well-Being
- Day-to-Day Operations
- Planning & Implementation
- Monthly In-service Trainings



Staff will receive approximately 10 to 15 hours of training prior to start of the program.

The Park District utilizes several different resources

- American Camp Association (ACA) – Site Safety, Human Resources, Behavior Management, Program Goals
- Department of Children and Family Services (DCFS) – Child Care Safety
- Illinois Parks and Recreation Association (IPRA) – Recreation activities and trends
- Park District Risk Management Agency (PDRMA) - Safety

Orientation & Training to include the following topics:

- Park District policies and procedures
- Staff & Camper Well-Being –Emergency Procedures, When to call 911, Staff and Child illness, Allergies, Child Abuse
- Day to Day Operations - Check-in/check-out procedures, Lost Child Action Plan, Public Areas, Restrooms
- Planning & Implementation - Importance of Planning, Leading a Group, Participant Code of Conduct, How to Encourage Great Behavior
- Monthly In-service trainings – Allergies, Communication, Behavior Management, Bullying

## Program Overview

- Ratios
- Snacks
- Activities
- Daily Schedule
- Pick up & Drop Off
- Absences
- Roosevelt Activities
- Program Evaluation



- Our ratios for Before & After Care will be 1:10. District 64 ratios are 1:25 for Before Care and 1:10 for Aftercare.
- As a guideline we will use DCFS Guidelines for providing healthy snacks.
- Our daily schedule runs Monday thru Friday.
- Each child is responsible for getting to the program immediately following dismissal from school.
- Children may participate in a variety of activities including indoor & outdoor active play (outside, weather permitting) and quiet time. The schedule may vary based upon the needs of the children and the facility where the program is held.
  - Before Care Sample Schedule: Check-in, Board & Card Games, Reading, Homework if needed, Dismissal to Class
  - After Care Sample Schedule: Check-in, Snack, Stations (science exploration, arts & crafts, reading & creative writing, board games, play dough, computer time, indoor/outdoor play-weather permitting and homework station), Check-out
  - Pick up & Drop off - Parent or authorized adult must sign their child in and out of the program. Children will only be released to persons listed on the Authorized Pick-Up List (a photo ID will be required).
  - Absences: Staff will contact parents if the child does not arrive at Beyond the Bell. Parents will be instructed to call the site cell phone to report absences or ask questions.
- Roosevelt After School Activities: Children may take part in after school held activities held at their school (i.e. scouts, clubs) and must check in with Beyond the Bell prior to the activities. The person in charge of the extracurricular activity is responsible for taking the child from Beyond the Bell and then walking the child back at the end of the activity.
- Evaluations: The Park District and School District will continually evaluate the program to insure we are meeting the needs of the participants.



Park Ridge-Niles School District 64 Board of Education – December 10, 2012

“Beyond the Bell”  
Before and After School Program with the Park Ridge Park District

**Frequently Asked Questions & Answers**

**Facilities**

1. How will the presence of the program impact other groups/ activities that take place after school? *Specific arrangements will be made at each school, however, each school has enough space for the program and other activities to take place simultaneously.*
2. Will the programs at the other schools look exactly the same as the program at Roosevelt School? *No, the program at each elementary school will look a little different based on the layout of the school, room configurations, etc.*
3. Where will the equipment be stored? *There will be a place in each school where the Park District will be able to store equipment.*
4. Where will the children be during inclement weather? *The children will be in the school building if the weather conditions prevent outside play. The same is currently true at Jefferson School.*
5. At Jefferson the students have accessible lockers. Where will the students keep their coats and boots? *This will be determined at each individual school. Each child will be given a specific location to store their belongings.*
6. Safety concerns were explained for Roosevelt, but what about secure areas for the other schools? *All schools in District 64 are secure and access is restricted to specific entrances. Access and pick-up will be worked out at each school based on the building's layout and the projected location of the program.*

**Activities**

1. Will there be centers for the students to participate in activities? *Yes, centers will include arts & crafts, science exploration, homework/reading, indoor play/outdoor play; centers will vary from school to school. Please see the attached Park District tentative daily schedule for both the Before and After School programs.*
2. What type of equipment will be brought into the schools? *Indoor/outdoor equipment, including balls, scooters, hula-hoops, chalk, arts & crafts supplies, books, etc.*
3. Will there be computer access? *This will vary from school to school. Roosevelt School will make laptops and I-pads available to students in the program.*
4. Will students have an opportunity to work on their homework while attending the After School program? *Yes, homework time is an identified activity center and supervision will be provided; at Roosevelt, both a quiet area and a group area have been identified. Currently at Jefferson, the homework room is also staffed; these individuals do not necessarily have a teaching certificate.*
5. Will the Park District Program be evaluated? *Yes, the Park District along with School District 64 will evaluate the success of the program and will survey parents as part of this process.*

**Staff**

1. What are the qualifications for hiring staff? *Please see attached Park District draft job descriptions for both the Site Coordinator and Counselors.*

2. Will there be training and certification of the Park District staff? *Yes, the Park District will certify all staff in CPR/AED & first aid and conduct trainings in the following areas: behavior management, bullying, head counts, lost child, staying focused, communication, and emergency preparedness.*
3. Will there be a health care assistant? *No, however staff will be trained in CPR/AED & first aid; there is not a health care assistant present at Jefferson School during the After School Program.*
4. What is the ratio of adults to children now? Will it remain the same? *The current student to adult ratio at the Jefferson After School Program is 10:1 and 25:1 for the Before School Program; the ratio will remain 10:1 for both the Before and After Care Program.*
5. Will the new administrative staff have a Type 75 Administrative Certificate like the current administrator at Jefferson? *No, the Park District Site Coordinator will not have a Type 75 Administrative Certificate. This is an education-related credential. Currently, a high number of students are enrolled in the After School Program at Jefferson School (280 students,) whereas enrollment at Roosevelt is expected to be lower and administrative/management responsibilities will be less. In addition, the Type 75 administrator at Jefferson School has additional supervisory and program responsibilities.*
6. What is the impact on jobs at Jefferson School? *Part-time, hourly employees of the Jefferson Extended Day program will be able to interview for Park District positions in the Before and After School Program.*

## **Cost**

1. Should the question of whether the After School Program is profitable for District 64 be answered before a decision is made? *The best interest of children is the primary reason for this recommendation and not the costs of the program. For 2011-12, the Before School program operated at a surplus, while the After School program was approximately cost neutral. The Business Office has a more detailed analysis available.*
2. What will the program cost for parents? *The Park District will charge a flat fee of \$8.50 per day for after care and \$8.00 for before care. Currently, parents at Jefferson pay daily fees of \$6.00, \$12.00 or \$15.00 depending on the time they pick-up their child. The School District before care program fee is \$10 per day.*
3. How will the program be administered between the Park District and District 64? *The Park District will supply a certificate of insurance and will be responsible for students who have signed into their program. The current intergovernmental agreement between District 64 and the Park District will guide the overall relationship between the two organizations during the pilot.*

## **Impact on Jefferson Programs/Other Concerns**

1. Will the Jefferson School Program for AM Extended Day Kindergarten exist in future years? *Yes, in fact the requests for AM Extended Day Kindergarten at Jefferson are expected to increase as a result of this.*
2. Will the waiting list for After School Care at Jefferson be eliminated? *Yes, having a Before and After School Program at each elementary school should eliminate the waiting list.*
3. During the pilot program at Roosevelt will parents have the choice to go to Jefferson School instead of Roosevelt? *No, although hardship cases will be addressed on a family-by-family basis.*
4. How will Extended Day Kindergarten link up with After School Care at Roosevelt? *Currently, AM Kindergarten typically is more often requested at the elementary schools. In turn, this leads to a higher demand for the PM Extended Day Kindergarten at Jefferson. However, when the After School Care Program is shifted to Roosevelt, parents of children*

*who need after school care are more likely to request PM Kindergarten at Roosevelt so their child can simply remain there after school until as late as 6:00 p.m. This should help to balance the demand for AM Kindergarten at the elementary schools. The effect at Jefferson would be an increase in demand for the AM Extended Day Kindergarten and a decrease in demand for the PM session. If there is a kindergarten student in the PM Extended Day Kindergarten at Jefferson who needs to return to the After School Program at Roosevelt, that child will be transported by District 64.*

5. *Will this new program at Roosevelt lead to the need for additional kindergarten sections there? It is not expected that a school-based after school child care program will result in the need for additional kindergarten classrooms.*
6. *What will be the student's point of view of the program? Not sure, but some parents have indicated that their children, even though they love coming to Jefferson, would prefer remaining at their neighborhood school.*
7. *Have the parents been surveyed? The Roosevelt parents were surveyed about the possibility of a pilot program for January 2013. With a 65% return rate, 74% of families preferred to move to a program at Roosevelt, 23% preferred to stay at Jefferson and 3% were neutral. Several of the parents stated that they would prefer to wait until the beginning of the school year to make the change.*
8. *How will this impact Jefferson's Summer Camp Program? There will be a Summer Camp Program at Jefferson School in 2013.*
9. *How will this impact District 64's Summer School? This will not impact the District 64 Summer School Program.*
10. *Will District 64 continue to offer child care on holidays and teacher Institute days? Jefferson along with the Park District offers child care programs on holidays and Institute days; this will continue in the 2013-14 school year.*

**Beyond the Bell**  
**SAMPLE - Tentative Daily Schedule**

Below is a sample outline of a typical day at Beyond the Bell. The schedule and order of events is subject to change and may vary depending on day and weather.

**Before Care**

**7:00 a.m. Check-in**

All children must check-in

**7:00-8:50 a.m. Quiet Time/Homework**

Children will have the opportunity to finish homework, read, play board & card games, or just socialize with friends.

**After Care**

**3:30-3:45 p.m. Arrival / Free Time**

Children enter the designated area, sign-in, wash hands

**3:45-4:00 p.m. Afternoon Snack**

Bathroom break, wash hands, eat provided snack & drink

**3:45-5:45 p.m. Centers**

Children complete homework or have free/quiet time, read books, draw, indoor/outdoor activities – weather permitting outdoor playground, sidewalk chalk, snow paintings.

Children will also have the opportunity to show their creativity by working on all sorts of arts & crafts. \*\* Centers will be set as follows:

- Homework/Quiet Time (homework, reading, quiet board/card games)
- Indoor Play
- Art & Crafts
- Science Exploration
- Outdoor Play

**5:45-6:00p.m. Free Choice Time**

Silly putty, board games, puzzles, legos, coloring, etc.

<b>JOB TITLE:</b>	Before & After Care Site Coordinator	<b>DEPARTMENT:</b>	Recreation
<b>STATUS:</b>	Part Time	<b>LOCATION:</b>	Roosevelt School Park Ridge, Illinois
<b>IS THIS AN IMRF APPROVED POSITION:</b>	NO	<b>IS JOB COVERED UNDER A BARGAINING AGREEMENT?</b>	NO
<b>REPORTS TO:</b>	Recreation Supervisor	<b>LEGAL MINIMUM AGE EQUIREMENT:</b>	21
		<b>PAGES:</b>	2

***Purpose***

Responsible for the daily operations and safety of the Before & After Care Program for children in Kindergarten thru 5th grade by planning, organizing, leading, and supervising staff.

***Job Functions******Essential***

- Plans and implements activities for students ages 5-11years
- Oversees the day-to-day operations
- Develops weekly lesson plans
- Purchases supplies
- Provides direction to Counselors and program participants
- Administers the program in accordance with the adopted budget, guidelines, policies, and procedures
- Maintains current and accurate records relative to all aspects of the program including attendance, information sheets, and time sheets
- Evaluates program content and relays pertinent information to immediate supervisor
- Interviews, trains, supervises and evaluates job performance for staff or 3-5 employees
- Regularly communicates with parents and students

***Other Functions***

- Performs other duties as required or assigned which are reasonably within the scope of the job

***Educational/Training Requirements***

- Two to three years related child development experience with children ages 5-11years
- Two to three years supervising staff in a child development institution
- High school diploma plus basic technical training of one year or more
- A sound background and working knowledge of school age children's developmental stages and behavioral techniques.
- Advance level written and verbal communication in the English Language
- Basic knowledge of Microsoft Word and Excel

**SAFETY**

- Must be CPR/AED and First-aid certified or have the ability to become certified prior to the onset of the program
- Responsible to uphold the District's commitment to safety by using good safety awareness and judgment

**Physical Requirements**

	NEVER RARELY (X)	OCCASIONALLY (X)	FREQUENTLY (X)	REGULARLY (X)
1. Lift &/or carry objects weighing up to 10 lbs.		X		
* up to 25 lbs.		X		
*more than 25 lbs.	X			
*more than 25 lbs. & up to 50 lbs.	X			
*more than 50 lbs.	X			
2. Push and/or pull carts, dollies, and the like		X		
3. Climb or balance on ladders, scaffolding, or ramps	X			
4. Stoop, kneel, crouch, crawl, bend				X
5. Reach for, grasp and handle objects				X
6. Touch and feel objects				X
7. Manipulate and operate power tools/machinery	X			
8. Use a keyboard to interact with computer system			X	
9. Sit for extended periods of time		X		
10. Walk for extended periods of time			X	
11. Standing for extended periods of time				X
12. Ability to communicate verbally				X
13. Ability to hear				X
14. Ability to smell				X
15. Proofread and/or review documents				X
16. Work in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or the like		X		
17. Work with equipment or performing duties where carelessness would probably result in minor cuts, bruises, or muscle pulls		X		
18. Travel to locations other than main location		X		

**Disclaimer**

*This description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



<b>JOB TITLE:</b>	Before & After Care Counselor	<b>DEPARTMENT:</b>	Recreation
<b>STATUS:</b>	Part Time	<b>LOCATION:</b>	Roosevelt School Park Ridge, Illinois
<b>IS THIS AN IMRF APPROVED POSITION:</b>	NO	<b>IS JOB COVERED UNDER A BARGAINING AGREEMENT?</b>	NO
<b>REPORTS TO:</b>	Recreation Supervisor	<b>LEGAL MINIMUM AGE EQUIREMENT:</b>	16
		<b>PAGES:</b>	2

***Purpose***

To plan, organize, lead, participate, supervise, and implement the Before and After Care school programs and activities for children in Kindergarten thru 5th grade

**Job Functions*****Essential***

- Assists to ensure a smooth operation of program activities such as arts & crafts, stories, indoor/outdoor play etc.
- Supervises the safety of the children during program hours
- Establishes a positive relationship with the site coordinator regarding curriculum and reports
- Assists with the planning, leading, leadership and implementation of a variety of recreation activities
- Ensures that all equipment and supplies in working condition and in a neat and orderly fashion

***Other Functions***

- Performs other duties as required or assigned which are reasonably within the scope of the job

***Educational/Training Requirements***

- Six months experience dealing with children ages 5-11yrs
- High School Diploma, G.E.D., or currently enrolled in a state approved high school program
- Advance level written and verbal communication in the English Language
- Basic knowledge of Microsoft Word and Excel

***SAFETY***

- Must be CPR/AED and First-aid certified or have the ability to become certified prior to the onset of the program
- Responsible to uphold the District's commitment to safety by using good safety awareness and judgment

## Physical Requirements

	NEVER RARELY (X)	OCCASIONALLY (X)	FREQUENTLY (X)	REGULARLY (X)
1. Lift &/or carry objects weighing up to 10 lbs.		X		
* up to 25 lbs.		X		
*more than 25 lbs.	X			
*more than 25 lbs. & up to 50 lbs.	X			
*more than 50 lbs.	X			
2. Push and/or pull carts, dollies, and the like		X		
3. Climb or balance on ladders, scaffolding, or ramps	X			
4. Stoop, kneel, crouch, crawl, bend				X
5. Reach for, grasp and handle objects				X
6. Touch and feel objects				X
7. Manipulate and operate power tools/machinery	X			
8. Use a keyboard to interact with computer system		X		
9. Sit for extended periods of time		X		
10. Walk for extended periods of time			X	
11. Standing for extended periods of time				X
12. Ability to communicate verbally				X
13. Ability to hear				X
14. Ability to smell				X
15. Proofread and/or review documents			X	
16. Work in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or the like		X		
17. Work with equipment or performing duties where carelessness would probably result in minor cuts, bruises, or muscle pulls		X		
18. Travel to locations other than main location		X		

### Disclaimer

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Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To: Board of Education

From: Dr. Terri Bresnahan, Director of Technology

Date: December 10, 2012

Subject: Board Advanced Technology Committee Membership

**Background**

As envisioned in the District 64 Strategic Plan, the goal of the new Board Advanced Technology 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.

**Communication**

Through multiple forms of communication, the District announced membership openings for the Board Advanced Technology Committee. Flyers were shared via school newsletters, a news release was distributed to local media, an announcement was featured on our website, and an all-parent email notification was sent via the District's new SchoolMessenger communication system. The deadline was set for December 3, 2012 for interested community members to submit letters of interest.

The community response was overwhelming with a total of 56 persons stepping forward to serve. This strong response to the opportunity to serve on the BATC demonstrates the District 64 community's keen interest in the future of technology as it relates to supporting student learning. We were thrilled to have volunteers with a wide variety of technical backgrounds and representation across grade levels and school buildings.

**Membership Selection**

The extensive pool of highly qualified candidates made the selection process difficult. Dr. Bender and I worked collaboratively to ensure an equitable balance of skills, grade levels, and school buildings. We also made the decision to increase the number of community members to serve on the committee as a result of this enthusiastic response. We originally estimated having five community representatives, but have since increased the number to 12.

Staff members now serving on the Technology Implementation Committee have also offered to be a part of the BATC. In total, there will be 9 staff members and 5 administrators who will participate in the work of this committee.

In addition to the working members of the committee, there will also be several liaisons to serve as resources for the BATC.

### **Committee Work**

The BATC will convene for its first meeting on **Thursday, January 10 at 7:00 p.m.** in the ESC lower level conference room.

The objectives for the BATC are as follows:

- Review current state of technology in District 64
- Research best practices related to technology in education
- Compare technology initiatives in comparable districts
- Survey parents and students to determine technology use in the home
- Develop long-range plan for technology in District 64
- Formulate and present recommendations to the Board of Education

The timeline for this committee's work is as follows:

- December 10, 2012: Announce members of BATC
- January 10, 2013: Convene for first committee meeting
- January-March: Team action research
- April 8: Present recommendations to the Board of Education
- April 22: Board to take action on committee recommendations

### **Committee Members**

It is with great pleasure that I announce the following individuals to serve on the Board Advanced Technology Committee:

#### **Co-Facilitators:**

Dr. Phil Bender, Superintendent  
Dr. Terri Bresnahan, Director of Technology

#### **Members:**

##### **District 64 Staff:**

Allison Blum, Technologist (RO)  
Sue Herman, Technologist (LI)  
Dr. Lori Hinton, Assistant Superintendent for Student Learning  
Franny Keyes, Teacher (LI)  
Jason Mata, Teacher (FI)  
Barbie Murphy, Speech Language (JE)  
Dr. Tony Murray, Principal (LI)  
Caroline Schaab, Instructional Technology Coach (RO)  
Nancy Sweeney, Teacher (FR)  
Jon Urbanski, Manager of Technology  
Amanda Walsh, Instructional Technology Coach (LI)  
Dan Walsh, Principal (FR)

##### **Community Members:**

Scott Altman, Parent (WA, LI)  
Bill Basquin, Parent (JE, RO)  
Paul Brown, Parent (CA)  
Carrie De La Cruz, Parent (FR)  
Sara Greiner-Carolan, Parent (FR)

Kendra Griffin, Parent (LI)  
Dave Iffland, Parent (FI, EM)  
David Langlands, Parent (RO)  
Paul McCarthy, Parent (WA)  
Doug Miller, Parent (CA)  
Janice Oliva, Parent (WA)  
Tony Sivore, Parent (FI, EM)

**Liaisons:**

Hank Thiele, Director of Technology Maine 207  
Bernadette Tramm, District 64 Public Information Coordinator  
Scott Zimmerman, District 64 Board of Education Vice President

# **Borrowing Opportunities Study Group Report**

Prepared for the District 64 School Board  
Revised for December 10, 2012 Meeting



# Borrowing Options Group Focus

## Scope

The Borrowing Opportunities Group was asked to:

- Review the Facilities Master Plan/Maintenance Plan (the “Plan”)
- Identify borrowing options
- Consider the favorable interest rate climate
- Consider budget implications
- Consider other implications of spending funds
- Evaluate the pros and cons of borrowing
- Consider recommendations for funding performance contracts

## Assumptions

- The District 64 Board of Education has identified ~\$14MM of priority projects under the Plan which would require financing.

### Key Considerations:

- Taxpayer burden / impact
- Historically low interest rates
- Availability of remaining debt base
- Ability to use operating funds, particularly in light of uncertainty around statewide issues
- Prolonging the need for another referendum

## Actions Taken in connection with the Review

- The Borrowing Options Group reviewed the March 2012 presentation of funding options from William Blair together with a subsequent April proposal and developed a recommendation.
- The 10-Year Financial Projections team reviewed this recommendation to supplement the analysis and conclusions reached by the Borrowing Opportunities team.
- In October 2012, Wm. Blair confirmed that (1) interest rates are at or lower than those assumed in the March / April proposals and (2) the Emerson bonds can no longer be refunded.

# Recommendations

- Restructure outstanding Emerson Referendum Bonds and issue \$14M of “No Tax Increase” Bonds.
- Use savings from restructuring toward repayment of NTI bonds.
- “Pay-as-you-go” for smaller, lower priority projects identified in the Facilities Plan.

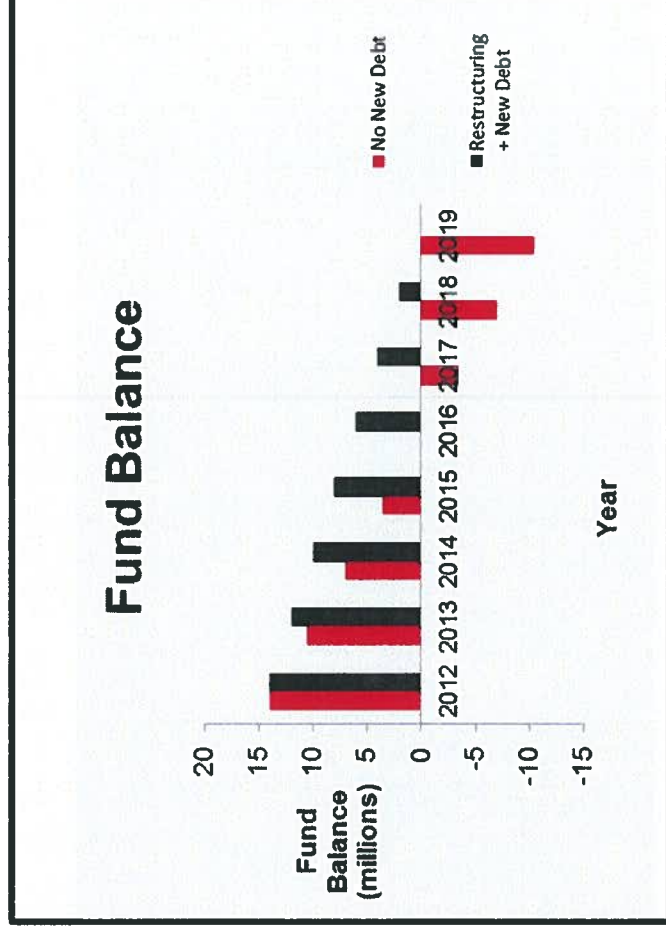
\* Assuming available Debt Base

# Analysis of Funding Options

Option	Pros	Cons	Further consideration?
"Pay as you go" / Fund balance?	<ul style="list-style-type: none"> <li>➤ No interest cost</li> <li>➤ No debt incurrence</li> </ul>	<ul style="list-style-type: none"> <li>➤ Accelerates projected need for referendum by three years</li> <li>➤ Fails to take advantage of low interest rate environment</li> </ul>	No
Referendum Bonds?	<ul style="list-style-type: none"> <li>➤ Provides the opportunity to fully finance the Plan</li> <li>➤ Rates are at historic lows</li> </ul>	<ul style="list-style-type: none"> <li>➤ Expect unfavorable public response in light of commitment not to pursue another referendum for 10 years after the 2007 referendum</li> <li>➤ Time, money and delays associated with failed referendum</li> </ul>	No
Non-referendum Bonds?	<ul style="list-style-type: none"> <li>➤ No referendum needed</li> <li>➤ Can be issued relatively quickly (6-8 weeks after petition period)</li> <li>➤ Rates are at historic lows</li> </ul>	<ul style="list-style-type: none"> <li>➤ Total debt service limited to remaining available debt base; does not fully fund the Plan</li> <li>➤ Requires public hearing and petition period; additional costs if referendum is needed</li> </ul>	Yes
(Non-referendum) Debt certificates?	<ul style="list-style-type: none"> <li>➤ Helps preserve fund balance</li> <li>➤ Good alternative in low interest-rate environment</li> <li>➤ No hearing or public petition period</li> <li>➤ Rates are at historic lows</li> </ul>	<ul style="list-style-type: none"> <li>➤ No new sources of revenue to repay; paid out of operating revenues</li> <li>➤ Less transparency – no separate bond &amp; interest levy</li> </ul>	Yes
Combination of Non-referendum Bonds and Debt Certificates?	<ul style="list-style-type: none"> <li>➤ Rates are at historic lows</li> <li>➤ Minimize negative arbitrage</li> <li>➤ Issuing under \$10M in a calendar year lowers interest costs (bank qualified)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Would need to finance at least \$4M through operating revenues</li> </ul>	Yes

# Impact of “Pay-as-you-go” on Fund Balance

- Shortens “expected life” of Fund Balance by three years
- Accelerates need for next Referendum
- Leaves no cushion for funding any of the other projects identified in the Facilities Plan or any other unforeseen expenses



# Non-Referendum Debt Issuance

- D64 currently has available debt base
- Low interest rates makes debt attractive

INTEREST RATE COMPARISON							
Year	Fed Funds Rate	Prime Rate	30 Yr Fixed Mortgage	LIBOR (12month)	CD Rate (3 month rate)	Money Market Account	Municipal Bond Rates (WSLB20)
2007	5.25% - 4.50%	8.25% - 7.50%	6.75% - 5.50%	5.44% - 4.46%	Approximately 5.3%	0.80% to 0.92%	4.00% to 4.75%
2012	0 - 0.25%	3.25%	3.25%	0.86%	.319%	.12%	3.25%
Nominal Change	-4.25% to -5.00%	-4.25% to -5.00%	-3.50% to -2.25%	-3.60% to -4.58%	-4.981	-0.68% to -0.80	-0.75% to -1.50%

- Park District – Centennial Pool project funding (see Appendix)



# Non-Referendum Borrowing Options

## Limited tax working cash fund bond options:

- Accelerated Debt Service
- 10 Year Level Debt Service
- 20 Year Level Debt Service
- “No Tax Increase” with Restructuring

## Debt certificate options:

- 5 Year Level Debt Service
- 10 Years Level Debt Service
- 20 Years Level Debt Service

**Some combination of the above**



# Working Cash Fund Bonds Options Evaluation

Structure	Tenor (years)	All-in True Int. Cost (TIC)	Annual Taxpayer Increase*	Meaningful Debt Base Remaining?	Pros	Cons
Accelerated Debt Service (Appendix 1, p. 22)	8	1.881%	\$118	No	<ul style="list-style-type: none"> <li>• Earliest repayment</li> <li>• Lowest TIC</li> </ul>	Highest taxpayer impact
10 Year Level Debt Service (Appendix 1, p. 23)	10	2.146%	\$100	Modest (a few hundred thousand per year)	<ul style="list-style-type: none"> <li>• Leaves a modest cushion in Debt Base</li> </ul>	<ul style="list-style-type: none"> <li>• Higher taxpayer impact</li> <li>• High interest cost</li> </ul>
20 Year Level Debt Service (Appendix 1, p. 24)	20	2.941%	\$60	Yes	<ul style="list-style-type: none"> <li>• Reasonable Debt Base remaining</li> <li>• Smaller taxpayer impact</li> </ul>	Highest interest cost
"No Tax Increase" with restructuring of outstanding Emerson Referendum bonds (Appendix 2)	12	2.577%	\$0	Yes during years 1-4 and 12; no during years 5-11	<ul style="list-style-type: none"> <li>• No tax increase</li> <li>• Makes use of savings from restructuring outstanding Emerson Referendum bonds</li> </ul>	<ul style="list-style-type: none"> <li>• No tax decrease when Emerson Referendum bonds are fully repaid</li> <li>• Higher TIC</li> </ul>

\*Taxpayer increase is based on impact on \$400,000 home

# Debt Certificates Options Evaluation

Structure	All-in True Int. Cost (TIC)	Annual Taxpayer Increase*	Meaningful Debt Base Remaining?	Pros	Cons
5 Year Level Debt Service (Appendix 1, p. 26)	1.629%	\$0	No	<ul style="list-style-type: none"> <li>• Earliest repayment</li> <li>• Lowest TIC</li> <li>• No direct taxpayer impact</li> </ul>	<ul style="list-style-type: none"> <li>• Operating revenues insufficient to cover</li> <li>• Funding less transparent</li> </ul>
10 Year Level Debt Service (Appendix 1, p. 27)	2.150%	\$0	Modest (a few hundred thousand per year)	<ul style="list-style-type: none"> <li>• Leaves a modest cushion in Debt Base</li> <li>• No direct taxpayer impact</li> </ul>	<ul style="list-style-type: none"> <li>• Operating revenues insufficient to cover</li> <li>• Funding less transparent</li> </ul>
20 Year Level Debt Service (Appendix 1, P. 28)	2.965%	\$0	Yes	<ul style="list-style-type: none"> <li>• Reasonable Debt Base remaining</li> <li>• No direct taxpayer impact</li> </ul>	<ul style="list-style-type: none"> <li>• Operating revenues insufficient to cover</li> <li>• Funding less transparent</li> <li>• Highest cost</li> </ul>

# Combined Bond / Debt Certificate

Structure (assumption)	All-in True Int. Cost (TIC)	Annual Taxpayer Increase*	Meaningful Debt Base Remaining?	Pros	Cons
\$10M bond issuance + \$4M debt certificates (assume 10-year maturity for both)	Unknown, but less than 2.146%	Unknown, but less than \$100	Likely modest	<ul style="list-style-type: none"> <li>Lower interest rate due to bank-qualified status</li> </ul>	<ul style="list-style-type: none"> <li>Operating revenues may be insufficient to cover</li> <li>Funding less transparent</li> <li>Requires tax increase</li> </ul>

# Performance Contract Criteria

<b>Preliminary Conditions</b>	<ul style="list-style-type: none"> <li>• Aging buildings or equipment</li> <li>• Recurring maintenance problems or high maintenance costs</li> <li>• Comfort complaints</li> <li>• Scarce budget resources</li> <li>• Excessive demands on maintenance staff</li> <li>• No recent upgrades of lighting or controls systems</li> <li>• Inefficient equipment that is ready for replacement.</li> </ul>
<b>Projects types – those that pay for themselves in less than 10 years</b>	<ul style="list-style-type: none"> <li>• Heating</li> <li>• Cooling</li> <li>• Ventilation and distribution</li> <li>• Energy management control systems</li> <li>• Lighting</li> </ul>
<b>Scale</b>	<ul style="list-style-type: none"> <li>• Does the facility have more than 40,000 square feet of floor area?</li> <li>• Is more than \$40,000 a year spent on energy bills?</li> </ul>

Potential Candidate for Performance Contract: Field School, given the type of projects identified in the Facilities Plan

# Funding of Performance Contracts

- Since our original presentation in June, the Board has been presented materials on performance contracts. Certain projects identified in the Facilities Plan may be purchased under performance contracts.
- The Borrowing Options group supports the execution of Performance Contracts where they provide the most efficient, economical and/or environmentally sound means of procuring necessary materials, equipment, machinery or fixtures called for by the Facilities Plan.
- **Performance contracts are financed the same way as non-referendum bonds** – either limited tax bonds, debt certificates or alternate bonds. Some vendors will offer “vendor” financing, but typically it is typically more costly than a highly rated district like D64 can get in the public bond market.



# Conclusion

- We do not believe new Referendum bonds are feasible at this time. We also believe that delaying a future referendum as long as possible is in the taxpayers' best interest.
- In light of the uncertainty of operating revenues to pay Debt Certificates, we recommend pursuing a Non-referendum bond issue at this time.
- We favor the "No Tax Increase" option because it "reuses" funds that the District is obligated to pay anyway. Although this option would mean that taxpayers would not receive the anticipated tax reduction upon the final payment of the outstanding Emerson bonds and the TIC is not the lowest it could be, we believe this option is more palatable to taxpayers than a tax increase.

## Future Steps

- Identify grants or offsets that may be available to reduce the costs of Maintenance Plan.
- Consider the issuance of Debt Certificates if needed to pay for additional Plan projects.

# Appendices

1. Park Ridge Herald-Advocate regarding funding of Park District pool improvement project
2. March 1 William Blair presentation
3. No Tax Increase option



March 1, 2012

Park Ridge-Niles Community  
Consolidated School District No. 64  
Cook County, Illinois

Elizabeth M.  
Hennessy

Principal

(312) 364-8955

ehennessy@willia  
mblair.com

*William Blair*

# Bond Basics

*William Blair*

# Bond Basics

What is a Bond?

A bond is similar to an IOU. An investor agrees to provide a loan to a company or government unit. The loan amount, interest rate and repayment schedule are predetermined.

# Bond Structure

How are bonds structured?

Interest Rate: The interest rate on the bond is based on the time until the bond is repaid.

Credit: The credit of the borrow also determines the interest rate. The better the credit, the lower the interest rate.

Maturity: The borrower must pay interest until the bonds are repaid. The longer it takes a borrower to repay the loan, the more interest the borrower will repay.

# Bond Basics Illinois Schools

When do school districts in Illinois issue bonds?

School districts in Illinois generally issue bonds for capital projects, to purchase land, to pay off existing claims against the District or for cash flow needs.

# Illinois School District Bonds – Non-Referendum

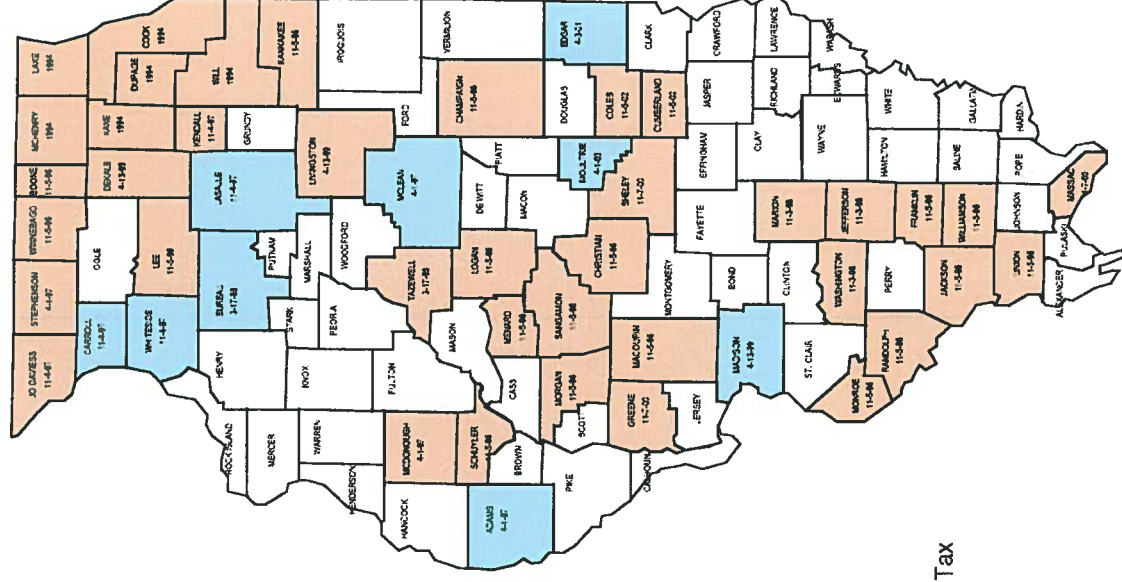


# Illinois School Code- Tax Caps

On August 18, 1995 Governor Edgar signed Senate Bill 368 which authorizes all local governments in Cook and collar counties to issue limited tax bonds where future non-referendum debt service levies do not exceed the 1994 tax levy/1995 tax extension for non referendum debt service.

Out of 102 counties in Illinois, 39 counties have adopted Tax Caps which restrict a district's debt service payments on Limited Tax Bonds to the amount of debt service the District levied and collected during the year that the Tax Cap was adopted.

The amount of debt service that a district may pay in any one year is commonly referred to as the “Debt Service Extension Base”



### Counties which have defeated Tax Cap Referenda

### Counties with tax caps



# Limited Tax Bonds- The Options

School districts may issue bonds for capital projects. Without going to referendum, the following are three types of bonds that school districts may issue.

- Life Safety Bonds
- Working Cash Fund Bonds
- Funding Bonds

Once these bonds are issued a new levy is collected to repay the principal and interest on the bonds. The levy is referred to as the Bond and Interest levy.

## Limited Tax Bonds- The Needs

Life Safety Bonds –to alter and repair school buildings and equipment for fire prevention and safety purposes.

Working Cash Fund Bonds –Proceeds of these bonds may be used by the District to provide money for any and all school related purposes. Money should be deposited in the working cash fund and used as the District’s “piggy bank”. Money may be used for operating needs (salaries, etc..) or capital projects.

Funding Bonds –finance any claim against the District including teachers’ salaries, technology, retirement obligations or any “claim” or invoice that can not be paid for with current revenue.

# Limited Tax Bonds- The Rules

Approvals Required	Debt Limit	Health Life Safety Approvals	Working Cash Limit	BINA Hearing	Petition Period (Referendum)
Description	6.9% of EAV or 13.8% of EAV for Unit District	Architect, ROE and State Superintendent	(EAV * Max Ed Rate + PPRT) * 85% - Greater of Working Cash Bonds or Working Cash Balance Outstanding	Public Hearing pursuant to Bond Issue Notification Act	Notice of Intent, 30 day petition period, requires signatures of 10% of registered voters
Life Safety Bonds	Yes	Yes	-	Yes	-
Working Cash Bonds	Yes	-	Yes	Yes	Yes
Funding Bonds	-	-	-	Yes	Yes
Insurance Reserve Bonds	-	-	-	Yes	-

*\*The petition period procedure requires notice of the District's intention to issue the bonds. If a petition is signed by at least 10% of the registered voters, within 30 days notice of issuance, the school board may be required to bring the proposition to referendum.*

# Non-Referendum Bonding Authority

Calendar Year	Levy Year	Equalized Assessed Valuation	Debt Service % Change	Debt Service Extension Base (1994 Levy)	CPI % Increase in DSEB	Remaining Debt Base Available	Outstanding Referendum Debt Service	Total Tax Rate
2011	2010	2,016,342,297	-5.7%	1,809,065	2.7%		2,848,600	0.14
2012	2011	2,016,342,297	0.0%	1,836,201	1.5%		2,845,000	0.14
2013	2012	2,016,342,297	0.0%	1,891,287	3.0%	1,891,287	2,845,775	0.14
2014	2013	2,117,159,412	5.0%	1,919,657	1.5%	1,919,657	3,140,375	0.15
2015	2014	2,117,159,412	0.0%	1,948,452	1.5%	1,948,452	3,137,975	0.15
2016	2015	2,117,159,412	0.0%	1,977,678	1.5%	1,977,678	3,143,100	0.15
2017	2016	2,223,017,382	5.0%	2,007,344	1.5%	2,007,344		
2018	2017	2,223,017,382	0.0%	2,037,454	1.5%	2,037,454		
2019	2018	2,223,017,382	0.0%	2,068,015	1.5%	2,068,015		
2020	2019	2,334,168,252	5.0%	2,099,036	1.5%	2,099,036		
2021	2020	2,334,168,252	0.0%	2,130,521	1.5%	2,130,521		
2022	2021	2,334,168,252	0.0%	2,162,479	1.5%	2,162,479		
2023	2022	2,450,876,664	5.0%	2,194,916	1.5%	2,194,916		
2024	2023	2,450,876,664	0.0%	2,227,840	1.5%	2,227,840		
2025	2024	2,450,876,664	0.0%	2,261,258	1.5%	2,261,258		
2026	2025	2,573,420,497	5.0%	2,295,176	1.5%	2,295,176		
2027	2026	2,573,420,497	0.0%	2,329,604	1.5%	2,329,604		
2028	2027	2,573,420,497	0.0%	2,364,548	1.5%	2,364,548		
2029	2028	2,702,091,522	5.0%	2,400,016	1.5%	2,400,016		
2030	2029	2,702,091,522	0.0%	2,436,017	1.5%	2,436,017		

**Total**

**\$12,267,225**

Public Act 96-0501: Beginning with levy year 2009, the Debt Service Extension Base will increase by CPI (Consumer Price Index).

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## Debt Certificates

- A District may want to issue bonds that are not paid from the debt service levy, but from existing operating revenues.
- Debt certificates are paid from general funds of the District. There is no separate bond and interest tax levy dedicated to the repayment of debt certificates. The District annually budgets amounts to pay the principal and interest on debt certificates.
- Projects financed must be capital projects.
- Subject to debt limit.



# Debt Certificates

Benefits	Disadvantages
Payment of capital projects is spread over multiple budget years.	No new source of revenue to repay the debt certificates.
Helps preserve fund balance.	Borrower must pay interest on the loan.
A good alternative when interest rates are low.	

# Debt Certificates

Available revenues may include

- Any tax levy or combination of tax levies
- Tax Levy in O&M Fund
- Special Service Tax
- Corporate and Personal Property Replacement Taxes
- TIF monies
- Developer donations
- Lease Levy
- State Aid
- User fees

*\*Neither public hearing or petition period procedure is required.*

# Alternate Revenue Source Bonds

- Alternate Bonds are a debt repayment secured by 2 sources of revenues:
  - 1) Pledged revenues specifying one or more sources of funds
    - General fund revenue
    - Other available and dependable revenue
  - 2) Bond and interest fund levy (back-up) Bonds
    - abated annually as debt is paid with pledged revenues
- Alternate Bonds have additional security features because of the B&I levy back-up.  
Traditionally cheaper form of financing than Debt Certificates.

# Alternate Revenue Source Bonds

## Alternate Bonds continued

- Not subject to statutory debt limit.
- Final maturity cannot exceed 40 years.
- Must be capital projects or purchases of property.
- Must show Pledged Revenues covering debt service 1.25 times.
- No tax increase unless pledged revenues become unavailable.
- Petition Period Procedure required involving: (1) publishing notice of intent in local paper, starting backdoor period; (2) if in 30 days 7.5% of registered voters present a petition then referendum vote required prior to issuance.
- Public notice and public hearing required prior to issuance of alternate bonds.

# Illinois School Districts- Borrowing for Cash Flow

# Why Do Cash Flow Needs Develop?

Although schools must pay bills on time (wages for teachers and other personnel, operations, etc...) revenue does not always flow in on time or regularly. Revenue is based on the following:

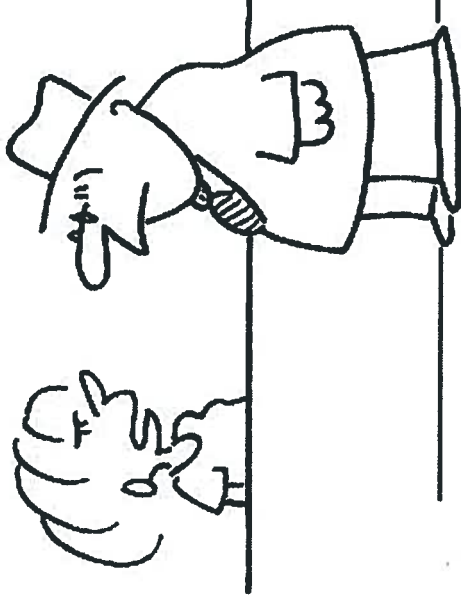
- ✓ *when* the state disburses money to school districts
- Categorical Aid including Transportation payments have varied recently and have not been reliable based on budget expectations
- ✓ *when* the county circulates property tax bills and collects property taxes
- Cook County has been late in many recent years with tax bills
- ✓ *when* the federal government sends payment to schools, etc...





## Why Do Cash Flow Needs Develop?

School districts may have to borrow to meet expenditure needs if they do not have sufficient fund balance to meet day to day operations.



"Not only did your checks bounce,  
they also bounced into *other*  
people's checks!"

# What are Options to Meet Short Term Cash Flow?

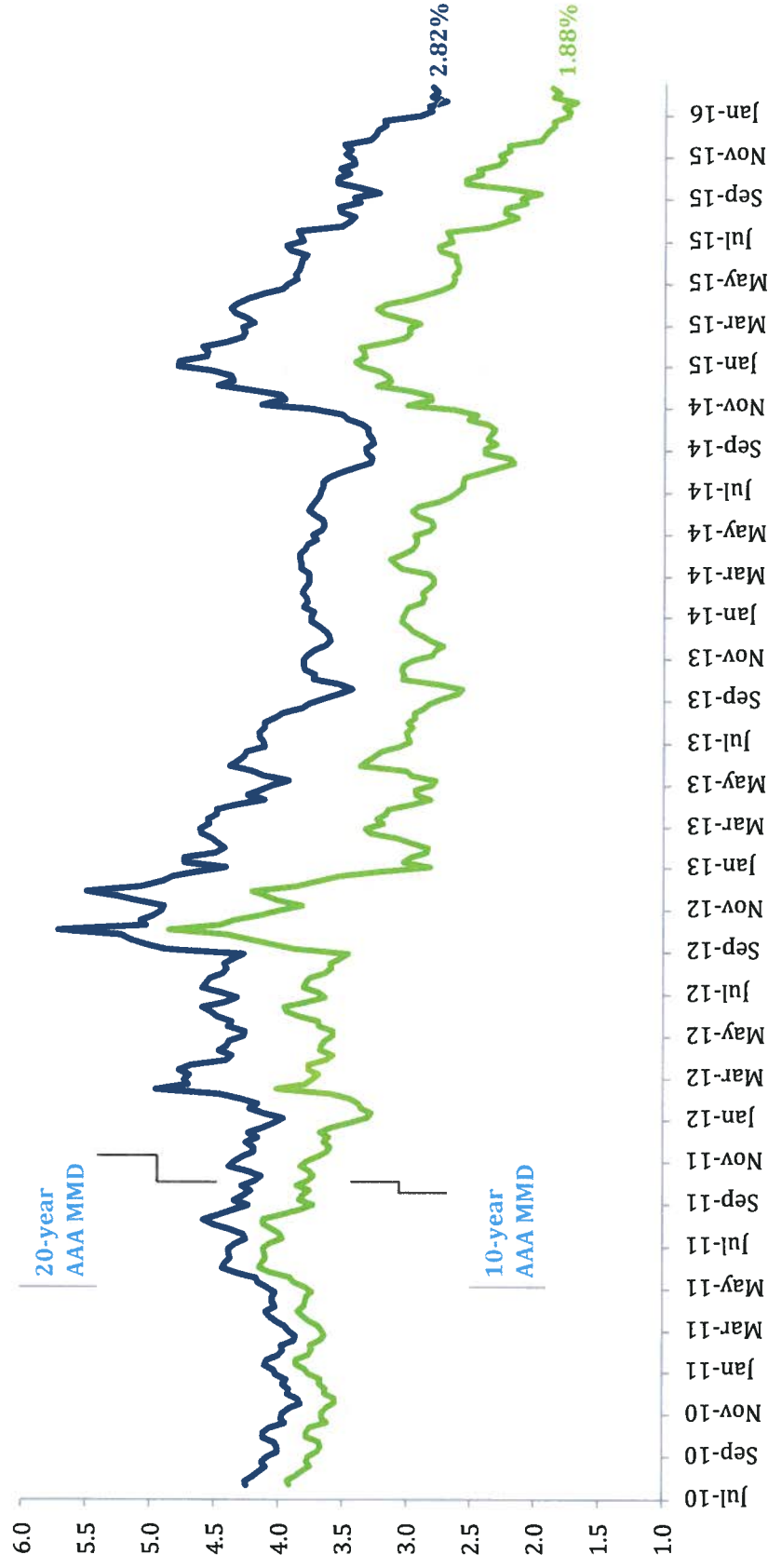
Districts may borrow to meet cash flow needs. The following are several financing options used to meet cash flow shortages

- 1) Tax Anticipation Warrants (“TAWs”)- may be issued up to 85% or total tax levied and not yet collected for a particular fund. Must subtract working cash interfund loan from borrowing amount. Warrants (principal and interest) are repaid with taxes levied and taxes must be set aside for repayment of TAWs
- 2) State Aid Anticipation Certificates- are issued in anticipation of general state aid payments. Amount may not exceed 75% of balance of state aid to be paid for the year. Limited to a maturity less than one year. Must subtract working cash interfund loan from borrowing amount. Principal and interest paid from State Aid Revenues.
- 3) Teachers Orders- used to pay teacher’s wages. The treasurer endorses the teachers orders “not paid for want of funds”. Interest rate is established by Resolution. A financial institution provides the short term funding at established rate. Principal and Interest paid when funds are available. Often used in conjunction with Funding Bonds.

# Market Overview

# Historic AAA MMD Interest Rates

AAA Municipal Market Data ("MMD") during the past 5 years

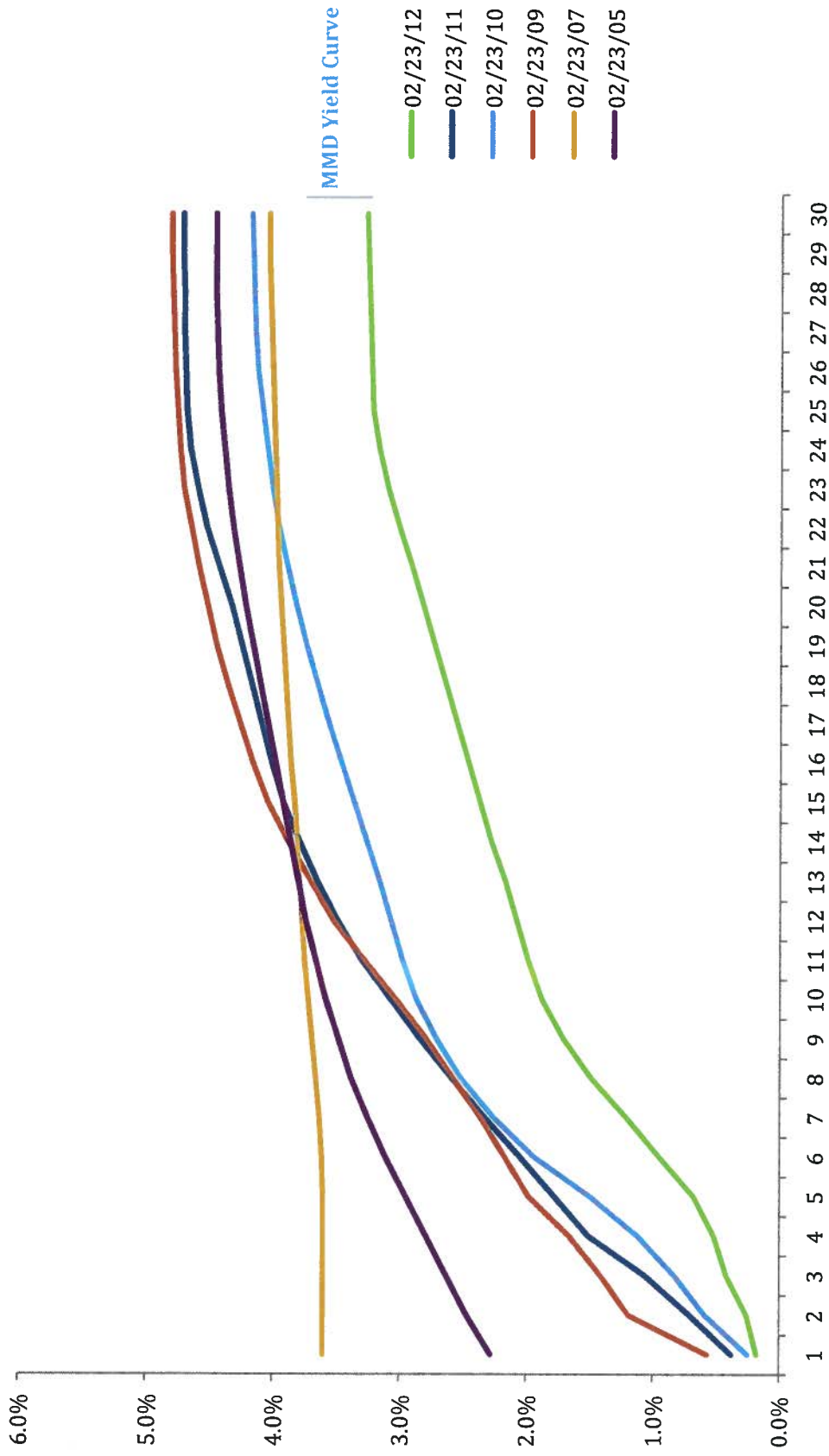


Note: Reflects market conditions as of February 23, 2012  
Source: Thomson Financial

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# Municipal Yield Curve Comparison

AAA MMD curves during the past 7 years

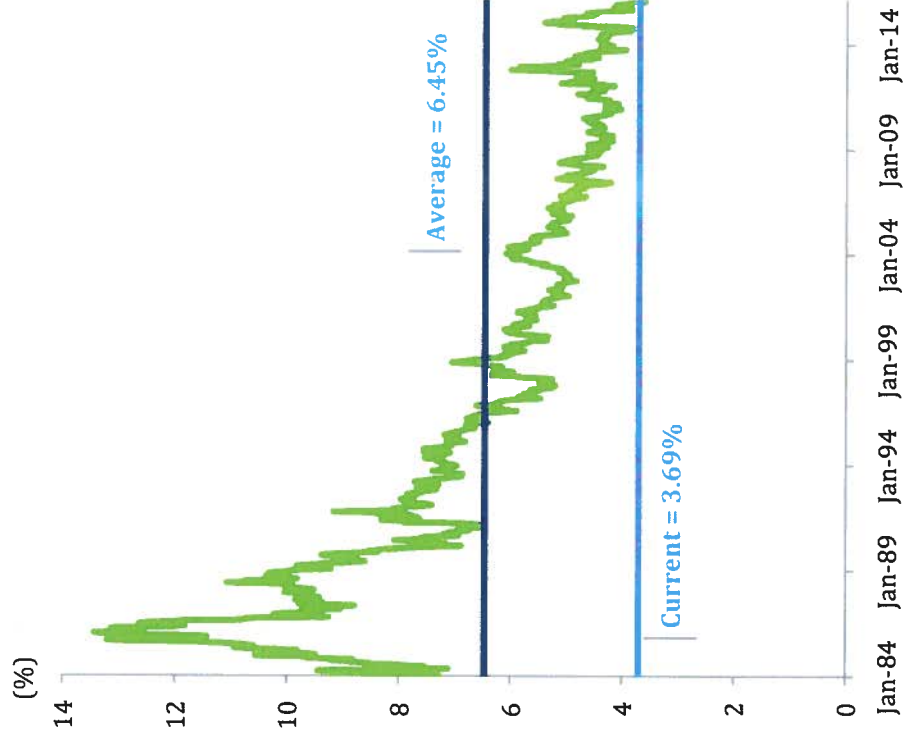


Note: Reflects market conditions as of February 23, 2012  
Source: Thomson Financial

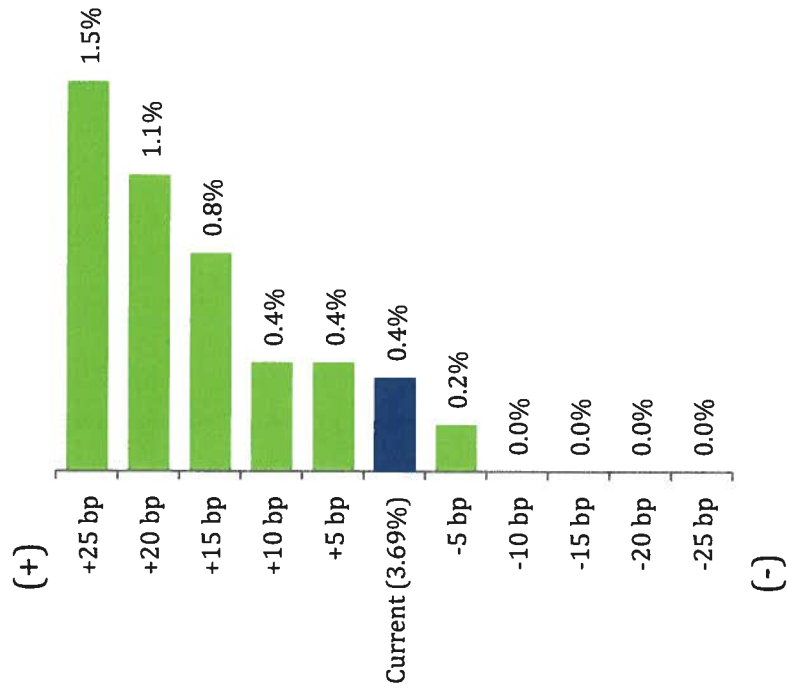
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# Municipal G.O. Interest Rates At Historic Lows

## Historic BBI-20 Index<sup>1</sup>



Percentage of time BBI-20 has been at or below specified level since 1980



(1) Reflects market conditions as of February 23, 2012, the 20-year Bond-Buyer Index (BBI-20) is based on the average yields of 20-year bonds issued by 20 different general obligation bond issuers; these issuers are all rated Aa2 by Moody's  
Source: Bloomberg Information Systems

# Outstanding Debt Service

<b>Dated</b>
<b>Issue</b>
<b>Series</b>
<b>Original Par</b>
<b>Earliest Call</b>
<b>Maturity</b>

December 1, 2008				November 1, 2001			
G.O. REFUNDING SCHOOL BONDS 2008 \$2,555,000 NON-CALLABLE December 1,				G.O. SCHOOL BONDS 2001 \$17,065,000 NON-CALLABLE December 1,			
<b>Amount</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Amount</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
	AA			Aaa FSA Insured (A1 Underlying)			

## Credit Ratings (Moody/S&P/Fitch)

Levy Year
2011
2012
2013
2014
2015

305,000	4.000%	71,200	376,200	1,855,000	5.500%	613,800	2,468,800
315,000	4.000%	59,000	374,000	1,960,000	5.500%	511,775	2,471,775
370,000	4.000%	46,400	416,400	2,320,000	5.500%	403,975	2,723,975
385,000	4.000%	31,600	416,600	2,445,000	5.500%	276,375	2,721,375
405,000	4.000%	16,200	421,200	2,580,000	5.500%	141,900	2,721,900
<b>1,780,000</b>		<b>224,400</b>	<b>2,004,400</b>	<b>11,160,000</b>		<b>1,947,825</b>	<b>13,107,825</b>

## Total

<b>Callable</b>
<b>Non-Callable</b>
<b>Total Outstanding</b>

\$0	\$0
\$1,780,000	\$11,160,000
<b>\$1,780,000</b>	<b>\$11,160,000</b>

## Purpose/ Notes

REFUNDING OF SERIES 1997 BONDS	REFUNDING OF SERIES 1997 BONDS
--------------------------------	--------------------------------

<b>Underwriter</b>
<b>Bond Counsel</b>

William Blair & Company Chapman and Cutler	William Blair & Company Chapman and Cutler
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The total debt service savings to taxpayers from refunding 1997 bonds: \$712,844



# Financing Options

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# Capital Financing Needs

- The Board of Education has identified approximately \$14M of projects to be completed.
- The following financing options assume all bonds are issued in spring of 2012. However, there may be several reasons for splitting up the issuance:
  - 1) If Projects fall over two summers negative arbitrage is minimized by issuing the bonds more concurrently with expenditure
  - 2) Issuing under \$10M in a calendar year allows the bonds to be issued as bank qualified, saving the issuer .15% to .30% on the interest cost.

## Option I:

Issue limited tax working cash fund bonds in the amount of \$14M in June, 2012; requires petition period and public hearing

## Option II:

Issue debt certificates in the amount of \$14M in June, 2012

# Option IA – \$14M Accelerated Debt Service

Calendar Year	Tax Year	Equalized Assessed Valuation	% Change	Debt Service Extension Base (1994 Lev)	CPI % Increase in DSEB	Referendum		Non-Referendum Series 2012 Debt Service	Remaining Debt Base Available		Proposed Total		Total Tax Rate		Impact on \$400,000 Mkt Value Home(1)
						Outstanding Debt Service	% Increase								
2011	2010	2,016,342,297	-5.7%	1,809,065	2.7%	2,848,600					2,848,600		0.14		
2012	2011	2,016,342,297	0.0%	1,836,201	1.5%	2,845,000			1,836,201		2,845,000		0.14		
2013	2012	2,016,342,297	0.0%	1,891,287	3.0%	2,845,775		1,887,967	3,320		4,733,742		0.23	0.09	\$118
2014	2013	2,117,159,412	5.0%	1,919,657	1.5%	3,140,375		1,917,847	1,810		5,058,222		0.24		
2015	2014	2,117,159,412	0.0%	1,948,452	1.5%	3,137,975		1,945,597	2,855		5,083,572		0.24		
2016	2015	2,117,159,412	0.0%	1,977,678	1.5%	3,143,100		1,975,242	2,436		5,118,342		0.24		
2017	2016	2,223,017,382	5.0%	2,007,344	1.5%			2,003,038	4,306		2,003,038		0.09		
2018	2017	2,223,017,382	0.0%	2,037,454	1.5%			2,036,671	783		2,036,671		0.09		
2019	2018	2,223,017,382	0.0%	2,068,015	1.5%			2,063,475	4,540		2,063,475		0.09		
2020	2019	2,334,168,252	5.0%	2,099,036	1.5%			1,564,272	534,764		1,564,272		0.07		
2021	2020	2,334,168,252	0.0%	2,130,521	1.5%				2,130,521		0		0.00		
2022	2021	2,334,168,252	0.0%	2,162,479	1.5%				2,162,479		0		0.00		
2023	2022	2,450,876,664	5.0%	2,194,916	1.5%				2,194,916		0		0.00		
2024	2023	2,450,876,664	0.0%	2,227,840	1.5%				2,227,840		0		0.00		
2025	2024	2,450,876,664	0.0%	2,261,258	1.5%				2,261,258		0		0.00		
2026	2025	2,573,420,497	5.0%	2,295,176	1.5%				2,295,176		0		0.00		
2027	2026	2,573,420,497	0.0%	2,329,604	1.5%				2,329,604		0		0.00		
2028	2027	2,573,420,497	0.0%	2,364,548	1.5%				2,364,548		0		0.00		
2029	2028	2,702,091,522	5.0%	2,400,016	1.5%				2,400,016		0		0.00		
2030	2029	2,702,091,522	0.0%	2,436,017	1.5%				2,436,017		0		0.00		
2031	2030	2,702,091,522	0.0%	2,472,557	1.5%				2,472,557		0		0.00		
Total						\$12,267,225		\$15,394,109			\$27,661,334				

All-In TIC: 1.881%

(1) \$400,000 market value home is multiplied by residential assessment (10%) times the multiplier of 3.3 less 6,000 minimum homeowner deduction, times the rate increase per \$100 of equalized assessed valuation.

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100

## Total

**All-In TIC: 2.146%**

**less 6,000 minimum homeowner deduction, times the rate increase per \$100 of equalized assessed valuation.**

*William Blair*

# Option IC – \$14M - 20 Year Level Debt Service

Calendar Year	Tax Year	Equalized Assessed Valuation	% Change	Debt Service Extension Base (1994 Levy)	CPI % Increase in DSEB	Proposed \$14M		Remaining Debt Base Available	Proposed		Total Tax Rate Increase	Impact on \$400,000 Mkt Value Home(1)
						Referendum Outstanding Debt Service	Non-Referendum Series 2012 Debt Service		Total	Debt Service		
2011	2010	2,016,342,297	-5.7%	1,809,065	2.7%	2,848,600			2,848,600		0.14	
2012	2011	2,016,342,297	0.0%	1,836,201	1.5%	2,845,000		1,836,201	2,845,000		0.14	
2013	2012	2,016,342,297	0.0%	1,891,287	3.0%	2,845,775	955,632	935,655	3,801,407		0.19	\$60
2014	2013	2,117,159,412	5.0%	1,919,657	1.5%	3,140,375	955,232	964,425	4,095,607		0.19	
2015	2014	2,117,159,412	0.0%	1,948,452	1.5%	3,137,975	954,182	994,270	4,092,157		0.19	
2016	2015	2,117,159,412	0.0%	1,977,678	1.5%	3,143,100	957,167	1,020,511	4,100,267		0.19	
2017	2016	2,223,017,382	5.0%	2,007,344	1.5%		954,603	1,052,741	954,603		0.04	
2018	2017	2,223,017,382	0.0%	2,037,454	1.5%		955,791	1,081,663	955,791		0.04	
2019	2018	2,223,017,382	0.0%	2,068,015	1.5%		954,869	1,113,147	954,869		0.04	
2020	2019	2,334,168,252	5.0%	2,099,036	1.5%		952,162	1,146,874	952,162		0.04	
2021	2020	2,334,168,252	0.0%	2,130,521	1.5%		952,490	1,178,031	952,490		0.04	
2022	2021	2,334,168,252	0.0%	2,162,479	1.5%		956,343	1,206,136	956,343		0.04	
2023	2022	2,450,876,664	5.0%	2,194,916	1.5%		953,610	1,241,306	953,610		0.04	
2024	2023	2,450,876,664	0.0%	2,227,840	1.5%		954,787	1,273,053	954,787		0.04	
2025	2024	2,450,876,664	0.0%	2,261,258	1.5%		954,704	1,306,554	954,704		0.04	
2026	2025	2,573,420,497	5.0%	2,295,176	1.5%		953,546	1,341,630	953,546		0.04	
2027	2026	2,573,420,497	0.0%	2,329,604	1.5%		956,132	1,373,473	956,132		0.04	
2028	2027	2,573,420,497	0.0%	2,364,548	1.5%		952,274	1,412,275	952,274		0.04	
2029	2028	2,702,091,522	5.0%	2,400,016	1.5%		952,083	1,447,934	952,083		0.04	
2030	2029	2,702,091,522	0.0%	2,436,017	1.5%		955,446	1,480,571	955,446		0.04	
2031	2030	2,702,091,522	0.0%	2,472,557	1.5%		957,074	1,515,483	957,074		0.04	
2032	2031	2,702,091,522	0.0%	2,509,645	1.5%		956,913	1,552,733	956,913		0.04	
Total						\$12,267,225	\$18,138,124		\$30,405,349			

All-In TIC: 2.941%

(1) \$400,000 market value home is multiplied by residential assessment (10%) times the multiplier of 3.3 less 6,000 minimum homeowner deduction, times the rate increase per \$100 of equalized assessed valuation.

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## Summary of Limited Tax Bond Options

	Option I-A	Option I-B	Option I-C
Bond Proceeds	\$14,000,000	\$14,000,000	\$14,000,000
Length of Maturity	8 Years	10 Years	20 Years
Estimated All-In True Interest Cost	1.88%	2.15%	2.94%
Impact on \$400k Home	\$118	\$100	\$60

# Option II-A: \$14M Debt Certificates 5 Years Level Debt Service

Proposed \$14M Debt Certificates Series 2012			
Fiscal Year	<u>Principal</u>	<u>Interest</u>	<u>Debt Service</u>
2012		25,152	25,152
2013	2,780,000	139,376	2,919,376
2014	2,805,000	115,076	2,920,076
2015	2,830,000	87,173	2,917,173
2016	2,860,000	55,301	2,915,301
2017	2,900,000	19,285	2,919,285
2018			
2019			
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			
2030			
<b>Total</b>	<b>\$14,175,000</b>	<b>\$441,362</b>	<b>\$14,616,362</b>
<b>All-In TIC: 1.629%</b>			



# Option II-B: \$14M Debt Certificates 10 Years Level Debt Service

Proposed \$14M Debt Certificates Series 2012			
Fiscal Year	Principal	Interest	Debt Service
2012		37,808	37,808
2013	1,335,000	221,308	1,556,308
2014	1,345,000	209,648	1,554,648
2015	1,360,000	196,252	1,556,252
2016	1,375,000	180,932	1,555,932
2017	1,395,000	163,612	1,558,612
2018	1,415,000	143,015	1,558,015
2019	1,440,000	118,303	1,558,303
2020	1,470,000	89,256	1,559,256
2021	1,500,000	56,050	1,556,050
2022	1,540,000	19,250	1,559,250
2023		0	0
2024		0	0
2025		0	0
2026		0	0
2027		0	0
2028		0	0
2029		0	0
2030		0	0
<b>Total</b>	<b>\$14,175,000</b>	<b>\$1,435,433</b>	<b>\$15,610,433</b>
<b>All-In TIC: 2.150%</b>			

# Option II-A: \$14M Debt Certificates 20 Years Level Debt Service

Proposed \$14M Debt Certificates Series 2012			
Fiscal Year	Principal	Interest	Debt Service
2012		57,294	57,294
2013	585,000	341,338	926,338
2014	595,000	336,203	931,203
2015	600,000	330,286	930,286
2016	605,000	323,536	928,536
2017	615,000	315,907	930,907
2018	620,000	306,858	926,858
2019	635,000	295,992	930,992
2020	645,000	283,217	928,217
2021	660,000	268,626	928,626
2022	675,000	252,467	927,467
2023	695,000	234,959	929,959
2024	710,000	216,234	926,234
2025	730,000	196,285	926,285
2026	755,000	174,931	929,931
2027	775,000	152,168	927,168
2028	800,000	128,025	928,025
2029	825,000	102,426	927,426
2030	855,000	75,246	930,246
2031	880,000	46,396	926,396
2032	915,000	15,784	930,784
<b>Total</b>	<b>\$14,175,000</b>	<b>\$4,454,175</b>	<b>\$18,629,175</b>
		<b>All-In TIC: 2.965%</b>	

# Summary of Debt Certificate Options

	Option I-A	Option I-B	Option I-C
Bond Proceeds	\$14,000,000	\$14,000,000	\$14,000,000
Length of Maturity	5 Years	10 Years	20 Years
Estimated All-In True Interest Cost	1.63%	2.15%	2.97%
Impact on \$400k Home	\$0	\$0	\$0

**PARK RIDGE SCHOOL DISTRICT NUMBER 64**  
**Proposed Series 2012 - \$14.0MM in Proceeds**  
**\$14,000,000 Limited Tax Bonds with Refunding - Level Debt Service Accelerated**

Bond Year	Tax Year	Equalized Assessed Valuation	% Change	Debt Service Extension Base (1994 Lev)	CPI Increase in DSEB	Referendum Outstanding Debt Service	Less: Refunded Referendum Series 2012 Debt Service	Less: Refunded Referendum Series 2012 Debt Service	Proposed \$14M Non-Referendum Series 2012 Debt Service	Remaining Debt Base Available	Proposed Total Debt Service	Total Tax Rate
2011	2010	2,016,342,297	-5.7%	1,809,065	2.7%	2,848,600					2,848,600	0.14
2012	2011	2,016,342,297	0.0%	1,836,201	1.5%	2,845,000	(35,475)	34,339		1,836,201	2,843,864	0.14
2013	2012	2,016,342,297	0.0%	1,891,287	3.0%	2,845,775	(365,950)	28,487	337,710	1,553,577	2,846,022	0.14
2014	2013	2,117,159,412	5.0%	1,919,657	1.5%	3,140,375	(369,725)	28,487	337,710	1,581,947	3,136,847	0.15
2015	2014	2,117,159,412	0.0%	1,948,452	1.5%	3,137,975	(367,400)	28,487	337,710	1,610,742	3,136,772	0.15
2016	2015	2,117,159,412	0.0%	1,977,678	1.5%	3,143,100	(369,250)	28,487	337,710	1,639,968	3,140,047	0.15
2017	2016	2,223,017,382	5.0%	2,007,344	1.5%			1,128,487	2,002,710	4,634	3,131,197	0.14
2018	2017	2,223,017,382	0.0%	2,037,454	1.5%			403,137	2,034,572	2,882	2,437,709	0.11
2019	2018	2,223,017,382	0.0%	2,068,015	1.5%				2,067,659	356	2,067,659	0.09
2020	2019	2,334,168,252	5.0%	2,099,036	1.5%				2,095,785	3,251	2,095,785	0.09
2021	2020	2,334,168,252	0.0%	2,130,521	1.5%				2,127,935	2,587	2,127,935	0.09
2022	2021	2,334,168,252	0.0%	2,162,479	1.5%				2,159,685	2,795	2,159,685	0.09
2023	2022	2,450,876,664	5.0%	2,194,916	1.5%				2,191,018	3,899	2,191,018	0.09
2024	2023	2,450,876,664	0.0%	2,227,840	1.5%				1,312,358	915,482	1,312,358	0.05
2025	2024	2,450,876,664	0.0%	2,261,258	1.5%					2,261,258	0	0.00
2026	2025	2,573,420,497	5.0%	2,295,176	1.5%					2,295,176	0	0.00
2027	2026	2,573,420,497	0.0%	2,329,604	1.5%					2,329,604	0	0.00
2028	2027	2,573,420,497	0.0%	2,364,548	1.5%					2,364,548	0	0.00
2029	2028	2,702,091,522	5.0%	2,400,016	1.5%					2,400,016	0	0.00
2030	2029	2,702,091,522	0.0%	2,436,017	1.5%					2,436,017	0	0.00
2031	2030	2,702,091,522	0.0%	2,472,557	1.5%					2,472,557	0	0.00
<b>Total</b>						<b>\$12,267,225</b>	<b>(\$1,472,325)</b>	<b>\$1,645,572</b>	<b>\$17,342,560</b>		<b>\$29,783,032</b>	

All-In TIC: 2.577%

Park in Park  
Ridge  
showsthe  
current lap  
pools replaced  
with a new,  
multi-feature  
pool, right,  
and a 25-yard,  
six lane lap  
pool, left.

Updated: October 29, 2012 11:16PM

**PARK RIDGE** — Park Ridge Recreation and Park District officials hope to make a splash with new pools at Centennial Park.

The project, they say, will not require an increase in property taxes.

Park Board commissioners on Oct. 25 heard plans for an aquatic center at Centennial, 100 S. Western Ave., built in two phases. Citizens are invited to hear the proposal and offer input during a public meeting on Thursday, Nov. 8 at 7 p.m. at the South Park Recreation Center, 833 Talcott Road.

Phase one, which has a target completion date of July 2014, is estimated to cost \$7.1 million and include the construction of two new pools: a 25-yard, six-lane lap pool with a diving area and one-meter board; and a wading/leisure pool with water slides and play features. The leisure pool, located to the south of the existing wading pool, includes a separate area for lap swimming or games like water volleyball or basketball.

Under the proposal, the existing lap pools, built in 1954, would be removed, but the relatively new wading pool would remain. Parking areas would be expanded considerably and a concessions building and picnic tent are also proposed.

If approved by the Park Board this month, a tentative schedule calls for construction to take place between August 2013 and July 2014, with a July 4, 2014 opening.

Executive Director Gayle Mountcastle said the project can be funded through a \$6.3 million bond issue that does not require referendum approval. The Park District will also contribute an \$800,000 cash surplus toward the project, she said.

“Your taxes will not go up because of this project,” Mountcastle said.

Commissioners, some appearing skeptical of this statement, were told that the Park District plans to keep its annual tax levy at the same rate it has been in past years. This increase has already been in place to pay down other debt service and issuing new bonds will just extend the debt service payments, officials said.

The Park District’s current debt is scheduled to be paid off in 2017, according to Superintendent of Business and Finance Christine Berman.

The Park District is planning to go to referendum in April 2013, seeking approval to purchase and develop the former Park Ridge Youth Campus property. Commissioner Stephen Vile commented that it would be “much easier” to go to referendum for the Centennial project instead, but Mountcastle disagreed.

“This is an asset of ours,” she said. “We have to take care of our assets. The Youth Campus is something extra.”

Passing a successful pool referendum could also prove difficult. Voters rejected past referendums for new aquatics at Oakton Pool, leading to the closure and demolition of the pool last year.

A second phase of the Centennial Pool project calls for a “lazy river,” additional water play features, renovation of the bathhouse, and other site development work estimated at \$3.4 million. The Park District does not have the funding at this time to support the second phase, Mountcastle said.

To: Board of Education  
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management *sm*

Date: December 10, 2012

Subject: Authorization of RFP/Performance Contracting

Scott Mackall, Director of Facility Management, will discuss with the Board the possibility of moving forward with issuing a Request for Proposal (RFP) in order to gain more information related to Performance Contracting. There is absolutely no financial impact on the District to move forward with this request. It will enable the Board and/or its liaisons to interview potential firms to fill this need if so determined by the Board.

The timeline, Attachment 1, reflects the process from issuance of the RFP through and up to approval of the project.

Approval to Move to Release a RFP for Performance Contracting

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to proceed to release a RFP for a Performance Contracting Company,

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Proposed Project Schedule Using a  
Performance Contractor

1)	Create and Issue RFP	Week 1-3
2)	Site Visit for respondents	Weeks 5-9
3)	Proposal Due	Week 10
4)	Proposal Review, Selection of Finalists	Week 11
5)	Performance Contractors Interviews, Ranking	Week 11-13
6)	Development of Energy Audit Contract	Week 14-16
7)	Technical Audit, Project Analysis	Week 17-23
8)	Audit Review and Development of ESA*	Week 24-26

The proposed project would begin in the summer of 2014

\*ESA- Energy Service Agreement



**2012 PROPERTY TAX LEVY**

Attached is the proposed resolution for the levy of taxes for the year 2012. This is an estimate and the final levy will not be known until the fall of 2013. The proposed levy will be subject to the Property Tax Extension Limitation Law.

**ACTION ITEM 12-12-3**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the attached Resolution # 1091 Providing For A Levy Of Taxes For The Year 2012. This resolution and supporting documentation will be filed with the Cook County Clerk's office.

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

AYES:

NAYS:

ABSENT:

December 10, 2012

Original: ☒ X  
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

217/785-8779

CERTIFICATE OF TAX LEVY

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

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

Amount of Levy

Educational	\$ 48,060,000	Fire Prevention & Safety *	\$ 0
Operations & Maintenance	\$ 8,318,803	Tort Immunity	\$ 604,903
Transportation	\$ 1,008,171	Special Education	\$ 403,268
Working Cash	\$ 403,268	Leasing	\$ 0
Municipal Retirement	\$ 806,537	Other	\$ 0
Social Security	\$ 806,537	Other	\$ 0
		Total Levy	\$ 60,411,487

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

See explanation on reverse side.

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

We hereby certify that we require:

the sum of 48,060,000 dollars to be levied as a special tax for educational purposes; and  
the sum of 8,318,803 dollars to be levied as a special tax for operations and maintenance purposes; and  
the sum of 1,008,171 dollars to be levied as a special tax for transportation purposes; and  
the sum of 403,268 dollars to be levied as a special tax for a working cash fund; and  
the sum of 806,537 dollars to be levied as a special tax for municipal retirement purposes; and  
the sum of 806,537 dollars to be levied as a special tax for social security purposes; and  
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and  
the sum of 604,903 dollars to be levied as a special tax for tort immunity purposes; and  
the sum of 403,268 dollars to be levied as a special tax for special education purposes; and  
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_; and  
the sum of 0 dollars to be levied as a special tax for \_\_\_\_\_  
on the taxable property of our school district for the year \_\_\_\_\_.

Signed this 10 day of December 20 12 \_\_\_\_\_  
(President)

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

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

Number of bond issues of said school district that have not been paid in full \_\_\_\_\_

-----  
(Detach and Return to School District)

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

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

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

\_\_\_\_\_  
(Signature of County Clerk)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(County)

**RESOLUTION #1091 OF COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT 64  
COOK COUNTY, ILLINOIS, PROVIDING FOR A  
LEVY OF TAXES FOR THE YEAR 2012**

**WHEREAS**, it is necessary for the Board of Education of the District to ascertain how much money must be raised by a special tax for the 2012 year for educational purposes, for operations, building and maintenance purposes, for transportation purposes, for working cash purposes, for municipal retirement purposes, for social security purposes, for tort immunity purposes, for special education purposes and file a certificate as to such amount with the County Clerk of Cook County, Illinois.

**NOW, THEREFORE**, Be It Resolved by the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, that there be and there is levied on the equalized assessed valuation of the taxable property of said District for the year 2012 a special tax of \$48,060,000 for educational purposes; \$8,318,803 for operations and maintenance purposes; \$1,008,171 for transportation purposes; \$403,268 for working cash; \$806,537 for municipal retirement purposes; \$806,537 for social security purposes; \$604,903 for tort immunity purposes; \$403,268 for special education purposes.

Be It Further Resolved that the President and Secretary of the Board of Education be and they are hereby authorized and directed forthwith to execute and file with the County Clerk of Cook County, Illinois, a certificate of tax levy for the year 2012 for a levy in the amounts aforesaid.

ADOPTED this 10th day of December 2012.

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

---

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

STATE OF ILLINOIS)

) ss.

COUNTY OF COOK)

CERTIFICATE

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

I do further certify that the attached is a true and complete copy of a resolution entitled "Providing For A Levy Of Taxes For The Year 2012" which was passed by the Board of Education at a meeting held on the 10th day of December, 2012.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 10th day of December, 2012.

---

Eric Uhlig, Secretary, Board of Education

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

I, John Heyde, the duly qualified and presiding officer of the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, do hereby certify that the 2012 tax levy of Community Consolidated School District No. 64, attached hereto, was adopted in full compliance with the provisions of Sections 18-60 through 18-85 of the Illinois Truth in Taxation Law.

IN WITNESS THEREOF, I have placed my official signature this 10th day of December, 2012.

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

ATTEST:

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

Approval of Minutes

ACTION ITEM 12-12-5

I move that the Board of Education of Community Consolidated School District 64 approve the Regular Meeting Minutes of November 12, 2012, and Closed Session Minutes of November 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.  
November 12, 2012  
Carpenter Elementary School – Small Gym  
300 N. Hamlin Avenue  
Park Ridge, IL**

President John Heyde called the meeting to order at 7:00 p.m. Other Board members present were Scott Zimmerman, Eric Uhlig (arrived in progress at 7:02 p.m.), Sharon Lawson, Pat Fioretto, Anthony Borrelli and Dan Collins. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Business Manager Becky Allard, Assistant Business Manager Brian Imhoff, 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 10 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 immediately convened a Public Hearing on the Levy.

Business Manager Allard reported that a tentative levy had been adopted by the Board at the October 22 meeting, and that the total tentative levy was 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 Board could decrease, but not increase, the amount of the final levy request to be approved on December 10. She 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. Ms. Allard said the 2012-13 budget projects that the final tax extension will actually be a 3.2% increase.

Board President Heyde then invited public comments, which were received as follows:

- John Dorow, 436 Leonard, urged the Board to send letters to local State legislators and elected officials to demand greater State funding for schools to ease the burden on local property taxpayers. He also urged the Board to show restraint when increasing property taxes, noting the impact on community members who are retired and living on fixed incomes. Board President Heyde noted that the District does participate in several State-wide organizations that work to present school concerns to legislators.



- Gregory Tulon, 536 N. Dee Road, inquired into the District's practices for scheduling and pay of substitute teachers, and described his experiences as an occasional substitute teacher in grade 8 social studies. Mr. Tulon was invited to follow up more fully with Assistant Superintendent of Human Resources Martin or Dr. Bender about his specific concerns.
- Sandra Regno Padron inquired about the District's practices when providing information about students to custodial and non-custodial parents. Dr. Bender stated that the District follows procedures as legally required when communicating with parents, and that he has met with principals about handling communications when custody agreements are in place.

Board President Heyde thanked community members for expressing their views in person. He noted that members of the public could continue to submit comments to the District or the Board via email or phone, and at the December 10 meeting.

At 7:24 p.m., it was moved by Board Member Lawson and seconded by Board Member Collins to adjourn from the Public Hearing on the Levy.

After a brief recess, the Board resumed as a regular Board meeting at 7:32 p.m.

In addition to the persons listed above, also present at the regular meeting were approximately 25 members of the public.

#### **PLEDGE OF ALLEGIANCE AND WELCOME**

Superintendent Bender introduced Carpenter Principal Brett Balduf. Principal Balduf also introduced Assistant Principal Kelly Tess and welcomed several grade 3 students to lead the Pledge.

Pledge of Allegiance  
and Welcome

In honor of School Board Members Day celebrated by school districts across Illinois on November 15, Dr. Bender called upon the students to present certificates of appreciation to each Board member for their dedication to students and the District's schools. Board President Heyde expressed thanks on behalf of the Board for this recognition.

Principal Balduf then enumerated areas of special gratitude: to the Board for its support of projects related to Carpenter facilities and education; to exceptional and dedicated teachers; and to the supportive PTO and parents. Principal Balduf then introduced a brief video in which students at each grade level offered a snapshot of what they are learning now, and how technology is integrated in the lessons. He then reported on behalf of the Carpenter PTO that a recent walkathon fund-raiser was quite successful, and that the PTO would continue to provide a range of support to the school and its community.

#### **PUBLIC COMMENTS**

Public Comments

No public comments were offered.

## ANNUAL AUDIT REPORT FY12

Annual Audit  
Report FY12

Assistant Business Manager Brian Imhoff reported that auditors Klein, Hall & Associates LLC had issued a "clean" unqualified opinion for the 2011-12 fiscal year audit. Mr. Imhoff also announced that the District's financial performance reported to the Illinois State Board of Education that is used to calculate a financial profile each year would again rank District 64 as a perfect 4.0 score in the top "recognition" category; this is the fourth consecutive year that District 64 has achieved this distinction.

Mr. Imhoff then reviewed the management letter included with the audit report, which summarizes the main points and the District's response. He noted the District, as part of the "clean" opinion had received no notations in the three critical categories of material weakness, significant deficiency and control deficiency. A final category is recommendations, which are minor suggestions for the District's consideration. The District received two of these related to accounting entries for an interfund loan and tracking of employees whose salaries may be shared with a federal grant. He described the actions the District would take in the future to address these suggestions.

Mr. Imhoff answered several clarifying questions from Board members. Board member Zimmerman noted the continuous effort required by the Business Office to accomplish this goal and commended the District for this achievement.

## DISCUSSION OF ASSUMPTIONS FOR FINANCIAL PROJECTIONS

Discussion of  
Assumptions for  
Financial  
Projections

Business Manager Allard reviewed the assumptions on growth in revenue and expenditures that will be used to build the "base case" scenario in the District's long-range financial projections to be presented in February 2013. The District will have the option to build additional scenarios from this base case model. On the revenue side, she noted that property taxes are tied to the Consumer Price Index-All Urban (CPI-U) and limited by the tax cap; the CPI-U factor will be adjusted in January when the Bureau of Labor Statistics releases the December 2012 information. The December 2011 factor was 3.0%, and currently future fiscal years follow a pattern of 2.0% - 2.5%. All other income has been adjusted by the CPI-U factor going forward. On the expense side, salaries are adjusted per the District's contractual agreements of 2.0% base salary increase plus step (if applicable) per year, benefits at 5% per year, and purchased services, supplies, capital improvement and other expense also to increase by the CPI-U. Ms. Allard noted that the Community Finance Committee had suggested that figure may be a bit low, and the Board may choose to move it into the 7-8% range instead. She also noted that should the State Legislature take action in the veto session or in January to shift teacher pension costs back to local school districts, the financial effect would be factored into the projections at that time.

Ms. Allard then responded to Board member questions. She confirmed that the model has been used for three years and has proven fairly accurate. She stated

that CFC recommended a higher benefit increase of 7%, but pointed out that \$500,000 in retirement cost is currently built into the amount and can be examined next year. She noted that building-related capital improvement expenditures are a separate line item in the budget, and are being estimated at \$3 million for capital improvements and \$1 million for maintenance each year. Board President Heyde recommended that benefits be maintained at 5% for a year or two, but that it be increased to 7% in the later years. Ms. Allard will review this in January to determine whether it should be modified. The Board consensus was to go forward with the assumptions.

### **SUMMER INTERIM SESSION 2012 REPORT**

Summer Interim  
Session 2012  
Report

Dr. Hinton provided an overview of the 2012 summer program, which included two, 14-day sessions at Washington School for students completing grades K-3 and at Lincoln Middle School for students completing grades 4-7. Overall, the program served 860 students and provided 1,987 class offerings – the highest of both since 2006. The number of primary registrations increased by 8% and middle grades by 6%. She described the distribution among four types of courses, with 70% being enrichment. The program met the goal of being self-sustaining and generated a positive balance of just over \$2,000. She then responded to Board member questions about length of classes, fluctuation in expenses in 2011 due to storm-related refunds, and coordination of scheduling with District 207. The Board consensus was that the program was popular and financially sustainable.

### **PRESENTATION AND APPROVAL OF SUMMER INTERIM SESSION 2013 DATES & FEES**

Presentation and  
Approval of Summer  
Interim Session 2013  
Dates & Fees

Dr. Hinton reviewed the proposal for 2013 to continue operation of the program at Washington and Lincoln schools, provide leadership for both schools as well as for the special education summer support programs, and again offer two, 14-day sessions to run from June 11-28 and July 1-19 with no school on July 4. Dr. Hinton recommended moving forward with these dates no matter the schedule ultimately adopted by District 207. She further described the registration period for District 64 residents from March 1 – April 19, and that late registrations would be at a higher cost through May 24. Overall, she recommended a \$5 increase in tuition per class to \$105, and the late/out of District rate at \$125; she stated the additional revenue will offset a 2% increase in staff salaries and higher prices for supplies and purchased services. Otherwise, Dr. Hinton projected the program would have a deficit of about \$9,000 for 2013.

Dr. Hinton responded to Board member questions concerning the differential between resident and non-resident/late tuition, special education services provided at the summer program, building principals, busing, walk-in registration, and class sizes. The consensus of the Board was that the program should be operated on a break-even basis.



ACTION ITEM 12-11-1

Action Item  
12-11-1

It was moved by Board member Fioretto and seconded by Board member Zimmerman 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.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**DISCUSSION ON UPCOMING CAPITAL PROJECTS**

Discussion on  
Upcoming Capital  
Projects

Dr. Bender reported that the District had been offered the opportunity to participate in a second grant for energy efficient lighting through the Illinois Department of Commerce and Economic Opportunity (DECO). Director of Facility Management Mackall explained further that the grant primarily would be used to provide exterior security LED lighting of all buildings and in parking areas. A small number of fluorescent fixtures that were not addressed through the first grant also will be retrofitted. The new grant would cover a little more than half of the total estimated project cost developed by DECO's partner 360 Energy, leaving District 64 to fund approximately \$105,000. The estimated payback is 3.81 years for this investment. Board members then questioned Mr. Mackall about the type and location of fixtures that were missed in the first grant, the life expectancy of the fixtures, the scope of work and timeline for completion, and guarantee of funding. The consensus of the Board was to move forward; administration will bring the project for approval at the December meeting.

Mr. Mackall then briefly reviewed the status of the approval process for Phase 2 of the HVAC work at Carpenter School. He pointed out that the Board had approved Phase 2 for bidding at the September 24 meeting, with the intention of completing the work in summer 2013. He is hopeful the project could be awarded in February or March.

Mr. Mackall then reviewed a timeline for how design fees to architects Fanning Howey are accrued over the course of project development. Moving from the design documents to construction documents phase adds 40% of the fee for a total of 75%. Approval of documents to release for bidding adds 5% of the fee,

for a total of 80%. The final portion of the fee is released when the contract is awarded.

Mr. Mackall then reviewed a report prepared by Fanning Howey on the scope and fee items discussed at the October 22 meeting for proposed work at Franklin School. The original scope of work was to upgrade the steam heating system within the 1955 and 1956 areas of the building to hot water, as discussed with the Board in December 2011. Mr. Mackall pointed out that during the course of reviewing this original scope of work, 12 additional items had been identified that could be completed simultaneously at some benefit to the District. These items were either from the District's Maintenance Plan for this building or the 10-year Health/Life Safety survey.

Mr. Mackall responded to Board member questions concerning the tier level (1-3) of the proposed work, noting that he would classify the original scope as being in tier 2 with some of the additional items that may be added taking it to tier 3.

Mr. Mackall then described the 12 items suggested in the increased scope of work. He discussed in more detail the proposals related to the heating system for the 1990 addition. The concept includes installing 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. This would create a single location for the school's heating plant for operating efficiencies and control. In addition, he pointed out the opportunity to discontinue the use of the manually controlled unit ventilators in the 10 existing rooms in the 1990 addition by installing heating coils in the existing variable air volume (VAV) boxes and related controls, so that both heating and cooling can be provided through the same system. Mr. Mackall explained that the unit ventilators in the 1990 addition are controlled with a simple on/off switch with no thermostat. In contrast, a thermostat in the classroom controls the VAV boxes that currently supply fresh air and air conditioning. He described the various other items in the proposed scope of work related to this project.

Mr. Mackall then reviewed the other items in the proposed expanded scope related to providing better indoor air quality, improving operating efficiency of the system, and completing items from the 10-year Health/Life Safety survey. He noted that several items had been identified as alternates to the proposal, including replacing the domestic water piping throughout the building and adding vents to toilet rooms and janitor closets, and that the Board would be asked to determine whether these should be included in the next phase of the design work.

Board President Heyde then called for Board member questions. Mr. Mackall was joined by Business Manager Allard in responding to questions about: which items were from the Health/Life Safety survey list; whether such items were funded separately from the Operations & Maintenance Fund; how Life Safety projects are designated in three levels and timing of when each level must be

completed; the specific Life Safety designation of the water piping replacement; and the tier level of the project if the alternates are included.

Further Board member questions focused on why the 1990 boiler was not considered for replacement during the original 2011 Maintenance Plan survey of the building, and why the project's proposed scope has increased from approximately \$664,000 to more than \$1.5 million. Mr. Mackall noted that when the 1990 wing was originally surveyed, the wall thermostat was thought to control air conditioning and heating. It was subsequently found that heating was instead controlled manually, and that this inefficiency could be addressed by expanding the scope of work. He confirmed that the base scope would not address the 10 classrooms in the 1990 addition; only the 1955 and 1956 areas of the building would have the new heating supplied and controlled through the VAV boxes and classroom thermostat. Dr. Bender added that the intention is that as the detailed design work is done and new issues are found, it is essential to bring this information to the Board to help Board members make educated decisions. Mr. Mackall reaffirmed that through the Roles, Goals and Controls process, the intention is to do what's best for students first. In this light, the Franklin scope is being proposed to be expanded to make the school's interior more comfortable and efficient, and to have the HVAC work through one control system.

Mr. Mackall and Ms. Allard then responded to further Board member questions concerning: the actual age of the 1990 boiler and its life expectancy; whether savings could be estimated for maintenance, energy use or mold remediation for the expanded scope in the 1990 wing; whether the expanded scope and alternates could be delayed and the potential cost of that delay; whether there are savings by combining the work into one project while the systems are opened up; the timeline for the remaining required Life Safety survey items in the second category; whether the alternate items that are from the Life Safety list can be delayed; the budget year this work would impact; and the annual budget set aside for capital expenditures and for maintenance District-wide.

Board members also expressed opinions as to whether they would support the proposed additional scope and alternates at Franklin. Board members also briefly discussed how capital expenditures could be staged over the next several years to accomplish these priority projects and mentioned other funding options. Dr. Bender reminded the Board that the Community Finance Committee would be presenting options for consideration at the December 10 meeting.

Board President Heyde then turned to consideration of the Lincoln Middle School project.

Mr. Mackall reviewed a report prepared by Fanning Howey on the scope and fee items discussed at the October 22 meeting for proposed work at Lincoln. The original scope of work was to replace existing steam boilers with new, higher efficiency steam boilers, as discussed with the Board in December 2011. Mr. Mackall pointed out that during the course of reviewing this original scope of



work, four additional items had been identified that could be completed simultaneously at some benefit to the District, including providing air conditioning to the lower level cafeteria. He noted the Board could identify this item as an alternate instead.

In response to Board member questions, Mr. Mackall clarified that the original heating pipes in the school are in good condition and do not need to be changed, and that the fitness room next to the cafeteria is also not air conditioned but is not included in the proposed additional scope. Mr. Mackall noted the space could be used more often at the beginning and end of the school year for educational purposes other than during the lunch periods if it were air conditioned, and shared ideas from Principal Tony Murray. Dr. Bender also confirmed that alternate spaces are highly sought after for smaller group opportunities for learning during the course of each day.

Mr. Mackall further confirmed the cost related to air conditioning the cafeteria is \$190,000. Ms. Keri Van Sant of Fanning Howey explained that the original base bid scope of \$560,000 for construction was very conservative and is actually less than estimated. Removing the air conditioning from the expanded scope construction estimate of \$630,000 would bring the estimated construction cost to about \$440,000 plus design fees. Mr. Mackall noted the air conditioning could be removed from the base bid and listed as an alternate. If the package were bid in that way, he confirmed the District would have the design plans for possible future use. He also confirmed that the District could effectively control a variety of different heating systems across the District, so there is no need for uniformity of those systems.

Board President Heyde then turned to a consideration of the work to be done at Field School, which is on the top priority list but has not been developed as yet. Dr. Bender reaffirmed that the Board should have a fuller conversation about Field at an upcoming meeting or meetings, and must decide whether to utilize performance-based contracting or the Fanning Howey bid/specification approach. Mr. Mackall confirmed that the Board would need to decide soon, if a phased approach to Field would be expected to get underway in summer 2013. Board members further shared their concerns and attitudes about financing the existing Carpenter, Franklin and Lincoln projects totaling about \$4.8 million according to the Fanning Howey report. They offered opinions about whether work should be staged to stay within a \$3 million annual capital expenditure budget, whether to spend more quickly for several years and then reduce capital expenditures for a subsequent period of years to balance the spending over a period of time. Board members also confirmed that Field School's needs must be factored into this decision as well.

**APPROVAL TO MOVE TO CONSTRUCTION  
DOCUMENTS PHASE AT FRANKLIN SCHOOL**

Approval to Move to  
Construction  
Documents Phase at  
Franklin School



ACTION ITEM 12-11-2

Action Item  
12-11-2

It was moved by Board member Borrelli and seconded by Board member Lawson 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.

It was moved by Board member Fioretto to amend the motion on the table to include only the original base scope items. There was no second to the motion.

President Heyde noted that items listed as #1a, #1b, #11 and #12 would be priced as alternates.

The votes were cast as follows:

AYES: Borrelli, Uhlig, Heyde, Zimmerman, Lawson

NAYS: Fioretto, Collins

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL TO MOVE TO CONSTRUCTION  
DOCUMENTS PHASE AT LINCOLN MIDDLE SCHOOL**

Approval to Move to  
Construction  
Documents Phase at  
Lincoln Middle School

ACTION ITEM 12-11-3

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the motion to proceed to Construction Documents on project number 211143.04 at Lincoln School, except for the air conditioning in the cafeteria.

Action Item  
12-11-3

It was moved by Board member Borrelli and seconded by Board member Uhlig to amend the motion to include air conditioning as an alternate.

During discussion of the amendment, Mr. Mackall confirmed that the additional design cost would be approximately \$4,500 for the air conditioning project.

The votes on the amendment of the motion were cast as follows:

AYES: Lawson, Heyde, Uhlig, Borrelli

NAYS: Collins, Fioretto, Zimmerman

PRESENT: None.

ABSENT: None.

The motion to amend carried.

The votes on the motion as amended were as follows:

AYES: Borrelli, Uhlig, Heyde, Zimmerman, Lawson

NAYS: Fioretto, Collins

PRESENT: None.

ABSENT: None.

The motion carried.

### **APPOINTMENT OF BOARD ELECTION DESIGNEES**

Appointment of  
Board Election  
Designees

Dr. Bender reported that the period to accept nominating petitions or objections for the April 9, 2013 election of Board members would fall during the District's scheduled winter break, and that various administrators and staff members must be designated as election officials to be in the office during the required periods to accept such papers.

### **ACTION ITEM 12-11-4**

Action Item  
12-11-4

It was moved by Board member Zimmerman and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the 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:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

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, Mr. Joel T. Martin.

### B. BILLS, PAYROLL AND BENEFITS

#### Bills

10 – Education Fund -----	\$ 796,268.99
20 – Operations and Maintenance Fund -----	101,292.34
30 – Debt Services -----	-
40 – Transportation Fund -----	153,127.65
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	4,954.00
90 – Fire Prevention and Safety Fund -----	<hr/>

Checks Numbered: 110580 – 110816

Total: \$1,087,226.48

#### Payroll for Month of October 2012

10 – Education Fund -----	\$3, 426,194.15
20 – Operations and Maintenance Fund -----	210,928.13
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	172,942.15
80 – Tort Immunity Fund -----	<hr/>

Checks Numbered: 6939-7287

Direct Deposit: 900019709 – 900021702

Total: \$3,810,064.43

### C. Approval of Financial Update for the Period Ending October 31, 2012

### D. Acceptance of Annual Audit Report FY12

### E. DESTRUCTION OF AUDIO CLOSED MINUTES (none)

#### ACTION ITEM 12-11-5

Action Item  
12-11-5

It was moved by Board member Lawson and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent

Agenda of November 12, 2012, which includes the Personnel Report, Bills, Payroll, and Benefits, Approval of Financial Update for the Period Ending October 31, 2012, Acceptance of Annual Audit Report FY12, and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

## **APPROVAL OF MINUTES**

Approval of  
Minutes

### **ACTION ITEM 12-11-6**

It was moved by Board member Fioretto and seconded by Board member Uhlig 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 22, 2012.

Action Item  
12-11-6

The votes were cast as follows:

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

NAYS: None.

PRESENT: Collins

ABSENT: None.

The motion carried.

## **OTHER ITEMS OF INFORMATION**

Other Items of  
Information

Regarding Memorandum of Information #008 on the formation of the Board Advanced Technology Committee, Dr. Bender noted that interest is quite strong, with several community members already having submitted letters to volunteer prior to the December 3 deadline.

Memorandum of Information #009 from Dr. Hinton announced that the Illinois State Board of Education would require that a new Illinois 5Essentials Survey be given in February / March to all District 64 certified staff, students in grades 6-8, and parents.

Minutes of the November 1, 2012 Community Finance Committee meeting were presented.

Dr. Bender updated the Board on a recent Illinois Association of School Administrators (IASA) briefing he attended on federal legislative issues, including reauthorization of the Elementary and Secondary Education Act, and on State legislative matters, primarily teacher pension funding.

Board President Heyde noted that he and several Board members and District administrators would be attending seminars offered at the annual joint conference of IASA, the Illinois Association of School Boards, and the Illinois Association of School Business Officials on November 15-16 in Chicago, and that he would report back at a later meeting.

## ADJOURNMENT

Adjournment

At 10:19 p.m., it was moved by Board member Lawson and seconded by Board member Fioretto to adjourn to closed session to discuss performance of a specific employee 5 ILCS 120/2(c)(1) and 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, Collins, Lawson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The regular Board meeting adjourned from closed session at 11:30 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  
Special Board Meeting  
Monday, January 14, 2013  
Raymond Hendee Educational Service Center  
164 S. Prospect 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, January 14, 2013**

## TIME

## APPENDIX

7:00 p.m.

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

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

### **• Public Comments**

### **• Consent Agenda**

**Action Item 13-01-1**

**A-1**

-- Board President

- Personnel Report
- Bills and Benefits

### **• Board Convenes to a Committee-of-the-Whole**

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

### **• 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
- Recognition of IASBO Designation Program Recipient
- 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 3/18/13
- Approval of February Financials – 3/18/13
- 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 4/22/13
- Approval of March Financials – 4/22/13
- Pledge of Allegiance and Welcome - Emerson 5/20/13
- Approval of April Financials – 5/20/13

### TBD

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



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

**Board of Education Agenda  
Monday, January 28, 2013  
Jefferson School  
8200 Greendale Avenue  
Niles, Illinois**

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

**Monday, January 28, 2013**

## TIME

## APPENDIX

- |           |  |  |
|-----------|--|--|
| 6:30 p.m. | <b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> <li>• <b>Board Adjourns to a Committee-of-the-Whole: Finance</b></li> </ul>   |  |
| 7:30 p.m. | <ul style="list-style-type: none"> <li>• <b>Board Adjourns from Committee-of-the-Whole and Resumes Board Meeting</b></li> <li>• <b>Pledge of Allegiance and Welcome</b></li> <li>• <b>Public Comments</b></li> <li>• <b>Recognition of IASBO Designation Program Recipient</b> <span style="float: right;">A-1</span><br/>-- Superintendent</li> <li>• <b>Preliminary Discussion of 2013-14 Class Section Practices</b> <span style="float: right;">A-2</span><br/>-- Superintendent</li> <li>• <b>Early Childhood Services Presentation</b> <span style="float: right;">A-3</span><br/>-- Coordinator Extended Day and Preschool Services</li> <li>• <b>Consent Agenda -</b> <span style="float: right;">Action Item 13-01-1</span> <span style="float: right;">A-4</span><br/>-- Board President               <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 December 31, 2012</li> <li>• Release of Closed Minutes</li> <li>• Destruction of Audio Closed Minutes</li> </ul> </li> <li>• <b>Approval of Minutes</b> <span style="float: right;">Action Item 13-01-2</span> <span style="float: right;">A-5</span><br/>-- Board President               <ul style="list-style-type: none"> <li>• Regular Board Meeting Minutes .....December 10, 2012</li> <li>• Closed Session Minutes .....December 10, 2012</li> </ul> </li> </ul> |  |

- Special Board Meeting Minutes .....January 14, 2013
- Committee-of-the-Whole Minutes .....January 14, 2013

• **Other Items of Information**

A-6

-- Superintendent

- Upcoming Agenda
- Memorandum of Information (none)
- Minutes of Board Committees
  - Traffic Safety Meeting Minutes of December 11, 2012
- Other

• **Adjournment**

Next Meeting: Monday, February 11, 2013  
 7:00 p.m. – Special Board Meeting  
 Raymond Hendee ESC  
 164 S. Prospect Avenue  
 Park Ridge, IL 60068

Next Regular Meeting: Monday, February 25, 2013  
 7:30 p.m. – Regular Board Meeting  
 Field Elementary School  
 707 Wisner Avenue  
 Park Ridge, IL 60068

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 3/18/13
- 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 4/22/13
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- Pledge of Allegiance and Welcome - Emerson 5/20/13
- Approval of April Financials – 5/20/13

TBD

- Budget Hearing
- Re-adoption of 2012-13 Budget
- Maine Township Treasurer (memo)
- Progress Report on District-wide Priorities & Strategic Plan Activities
- Present Final Calendar for 2013-14 & Tentative Calendars for 2014-15 & 2015-16
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**Madelyn Wsol**

Monday, December 3, 2012 11:51 AM

**Subject: FW: FOIA-Cab Companies****Date:** Monday, December 3, 2012 11:50 AM**From:** Madelyn Wsol <mwsol@d64.org>**To:** Madelyn Wsol <mwsol@d64.org>**From:** Skytta, Rachel (NBCUniversal) <Rachel.Skytta@nbcuni.com>**Date:** Mon, Dec 3, 2012 at 11:23 AM**Subject:** FOIA-Cab Companies**To:** jeven@d64.org

454 North Columbus Drive

A Division of National Broadcasting

Chicago, IL 60611-5555

Company, Inc.

312-836-5555 &lt;tel:312-836-5555&gt;

[www.nbcchicago.com](http://www.nbcchicago.com) <<http://www.nbcchicago.com>>

December 3, 2012

James Even

Park Ridge-Niles School District #64

164 South Prospect

Park Ridge, IL 60068

Dear Mr. Even:

This is a request under the U.S. Freedom of Information Act and the Illinois Freedom of Information Act.

I am doing a survey of all Chicago-area special education districts and cooperatives and their use of private taxi companies to transport special education students (to and from jobs, schools, home, etc.).

I would like to know if your district uses any cab companies to transport its students. If so, please provide me with the following:

- 1) A list of the name(s) of the cab or taxi companies;
- 2) How much you have paid each such company since January of 2011, and
- 3) A list of the names of all cab drivers who have transported your students since January, 2011.

Please send a copy of the records to me at the address listed here. I would also be happy to accept the records electronically, via my e-mail address at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com). Because these records are in the public interest, I ask that you waive any reproduction fee.

If you deny this request, please tell me on what grounds, and to whom I should appeal. And if you have any questions concerning this request, please don't hesitate to contact me. Thank you so much for your time and consideration in this matter.

Sincerely,

Katy Smyser  
Producer

**MEMORANDUM OF INFORMATION**

#010

2012-13

To: Board of Education  
Dr. Philip Bender, Superintendent

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

Date: December 10, 2012

Subject: Update on Curriculum Related to CPR/ AED Use

This summer, the Safety Education section of the Illinois School Code was amended to include instruction "for students enrolled in grades 6 through 8, cardio-pulmonary resuscitation and how to use an automated external defibrillator by watching a training video on those subjects."

District 64 is moving forward on this state mandate. Health teachers are scheduled at an upcoming Department meeting to address instruction related to CPR and automated external defibrillator (AED) use. We have had the opportunity to review a video sponsored by the Illinois State Board of Education that was released related to these topics, and to consider its instructional value within both the 6<sup>th</sup> and 8<sup>th</sup> grade courses. If implemented, the video would provide students with more detailed information about the administration of CPR and the use of the AED.


One concern that has been discussed and investigated is whether District 64 might consider going further, to formally "certify" students in CPR/ AED use. On the advice of legal counsel and in consultation with our local medical professionals, District 64 has determined not to pursue the formal certification of middle school age students. Rather, the video will be used as an informative instructional tool as part of the Health curriculum, which will fully meet the guidelines of the School Code. Additional information about opportunities in the community to become formally certified in CPR/ AED use will be shared with students. Students who are interested will be encouraged to discuss this information with their families and consider if they have the maturity as young adolescents as well as the time to obtain formal certification.

## MEMORANDUM OF INFORMATION

#011

2012-13

TO: Board of Education

FROM: Dr. Philip Bender, Superintendent 

DATE: December 10, 2012

SUBJECT: Report from Wellness Council on Policy / Procedure Implementation

### **Background**

As reported to the Board on October 22, District 64 Facilitator of School Health Services Margaret Petkofski, RN, earlier this fall completed a survey of principals on current practices regarding foods available to students at school during the school day or at school-sponsored events.

The survey was designed to provide information about implementation and compliance with Board Policy 6:50 School Wellness, its administrative procedures, and food guidelines related to: daily snacks supplied by home for individual students; birthdays; holiday celebrations; non-holiday events (club celebrations, class rewards, end of year); individual classroom rewards; and, non-PTO/A events (clubs, bands, orchestra, sports, POWER) held before/after school and on weekends.

### **Wellness Council Review**

The District 64 Wellness Council at its meeting on November 27 reviewed the survey information to gauge how successfully implementation is being carried out. The Council also was asked to determine whether any further modifications might be needed to this policy or its administrative procedures as part of its efforts to promote proper nutrition and physical fitness for our District's students, families, and staff.

The Council affirmed that the best approach is to continue the current model of encouraging willing adoption of good practices through education and encouragement. The intent is to keep District 64 moving forward in its efforts to ensure a total school environment that promotes and supports student health and wellness, and helps to reduce childhood obesity. The focus is on continuing this collaboration with all parties to achieve understanding, rather than focusing solely on compliance.

### **Recommendations for Specific Changes**

The District and Council have devoted several years to building the awareness of all groups to the many facets of wellness, food safety, allergy management and related concerns. In examining the District's practices as indicated on the fall 2012 survey data, the Council was pleased to see the strong support evidenced by the school PTO/As in steadily implementing changes to shift the focus toward healthier foods in PTO/A-sponsored lunches and toward hosting more activity-based instead of food-centered events. Looking further, the Council felt that it would be appropriate at this point to take an additional step to focus on food used during instructional time as incentives, rewards or prizes.

Therefore, the Wellness Council is recommending that two changes be made to administrative procedures that address this area to further highlight the importance of



providing a learning environment that promotes good nutrition, physical activity and physical fitness.

The recommended changes are:

- **Administrative Procedure for School Wellness 6:50 – Section: School Activities and Environment – Health Eating**
  - Current wording: "School staff are encouraged to use non-food incentives or rewards."
  - Suggested wording: "School staff will not use food as incentives, rewards or prizes during instructional time."
- **Administrative Procedure for Food Allergy Management 7:285 – Section for Teaching and Support Staff**
  - Current wording: "Adapt curriculum, awards, prizes, etc. by substituting non-food items (Constructive Classroom Rewards)."
  - Suggested wording: "Food should not be used for classroom awards, prizes or incentives (see Constructive Classroom Rewards)."

### Outreach

In coming months, we will continue to share information with staff members, administrators, parents and students about these further steps. The Wellness Council will meet again in January to plan additional outreach efforts to staff members regarding these specific changes and offer support.

District 64 will continue to utilize the slogan: "Good Health Promotes Good Learning." However, we are introducing a fresh, new logo to help build awareness of these efforts. The logo will be added to our website and used on our communications going forward.



By working collaboratively with PTO/As, families, staff and administrators, District 64 overall has made great progress in just a few years in promoting a healthy and active lifestyle in its educational programs and school activities for all students. We look forward to maintaining this positive momentum as we find new ways to improve our practices that enhance children's health, well-being and ability to learn.

## MEMORANDUM OF INFORMATION

#012

2012-2013

TO: Board Members  
Philip Bender, Superintendent

FROM: Rebecca J. Allard and Leslye Lapping, Co-Chairs

DATE: December 10, 2012

RE: 2012 District 64 Employee Campaign for the Park Ridge Community Fund

It is our pleasure to report that District 64 employees and retirees have contributed \$12,865.40 to the 2012 Park Ridge Community Fund campaign. This year's theme was focused on "*Giving begins at home*". It also is a year of great need, as the economic recession continues and more than ever, it is anticipated, that community members will be turning for assistance to local social service agencies.

The campaign was conducted from November 1<sup>st</sup> through November 16<sup>th</sup>. In all, 316 employees and retirees contributed to the campaign, and we thank everyone for their generosity.

A major factor in the success of this year's campaign was the outreach of the building representatives, who organized informative, entertaining and heart-warming efforts customized for their locations: **Carpenter:** Susan Douglass, Lisa Gray; **Field:** Maryann Arsenijevic and Lindsey Hejza; **Franklin:** Lenore Franckowiak and Susan Rice; **Jefferson:** Kathy Hirsch and Sue Luif; **Roosevelt:** Alexandra Shalzi; **Washington:** Diane Abezetian, Jessica Hutchison; **Emerson:** Cindy Davies and Valerie Halsted; **Lincoln:** Sue Herman; and, **ESC:** Becky Allard and Peggy Morgan.

As incentives to participate, a separate drawing at each building was held for a full day off from work, to be covered by the building principals and ESC administrators.

District business partners and local business supported the campaign by contributing fabulous prizes for a separate District-wide incentive raffle. We thank our business partners, local businesses and our administrators for their gracious support.

We are very proud of District 64 employees and retirees for responding with generosity and compassion to the human needs of local residents that are met through the agencies supported by the Park Ridge Community Fund.

To: Board of Education

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

Date: December 10, 2012

Subject: Revised 2013 School Board Election Filing Dates

On December 3, 2012 Governor Pat Quinn signed Senate Bill 3338 that revised the deadline for candidates running for school board to file their nominating petitions. The deadline for filing petitions for school board seats will be moved to December 26, 2012 until 5:00 p.m. Previously, the date for the deadline for filing the petitions was December 24, 2012 until 5:00 p.m. Based on the Governor's action the District Office will now be closed on December 24, 2012.

- The *revised* dates for filing nominating papers with the Board secretary are **December 17, 18, 19, 20, and 21, 2012 from 8:00 a.m. to 4:30 p.m. and December 26, 2012 from 8:00 a.m. to 5:00 p.m.**
- The *revised* dates for filing objections begin **December 27, 28, 31, 2012 and January 2, 2013 from 8 a.m. to 3 p.m. and January 3, 2013 from 10:00 a.m. to 5:00 p.m.**

The District 64 Board of Education will have four 4-year term (full) seats open at the April 9, 2013 election.