

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

**Board of Education Agenda
Regular Board Meeting
Monday, February 25, 2013
Field Elementary School- North Gym
707 N. Wisner Avenue
Park Ridge, IL 60068**

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

Monday, February 25, 2013

TIME

APPENDIX

7:00 p.m. **Meeting of the Board Convenes**

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

7:00 p.m. • **Tour of Field School Facility**

7:30 p.m. • **Pledge of Allegiance and Welcome**
-- Field School Principal/Students/PTO

- Public Comments

- Recognition of 2012 Illinois Honor Roll Schools
-- Superintendent/Board President

A-1

- **Discussion on Student Fees for 2013-14**
-- Superintendent

A-2

- **Progress Report on 2012-13 District-wide Priorities & Strategic Plan Activities**
-- Superintendent/Public Information Coordinator/
Director of Technology/ Assistant Superintendent for Student Learning

A-3

- Approval to Award Contract for the Carpenter School Mechanical Upgrades Project

A-4

-- Director of Facility Management/
Fanning Howey

Action Item 13-02-4

- Approval to Bid Phase I at Field School

A-5

-- Director of Facility Management/
Fanning Howey

Action Item 13-02-5

- Approval to Bid Asbestos Removal at Field School

A-6

-- Director of Facility Management

Action Item 13-02-6

- **Discussion of Design Phase II at Field School** A-7
 -- Director of Facility Management/Fanning Howey

- **Consent Agenda** Action Item 13-02-7 A-8
 - Board President
 - Personnel Report
 - Approval of Administrative Contracts
 - Approval of 2012-13 Salary and Benefit Sheets for Secretaries and Custodians
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending January 31, 2013
 - Board Authorizes 2013-14 Staffing Plan
 - Destruction of Audio Closed Minutes (none)

- **Approval of Minutes** Action Item 13-02-8 A-9
 - Board President
 - Committee-of-the-Whole Minutes.....January 28, 2013
 - Regular Board Meeting Minutes.....January 28, 2013
 - Closed Session Minutes.....January 28, 2013
 - Special Board Meeting Minutes.....February 11, 2013
 - Closed Session Minutes.....February 11, 2013

- **Other Items of Information** A-10
 - Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - Request for Quotes for Art & General Classroom Supplies
 - Minutes of Board Committees
 - Wellness Meeting Minutes of January 29, 2013
 - Traffic Safety Meeting Minutes of February 19, 2013
 - Board Advanced Technology Committee (BATC) Minutes of January 29, 2013
 - Other (none)

- **Board Adjourned to Closed Session**
 - Collective Negotiations 5 ILCS 120/2(c)(2)

Next Meeting: **Monday, March 18, 2013**
 7:30 p.m. – Regular Board Meeting
 Lincoln Middle School - Cafeteria
 200 South Lincoln Avenue
 Park Ridge, IL 60068

March 18, 2013 – Lincoln Middle School - Cafeteria

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approval of Student Fees 2013-14
- Board Sets Date of Public Hearing for Re-adoption of 2012-13 Budget
- Discussion of Class Size Guidelines
- Approval to Award Contract for the Franklin School Mechanical Upgrades Project
- Approval to Award Contract for the Lincoln Middle School Mechanical Upgrades Project
- Approval to Design Phase II at Field School
- Approval of Food Service Contract Renewal
- Recommendation from Math Committee on Materials

- Approval of February Financials
- Update on Board of Education Goals 2011-13
- Resolution # Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests (memo)
- Healthy Living Month

April 8, 2013

Committee-of-the-Whole: Recommendations from Board Advanced Technology Committee (BATC) – 7:00 p.m.

April 22, 2013 – Roosevelt School – South Gym

Public Hearing on 2012-13 Final Budget – 7:15 p.m.

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approval of Recommendations from Board Advanced Technology Committee (BATC)
- Adoption of Math Materials
- Approval of March Financials
- ISBE Financial Profile (memo)
- ISBE Certification of Recognition “Fully Recognized” (other)
- School Search 2012 Bright Red Apple Award (other)

May 6, 2013

Committee-of-the-Whole – Finance – 6:00 p.m.

- Review Draft of 2013-14 Tentative Budget

Special Board Meeting – 7:00 p.m.

Organizational Meeting – 7:30 p.m.

May 20, 2013 – Emerson Middle School – Multi-purpose Room

Regular Board Meeting – 7:30 p.m.

- District 64 Jazz Band Emerson
- Pledge of Allegiance and Welcome
- Recognition of Student Awards
- ELF Grant Awards
- Approval of April Financials
- Bid for PE Uniforms (memo)

Upcoming Topics

Committee-of-the-Whole – Finance – 6/10/13

- Judith L. Snow Awards – 6/24/13
- Approval of May Financials – 6/24/13

TBD

- Maine Township Treasurer (memo)
- Appointment of Washington School Principal
- Recognition/Plans for Community Finance Committee
- Approval of 1-year Extension of Bus Contract
- Analysis of ISAT Test Scores

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.

Academic Excellence Award -- Recognition of Illinois Honor Roll Schools

Attached are copies of the letters sent to three of our schools that received the Academic Excellence Award – 2012 Illinois Honor Roll. Congratulations to the following schools that received this award:

Carpenter Elementary School
Field Elementary School
Roosevelt Elementary School



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Gery J. Chico
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

January 2013

Mr. Brett Balduff, Principal
George B Carpenter Elementary School
Park Ridge CCSD 64
300 N Hamlin Ave
Park Ridge, IL 60068

Re: Academic Excellence Award – 2012 Illinois Honor Roll

Dear Principal:

Congratulations! Your school has earned an Academic Excellence Award! The Illinois State Board of Education commends you and your faculty on all the good work required to sustain academic excellence in your school.

Across the state, 454 schools earned the Academic Excellence Award for 2012. Many of these schools receive national recognition for their long-time exemplary performance.

To earn an Academic Excellence Award, a school must meet the following criteria:

- Schools must have made Adequate Yearly Progress in 2011 and 2012 as required by No Child Left Behind.
- In schools serving grades 8 and below, 90 percent of students must have met or exceeded state standards in both reading and mathematics for the three most recent school years;
- In high schools, 80 percent of students must have met or exceeded state standards in both reading and mathematics for the three most recent school years.

Enclosed you will find a certificate commemorating this award. At <http://www.ilhonorroll.niu.edu> you can learn more about the Illinois Honor Roll, which includes three categories of awards – Spotlight Schools, Academic Improvement and Academic Excellence. At this website, you will find a page devoted to your school and a customized logo for your use. Also, you will find the criteria for the awards and a full list of award winners.

We encourage you to celebrate your success and share your good news with students, parents and all community partners. Again, I extend my congratulations and very best wishes for continuing success.

Sincerely,

A handwritten signature in black ink that reads "Christopher Koch".

Christopher A. Koch, Ed.D.
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent
Park Ridge CCSD 64



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
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Gery J. Chico
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

January 2013

Mrs. Susan Walsh, Principal
Eugene Field Elementary School
Park Ridge CCSD 64
707 Wisner St
Park Ridge, IL 60068

Re: Academic Excellence Award – 2012 Illinois Honor Roll

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Christopher A. Koch, Ed.D.
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent
Park Ridge CCSD 64



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Gery J. Chico
Chairman

Christopher A. Koch, Ed.D.
State Superintendent of Education

January 2013

Dr. Kevin Dwyer, Principal
Theodore Roosevelt Elementary School
Park Ridge CCSD 64
1001 S Fairview Ave
Park Ridge, IL 60068

Re: Academic Excellence Award – 2012 Illinois Honor Roll

Dear Principal:

Congratulations! Your school has earned an Academic Excellence Award! The Illinois State Board of Education commends you and your faculty on all the good work required to sustain academic excellence in your school.

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Christopher A. Koch, Ed.D.
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent
Park Ridge CCSD 64

To: Board of Education

From: Rebecca Allard, Business Manager 
 Brian Imhoff, Asst. Business Manager 

Date: February 25, 2013

Subject: Recommendation for 2013-14 Student Fees

The Board of Education annually reviews and approves student fees. The following proposed fee schedule and information below is provided to assist the Board in its discussion of the 2013-14 student fees with approval to occur at the March 18, 2013, Board meeting.

Required Registration Fees & Participatory Fees

All students pay an annual registration fee, which varies by grade level, and helps offset textbook, supplies, and technology costs. Participatory fees apply only for students who take part in approved extracurricular programs such as instrumental music, chorus, or athletics. All registration and participatory fees have been held constant since the Board's acceptance of the amounts proposed in the 2009 Community Finance Committee fee study. We recommend that these same fee amounts be approved again for 2013-14. Another in-depth fee study will be completed in 2013 to determine if fees should be adjusted in the following school year.

Optional Bus Fees

Transportation is provided at no cost to all students who live more than 1.5 miles from their attendance center. Students who reside within 1.5 miles of their attendance center can opt to pay for District-provided transportation. Based on the increased transportation costs incurred by the District, we recommend the following fees for 2013-2014:

- | | | |
|---|-------|--------------------|
| • All Year pass | \$520 | (increase of \$10) |
| • Cold Weather pass (Thanksgiving – Spring Break) | \$310 | (increase of \$5) |

Plate Lunch Fee

The middle school cafeterias offer a daily plate lunch. In the past, District 64 has adjusted the fee for the plate lunch to match actual food costs. Based on next year's expected costs, we recommend a daily plate lunch fee of \$2.70 for 2013-14.

Elementary Before School Fees

As reported in the January 25, 2013, memorandum from the Superintendent to the Board, several changes will occur to the before school child care program in 2013-14. The Park Ridge Recreation & Park District will be supervising a one-year pilot program for both the before and after school child care programs on site at Roosevelt School for the 2013-14 school year. Fees for these programs will be established and collected by the Park District.

Before school child care will continue to be available and provided by District 64 at Carpenter, Field, Franklin, and Washington Schools in 2013-14. However, several program changes are

necessary to comply with staff/ student ratio and staff certification requirements prescribed by the Illinois School Code, which will result in significant cost increases for the program. Please refer to the January 25, 2013 Board memorandum for more information.

Before school fees are paid for the entire year prior to the start of school. To ensure adequate staffing levels for the program, the District has historically offered a discount to parents who pay on or before July 15th. We recommend the following before school fees as a result of the increased program costs expected in 2013-14:

- | | | |
|--------------------------------|---------|--------------------------|
| • Payment on or before July 15 | \$ 968 | (average \$5.50 per day) |
| • Payment after July 15 | \$1,043 | (average \$5.93 per day) |
| • Emergency daily rate | \$ 22 | |

Because of the program changes and corresponding fee increase, District 64 will communicate directly with parents of children currently enrolled in the before school program to update them about the changes for 2013-14 once the fees are approved in March. We will also continue providing the annual "Look Ahead at Student Fees" informational flyer to all parents in the spring school newsletters.

Jefferson Fees

Jefferson School operates several different programs with associated fees. These programs include community preschool, extended day kindergarten, child care (before and after school and on non-school days), and summer camp. Because of the optional nature of these programs, the Board has expressed a desire for these programs to be self-sustaining. Therefore, slight fee increases are being proposed for most programs to offset the increases in personnel costs in 2013-14.

We are also recommending a new fee related to the child care program provided at Jefferson School on non-school days. As in previous years, parents will have the ability to register their child to attend Jefferson on non-school days for a daily fee. However, any registrations that are received less than 10 days prior to the date of the program will incur an additional late registration fee in 2013-14 (\$10 for full day registrants and \$5 for half day registrants). Our goal is to reduce the number of last minute registrations, so the District can ensure the appropriate staff to child ratios required by the School Code will be maintained on non-school days.

PARK RIDGE- NILES SCHOOL DISTRICT 64

2013- 2014 SCHOOL YEAR PRICE LIST

Recommended Increases in **BOLD**

DAILY PLATE LUNCH W/MILK

2.60 2.70

SNACKS

BAGEL	1.00	1.05
BAKED CHIPS, 1.5 OZ	1.05	1.10
BREAD STICK, 1.5 OZ	0.60	0.65
BROWNIES/CAKES	1.00	1.05
CHEEZ IT, 1.5 OZ	0.90	1.00
CHURRO	1.10	1.15
APPLE BOSCO STICK (1)	1.25	1.30
COOKIE, OTIS SPUNKMEYER 2.3 OZ	1.10	1.15
MUNCHIES	0.85	0.90
MUNCHIES	0.85	0.90
OREO COOKIES, 2 OZ	1.10	1.15
POP TARTS, 3.67 OZ	1.10	1.15
POP TARTS, WHOLE GRAIN, 3.67 OZ	1.10	1.15
PREMIUM ICE CREAM	1.50-2.75	1.75-3.25
PRETZELS, 6 OZ	1.10	1.15
RICE KRISPIE TREATS, 1.3 OZ	1.00	1.05
VICKIE'S CHIPS, 1.3 OZ	1.25	1.30
WELCH'S FRUIT, 2.25 OZ	1.10	
YOGURT, 6 OZ	1.20	1.25
YOGURT PARFAIT, 10 OZ	1.65	

SIDE DISHES

HOT VEGETABLE (4 oz)	0.55	
SEASONED FRIES (4 oz)	2.00	
FRENCH FRIES 4 oz	1.50	1.60
RICE OR POTATO	0.75	
SOUP - w/ crackers 12 oz	1.10	1.15
CHILI, 12 OZ	1.35	
CHEESE SAUCE, 2 OZ	0.50	
MARINARA SAUCE, 4 OZ	0.60	
CREAM CHEESE	0.50	

ROTATING FOOD BARS

3.15-3.50 3.20-3.75

ENTREES

BOSCO STICKS, 2 CT	2.45	2.50
CHEESEBURGER	2.10	2.15
BREADED CHICKEN SANDWICH	2.10	2.15
CHICKEN TENDERS, 3 OZ	3.15	3.25
NACHOS W/CHEESE, 4 OZ	1.60	1.65
PIZZA, 16" 8 CUT, PEPPERONI	2.55	2.60
PIZZA, 16" 8 CUT, CHEESE	2.25	2.30

BEVERAGES

BOTTLED WATER 8 OZ	0.75
BOTTLED WATER, 16.9 OZ	1.00
GATORADE, 12 OZ	1.75
PROPEL, 12 OZ	1.75
WELCH'S 12 OZ	1.50
MILK 8 OZ	0.55
MILK - ELEMENTARY	0.50

SALADS

BUFFALO CHICKEN SALAD	3.50	3.60
CHICKEN CAESAR SALAD	3.50	3.60
TACO SALAD	3.50	3.60
SALAD BAR	3.00	3.10



arbor
Management, Inc.

Recommended:
February 14, 2013

Park Ridge Niles Community Consolidated School District 64
2013-14 Recommended School Fees

For Discussion Purposes on February 25

	2012-13	Proposed 2013-14	\$ Change	% Change	Comments
Required Fees					
Kindergarten	\$84	\$84	\$0	0.0%	
Elementary Grades 1-5	\$227	\$227	\$0	0.0%	The recommendation not to increase student fees is based on CFC's Option #4.
Middle School	\$315	\$315	\$0	0.0%	

Participatory Fees

Instrumental Music					
Beginner	\$40	\$40	\$0	0.0%	
Advanced	\$40	\$40	\$0	0.0%	
Basketball					
Volleyball	\$75	\$75	\$0	0.0%	
Cross Country	\$25	\$25	\$0	0.0%	
Chorus - Elementary					
Chorus - Middle School	\$15	\$15	\$0	0.0%	

Bus Fees (For students who reside within 1 1/2 miles of the attendance center and opt to pay for transportation)

All Year	\$510	\$520	\$10	2.0%	Cost of transporting a student to school
Cold Weather	\$305	\$310	\$5	1.6%	

Lunch Fee	\$2.60	\$2.70	\$0.10	3.8%	1. Reflects increased food costs 2. A la carte price increases attached
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Elementary Before School Fees (Program start time 7:00 AM for Carpenter, Field, Franklin, and Washington)

Plan A (on or before July 15)	\$489	\$968	\$479	98.0%	The fee increase is a result of ISBE guidelines for school run child care programs (Average \$5.50 per day).
Plan B (after July 15)	\$567	\$1,043	\$476	84.0%	
Plan C - Emergency Daily Rate	\$21	\$22	\$1	4.8%	

Jefferson Programs

Community Student Pre-School	\$16.50	Day	\$17.50	Day	\$1.00	6.06%	
Extended Day Kindergarten Program	\$20.00	Day	\$21.00	Day	\$1.00	5.00%	AM and PM programming available
Early AM Kindergarten Child Care	\$10.00	Day	\$10.00	Day	\$0.00	0.0%	Only available for Jefferson AM kindergarten

After School Child Care (for students transported from Carpenter, Field, Franklin and Washington)

By 4:30 PM	\$6.00	Day	\$6.50	Day	\$0.50	8.3%	
By 5:30 PM	\$12.00	Day	\$13.00	Day	\$1.00	8.3%	
By 6:00 PM	\$15.00	Day	\$16.25	Day	\$1.25	8.3%	
Emergency Day	\$21.00	Day	\$22.00	Day	\$1.00	4.8%	
Late Pickup Fee	\$10.00	Day	\$10.00	Day	\$0.00	0.0%	

Child Care: Non-School Days

Full Day	\$50.00	Day	\$55.00	Day	\$5.00	10.0%	Maintain a cost neutral program
Half Day	\$30.00	Day	\$35.00	Day	\$5.00	16.7%	
Late Registration Fee - Full Day	\$0.00	Day	\$10.00	Day	\$10.00	NA	Failure to register 10-days prior to the day of program will result in a late fee.
Late Registration Fee - Half Day	\$0.00	Day	\$5.00	Day	\$5.00	NA	

Summer Camp

Full Day	\$50.00	Day	\$55.00	Day	\$5.00	10.0%	Maintain a cost neutral program
Half Day	\$30.00	Day	\$35.00	Day	\$5.00	16.7%	

To: Board of Education
 From: Philip Bender, Superintendent
 Date: February 25, 2013
 Subject: Progress Report on 2012-13 District-wide Priorities and Strategic Plan Activities

Overview

The 2012-13 school year is the third year of implementation for the District 64 Strategic Plan, which was originally adopted by the Board of Education in May 2010. (Attachment 1) The plan was named a “Journey of Excellence” to acknowledge that implementation would require a minimum of five years. Based on the substantial progress made during the first two years, Strategic Plan activities for 2012-13 and beyond are now clearly embedded within the District’s key initiatives.

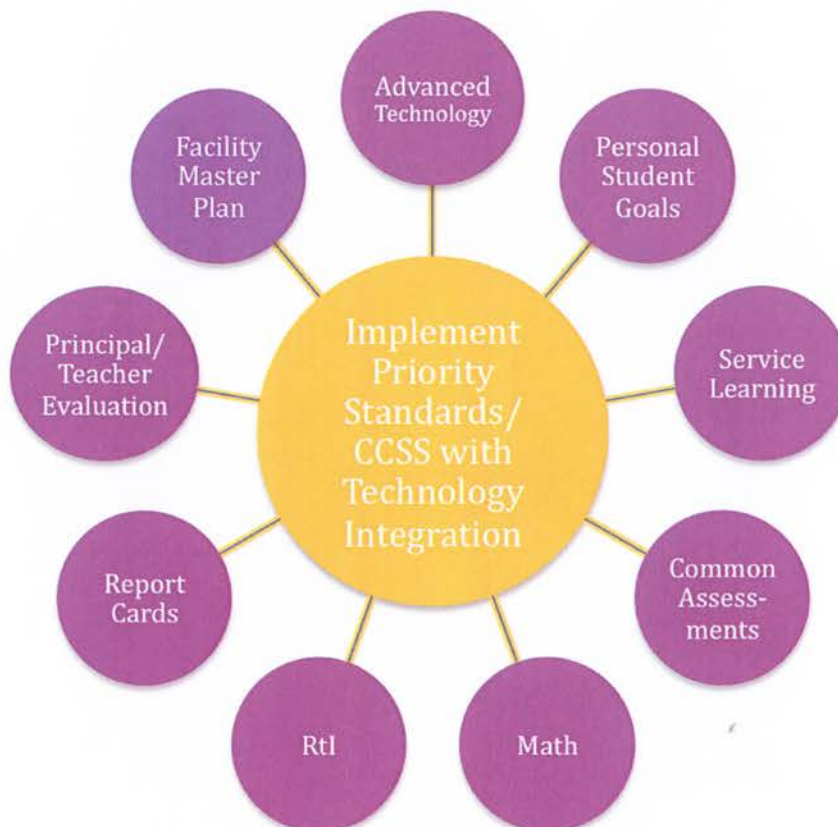


District-wide Priorities for 2012-13

The District’s mission provides the lens for thinking about how we have prioritized time and resources:

The mission of District 64, a vital partnership of staff, families and community, is to inspire all students to embrace learning, discover their strengths and achieve personal excellence in order to thrive in and contribute to a rapidly changing world by providing a rich, rigorous and innovative curriculum integrating civil behavior and fostering resilience.

The graphic below illustrates these priorities, with emphasis on the center.



Placed at the center of the illustration, **the main priority for all staff this year is the implementation of the Priority Standards/Common Core State Standards (CCSS) with technology integrated into the instruction of these standards, and the professional development needed to support this work.** Nine other important focal points are arranged around this center. Shared below is a summary of current progress and next steps for each of these areas. As scheduled, Strategic Plan activities are in various stages of progress with some just beginning and others moving toward implementation.

► **Implement Priority Standards/CCSS with Technology Integration** ◀

This year, the way in which we think about the Strategic Plan has been redefined in two critical ways:

- First, the collaborative structures required to complete the work have shifted to maximize the District's investment in job-embedded professional development through the Instructional Technology Coaches, Curriculum Specialists, and Department Chairpersons.
- Second, the nature of the work itself has changed. Having completed the identification of priority standards in large Strategic Plan strategy committees, we are focused on their implementation in the classroom. Instead of requiring the "all in" participation of all staff and administrators to serve on individual Strategic Plan committees, we have enlisted an "all in" commitment to this implementation effort. Smaller, more focused sub-committees are utilizing release time to support all staff with planning, instruction, and assessment.

The shift in both our collaborative structures and the nature of our work has had an impact on all areas of the Strategic Plan, but particularly on our area of primary focus, the implementation of the priority standards/CCSS with technology integration.

The timeline for this focus area can be summarized as follows:



The Illinois State Board of Education (ISBE) has set forward a five-year timeline to begin implementation of CCSS across Illinois. The 2012-13 school year is the mid-point of this process, which will culminate in students being assessed for the first time on these standards utilizing the Partnership for Assessment of Readiness for College & Careers (PARCC) assessment in 2014-15. District 64's CCSS transition plan is comprised of four stages: Introduction, Early Implementation, Supplemented Implementation, and Full Implementation.

2011-12 Stage 1: Introduction

Last year and the prior year, nearly 400 certified staff and administrators collaborated to address the five strategies of the District 64 Strategic Plan. As a part of this effort, each core and encore area reviewed the curriculum to identify priority standards and

develop a detailed outline of their implications for instruction. In English Language Arts and Mathematics, teachers identified priority standards based on the CCSS.

2012-13 Stage 2: Early Implementation

This school year, much of our strategic collaborative work has transitioned to the operational work of various District committees and has become embedded in our daily practice and District staff development plan. Educators are working together to develop a deep understanding of the priority standards, their relationship to the Common Core Standards (where appropriate), and their implications for planning, instruction, and assessment.

Mid-Year Update

Our collaborative efforts have resulted in the following accomplishments:

- Our efforts are led by the **Instructional Technology Coaches, Library Information Specialists, Curriculum Specialists, and other teacher leaders** who provide job-embedded professional development in addition to professional development sessions on District Staff Development Wednesdays and Staff Development Days. Teachers are applying their learning to design and implement standards-aligned instruction.
- All teachers are involved in this work through their grade-level team or middle school department. **Elementary Grade-Level Teams** and **Middle School Departments** continue to be responsible for the review and implementation of the Priority / CCSS Standards supported by technology integration. While each team or department has a plan based on the needs of students related to their subject area or grade-level, all staff have the opportunity to participate in this work on Staff Development Wednesdays during department meeting time or grade-level planning time.
- The responsibilities of the **Staff Development Committee** were broadened this year to collaboratively plan "District-Directed" Staff Development Wednesdays and District Staff Development Days. The Staff Development Committee is comprised of one representative from each building, one Instructional Technology Coach, two principals, and the Assistant Superintendent for Student Learning. The design of staff development activities reflects the District's priority focus on implementing the Priority Standards / CCSS with technology integration.
- In addition, various **District leadership committees** are responsible for this work:
 - Two, "in-house" professional development committees (Reading and Math) were established to build the capacity of District 64 teachers to understand and implement the CCSS.
 - Other previously existing committees have been reconstituted this year to support this focus.

Each District leadership committee described below has a unique charge related to meeting the needs of specific grade levels and subject areas.

► Supporting the Transition to the English Language Arts (ELA) Common Core Standards:

- **Kindergarten Curriculum Review Committee**

The Kindergarten Curriculum Review Committee is comprised of teacher representatives from Kindergarten and the Literacy Program. The Team met early

this fall to review recommendations for curriculum expectations and pacing based on the Common Core State Standards. Committee members have been responsible for annotating their students' progress related to these expectations each trimester. The team will meet at the end of this month to review these expectations and make adjustments based on this consultative feedback.

- **Reading Committee**

The Reading Committee is comprised of representatives from each elementary building. Reading Committee members provide consultative feedback from the buildings regarding the implementation of the ELA CCSS, the alignment of District 64 curricular materials related to the CCSS, and the professional needs of staff. This year, the Reading Committee reviewed the professional development modules implemented in January and February to "field test" their effectiveness before bringing them to a broader audience.

- **Reading Professional Development Team**

The newly formed Reading Professional Development Team consists of the elementary Library Information Specialists, the elementary Instructional Technology Coaches, and one representative from each grade level K-5. This team is charged with presenting professional development modules for all grade-level teachers responsible for literacy instruction. To date, one module was presented on a Staff Development Wednesday in January and one was shared at our February Staff Development Day. The modules provide teachers with a comprehensive explanation of the standards as well as instructional activities that support the standards. They address the three shifts in English Language Arts instruction required by the CCSS as well as explicit strategies for supporting higher-level comprehension. The Instructional Technology Coaches, Library Information Specialists, and Language Arts Curriculum Specialist provide job-embedded coaching for the implementation of these activities.

► **Supporting the Transition to the Math Common Core Standards:**

- **Math Curriculum Review Committee**

The District Math Review Curriculum Committee is comprised of grade-level representatives from each school in the District in addition to representatives from Instructional Resource, Channels of Challenge, and the Principal Team. The goals of the committee are threefold: 1) Approve recommendations for small refinements to the District 64 Math Priority Standards, 2) Identify math curriculum materials for potential adoption, and 3) Make recommendations about current math assessments and progress-monitoring tools.

Key elements of the committee's work thus far include:

- Earlier this year, Kristen Clegg, a consultant with Dynamic Math Institute, collaborated with District 64's Math Curriculum Specialist and Middle School Department Chair to audit the Math Priority Standards. The goal of this year's audit was to check the K-8 learning progression of the Priority Standards identified by the Strategic Plan Committee in 2011-12. The Priority Standards were also compared to the PARCC Assessment Framework, which offers insight into the focus of this new assessment. The Math Curriculum Review Committee is responsible for reviewing the results of this audit and refining the Priority Standards as needed.
- The Math Curriculum Review Committee is implementing a comprehensive process to review the alignment of math curriculum materials to the Common

Core State Standards for Mathematics. Three alignment tools developed by the CCSS Mathematics Curriculum Analysis Project are assisting us with evaluating mathematics curriculum materials that support implementation of the CCSS. The CCSS Mathematics Curriculum Analysis Project is led by a national team of educators with expertise in mathematics, mathematics education, and school administration. The tools are designed to provide educators with objective measures and information to guide their selection of mathematics curriculum materials based on evidence of the materials' alignment with the CCSS. Tool 1 provides information about the degree to which specific topics are incorporated appropriately at each grade level. Tool 2 focuses on the extent to which the Standards for Mathematical Practice are embedded and integrated in the curriculum materials. Tool 3 focuses on the extent to which mathematics curriculum materials address considerations related to equity, assessment, materials, and technology. The Committee will share these tools with the Board in March.

▪ **Math Grade Level Professional Development Committee**

The newly formed Math Grade-Level Professional Development Team consists of one teacher at each grade level from each K-5 school in addition to the Instructional Technology Coaches. This team presented three math professional development modules for all grade-level teachers responsible for math instruction. The modules were engaging, hands-on opportunities that provided teachers with a comprehensive explanation of the standards as well as instructional activities that support the standards. The Instructional Technology Coaches and Math Curriculum Specialist provide job-embedded coaching for the implementation of these activities. Each K-2 teacher explored three modules related to the Math Common Core Standards: 1) Operations and Algebraic Thinking, 2), Measurement and Data/Geometry, and 3) Number and Operations in Base Ten. Kindergarten teachers will also explore Counting and Cardinality in Module 3. Each grades 3-5 teacher explored three modules related to the Math Common Core Standards: 1) Operations and Algebraic Thinking, 2), Measurement and Data/Geometry, and 3) Number and Operations in Base Ten/ Number and Operations-Fractions. The three half-day modules were presented by the Grade-Level Professional Development Team at: a District Grade-Level Meeting on a Staff Development Wednesday, a half-day session on our November 6 Institute Day, and a half-day professional development session scheduled for each grade level in December.

Next Steps in 2012-13

The Reading Committee, Reading Professional Development Team, and Middle School Language Arts Department will continue designing professional development around the CCSS anchor standards related to informational text and literature. In addition, the Social Studies and Science Departments will continue to explore the application of the CCSS in the content areas as they relate to informational literacy, research, and speaking/listening.

The Math Curriculum Review Committee will share recommendations for curriculum adoption with the Board of Education in March. Representatives from the Math Curriculum Review Committee, the Math Grade Level Professional Development Team, and the Math Department will assist with the design of professional development related to the implementation of these materials and the CCSS. The Math Curriculum Review Committee will also review the results of the audit and refine the Priority Standards as needed. In addition, the committee will make recommendations

about current math assessments and progress-monitoring tools.

The work of the BATC will play an integral role in the implementation of the CCSS/Priority Standards. As this committee conducts its research and develops its recommendations, it will keep student learning as its focus. Any possible technology models that might be considered by the BATC will be aligned with the goal of supporting the CCSS/Priority Standards and the work of current curriculum committees. Professional development will continue to be an essential component of the BATC's recommendation to the Board this spring.

2013-14 Stage 3: Supplemented Implementation

Our Curriculum Specialists in English Language Arts and Mathematics are designing a Supplemented Implementation Plan to support students with the transition to the CCSS in 2013-14. This is important for intermediate and middle school students who are transitioning to the CCSS later in their elementary school careers. A carefully designed plan will address our students' needs and enable them to progress successfully within the framework of the CCSS.

2014-15 Stage 4: Full Implementation

We anticipate full implementation of the standards in the 2014-15 school year. This is the same year that new PARCC assessments will be introduced and the ISAT will no longer be administered. As teachers work fully with the standards, they will continue to use their knowledge of student learning to adjust and refine instruction.

Now we will look at each of the other focus areas for 2012-13 individually, moving clockwise around the illustration.

► Advanced Technology ◀

This focus area carries forward the Strategic Plan Strategy I that states: *We will accelerate the use of advanced technology as an integral component of the educational program and to effectively manage our system.*

This year, all District 64 staff have been heavily involved in accelerating the use of advanced technology. Whether it be for productivity or teaching and learning, technology usage is increasing throughout the District. The roles of the Instructional Technology Coaches (ITC) have transformed professional development, especially in the area of technology integration. We continue to see an increase in the effective use of technology to support student learning as teachers are transforming their instruction to meet the demands of the 21st century.

Mid-Year Update

Major accomplishments for the 2012-13 school year thus far include:

- The Technology Implementation Committee (TIC) has continued to serve as a sounding board for technology initiatives in the District, including equipment purchases and usage. The committee has collected information regarding SmartBoards in classrooms and has reached consensus that the use of this technology would benefit all grade levels and content areas. TIC also reviewed the

use of iPads in our schools and supported investigating alternatives to iPads on carts. Several classrooms in Franklin, Roosevelt and Washington are piloting the use of a set of dedicated iPads to be used to support small group instruction, center activities and collaborative learning. Results of these trials will be shared to determine the best use of iPads in the elementary setting.

- A system for communication and collaboration among staff, students and parents has been implemented throughout the District. (Action Plans 4 & 5) Google Apps for Education has been made available to all staff and will be the District's sole platform for email beginning in the third trimester. As teachers receive training and support from their Instructional Technology Coach, they are allowing access to their students to support online collaboration, communication and productivity. Google Apps for Education are offered free to educational institutions and provide a secure and reliable online environment for sharing, creating and collaborating with documents and other web-based tools.
- Resources in the form of equipment, online tools and professional development have been provided to teachers to support their instruction and productivity. Additional SmartBoards, iPads, laptops, document cameras, and LCD projectors have been added to the District's inventory to provide greater access for teachers and students. The Instructional Technology Coaches, now available at our 7 elementary and middle schools, provide one-on-one, individualized support for all staff as they increase their capacity to utilize 21st century tools for learning. The ITC's have been critical to supporting the implementation of the Common Core State Standards and Priority Standards. They function as integral components of all aspects of professional development throughout the District. Institute Days, professional development Wednesdays, new teacher training, curriculum committees, and faculty meetings have all utilized the expertise of the ITC's to support professional growth in District 64.
- The Board Advanced Technology Committee (BATC) has been formed to advise and alert the Board of Education about advanced technology issues. This committee has developed a clear understanding of how technology supports teaching and learning and is currently researching how to leverage technology to help all students in District 64 achieve success. Please see the separate BATC report for a detailed update on the work of this committee. (Attachment 2)

Next Steps in 2012-13

The effective use of technology to support teaching and learning will continue to be a focus this year:

- The Instructional Technology Coaches will carry forward their work of professional development for all staff through one-on-one, grade level and team support. They will also maintain their roles on the multitude of committees that are focused on the implementation of the CCSS/Priority Standards.
- The TIC will meet again in March to be updated on the status of the BATC, provide input for budgetary recommendations, and focus on developing technology guidelines for teachers.
- The BATC will move forward with its research and bring forth a recommendation to the Board at its April 8 meeting.
- Ongoing initiatives, such as Google Apps for Education and the use of iPads, will continue to be supported through professional development by the Instructional Technology Coaches at the building level.

► Personal Student Goals ◀

This focus area carries forward the Strategic Plan Strategy II action plans that need further readiness work prior to full implementation. The strategy states: *We will develop and implement a system for setting, measuring and achieving personally challenging goals for each student related to academics, civil behavior, talents and interests.*

Mid-Year Update

The goal setting committee addressed all of the stated action steps to varying degrees during its first two years of work. As noted earlier, the large strategy-based committees have been discontinued and smaller groups formed as needed. The committee's valuable work products have been shared on the new District 64 Staff Portal (intranet) to provide support for staff members interested in beginning the process of assisting students in setting, measuring and achieving personal goals in four core areas: academics, civil behavior, talents and interests.

Next Steps in 2012-13

Student goal setting will be addressed in the April workshop, "Seven Strategies of Assessment for Learning." The workshop will be attended by Curriculum Specialists, Department Chairpersons, Instructional Technology Coaches, and representatives from each building. This workshop explores how formative assessment can teach students to self-assess and set goals, and prepare students to reflect on, track and share their learning. This will also inform our work with common assessments (see below).

► Service Learning ◀

This focus area carries forward the Strategic Plan Strategy III action plans 1 and 2. The strategy states: *We will develop and implement plans to ensure all members of our vital partnership (staff, families, community members and organizations) are working collaboratively to help us achieve our mission.*

Mid-Year Update

The efforts thus far this year include:

- Presentation and discussion of the service learning model at two Administrative Council meetings, to continue building awareness among building principals of how to utilize a common planning tool for projects. Use of a common tool will be the groundwork for sharing project ideas and experiences among our schools. Principals have been asked to fortify or transform community service projects into service learning activities as opportunities arise.
- Creation of a new page on the District's new Staff Portal to promote sharing of projects across the District and to provide additional resources to teachers.
- Presentation and discussion with the District's Curriculum Team in January to present the service learning model and build understanding of the opportunity to embed service learning in the new CCSS curriculum units.

Next Steps in 2012-13

The Steering Committee will meet to share reports and materials on service learning projects already underway and identify ways to build further awareness and understanding among teachers about best practices. The Service Learning page will be

expanded as teachers share their projects using the common planning form. A presentation also is planned for the PTO/ A Presidents' group.

► Common Assessments ◀

This focus area carries forward activities in the Strategic Plan – Strategy IV Student Learning action plan 6. Now that the Priority Standards have been identified and unwrapped in all core and encore subject areas, we need to determine how we will assess student learning of these standards.

Mid-Year Update

The focus of 2012-13 is on developing knowledge of the Priority Standards/CCSS and designing instruction, supported by technology, which enables students to master these standards. As individual teachers and teams design instructional activities, they are implementing assessments to measure student progress. These activities will inform our future work of designing common assessments for implementation across grade levels and teams. Rather than accomplishing this task this year as scheduled, we devoted additional time to building a deep understanding of the standards. We will begin to address common formative assessments next year.

Next Steps in 2012-13

In April, the Curriculum Specialists, Department Chairpersons, Instructional Technology Coaches and representatives from each building will attend a one-day workshop, "Seven Strategies of Assessment for Learning," designed to deepen participants' understanding of how assessment for learning can be woven into daily teaching activities to strengthen instruction. Powerful formative assessment helps students develop a clear vision of the intended learning, provides descriptive feedback effectively and efficiently, teaches students to self-assess and set goals, and prepares students to reflect on, track and share their learning. Based on this understanding, common assessments can then be developed across teams and grade levels. This will also inform our work with personal student goals (see above).

► Math Curriculum Review Committee ◀

The work in this area was described earlier in the report.

► Response to Intervention (RtI) ◀

Full development and implementation of District 64's RtI program is an ongoing initiative for the District that is linked to Strategic Plan – Strategy IV action plan 11: *Use data over time as an indicator for instructional change.*

Mid-Year Update

Prior to this school year, two committees were established to address District-wide implementation of the Response to Intervention (RtI) model. The Elementary RtI Leadership Team and the Middle School RtI Leadership Team supported staff with developing an understanding of RtI, including the process, resources, and personnel at different levels of intervention. This year, this information was used to design a District 64 RtI website that all staff members can access to support their work.

To customize professional development for each school, the Elementary RtI Leadership Team has been reconfigured into five, building-based teams. These teams have established school-specific action plans and are collaborating with District Curriculum Specialists, the Assistant Superintendent of Student Learning, and the Director of Special Education/Pupil Services to achieve their goals. While each elementary school's goals are unique, all address challenges related to differentiation, eligibility for intervention, intervention design, data collection, progress-monitoring and scheduling.

The Middle School RtI Leadership Team has continued to include representatives from both Emerson and Lincoln. In addition to reviewing the RtI process with staff, the team is supporting professional development around intervention design and progress-monitoring. The team is also focusing on differentiation and instructional strategies that support student learning within general education classes.

The Literacy Leadership Team supports the work of the RtI Leadership Teams at both the elementary and middle school levels. This grades K-8 committee is comprised of representative Literacy teachers, Instructional Resource teachers, Special Needs teachers, psychologists, and curriculum specialists. The Literacy Leadership Team addresses literacy intervention in the District. This year, the committee has implemented Aimsweb testing, refined universal screeners at the kindergarten and first grade levels, and piloted a progress-monitoring tool for reading comprehension.

Next Steps in 2012-13

For the remainder of the school year, building-based RtI Leadership Teams at the elementary level will continue to address their school specific action plans and the Middle School RtI Leadership Team will continue to implement its action plan. Ultimately, the goal is for each school to have a process in place at the building level that enables teachers to collect baseline data, identify student goals, implement an intervention with fidelity, refine the intervention based on data, and determine a student's eligibility for additional intervention. In consultation with other curriculum committees, the RtI Teams will also recommend an assessment plan that includes a consistent universal screener at each grade level and progress-monitoring tools for reading comprehension.

► Report Cards ◀

This focus area relates to Strategic Plan – Strategy IV action plan 10 on student progress reporting. Now that we have new learning standards identified at each grade level in all subject areas as a result of the Priority Standards work and adoption of the Common Core State Standards, the District will need to revise our current report card to reflect student learning in relation to these new standards. An examination and revision of our current report card should include analysis of the differences in assessment, grading and reporting practices with a traditional approach to report cards and a standards-based approach to reporting progress.

Mid-Year Update

This committee is now scheduled to be established in April/May. The later timing is the result of our focus on identifying Priority Standards/CCSS and understanding their implications for instruction.

Next Steps in 2012-13

A grades K-8 District 64 Report Card Committee will be formed, and will be tasked to develop an understanding of the differences between a traditional report card and a standards-based report card. The committee also will create an action plan for its future work.

► Principal/Teacher Evaluation ◀

As part of the state mandated Performance Evaluation Reform Act (PERA) of January 2010, new evaluation systems are being implemented over the next several years for both teachers and administrators. Growth in student achievement will become a key component in all evaluations.

Mid-Year Update

The following steps have been taken thus far this year:

- The new Principal Evaluation System for all Principals and Assistant Principals has been fully implemented for the 2012-13 school year. It will be reviewed at the end of the school year to determine if changes to the structure or process are appropriate.
- In accordance with changes in State law, the District has incorporated and is using the new evaluation ratings (Excellent, Proficient, Needs Improvement and Unsatisfactory) with all teachers this school year. The evaluation instrument and procedures remain the same as current practice.
- All District administrators responsible for evaluating staff passed the mandated training modules that needed to be completed by November 1, 2012.

Next Steps in 2012-13

The District's Evaluation Committee will be meeting this spring to review the current evaluation tool and discuss changes for the future.

The District is on track to meet all mandated educational reform requirements by the start of the 2016-17 school year.

► Facility Master Plan ◀

This focus area relates to the first parameter within the Strategic Plan, which states: *We will always maintain safe, supportive learning environments.*

District 64 began work in 2011-12 on a Facility Master Plan to provide a framework to manage facilities, and to plan and budget for the full range of building maintenance needs going forward.

Mid-Year Update

During 2012-13, the Board has methodically considered and is moving forward on the priority projects defined in late 2011, including extensive work at Carpenter, Franklin, Lincoln and Field schools. Significant time also has been devoted to consideration of various financing alternatives, including performance contracting. The Board has also received two in-depth reports from a Community Finance Committee study group that reviewed the financial impact of various borrowing options.

Next Steps in 2012-13

The Board will have a series of decisions to make at upcoming meetings to authorize work for summer 2013 and plan for additional projects in succeeding years. In addition, the Board will be asked to consider whether to complete several remaining items called for in the original Master Plan process, such as an educational adequacy study, five-year District-wide technology plan, and other activities.

A few final thoughts on this mid-year update:

Summary and Next Steps

Strategic Plan activities for 2012-13 and beyond are now clearly embedded within the District's key initiatives. Based on the substantial progress made during the first two years, we have shifted both our collaborative structures and the nature of our work. The District's main priority for all staff in 2012-13 is the implementation of the Priority Standards/CCSS with technology integrated into the instruction of these standards. To succeed, teachers are receiving professional development and assistance with how to infuse instruction that leads students to develop deeper and more cognitively complex skills in: critical thinking; problem formulation as well as problem solving; interpretation; communication; creative expression and development of innovative ideas; research; and the use of technology. This is what educating the whole child in the 21st century must be about; our activities this year are focused on achieving this mission.

An end-of-year report will be presented to the Board in late spring to describe activities during the second half of this school year.



Park Ridge-Niles School District 64 Strategic Plan

Journey of Excellence

Mission

The mission of District 64, a vital partnership of staff, families and community, is to inspire all students to embrace learning, discover their strengths, and achieve personal excellence in order to thrive in and contribute to a rapidly changing world by providing a rich, rigorous and innovative curriculum integrating civil behavior and fostering resilience.

We believe that...

- All people have inherent worth.
- Quality education benefits everyone.
- Everyone within our community is responsible for the education and development of our children.
- The family environment has a major influence on the development of a child.
- All people can be successful learners and continue to learn throughout their lives.
- A safe, nurturing environment is essential to learning.
- People grow through a variety of experiences, opportunities and adversities.
- High expectations and a positive attitude result in higher performance.
- Both cooperation and healthy competition are necessary to achieve excellence.
- Effort, perseverance, and self-discipline are necessary for people to achieve their personal best.
- People are responsible for their actions and honoring their commitments.
- Honesty and integrity are essential to build and sustain trusting relationships.
- Everyone benefits from contributing to the well being of others.
- Understanding diversity is essential to thrive in an interdependent global community.
- Change is inevitable and challenges us to grow.

Objectives

- All students will meet or exceed the District's targeted benchmarks for critical thinking, creative expression and problem solving.
- Each student will identify, set and achieve personally challenging goals related to academics, civil behavior, talents and interests.

Strategies

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

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

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

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

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

Parameters

1. We will always maintain safe, supportive learning environments.
2. We will not tolerate behavior that is demeaning or disrespectful to any individual or group.
3. School improvement plans will always be consistent with the strategic plan of the District.
4. No new program or service will be accepted unless it is consistent with the strategic plan, benefits clearly justify the costs, and provisions are made for professional development and program evaluation.
5. No program or service will be retained unless it provides an optimal contribution to the mission and benefits continue to justify the cost.
6. Student performance on the Illinois Standards Achievement Tests (ISATs) will always compare favorably with other high-achieving districts.
7. Absent dire unforeseen financial circumstances, the District will honor its commitment to not seek a referendum before 2017.
8. We will always maintain programming that addresses the academic, social emotional and physical development of the whole child.

Adopted by the Board of Education May 10, 2010

Board Advanced Technology Committee February 25, 2013 Update

Background

The Board Advanced Technology Committee (BATC) was formed in December 2012 and consists of 28 District 64 community members and staff. The staff members are representative of the existing Technology Implementation Committee, which includes a range of grade level and content area teachers. The community members selected provide representation for all schools and a variety of grade levels. The experience and backgrounds of all members provide a well-rounded team of volunteers who are dedicated to supporting 21st century learning for all students in District 64. The first meeting was held on Thursday, January 10 with a second meeting held on Tuesday, January 29.

Purpose

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

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

Objectives

- 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

Accomplishments to Date

During its first meeting, the BATC focused its work on developing an understanding of the role technology plays in supporting student learning. Through the use of case studies, members had the opportunity to collect data from models of exemplary learning. The data from this activity helped guide the committee in developing a clear picture of what student learning should look like in District 64 and how technology can help make that vision a reality.

The following meeting was the opportunity for members to learn about the current state of technology in District 64. Through presentations by the Manager of Technology, Instructional Technology Coaches, and Building Technologists, the committee increased its awareness of the District's infrastructure and current examples of effective use of technology by District 64 teachers and students.

The committee is utilizing a Google site to store and create information that is shared

among its members. This site is accessible only to BATC members and allows for online collaboration anywhere-anytime. Committee members have contributed resources for the good of the whole and can easily access information that is relevant to the goal of the BATC.

The work completed during these meetings has prepared the BATC to focus its efforts on further exploring models of 21st century learning that would support the goals of District 64. The following areas were identified as areas for further research:

- 1-to-1 BYOD (Bring Your Own Device) Models
- 1-to-1 Computing Models (Single Devices such as iPads or Chromebooks)
- Technology in the Early Childhood/Primary Grades
- Innovative Learning Models (Inquiry-Based Learning, Flipped Classrooms, etc.)
- Infrastructure Needs (Telephone System, Wireless Network, etc.)

Each committee member chose an area of interest from the list above and formed action research teams. These teams have been collaborating to share resources, conduct site visits and learn more about each particular topic. An evaluation rubric will be used for the visits and the data will be reviewed by the whole committee at its next meeting on Monday, March 11. In addition to the teams' data collection, surveys will also be conducted with all District stakeholders, including students, parents, and staff.

Future Steps

The data gathered through the work of the action teams and the surveys will help formulate the recommendation(s) to be brought before the Board at its April 8 meeting. A comprehensive plan will be presented that will include recommendations from the committee regarding technology equipment purchases, infrastructure enhancements, policy updates, and the associated financial implications.

Approval to Award Contract for the Carpenter School Mechanical Upgrades Project

Fanning/Howey recommends that the Board of Education award the construction contract for the Mechanical Upgrades Project at Carpenter Elementary School to F.E. Moran, Inc., and accept both Alternate No. 1 and Alternate No. 2 as presented in the attached letter.

ACTION ITEM 13-02-4

I move that the Board of Education for Community Consolidated School District 64 Park Ridge-Niles, Illinois, approve the motion to award the Mechanical Upgrade project at Carpenter Elementary School to FE Moran, in the amount of \$2,145,000.00 as well as Alternate No. 1 and 2 for life safety attic improvements in the amount of \$30,000.00.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

FANNING HOWEY

February 20, 2013

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

Re: Carpenter Elementary School
Mechanical Upgrades
Park Ridge-Niles CCSD 64
Park Ridge, IL
Project No. 211143.01

Dear Dr. Bender:

We received bids on February 5, 2013 for the above-referenced project. We have reviewed the bids of the apparent lowest, responsive, responsible bidders and discussed their bids with them. It is our opinion that it is in your best interest to award the Contracts as follows:

Base Bid "A" – Mechanical Upgrades F.E. Moran, Inc., Northbrook, IL	\$2,145,000.00
ALT. #1: Hydronic Piping	\$ 0.00
ALT. #2: Life Safety Attic Improvements	\$ 30,000.00
TOTAL	<u>\$2,175,000.00</u>

We have enclosed a copy of the Bid Tabulation for your use. If the above meets with your approval, please advise our office so we can prepare the Contract. If you have any questions, please feel free to contact me.

Sincerely,

FANNING HOWEY



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

klv/dmm

enclosure

ARCHITECTURE | ENGINEERING

32 Main Street | Suite C | Park Ridge, IL 60068
847.292.1039 | fax 847.292.1021 | www.fhai.com

Carpenter Elementary School Mechanical Upgrades
Park Ridge-Niles CCSD 64
164 S. Prospect Avenue
Park Ridge, Illinois
Project No. 211143.01

page (1)

FANNING HOWEY

Carpenter Elementary School Mechanical Upgrades
Park Ridge-Niles CCSD 64
164 S. Prospect Avenue
Park Ridge, Illinois

TIME: 2:00 p.m., local time

Project No. 211143.01

[illegible]

FANNING HOWEY

Approval to Bid Phase I at Field School

Fanning/Howey and the Administration are seeking Board approval to release Bid Documents for the Mechanical Upgrades Project (phase 1) at Field Elementary School. Estimated construction costs are anticipated to be within a range of \$150,000 and \$200,000. Pending Board approval, Bid Documents will be released on Thursday, March 7, 2013, with the Bid Opening scheduled for Thursday, March 28, 2013. This timeframe would allow for a potential Contract Award by the Board at an April Board meeting, pending a review of the submitted Bid Proposals and a recommendation by Fanning/Howey.

ACTION ITEM 13-02-5

I move that the Board of Education for Community Consolidated School District 64 Park Ridge-Niles, Illinois, approve the motion to bid Phase I at Field Elementary School. Probable costs are expected to be between \$150,000.00 and \$200,000.00.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Philip Bender, Superintendent

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

Date: February 25, 2013

Subject: Approval to Bid Asbestos Removal at Field School

ACTION ITEM 13-02-6

I move that the Board of Education for Community Consolidated School District 64 Park Ridge-Niles, Illinois, approve the motion to allow for the release of Bids for asbestos removal at Field Elementary School as it pertains to the Mechanical Upgrade Projects.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:



February 20, 2013

Sent via electronic mail: smackall@d64.org

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

Re: Asbestos Assessment and Asbestos Abatement Cost Estimate – Field School
Project #21 31460A

Dear Mr. Mackall:

This report summarizes the Asbestos Assessment that ENVIRON performed of specific building areas at Field School. The Assessment was completed by Mr. Matthew Meyer and Mr. Mitchell Pendergrass with ENVIRON on February 13 and 19, 2013. Mr. Meyer and Pendergrass are both licensed by the Illinois Department of Public Health (IDPH) as Asbestos Building Inspectors.

The Assessment was performed to determine the type and approximate locations of asbestos-containing materials (ACMs) that may be impacted by planned construction work at the school. Our understanding of planned work at Field School that might impact ACM includes:

- Complete retrofitting of the HVAC system. Existing boilers will be replaced, unit ventilator heating units will be replaced, existing heating piping will be removed and replaced, and new ductwork with VAV boxes will be installed.
 - Plumbing piping in the attic space will remain. Insulation on plumbing piping in asbestos abatement work areas should be removed and re-insulated.
 - No work is anticipated in the crawl space.
- Removal of the carpeting and underlying asbestos floor tile in the library.
- Replacement of exterior window caulking/sealants
- Removal of the existing chimney stack

Observations and Findings

A walk through of the work areas was performed to observe for suspect ACMs that could be impacted by the planned work activities. Observations included:

1. An extensive network of asbestos insulated piping is present in the attic space above the 1st floor ceiling in the south, 1950's addition.
 - a. ACM insulation is present on both heating piping and plumbing piping in the attic space.
 - b. A few short sections of ductwork in the attic were found to be covered with ACM insulation.

- c. The network of piping in the attic is very similar to the piping that was recently abated at Carpenter School within SD 64.
2. Heating piping in the original building was reportedly replaced in the 1990s during HVAC renovations. Heating pipe in the original building that is accessible (excluding the basement), is currently insulated with non-asbestos fiberglass).
3. Asbestos pipe insulation is present in some basement areas adjacent to the boiler room and also in the crawl space. No work is planned for this piping.
4. The boiler room was previously abated, however; no abatement was performed within (inside) the boilers. The building engineer reported it is believed that asbestos is present inside the boiler doors.
 - a. An asbestos assessment still needs to be completed inside the boilers at a time when the boilers can be shut down to facilitate internal access.
 - b. For the purpose of this cost estimate, it is anticipated that abatement of the boilers will be required.
5. Bulk sampling of the floor tile below the library carpeting confirmed asbestos in the tile and mastic.
6. No floor tile removal work is planned for the classrooms.
7. An assessment and sampling of exterior window caulk was performed. The original building and building additions were treated separately for sampling purposes.
 - a. Window caulk in the original 3-story building was confirmed as ACM. This is the 3-story section with windows on the east and west building elevations.
 - b. No asbestos was detected in window caulk at the far north addition (between original building and gymnasium).
 - c. No asbestos was detected in window caulk in the south, 1950s addition.
8. Access to the interior of the chimney stack was available through a small access door at the base of the chimney. Based on observations from this viewpoint, no layers of insulation or chimney liners suspected of containing asbestos were observed.

In summary, ACMs identified at the site that will require abatement to facilitate renovations include:

- Pipe and duct insulation in the attic of the 1950's addition
- Floor tile in the library
- The two boilers (pending findings of assessment)
- Exterior window caulk in the original building

Asbestos Abatement Cost Estimate

A cost estimate for removal of the identified ACMs prior to building renovations is provided below. This cost estimate anticipates that the abatement will be performed during a single phase of work (as opposed to multiple small phases), with one re-mobilization for the boiler abatement, and that the work will be competitively bid.

Note that costs for asbestos abatement work can vary widely and are sometimes difficult to predict. ENVIRON has developed the estimates based on project experience, removal costs for

similar projects, and current trends in the industry. These are only estimates and the actual cost will not be known until competitive bids are received based on a clear set of Specifications.

Based on the type, locations, and quantities of ACMs to be removed, it is anticipated that the abatement work can be completed over a five (5) week period in summer, 2013 and one (1) additional week in spring 2014 for boiler abatement.

Asbestos Abatement Cost Estimate

Task	Estimated Fee
Remove ACM insulation in Attic	\$170,000
Re-insulate Plumbing Pipe in Attic	\$ 10,000
Remove carpet and ACM floor tile/mastic in Library	\$ 15,000
Remove exterior window sealants	\$ 12,000
Remove ACM from inside boilers	<u>\$ 10,000</u>
Total Estimated Contractor Fee	\$217,000

Task	
Asbestos Project Management/Air Sampling (2013)	\$ 25,000
Asbestos Project Management/Air Sampling (2014)	<u>\$ 7,000</u>
Total Estimated Fee for Consulting Services	\$ 32,000

Total Project estimate including contractor and consulting fees is \$249,000.

ENVIRON will forward the laboratory analytical results for the assessment in a separate report. If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,


Matthew F. Meyer
Manager
Direct Dial 773-272-3527
E-Mail mmeyer@environcorp.com

Discussion of Design Phase II at Field School

The Administration and Fanning/Howey will present the Project Scope that has been defined thus far for "Phase 2" of the proposed improvement projects at Field Elementary School. In addition, a preliminary budget estimate and preliminary project schedule will be discussed. The intent will be to request that the Board move forward with the development of design documents for this work at the Regular Board Meeting on March 18, 2013.

Consent Agenda

ACTION ITEM 13-02-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 25, 2013, which includes the Personnel Report; Approval of Administrative Contracts; Approval of 2012-13 Salary and Benefit Sheets for Secretaries and Custodians; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending January 31, 2013; Board Authorizes 2013-14 Staffing Plan; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Minutes

ACTION ITEM 13-02-8

I move that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole Minutes of January 28, 2013, the Regular Board Meeting Minutes of January 28, 2013; Closed Session Minutes of January 28 and February 11, 2013; and the Special Board Meeting Minutes of February 11, 2013.

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.

January 28, 2013

**Jefferson School – Multipurpose Room
8200 N. Greendale Avenue, Niles, IL**

Board President John Heyde called the meeting to order at 7:02 p.m. Other Board Members present were Sharon Lawson, Dan Collins, Pat Fioretto, Scott Zimmerman, and Anthony Borrelli. Board Member Eric Uhlig joined the meeting at 9:45 p.m. during the closed session. Also present were Superintendent Philip Bender, Assistant Superintendents Joel T. Martin and Lori Hinton, Director of Technology Terri Bresnahan, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm, Assistant Business Manager Brian Imhoff, Coordinator of Extended Day & Preschool Services Leslye Lapping, and 25 members of the public.

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

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

The Board convened a Committee-of-the-Whole on Finance at 7:03 p.m.

The Board adjourned from the Committee of the Whole on Finance at 7:57 p.m. and following a brief recess, resumed as a Regular Board meeting at 8:06 p.m.

In addition to the persons listed above, also present at the regular meeting were approximately 20 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of Allegiance
and Welcome

Jefferson Coordinator Leslye Lapping introduced a video of preschool students reciting the words of the Pledge and a second video of students leading the Pledge for those at the meeting. Ms. Lapping presented an overview of Jefferson, which has more than 80 part- or full-time staff members who serve close to 500 students attending programs each week; she noted Jefferson also was home to the District's Technology department and also to staff who provide services to private/parochial school students. A series of staff members and parents then offered perspectives on the impact of the range of programs and services provided at Jefferson through its preschool program, Early Childhood Diagnostic Team, extended day Kindergarten, after school child care, and many other specialized services. President Heyde thanked Ms. Lapping, staff and parents for welcoming the Board to Jefferson and offering a personal view of the impact the school's services have on families' lives.

PUBLIC COMMENTS

There were no public comments.

Public
Comments

RECOGNITION OF IASBO DESIGNATION PROGRAM RECIPIENT

Recognition of IASBO
Designation Program
Recipient

Facility Management Director Mackall introduced 18-year maintenance employee Dave Franz, and presented him with a certificate for completing the Facility Designate Program offered through the Illinois Association of School Business Officials. Mr. Franz thanked District 64 for the opportunity to pursue this professional development opportunity. The Board congratulated Mr. Franz for this achievement.

PRESENT FINAL CALENDAR FOR 2013-14 & TENTATIVE CALENDARS FOR 2014-15 & 2015-16

Present Final
Calendar for 2013-14
& Tentative Calendars
for 2014-15 & 2015-16

Dr. Bender presented the proposed calendars, which are being recommended by the District 64 Calendar Committee. He confirmed that District 64 works with District 207 to align key dates for the convenience of families, such as breaks for Thanksgiving, and winter and spring breaks. He noted that the end date of June 13 would allow grade 8 students from District 64 to attend summer school classes in District 207. Dr. Bender will follow up with the Calendar Committee to determine whether the Institute Day in November could be moved to Monday, in the years when an election is not held on Tuesday, to avoid interrupting the school week.

APPROVAL TO BID THE FRANKLIN MECHANICAL UPGRADES PROJECT

Approval to Bid
the Franklin
Mechanical
Upgrades Project

Board President Heyde noted that the next series of items on facilities are connected to the lengthy discussion the Board held at the Committee-of-the-Whole meeting on January 14. Although there was no official action taken on those proposals, the first votes connected to that discussion are presented tonight.

Mr. Mackall and Ms. Van Sant of Fanning Howey architects reviewed the timeline for approval and completion of this project and the work involved. He reaffirmed that the Franklin project, along with projects at Lincoln, and Field north gym air conditioning and asbestos removal could be completed this summer. He noted that Franklin is already air conditioned, and this proposed work is an upgrade to the system along with new boilers. Approval tonight is for bids only; after bid opening and evaluation, the project would be returned for Board approval on March 18.

Board President Heyde asked if there were any public comments on the topic; none were offered.

ACTION ITEM 13-01-2

Action Item
13-01-2

It was moved by Board member Lawson and seconded by Board member Borrelli that the Board of Education of Community

Consolidated School District 64, Park Ridge-Niles, Illinois, grant approval to release for bid the Franklin Mechanical Upgrades project # 211143.02.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

**APPROVAL TO BID THE LINCOLN MECHANICAL
UPGRADES PROJECT**

Approval to Bid the
Lincoln Mechanical
Upgrades Project

Mr. Mackall noted this project is a straight boiler replacement and also includes an alternate for air conditioning of the cafeteria. Lincoln would be able to remain open for summer school, with an identical timeline to the Franklin project. Mr. Mackall and Ms. Van Sant described how the work would be staged and phased to ensure safety and separation from summer school students or Park District activities.

Board President Heyde asked if there were any public comments on the topic; none were offered.

ACTION ITEM 13-01-3

Action Item
13-01-3

It was moved by Board member Lawson and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, grant approval to release for bid the Lincoln Mechanical Upgrades project # 211143.04.

The votes were cast as follows:

AYES: Borrelli, Heyde, Zimmerman, Collins, Lawson

NAYS: Fioretto

PRESENT: None.

ABSENT: Uhlig

The motion carried.

**APPROVAL TO DESIGN PHASE I AND DEFINE
SCOPE OF WORK FOR PHASE II OF MECHANICAL
UPGRADES AT FIELD ELEMENTARY SCHOOL**

Approval to Design
Phase I and Define Scope
of Work for Phase II of
Mechanical Upgrades at
Field Elementary School

Ms. Van Sant noted the proposal for Phase I is to design air conditioning of the north gym at Field School in order to schedule the work for this summer. For Phase II, the request is to look at the scope of the larger mechanical portions of the work along with items remaining from the 10-year Life Safety Survey list. For Phase II, the goal is to have a comprehensive scope, preliminary budget and schedule for the Board to consider at the February 25 meeting. Mr. Mackall reaffirmed that only the north gym construction work in Phase I at Field would be completed this summer. Ms. Van Sant further noted the State of Illinois on January 1 adopted a new energy code; the Illinois State Board of Education (ISBE) has not done so yet. Mr. Mackall noted that ISBE is expected to adopt the new code and that District 64 has been designing with the new code in view and would do so on this project.

Board President Heyde asked if there were any public comments on the topic; none were offered.

ACTION ITEM 13-01-4

Action Item
13-01-4

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 motion to approve the design Phase I and define scope of work for Phase II of Mechanical Upgrades at Field Elementary School.

In response to a Board member question, Mr. Mackall and Ms. Van Sant reaffirmed that other exterior shell items would also be reviewed as part of the Phase II work.

The votes were cast as follows:

AYES: Lawson, Zimmerman, Heyde, Borrelli

NAYS: Collins, Fioretto

PRESENT: None.

ABSENT: Uhlig

The motion carried.

**APPROVAL TO DESIGN ASBESTOS ABATEMENT
AT FIELD ELEMENTARY SCHOOL**

Approval to Design
Asbestos Abatement at
Field Elementary School

Mr. Mackall noted the District is seeking approval of the design for asbestos removal at Field as it relates to the Phase II mechanical project. It is required due to the boiler replacement, which will change the existing steam piping system to hot water.

Board President Heyde asked if there were any public comments on the topic; none were offered.

ACTION ITEM 13-01-5

Action Item
13-01-5

It was moved by Board member Lawson and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve to design asbestos abatement as it relates to Phase II at Field Elementary School.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

DISCUSSION AND APPROVAL OF FRAMEWORK FOR SETTING COMPENSATION FOR ADMINISTRATION AND EXEMPT EMPLOYEES

Discussion and Approval of Framework for Setting Compensation for Administration and Exempt Employees

Board President Heyde presented a memo and a draft approach for salary changes for administrators and exempt employees. He noted the District typically examines salaries for other employee groups after negotiations with its two employee union groups are completed; he pointed out that the Board had concluded negotiations with teachers and was currently working with the teacher assistants union. Mr. Heyde reviewed his proposal, which would affect only administrators and exempt, non-hourly employees; he noted the Board evaluates the superintendent separately. He stated the Board had not previously adopted a written approach to salary changes for these groups. Mr. Heyde pointed out the draft approach is intended to implement goals that Board members have discussed over several months, including: providing for the first time an explicit consideration of merit in salary increases within a modest range of 0-4%; placing the Consumer Price Index roughly in the middle of this range for salary increases; acknowledging the Superintendent's ability to deviate up or down from CPI as appropriate within the established range when giving salary increases to individual employees; having the Superintendent provide a confidential update to the Board on the specific increases given to each employee; and ensuring that pay is benchmarked periodically. Board President Heyde noted the approach addresses salaries only and not benefits, and that it is intended to foster a good delineation between Board and Superintendent work. He further noted that Board member Lawson and Board member Zimmerman are looking into benefits for administrators as a separate review.

Following this background, Board members discussed key components of the draft approach. Areas of discussion included: the proposed total budget equal to an increase of 2.75% to distribute to these employees, whether the 2.75% is the same for all five years or variable as CPI changes annually, and other possible budget percentage amounts; the proposed five-year length of time this framework is to be in place and alternate lengths; what rubric is to be used to form the basis for evaluating merit increases, how a rubric is to be developed, and the difficulty of creating a rubric for 2012-13 at this point in the year.

ACTION ITEM 13-01-6

Action Item
13-01-6

It was moved by Board member Lawson and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, accept the framework proposed for adjusting salaries for administrators and exempt (non-hourly) employees in District 64.

Board members then offered a series of amendments to the motion.

It was moved by Board member Borrelli and seconded by Board member Heyde that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, amend the original motion to reduce the pool for increases from 2.75% to 2.0%.

The votes on the amendment were cast as follows:

AYES: Borrelli

NAYS: Heyde, Zimmerman, Fioretto, Collins, Lawson

PRESENT: None.

ABSENT: Uhlig

The amendment did not carry.

It was moved by Board member Collins and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois amend the original motion to tie the budget to the Consumer Price Index of 1.7% with a range of 0-4% for increases.

The votes on the amendment were cast as follows:

AYES: Collins, Borrelli

NAYS: Lawson, Fioretto, Zimmerman, Heyde

PRESENT: None.

ABSENT: Uhlig

The amendment did not carry.

Board members then discussed clarifying the length of time that the approach would be in effect.

It was moved by Board member Zimmerman and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, amend the motion to state that the approach will expire after the 2013-14 school year.

The votes on the amendment were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The amendment carried.

Mr. Heyde then restated the motion as amended, which is to accept the framework proposed for adjusting salaries for administrators and exempt (non-hourly) employees in District 64 to expire after the 2013-14 school year.

The votes on the motion as amended were cast as follows:

AYES: Heyde, Zimmerman, Fioretto, Lawson

NAYS: Borrelli, Collins

PRESENT: None.

ABSENT: Uhlig

The amended motion carried.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

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

B. BILLS, PAYROLL AND BENEFITS

Bills

10 – Education Fund -----	\$ 202,509.16
20 – Operations and Maintenance Fund -----	96,471.99
30 – Debt Services -----	-
40 – Transportation Fund -----	53,870.36
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	115,766.08
80 – Tort Immunity Fund -----	259.19
90 – Fire Prevention and Safety Fund -----	<u>-</u>

Checks Numbered: 111438 – 111539

Total: \$ 468,876.78

C. APPROVAL OF CHILDCARE WITH CONFIDENCE LEASE

D. ACCEPTANCE OF PARK RIDGE CULTURAL ARTS COUNCIL GRANT

E. RELEASE OF CLOSED MINUTES

F. DESTRUCTION OF AUDIO CLOSED MINUTES (none)

ACTION ITEM 13-01-7

Action Item
13-01-7

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 Consent Agenda of January 28, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Childcare with Confidence Lease; Acceptance of Park Ridge Cultural Arts Council Grant; Release of Closed Minutes; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

APPROVAL OF MINUTES

Approval
of Minutes

ACTION ITEM 13-01-8

It was moved by Board member Lawson and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District 64 approve the Regular Board Meeting Minutes of December 10, 2012, the Closed Session Meeting Minutes of December 10, 2012 and January 14, 2013, the Special Board Meeting Minutes of January 14, 2013, and the Committee-of-the-Whole Meeting Minutes of January 14, 2013.

Action Item
13-01-8

The votes were cast as follows:

AYES: Borrelli, Heyde, Fioretto, Collins, Lawson

NAYS: None.

PRESENT: Zimmerman

ABSENT: Uhlig

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of
Information

Dr. Bender noted that in addition to the various memos and information in the Board packet, he also had distributed at the Board table this evening copies of the Illinois 5E survey usage manual to help the Board learn more about the new survey and an announcement of the former post office mural installation reception to be held at the Park Ridge Library on February 22.

Board President Heyde thanked all who had attended or supported the District 64 Elementary Learning Foundation (ELF) Casino Night benefit on January 26, and praised ELF for its efforts to fund innovative projects for our schools.

BOARD ADJOURNED TO CLOSED SESSION

At 9:19 p.m., it was moved by Board member Lawson and seconded by Board member Collins to adjourn to closed session to discuss Performance of a Specific Employee [5 ILCS 120/2 (c)(1)] and Collective Negotiations [5 ILCS 120/2 (c)(2)] not to take action and not to reconvene in open session.

Board
Adjourned to
Closed Session

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Uhlig

The motion carried.

The regular Board meeting adjourned from closed session at 11:05 p.m.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Meeting held at 7:00 p.m.
February 11, 2013
Hendee Educational Service Center
164 S. Prospect Avenue
Park Ridge, IL 60068**

Board President John Heyde called the meeting to order at 7:04 p.m. Other Board members present were Sharon Lawson, Dan Collins, Scott Zimmerman, Eric Uhlig and Anthony Borrelli. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Director of Technology Terri Bresnahan, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and approximately 30 members of the public.

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

PUBLIC COMMENTS

Public
Comments

Comments were received from the following members of the public:

- Diane Kravets, a special needs teaching assistant at Jefferson School and a Park Ridge resident, shared excerpts from notes of appreciation she has received from families over the years that exemplify the impact of a teaching assistant's role in working with students.
- Maureen Lynch, a mother of five current or former District 64 students, expressed her appreciation for the work done by teaching assistants as the heart and soul of District 64, and the impact they have had in working with her children.
- Alexis Rodgers, a Roosevelt parent and Emerson Middle School staff member, pointed out that teaching assistants often work with the District's most vulnerable students and make strong connections with students that have allowed children to be served in our schools instead of receiving services elsewhere.

PRESENTATION ON FINANCIAL PROJECTIONS

Presentation
on Financial
Projections

Business Manager Allard presented the 2013 update to the District's long-range financial projections, which are an essential element of planning for the Board. She provided background information about the StratPlan forecasting model, which the District has utilized for four years to offer an independent analysis and provide an analytical focus. The review highlights strategic issues, problems and opportunities. She noted that information used in the analysis comes from outside credible sources as well as various required public reports District 64 files with the Illinois State Board of Education.

Ms. Allard noted the Board of Education at the time of the successful 2007 referendum pledged that absent any dire economic developments, the District would not approach voters again before 2017 while maintaining a fund balance of 33% or 120 days of cash on hand as of June 30 each year. She then shared tables of operating expense per student and a history of the Consumer Price Index (CPI), which is used in the "tax cap" formula to limit the growth in tax revenues available to the District year-to-year. She also pointed out various sensitivities for \$1 million in added expense, 1% in CPI, and 5-cents in tax rate. Ms. Allard reviewed the key components of the District's current 2012-13 revenue and expenditure budgets.

Turning to the "base case" of the forecast, Ms. Allard noted that it reflects the status quo of continuing what is currently being done. She reviewed the various revenue assumptions built into the case for CPI, equalized assessed valuation and the triennial reassessment pattern. For student fee revenue, Ms. Allard said administration recommends accepting the recommendation from the recent Community Finance Committee (CFC) study to keep fees at the current level while preparing an in-depth fee analysis similar to the CFC's 2009 study by December 2013. She pointed out that no additional pension cost-sharing has been added into the projections due to the continuing uncertainties of what may be enacted by the state General Assembly. She also reviewed the expenditure assumptions for enrollment, salaries, benefits, other expenses, special education tuition, and capital projects and maintenance projects. Ms. Allard pointed out that all outstanding debt is scheduled to be retired by December 2016 and that District 64 has a very large capacity available.

Summarizing the new StratPlan "base case," Ms. Allard pointed out that the District is projected to maintain its fund balance target of 33% or 120 days' cash on hand through 2018-19, which is two years past the referendum commitment of 2016-17. Ms. Allard concluded her review by noting that District 64 has positioned itself with solid fund balances, positive cash flows and considerable flexibility to honor the referendum commitment. She stated the projections would be updated again in September after the 2013-14 final budget is adopted.

Ms. Allard then responded to Board member questions, providing clarifying information about: per pupil expenditures; decreases to operating expenditures achieved over the past two-three years primarily through continued competitive bidding, better tracking of student fees and under spending for purchased services, supplies and capital outlays; and lowered expectations for tax revenue growth due to lower CPI figures.

Board President Heyde thanked Ms. Allard for preparing this important financial tool, and noted that the District's fund balance continues to follow the course that was expected when the referendum was passed. He noted the District appears to have reached the high point of that fund balance, and will begin a gradual decline as expected. The Board also requested that Ms. Allard prepare an alternate scenario to factor in additional pension costs of .5% per year.

DISCUSSION ON STAFFING GUIDELINES

Discussion on Staffing Guidelines

Dr. Bender noted that it is customary to begin reviewing staffing recommendations for the upcoming school year at this time. Ms. Allard and Assistant Superintendent Martin reviewed: enrollment projections for 2013-14 and the various related staffing changes, which will create a net increase of 7.0 full-time equivalent (FTE) positions; a request for an additional .5 FTE secretary for the Human Resources office due to regulatory changes; and a request for 6 staff for the before school child care program due to changes in supervision requirements. Ms. Allard stated that the District also would be eliminating 1 FTE position in the Business Office upon the retirement of the purchasing manager this year. Ms. Allard and Mr. Martin confirmed that actual employment of additional staff only occurs when the Board approves the personnel report at Board meetings, and that this projection is presented for budget planning purposes.

Ms. Allard and Mr. Martin responded to Board member questions about: the current supervision of the before school program; current class size guidelines; the transition between a tentative budget with staffing contingencies and the final budget in September after enrollment needs are known; the actual increase in staff for 2012-13 due to enrollment compared to the projections from last year at this time; the difference between enrollment and average daily attendance; and how student needs impact the addition of staff despite an overall enrollment decline.

Board President Heyde urged that legal counsel be consulted as to whether the before school child care supervision concerns should be resolved now or whether it could wait until the new school year, and that a request be brought to the Board if it is needed yet this school year. He also noted that the Board could carry forward its discussion about class size initiated last year at a future meeting. Board members also requested trend information about categories of employees.

ADOPTION OF RESOLUTION #1092 DIRECTS THE BUSINESS MANAGER UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2013-14 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105ILCS 5/17-1.

Ms. Allard noted the parameters to be used in preparing a tentative budget for 2013-14, and pointed out a suggested budget calendar. She noted that the District should consider readopting the existing 2012-13 budget, as it did not include salary increases. Although the District will not overspend the budget, there may be over-expenditures in certain funds that will be balanced by under-expenditures in others. This performance would likely merit a comment on the annual audit.

Adoption of Resolution #1092 Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2013-14 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1.

Ms. Allard also responded to questions about the budget calendar. She noted that the proposed adoption of the 2013-14 budget in July would allow June 30 actual unaudited data to be used for comparison. She pointed out that a tentative budget adopted in June would have comparisons against the previous year's budget, not actual figures. She further noted that adopting the final budget in September allows the actual hiring data for enrollment needs to be utilized; districts that adopt a final budget earlier typically have to go through the full process of re-adopting it later in the fiscal year as District 64 may do this year.

Following further discussion among Board members, the consensus was to request Ms. Allard to prepare an analysis for the Board of the actual expected variance in the Education Fund before deciding whether budget re-adoption would be needed this spring for the 2012-13 budget.

Board President Heyde asked if there were any public comments on the topic; none were offered.

ACTION ITEM 13-02-1

Action Item
13-02-1

It was moved by Board member Collins and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois adopt Resolution #1092, directing the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2013-14 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

REJECTION OF LIGHTING UPGRADE BIDS

Rejection of Lighting
Upgrade Bids

Facility Director Mackall reported that the bids were higher than budgeted, which in turn means that the incentives offered from the Illinois Department of Commerce and Economic Opportunity (DCEO) would not be available to offset the cost of the work. Mr. Mackall, therefore, recommended that the Board reject the bids and work with DCEO to unwrap the project and possibly bring an unwrapped version back to the Board in the future.

Board President Heyde asked if there were any public comments on the topic; none were offered.

Action Item 13-02-2

Action Item
13-02-2

It was moved by Board member Zimmerman and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, reject the lighting upgrade bids that were received on January 31, 2013.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

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

B. BILLS, PAYROLL AND BENEFITS

Bills

10 – Education Fund -----	\$826,081.27
20 – Operations and Maintenance Fund -----	89,078.77
30 – Debt Services -----	-
40 – Transportation Fund -----	108,151.36
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	83,242.30
80 – Tort Immunity Fund -----	-
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 111564 – 111734

Total: \$1,106,553.70

Payroll for Month of January 2013

10 - Education Fund-----	\$4,767,507.52
20 - Operations and Maintenance Fund -----	327,333.99
40 - Transportation Fund -----	-

50 – Retirement (IMRF/SS/MEDICARE)-----	255,500.86
80 –Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 7855 – 8138

Total: \$ 5,350,342.37

C. ADOPTION OF FINAL CALENDAR FOR 2013-14 AND TENTATIVE
CALENDARS FOR 2014-15 AND 2015-16

D. APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH DISTRICT
62 AND DISTRICT 207 FOR VISION/O&M

E. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

F. ADJUSTMENT OF SUPERINTENDENT CONTRACT

ACTION ITEM 13-02-3

Action Item
13-02-3

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 February 11, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Adoption of Final Calendar for 2013-14 and Tentative Calendars for 2014-15 and 2015-16; Approval of Intergovernmental Agreement with District 62 and District 207 for Vision/O&M; Destruction of Audio Closed Minutes (none); and Adjustment of Superintendent Contract.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of
Information

Superintendent Bender pointed out two memos of current interest on common core standards and an update on the analysis of the adjustment of Illinois Standards Achievement Test (ISAT) scores.

Board members praised the efforts of Lincoln Middle School students for undertaking a St. Baldrick's head-shaving fund-raiser to benefit childhood cancer research next month.

Adjournment to
Closed Session

ADJOURNMENT TO CLOSED SESSION

At 8:28 p.m. it was moved by Board member Zimmerman and seconded by Board member Lawson to adjourn to closed session to discuss collective negotiations 5 ILCS 120/2(c)(2) with no decisions to be made and not to reconvene in open session.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Fioretto

The motion carried.

The Special Board meeting adjourned from closed session at 11:05 p.m.

President

Secretary

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

Board of Education Agenda
Regular Board Meeting
Monday, March 18, 2013
Lincoln Middle School - Cafeteria
200 South Lincoln 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, March 18, 2013

TIME

- 7:30 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 7:30 p.m. • **Pledge of Allegiance and Welcome**
- Lincoln Middle School Principal / Students / PTO
- **Public Comments**
- **Update on Board of Education Goals 2011-13** A-1
- Board of Education President
- **Recommendation from Math Committee on Materials** A-2
- Assistant Superintendent for Student Learning
- **Approval of Student Fees 2013-14** A-3
- Business Manager Action Item 13-03-1
- **Board Sets Date of Public Hearing for Re-adoption of 2012-13 Budget** A-4
- Business Manager Action Item 13-03-2
- **Approval of Food Service Contract Renewal** A-5
- Business Manager Action Item 13-03-3
- **Approval to Award Contract for the Franklin School Mechanical Upgrades Project** A-6
- Director of Facility Management Action Item 13-03-4
- **Approval to Award Contract for the Lincoln Middle School Mechanical Upgrades Project** A-7
- Director of Facility Management Action Item 13-03-5

APPENDIX

- **Approval to Design Phase II at Field School** A-8
 - Director of Facility Management Action Item 13-03-6
- **Consent Agenda** Action Item 13-03-7 A-9
 - Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending February 28, 2013
 - Resolution # Recommending the Board Adopt a Copy Fee Schedule for FOIA Requests
 - Destruction of Audio Closed Minutes (none)
- **Approval of Minutes** Action Item 13-03-8 A-10
 - Board President
 - Regular Board Meeting Minutes February 25, 2013
 - Closed Session Minutes February 25, 2013
- **Other Items of Information** A-11
 - Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - Minutes of Board Committees
 - Wellness Committee Minutes of February 26, 2013
 - Other
 - Healthy Living Month
- **Adjournment**

Next Meeting: Monday, April 8, 2013
 7:00 p.m. - Committee-of-the-Whole: Recommendations from Board
 Advanced Technology Committee (BATC)
 Raymond Hendee Educational Service Center
 164 South Prospect Avenue
 Park Ridge, IL 60068

Next Regular Meeting: Monday, April 22, 2013
 7:15 p.m. Public Hearing on 2012-13 Final Budget
 7:30 p.m. Regular Board Meeting
 Roosevelt School – Gym
 1001 South Fairview Avenue
 Park Ridge, IL 60068

April 8, 2013
 Committee-of-the-Whole: Recommendations from Board Advanced Technology Committee (BATC) – 7:00 p.m.

April 22, 2013 – Roosevelt School – South Gym
 Public Hearing on 2012-13 Final Budget – 7:15 p.m.
 Regular Board Meeting – 7:30 p.m.
 • Pledge of Allegiance and Welcome

- Approval of Recommendations from Board Advanced Technology Committee (BATC)
- Adoption of Math Materials
- Approval of March Financials
- ISBE Financial Profile (memo)
- ISBE Certification of Recognition "Fully Recognized" (other)
- School Search 2012 Bright Red Apple Award (other)

May 6, 2013

Committee-of-the-Whole – Finance – 6:00 p.m.

- Review Draft of 2013-14 Tentative Budget

Special Board Meeting – 7:00 p.m.

Organizational Meeting – 7:30 p.m.

May 20, 2013 – Emerson Middle School – Multi-purpose Room

Regular Board Meeting – 7:30 p.m.

- District 64 Jazz Band Emerson
- Pledge of Allegiance and Welcome
- Recognition of Student Awards
- ELF Grant Awards
- Approval of April Financials
- Bid for PE Uniforms (memo)

Upcoming Topics

Committee-of-the-Whole – Finance – 6/10/13

- Judith L. Snow Awards – 6/24/13
- Approval of May Financials - 6/24/13

TBD

- Maine Township Treasurer (memo)
- Appointment of Washington School Principal
- Recognition/Plans for Community Finance Committee
- Approval of 1-year Extension of Bus Contract
- Analysis of ISAT Test Scores

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.

Elementary School District 64 Park Ridge-Niles, Illinois

MEMO

TO: Board of Education

FROM: Betty Lattanzio – Purchasing Manager

DATE: February 25, 2013

SUBJECT **REQUEST FOR QUOTES FOR ART AND GENERAL SUPPLIES**

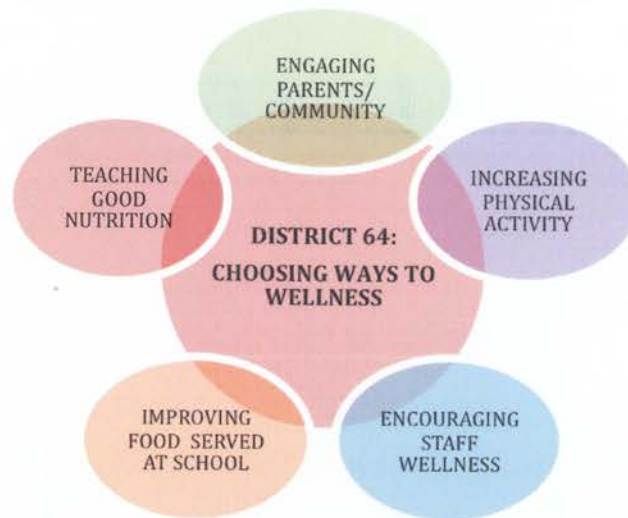
On January 25, 2013 quotes were received for art and general supplies that are not available through the stockless program with Office Depot. These supplies are ordered now and delivered as appropriate. They will be used for the remainder of this year and a portion of the 2013-2014 school year. We purchase these supplies at this time because we are able to secure more aggressive pricing than during the summer. Also, if we order over the summer, there is no guarantee that shipments will be complete before school reopens in August.

We solicit quotes on these items to obtain the best pricing, however, Board approval is not required. We quote this in two categories and not one category exceeds the \$25,000 bid threshold.

In addition to the quotation process, the District also compares the quoted prices received with already bid contracts, such as the Purchasing Co-op Network and the State of Illinois Procurement Contracts to ensure that we are receiving the lowest prices possible.

Below is a summary breakdown of the lowest quotes received for each category. Total category costs varies year to year based on curriculum initiatives and current inventory. The combined category costs remains within the approved budgets.

Art Supplies	<u>Vendor</u>	<u>Recommended Amount</u>	
	Nasco	\$2,299.00	
	Elgin School Supplier	\$2,242.00	
	Bye-Mo'r, Inc.	\$2,110.00	
	Pyramid School Supplies	<u>\$1,902.00</u>	
	Total Cost	\$8,553.00	(Prev. year \$7,427.)
General Supplies	Pyramid School Supplies	\$ 960.00	
	State of IL. Bid Contract	\$ 817.00	
	Elgin School Supplier	203.00	
	Nasco	\$ 132.00	
	Bye-Mo'r	\$ 82.00	
	Office Depot (PCN)	<u>\$ 22.00</u>	
	Total Cost	\$2,216.00	(Prev. year \$4,003.)



DISTRICT 64 WELLNESS COUNCIL January 29th, 2013

Members present: P. Bender, P. Risk, T. Gleason, K. Engle, C. Meredith, M. Lones, S. McDaniel, M. Arnold, J. Morrison, P. Yurkovic, N. Azark, M. Petkofski

•Indian Scouts Event

Discussion continued about the May, 2013 Indian Scouts Inaugural Together Forever Dash, and district 64 Wellness Council/School Community participation. Council members had questions re: cost of the event, registration, wording of the message advertising the event, whether the event would be accessible to those with disabilities, etc. Dr. Bender to email Don Metter of the Indian Scouts to obtain answers. Event is scheduled for a Saturday in early May. Goal of the event is to raise awareness for families to lead a healthy lifestyle as well as learn about the social responsibility for charity involvement.

•Healthy Heart Month

February is Healthy Heart Month. District health staff members, in conjunction with Wellness Council have several activities planned. Friday, Feb. 1st is Wear Red Day. The week of Feb. 4th, a travelling display will make the rounds to each building, providing information about cardiac health. A healthy treat will be provided to staff. On Feb. 22nd staff from Lutheran General Hospital will present a "red bag lunch" at Roosevelt, dispelling myths about cardiac health.

- New Health Services Logo

Health Services replaced the Bandaid logo with a fresh new one. The slogan "Good Health Promotes Good Learning" remains the same, but the apple graphic is meant to depict making healthy choices for wellness.



- Schools Update

Field: Biggest Loser campaign for staff is underway. The program is all online, and is 11 weeks long. Field offers yoga for staff on a weekly basis.

Carpenter: Yoga continues on Thursday afternoons for the next 6 weeks.

Roosevelt: Yoga and a Weight Watchers program are offered for staff.

- Next Meeting

February 26, at 4pm, at ESC

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

Minutes of the meeting
held at 4:00 p.m. Tuesday, February 19, 2013
Carpenter School, 300 N. Hamlin, Park Ridge, IL 60068

Attendees:

Cmdr. Jason Leavitt, Park Ridge Police
Div. Cmdr. Joseph Penze, Niles Police
Adm. Sgt. Bob Tornabene, Niles Police
Kelly Tess, Carpenter/Franklin School Assistant Principal
Kathy Jozwiak, Carpenter School PTO
Tim Gleason, Lincoln Middle School Assistant Principal
Katie Kelly, Field School Assistant Principal
Leslye Lapping, Jefferson Coordinator Ext. Day/Preschool Services
Jessica Hutchison, Washington School Assistant Principal
Bernadette Tramm, Public Information Coordinator

Ms. Tramm called the meeting to order at 4:08 p.m. She reported that Superintendent Phil Bender was out of the District at a conference and unable to chair today's meeting.

City of Park Ridge

▪ **Police**

Cmdr. Leavitt reported that Off. Kappler had worked to resolve particular items raised at the previous meeting regarding Field School/parking and Carpenter and Washington schools/ parking and unsafe driving. He reported that police will be working on better pacing of traffic with the Washington School crossing guard at the intersection of Western and Stewart avenues to improve the southbound flow of vehicles during drop off.

▪ **Fire**

Deputy Chief Sorensen was unable to attend and asked Ms. Tramm to email him with any fire-related concerns.

Village of Niles Police

Adm. Sgt. Tornabene reported that traffic near Jefferson and Emerson schools has been flowing well, particularly since the change in Emerson's parking lot traffic routing. He said another periodic enforcement effort would be planned to reinforce no double-parking along Greendale Avenue.

School Reports

▪ **Carpenter**

Assistant Principal Tess announced that traffic may be heavier during the Thursday, February 21 "McTeacher" PTO fund-raising event from 5-8 p.m. at McDonalds, 1032 N. Northwest Highway, Park Ridge. Ms. Jozwiak thanked police for always responding so quickly when the school telephones about specific traffic incidents that arise from time to time. Cmdr. Leavitt noted that schools are always a priority for the police.

▪ **Franklin**

Assistant Principal Tess said vehicles making illegal U-turns in front of the school on Manor Lane remain a major concern. Cmdr. Leavitt said police would follow-up.

▪ **Field**

Assistant Principal Kelly thanked police for the extra support during the first big snow event recently. She asked that police continue to monitor vehicles that are parking and drivers exiting adjacent to the Wisner Street side of the school, which is designated as a "kiss 'n go" zone only, as this impedes the steady flow of traffic.

▪ **Jefferson**

Coordinator Lapping noted the recent late afternoon multi-block bus accident zone on Oakton Street had caused extraordinary traffic problems near Jefferson School. Not only were vehicles seeking to reach Jefferson along Greendale Avenue to pick up students, but other vehicles were attempting to detour around the accident sites to reach Oakton. Ms. Lapping reported that she had stood outdoors until 6:30 p.m. to control traffic on Greendale, so that only parents could enter/exit the area. Ms. Lapping reported that only one vehicle was not compliant with the flow; police identified it as a stringer for local news media. Adm. Sgt. Tornabene and Cmdr. Leavitt reported that two shifts of officers from both police departments and fire personnel were deployed along Oakton to divert traffic. The committee then brainstormed ideas to provide additional support to Jefferson in a similar crisis if police could not assist; suggestions included asking for a public works vehicle to block the street or providing Village of Niles portable street barriers. ▪ Ms. Lapping also asked whether instructions for lock down procedures had been modified in light of the Newtown shooting. Adm. Sgt. Tornabene said Niles Police would be visiting soon to conduct a review, and would have recommendations at that time. In the interim, current procedures should be followed as practiced.

▪ **Washington**

Assistant Principal Hutchison reported that police have been very helpful in writing citations for parking and unsafe driving. ▪ She asked that police review the crossing situation at Western and Crescent avenues, which receives spillover traffic from Lincoln Middle School. Students from Lincoln would prefer to cross Western from Lincoln's staff parking lot just north of Crescent, and high school students using a Centennial Park walking path also want to cross other than at the intersection. Washington will continue to work with its patrol students and crossing guard to get all pedestrians to use the designated crossing zone, but police support would be appreciated, as it is a very busy intersection for vehicles and foot traffic. ▪ Ms. Hutchison also requested support from Beat Team Leader Tom Rechlicz to work with lunch supervision personnel to review procedures to be followed if an incident occurs when students are outdoors. Cmdr. Leavitt will contact him.

▪ **Lincoln**

Assistant Principal Gleason reported traffic has been normal. Moving toward spring, he reminded the committee that students would be looking forward to enjoying the first burst of warm weather and are apt to linger near schools and playgrounds.

▪ **Roosevelt**

Principal Kevin Dwyer was unable to attend, but asked Ms. Tramm to thank police for continuing their regular visits that have had such a positive impact on safety during drop off and pick up times.

▪ **Emerson**

No report.

Successes/Concerns

- Asst. Principal Gleason reaffirmed that any visible presence by police around schools near drop off/pick up time always improves safety near schools, and thanked police for making this effort.
- Cmdr. Leavitt reported that a "soft" lockdown issued recently for Maine South High School was an example of good communication and prudence in response to an incident in an adjacent community that could have migrated to Park Ridge.

Other

Ms. Tramm reported the line-up for Healthy Living month in Park Ridge: April 1-5 Health & Nutrition Week; April 8-12 Neat to Use Your Feet Week; April 15-19 Screen-Free Week and National Library Week; and a new Go Green Week, April 22-26.

Next Meeting

The next meeting will be held at 4:00 p.m. on Tuesday, May 7 at Lincoln Middle School (Learning Resource Center), 200 S. Lincoln Ave., Park Ridge. The meeting was adjourned at 4:37 p.m.

Minutes submitted by Bernadette Tramm

**Minutes of the Board Advanced Technology Committee
held at 7:00 p.m. January 29, 2013
Franklin Elementary School
2401 Manor Lane, Park Ridge**

Director of Technology Dr. Terri Bresnahan called the meeting to order at 7:05 p.m.

Also present were Jon Urbanski, Dave Iffland, Kendra Griffin, Carrie De la Cruz, Jason Mata, Scott Zimmerman, Allison Blum, Caroline Schaab, Sara Greiner Carolan, Paul Brown, Amanda Walsh, Sue Herman, Gini Burns, Nancy Sweeney, Doug Miller, Tony Sivore, Franny Keyes, Paul McCarthy, Janice Oliva, Barbie Murphy, and Dr. Lori Hinton.

Introductions

New member, Gini Burns, teacher from Emerson Middle School, introduced herself as well as members who were not present at the first meeting.

Case Study Activity Results

Data from the case study activity conducted at the last meeting was shared via Wordle pictures. These pictures depicted the results in a visual format and emphasized the main ideas of the results. The committee agreed upon what student learning should look like in District 64 and how technology can be used to support that type of learning.

Infrastructure

Jon Urbanski, Manager of Technology, reviewed the overall state of the District's infrastructure and how it supports student learning. Mr. Urbanski shared how the District has future-proofed much of its infrastructure to allow for growth. Areas of concern that will need to be addressed include a review of our telephone system and an update to our wireless system to a single vendor.

State of Technology

The committee broke into two groups to participate in presentations for elementary schools and middle schools. Roosevelt's Instructional Technology Coach, Caroline Schaab, and Roosevelt's Technologist, Allison Blum led the elementary presentation. The middle school presentation was led by Lincoln's Instructional Technology Coach, Amanda Walsh, and Lincoln's Technologist, Sue Herman. Committee members had the opportunity to review the current inventory of technology equipment across the schools and how it is being utilized to support student learning. Coaches shared specific "Samples of Success" that demonstrate the effective use of technology to support the Common Core State Standards and the National Education Technology Standards.

Technology Planning for the 21st Century

The committee reviewed a model for focusing technology planning on the following elements:

- Empowered Students
- Enhanced Teaching
- Extensive Resources
- Effective Administration
- Establish an Infrastructure

These will be the priorities as the committee conducts its action research and presents recommendations to the Board.

Action Research

The committee worked in small groups to brainstorm areas for possible action research that warrant further exploration. Based on consensus by the committee, the following topics will be researched by smaller action teams:

- 1-to-1 BYOD (Bring Your Own Device) Models
- 1-to-1 Computing Models (Single Devices such as iPads or Chromebooks)
- Technology in the Early Childhood / Primary Grades
- Innovative Learning Models (Inquiry-Based Learning, Flipped Classrooms, etc.)
- Infrastructure Needs (Telephone System, Wireless Network, etc.)

Committee members divided into the above groups based on personal passions and interests. Dr. Bresnahan and other District 64 staff will facilitate these groups to explore models in action and other resources. Research could include site visits to other exemplary school districts.

Future Steps

The action teams will reconvene in March to share their findings and develop recommendations for technology initiatives in District 64.

Next Meeting

The next whole committee meeting will be Monday, March 11th at 7:00 p.m. at Lincoln Middle School.

The meeting was adjourned at 9:22 p.m.

Minutes submitted by Dr. Terri Bresnahan