

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

## ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION

Monday, May 6, 2013  
Hendee Educational Service Center  
164 S. Prospect Avenue  
Park Ridge, IL

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

Monday, May 6, 2013

### TIME

### APPENDIX

7:30 p.m.

#### Meeting of the Board Reconvenes as Organizational Meeting

- Administration of the Oath of Office for Newly Elected Board Members
- Call to Order and Roll Call
- Public Comments
- Election of Board President                      Action Item 13-05-4                      A-1 OM
- Election of Board Vice President                      A-2 OM
  - New Board President                      Action Item 13-05-5
- Election of Board Secretary                      A-3 OM
  - New Board President                      Action Item 13-05-6
- Approval of Board of Education Meetings for 2013-14                      A-4 OM
  - New Board President                      Action Item 13-05-7
- Review of Board of Education Assignments                      A-5 OM
- Other Discussion and Items of Information                      A-6 OM
  - Superintendent
    - Board Advanced Technology Committee (BATC)  
Revised Recommendations
    - Board of Education Vacations
    - Photo Session
    - Board Retreat
    - Other:
      - State Mandated Training

## • Adjournment

Next Meeting: Monday, May 20, 2013  
6:30 p.m. Committee-of-the-Whole: Finance  
7:30 p.m. Regular Board Meeting  
Emerson Middle School  
8101 N. Cumberland Avenue  
Niles, IL 60714

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

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

- Review Proposed Budget Draft #1 of 2013-14 Tentative Budget

Regular Board Meeting – 7:30 p.m.

- District 64 Jazz Band Emerson
- Pledge of Allegiance and Welcome
- Recognition of Student Awards
- Recognition of Tenured Teachers
- Discussion and Approval for Design of Field Phase 2
- Approval of Final Calendar for 2012-13
- Approval of Board Advanced Technology Committee (BATC) Revised Recommendations Including Annual Technology Purchase
- Approval of 2<sup>nd</sup> year Extension of Bus Contract
- Approval of April Financials
- Bid for PE Uniforms (memo)
- INSPRA Distinguished Service Award 2013 (memo)
- ELF Grant Awards

### June 10, 2013

Special Board Meeting – 7:00 p.m.

- Roles, Goals, and Controls
- Capital Project Update
- Consent Agenda (Bills)

### June 24, 2013

Regular Board Meeting – 7:30 p.m.

- Judith L. Snow Awards
- Discussion of CFC Student Fee Study Goals
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Year-End Report on Strategic Plan and District-Wide Priorities
- Resolution # for Prevailing Wage
- Approval of May Financials
- Approval of Custodial Supply Bid 2013-14
- Update on Summer Construction Projects

### July 2013

- Appointment of Hearing Officer - July TBD
- Approval of Student/Parent Handbook 2013-14 – July TBD
- Board Adopts 2013-14 Tentative Budget – July TBD
- Board Sets Date of Public Hearing for Final Budget Adoption – July TBD
- Approval of June Financials – July TBD
- Update on Summer Construction Projects – July TBD

### Upcoming Meetings

August 16 and 17, 2013 - Board Retreat

### TBD

- Review Proposed Budget Draft #2 of 2013-14 Tentative Budget
- Maine Township Treasurer (memo)
- Recognition/Plans for Community Finance Committee
- Analysis of ISAT Test Scores
- Update on Summer Construction Projects – August TBD
- Discussion and Approval for Design of Field Phase 2
- Intergovernmental Agreements District 62 and NSSEO
- Appointment of Carpenter / Franklin Assistant Principal
- Appointment of Washington Assistant Principal

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.

ELECTION OF BOARD PRESIDENT

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ACTION ITEM 13-05-4

I move the election of \_\_\_\_\_ to serve as President  
of the Board of Education of Community Consolidated School District 64,  
Cook County, Illinois for the 2013-2015 years.

The votes were cast as follows:

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

AYES:

NAYS:

ABSENT:

PRESENT:

ELECTION OF BOARD VICE PRESIDENT

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ACTION ITEM 13-05-5

I move the election of \_\_\_\_\_ to serve as Vice President of the Board of Education of Community Consolidated School District 64, Cook County, Illinois for the 2013-2015 years.

The votes were cast as follows:

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

AYES:

NAYS:

ABSENT:

PRESENT:

ELECTION OF BOARD SECRETARY

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ACTION ITEM 13-05-6

I move the election of \_\_\_\_\_ to serve as Secretary  
of the Board of Education of Community Consolidated School District 64,  
Cook County, Illinois for the 2013-2015 years.

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

AYES:

NAYS:

ABSENT:

PRESENT:

Approval of Board of Education Meetings for 2013-14

ACTION ITEM 13-05-7

I move that the Board of Education of Community Consolidated School District 64, Cook County, Illinois approve the Board of Education Meetings for 2013-14  
The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:



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COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

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164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

**BOARD MEETINGS – 2013 -2014**

JULY	8 (ESC)
AUGUST	26 (ESC)
SEPTEMBER	23 (Roosevelt)
OCTOBER	28 (Washington)
NOVEMBER	18 (Carpenter)
DECEMBER	16 (ESC)
JANUARY	27 (Jefferson)
FEBRUARY	24 (Field)
MARCH	24 (Lincoln)
APRIL	28 (Franklin)
MAY	19 (Emerson)
JUNE	23 (ESC)

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

PB:mw



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**COMMITTEE-OF-THE-WHOLE MEETINGS – 2013 -2014**

AUGUST	12
SEPTEMBER	9
NOVEMBER	18
FEBRUARY	10
APRIL	14
MAY	5
JUNE	9

Additional Committee-of-the-Whole Meetings can be scheduled during the year as needed.

Appendix 5 OM  
Organizational Meeting

Review of Board of Education Assignments

Board appointments may be discussed.

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**BOARD COMMITTEES**  
**2013-15**

Board Advanced Technology Committee

Community Finance Committee Liaisons

Curriculum Council

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ED RED/FED ED Liaison

Elementary Learning Foundation Liaison

Facilities

IASB Representative

Insurance Committee

Intergovernmental Liaison

Medical Advisory Board

Negotiations Team

Policy Committee

PTO/PTA Presidents Liaison

Traffic Safety Committee

Other Discussion and Items of Information

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To: Board of Education

From: Dr. Terri Bresnahan, Director of Technology

Date: May 6, 2013

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Subject: Board Advanced Technology Committee Recommended Timeline for Adoption

**RECOMMENDATION TIMELINE FOR ADOPTION:**

The Board Advanced Technology Committee (BATC) would like to propose a recommended timeline for adoption in response to Board feedback provided at the April 22 meeting. Specifically, the Board requested additional information related to three critical questions:

- 1) How will a 1:1 initiative impact student learning in each subject area?
- 2) What are the expectations for teacher implementation and how will we support teachers with meeting these expectations?
- 3) How will we measure the impact of a 1:1 initiative?

To fully answer these questions before moving to full implementation, the committee now recommends separating the approval into two steps:

- The focus of Year One in the 2013-14 school year will be capacity building, data collection, and device exploration. The committee recommends that Year One be comprised of 6 action steps to fully respond to each of the Board's questions. The steps are described in detail below.
- An updated proposal would then be brought forward for the Board's consideration in spring 2014 for Year Two implementation in the 2014-15 school year.

**Action Steps for Remainder of 2012-13**

- 1 During the month of May, meetings will be scheduled at each building to give all staff the opportunity to provide input and ask questions about the BATC reports and recommendations. The building Principal, Instructional Technology Coach, building Technologist, members of the District's Technology Implementation Committee, the Director of Technology and the Assistant Superintendent for Student Learning will be present to meet with staff and collect their feedback.
- 2 In June, the Board will receive a year-end report on the 2012-13 Strategic Plan and District-wide priorities. Included in this presentation will be a summary of the progress of the Instructional Technology Coach model for professional development in the District, as well as strides made towards the implementation of the Common Core State Standards with technology integration.

### Action Steps for Year One 2013-14

- 1 Use existing technology funds tentatively budgeted for 2013-14 (to be presented during the budget presentation on May 20) to:
  - a **Complete the purchase and installation of SmartBoards for all grade K-5 classrooms and for math classrooms at the middle schools.** This will support the rollout of the new Math Curriculum materials throughout the District. Costs for this purchase have been included in the department's existing budget for 2013-14. To be completed summer, 2013.
  - b **Diversify and increase the number of devices for student use through the purchase of Chromebooks.** Funds allocated for the refresh of existing student laptops and additional laptops on carts for students will be reallocated to purchase Chromebooks. These will be used throughout the District in grades 3-8 to better prepare students for what they will be using when they enter high school in District 207. The lower per unit cost also will greatly increase the number of devices available to students at a rate of 4:1. Chromebooks will then be used throughout Year One to explore their potential and build capacity for their integration. To be purchased summer, 2013 for implementation fall, 2013.
  - c **Increase the number of iPads available to students with a focus on grades K-2.** iPads would continue to be stored on carts for access by all students in grades K-8. Additional iPads purchased would then be dedicated for use by students in K-2 classrooms to a ratio of 1:4. The costs for these iPads have been included in the existing technology budget for 2013-14. To be purchased summer, 2013 for implementation fall, 2013.
  - d **Upgrade infrastructure to increase bandwidth for Internet access and improve the wireless network performance.** As the number of devices increases, the infrastructure must be monitored to ensure a robust and reliable backbone for staff and student network use. The costs for the infrastructure upgrades have been included in the 2013-14 tentative draft budget. Work to be completed summer, 2013.

As a result of feedback gathered from building-based meetings and further exploration of curriculum and professional development models, the following will be accomplished and presented to the Board in September 2013.

- 2 **Identify teacher proficiency levels for technology to reflect each year of the implementation plan.** The Technology Implementation Committee will work to establish rubrics for identifying the guidelines based on the NETS for Teachers. Teachers will then have the opportunity to use these guidelines to self-assess their professional practices related to technology integration and establish goals on how to achieve those standards. The Instructional Technology Coaches and a

clearly aligned professional development plan will assist teachers in reaching their goals.

- 3 **Design/adopt instruments to measure teacher proficiency levels and design ongoing professional development.** The TIC will explore a number of statistically valid assessment tools to accurately diagnose instructional uses of technology and recommend professional development priorities consistent with 21st Century Skills and the NETS-T. The data collected through these instruments will be used to determine areas for professional growth and demonstrate growth over time of teacher proficiency levels.
- 4 **Collaborate with BATC and the District 64 Public Information Coordinator to implement a communication plan for parents and students.** Educational and feedback opportunities for students and parents will be provided to prepare for a one-to-one computing model. The BATC will continue to meet throughout the year to develop an outreach to the parent and student community and collect data that would prepare the District for expanded technology use in Year Two.
- 5 **Establish a new Instructional Steering Committee to explore teaching strategies that support 21<sup>st</sup> century learning.** Teams of teachers, as well as representation of Curriculum Specialists and Instructional Technology Coaches, will explore and implement “flipped classrooms” and inquiry-based learning. While these models are currently being explored in the District, the new Instructional Steering Committee will provide a venue for further development and collaboration, and District-wide sharing. Other instructional models will also be explored to identify additional learning opportunities that enhance communication, collaboration, critical thinking, and creativity.
- 6 **Through job-embedded coaching with the Instructional Technology Coaches, continue to focus on building teacher capacity to prepare for a one-to-one computing model.** Instructional Technology Coaches will continue to provide quality, job-embedded professional development for all teachers in the District. They will focus on assisting teachers with managing devices in the classroom and developing instructional strategies that align device use with achieving the Common Core State Standards (CCSS) and the National Educational Technology Standards for Students (NETS-S).

#### **FINANCIAL DETAILS FOR YEAR ONE:**

Below are the financial details for Year One as presented in the original recommendation on April 22.

The goals of Year One are to:

- Maintain the existing budget for hardware purchases.
- Increase iPad ratio for grades K-2 to 1:4.

- Reallocate funds to purchase Chromebooks that were slated to refresh outdated MacBook Pro laptops.
- Complete the installation of SmartBoards in all K-5 classrooms and middle school math classrooms.
- Upgrade infrastructure to meet increased demand on the network.

#### 1:4 iPad to Student Ratio Grades K-2, iPads on Carts for K-5\*\*

*K-2 Students (1,068)	267
# of iPads on Carts for K-5**	140
Total # of iPads Needed	407
# of Existing iPads	337
<b># of iPads to Purchase</b>	<b>70</b>
<b>Approximate Total Cost for iPads for Year 1 (2013-14)</b> <b>(\$400 per Unit)</b>	<b>\$28,000</b>

\* Kindergarten count represents FTE

\*\* 2 carts of iPads will remain at each middle school (numbers not included above)

#### Chromebooks on Carts for Grades 3-8

	Elementary	Middle School	Total	Cost Per Unit	Total Cost
<b>Existing budget:</b> <b># of Laptops* Budgeted to Replace</b>	99	58	157	\$1,200	\$188,400
<b>Alternate use of budget:</b> <b># of Chromebooks</b>	425	250	675	\$280	<b>\$189,000</b>

\* Student laptops only; teacher laptop refresh cycle not affected

#### SmartBoards

Additional SmartBoards for K-5	72
Additional SmartBoards for 6-8 Math	12
<b>Total Cost for SmartBoards for Year 1 (2013-14)</b> <b>(\$2,800 per Unit)</b>	<b>\$235,200*</b>

\* Total cost currently budgeted in existing technology budget for 2013-14

### Infrastructure

Wireless Access Points & Switches	\$129,212
Network Cabling	\$12,000
Bandwidth Upgrade (200 Mbps)	\$13,200 (\$1,100 per month)
<b>Approximate Total Cost for Infrastructure for Year 1 (2013-14)</b>	<b>\$154,412</b>

### TOTAL APPROXIMATE COSTS FOR YEAR 1 -- 2013-14

<b>iPads (1:4 for Grades K-2)</b>	\$ 28,000
<b>Chromebooks (On Carts for Grades 3-8)</b>	\$189,000
<b>SmartBoards</b>	\$235,200*
<b>Infrastructure</b>	\$154,412
<b>SUBTOTAL</b>	\$606,612
<b>Amount Currently Budgeted</b>	\$453,660*
<b>TOTAL APPROXIMATE ADDITIONAL COST FOR YEAR 1 (2013-14)</b>	<b>\$152,952</b>

\*\$118,800 already budgeted in Tech Budget for 2013-14 for elementary laptop purchases, \$99,660 for middle school laptop and iPad purchases, and \$235,200 for SmartBoards for a total of \$453,660.

### **NEXT STEPS:**

In consideration of the time constraints for ordering equipment to be delivered and prepared for the start of school in August, planning for professional development, and conducting infrastructure work in school buildings over the summer months, the administration intends to request approval for Year One of the recommendation at the May 20 Board meeting in conjunction with approval of the annual technology budget purchases.

As noted earlier, the Board will be receiving a year-end progress report on the 2012-13 Strategic Plan and District-wide priorities in June 2013.

In addition, progress of the Year One action steps listed above will be reported to the Board in September 2013. We would also offer opportunities for Board members to visit

classrooms to see 21<sup>st</sup> century learning in practice. Continued updates to the Board regarding Year One activities will be provided on an ongoing basis.

Approval of Year Two recommendations would be scheduled for spring 2014, when the action steps for Year One have been implemented and reports as noted above can be shared with the Board.

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