

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

Board of Education Agenda
Special Board Meeting
Monday, September 9, 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, September 9, 2013

TIME		APPENDIX
7:20 p.m.	Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board 	
7:20 p.m.	• Board Convenes to a Public Hearing on the Budget	
7:30 p.m.	Board Adjourns from Public Hearing on the Budget and Resumes Special Board Meeting <ul style="list-style-type: none"> • Public Comments • Presentation and Adoption of Consensus Goals 2013-15 A-1 <ul style="list-style-type: none"> -- Board President Action Item 13-09-1 • Presentation of Amended Board of Education Operating Principles A-2 <ul style="list-style-type: none"> -- Board President • Discussion/Approval of Hourly Staff Rates: Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013 A-3 <ul style="list-style-type: none"> -- Superintendent Action Item 13-09-2 • First Reading of Policy 6:60 from PRESS Issue 80 A-4 <ul style="list-style-type: none"> -- Superintendent • Consent Agenda Action Item 13-09-3 A-5 <ul style="list-style-type: none"> -- Board President <ul style="list-style-type: none"> • Personnel Report • Approval of Occupational/Physical Therapists Change in Compensation • Bills • Approval of Policy 6:60 from PRESS Issue 80 • Approval of Minutes Action Item 13-09-4 A-6 <ul style="list-style-type: none"> -- Board President <ul style="list-style-type: none"> • Board Study Session Minutes.....August 17, 2013 	

- Closed Session MinutesAugust 17, 2013
- Board Study Session Minutes.....August 16, 2013

• **Board Member Liaison Report** A-7
 -- Board of Education

• **Other Discussion and Items of Information** A-8
 -- Superintendent

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

• **Adjournment to Closed Session**
 -- Performance of Specific Employee 5 ILCS 120/2(c)(1)
 -- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Meeting: **Thursday, September 19, 2013**
 Committee-of-the-Whole: Communications – 6:30 p.m.
Field School – North Gym
 707 N. Wisner Avenue
 Park Ridge, IL 60068

Next Regular Meeting: **Monday, September 23, 2013**
 Regular Board Meeting – 7:30 p.m.
Roosevelt School – South Gym
 1001 S. Fairview
 Park Ridge, IL 60068

September 19, 2013 – Field School – North Gym
 Committee-of-the-Whole: Communications – 6:30 p.m.

September 23, 2013 – Roosevelt School – South Gym
 Regular Board Meeting – 7:30 p.m.

- Adoption of FY14 District 64 Budget
- Report on Park District Child Care Pilot Program at Roosevelt School
- Approval of Baseline Concussion Testing
- Sixth Day of Enrollment Report
- Approval of August Financials Ending August 31, 2013
- Update on Summer Construction Projects
- ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2013
- Annual Application for Recognition of Schools

October 28, 2013 – Washington School – South Gym
 Regular Board Meeting – 7:30 p.m.

- Analysis of Student Achievement
- Report and Discussion on Transition of Before and After School Child Care Program to Park District effective 2014-15
- Approval of September Financials Ending September 30, 2013

November 18, 2013 – Carpenter School – South Gym
 Committee-of-the-Whole: Finance - 7:00 p.m.

- Review 2013 Proposed Tax Levy

 Regular Board Meeting – 7:30 p.m.

- Board Sets Date of Public Hearing for 2013 Tax Levy

- Approval of Transition of Before and After School Child Care Program to Park District effective 2014-15
- Summer Interim Session 2013 Report
- Presentation and Approval of Summer Interim Session 2014 Dates and Fees
- Approval of October Financials Ending October 31, 2013

December 16, 2013 – Field School – North Gym

- Public Hearing on 2013 Tax Levy
- Regular Board Meeting – 7:30 p.m.
- Resolution # to Adopt Final 2013 Tax Levy
 - Approval of November Financials Ending November 30, 2013

Upcoming Topics

- Approval of December Financials Ending December 31, 2013 – 1/27/14
- Approval of January Financials Ending January 31, 2014 – 2/24/14
- Approval of February Financials Ending February 28, 2014 – 3/24/14
- Approval of March Financials Ending March 31, 2014 – 4/28/14
- Approval of April Financials Ending April 30, 2014 – 5/19/14
- Approval of May Financials Ending May 31, 2014 – 6/23/14

TBD

- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO
- Update on 2012 Tax Extension
- Approval of Facility Master Plan Phase II
- FY13 Audit Report
- Discussion on Class Size Determination Process

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.

Presentation and Adoption of Consensus Goals 2013-15

ACTION ITEM 13-09-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois adopt the Board of Education Consensus Goals developed during the Board's Study Sessions on August 16 and 17, 2013.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

DISTRICT 64 BOARD OF EDUCATION
CONSENSUS GOALS 2013-15

Student Learning

1. The Administration will:
 - Continue to review and refine the Educational Ends statements, assessments, and targets.
 - By November 1, 2013 develop student growth goals measured by Tier 1 (MAP), Tier 2, and Tier 3 assessments.
 - Maintain competitive scores on the state assessment (e.g., ISAT, PARCC).
2. By the spring of 2014, the Board will approve a plan that articulates 21st Century Learning including a recommendation on the need and value of a 1:1 computing model; how it may be funded; how it will integrate with the curriculum; and how we plan to measure and monitor its implementation and success.

Facilities

1. The Administration will obtain the capacity for each school by the 6th day of enrollment.
2. The Administration will present to the Board a new demographic study prepared by Dr. John Kasarda.
3. The District will continue with present projects under consideration in the Facility Master Plan Phase 1.

Finance

1. The District will continue to levy in accordance with past practice to maximize revenue under the Property Tax Extension Limitation Law (PTELL) formula, and demonstrate fiscal discipline to ensure meeting the Board's goal originally set for 2017, of not returning to the community for an operating fund referendum prior to 2020-21.
2. For the school year 2013-14, the District-wide student fees will remain the same.
3. Any positive balance to the Operating Fund at the end of the year should be earmarked to extend the assumed time of the next operating fund referendum and not utilized to pay for new expenses.
4. The District will honor the 2013-14 capital projects budget allocation of \$5 million, while also using debt extension bonds going forward for further capital improvements.
5. The District will endeavor to prevent a return to an operating fund referendum no earlier than 2020-21.
6. The Board believes in strong fiscal discipline.

Park Ridge-Niles School District 64
Board of Education Operating Principles
Reaffirmed August 26, 2013

Operating Principle 1: Positive Relationships

We recognize it is essential to remain positive in working together.

- We will look for and recognize the positive contributions of each individual and shall refrain from speaking negatively about others.
- We will seek ways to turn obstacles into opportunities.
- We will maintain a sense of hope, optimism and humor in working together.

Operating Principle 2: Open Communication

We are committed to communication that promotes openness and understanding.

- We believe the most effective communication requires high levels of trust.
- We will establish and maintain open channels of formal and informal communication.
- We will be honest and direct with each other.
- Information required by statute to be discussed in closed session and so discussed will remain confidential.
- Information pertinent to Board business should be shared with all Board members in a timely manner.
- We will use social media in a positive way only to express individual (not entire Board) citizen views.

Operating Principle 3: Quality Interaction

We are responsible for quality interaction with each other as team members. Conflict is a natural and inevitable feature of working together. The management of conflict is an opportunity to improve the quality of our interactions and relationships.

- We are each accountable to the team for our own actions.
- We will encourage and remain receptive to divergent views of other members.
- When conflict occurs, the focus will be on the issue, not the person.
- We will work to influence one another directly and in supportive ways.
- Should concerns about another team member arise, the person with the concern will share privately his/her views with the individual.

Operating Principle 4: Collaborative Decision-Making

The team is committed to using a collaborative decision-making process.

- We will define the objective, i.e., what is being decided.
- We will provide opportunity for input from persons affected by the decision.
- We will gather all pertinent facts concerning the situation.
- We will allow time for reflection throughout the process.
- We will organize and analyze the collected data.
- We will encourage the consideration of multiple solutions and their implications.
- We will encourage compromise and seek consensus.
- We will make a timely decision.
- We will provide a plan to implement the decision.
- We will communicate the decision to those affected.

- We will support the decision and its effective implementation.
- We will evaluate the decision in terms of its effectiveness.

Operating Principle 5: Handling Public Concerns

We – as a Board and as individual Board members – will handle public concerns of both individuals and groups in tactful, orderly and effective ways.

- We will listen to the concern, and, if appropriate, ask questions or summarize the concern to check and confirm understanding.
- We will ask if the issue has been discussed with the person immediately responsible or the immediate supervisor.
- We will express appreciation to the individual for presenting the concern.
- We will affirm the desire to reach a satisfactory solution through the appropriate channels.
- We will ask the person to report back on the progress or resolution of the concern when appropriate.
- We will outline the next step(s) that the Board or Board member will take and assure the person that someone will contact him or her to address the concern.
- We will inform the Superintendent of the concern when appropriate.

Operating Principle 6: Board and Committee Meetings

We choose to conduct our meetings in an open and orderly fashion and in a manner consistent with our operating principles.

- Board meeting agendas are developed cooperatively between the Board President, Vice President and Superintendent with input from other administrators and Board members as appropriate. (Committee meeting agendas are similarly developed between the committee members and the respective administrators.)
- Board and committee agendas and support materials/ documents (including minutes of past meetings) are distributed in advance to encourage informed discussion.
- Surprises at meetings from Board members and/or administrators are counterproductive.
- Any changes in the prepared agenda for Board meetings will be mutually determined by the Board President and Superintendent prior to the meeting. (All Board members and/or committee members shall have an opportunity to accept or reject those changes.)
- The Board values citizen input and will provide a forum for such input at each meeting.
- At the end of the discussion, the Board will summarize issues and articulate next steps as well as clarify understandings of the discussion.

Operating Principle 7: Continuous Improvement

We are committed to an ethic of continuous improvement.

- We will regularly examine our progress towards meeting established goals.
- We will biennially review, evaluate and establish new goals.

Operating Principle 8: Accountability

The Board recognizes that it is accountable to the community and other stakeholders.

- We will communicate the State of the District on an annual basis.

- We will conduct open, transparent and frequent communications with the community.
- We will encourage public engagement.

Approval of Hourly Staff Rates: Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013

ACTION ITEM 13-09-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois approve all current hourly wages as well as the new starting rates as described in the attached memo, for all Lunchroom Supervisors, Assistant and Head Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) effective July 1, 2013.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Joel T. Martin

Date: September 9, 2013

Re: Wage Recommendations for Before School, Lunchroom, and Jefferson
Extended Day Care (Exception PRTAA members) Supervisors

Administration is asking for approval of recommendations for current staff and new hires in the Before School, Lunchroom, and Jefferson Extended Day Care programs (exception of Park Ridge Teachers Assistant Association members) effective with the 2013-14 school year.

- Recommendation for Current Staff

The administration is recommending that the hourly wages(s) of current Before School, Lunchroom and Jefferson Extended Day Care program employees be maintained at their current rate(s) for the 2013-14 school year.

- Recommendation for New Hires

The starting hourly rate for all new employees hired into the Before School, Lunchroom and Jefferson Extended Day Care programs as supervisors is established at \$12.00 an hour. Any new District hires for the position of Head or Assistant Head Lunchroom Supervisor will receive the starting rate of \$13.00 an hour.

The rate schedule for new hires is as follows:

Before School Supervisor:

Starting Hourly Wage – \$12.00

Lunchroom Supervisor:

Starting Hourly Wage – \$12.00

Assistant Head Lunchroom Supervisor:

Starting Hourly Wage – \$13.00

Head Lunchroom Supervisor:

Starting Hourly Wage – \$13.00

Jefferson Extended Day Care Supervisor:

Starting Hourly Wage – \$12.00

Current staff hired to replace a Head or Assistant Head Lunchroom Supervisor will maintain their current salary. Any current staff making less than the base hourly wage hired for those positions or any new staff hires would have their rate adjusted to the starting wage as identified above.

First Reading of Policy 6:60

Policy 6:60	Issue 80	Instruction – Curriculum Content
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Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8 violence prevention and conflict resolution must be stressed, including; (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. In addition, in all grades bullying prevention must be taught.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Activity*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound

mind in a healthy body and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.

9. In all schools, conservation of natural resources must be taught, including but not limited to: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it; **(e) in grades 7/8 the technique of hands only CPR will be reviewed.**

10. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

11. In grade 7 students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
12. In all schools, the curriculum includes instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
13. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
14. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
15. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7,
5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4,
5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7,
5/27-23.8, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code § §1.430 and 1.440
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447,
Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title
II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum
Development), 6:70 (Teaching About Religions), 6:235 (Access to
Electronic Networks), 7:190 (Student Discipline); 7:260 (Exemption
from Physical Activity)

ADOPTED: October 27, 1997

REVISED: April 12, 1999

REVISED: June 14, 1999

REVISED: January 14, 2002

REVISED: March 16, 2004

REVISED: January 23, 2006

REVISED: April 23, 2007

REVISED: January 28, 2008

REVISED: January 26, 2009

REVISED: February 22, 2010

REVISED: November 15, 2010

REVISED: March 12, 2012

REVISED: August 26, 2013

Consent Agenda

ACTION ITEM 13-09-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 9, 2013, which includes the Personnel Report, Approval of Occupational/Physical Therapists Changes in Compensation, Bills, and Approval of Policy 6:60.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
September 9, 2013

Jill Besenjak	Employ as Lunch Program Supervisor at Field effective September 6, 2013 - \$12.00 per Hour.
Nicole Kaye	Employ as School Psychologist Intern at Emerson School effective August 26, 2013 – \$16,000.00.
Elizabeth Kim	Employ as 4th grade Resource Assistant at Roosevelt School effective September 4, 2013 – \$18,537.74.
Ana Lazanyi	Employ as Before School Supervisor at Field effective September 6, 2013 - \$12.00 per Hour.
Lynn Marciniak	Employ as Lunch Program Supervisor at Field effective September 6, 2013 - \$12.00 per Hour.
Alice Summers	Employ as Lunch Program Supervisor at Field effective September 6, 2013 - \$12.00 per Hour.
Miranda Thorpe	Employ as School Psychologist Intern at Emerson School effective August 26, 2013 – \$16,000.00.
Joanna Unilowski	Employ as Lunch Program Supervisor at Roosevelt effective September 6, 2013 - \$12.00 per Hour.
Cassandra Clair	Resign as Special Needs Assistant at Jefferson School effective August 26, 2013.
Jonathan Urbanski	Resign as Manager of Technology effective September 6, 2013.

To: Board of Education
Dr. Phil Bender

From: James Even
Director of Pupil Services/Special Education

Date: August 12, 2013

Re: Request for change in OT/PT Compensation

The Pupil Services/Special Education Department appreciated the opportunity to present to the Board of Education our concerns over retaining the employment of our current Occupational Therapists (OT) and Physical Therapists (PT).

To summarize the discussion, District 64 purchased OT/PT services from MTSEP from the founding of the cooperative through FY12. In the Spring of 2012, District 64 hired 4 MTSEP employees at 88% (12% reduction) of their FY12 MTSEP salaries. We have subsequently learned that the OT/PT salaries had been frozen by MTSEP at FY10 levels. The chart below represents this 12% reduction and when factoring in the salary freeze (assuming 2% annual increase) is actually a 16% reduction in the salaries from the perspective of the group.

	OT1	OT2	OT3	PT1
MTSEP FY10 Salary	\$81,863	94,825	68,405	81,863
MTSEP FY11 Salary	81,863	94,825	68,405	81,863
MTSEP FY12 Salary	81,863	94,825	68,405	81,632
D64 FY13 Salary	72,039	83,446	60,196	72,039

We do have a part time former MTSEP PT at .4FTE and an outside hire that was brought in at a salary of \$ 58,000 for FY 12 who are not represented in the chart above.

OT's and PT's are medical professionals currently in high demand. As the Board requested, we have researched comparable OT/PT salaries. Prior to 2000 only a bachelor's degree was required to become an OT or PT. Since the field has annual continuing education requirements to keep up with the field for licensure, many OT's and PT's did not pursue an advanced degree. The current entry level for an OT is a Master's and a Doctorate for a PT.

We have found several variations of OT/PT compensation in Illinois Districts:

- Cooperative Salary Schedule for OT and PT based on Degree and/or CEU accumulation. This was the MTSEP model prior to dissolution.
- Cooperatives using the Teacher Salary schedule with or without allowances for placement on the schedule and the accumulation of CEU's.
- Stand alone districts using the teacher schedule with or without allowances for OT/PT based on Degree and/or CEU's.

In looking at comparable districts and their procedures for OT/PT compensation, we were able to obtain the salary schedules for 2 cooperatives, which serve most districts in the north and northwest suburbs. These 2 cooperatives employ the greatest number of OT's and PT's in the region and are our competition for hiring.

SEDOL (Special Education District of Lake County) is a very large cooperative and serves 30 districts (see addendum). They have a stand-alone OT/PT salary schedule which recognizes a Bachelors base, years, and the number of CEU's (Continuing Education Units).

NSSEO (North Suburban Special Education Organization) serves 8 districts in the northwest suburbs. The OT's and PT's are on a modified teacher salary schedule that is based on degree (BA and the number of CEU/credit hours post degree) The following represents how our current staff would be placed on the SEDOL and NSSEO salary schedule.

	OT1	OT2	OT3	PT1
MTSEP FY10	\$81,863	94,825	68,405	81,863
MTSEP FY11	81,863	94,825	68,405	81,863
MTSEP FY12	81,863	94,825	68,405	81,632
D64 FY13	72,039	83,446	60,196	72,039
SEDOL	92,922	92,922	86,660	89,872
NSSEO	102,049	98,913	71,840	96,079

Given this disparity, we would like to propose a two-step process:

- 1) Restore the current group to their FY12 level with MTSEP with the new hire for FY13 given comparable compensation. This would in effect place them at their same salary for FY10. This would be in effect for FY14.

	OT1	OT2	OT3	PT1
MTSEP FY10	\$81,863	94,825	68,405	81,863
MTSEP FY11	81,863	94,825	68,405	81,863
MTSEP FY12	81,863	94,825	68,405	81,632
D64 FY13	72,039	83,446	60,196	72,039
SEDOL	92,922	92,922	74,764	89,872
NSSEO	102,049	98,913	71,840	96,079
D64 FY14 (proposed)	81,863	94,825	68,405	81,863

- 2) During this year, we would develop an official OT/PT compensation schedule to determine how to place new hires as well as a performance rubric to incorporate merit increase as opposed to a step and lane approach as the Board has requested.

This will have a fiscal impact of approximately \$ 40,000 per year. We are offering some fiscal factors that may be helpful in justifying this change other than the retention issues.

- Prior to FY 11, District 64 was billing the Medicaid Fee For Service System mainly for medical services, subsequently we have expanded our billing and generate an additional \$ 45,000 per year in revenue for our OT and PT services for Medicaid eligible children.
- The FY14 Pupil Services/Special Education tentative expenditure budget was reduced by \$ 132,000 . Should this \$ 40,000 be approved, the budget will have been reduced by \$ 92,000.

Thank you for the opportunity to share this information. Should you need additional information or clarification, please let us know.

ADDENDUM

Special Education District of Lake County (SEDOL)

Winthrop Harbor 1	Mundelein 75
Beach Park 3	Diamond Lake 76
Zion 6	Fremont 79
Millburn 24	Kildeer 96
Emmons 33	Aptakisic 102
Antioch 34	Lincolnshire 103
Grass lake 36	Fox Lake 114
Lake Villa 41	Wauconda
CCSD 46	Warren Township HS 121
Woodland 50	Grant HS 124
Gurnee 56	Stevenson HS 125
Oak Grove 68	Zion Benton HS 120
Libertyville 70	Grayslake HS 120
Rondout 72	CCSD HS 128
Hawthorn 73	North Chicago 187

North Suburban Special Education Organization (NSSEO)

Wheeling 21	Arlington Heights 25
Mt Prospect 57	Prospect Heights 23
River Trails 26	Elk Grove 59
High School District 211	High School District 214
Conant	Buffalo Grove
Fremd	Elk grove
Hoffman Estates	Wheeling
Palatine	Hersey
Schaumburg	Rolling Meadows
	Prospect

This report can be viewed
on the District 64 website
www.d64.org on the
Financial Data-Current
link.

Approval of Policy 6:60

1 st Reading September 9, 2013	Policy 6:60	Issue 80	Instruction – Curriculum Content
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Approval of Minutes

ACTION ITEM 13-09-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Board Study Session on August 16, 2013, Board Study Session on August 17, 2013, and Closed Session Meeting of August 17, 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 Study Session
held at 5:30 p.m. on August 16, 2013
Emerson Middle School – Learning Resource Center
8101 N. Cumberland, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 5:40 p.m. Other Board members present were Terry Cameron, Dan Collins, Dathan Paterno, Scott Zimmerman, John Heyde and Vicki Lee. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Business Manager Becky Allard, Director of Special Education/Pupil Services James Even, Director of Facility Management Scott Mackall, and two members of the public.

Board President Borrelli stated the purpose of the meeting was to develop goals for the Board and District for the next 3-5 years. Following a brief dinner break, the meeting resumed at 6:15 p.m.

Assistant Superintendent Hinton described three data sources the District uses to understand student achievement, including Educational Ends assessments and goal statements; Measures of Academic Progress (MAP); and the Illinois Standards Achievement Test (ISAT). In respect to performance trends related to these three assessment measures, she reported that since 2008, District 64 has consistently met targets on almost 90% of Ends assessments; since 2008 an increasing number of students have been performing above the 75th percentile on MAP; and since 2006, District 64 has seen an increasing number of students performing in the “Exceeds” category on the ISATs. She suggested three opportunities that could be considered for growth, including: reviewing the District’s Educational Ends assessments in light of the District’s vision for 21st century learning and refine them to reflect what we currently value; continuing to increase the percentage of students exceeding standards on the ISAT and MAP, which could be worked into the Ends; and setting a target worked into the Ends for the percentage of students achieving their “expected growth” over the course of the school year based on MAP testing for reading and math. Dr. Hinton described variables on the horizon related to testing as the state implements the Common Core State Standards (CCSS). She also shared data for District 64 in relation to a list of comparable districts on various measures. Dr. Hinton then discussed ways to improve student learning and the degree to which the District meets its mission statement by focusing on the consistent delivery of high impact instruction. She noted that high-impact instruction is the result of content planning, formative assessments, research-based strategies, community-building and student engagement. Dr. Hinton noted that the Curriculum Team has a commitment to providing explicit professional development on high-impact instruction. She noted that District 64 provides this support to teachers through professional development and job-embedded coaching, and that in 2013-14, the focus will be on formative assessment and research based strategies. She also briefly responded to a request for background information on the benefits of preschool and full-day kindergarten. Board members and administrators then engaged in a dialogue to clarify their understanding of this information and share views on what goals they value and ways to measure progress.

Business Manager Allard reported on the state of the District's finances. She pointed out fund balance increases since the successful 2007 referendum; reviewed specific actions the District has taken to reduce costs over the past four years in transportation, utilities, insurance, photocopying and administrative staffing reductions; and provided an overview of fund balance projections for the future. Ms. Allard discussed the impact of depleting the District's fund balances to finance capital projects, and the prospects for extending the time before approaching the community for an operating expense referendum beyond the 10 years initially envisioned since the 2007 referendum. She identified some of the variables that impact the District's local property tax revenues, which are subject to the tax cap linked to the annual Consumer Price Index (CPI). Board members and administrators then engaged in a dialogue on finances, noting that a previous Committee-of-the-Whole on Revenues in June and budget presentations for 2013-14 had provided the Board extensive opportunities to explore issues in this area.

Facility Management Director Mackall gave an overview of the Facility Master Plan and facilities projects, including priority one projects identified in the District's Maintenance Plan from December 2011. He reviewed the priority projects completed thus far at Carpenter, Field, Franklin and Lincoln in 2012 and 2013; he noted that the facilities work completed in summer 2013 had been included in the 2013-14 tentative budget. Mr. Mackall reported that the Board is now considering the second phase of work at Field to complete the mechanical and life safety upgrades. He also pointed out that the Board is considering whether to authorize the additional studies needed to fully complete the Master Plan. Mr. Mackall then reviewed the Life Safety projects remaining to be completed at all schools, and the timeframe for that work to be accomplished. Board members and administrators then engaged in a dialogue on facilities, again noting the previous opportunities the Board had been given to delve more deeply into this area in conjunction with its budget discussions and facility project presentations by architects Fanning Howey.

Following a short recess, Dr. Bender then provided an overview of his history in District 64, and some of the challenges and achievements during his three years here including the successful conclusion of the Roosevelt and Washington facility projects, a Board member resignation, selection of a new architectural firm, commencement of work on a Facility Master Plan, and the impact of continuing budget constraints. He also discussed the importance of the Board reaching consensus on goals, so that Superintendent and administrator goals can be aligned directly to them. He then discussed proposed goals for the District for 2-5 years and 5-10 years and beyond. For the shorter term goals, he noted that with the implementation of CCSS, the District will have a process in place that will allow students to do more critical thinking on a global level and it will allow District 64 to compare itself across a much broader population. He also pointed out goals for facility improvement and for continued spend management to meet the financial commitments related to the 2007 referendum. He then noted the need to support the development of an evaluation system for teachers. Looking toward longer-term goals, Dr. Bender pointed out that District 64 can focus on increasing student achievement by providing research-based instructional practices and making sure the District has a system of accountability and support for implementation in place. He also identified his goal of continuing the work of the Board Advanced Technology Committee, and also look at the use of Science-Technology-Engineering-Math (STEM), inquiry-based learning and related concepts to help students meet the continued demands as 21st century learners. Dr. Bender further proposed goals of

working with the community to consider developing a proposal for a comprehensive, needs-based preschool program, and also working with the community to look at the possibility of developing full day kindergarten at all buildings. Dr. Bender then responded to a range of Board member questions, including 1:1 computing and other technology issues as well as metrics for measuring progress toward goals.

To wrap-up, the Board then identified the key items in student learning, finance and facilities to be discussed further at the Saturday session.

At 9:40 p.m., upon motion of Board member Zimmerman and second of Board member Cameron, the Board adjourned by voice vote.

President

Secretary

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Study Session
held at 8:30 a.m. on August 17, 2013
Emerson Middle School – Learning Resource Center
8101 N. Cumberland, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 8:30 a.m. Other Board members present were Vicki Lee, John Heyde, Terry Cameron, Scott Zimmerman, Dathan Paterno and Dan Collins. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Business Manager Becky Allard, Director of Special Education/Pupil Services James Even, Director of Facility Management Scott Mackall, and one member of the public.

Board President Borrelli recapped the key items in student learning, finance and facilities for further discussion identified during the Study Session on August 16. He then reviewed the description of the principles of effective governance provided by the Illinois Association of School Boards (IASB). Discussion then turned to changes in the teacher/administrator evaluation process, the three types of student assessments used by District 64 and their relationship to Educational Ends measures. Following this review, Board members and administrators moved to a more detailed discussion of Board goals around student learning. The current Board goals in the student learning area were reviewed, including the relationship to the District's Strategic Plan, mission statement and the graphic developed to display the Board's 2011-13 goals.

Following a brief break, the Board then focused on specific student learning goals in relation to Educational Ends and 21st century learning. Board members and administrators engaged in a lengthy discussion about the metrics needed to track attainment of student learning goals, and further discussed the current Educational Ends statements and related assessments. As part of the deep exploration of this area, the Board and administrators focused on the importance of setting and monitoring individual student growth goals as a key indicator of progress, and the various assessments available to track this growth through Tier I (Measures of Academic Progress), Tier 2 and Tier 2 assessments. Discussion then moved to a discussion of technology in relation to supporting and achieving these student growth goals. The Board then agreed on goals for student learning that include: continuing to review and refine the District's current Educational Ends statements, assessment and targets; developing student growth goals measured by various tiers of assessments; maintaining competitive scores for the District overall on the state assessment, as it transitions from the current Illinois Standards Achievement Test to the new tests linked to the Common Core State Standards; and developing recommendations for 21st century learning including a 1:1 computing model and a proposal for its funding, integration with the curriculum, and a plan to measure and monitor its implementation. The Board also charged administration to present a proposal regarding specific metrics for student growth within 60 days.

Following a short recess for lunch, Board President Borrelli offered a recap of the morning session on student learning, and then introduced the discussion of Board facilities goals. The Board delved more fully into understanding the District's life safety

projects from its 10-year Life Safety plan and also what would be required for the completion of the Facility Master Plan including the educational adequacy study. The Board and administration further discussed the capacity of the existing buildings to accommodate enrollment growth, and bridged into a discussion of average class sizes. It was noted that the District's last complete demographic study had been completed in December 2009 by consulting demographer Dr. John Kasarda, and that with the current uptick in housing turnover observed within the community that a new look at the projections might be useful. Board members and the administration also discussed the difference between construction vs. project total costs, and discussed the Field School work looking at whether activities designated as part of the District's Maintenance Plan could be separated from the life safety projects. The timing of whether to accelerate the schedule for the District's next required 10-year life safety survey also was discussed. The Board then distilled three goals related to facilities, including directing administration to provide the Board with the capacity of each school based on the 6th day of enrollment; initiate an update to the demographic study; and to continue with present projects under consideration in the Facility Master Plan Phase 1.

Board President Borrelli then moved into a formal discussion of Board finance goals, the last area designated for review at the study session. The Board agreed to organize its discussion around reaching consensus on key points to develop a complete economic philosophy. In turn, the Board focused its discussion on five key areas, allowing all members to state their views in order to achieve consensus prior to moving to the next item. The discussion began with three areas: the District's annual tax levy; student fees and the use of annual operating fund surplus; and the method of financing facility projects. Following a brief break, the Board returned to discuss two additional items in its economic philosophy: the target year for the earliest return to taxpayers for an operating expense referendum; and the need for continued fiscal discipline. Board members reached consensus on: continuing to levy in accordance with past practice to maximize revenue under the tax cap, and demonstrate fiscal discipline to ensure meeting the Board's goal of not returning to the community for a referendum prior to 2020-21; maintaining student fees at the current level pending the Community Finance Committee and administration further report due late this fall; using any positive balance to the Operating Fund at the end of the year to extend the assumed time of the next referendum and not for adding new expenses; using fund balances for the 2013-14 capital projects but relying on debt extension bonds going forward for further capital improvements; extending a return to taxpayers for an operating expense referendum past the previous 2016-17 target to no earlier than 2020-21; and continuing a policy of strong fiscal discipline.

Following the establishment of goals in these three areas, Board President Borrelli then opened a discussion on setting goals for the Superintendent. Dr. Bender suggested that it would be most fruitful to mold his goals around the Board's identified areas; he thanked the Board for developing clear goals. Board members then shared their reflections about the specific goals or areas they had hoped to discuss and what had been accomplished during the intensive, two-day study session.

Board President Borrelli noted that the draft goals agreed upon today would be gathered into one document and included for approval at the upcoming business meeting. He also noted he would suggest companion goals for the Superintendent for further discussion at that time as well.

Upon motion of Board member Paterno and second of Board member Heyde, it was moved to adjourn to closed session to discuss employment of specific individual [5 ILCS 120/2(c)(1)] and not to return to open session with no action to be taken.

AYES: Collins, Paterno, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board study session adjourned from closed session at 4:15 p.m.

President

Secretary

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

Board of Education Agenda
Monday, September 23, 2013
Regular Board Meeting
Roosevelt Elementary School – South Gym
1001 S. Fairview
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, September 23, 2013

TIME

APPENDIX

7:30 p.m.	Meeting of the Board Convenes		
	• Roll Call		
	• Introductions		
	• Opening Remarks from President of the Board		
	• Public Comments		
	• Adoption of FY14 District 64 Budget		A-1
	-- Business Manager/Superintendent	Action Item 13-09-5	
	• Sixth Day of Enrollment Report		A-2
	-- Business Manager		
	• Report on Park District Child Care Pilot Program at Roosevelt School		A-3
	-- Roosevelt School Principal / Park District Beyond the Bell Supervisor		
	• Approval of Baseline Concussion Testing		A-4
	-- Assistant Superintendent for Student Learning	Action Item 13-09-6	
	• Consent Agenda	Action Item 13-09-7	A-5
	-- Board President		
	• Personnel Report		
	• Bills, Payroll and Benefits		
	• Approval of Financial Update for the Period Ending August 31, 2013		
	• Annual Application for Recognition of Schools		
	• Destruction Audio Closed Minutes (none)		
	• Approval of Minutes	Action Item 13-09-8	A-6
	-- Board President		
	• Special Board Meeting MinutesSeptember 9, 2013		

- Closed Session MinutesSeptember 9, 2013
- Closed Session MinutesAugust 26, 2013
- Committee-of-the-Whole MinutesAugust 26, 2013
- Regular Board Meeting MinutesAugust 26, 2013

- **Board Member Liaison Report** A-7
-- Board of Education

- **Other Discussion and Items of Information** A-8
-- Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2013
 - Minutes of Board Committees (none)
 - Other
 - Update on Summer Construction Projects

- **Adjournment**

Next Regular Meeting: **Monday, October 28, 2013**
 Regular Board Meeting – 7:30 p.m.
Washington School – South Gym
 1500 Stewart Avenue
 Park Ridge, IL 60068

October 28, 2013 – Washington School – South Gym

Regular Board Meeting – 7:30 p.m.

- Analysis of Student Achievement
- Report and Discussion on Transition of Before and After School Child Care Program to Park District effective 2014-15
- Approval of September Financials Ending September 30, 2013

November 18, 2013 – Carpenter School – South Gym

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

- Review 2013 Proposed Tax Levy

Regular Board Meeting – 7:30 p.m.

- Board Sets Date of Public Hearing for 2013 Tax Levy
- Approval of Transition of Before and After School Child Care Program to Park District effective 2014-15
- Summer Interim Session 2013 Report
- Presentation and Approval of Summer Interim Session 2014 Dates and Fees
- Approval of October Financials Ending October 31, 2013

December 16, 2013 – Field School – North Gym

- Public Hearing on 2013 Tax Levy

Regular Board Meeting – 7:30 p.m.

- Resolution # to Adopt Final 2013 Tax Levy
- Approval of November Financials Ending November 30, 2013

Upcoming Topics

- Approval of December Financials Ending December 31, 2013 – 1/27/14

- Approval of January Financials Ending January 31, 2014 – 2/24/14
- Approval of February Financials Ending February 28, 2014 – 3/24/14
- Approval of March Financials Ending March 31, 2014 – 4/28/14
- Approval of April Financials Ending April 30, 2014 – 5/19/14
- Approval of May Financials Ending May 31, 2014 – 6/23/14

TBD

- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO
- Update on 2012 Tax Extension
- Approval of Facility Master Plan Phase II
- FY13 Audit Report
- Discussion on Class Size Determination Process

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.