

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

Board of Education Agenda

Monday, November 18, 2013
Regular Board Meeting
Carpenter Elementary School – North Gym
300 N. Hamlin 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, November 18, 2013

TIME

APPENDIX

- | | | |
|-----------|--|-----------------------------------|
| 6:00 p.m. | Meeting of the Board Convenes <ul style="list-style-type: none">• Roll Call• Introductions• Opening Remarks from President of the Board | |
| 6:00 p.m. | • Board Convenes to a Committee-of-the-Whole: Communications | |
| 6:45 p.m. | • Board Adjourns from a Committee-of-the-Whole: Communications and Convenes to a Committee-of-the-Whole: Finance | |
| 7:00 p.m. | • Board Adjourns from a Committee-of-the-Whole: Finance and Resumes Regular Board Meeting | |
| | • Pledge of Allegiance and Welcome
-- Carpenter Elementary School Principal/Students/PTO/
School Board Members Day Appreciation | |
| | • Public Comments | |
| | • Presentation of Leadership Profile for Superintendent Search
-- BWP & Associates Ltd. | A-1 |
| | • Review of Security Survey
-- Director of Facility Mgmt./Paul Timm, RETA Security | A-2 |
| | • Approval of Transition of Before and After School Child Care Program to Park Ridge Park District Effective 2014-15
-- Business Manager/ Asst. Supt. for Human Resources/
Coord., Ext. Day & Pre-School Serv./Park Ridge Park District | A-3
Action Item 13-11-1 |
| | • Presentation and Approval of Summer Interim Session 2014 Dates & Fees
-- Assistant Superintendent for Student Learning | A-4
Action Item 13-11-2 |

- **Update on Board Goal/Student Learning #3 – Technology Metrics** A-5
-- Director of Technology / Assistant Superintendent for Student Learning
- **Board Goal/ Finance #1 - Resolution #1105 to Approve 2013 Proposed Tentative Tax Levy and Establishment of Public Hearing Date** A-6
-- Business Manager Action Item 13-11-3
- **Recommendation/Approval for Collection of Student Fees** A-7
-- Business Manager Action Item 13-11-4
- **Annual Audit Report FY13** A-8
-- Assistant Business Manager
- **Board Goal/Finance #4 - Discussion on Capital Projects Financing** A-9
-- Business Manager / Representatives from William Blair
- **Consent Agenda -** Action Item 13-11-5 A-10
-- Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending October 31, 2013
 - Acceptance of Annual Audit Report FY13
 - Approval of Policies from PRESS Issues 79 and 80
 - Authorization to Seek Bids for Regular Transportation and Summer School Services for 2014-15 School Year
 - Approval of Intergovernmental Agreement Between the Board of Education of Park Ridge-Niles School District 64 and City of Park Ridge Police Department
 - Acceptance of Donation
 - Destruction of Audio Closed Minutes
- **Approval of Minutes** Action Item 13-11-6 A-11
-- Board President
 - COW: Student Achievement Minutes..... October 28, 2013
 - Regular Board Meeting Minutes..... October 28, 2013
 - Closed Session..... October 28, 2013
- **Board Member Liaison Report** A-12
-- Board of Education
 - Elementary Learning Foundation
 - Medical Advisory
 - Board Tech Visits
 - Carpenter School Visit by Board Member Collins
 - Board Advanced Technology Committee
- **Other Discussion and Items of Information** A-13
-- Superintendent
 - Upcoming Agendas
 - Freedom of Information Act Requests (FOIA)
 - Memoranda of Information
 - Summer Interim Session 2013 Report
 - Update on Elementary Milk Program
 - Energy Efficiency Grant Program Award

- SchoolSearch™ 2013 Bright A+™ Award
- Minutes of Board Committees
 - Traffic Safety Committee Minutes of October 22, 2013
 - Board Advanced Technology Committee (BATC) Minutes of November 12, 2013
- Other

• **Adjournment to Closed Session**

- Discipline, Performance of Specific Employee [5 ILCS 120/2(c)(1)]

Next Meeting: Monday, December 9, 2013
 6:30 p.m. – Special Board Meeting
 – Closed Session
 - Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]
 Hendee Educational Service Center
 164 S. Prospect Avenue
 Park Ridge, IL 60068

December 9, 2013 – Hendee Educational Service Center

Special Board Meeting – 6:30 p.m.

- Board Member Guided Discussion on Website Features/Improvements
- Closed Session- Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]

December 12, 2013 – Hendee Educational Service Center

Closed Session – 5:30 p.m. - Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]

December 13, 2013 – Hendee Educational Service Center

Closed Session – 5:30 p.m.- Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]

December 16, 2013 – Field School – South Gym

Pledge of Allegiance and Welcome - District 64 Musicians – 7:00 p.m.

Public Hearing on 2013 Tax Levy - 7:20 p.m.

Regular Board Meeting – 7:30 p.m.

- Resolution # to Adopt Final 2013 Tax Levy
- Resolution of Intent to Issue Working Cash Bonds and Set Public Hearing
- Report on Staff Stipends
- Report on Student Registration and Participatory Fees
- Discussion of Board Goal/ Communications – Board Operating Plan (Working Draft)
- Approval of the Construction Documents for the Field School Project and Approval to Bid for the Field School Project
- Update on PARCC Implementation (memo of information)
- Present Final Calendar for 2014-15 & Tentative Calendars for 2015-16 & 2016-17
- First Reading of Policies from PRESS Issues 80 and 81
- Resolution #__ Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 27, 2014 Regular Board of Education Meeting
- Approval of November Financials Ending November 30, 2013

January 27, 2014 – Jefferson School

Public Hearing on Issuance of Bonds – 7:15 p.m.

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Adopt Final Calendar for 2014-15 & Tentative Calendars for 2015-16 & 2016-17
- Report on Social Emotional Learning Programming
- Presentation on District 64 Website Study
- Board Goal/ Communications - Approval of Policies from PRESS Issues 80 and 81
- Approval of December Financials Ending December 31, 2013

January 30, 2014 – Field School – North Gym

Committee-of-the-Whole: Curriculum – 6:00 – 9:00 p.m.

February 10, 2014 – Field School – North Gym

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

- Annual Financial Projections Update
- Special Board Meeting – 7:30 p.m.
- Adoption of Resolution # Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2014-15 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1
 - 2014-15 Staffing Report
 - Consent Agenda (Bills)

February 24, 2014 – Field School – North Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approve Parameters Resolution Authorizing Bond Sale With Approval of Board President, Superintendent, and Business Manager
- Board Authorizes 2014-15 Staffing Plan
- Award Contract for Regular & Summer School Transportation Services
- Approval of January Financials Ending January 31, 2014

March 24, 2014 – Lincoln School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/Student Learning #2 – 21st Century Learning
- Approval of February Financials Ending February 28, 2014
- Healthy Living Month (memo)

April 14, 2014 – Field School – North Gym

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

April 28, 2014 – Franklin School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/Student Learning #4 – for Instructional Technology Coach (ITC) Impact
- Approval of March Financials Ending March 31, 2014

Upcoming Topics/TBD

- Pledge of Allegiance and Welcome – 5/19/14
- Approval of April Financials Ending April 30, 2014 – 5/19/14
- Approval of May Financials Ending May 31, 2014 – 6/23/14
- Approval of Superintendent
- Report on English Language Learners and Changing Needs
- Discussion on Class Size Determination Process
- Approval of Facility Master Plan Phase II
- Award Contract for M. S. Hot Lunch Program
- Progress Report on 2013-14 District-wide Priorities & Strategic Plan Activities
- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO

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.

All action items included
in this packet are subject to
final Board approval.

Presentation of Leadership Profile for Superintendent Search

To: Board of Education
From: Scott Mackall
Date: November 18, 2013
Re: Review of Security Survey

Overview

In July, District 64 engaged consultant Paul Timm of RETA Security to undertake a comprehensive physical security assessment of its eight schools and administrative offices, along with a review of its emergency plans. The reviews were conducted this summer, and draft reports were shared with the school principals early this fall. Park Ridge and Niles police and fire officials also reviewed the report in detail.

An itemized Executive Summary (Attachment 1) of the final security assessment has been provided for discussion at this evening's meeting. Due to the sensitive nature of the material, the full text of the report is not being published with the Board meeting documents since those are publicly available on the District 64 website.

Mr. Timm's complete report also notes the following strengths in District 64's current security practices:

- Schools are utilizing electronic access control.
- Sonitrol intrusion detection (burglar alarm) systems are in use.
- Emerson Middle School's newer design incorporates a locked entry vestibule, which can serve as a model for other District 64 schools.
- Most outdoor foliage has been maintained to promote natural surveillance of building exteriors.
- Door hardware has been well maintained.

Next Steps

Following Board discussion of Mr. Timm's report, administration will develop a list of priority projects, gather cost estimates, and develop a timeline to implement the work. Our goal is to focus on key items that will have a positive, swift impact on enhancing security. We anticipate being able to report to the Board in January.

Therefore, administration's initial recommendation would be to:

- Utilize the existing Operations & Maintenance and Tort budgets for smaller projects that can be immediately planned and undertaken during the current or upcoming fiscal years.
- Plan for more costly capital projects to be incorporated into one or more upcoming fiscal years, such as designing and installing secured main entry vestibules similar to Emerson's at all schools and the District Educational Service Center office. Administration would like to explore integrating this main entry work at Field School into the life safety/maintenance project planned for either summer 2014 or 2015.

The safety and security of all students and staff, as well as visitors to our buildings, remains the top daily priority of our facility management systems. Administration appreciates the opportunity the Board has made available to conduct this analysis.



Executive Summary

In July of 2013, RETA Security, Inc. conducted physical security assessments of the Park Ridge-Niles School District 64 facilities. The district operates eight (8) schools and an administrative office. RETA Security conducted the assessments through staff interviews, visual observation, and with the assistance of a door hardware expert. We also incorporated proprietary checklists detailing the presence and relative effectiveness of the following physical security elements:

- Deterrence – discouraging unauthorized actions
- Detection – recognizing unauthorized actions
- Delay – slowing unauthorized actions
- Response – reacting to unauthorized actions

Some issues were captured through the use of a digital camera.

Assessments focused on areas involving the protection of students, staff, and visitors. As intended, the assessments identified both strengths and weaknesses of the existing security program. The following district-wide issues especially merit attention.

- Pursue the installation of secured main entry vestibules.
 - Revisit positioning of main entry monitors.
- Improve visitor management procedures.
 - Adopt a credential exchange practice or purchase a visitor management software.
- Continue to replace classroom locking mechanisms with those that have interior locking capabilities.
- All telephones should be labeled with emergency dialing instructions.
- Adopt one standard for two-way radios.
 - Cease use of walkie-talkies.
 - Consider use of a repeater.
- Optimize intercom systems.
 - Remove volume controls.
- Consider installing Sonitrol panic buttons in each Main Office.
- Improve student monitoring.
 - Train and equip recess monitors.
 - Train and equip crossing guards.
- Update and standardize video surveillance systems.
- Continue to develop emergency plans.
- Identify and label tornado shelter areas.
- Continue collaboration with the Park Ridge Park District.

Approval of Transition of Before and After School Child Care Program to Park Ridge Park District Effective 2014-15

At the October 28, 2013 meeting, the Board of Education had an opportunity to review a comprehensive report and engage in discussion with both District 64 and Park District administrators about: the operation of the current pilot program at Roosevelt School, called "Beyond the Bell;" and about plans for a permanent transition of the program beginning with the 2014-15 school year to site-based programs at all five elementary schools under the supervision of the Park District. [That report is available on the District 64 website > Board of Education Meetings > October 28 Report.]

As a follow up to that discussion and comments subsequently received, District 64 has obtained written confirmation of the policy announced by the Park District during presentations last fall when the pilot year was approved that it will extend the "resident" rate to any enrolled District 64 student living in the Niles portion of District 64 who participates in the Beyond the Bell programs beginning in 2014-15. (See Attachment 1)

In addition, the Park District has provided a short summary of the daily time block content to expand upon the response given on October 28 concerning the activities included in this recreational program. (Attachment 2) This brief overview supplements the detailed program description contained in the 8-page Beyond the Bell 2013-14 Parent Handbook, which the Board received in August.

Finally, additional parental input from current Jefferson after school program families was received after the survey results were tallied. (Attachment 3) This brings the total number of surveys submitted from current Jefferson families to 91, of which 62% would either prefer to attend a program at their neighborhood school or have no preference.

At this time, administration recommends Board approval, so that communication with staff and parents can move forward and detailed planning can be expanded for a smooth transition to school-based programs.

ACTION ITEM 13-11-1

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the transition of the District 64 Before and After School Child Care Programs to the supervision of the Park Ridge Park District to be conducted on site at Carpenter, Field, Franklin, Roosevelt and Washington Schools effective with the 2014-15 school year.

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

11/18/13

November 6, 2013

To Whom It May Concern:

The Park Ridge Park District recognizes that there may be some students who are enrolled at District 64 schools and may be considered a non-resident of the Park Ridge Park District programs. If the Beyond the Bell program is made available to all 5 elementary schools, the Park District will allow these students to register for the Beyond the Bell Before and After School Program at the resident rate.

Sincerely,



April Armer
Superintendent of Recreation
847-692-3319
aarmer@prparks.org



"Beyond the Bell" is designed to offer on-site quality recreational activities within a safe, structured, and encouraging environment.

Typical Daily Programming – Schedule Blocks

3:30-3:45	Check in of students
3:45-4:00	Snack
4:00-4:45 (Block 1: 45 minutes)	Homework Outside/Indoor Play Creative Corners (Art & Crafts) Club time (various clubs that the students put together based on their interests, for example: Stars Wars, reading, Glee club, fashion design, Heroes, jewelry)
4:45-5:30 (Block 2: 45 minutes)	Homework Outside/Indoor Play Creative Corners (Science Exploration) Club time (various clubs that the students put together based on their interests, for example: Stars Wars, reading, Glee club, fashion design, Heroes, jewelry)
5:30-6:00	Homework Board games, reading, clean up, quiet activities

ADDENDUM

**Jefferson After School Survey Results
Board of Education November 18, 2013 Meeting**

Additional surveys received since October 28, 2013 report: 11

Continue at Jefferson: 3 (27%)

Attend program at neighborhood school: 6 (55%)

No preference: 2 (18%)

Comments:

I would prefer that my child/children continue to attend the Jefferson After Care School Program.

- I see advantages to both types of programs. We have been very happy with Jefferson and I am concerned about space at Field. Having all of the kids in the gym at Field for 2.5 hours does not seem feasible. The opportunity for kids to get to know kids from other schools is important and the space/ range of activities available at Jefferson seems difficult to replicate at each school.
- There should be a rate for pick-up time for 4:30, 5:30 and 6 pm. Every 30 minutes rate. Thanks.

I would prefer that my child/children attend an After School Program located at our neighborhood school.

- Easier on everyone.
- The bus ride has sometimes been unpleasant.
- The Jefferson program is great, but it would be much more convenient to have our children remain in one location throughout the day. This is especially true for kindergarteners.
- I am legitimately torn because I like the staff at Jefferson & feel they do a great job with the kids. I sincerely hope that quality is not lost in any new program, especially if it may depend more on younger staff, and/or less people with a background in education. That said, if a transition could be made without those issues, staying local would be great for the kids and I would support that. Probably my 2nd biggest concern is the inability to put kids in multiple rooms for study vs. play, etc. Really hope they could do something there.

Neither Jefferson nor home school selected.

- How do we make a decision without knowing it cost and 2) the facilities? We would support the idea of after school care at Franklin if there is no increase in cost.
- It is difficult to give an opinion without realizing all the details like teacher to student ratio, price/ programs, etc. Right now they both seem the same to me.

Presentation and Approval of Summer Interim Session 2014 Dates & Fees

ACTION ITEM 13-11-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the recommendations of dates, fees and locations for the 2014 Summer Interim Session.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

TO: District 64 Board of Education
Dr. Philip Bender, Superintendent

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

RE: Recommendations for *Worlds of Wonder* Summer 2014

DATE: November 18, 2013

OVERVIEW

The following report outlines recommendations regarding the upcoming 2014 *Worlds of Wonder* summer school program. The goal of the *Worlds of Wonder* program is to provide a quality interim educational experience for students within a budget that is funded by the program itself.

RECOMMENDATIONS FOR 2014

A. Location

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

B. Leadership

- Continue to employ the two 12-month middle school assistant principals as principal of the Lincoln summer school program (4th-7th grade). Similar to past practice, they will share the administrative duties associated with this position. A portion of their salaries will be charged to the summer school budget and paid from revenue generated from the *Worlds of Wonder* program.
- Hire a principal to administrate the K-3rd grade *Worlds of Wonder* program located at Washington School.
- Hire a principal to plan and administer the special education summer support programs that are located at both Washington and Lincoln. This principal will be responsible for the kindergarten special education program located at Washington, the special needs programs at both Washington and Lincoln, and all of the tutoring and speech language services that are provided over the summer. The cost for hiring this special education principal is not accounted for in the 2014 *Worlds of Wonder* projected budget but would be similar in amount to our *Worlds of Wonder* principal salaries.

C. Summer School Dates

- Offer two 13-day sessions to accommodate the Fourth of July holiday and the transition between the last day of school and the start of summer school:
Session 1: Tuesday, June 17 - Thursday, July 3 (No School on Friday, July 4)
Session 2: Monday, July 7 - Wednesday, July 23

The Maine South Summer School program will run concurrently with our program.

D. Course Offerings and Registration

In preparation for the *Worlds of Wonder 2014* program, we will:

- Review current course offerings and develop specific course descriptions for the 2014 program.
- Send home the *Worlds of Wonder* brochure in mid-February.
- Hold registration for District 64 residents from March 3, 2014 to April 18, 2014.
- From April 19th to May 30th, accept late registrations from District 64 residents and students who live outside of District 64 boundaries at a higher cost of \$120 per class.
- Discontinue registration from May 31st until walk-in registration on June 16th. This will provide time for administration and clerical staff to assign teachers, develop class lists, and finalize operational details. Registration would re-open on June 16th **only if space is available** to enroll new students in existing classes.

F. Student Fees

- **Set tuition at \$100 per class for the 2014 *Worlds of Wonder* program.** This is a \$5 decrease from last year. Despite the 2% increase in staff salaries and increased prices of supplies and purchased services, we are still able to decrease tuition and maintain current programming within the proposed budget. The proposed 26-day session reduces our typical program length by two days and, therefore, reduces our costs. Given a tuition cost of \$100 per class for District 64 residents, we anticipate that our expenses would be equal to our revenue.
- Set the tuition fee for out of district students and those registering after April 18th at \$120.

G. Refund Policy

- In the event of a power outage or other emergency, cancel summer school by 6:30 a.m. and notify parents and staff using the *School Messenger* system.
- Due to fixed costs, refunds to parents will not be available for student absences or canceled days resulting from weather or other unforeseen emergency.

Projected Budget

A copy of the projected budget for the 2014 *Worlds of Wonder* summer school program is attached (Attachment A).

NEXT STEPS

We ask that the Board approve these recommendations at the November 18, 2013 meeting. Pending Board approval, we will finalize plans for the 2014 *Worlds of Wonder* program, develop the summer school brochure, and begin securing staff for the program. We look forward to offering a quality summer school program that provides students with engaging opportunities to extend their learning. If you have any questions or comments regarding this report prior to the upcoming Board meeting, please contact Lori Hinton at 847-318-4303.

2014 Worlds of Wonder Projection

	Enrollment	Fee/ Expense	Projected Summer 2013	Enrollment	Fee/ Expense	Actual Summer 2013	Enrollment	Fee/ Expense	Projected Summer 2014
REVENUE									
Tuition	1875	\$105	\$196,875	2124	\$105	\$223,020	1975	100	197,500
Tuition waived				3	\$0	\$0			0
Tuition after April 18	325	\$20	\$6,500	320	\$20	\$6,400	300	20	6,000
Class Fees			\$9,300			\$11,017			10,000
Total Revenue			\$212,675			\$240,437			213,500
	# of Staff			# of Staff			# of Staff		
EXPENSES									
Washington Principal	1	\$7,245	\$7,245	1	\$7,245	\$7,245	1	\$6,862	\$6,862
Lincoln Principal	2	\$3,623	\$7,246	2	\$3,623	\$7,246	2	\$3,431	\$6,862
Teachers	43	\$2,980	\$128,140	48.25	\$2,878	\$138,850	45.5	\$2,823	\$128,447
Nurse	1	\$1,085	\$1,085	2	\$543	\$1,085	1	\$1,027	\$1,027
TA's	19	\$1,446	\$27,474	22.75	\$1,394	\$31,709	21	\$1,370	\$28,770
Clerical	2	\$2,013	\$4,026	2	\$1,944	\$3,887	2	\$1,907	\$3,814
Curr Dept Clerical	1	\$12,298	\$12,298	1	\$12,298	\$12,298	1	\$12,544	\$12,544
Custodian	1	\$5,401	\$5,401	1	\$5,401	\$5,401	1	\$5,509	\$5,509
Sub-Total Salaries			\$192,915			\$207,721			\$193,835
Printing			\$2,250			\$2,225			\$2,500
Supplies			\$9,500			\$9,846			\$10,000
Refunds			\$2,000			\$452			\$2,000
Emergency Closing Refunds			\$0			\$8,715			\$0
Crossing Guards			\$6,000			\$4,750			\$5,000
Total Expenses			\$212,665			\$233,709			\$213,335
Net Gain/Loss			\$10			\$6,728			\$166

To: Board of Education

From: Terri Bresnahan, Director of Technology

Date: November 18, 2013

Subject: Update on Board Goal: Student Learning #3

Overview

At the August 2013 Study Session, the Board of Education identified Board consensus goals in the areas of Student Learning, Finance, and Facilities. In the area of Student Learning, three goals directly address the use of technology. The Administrative Team, in consultation with teacher leaders, has identified a plan for measuring our progress with each of these goals. Because these goals are interrelated, data sources may address multiple goals.

Board Consensus Goal	Data Source
#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.	<ul style="list-style-type: none"> ● LoTi Digital-Age Survey <ul style="list-style-type: none"> ○ Level of Teaching Innovation Dimension ○ Current Instructional Practices Dimension ● Chromebook Pilot ● Action Research Projects ● BATC Action Research Results ● TIC Consultative Findings
#3: By December 2013 the administration will have identified a method to determine among the staff the level of technological ability in using and applying technology in the classroom.	<ul style="list-style-type: none"> ● LoTi Digital-Age Survey <ul style="list-style-type: none"> ○ Personal Computer Use Dimension ● Chromebook Pilot ● Teacher Web Presence Data
#4: By spring of 2014 the administration will develop an assessment of the impact of technology coaches in the classroom.	<ul style="list-style-type: none"> ● LoTi One-on-One Coaching ● Chromebook Pilot ● Teacher Web Presence Data ● Action Research Projects

Section I of this report addresses Board Goal #3. **Sections II** and **III** provide a status update related to Board Goals #2 and #4. More detailed information about Goal #2 and Goal #4 will be shared in December. Ongoing status reports will be presented prior to the spring achievement timeline identified in the goals.

Section I: Board Goal #3

Board Goal # 3 states: *By December 2013 the administration will have identified a method to determine among the staff the level of technological ability in using and applying technology in the classroom.*

Since the inception of the Strategic Plan, District 64 has focused on accelerating the use of advanced technology to support the implementation of the Common Core State Standards and Priority Standards. The District's emphasis on student learning with technology integration focuses on 21st century skills that include communication, collaboration, critical thinking and creativity. The following digital-age best practices help guide our work as we support teachers in all areas of student learning:

- Promoting shared expertise through networked **collaboration**
- Bolstering purposeful **inquiry** through student questions
- Personalizing and globalizing content by making **authentic connections**
- Accelerating individual growth through vertical/horizontal **differentiation**
- Anchoring student learning with **digital-age tools and resources**
- Clarifying student understanding with **formative assessments**

In order to achieve the goals of the Strategic Plan, professional development is critical. In 2011-12 a coaching model was piloted by the District and later fully adopted in 2012-13. This professional development model has served as a powerful method for increasing the technological ability of teachers. Significant growth has been identified through qualitative observations and an increase in the use of technology equipment. The purpose of this proposal is to outline a plan for providing additional objective and quantifiable data that could be used to target the District's professional development and demonstrate growth over time.

Methodology for Data Collection

The administrative team recommends a variety of data points to best determine the technological ability of staff in using and applying technology in the classroom. Based on research and input from stakeholders, the District has implemented a variety of data collection tools to achieve this goal and better target professional development in this area. Specifically, the following data sources have been identified:

1. LoTi Digital-Age Survey
2. Chromebook Pilot Surveys

3. Teacher Web Presence Data

Data Source 1: LoTi Digital-Age Survey

Through discussions with the Technology Implementation Committee (TIC), the Instructional Technology Coaches, and collaboration between the department of Student Learning and Technology, the **LoTi Digital Survey** has been identified to collect data related to Goal #3. In 2013-14, survey administration will occur twice (September and April).

In searching for a data collection tool, it was important to find one that captured data related to technology skills and best practices outlined in the National Education Technology Standards for Teachers (NETS-T) (see Attachment 1). The NETS-T are a complete set of standards “for evaluating the skills and knowledge educators need to teach, work and learn in an increasingly connected global and digital society” (ISTE, 2013). A survey tool was chosen to administer to all teachers two times during the 2013-14 school year.

The LoTi (Level of Teaching Innovation) Digital-Age Survey “has emerged as a statistically-valid tool achieving (1) content, (2) construct, and (3) criterion validity; therefore proving that the LoTi® assessment can be used to accurately diagnose instructional uses of technology and recommend professional development priorities consistent with 21st Century Skills and the NETS-T and NETS-A” (LoTi, 2013).

LoTi Survey Background

In September 2013, all District 64 teachers were asked to take the LoTi Digital-Age Survey. Time during a building meeting was provided for survey administration. The results provided to the District are anonymous; however, each individual teacher can access his/her own results through a unique login. The individual results are private and can be used to guide personal professional development at the teacher’s discretion.

LoTi Survey District-Wide Results

The LoTi Digital-Age Survey produces results in 3 dimensions:

- (1) Level of Teaching Innovation (LoTi): Levels 0-6
- (2) Current Instructional Practices (CIP): Levels 0-7
- (3) Personal Computer Use (PCU): Levels 0-7

The data related directly to staff technological ability (Goal #3) can be found in the Personal Computing Use dimension. The other two LoTi dimensions will be used to inform our progress with Goal #2 and Goal #4.

Each dimension is assigned a value based on the average of survey responses. Below are the District-wide results of the PCU dimension from the September 2013 survey administration. This data will serve as a baseline and will be compared to the results from the same survey administered again in the spring of 2014.

PCU (Personal Computer Use) Average Score of "Intensity Level 5"

A PCU Intensity Level 5 indicates that the participant demonstrates a high fluency level with using digital tools and resources for student learning. Participants at Intensity Level 5 are commonly able to use an expanded range of existing and emerging digital-age media and formats in support of their curriculum and instructional strategies. Participants at this level advocate the safe, legal, and ethical uses of digital information and technologies and participate in local and global learning that advocate the positive impact of existing digital tools and resources on student success in the classroom.

As shown in the table below, the highest level of proficiency in the PCU dimension is a Level 7. It is significant to note that, while the District average is Level 5, thirty percent of District 64 educators have achieved one of the two highest levels of fluency. The data below also indicates a range of ability levels amongst staff making job-embedded coaching an appropriate vehicle for differentiated professional development. District 64 teachers have a wide variety of digital tools at their disposal and have worked diligently to learn how they function and to utilize them to support the existing curriculum. Additionally, Internet Safety is taught at all grade levels each year and is a top priority for staff and students in District 64.

September 2013: District 64 Personal Computer Use Levels

PCU Level	Description	Percent of Participants	Number of Participants
PCU Intensity Level 0	No inclination or skill level to use digital tools and resources for either personal or professional use.	0 %	1
PCU Intensity Level 1	Little fluency with using digital tools and resources for student learning; may have a general awareness of various digital tools and media but is not using them.	2 %	5
PCU Intensity Level 2	Little to moderate fluency with using digital tools and resources for student learning; does not feel comfortable using digital tools/resources beyond classroom management.	8 %	24
PCU Intensity Level 3	Moderate fluency with using digital tools and resources for student learning; may begin to become "regular" user of selected digital-age media and formats.	14 %	43
PCU Intensity Level 4	Moderate to high fluency with using digital tools and resources for student learning; commonly uses a broader range of digital-age media and formats in support of curriculum.	20 %	62
PCU Intensity Level 5	High fluency level with using digital tools and resources for student learning; commonly able to expand range of emerging digital-age media and formats in support of curriculum.	21 %	66
PCU Intensity Level 6	High to extremely high fluency level with using digital tools and resources for student learning; sophisticated in the use of most existing and emerging digital-age media or format.	19 %	59
PCU Intensity Level 7	Extremely high fluency level with using digital tools and resources for student learning; sophisticated in the use of any existing and emerging digital-age media or format.	11 %	36

Goals

Based on the initial benchmark data from the LoTi Digital-Age Survey, the administration recommends a target goal of a District average of one level of growth in the PCU area by the end of the 2013-14 school year. The TIC will then use the data to establish proficiency expectations for the following year.

Dimension	Fall 2013 Level	Spring 2014 Target Level
PCU (Personal Computer Use)	Level 5	Level 6

Data Source 2: Chromebook Pilot

As approved by the Board in June 2013, 675 Chromebooks were purchased and implemented throughout the District. The target student population is grades 3-8, based on the recommendation from the Board Advanced Technology Committee (BATC). Each building has established a system of implementation to ensure that all students and teachers in grades 3-8 have the opportunity to participate in a 1:1 pilot model with the Chromebooks. Due to the limited number of devices, a rotating schedule has been established at each building that allows the greatest exposure for the devices.

Below is an update for the pilots taking place in each building for the first phase:

School	First Phase Participants	Completion Date
Carpenter	3- 4th Grade Classes	First week of December
Field	4- 5th Grade Classes	Mid-November
Franklin	4- 5th Grade Classes	Mid-December
Roosevelt	3- 5th Grade Classes	Early November
Washington	1- 4th, 2-5th, 2- 3-5 CofC Classes	Early November
Emerson	2- 7th SS, 1- 7th LA/SS, 2- 8th LA, 1- 8th LA/SS	Early December
Lincoln	1- 6th LA/SS, 1- 6th Math/Sci, 1- 6th Math, 1- 7th LA, 1- 7th SpEd	Mid-November

The pilot phases are broken into several time periods that will allow each group of students to have equal access to the Chromebooks. Upon completion of each phase of the pilot, the students and teachers will complete a survey that will provide feedback for the District to consider as it develops the long-range technology plan for a 1:1 computing model. There are surveys for teachers and students in grades 3-5 and a separate survey for those in grades 6-8.

The survey data collected from the first phase of the pilot will be shared at the December 16 meeting. This will allow time for all schools to complete their first round with the Chromebooks. The surveys reflect how the Chromebooks are used in the classroom and how they impact student learning from both the teacher and student perspectives.

Data Source 3: Teacher Web Presence

While there has not been a District-wide goal specifically related to a teacher web presence, as of yet, this has been an ongoing focus for the work of the Instructional Technology Coaches. Using the NETS-T, the following standard has been our guideline:

Model Digital Age Work and Learning: Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

- a. Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation*
- c. Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats*

As a result, we have seen significant increases in the number of teachers who not only have a web presence, but also update the information regularly to effectively communicate with parents, students, and the community.

The tables below detail the growth we have seen in teachers creating and maintaining a regularly updated web presence to communicate with parents, students, and community members. The data has been separated into two tables to differentiate between the schools who participated in the original Instructional Technology Coaching pilot and those that did not. The numbers represent the average percentage of teachers across the pilot (Franklin, Lincoln, Roosevelt) and non-pilot schools (Carpenter, Emerson, Field, Washington).

**Teacher Web Presence
Non-Pilot Schools (2nd Year Implementation)**

	No Web Presence	Web Presence (Not Regularly Update)	Web Presence (Regularly Updated)
Prior to ITC	37%	35%	28%
After ITC	17%	25%	59%
% Change	20% Decrease	10% Decrease	31% Increase

**Teacher Web Presence
Pilot Schools (3rd Year Implementation)**

	No Web Presence	Web Presence (Not Regularly Update)	Web Presence (Regularly Updated)
Prior to ITC	44%	33%	23%
After ITC	25%	30%	51%
% Change	25% Decrease	3% Decrease	28% Increase

As the Board defines and prioritizes their goals related to communications, the Technology Implementation Committee is committed to supporting teachers as they strive to meet the above standard. This includes identifying best practices and guidelines and providing targeted professional development through the Instructional Technology Coaches.

Information derived from the strategic analysis of the District's website will also help in this process. Input from community members and parents will help focus the digital content that will best meet the needs of its viewers. As this information is made available in January 2014, it will be shared with TIC for review.

Section II: Board Goal #2

At the March 24 Board meeting, the District will present an action plan based on the second Student Learning Board Consensus Goal:

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.

The following data sources have been identified to develop this plan:

1. LoTi Digital-Age Survey
 - a. Level of Teaching Innovation Dimension
 - b. Current Instructional Practices Dimension
2. Chromebook Pilot
3. Action Research Projects
4. BATC Action Research Results
5. TIC Consultative Findings

Data Source 1: LoTi Digital-Age Survey (LoTi & CIP Dimensions)

As mentioned in the Student Learning report from Monday, October 28, the District is focusing on individual student growth through high-yield instructional strategies. Those efforts correlate directly to the Level of Teaching Innovation and Current Instructional Practices. Through targeted professional development, we will provide support for teachers as they develop student-centered learning experiences with an emphasis on 21st century skills, such as communication, collaboration, creativity, and critical thinking.

Data Source 2: Chromebook Pilot

The complete survey results from all of the Chromebook pilots will be used to determine the value and need for a 1:1 computing model, as well as provide information related to how the Chromebooks function and are used to integrate within the curriculum.

The final teacher and student survey results will be compiled and shared with the Board at the March 24 Board meeting.

Data Source 3: Action Research Projects

A team of teacher leaders, including the Curriculum Specialists, Department Chairs, and Instructional Technology Coaches, is coordinating action research to determine the impact of technology integration on student learning. Explicit action research will be conducted at different grade levels and within different subject areas. These action research plans will be shared with the Board on December 16.

The action research focuses on the following hypothesis:

When technology is integrated into learning, we see increased levels of:

- *Student engagement and student ownership*
- *The 4 Cs: communication, critical thinking, creativity, and collaboration*
- *Deeper mastery of the Common Core State Standards/Priority Standards*
- *Differentiation*

Rubrics have been developed for teachers and students with specific criteria related to each focus area. The rubrics integrate findings from academic research and are designed to measure the impact of instruction on student learning. As teachers work with their Instructional Technology Coach to develop and implement technology-rich learning experiences, teachers, along with their students, will complete the rubrics.

Many of these learning experiences are already taking place throughout the District; this is an opportunity to evaluate their impact in the areas known to contribute to student achievement. After the data is collected throughout the 2013-14 school year, it

will then be analyzed and those learning experiences that yielded the greatest impact in the will be shared across the District for all teachers to access. Within three years, this action research will contribute to the design of grade level exemplars to be implemented across the district.

Data Source 5: BATC Action Research Results

Last year, the Board Advanced Technology Committee was created to serve as a sounding board for technology initiatives in District 64. As part of their work, the committee conducted its own action research related to 1:1 computing models in education. Results from this research were shared with the Board in spring of 2013 and will be reviewed as the plan for Goal #2 is developed.

The BATC met for its first meeting of the 2013-14 school year on November 12, 2013 at Roosevelt School. During this meeting, the committee members had the opportunity to hear an update regarding the 1:1 Chromebook initiative from Dr. Hank Thiele, Assistant Superintendent of Technology and Learning for Maine District 207. Two of District 64's Instructional Technology Coaches also presented updates on the use of iPads in grades K-2 and Chromebooks in grades 3-8. The committee reviewed and discussed the Board Consensus Goals related to technology and will work collaboratively to achieve those goals. The committee will continue its work throughout the year as it develops its recommendation in response to Consensus Goal #2. Complete meeting minutes are included in the November 18 Board packet.

Data Source 6: TIC Consultative Findings

The TIC will hold its second meeting this year on December 5. At that time, the committee will further discuss the action research, technology policies, and teacher web presence. It will also review the preliminary results from the Chromebook pilot surveys.

Other Considerations

Finances

The District administrative team will discuss financing options related to a 1:1 implementation. Information from the Student Fee Study will have implications for this discussion and for future proposals. At the March 24 Board Meeting, multiple financing options will be shared which will address questions related to: revenue sources, insurance, student fee implications, and long-term sustainability.

Policies & Procedures

Technology policies and procedures related to a 1:1 computing initiative will be critical components of the plan. Both the student and staff Acceptable Use Policies will be reviewed and recommendations for updates will be made to the Policy Review Committee. Procedural considerations will also be included regarding student home/school use, maintenance, management, etc.

Communications

For any 1:1 computing model to be successful, clear communication for all stakeholders will be vital. The District's recommended plan will include processes and timelines for communicating this initiative to parents, students, staff and community members.

Section III: Board Goal #4

Board Goal #4 states: *By spring of 2014 the administration will develop an assessment of the impact of technology coaches in the classroom.*

As noted throughout this report, the Instructional Technology Coaches have a direct impact on the following data points:

- LoTi One-on-One Coaching
- Chromebook Pilot
- Teacher Web Presence Data
- Action Research

The information collected from these data sources will serve as a means to evaluate the impact of the Instructional Technology Coaches as a means of providing effective professional development for staff. As the target goals in each of these areas are established, the Instructional Technology Coaches will play a primary role in helping staff achieve them. The results of their work will be evidenced as the data is collected and presented to the Board at the April 28 meeting.

Next Steps

- Update to the Board: December 16
- Final presentation to the Board for Student Learning Goal #2: March 24
- Final presentation to the Board for Student Learning Goal #4: April 28



Effective teachers model and apply the NETS·S as they design, implement, and assess learning experiences to engage students and improve learning; enrich professional practice; and provide positive models for students, colleagues, and the community. All teachers should meet the following standards and performance indicators.

1. Facilitate and Inspire Student Learning and Creativity

Teachers use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments.

- a. Promote, support, and model creative and innovative thinking and inventiveness
- b. Engage students in exploring real-world issues and solving authentic problems using digital tools and resources
- c. Promote student reflection using collaborative tools to reveal and clarify students' conceptual understanding and thinking, planning, and creative processes
- d. Model collaborative knowledge construction by engaging in learning with students, colleagues, and others in face-to-face and virtual environments

2. Design and Develop Digital Age Learning Experiences and Assessments

Teachers design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS·S.

- a. Design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity

- b. Develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress
- c. Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources
- d. Provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching

3. Model Digital Age Work and Learning

Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

- a. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations
- b. Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation
- c. Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats
- d. Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning



4. Promote and Model Digital Citizenship and Responsibility

Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices.

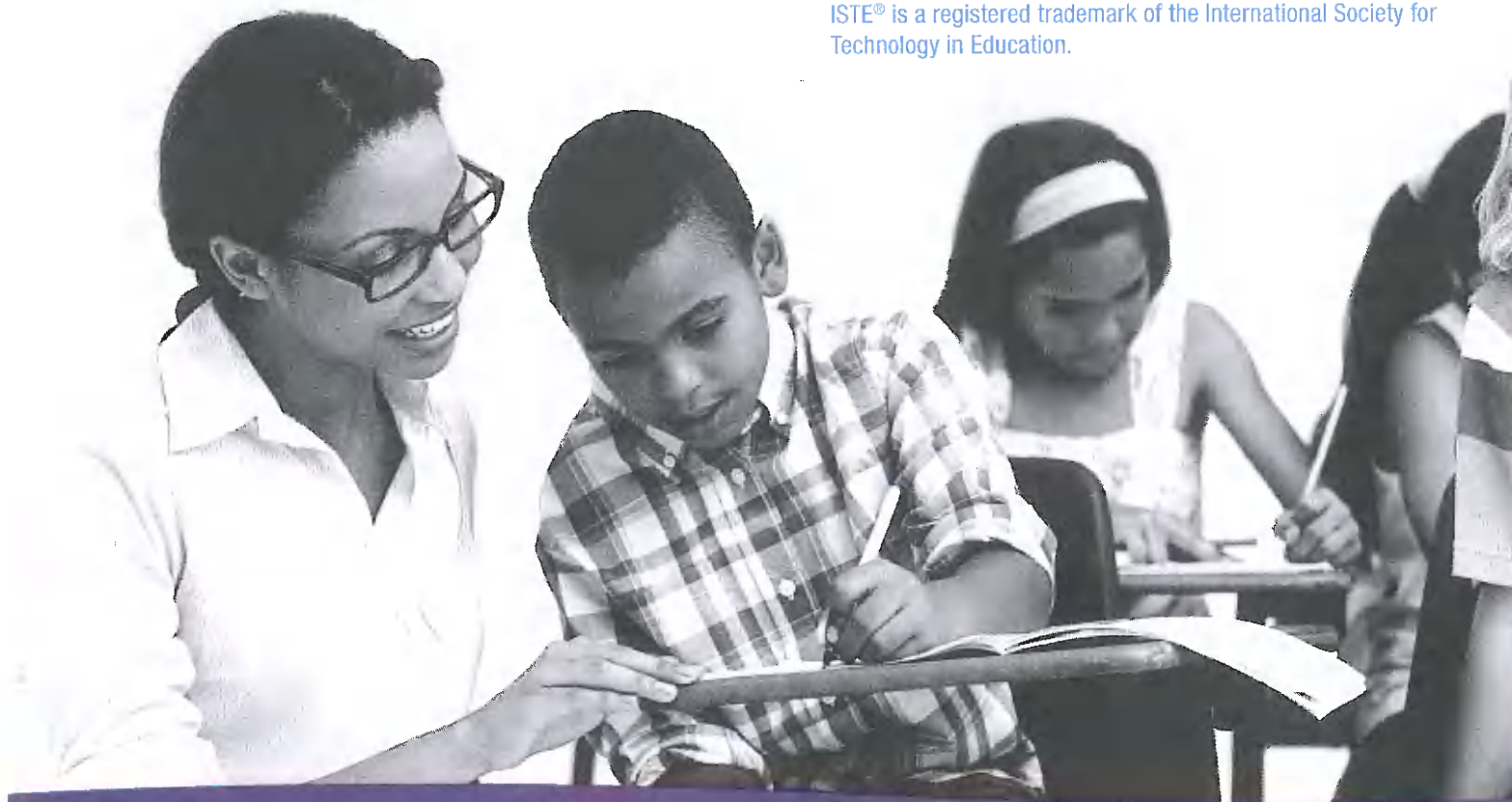
- a. Advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources
- b. Address the diverse needs of all learners by using learner-centered strategies providing equitable access to appropriate digital tools and resources
- c. Promote and model digital etiquette and responsible social interactions related to the use of technology and information
- d. Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools

5. Engage in Professional Growth and Leadership

Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources.

- a. Participate in local and global learning communities to explore creative applications of technology to improve student learning
- b. Exhibit leadership by demonstrating a vision of technology infusion, participating in shared decision making and community building, and developing the leadership and technology skills of others
- c. Evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning
- d. Contribute to the effectiveness, vitality, and self-renewal of the teaching profession and of their school and community

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ADOPTION OF RESOLUTION #1105 OF 2013 PROPOSED TENTATIVE TAX LEVY

The Board of Education is required to estimate the property tax levy for the following year not less than 20 days prior to adoption. The attached resolution fulfills this statutory requirement.

The amount approved in the Tentative Levy will be published in the Truth in Taxation notice. The final levy will be acted upon on December 16, 2013 and cannot be increased from the Tentative Levy amount.

The 2013 proposed tentative aggregate property tax levy is not more than 105% of the prior year's extension; therefore a Truth in Taxation hearing is not necessary, but is recommended.

The Truth in Taxation hearing notice will be published in local newspapers on Thursday, December 5, 2013. The Truth in Taxation hearing and the adoption of the final tax levy will be held on Monday, December 16, 2013.

ACTION ITEM 13-11-3

I move that the Board of Education of Community Consolidated School District No. 64 estimate the aggregate property tax levy for 2013 to be 4.98% greater than the 2012 extension.

I further move that the Board of Education of Community Consolidated School District No. 64 approve the attached Resolution #1105 TRUTH IN TAXATION LAW RESOLUTION.

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

November 18, 2013

TO: Board of Education
Philip Bender, Superintendent

FROM: Rebecca J. Allard, Business Manager



DATE: November 18, 2013

SUBJECT: 2013 Proposed Tax Levy - Board Goal/Finance #1

At the September 9, 2013, Board meeting the Consensus Goals 2013-15, were adopted by the Board of Education. Finance goal #1, as stated, is *the District will continue to levy in accordance with past practice to maximize revenue under the Property Tax Extension Limitation Law (PTELL) formula*. The following memorandum and the attached Exhibits are in accordance with the past practice of adopting a tax levy that will maximize revenue for the District.

By law, the District must file a tax levy by the last Tuesday of December (31st). If the levy increases by more than 105%, School Districts must hold a Truth in Taxation hearing to explain the increases. The District must notify the public of the Truth in Taxation hearing not less than 20 days prior to the adoption of the aggregate levy as to the estimated levy request. Notice of the Truth in Taxation hearing must be published in a newspaper of general circulation no more than 14 days or less than 7 days prior to the date of the public hearing (*Chap. 120. Par.866. ILL. Rev. Stats.*). The Truth in Taxation hearing for the 2013 levy should be held in conjunction with the regular board meeting currently scheduled for Monday, December 18, 2013 at 7:20 P.M.

The tax levy sets forth the maximum receipts that can be received from property taxation in a given year. The levy is filed by fund, but limited, in aggregate, by the *Property Tax Extension Limitation Law (PTELL)* (excluding the Debt Service Fund). The attached spreadsheet (Exhibit I) provides a review of the 2010, 2011, and the 2012 actual tax extension and both the 2013 levy used for budget planning and the 2013 actual levy request (shaded).

Each year a Truth in Taxation hearing has been held to request a levy that exceeded 5%. Although the 2013 levy request is less than 5%, it is recommended to hold a Truth in Taxation hearing to inform the community of the District's intent to levy taxes. Last year the cost to publish the required newspaper notification was \$166.

Historically, a school district will request an amount in excess of what it actually anticipates for only one reason, to maintain the maximum tax rates the district is entitled to. Therefore, the recommendation for the Truth in Taxation hearing is to request an increase in the “capped” funds of 4.97%.

Summarized below are the tax rate ceilings that the District is permitted to levy by fund in the funds that are affected by the *PTELL*.

Fund	Tax Rate Ceiling	2012 Actual Tax Rates
Education	\$3.50	\$2.7710
Special Education	\$0.40	\$0.0233
Tort Immunity	Based on need	\$0.0348
Operations & Maintenance	\$0.55	\$0.4796
Transportation	Based on need	\$0.0581
I.M.R.F.	Based on need	\$0.0465
Social Security	Based on need	\$0.0465
Working Cash	\$0.05	\$0.0233
Life Safety	\$0.10	\$0.0000

The following explains the types of expenditures that the tax extension may fund:

Capped Funds:

Education Fund and Special Education Levies (Fund 10)

The most varied and the largest volume of transactions are recorded in the Educational Fund. This is because the Educational Fund covers transactions that are not specifically covered in another fund. Certain expenditures that must be charged to this fund include the direct costs of instructional, health and attendance services, lunch programs, all costs of administration and related insurance costs.

The special education levy is a sub-fund of the education fund and is calculated separately from the education fund. This levy supports special education services.

Operations and Maintenance Levy (Fund 20)

The salaries of janitors, engineers, and other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment shall be charged to this fund. In addition, all costs of maintaining, improving, or repairing school buildings and property, renting buildings and property for school buildings shall be charged to the Operations and Maintenance Fund.

Transportation Levy (Fund 40)

If a school district pays for transporting pupils for any purpose, the Transportation Fund must be created. Costs of transportation, including the purchase of vehicles are to be paid from this fund. Moneys received for transportation purposes from any source must be deposited into this fund.

Municipal Retirement/Social Security Levies (Fund 50)

This fund is created if a separate tax is levied for the purpose of providing resources for the school district's share of retirement benefits for covered employees or a separate tax is levied for the purpose of providing resources for the district's share of Social Security and Medicare only payments for covered employees.

Tort Levy (Fund 80)

The tort fund is used to the cost of workers' compensation and property & liability insurance coverage. In addition, this fund is permitted to cover all costs associated with risk management, if the District has a risk management plan.

Non- Capped Funds:

Bond and Interest Levy (Fund 30)

Bonds are generally issued to finance the construction of buildings, but may also be issued for other purposes. Taxes are levied to provide cash to retire these bonds and to pay the interest on them. To protect the bondholders, these tax collections must be accounted for in the Bond and Interest Fund. School districts must maintain a separate bond and interest fund for each bond issue.

Summary:

The 2013 tax levy request is \$65,486,522 and represents a 4.98% increase over the 2012 actual tax extension: 4.97% increase in the "capped funds" and a 5.10% increase in Debt Service Fund. The Tax Cap Formula will limit the actual amount extended.

It is important to note that the above amount can be decreased at the December 16, 2013, Board of Education meeting, when the Board officially adopts the 2013 levy, but cannot be increased from the amount approved at the November 18, Board Meeting.

Exhibit I provides a review of the 2010, 2011 and the 2012 actual tax extension and both the 2013 levy used for budget planning and the 2013 actual levy request (shaded).

Exhibit II is a resolution regarding the estimated amounts necessary to levy for the tax year 2013. Included in the resolution is a copy of the notice that will appear in Park Ridge Advocate and the Niles Spectator on Thursday, December 5, 2013.

Exhibit III – Certificate of Tax Levy (ISBE 50-02)

Park Ridge - Niles School District 64
Estimated: 2013 Tax Extension

	Actual 2010 Tax Extension	Actual 2011 Tax Extension	Actual 2012 Tax Extension	Estimated 2013 Tax Extension - Budget Assumption	2013 Tax Levy Request December 2013
	2010	2011	2012	2013	2013
New Construction	10,407,071	5,731,156	3,375,835	3,375,834	3,375,834
Reassessment	2,005,935,226	1,837,384,292	1,701,840,370	1,818,357,513	1,818,357,513
Total EAV	2,016,342,297	1,843,115,448	1,705,216,205	1,821,733,347	1,821,733,347
% Increase in EAV	-5.6%	-8.6%	-7.5%	6.8%	6.8%
Tax Cap CPI Factor	2.70%	1.50%	3.00%	1.70%	1.70%
Fund	Tax Rates				
Education	2.1686	2.3906	2.7710		
Special Ed	0.0240	0.0284	0.0233		
Tort	0.0360	0.0394	0.0348		
O&M	0.3815	0.4513	0.4796		
Transportation	0.0841	0.0805	0.0581		
IMRF	0.0540	0.0518	0.0465		
Social Security	0.0540	0.0518	0.0465		
Working Cash	0.0000	0.0282	0.0233		
Bond & Interest	0.1483	0.1621	0.1752		
Total	2.951	3.2841	3.6583		
Change in Rate	9.9%	11.3%	11.4%		
Fund	Tax Dollars				
Education	\$43,726,428	\$44,061,698	\$47,251,541	\$47,988,947	\$49,420,000
Special Ed	\$484,225	\$523,689	\$397,315	\$403,268	\$403,268
Tort	\$726,337	\$726,892	\$593,415	\$604,903	\$604,903
O&M	\$7,691,912	\$8,318,803	\$8,178,216	\$8,065,369	\$8,400,000
Transportation	\$1,694,787	\$1,483,786	\$990,730	\$1,008,171	\$1,008,171
IMRF	\$1,089,506	\$953,862	\$792,925	\$1,209,805	\$1,300,000
Social Security	\$1,089,506	\$953,862	\$792,925	\$806,537	\$806,537
Working Cash	\$0	\$519,209	\$397,315	\$403,268	\$403,268
Sub-Total (Capped Funds)	\$56,502,701	\$57,541,801	\$59,394,382	\$60,490,269	\$62,346,147
% of Change in Capped Levy Dollars	3.3%	1.8%	3.2%	1.8%	4.97%
Bond & Interest	\$2,991,030	\$2,987,250	\$2,988,064	\$3,140,375	\$3,140,375
% of Change in Non- Capped Levy Dollars	11.2%	-0.1%	0.0%	5.1%	5.10%
Grand Total	\$59,493,731	\$60,529,051	\$62,382,446	\$63,630,644	\$65,486,522
% of Change in Total Levy Dollars	3.6%	1.7%	3.1%	2.0%	4.98%

**RESOLUTION #1105 REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2013**

WHEREAS, the *Truth in Taxation Law* requires a taxing district to determine the estimated amounts of taxes necessary to be levied for the year not less than 20 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a taxing district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy if the estimated amounts necessary to be levied exceed 105% of the aggregate amount of property taxes extended, including any amount abated prior to such extension, upon the levy of the preceding year; and

WHEREAS, the 2013 proposed tentative aggregate property levy is not more than 105% of the prior year's extension; a Truth in Taxation Hearing is not required but recommended.

WHEREAS, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2013 upon the taxable property of the district are as follows:

Educational Purposes	\$49,420,000
Operations and Maintenance Purposes	\$8,400,000
Transportation Purposes	\$1,008,171
Illinois Municipal Retirement Fund Purposes	\$1,300,000
Social Security/Medicare Purposes	\$806,537
Tort Immunity Purposes	\$604,903
Special Education Purposes	\$403,268
Working Cash Purposes	\$403,268
TOTAL	\$62,346,147

; and

WHEREAS, the *Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for debt services purposes for 2012 was \$2,988,064 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2013 is \$3,140,375.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District No. 64, County of Cook and State of Illinois, as follows:

Section 1: The aggregate amount of taxes estimated to be levied in the "capped" funds for the year 2013, is \$62,346,147.

Section 2: The aggregate amount of taxes estimated to be levied for debt service for the year 2013, is \$3,140,375.

Section 3: The aggregate amount of taxes estimated to be levied for the year 2013, is \$65,486,522.

Section 4: Public notice shall be given in the Park Ridge Advocate and the Niles Spectator, being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall not be less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide, and such notice shall not be placed in that portion of the newspapers where legal notices and classified advertisements appear, and shall be in substantially the following form:

NOTICE FOR NEWSPAPER PUBLICATION

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64**

- I. A public hearing to approve a proposed property tax levy for Community Consolidated School District No. 64 for 2013 will be held on Monday, December 16, 2013, at 7:20 p.m. at the Field Elementary School, 707 N. Wisner Avenue, Park Ridge, Illinois 60068.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Rebecca J. Allard, Business Manager, 164 S. Prospect Avenue, Park Ridge, IL at (847) 318-4324.

- II. The corporate and special purpose property taxes extended or abated for the year 2012 were \$59,394,382.

The proposed corporate and special purpose property taxes to be levied for 2013, are \$62,346,147. This represents a 4.97% increase over the previous year.

- III. The property taxes extended for debt service for 2012 were \$2,988,064.

The estimated property taxes to be levied for debt service for 2013 are \$3,140,375. This represents a 5.10% increase over the previous year.

- IV. The total property taxes extended or abated for 2012 were \$62,382,446.

The estimated total property taxes to be levied for 2013, are \$65,486,522. This represents a 4.98% increase over the previous year's total levy.

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

President
Board of Education
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64
Cook County, Illinois

Secretary

ADOPTED this 18th day of November 2013.

Original: ☒ X
Amended: ☐

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division
217/785-8779

Exhibit III

CERTIFICATE OF TAX LEVY

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

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

Amount of Levy

Educational	\$ 49,420,000
Operations & Maintenance	\$ 8,400,000
Transportation	\$ 1,008,171
Working Cash	\$ 403,268
Municipal Retirement	\$ 1,300,000
Social Security	\$ 806,537

Fire Prevention & Safety *	\$
Tort Immunity	\$ 604,903
Special Education	\$ 403,268
Leasing	\$
Other	\$
Other	\$
Total Levy	\$ 62,346,147

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

See explanation on reverse side.

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

We hereby certify that we require:

the sum of 49,420,000 dollars to be levied as a special tax for educational purposes; and
the sum of 8,400,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 1,008,171 dollars to be levied as a special tax for transportation purposes; and
the sum of 403,268 dollars to be levied as a special tax for a working cash fund; and
the sum of 1,300,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 806,537 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 604,903 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 403,268 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 0 dollars to be levied as a special tax for _____
on the taxable property of our school district for the year _____.

Signed this 16 day of December 20 13.

(President)

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

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

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

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. 64, Cook County, Illinois, on the equalized assessed value of all taxable property of said school district for the year _____, was filed in the office of the County Clerk of this County on _____.

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

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

(Signature of County Clerk)

(Date)

(County)

EXPLANATION

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for educational purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for operations and maintenance purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax annually, for transportation purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax known as a Working Cash Fund Tax upon all the taxable property of the district, annually (Section 20-3 of the School Code).

The school board of any school district may levy a tax for municipal retirement purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other school taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/7-171).

The school board of any school district may levy a tax for social security (includes Medicare only) purposes in a sum sufficient to provide all the contributions required of the school district by including the amount to be levied for such purposes in the Certificate of Tax Levy for other taxes, or such district may file with the county clerk a separate certificate or resolution setting forth the amount of tax to be levied for such purpose (40 ILCS 5/21-110, 21-110.1).

The school board of any school district having a population of less than 500,000 inhabitants may levy a tax upon all the taxable property of the district at the value as equalized or assessed by the Department of Revenue for the purposes of professional surveys, alterations, and reconstruction for fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes upon meeting certain statutory conditions (Section 17-2.11 of the School Code).

The school board of any school district may levy a tax upon all the taxable property within the district for tort immunity purposes in a sum sufficient to pay the costs of purchasing such insurance or sufficient to pay any tort judgment, settlement, or insurance imposed upon it under the Local Government and Governmental Employees Tort Immunity Act including liabilities under the Workers' Compensation Act, Occupational Diseases Act, or the Unemployment Insurance Act 745 ILCS 10/9-107 and Section 17-2.5 of the School Code).

The school board of any school district may levy, with voter approval, a tax upon the full, fair cash value as equalized or assessed by the Department of Revenue within the district for capital improvement purposes (which levy is in addition to that for building purposes) and such funds are to be levied, accumulated, and spent only in accordance with Section 17-2.3 of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, by proper resolution, may levy an annual tax upon the full, fair cash value as equalized or assessed by the Department of Revenue for special education purposes including the purposes authorized by Section 10-22.31b and Section 17-2.2a of the School Code.

The school board of any school district having a population of less than 500,000 inhabitants, with voter approval, may levy a tax annually, for summer school purposes, upon all the taxable property of the district at the value, as equalized or assessed by the Department of Revenue (Section 17-2.1 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may, by proper resolution, levy an annual tax upon the value as equalized or assessed by the Department of Revenue for a period of not more than five years for area vocational education building purposes including the purposes authorized by Section 10-22.31b of the School Code, upon the condition that there are not sufficient funds available in the operations and maintenance fund of the district to pay the cost thereof. Such tax shall not be levied without the prior approval of the State Superintendent of Education and prior approval by a majority of the electors voting upon the proposition at a general or special election (Section 17-2.4 of the School Code).

The school board of any school district having a population of less than 500,000 inhabitants may levy an annual tax not to exceed 0.05% upon the taxable property, as equalized or assessed by the Department of Revenue, for the purposes of leasing educational facilities or computer technology or both, and for temporary relocation expense (Section 17-2.2c of the School Code).

The school board of any school district, upon determining that a surplus of funds is available, shall adopt a resolution or ordinance reducing the tax levy of such district for the year for which the resolution or ordinance is adopted. The district shall certify the action to the county clerk who shall abate the levy in accordance with the provision of the ordinance (35 ILCS 200/18-20).

The Truth in Taxation Law affects all units of local government, school districts, and community colleges, including home rule units, who are authorized to levy property taxes. For the requirements of the law, refer to 35 ILCS 200/18-55 et seq.

RECOMMENDATION/ APPROVAL FOR COLLECTION OF STUDENT FEES

The updated Administrative recommendation for the collection of unpaid student fees as per attached memo and Exhibits I thru IV.

ACTION ITEM 13-11-4

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the collection of student fees presented in the attached memo.

Moved by: _____ Seconded by: _____

AYES:


NAYS:

PRESENT:

ABSENT:

11/18/13

To: Dr. Phil Bender, Superintendent
Board of Education

From: Rebecca Allard, Business Manager 

Subject: Updated Recommendation – Collection of Student Fees

Date: November 18, 2013

The following chart represents the change in the payment of 2013-14 student fees since the September report, collection letters were sent out on September 30 and October 30, the numbers below do not include students who qualify for fee waivers:

Building	November 12, 2013		October 17, 2013		September 10, 2013		Change Since September 10
	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	
Carpenter	38	\$7,430	42	\$7,865	90	\$14,588	\$7,158
Field	42	\$8,084	55	\$10,396	101	\$14,372	\$6,288
Franklin	55	\$11,082	62	\$12,055	107	\$15,936	\$4,854
Roosevelt	67	\$13,092	74	\$14,287	123	\$23,116	\$10,024
Washington	43	\$8,196	61	\$11,475	98	\$16,335	\$8,139
Jefferson	2	\$138	3	\$252	18	\$1,764	\$1,626
Emerson	101	\$28,984	119	\$33,158	190	\$41,396	\$12,412
Lincoln	90	\$26,046	109	\$31,549	167	\$40,834	\$14,788
Total	438	\$103,052	525	\$121,037	894	\$168,341	\$65,289

It is important that effective communication, be used to notify families of the procedures, going forward, for the collection of student registration fees.

There are sixty-three students who did not have their student fees paid in 2011-12, 2012-13, and the 2013-14, even with the numbers who are habitual non-payers, the administration does not recommend sending prior year unpaid fees to collection.

- Exhibit I – September 23, 2013 - Memorandum of Information
- Exhibit II – Updated procedures for the Collection of Student Registration Fees
- Exhibit III – Policy on Free Food Services – 4:130
- Exhibit IV – Policy on Waiver of Student Fees – 4:140

Exhibit I

To: Dr. Phil Bender, Superintendent
Board of Education

From: Rebecca Allard, Business Manager

Subject: Review of Unpaid Student Fees

Date: September 23, 2013

The following chart represents the lost income from unpaid student fees; the numbers below do not include students who qualify for fee waivers:

Building	2011-12 School Year		2012-13 School Year		2013-14 School Year
	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students
Carpenter	16	\$3,632	14	\$3,178	90
Field	17	\$3,859	19	\$4,313	101
Franklin	19	\$4,313	19	\$4,313	107
Roosevelt	28	\$6,356	31	\$7,037	123
Washington	14	\$3,178	22	\$4,994	98
Jefferson	1	\$84	2	\$168	18
Emerson	33	\$10,395	52	\$16,380	190
Lincoln	29	\$9,135	39	\$12,285	167
Totals	157	\$40,952	198	\$52,668	894
<i>Percent of 6th Day Enrollment</i>	3.7%		4.6%		20.4%
<i>Percent of Budgeted Registration Fees</i>		4.2%		5.4%	

The 2013-14 numbers are typical for this time of the year, unpaid student fee notices will be sent by October 31, January 31, and April 30.

The business office is investigating the use of a collection agency for the collection of unpaid fees for the 2011-12 and the 2012-13 school years.

Park Ridge Niles CCSD 64

Payment and Collection of Student Registration Fees Procedures

Student Registration fees due by August 1

If fees were discounted 5% for payment by August 1, the loss of income, based on 2013-14 6th day enrollment, would be approximately \$39,000 (assuming that 75% of all student fees are paid by August 1). Administration does not recommend this option.

Approval of student waivers for student fees and free lunch (current practice)

ISBE requires the District to have a policy that allows for waiver of student fees. Policy 4:130 Free Food Service and 4:140 Waiver of Student Fees deals with the subject. The District uses the Federal Guidelines for Free Lunch eligibility. The approval process begins on August 1 when the Federal Guidelines are released.

Approval of payment plan for those families in need (formalizes and expands current practice)

Any family whose income is between the Federal Guidelines for Free Lunch and below 130% of the Free Lunch Guidelines may request a payment plan to minimize the effect of payment of student fees at one time. The delayed payment plan will be 33 1/3 of fees due on August 1, November 1, and February 1. See the chart below. Administration recommends this option.

2013-14 Federal Guidelines for Free Lunch/Waiver of Student Fees		D64 Guidelines for Payment Plan
Family Size	Annual Income Level (Less Than)	Annual Income Level (Greater Than Free Income Level (130%) But Less Than)
1	\$14,937	\$19,418
2	\$20,163	\$26,212
3	\$25,389	\$33,006
4	\$30,615	\$39,800
5	\$35,841	\$46,593
6	\$41,067	\$53,387
7	\$46,293	\$60,181
8	\$51,519	\$66,975
Each Additional Family Member	\$5,226	\$6,794

Business Office contact for payment of fees (formalizes current practice)

All marketing materials (including the WEB Page) will refer inquires to Assistant Business Manager's direct phone line (847) 318 -4322 or binkhoff@d64.org.

Park Ridge Niles CCSD 64

Payment and Collection of Student Registration Fees Procedures

Collection of Student Registration Fees After August 1

(Administration recommends this option with the exception noted below)

	Business Office	School of Attendance
Soft Notices	1. August 1 - Notice of unpaid fee letters will be sent, under signature of the Business Manager.	
	2. September 1 - Thirty day notice of unpaid fee letters will be sent, under the signature of the Business Manager.	1. Starting September 1, Principals will include in monthly newsletters a "reminder" to pay student fees.
Demand Notices	3. October 1 - Sixty day demand for payment of unpaid fee letters will be sent, under the signature of the Superintendent.	A suggestion has been made that the principal and/or building secretary should make phone calls to each family who has failed to pay the registration fees; the administration does not recommended this action. It is the role of the principal and/or building secretary to foster a positive relationship with all families associated with their building; if they are required to become "collection agents" those relationships will be harmed.
	4. November 1 - Ninety day demand for payment of unpaid fee letters will be sent, under the signature of the Superintendent.	
Final Demand for Payment Letter	5. December 1 - One-hundred twenty final demand for payment of unpaid student fee letters will be sent, under the signature of the Board of Education.	
	6. January 15- Turn over all unpaid fees to a collection agency.	

Communication is critical to the success of collecting student registration fees.

Implement, by the spring of 2014, InfoSnap, an online registration program (compatible with PowerSchool), that requires the payment of fees before the registration process can be completed. InfoSnap allows families to indicate if they qualify, under the Federal Guidelines, for free lunch or for a payment plan (allowing D64 staff to follow-up). Schools currently using InfoSnap report 100% collection of fees.

Operational Services – Policy 4:130

Free Food Services

Notice

The Business Manager shall be responsible for implementing the District's free food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free food service, (2) the application process, and (3) other information required by federal law. The Business Manager shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Business Manager shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free food services. These records shall be maintained for 3 years.

Operational Services – Policy 4:140

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption of a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

To: Board of Education

From: Brian Imhoff, Assistant Business Manager

Date: November 18, 2013

Subject: Response to Audit Report for Fiscal Year Ending June 30, 2013

The following documents are attached for Board review and acceptance:

- Audited Financial Statements for the Year Ended June 30, 2013
- Required Communication Letters

Background

The Management Comments section of the Required Communication Letters describes any audit findings or recommendations reported by the auditor. Findings are submitted to the State of Illinois each year and fall within one of three categories based on their severity:

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

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

Summary of Auditor Communications and District Responses

We are pleased to report that the auditors did not identify any findings within the material weakness, significant deficiency, or control deficiency categories for fiscal year 2012-13.

The auditors made one recommendation for 2012-13 as follows:

Auditor Recommendation: The auditors noted that the District performed several significant capital projects in the past two years. The District's last full appraisal of its property and equipment was completed in 2011. The auditors recommend that the District consider conducting another full appraisal for the June 30, 2014 audit.

District Response: A full appraisal of the District's property and equipment is a costly endeavor. The District also has extensive project work planned for Field School in 2014 and 2015, which will impact the appraiser's valuation of the District's buildings considerably. Therefore, the District does not believe it is cost-effective to perform a full appraisal at this time. The results of a full appraisal will be more meaningful when the Field School

renovations are complete. In the meantime, the business office will continue submitting cost information for equipment purchases and building improvements to the appraisal company for inclusion in the annual inventory update report.

Conclusion

The business office is committed to continuous improvement in its operations to ensure the financial information reported by the District is both accurate and timely. Several new procedures and process changes were implemented since the previous audit to address and eliminate all of the auditor's recommendations from last year. Management will remain cognizant of financial risks and continue performing cost-benefit analysis when evaluating audit recommendations or procedural changes.

REFER TO REPORTS POSTED ON DISTRICT 64 WEBSITE

AT WWW.D64.ORG

FINANCIAL DATA – PRIOR YEARS

2012-13

To: Board of Education

From: Becky Allard, Business Manager

Date: November 18, 2013

Re: Board Goal/Finance #4 – Discussion on Capital Projects Financing

Background

The Board of Education earlier this fall adopted consensus goals for 2013-15, which include in the Finance category:

“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.”

As the Board moves forward in its consideration of facilities projects at Field School proposed for summer 2014 and summer 2015, it will need to evaluate the use of debt extension financing to support approximately \$7.8 million of work. A better evaluation of the actual amount will be available to the Board on December 16, when architects Fanning Howey present a more detailed estimate of probable construction costs in the design documents.

Situation Analysis

Elizabeth Hennessy, partner at William Blair, has prepared two financing options for working cash fund bonds, and will review them with the Board and answer questions. They include both a scenario to provide \$7.8 million for Field School only and a second scenario that includes the Field project, plus an additional \$19 million for other District facility needs.

Both options are structured as “no tax increase” options. This means that the tax levy for debt service (ranging from 0.12 – 0.14) would be lower than the current tax levy for the District’s outstanding debt (0.18). However, the District’s current 0.18 debt service levy would otherwise be entirely eliminated by the end of the 2016 calendar year (FY17). In effect, taxpayers would see a decrease in the debt service levy, but not its elimination.

An additional Board 2013-15 consensus goal for finance notes that:

“The District will demonstrate fiscal discipline to ensure meeting the Board’s original goal of not returning to the community for an operating fund referendum prior to 2017, while making every effort to extend the time necessary to seek an operating fund referendum to no earlier than 2020-21.”

The long-range financial projections indicate that the District will not be able to achieve this goal, if the operating fund balance is spent down for the Field summer 2014 and 2015 projects. The 2013-14 fiscal year District 64 budget does not include any funding for the summer 2014 Field work; the only capital projects funding in the current fiscal year budget has already been used for the projects at Carpenter, Field, Franklin and Lincoln undertaken in summer 2013.

In addition, without the use of working cash fund bonds, the District would not be able to undertake such an extensive array of life safety/facility improvements in the near term. Only a low level of annual Operations & Maintenance expenditures (based on need but will not exceed \$1 million per year) are built into the District's long-range financial projections, in order to meet the Board's goal of extending the return to taxpayers via a referendum for an additional four years.

The issue before the Board, therefore, is to determine whether the trade-off of postponing another referendum for four additional years to 2020-21 merits reducing, but not eliminating, the debt service levy that taxpayers currently pay for several additional years to complete needed facility/life safety improvements at Field and possibly District-wide.

Next Steps

Ms. Hennessy's report provides a detailed schedule for the proposed financing.

In the near term, the key dates and actions to keep in mind include:

- **December 16, 2013** – Board issues Resolution of Intent to Issue Working Cash Bonds and Sets Public Hearing
- **December 19, 2013-January 18, 2014** – petition period
- **January 27, 2014** – Board conducts Public Hearing on Issuance of Bonds
- **February 24, 2014** – Board approves Parameters Resolution Authorizing Bond Sale With Approval of Board President, Superintendent and Business Manager

Park Ridge-Niles School District 64, Cook County, Illinois

November 18, 2013

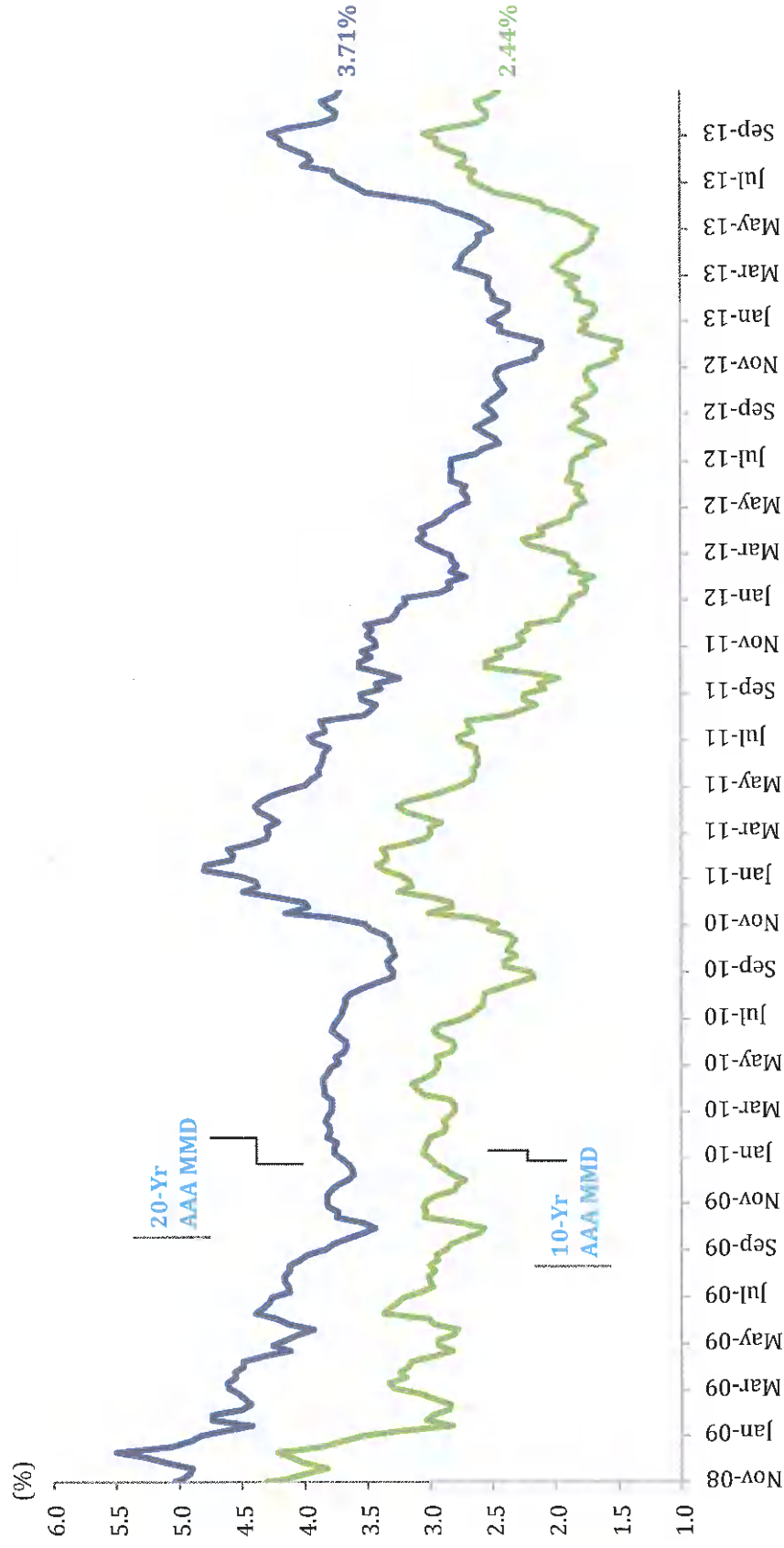
Financing Options

William Blair

Market Overview

Historical AAA MMD Interest Rates

AAA Municipal Market Data ("MMD") During the Past Five Years

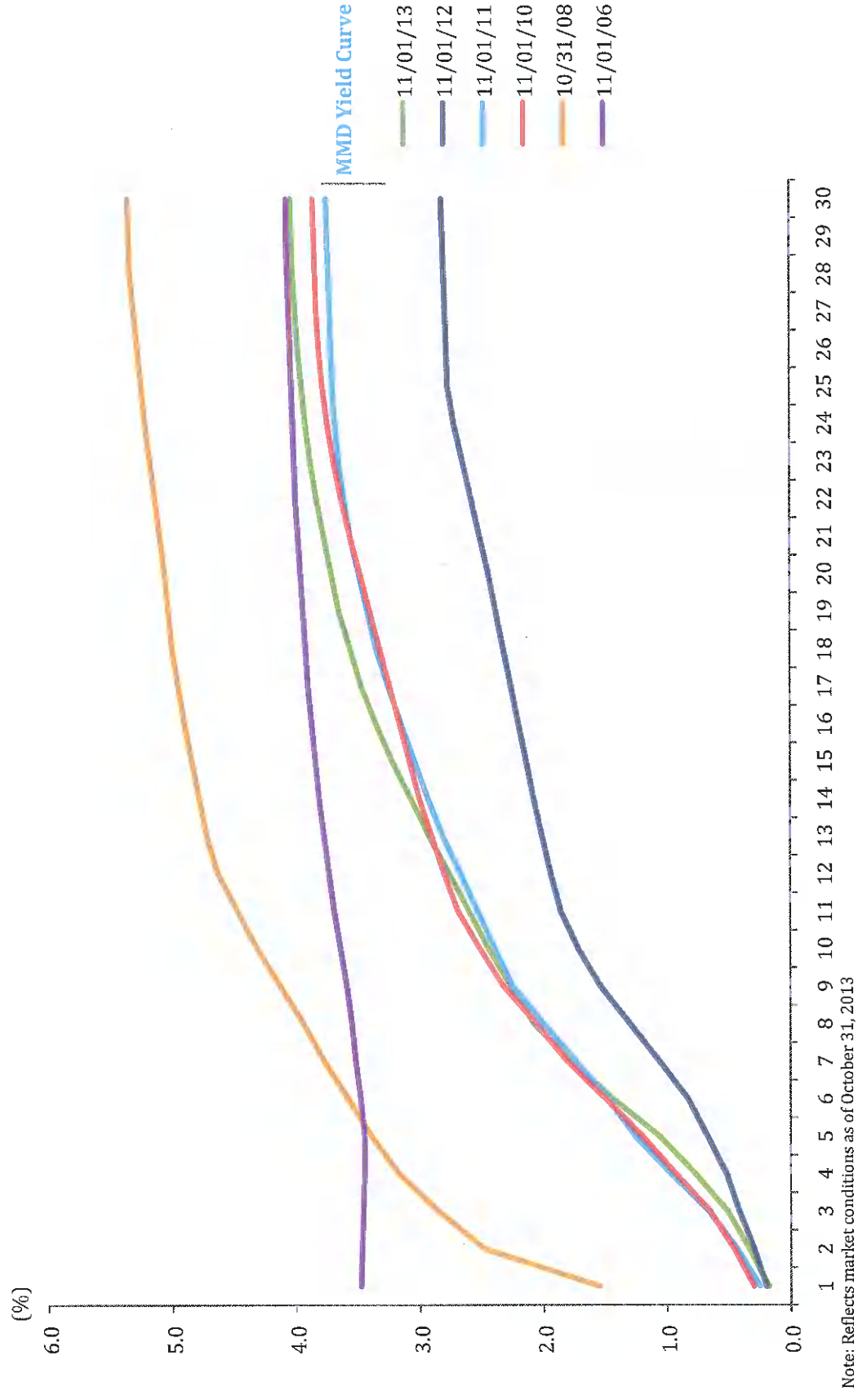


Note: Reflects market conditions as of October 31, 2013
Source: Thomson Financial

William Blair

Municipal Yield Curve Comparison

AAA MMD Curves During the Past Seven Years



William Blair

Outstanding Bonds and Financing Options

Outstanding Bonds

Dated	December 1, 2008				November 1, 2001				
Issue	G.O. REFUNDING SCHOOL BONDS				G.O. SCHOOL BONDS				
Series	2008				2001				
Original Par	\$2,555,000				\$17,065,000				
Earliest Call	NON-CALLABLE				NON-CALLABLE				
Maturity	December 1,				December 1,				
Credit Ratings (Moody/S&P/Fitch)					Aaa FSA Insured (A1 Underlying)				
Fiscal Year Ending June 30,									
2013					2013				
2014					2014				
2015					2015				
2016					2016				
2017					2017				
Total					Total				

Non-Referendum Limited Bonds

- The District can issue bonds without a referendum to fund this plan, if the debt service payments fit within the District's Debt Service Extension Base. This amount *increases* with CPI annually.
- The types of limited bonds the District can issue include:

Working Cash Fund Bonds	Life Safety Bonds	Funding Bonds
<ul style="list-style-type: none"> ✓ Can be used either for capital or operating; requires a petition period and public hearing 	<ul style="list-style-type: none"> ✓ Proceeds must be used for life safety projects only which are approved by the State and Regional Superintendent of Schools; requires public hearing 	<ul style="list-style-type: none"> ✓ Can be used to refund debt obligations of the District such as lease or debt certificates; requires petition period and public hearing

Proposed Projects

- The District is considering several capital projects at Field School for summer of 2014 and 2015 estimated to cost \$7.8M.
- The District can issue limited tax working cash or life safety bonds for these projects.
- The following options assume the bonds are sold in March of 2014 and uses today's interest rates for "Aa" rated bond issues.
- In order to keep the debt payments and tax rate stable, a small amount of outstanding bonds are restructured.

Outstanding Debt Service

Calendar Year	Levy Year	Equalized Assessed Valuation	% Change	Debt Service Extension Base (1994 Levy)	CPI % Increase in DSEB	Remaining Debt Base Available	Outstanding Referendum Debt Service	Total Tax Rate
2012	2011	1,843,115,448	-8.6%	1,836,201	1.5%		2,987,250	0.16
2013	2012	1,705,216,205	-7.5%	1,891,287	3.0%	1,891,287	2,988,064	0.18
2014	2013	1,705,216,205	0.0%	1,923,439	1.7%	1,923,439	3,140,375	0.18
2015	2014	1,705,216,205	0.0%	1,959,985	1.9%	1,959,985	3,137,975	0.18
2016	2015	1,705,216,205	0.0%	1,999,184	2.0%	1,999,184	3,143,100	0.18
2017	2016	1,739,320,529	2.0%	2,039,168	2.0%	2,039,168		
2018	2017	1,739,320,529	0.0%	2,079,951	2.0%	2,079,951		
2019	2018	1,739,320,529	0.0%	2,121,550	2.0%	2,121,550		
2020	2019	1,774,106,940	2.0%	2,163,981	2.0%	2,163,981		
2021	2020	1,774,106,940	0.0%	2,207,261	2.0%	2,207,261		
2022	2021	1,774,106,940	0.0%	2,251,406	2.0%	2,251,406		
2023	2022	1,809,589,078	2.0%	2,296,434	2.0%	2,296,434		
2024	2023	1,809,589,078	0.0%	2,342,363	2.0%	2,342,363		
2025	2024	1,809,589,078	0.0%	2,389,210	2.0%	2,389,210		
2026	2025	1,845,780,860	2.0%	2,436,995	2.0%	2,436,995		
2027	2026	1,845,780,860	0.0%	2,485,734	2.0%	2,485,734		
2028	2027	1,845,780,860	0.0%	2,535,449	2.0%	2,535,449		
2029	2028	1,882,696,477	2.0%	2,586,158	2.0%	2,586,158		
2030	2029	1,882,696,477	0.0%	2,637,881	2.0%	2,637,881		
Total							\$9,421,450	

Proposed 2014 \$7.8M Limited Tax Working Cash Fund

Bonds-No Tax Increase

Tax Year	Equalized Assessed Valuation	% Change	Debt Service Extension Base (1994 Levy)	CPI % Increase in DSEB	Less: Restructured Proposed \$7.8M			Proposed Total	Taxes Paid for Proposed Debt on \$400,000 Value Home(1)
					Referendum Outstanding Debt Service	Referendum Series 2001 Debt Service	Plus Restructuring Series 2014 Debt Service		
2011	1,843,115,448	-8.6%	1,836,201	1.5%	2,987,250			2,987,250	\$182.82
2012	1,705,216,205	-7.5%	1,891,287	3.0%	2,988,064			2,988,064	\$197.66
2013	1,705,216,205	0.0%	1,923,439	1.7%	3,140,375	(213,225)	209,579	3,136,729	\$207.49
2014	1,705,216,205	0.0%	1,959,985	1.9%	3,137,975	(283,600)	279,438	3,133,813	\$207.30
2015	1,705,216,205	0.0%	1,999,184	2.0%	3,143,100	(279,575)	279,438	3,142,963	\$207.91
2016	1,739,320,529	2.0%	2,039,168	2.0%			2,034,438	2,034,438	\$131.94
2017	1,739,320,529	0.0%	2,079,951	2.0%			2,077,950	2,077,950	\$134.76
2018	1,739,320,529	0.0%	2,121,550	2.0%			2,117,600	2,117,600	\$137.33
2019	1,774,106,940	2.0%	2,163,981	2.0%			2,160,000	2,160,000	\$137.34
2020	1,774,106,940	0.0%	2,207,261	2.0%			457,600	457,600	\$29.09
2021	1,774,106,940	0.0%	2,251,406	2.0%				0	-
2022	1,827,330,148	3.0%	2,296,434	2.0%				0	-
2023	1,827,330,148	0.0%	2,342,363	2.0%				0	-
2024	1,827,330,148	0.0%	2,389,210	2.0%				0	-
2025	1,882,150,052	3.0%	2,436,995	2.0%				0	-
2026	1,882,150,052	0.0%	2,485,734	2.0%				0	-
2027	1,882,150,052	0.0%	2,535,449	2.0%				0	-
2028	1,938,614,554	3.0%	2,586,158	2.0%				0	-
2029	1,938,614,554	0.0%	2,637,881	2.0%				0	-
2030	1,938,614,554	0.0%	2,690,639	2.0%				0	-
All-In TIC: 2.276%					\$9,421,450	(\$776,400)	\$9,616,043	\$18,261,093	

Proposed 2014 \$7.8M and 2016 \$19M Limited Tax Working Cash Fund Bonds Over 20 Years-No Tax Increase

Tax Year	Equalized Assessed Valuation	% Change	Debt Service Extension Base (1994 Levy)	CPI % Increase in DSEB	Less:		Plus:		Less:		Plus:		Proposed Restructuring Series 2016 Debt Service	Remaining Debt Base Available	Proposed Total Debt Service	Proposed Tax Rate	Taxes Paid for Debt on \$400,000 Value Home(1)
					Referendum Outstanding Debt Service	Restructured Referendum Series 2001 Debt Service	Proposed Restructuring Series 2014 Debt Service	Restructured Referendum Series 2001 Debt Service	Proposed Restructuring Series 2016 Debt Service								
2011	1,843,115,448	-8.6%	1,836,201	1.5%	2,987,250									1,836,201	2,987,250	0.16	\$182.82
2012	1,705,216,205	-7.5%	1,891,287	3.0%	2,988,064									1,891,287	2,988,064	0.18	\$197.66
2013	1,705,216,205	0.0%	1,923,439	1.7%	3,140,375	(225,700)	223,124							1,926,016	3,140,375	0.18	\$207.74
2014	1,705,216,205	0.0%	1,959,985	1.9%	3,137,975	(300,525)	297,498							1,963,012	3,137,975	0.18	\$207.58
2015	1,705,216,205	0.0%	1,999,184	2.0%	3,143,100	(300,675)	297,498			(606,625)	602,561			2,006,426	3,139,036	0.18	\$207.65
2016	1,739,320,529	2.0%	2,039,168	2.0%			1,232,498				803,414			3,256	2,035,912	0.12	\$132.03
2017	1,739,320,529	0.0%	2,079,951	2.0%			1,276,000				803,414			537	2,079,414	0.12	\$134.86
2018	1,739,320,529	0.0%	2,121,550	2.0%			1,316,000				803,414			2,136	2,119,414	0.12	\$137.45
2019	1,774,106,940	2.0%	2,163,981	2.0%			1,358,200				803,414			2,367	2,161,614	0.12	\$137.44
2020	1,774,106,940	0.0%	2,207,261	2.0%			1,402,000				803,414			1,847	2,205,414	0.12	\$140.22
2021	1,774,106,940	0.0%	2,251,406	2.0%			1,447,200				803,414			792	2,250,614	0.13	\$143.10
2022	1,827,330,148	3.0%	2,296,434	2.0%			868,600				1,423,414			4,420	2,292,014	0.13	\$141.48
2023	1,827,330,148	0.0%	2,342,363	2.0%			546,000				1,795,000			1,363	2,341,000	0.13	\$144.51
2024	1,827,330,148	0.0%	2,389,210	2.0%							2,384,600			4,610	2,384,600	0.13	\$147.20
2025	1,882,150,052	3.0%	2,436,995	2.0%							2,434,000			2,995	2,434,000	0.13	\$145.87
2026	1,882,150,052	0.0%	2,485,734	2.0%							2,483,800			1,934	2,483,800	0.13	\$148.86
2027	1,882,150,052	0.0%	2,535,449	2.0%							2,533,800			1,649	2,533,800	0.13	\$151.85
2028	1,938,614,554	3.0%	2,586,158	2.0%							2,583,800			2,358	2,583,800	0.13	\$150.34
2029	1,938,614,554	0.0%	2,637,881	2.0%							2,633,600			4,281	2,633,600	0.14	\$153.24
2030	1,938,614,554	0.0%	2,690,639	2.0%							2,688,000			2,639	2,688,000	0.14	\$156.40
2031	1,954,475,946	0.8%	2,744,452	2.0%							2,742,500			1,952	2,742,500	0.14	\$158.28
2032	1,970,467,113	0.8%	2,799,341	2.0%							593,250			2,206,091	593,250	0.03	\$33.96
					\$9,421,451	(\$826,900)	\$10,264,618	(\$606,625)	\$63,665,901						\$47,980,132		

Proposed Financing Schedule

Proposed Financing Schedule

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	<u>Status</u>
Regular Meeting 18-Nov-13	Discuss plan of financing	District/WBC	
9-Dec-13	Resolution of Intent sent to District to be included in Board Packet	C&C	
Regular Meeting 16-Dec-13	Pass Resolution of Intent to issue working cash bonds and set public hearing regular meeting regarding working cash fund bonds	District/WBC	
19-Dec-13	Publish Resolution of Intent in local newspaper beginning petition door period	WBC	
19-Dec-13	Publish Bond Hearing Notice in the local newspaper (Must appear in the paper more than 7 days, but no more than 30 days prior to the Public Hearing.)	WBC	
18-Jan-14	Petition period expires	District	
23-Jan-14	Post Notice of Public Hearing at District Office	District	
Regular Meeting 27-Jan-14	Public Hearing on Issuance of Bonds	District/WBC	

Proposed Financing Schedule (continued)

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	<u>Status</u>
Week of February 3	Distribute Preliminary Official Statement (POS) for Review	All Parties	
Week of February 10th	Rating Agency Meeting/Conference Call	District/WBC	
17-Feb-14	Bond Resolutions delivered to District for inclusion in the Board packets	C&C	
Regular Meeting 24-Feb-14	Approve parameters bond resolution authorizing bond sale with approval of Board President, Superintendent and Business Manager	District/WBC	
25-Feb-14	File parameters resolution with the County Clerk to get on the 2013 levy	WBC	
March, 2014	Project bids come in determining the final size of the financing	District	
March-April	Price bonds at most opportune market conditions, with approval of Board delegates	District/WBC	
Ongoing	Process documentation	C&C/WBC	
3-Mar-14	Mail Final Official Statement & Closing Memo	WBC	
13-Mar-14	Close bond issue	All Parties	
<div> <div>Park Ridge-Niles CCSD 64</div> <div>William Blair & Company, Underwriter</div> <div>Chapman and Cutler, Bond Counsel/Disclosure Counsel</div> </div>			
*Preliminary, subject to change.			

William Blair

Notice and Disclaimer

The accompanying information was obtained from sources which William Blair & Company, L.L.C. believes to be reliable but does not guarantee its accuracy and completeness.

The material has been prepared solely for informational purposes and is not a solicitation of an offer to buy or sell any security or instrument or to participate in any trading strategy. Historical data is not an indication of future results.

The opinions expressed are our own unless otherwise stated.

Per Rule G-23 we are providing the information contained in this proposal for discussion purposes in anticipation of serving as an underwriter. In our capacity as underwriter, our primary role will be to purchase the Bonds as a principal in a commercial, arms' length transaction and we will have financial and other interests that differ from yours. We will not be acting as a municipal advisor, financial advisor or fiduciary.

Additional information is available upon request.

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William Blair

Consent Agenda

ACTION ITEM 13-11-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of November 18, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending October 31, 2013; Acceptance of Annual Audit Report FY13; Approval of Policies from PRESS Issues 79 and 80; Authorization to Seek Bids for Regular Transportation and Summer School Services for 2014-15 School Year; Approval of Intergovernmental Agreement Between the Board of Education of Park Ridge-Niles School District 64 and City of Park Ridge Police Department; Acceptance of Donation; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
November 18, 2013

Saima Akram	Employ as Lunchroom Supervisor at Field School effective November 11, 2013 – \$12.00 an hour.
Eliza Hamer	Employ as Instructional Resource Assistant at Washington School effective September 25, 2013 - \$15.17.
Marta Krupa	Employ as Lunchroom Supervisor at Washington School effective October 28, 2013 – \$12.00 an hour.
Gabriela Munoz-Lo	Employ as Lunchroom Supervisor at Field School effective November 13, 2013 - \$12.00 an hour.
Adam Tsikretsis	Employ as Lunchroom Supervisor at Washington School effective November 7, 2013 - \$12.00 an hour.
Kathleen Migasi	Request Leave of Absence, Maternity/FMLA as Reading Specialist Teacher at Emerson School effective November 25 – February 17, 2014 (tentative).
Amy Pekic	Request Leave of Absence, Maternity/FMLA as Resource Teacher at Emerson School effective April 7, 2014 – June 10, 2014 (tentative).
Christopher Speilburg	Request Leave of Absence, Paternity/FMLA as Math/Science Teacher at Emerson School effective February 27, 2014 – March 14, 2014 (tentative).
Amanda Hirschman	Resign as Extended Day Program Supervisor at Jefferson School effective October 31, 2013.
Deborah Jares	Retirement as Instructional Resource Assistant effective June 13, 2014 – Lincoln School.

APPROVAL OF BILLS AND PAYROLL

The following bills, payrolls and Board's share of pension fund are presented for approval:

Bills

10 - Education Fund -----	\$ 771,705.87
20 - Operations and Maintenance Fund -----	\$ 140,327.22
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ 79,798.25
50 - Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 81,697.88
80 - Tort Immunity Fund -----	\$ 2,490.69
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 115377 (11/1/13), 115402 - 115600

Total: \$ 1,076,019.91

Payroll and Benefits for Month of October, 2013

10 - Education Fund -----	\$ 3,768,427.63
20 - Operations and Maintenance Fund -----	\$ 216,649.71
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 178,739.25
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 9455 - 9568

Direct Deposit: 900042073 - 900043674

Total: \$ 4,163,816.59

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

REFER TO REPORTS POSTED ON DISTRICT 64 WEBSITE

AT WWW.D64.ORG

FINANCIAL DATA – PRIOR YEARS

2012-13


Approval of Policies from PRESS Policy Issue 79 and Issue 80

1 st Reading October 28, 2013	Policy 3:40	Issue 79	Superintendent - Duties and Authority
1 st Reading October 28, 2013	Policy 3:70	Issue 79	General School Administration – Succession of Authority
1 st Reading October 28, 2013	Policy 4:45	Issue 80	Operational Services – Insufficient Fund Checks
1 st Reading October 28, 2013	Policy 4:60	Issue 80	Operational Services – Purchases and Contracts
1 st Reading October 28, 2013	Policy 4:120	Issue 79	Operational Services – Food Services
1 st Reading October 28, 2013	Policy 4:180	Issue 79	Operational Services – Pandemic Preparedness
1 st Reading October 28, 2013	Policy 5:60	Issue 79	General Personnel - Expenses
1 st Reading October 28, 2013	Policy 5:70	Issue 79	General Personnel – Religious Holidays
1 st Reading October 28, 2013	Policy 5:110	Issue 79	General Personnel – Recognition for Service
1 st Reading October 28, 2013	Policy 5:130	Issue 79	General Personnel – Responsibilities Concerning Internal Information
1 st Reading October 28, 2013	Policy 5:140	Issue 79	General Personnel – Solicitations By or From Staff
1 st Reading October 28, 2013	Policy 5:230	Issue 79	Professional Personnel – Maintaining Student Discipline
1 st Reading October 28, 2013	Policy 5:280	Issue 79	Educational Support Personnel – Duties and Qualifications
1 st Reading October 28, 2013	Policy 5:320	Issue 79	Educational Support Personnel - Evaluation
1 st Reading October 28, 2013	Policy 6:40	Issue 79	Instruction – Curriculum Development
1 st Reading October 28, 2013	Policy 6:70	Issue 79	Instruction – Teaching About Religions
1 st Reading October 28, 2013	Policy 6:80	Issue 79	Instruction – Teaching About Controversial Issues
1 st Reading October 28, 2013	Policy 6:145	Issue 79	Instruction – Migrant Students
1 st Reading October 28, 2013	Policy 6:180	Issue 79	Instruction – Extended Instructional Programs
1 st Reading October 28, 2013	Policy 6:260	Issue 79	Instruction – Complaints About Curriculum, Instructional Materials, and Programs
1 st Reading October 28, 2013	Policy 7:50	Issue 79	Students – School Admissions and Student Transfers To and From Non-District Schools
1 st Reading October 28, 2013	Policy 7:130	Issue 79	Students – Student Rights and Responsibilities

1 st Reading October 28, 2013	Policy 7:140	Issue 79	Students – Search and Seizure
1 st Reading October 28, 2013	Policy 7:160	Issue 79	Students – Student Appearance
1 st Reading October 28, 2013	Policy 7:250	Issue 79	Students – Student Support Services
1 st Reading October 28, 2013	Policy 7:275	Issue 79	Students – Orders to Forgo Life-Sustaining Treatment
1 st Reading October 28, 2013	Policy 7:180		Students – Preventing Bullying, Intimidation, and Harassment

11/18/13

To: Philip Bender, Superintendent
Board of Education

From: Rebecca J. Allard, Business Manager 

Subject: Authorization to Bid - Contracted Regular & Summer School
Transportation Services

Date: November 18, 2013

In February 2011, the Board of Education awarded a three-year contract to Illinois Central Bus Company for regular and summer school transportation services. The contract included a provision to extend the contract for an additional two years. On November 1, 2013, Illinois Central notified the District that they would not exercise the option that allowed for the extension of the contract. Financial concerns were the stated reason.

The law governing the bidding of transportation services is clear, a contract may be awarded to a 3rd party transportation company, after a District bids transportation services, for a period of 3-years with an automatic extension for two additional years. After the 5-year period, if a contractor requests that transportation services be bid, the District is required to bid its third party contract for transportation services. If after the 5-year period, no contractor requests that the District bid transportation services, the Board has the authority to extend a contract to the existing third party contractor on an annual basis.

The administration is asking authorization to prepare bid specifications and advertise for regular and summer school transportation services effective with the 2014-15 school year; it is anticipated that the Board will award the contract at the February 24, 2014, Board of Education meeting.

INTERGOVERNMENTAL AGREEMENT

RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS

THIS AGREEMENT is by and between the BOARD OF EDUCATION OF PARK RIDGE – NILES SCHOOL DISTRICT NO. 64, COOK COUNTY, ILLINOIS (hereinafter referred to as "School District" or "District") and the CITY OF PARK RIDGE POLICE DEPARTMENT, COOK COUNTY, ILLINOIS (hereinafter referred to as "the Police Department").

WITNESSETH:

WHEREAS, the Police Department has responsibility for law enforcement within a portion of the boundaries of the School District; and

WHEREAS, the School District and the Police Department have mutually determined that it would be in the best interest of the safety and welfare of students and employees of the School District to have a reciprocal reporting system between the School District and the Department regarding criminal offenses committed by students enrolled in the School District; and

WHEREAS, this Agreement is authorized by the Illinois Constitution of 1970 and the *Intergovernmental Cooperation Act*, 5 ILCS 220/1 *et seq.*, providing for the execution of agreements and implementation of cooperative ventures between public agencies of the State of Illinois; and

WHEREAS, Section 10-20.14 of *The School Code* mandates and authorizes that the School District's parent-teacher advisory committee develop and maintain, along with the School Board, a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students; and

WHEREAS, the *Family Educational Rights and Privacy Act* (20 USC 1232g(b)) provides that confidential student record information may be disclosed without parental consent to state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to State statute if (1) the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve, prior to adjudication, the student whose records are released; and (2) the officials and authorities to whom such information is disclosed certify in writing to the educational agency or institution that the information will not be disclosed to any other party except as provided under State law without the prior written consent of the parent of the student; and

WHEREAS, in furtherance of the foregoing, the *Illinois School Student Records Act* (105 ILCS 10/6(a)(6.5)) provides that confidential student record information may be disclosed without parental consent to juvenile authorities when necessary for the discharge of their official

duties who request information prior to the adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided by law or order of court; and further defines juvenile authorities, which definition includes, but is not limited to, judges, probation officers, law enforcement officers and prosecutors, and individuals authorized by court.

WHEREAS, the Parties wish to memorialize the authority and parameters of their exchanges of information and the necessary written certification pursuant to the foregoing State and federal laws.

NOW, THEREFORE, in consideration of the foregoing, as well as the mutual covenants and agreements hereinafter set forth, the School District and the Police Department hereby agree as follows:

1. LIAISON

The District's parent-teacher advisory committee shall designate an administrative contact person to act as a liaison between the School District and the Police Department for the purpose of reciprocal reporting of criminal offenses committed by students. The Department shall likewise designate an administrative contact person to act as a liaison between the Police Department and the School District for the purpose of reciprocal reporting of criminal offenses committed by students.

2. CRIMINAL OFFENSES/REPORTING AND RECORDS DISCLOSURE

- A.** Whenever the School District receives information that a student may have committed a criminal offense on school grounds, off school grounds, at a school sponsored activity, or against school personnel, the School District liaison may notify the Police Department liaison, subject to any limitations imposed by law. To the extent that such information is contained in a school student record, the School District will provide prior written notice to the student's parents, or the student if applicable, as may be required by law.
- B.** Whenever the Police Department receives information that a student may have committed a criminal offense, as limited by Section 2.E and 2.F of this Agreement, if applicable, the Police Department liaison shall notify the School District liaison. In addition, the Police Department shall notify the School District liaison if the Department or an officer believes that there is an imminent threat of physical harm to students, school personnel or others who are present in the school or on school grounds.
- C.** Information reported pursuant to this Agreement shall include information pertaining to activity or suspected activity which would jeopardize the safe, orderly and violence-free environment of a school, including any criminal or gang-related activity.
- D.** Upon request of the School District, the Police Department shall provide access to

the criminal records of students, subject to the limitations in Section 2.E of this Agreement, if applicable.

- E. The Department's provision of and the School District's access to the Department's records relating to a minor who has been arrested before his or her 18th birthday, for purposes of inspection and copying of said records, shall be limited to records of minors enrolled in the School District who have been arrested or taken into custody for any of the following offenses:
- (i) any violation of Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012 (i.e., weapons violations);
 - (ii) a violation of the Illinois Controlled Substances Act;
 - (iii) a violation of the Cannabis Control Act;
 - (iv) a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012 (e.g., murder, criminal sexual assault, robbery, burglary, arson, kidnapping, aggravated battery and any other felony that involves the use or threat of physical force or violence);
 - (v) a violation of the Methamphetamine Control and Community Protection Act;
 - (vi) a violation of Section 1-2 (harassment through electronic communications) of the Harassing and Obscene Communications Act;
 - (vii) a violation of the Hazing Act (recategorized and renumbered as Section 12C-50 of the *Criminal Code*); or
 - (viii) a violation of Section 12-1 (assault), 12-2 (aggravated assault), 12-3 (battery), 12-3.05 (aggravated battery), 12-3.1 (battery of an unborn child; aggravated battery of an unborn child), 12-3.2 (domestic battery), 12-3.4 (violation of an order of protection), 12-3.5 (interfering with the reporting of domestic violence), 12-5 (reckless conduct), 12-7.3 (stalking), 12-7.4 (aggravated stalking), 12-7.5 (cyberstalking), 25-1 (mob action), or 25-5 (unlawful contact with streetgang members) of the Criminal Code of 1961 or the Criminal Code of 2012.

The information derived from the law enforcement records shall be kept separate from and shall not become a part of the official school record of that child and shall not be a public record. The information shall be used solely by the appropriate school official or officials whom the school has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. If the designated law enforcement and school officials deem it to be in the best interest of the minor, the student may be referred to in-school or community based social

services if those services are available. "Rehabilitation services" may include interventions by school support personnel, evaluation for eligibility for special education, referrals to community-based agencies such as youth services, behavioral healthcare service providers, drug and alcohol prevention or treatment programs, and other interventions as deemed appropriate for the student.

- F. Except as provided in 2.E. and 2.H, the Department's provision of and the School District's access to the Department's information relating to a minor who is the subject of a current police investigation that is directly related to school safety shall consist of oral information only, and not written law enforcement records, and shall be used solely by the appropriate school official or officials to protect the safety of students and employees in the school and aid in the proper rehabilitation of the child. The information derived orally from the local law enforcement officials shall be kept separate from and shall not become a part of the official school record of the child and shall not be a public record. For purposes of this paragraph, "investigation" means an official systematic inquiry by the Department or any other law enforcement agency into actual or suspected criminal activity.

The limitations of this paragraph and paragraph 2.E shall be expanded or further restricted in accordance with any subsequent amendments to the *Juvenile Court Act of 1987* (705 ILCS 405/1-7, 5-905) or other laws.

- G. Pursuant to 705 ILCS 405/5-901(1)(b)(v), court files of juvenile delinquency proceedings, redacted to remove any information identifying the victim or alleged victim of any sex offense, will be disclosed to the School District if the District provides educational, medical or mental health services to the juvenile and disclosure is necessary for the discharge of the District's official duties.
- H. Notwithstanding the restrictions in Section 2.E above on the provision of and access to the Department's records, in accordance with Section 22-20 of *The School Code* (105 ILCS 5/22-20), the Police Department shall report to the Principal whenever a child enrolled therein is detained for proceedings under the *Juvenile Court Act of 1987*, as heretofore and hereafter amended, or for any criminal offense or any violation of a municipal ordinance. The report shall include the basis for detaining the child, circumstances surrounding the events which led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the Principal of developments and the disposition of the matter. The information transmitted to the School District pursuant to this paragraph shall be kept separate from and shall not become a part of the official school record of such child and shall not be a public record. Such information shall be used solely by the appropriate school official or officials whom the School District has determined to have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of the students and employees in the school.

- I. Information disclosed to the School District by the Police Department shall be in addition to the information provided to the School District by or through the State's Attorney pursuant to Section 5-901 of the *Juvenile Court Act of 1987* (705 ILCS 405/5-901) regarding adjudications of delinquency.
- J. Nothing contained in this Agreement is intended to prevent the sharing or disclosure of information or records relating or pertaining to juveniles subject to the provisions of the Serious Habitual Offender Comprehensive Action Program when that information is used to assist in the early identification and treatment of habitual juvenile offenders and such sharing is otherwise allowed by law.

3. **CONFIDENTIALITY**

Any and all information received by the School District as a result of this Agreement shall be kept confidential by the School District in accordance with law. In accordance with the *Illinois School Student Records Act* and the regulations implementing the federal *Family Educational Rights and Privacy Act* (34 C.F.R. 99), any and all information received by the Police Department as a result of this Agreement and contained in a student record shall not be disclosed by the Police Department to another party, except as provided under Illinois law, without the prior written consent of the parent of the student (or consent of the student if he or she has assumed rights under the law).

4. **TERM**

The parties to this Agreement understand and agree that this Agreement shall commence the day and year which the Agreement is last signed by a party. This Agreement shall remain in effect from year-to-year thereafter, as may be modified pursuant to Section 6 of this Agreement, until terminated by written notice of either party.

5. **NOTIFICATION**

- A. Any and all notices required hereunder to be sent to the School District shall be served in writing by the United States certified mail, postage prepaid, return receipt requested, at the following address:

Superintendent,
School District No. 64
164 South Prospect Avenue
Park Ridge, Illinois 60068-4079

or by personal delivery of any such notice delivered to an employee of the School District at its District administration office during the regular business hours of said office.

Any and all notices required to be sent to the Police Department shall be served in writing by the United States certified mail, postage prepaid, return receipt requested, at the following address:

City of Park Ridge Police Department
Park Ridge City Hall
505 Butler Place
Park Ridge, Illinois 60068

or by personal delivery of any such notice delivered to an employee of the Police Department at its administration office during the regular business hours of said office.

6. MODIFICATION

The agreements, covenants, terms and conditions herein contained may be modified only through written mutual consent of the parties hereto.

7. ASSIGNMENT

Neither party may assign, transfer or otherwise convey its rights or obligations under this Agreement without the prior written consent of the other party.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the day and year first above written.

**BOARD OF EDUCATION
OF PARK RIDGE – NILES
SCHOOL DISTRICT NO. 64,
COOK COUNTY, ILLINOIS**

**CITY OF PARK RIDGE
POLICE DEPARTMENT, COOK
COUNTY, ILLINOIS**

**By: _____
Its: Board President**

**By: _____
Its: _____**

Date: _____

Date: _____

**Attest: _____
Its: Board Secretary**

Attest: _____

Date: _____

Date: _____

Acceptance of IBM Matching Grants Program

District 64 has received a donation through a Franklin School parent, from the IBM Matching Grants Program of \$250.00. We thank Franklin and IBM for the donation.

It is recommended that the following audio closed minutes of the Board of Education be destroyed.

May 7, 2012

Background

The Open Meetings Act provides that verbatim recordings of closed sessions may be destroyed not less than 18 months after completion of the recorded meeting, and after the Board approves written minutes of the closed session and the destruction of the recording. The Board has approved the written minutes of these meetings.

Approval of Minutes

ACTION ITEM 13-11-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Committee-of-the-Whole: Student Achievement Meeting on October 28, 2013; Regular Board Meeting on October 28, 2013; and Closed Session Meeting on October 28, 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 Committee-of-the-Whole: Student Achievement
held at 6:30 p.m. on October 28, 2013
Washington School - South Gym
1500 Stewart, Park Ridge, IL

Board President Anthony Borrelli called the meeting to order at 6:31 p.m. Other Board members present were Scott Zimmerman, Dan Collins, Vicki Lee, John Heyde, and Dathan Paterno. Board member Terry Cameron participated by telephone. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Assistant Business Manager Brian Imhoff, and approximately 40 members of the public.

Board President Borrelli stated the purpose of the meeting was to receive a comprehensive report on 2012-13 student achievement and a preview of the new State Report Card from Dr. Hinton. Dr. Hinton reviewed the differences between summative and formative assessments, and began with a discussion of student performance on the District's Educational Ends, which broadly define learning goals in each area of a child's development and reflect the value District 64 places on educating the whole child. She noted the various types of assessments that are used to measure the Ends, and reported that 87 indicators were reviewed in 2012-13 and that 84% reflect on target performance. Turning to the Measures of Academic Progress (MAP) assessments in reading and math, she indicated that the District 64 mean has increased over time and is consistently higher than the national mean. Dr. Hinton reported that in reading and math, about a quarter of District 64 students perform above the 75th percentile for District 64 norms, which relates to the 86th to the 90th percentile nationally in reading and the 85th to 88th percentile nationally for math. She reviewed specific performance by grade level and pointed out trends. She then noted that MAP also provides a growth target for each student, and that the percentage of District 64 students in grades 3-7 meeting their growth targets in reading is described as "above average," while for math, their performance qualifies as "ambitious" growth according to MAP standards.

Dr. Hinton then moved to a discussion of the Illinois Standards Achievement Test (ISAT) performance levels, noting that due to changes in the cut scores mandated by the Illinois State Board of Education (ISBE) this year, the percentage of students in the "meets" or "exceeds" categories has decreased by 11-14% for 2013. She noted that about 20% of the questions in the 2013 ISAT were based on the new Common Core State Standards (CCSS), and that ISAT will sunset in 2014 and be replaced in 2014-15 by new testing more closely aligned with CCSS. Dr. Hinton provided an in-depth review of ISAT trend data for reading, math and science across multiple grade levels. She reported that District 64 as a whole did not achieve the Adequate Yearly Progress (AYP) goal

for 2013, and that only Franklin School among the seven individual schools did so. Dr. Hinton then reviewed the format of the new State Report Card and described the strengths and opportunities for growth identified in the new 5Essentials survey included on the report.

Looking ahead, Dr. Hinton described upcoming changes expected as the state shifts to the new performance-based assessments aligned with the CCSS that are being developed through the Partnership for Assessment of Readiness for College & Careers (PARCC), and also discussed recommendations for how the District will move forward in this new assessment environment. She noted that the District would maintain its focus on individual student growth and the high-yield instructional strategies that support student growth, and would also be continuing to support teachers with the use of data to inform instruction, among other recommendations.

Dr. Hinton then responded to Board member questions concerning the District's next steps to focus on in ISAT performance; changes in the number of Educational Ends assessments; analysis of MAP scores over time District-wide; the tracking of cohort data; and comparisons of District 64 performance to other districts.

Board President Borrelli adjourned from the Committee-of-the-Whole at 7:27 p.m., and following a brief break, resumed as a regular Board meeting.

President

Secretary

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

Minutes of the Regular Meeting held at 7:30 p.m.

October 28, 2013

**Washington Elementary School – South Gym
1500 Stewart Avenue, Park Ridge, IL**

Board President Anthony Borrelli called the meeting to order at 6:30 p.m. Other Board members present were Scott Zimmerman, Dan Collins, Vicki Lee, John Heyde, and Dathan Paterno. Board member Terry Cameron participated by telephone. Also present were Superintendent Philip Bender, Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Assistant Business Manager Brian Imhoff and approximately 40 members of the public.

Board of Education meetings are 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: Student Achievement at 6:31 p.m. The Board adjourned from the Committee of the Whole: Student Achievement at 7:27 p.m. and after a short break, resumed as a regular Board meeting.

In addition to the persons listed above, also present at the regular meeting were approximately 80 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of Allegiance
and Welcome

Washington Principal Jessica Hutchison introduced student string musicians who performed a short program, and then invited Student Council members to lead the Pledge and then describe activities undertaken for Red Ribbon Week and other recent outreach efforts connected to Washington's civil behavior programs. Principal Hutchison also shared the many ways the PTO is supporting efforts at the school this year.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comment on non-agenda items, which were received as follows:

- Katie Ranalli, a Roosevelt parent, commented on the use of food in the classroom and the difficulties of creating a safe environment for students with food allergies.
- Susa Glines, an Emerson Middle School teacher, thanked the Board for authorizing the purchase of Chromebooks and providing instructional technology coaches, which both impact her teaching daily.

- Andy Duerkop, Lincoln Middle School teacher and President of the Park Ridge Education Association, expressed disappointment in the announcement of Dr. Bender's leaving District 64 at the end of the school year and invited the Board to collaborate with teachers and staff during the superintendent search process.

APPROVAL OF THE DESIGN DOCUMENTS FOR THE FIELD SCHOOL PROJECT

Approval of the Design Documents for the Field School Project

Fanning Howey architect Keri VanSant explained that the project consists of two segments: summer 2014 for HVAC work; and summer 2015 for primarily health and life safety items, including a new roof and exterior work, such as tuck-pointing, along with some interior projects and maintenance items. If approved to move forward with construction design documents, Ms. VanSant explained that the Board would then have an estimate of probable cost for both segments at the December 16 meeting. Mr. Mackall noted that an additional asbestos removal project of less than \$25,000 had been identified and would be completed during the upcoming winter break to be managed by the District's asbestos consultant Environ.

Ms. VanSant and Mr. Mackall then responded to Board member questions about the scope of what is included in several contingency line items; the timing of when construction bids would be sought if the projects proceed on schedule; the focused scope of work planned for each summer to fit within the school vacation schedule; the current status of the roof; and further approvals the Board would give before the projects would be fully authorized.

Ms. Allard also confirmed that financing options for the Field project would be presented for Board discussion at the November 18 meeting.

ACTION ITEM 13-10-2

It was moved by Board member Heyde and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge - Niles, Illinois, approve moving the Field 2014 HVAC improvements and the Field 2015 summer life safety improvements from Design Documents to Construction Documents.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: Collins, Cameron

PRESENT: None.

ABSENT: None.

The motion carried.

REPORT AND DISCUSSION ON TRANSITION OF BEFORE AND AFTER SCHOOL CHILD CARE

Report and Discussion on Transition of Before and After School Child Care Program to Park District Effective 2014-15

DRAFT

PROGRAM TO PARK DISTRICT EFFECTIVE 2014-15

Coordinator of Extended Day and Preschool Services Leslye Lapping provided an overview of: the District's after school child care program at Jefferson School; the Board's approval given in December 2012 for a one-year pilot in 2013-14 to shift supervision of both the before and after school program at Roosevelt School to the Park District; and, participation thus far in the Park District's renamed "Beyond the Bell" program. Park District Recreation Supervisor Mary Bart provided survey results from the Roosevelt pilot; shared the Park District's vision for expanding the on-site program to all five elementary schools in 2014-15; and described plans for how the program would operate at the other four schools including accommodating after-school uses by other student groups and school activities. Ms. Lapping then described the benefits to students and families, and discussed the impact on Jefferson staff and other considerations if the recommendation were to be accepted. Roosevelt parents Mrs. Amy Sullivan and Mrs. Clara Mok offered comments on their experiences with Beyond the Bell thus far; Mr. Scott Bennett, a Washington School parent and scout leader, reported on the pre-planning work he has done with the Park District to accommodate the needs of scouts if the program was expanded to his school and noted the questions he had expressed at a Board meeting in fall 2012 had all been addressed. Roosevelt Principal Kevin Dwyer reviewed the next steps, noting that the Board would be asked to authorize the transition effective for the 2014-15 school year at the November 18 meeting.

Board members then discussed the recommendation, with Ms. Lapping, Ms. Bart and Dr. Dwyer providing additional information regarding: the number of students that could be accommodated for the after school program at each school; the support services available for special needs students; other spaces available for the program at each school; insurance implications; and the schedule of Beyond the Bell activities and projects that students participate in currently at Roosevelt in the pilot.

Board member Heyde asked Ms. Lapping to express appreciation to the Jefferson staff for their dedication in providing an excellent after school program for students that his children have enjoyed over the years, and noted that the Board appears fortunate to be replacing one excellent after school child care program for another with the current pilot and recommendation for 2014-15.

PROGRESS UPDATE ON BOARD GOAL/STUDENT LEARNING #1B – STUDENT GROWTH METRICS

Assistant Superintendent for Student Learning Hinton and Director of Special Education/Pupil Services Even provided background on the Board's goal established during its August 2013 study sessions to evaluate student growth measured by performance on types 1, 2 and 3 assessments, and to return to the Board with metrics for each category. Dr. Hinton noted that type 1 assessments are scored by a non-District entity and administered either statewide or beyond Illinois, and that the Board had selected the Measures of Academic Progress (MAP)

Progress Update on
Board Goal/Student
Learning #1B – Student
Growth Metrics

assessment in this category to set a goal for the percentage of students meeting their individual growth targets. Dr. Hinton noted that type 2 assessments are used on a District-wide basis by all teachers in a given grade or subject area, and that these are typically called common formative assessments. She pointed out that District 64 currently uses them to measure student proficiency toward a common achievement target, but that they do not measure student growth, therefore, to address the current Board goal, these assessments would have to be modified or new ones created. She also pointed out that the District recommends removing type 3 assessments from the Board goal, as they are not administered District-wide.

Dr. Hinton and Mr. Even then discussed the student growth targets provided in MAP, which describe typical or anticipated growth over a period of time and are calculated based on a student's beginning RIT score and grade level. The Northwest Evaluation Association (NWEA), the publisher of MAP, describes as "average" growth when 50% of students meets their growth targets; "ambitious" growth when 63% meet their targets; and "aggressive" growth when 70% meet their growth targets, which translates to the 90-95th percentile for growth. She reviewed the District's historical and current performance on MAP in reading and math since 2009. Mr. Even reviewed the District's current capacity of teachers related to use and understanding of growth goals; professional development focus on the Common Core State Standards (CCSS); and implementation of a new K-8 math program. They then proposed a set of deliverables beginning in spring 2014 and continuing annually through spring 2017. These include annual increases in the percentage of students meeting their MAP growth targets in reading and the setting of annual targets in math; updates to the Educational Ends assessments to be completed by 2015; and specific professional growth activities and system-level implementation goals for high yield instructional strategies that support differentiation of instruction. Mr. Even summarized that by spring 2017, the result would be to have a new, three-year average of 60% of students achieving their reading growth goals, which would be characterized as "near ambitious" growth and in math, maintaining an "ambitious" growth level.

Board members then engaged in an interactive discussion with Dr. Hinton and Mr. Even on all facets of the proposal, including: whether the proposal would add an additional burden on teachers or add another layer of assessment on what is already in place; whether the goals dovetail with the existing Strategic Plan goals of implementing the CCSS and do not inadvertently create an alternate strategic plan; how to create a graphic that would illustrate how these initiatives overlap; how to continue focusing on the whole child through the Educational Ends and individual student growth through MAP targets; the need to provide additional professional development so that all staff can learn to use growth target data to design and differentiate instruction, since currently the use of growth targets varies across the District; the need to set a reasonable timeframe to allow for collaboration with all stakeholders throughout the process and gain consultative feedback from stakeholders; since MAP data is not made public, the need to work through NWEA for data about percentages of students meeting growth targets for comparison to other high-achieving districts; the need

to not accidentally over-emphasize student performance in reading and math, but rather to also continue to allow students to explore their talents and interests through the District's elective and encore programs and measuring these through Educational Ends; the need to refine the Ends to provide more information about student performance as a part of instruction; and the possibility of directly obtaining information about comparable districts' student growth targets on MAP.

The consensus of Board discussion was to accept the proposed metrics for this goal area.

REPORT ON BOARD GOAL/FACILITIES #2 –KASARDA DEMOGRAPHIC STUDY

This report was deferred until later in the meeting.

Report on Board
Goal/Facilities #2 –
Kasarda Demographic
Study

FIRST READING OF POLICIES FROM PRESS POLICY ISSUES 79 AND 80

Dr. Bender noted the proposed policy changes had been reviewed by Board members Paterno and Heyde, and are expected to be brought for final approval on November 18. Regarding Policy 5:280, Board President Borrelli questioned the definition of first aid training; Dr. Hinton will provide the administrative procedure that defines this. In response to further Board member questions, Dr. Bender noted that procedures are for internal use and are updated frequently based on changing needs, and are not available online as are the actual policies themselves; he will check with legal counsel on the typical access provided to administrative procedures.

First Reading of
Policies From PRESS
Policy Issues 79 and
80

RECOMMENDATION/APPROVAL FOR COLLECTION OF STUDENT FEES

Assistant Business Manager Imhoff presented an update to a September report on unpaid fees, which indicated that the District had collected about \$47,000 since reminder letters were sent on September 30, reducing the outstanding fees to about \$121,000. A proposal also was included for further steps to be taken to collect the amounts owed.

Recommendation/ Approval
for Collection of Student Fees

Board members offered numerous suggestions and comments on the proposed guidelines, focusing on the need to provide a transparent process that will be fair to all families yet allow the District to collect fees on a timely basis, and that these guidelines be useful for not just the current year but be in place going forward. The administration will return with further recommendations at the next meeting.

Action Item 13-10-3 was not considered.

REPORT ON BOARD GOAL/FACILITIES #2 – KASARDA DEMOGRAPHIC STUDY

Report on Board
Goal/Facilities #2 –
Kasarda Demographic
Study

Dr. Bender reported that the new demographic study prepared by consulting demographer Dr. John Kasarda indicates that nothing leads the District to believe that enrollment changes would have a major change in staffing during the next five years, and that Dr. Kasarda forecasts relatively stable overall District enrollment for the next 10 years. Several Board members expressed interest in maintaining a close eye on new construction in the community, and to consider updating the report at least every five years or sooner if significant activity is seen.

UPDATE ON SUPERINTENDENT SEARCH

This report was deferred until later in the meeting.

DISCUSSION OF CONSENSUS GOALS AND COMMUNICATION COW RECAP

Discussion of
Consensus Goals
and Communication
COW Recap

Dr. Bender reported that although the Board set goals in the areas of student learning, facilities and finance, it had not formally set goals on communication although many ideas were brought forward during a lengthy Committee-of-the-Whole: Communication held on September 19. He noted that the ideas need to be prioritized to define the direction that the Board as a whole wishes to proceed. He suggested either a small group of Board members and administrators meet to do this, or it could be added as a short Committee-of-the-Whole meeting. It was then agreed that Dr. Bender would create a draft of the suggested priority schedule for the Board to review for November 18. Board member Collins then reported that he had met with members of the administration to further detail his thoughts about the three-page "Operating Plan" described in the section on Board communications items, and that a working draft should be available to the Board in December with a target of February 10 for a final document to coincide with the annual update to the District's financial projections.

UPDATE ON SUPERINTENDENT SEARCH

Update on
Superintendent
Search

Dr. Bender reported that the online survey was collecting input and that forums conducted by the administrative search consultants were planned for Tuesday, October 29 with various groups. Board President Borrelli noted that all Board members should be scheduled for an individual meeting with the consultant.

CONSENT AGENDA

Consent Agenda

A. PERSONNEL REPORT

Angela Baker	Employ as Day Care Assistant at Jefferson School effective October 28, 2013 - \$15.17 per hour.
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Miguel Marcos	Employ as District Manager of Technology at Jefferson School effective October 30, 2013 - \$76,000.00.
Kellie Murphy	Employ as Secretary Level III at ESC effective November 5, 2013 - \$17.06 per hour
Colleen DeWitt	Request Maternity/FMLA as 1st grade Teacher at Washington School effective March 13, 2014 – May 15, 2014 (tentative).
Elizabeth Norman	Request Maternity/FMLA as 3rd grade Teacher at Carpenter School effective February 10, 2014 – May 12, 2014 (tentative).
Jill Besenjak	Resign as Lunch Program Supervisor at Field School effective September 6, 2013.

If additional information is needed, please contact Assistant Superintendent for Human Resources Martin.

B. BILL – OCTOBER 8, 2013

10 – Education Fund -----	\$ 12,771.96
Check Numbered: 114988 -----	
Total:	\$ 12,771.96

C. BILLS – OCTOBER 15, 2013

10 – Education Fund -----	\$1,152,570.41
20 – Operations and Maintenance Fund -----	195,387.27
30 – Debt Services -----	-
40 – Transportation Fund -----	188,496.02
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	138,039.00
80 – Tort Immunity Fund -----	19,873.21
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 115014 – 115234

Total: \$1,694,365.91

D. BILLS – OCTOBER 28, 2013

Bills

10 – Education Fund -----	\$126,335.69
20 – Operations and Maintenance Fund -----	70,933.62
30 – Debt Services -----	-
40 – Transportation Fund -----	14,753.56
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	4,065.44
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 115258 – 115376

Total: \$216,088.31

Payroll and Benefits for Month of September 2013

10 – Education Fund -----	\$3,803,694.53
20 – Operations and Maintenance Fund -----	220,157.63
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	182,369.83
80 – Tort Immunity Fund -----	-

Checks Numbered: 9322 - 9454

Direct Deposit: 900040276 – 900042072

Total: \$4,206,221.99

Accounts Payable detailed list can be viewed on the District 64 website
www.d64.org

E. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
SEPTEMBER 30, 2013

Monthly updates may be viewed on the District 64 website www.d64.org > >
Departments > Business Services > Financial Data.

F. APPROVAL OF ENERGY MANAGEMENT CONSULTANT –
CONSTELLATION NEW ENERGY

G. ACCEPTANCE OF DONATION

H. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 13-10-4

Action Item
13-10-4

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 28, 2013, which includes the Personnel Report; Bill – October 8, 2013; Bills – October 15, 2013; Bills, Payroll, and Benefits – October 28, 2013; Approval of Financial Update for the Period Ending September 30, 2013; Approval of Energy Management Consultant – Constellation New Energy; Acceptance of Donation; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 13-10-5

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meetings on October 8, September 28, and September 19, 2013; Regular Board Meeting on September 23, 2013; Closed Session Meetings on October 8, September 23, and September 19, 2013; and Committee-of-the-Whole: Communication Meeting on September 19, 2013.

Action Item
13-10-5

The votes were cast as follows:

AYES: Paterno, Borrelli, Heyde, Lee, Cameron

NAYS: None.

PRESENT: Collins, Zimmerman

ABSENT: None.

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Board members reported on their attendance at recent meetings, including the Elementary Learning Foundation; Traffic Safety; PTO/A Presidents; and ED-RED. Dr. Bender reported on the Illinois Association of School Boards fall meeting. Board liaisons to the Board Advanced Technology Committee (BATC) Zimmerman and Heyde reported on a recent meeting with Dr. Hinton and Dr. Bresnahan on the metrics being developed

according to a Board goal for presentation in December. They encouraged all Board members to schedule a personal visit to a school to see technology in use in classrooms. Board members will contact Dr. Bresnahan to schedule a time and school to visit.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Bender noted recent FOIA requests and various memos of information.

Board President Borrelli suggested the Board consider adding a Committee-of-the-Whole: Curriculum to have a further discussion on the student learning metrics and achievement data presented this evening, and suggested Thursday, January 30.

Board President Borrelli also asked administration to develop more specific pricing and feasibility information to install an electronic sign similar to the Niles Public Library at Emerson School in Niles. The consensus of the Board was to receive additional information on this proposal.

Dr. Bender provided an overview of requirements to participate in the National School Lunch Program (NSLP); the differences between the NSLP and the current hot lunch program offered by District 64 under contract with Arbor Management at the two middle schools; the impact moving to the NSLP would have on the optional lunch offerings organized by the PTO/ A at the five elementary schools; and the reimbursement process for the NSLP. Dr. Bender responded to Board member questions and after further discussion, the Board consensus was that since shifting the lunch program to the federal guidelines was not selected as a Board goal for 2013-15 during the study sessions this summer, further time-consuming analysis should not be undertaken by administration at this time. Dr. Bender stated the District would continue to closely monitor the volume of free and reduced lunches, as one indicator that the NSLP should be explored in the future.

Facility Management Director Mackall reported on before school entry procedures, and noted that a full report on school security by the District's consultant would be presented at the next Board meeting.

BOARD ADJOURNS TO CLOSED SESSION

Board
Adjourns to
Closed Session

At 10:53 p.m., it was moved by Board President Borrelli and seconded by Board member Collins to adjourn to closed session to discuss Discipline, Performance of Specific Employees [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.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The regular Board meeting adjourned from closed session at 12:03 a.m. on
October 29, 2013.

President

Secretary

DRAFT

Board Member Liaison Report

- Elementary Learning Foundation
- Medical Advisory
- Board Tech Visits
- Carpenter School Visit by Board Member Collins
- Board Advanced Technology Committee

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

Board of Education Agenda

Monday, December 9, 2013
Special Board Meeting
Hendee Educational Service Center
164 S. Prospect 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, December 9, 2013

TIME

APPENDIX

- 6:30 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
 - **Public Comments**
 - **Board Member Guided Discussion on Website Features/Improvements** A-1
 - American Eagle Representative
 - **Adjournment to Closed Session**
 - Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]

Next Regular Meeting: **Monday, December 16, 2013**
Regular Board Meeting – 7:30 p.m.
Field School – South Gym
707 Wisner Avenue
Park Ridge, IL 60068

December 12, 2013 – Hendee Educational Service Center

Closed Session – 5:30 p.m.

- Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]

December 13, 2013 – Hendee Educational Service Center

Closed Session – 5:30 p.m.

- Appointment, Employment, Compensation, or Performance of a Specific Employee [5 ILCS 120/2(c)(1)]

December 16, 2013 – Field School – South Gym

Pledge of Allegiance and Welcome - District 64 Musicians – 7:00 p.m.

Public Hearing on 2013 Tax Levy - 7:20 p.m.

Regular Board Meeting – 7:30 p.m.

- Resolution # to Adopt Final 2013 Tax Levy
- Resolution of Intent to Issue Working Cash Bonds and Set Public Hearing
- Report on Staff Stipends
- Report on Student Registration and Participatory Fees
- Discussion of Board Goal/ Communications – Board Operating Plan (Working Draft)
- Approval of the Construction Documents for the Field School Project and Approval to Bid for the Field School Project
- Update on PARCC Implementation (memo of information)
- Present Final Calendar for 2014-15 & Tentative Calendars for 2015-16 & 2016-17
- First Reading of Policies from PRESS Issues 80 and 81
- Resolution # ___ Regarding the School District to Pay Certain Invoices Prior to Board

Approval

at the January 27, 2014 Regular Board of Education Meeting

- Approval of November Financials Ending November 30, 2013

January 27, 2014 – Jefferson School

Public Hearing on Issuance of Bonds – 7:15 p.m.

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Adopt Final Calendar for 2014-15 & Tentative Calendars for 2015-16 & 2016-17
- Report on Social Emotional Learning Programming
- Presentation on District 64 Website Study
- Board Goal/ Communications - Approval of Policies from PRESS Issues 80 and 81
- Approval of December Financials Ending December 31, 2013

January 30, 2014 – Field School – North Gym

Committee-of-the-Whole: Curriculum – 6:00 – 9:00 p.m.

February 10, 2014 – Field School – North Gym

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

- Annual Financial Projections Update

Special Board Meeting – 7:30 p.m.

- Adoption of Resolution # Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2014-15 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1
- 2014-15 Staffing Report
- Consent Agenda (Bills)

February 24, 2014 – Field School – North Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approve Parameters Resolution Authorizing Bond Sale With Approval of Board President, Superintendent, and Business Manager
- Board Authorizes 2014-15 Staffing Plan
- Award Contract for Regular & Summer School Transportation Services
- Approval of January Financials Ending January 31, 2014

March 24, 2014 – Lincoln School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/ Student Learning #2 – 21st Century Learning
- Approval of February Financials Ending February 28, 2014
- Healthy Living Month (memo)

April 14, 2014 – Field School – North Gym

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

April 28, 2014 – Franklin School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/Student Learning #4 – for Instructional Technology Coach (ITC) Impact
- Approval of March Financials Ending March 31, 2014

Upcoming Topics/TBD

- Pledge of Allegiance and Welcome – 5/19/14
- Approval of April Financials Ending April 30, 2014 – 5/19/14
- Approval of May Financials Ending May 31, 2014 – 6/23/14
- Approval of Superintendent • Report on English Language Learners and Changing Needs
- Discussion on Class Size Determination Process
- Approval of Facility Master Plan Phase II • Award Contract for M. S. Hot Lunch Program
- Progress Report on 2013-14 District-wide Priorities & Strategic Plan Activities
- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO

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

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

Board of Education Agenda

**Monday, December 16, 2013
Regular Board Meeting
Field Elementary School – South Gym
707 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, December 16, 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 Recesses and Adjourns to Public Hearing on Levy | |
| 7:30 p.m. | • Board Adjourns from Public Hearing on Tax Levy and Resumes Regular Meeting <ul style="list-style-type: none">• Pledge of Allegiance and Welcome<ul style="list-style-type: none">-- Any D64 Musicians• Public Comments• Resolution #1106 to Adopt Final 2013 Tax Levy<ul style="list-style-type: none">-- Business Manager• Resolution #1107 of Intent to Issue Working Cash Bonds and Set Public Hearing<ul style="list-style-type: none">-- Business Manager• Report on Staff Stipends<ul style="list-style-type: none">-- Business Manager• Report on Student Registration and Participatory Fees<ul style="list-style-type: none">-- Business Manager• Resolution #1108 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 27, 2014 Regular Board of Education Meeting<ul style="list-style-type: none">-- Business Manager | <div style="text-align: right;">A-1</div> <div style="text-align: right;">A-2</div> <div style="text-align: right;">A-3</div> <div style="text-align: right;">A-4</div> <div style="text-align: right;">A-5</div> |
| | Action Item 13-12-1 | |
| | Action Item 13-12-2 | |
| | Action Item 13-12-3 | |

- **Discussion of Board Goal/Communications – Board Operating Plan (Working Draft)** A-6
 - Business Manager / Board Member
- **Approval of the Construction Documents for the Field School Project and Approval to for the Field School Project** A-7
 - Director of Facility Management **Action Item 13-12-4**
- **Present Final Calendar for 2014-15 & Tentative Calendars for 2015-16 & 2016-17** A-8
 - Assistant Superintendent for Student Learning
- **First Reading of Policies from PRESS Issues 80 and 81** A-9
 - Superintendent
- **Consent Agenda -** **Action Item 13-12-5** A-10
 - Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending November 30, 2013
 - Destruction of Audio Closed Minutes (none)
- **Approval of Minutes** **Action Item 13-12-6** A-11
 - Board President
 - Closed Session Minutes..... December 13, 2013
 - Closed Session Minutes..... December 12, 2013
 - Special Board Meeting Minutes..... December 9, 2013
 - Closed Session Minutes..... December 9, 2013
 - COW: Student Communication..... November 18, 2013
 - COW: Finance..... November 18, 2013
 - Regular Board Meeting Minutes..... November 18, 2013
 - Closed Session Minutes..... November 18, 2013
- **Board Member Liaison Report** A-12
 - Board of Education
 - Elementary Learning Foundation • ED-RED
 - PTO/ A Presidents Meeting • Traffic Safety Meeting
- **Other Discussion and Items of Information** A-13
 - Superintendent
 - Upcoming Agenda
 - Memoranda of Information
 - Update on PARCC Implementation
 - Board Goal/ Communication – 3-year Operating Plan Working Draft
 - Minutes of Board Committees
 - Wellness Committee Minutes of November 12, 2013
 - Traffic Safety Committee Minutes of December 10, 2013
 - Other (none)
- **Adjournment**

Next Meeting: Monday, January 27, 2014
7:15 p.m. - Public Hearing on Issuance of Bonds
7:30 p.m. - Regular Board Meeting
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714

January 27, 2014 – Jefferson School

Public Hearing on Issuance of Bonds – 7:15 p.m.

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Adopt Final Calendar for 2014-15 & Tentative Calendars for 2015-16 & 2016-17
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- Presentation on District 64 Website Study
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April 28, 2014 – Franklin School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/Student Learning #4 – for Instructional Technology Coach (ITC) Impact
- Approval of March Financials Ending March 31, 2014

Upcoming Topics

- Pledge of Allegiance and Welcome – 5/19/14
- Approval of April Financials Ending April 30, 2014 – 5/19/14
- Approval of May Financials Ending May 31, 2014 – 6/23/14

TBD

- Approval of Superintendent
- Report on English Language Learners and Changing Needs
- Discussion on Class Size Determination Process
- Approval of Facility Master Plan Phase II
- Progress Report on 2013-14 District-wide Priorities & Strategic Plan Activities
- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO

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2013-14



D64
Apps

Madelyn Wsol <mwsol@d64.org>

Fwd: FOIA Request

1 message

Philip Bender <pbender@d64.org>

Tue, Nov 5, 2013 at 1:28 PM

To: Madelyn Wsol <mwsol@d64.org>, Bernadette Tramm <btramm@d64.org>

FYI FOIA

----- Forwarded message -----

From: Maria D Fitzpatrick <cornelleducationresearch@gmail.com>

Date: Tue, Nov 5, 2013 at 1:09 PM

Subject: FOIA Request

To: pbender@d64.org

NATIONAL BUREAU OF ECONOMIC RESEARCH, INC.

1050 MASSACHUSETTS AVENUE, CAMBRIDGE, MASSACHUSETTS 02138-5398

Tel: (617) 868-3900 Fax: (617) 868-2742

November 5, 2013

Dr. Philip Bender

Park Ridge CCSD 64

164 S Prospect Ave

Park Ridge, IL 60068 4035

Dear Dr. Philip Bender,

This letter is a request for information under the Illinois Freedom of Information Act. Specifically, I request copies of negotiated agreements (contracts) between your school district board and teacher organization covering the 2000-2001 school-year through the 2013-2014 school-year. If possible, please send these documents electronically to cornelleducationresearch@gmail.com. If only paper copies are available, please send them to me at the above address. Should you incur expense in creation or sending of these documents, please let me know the amount of the expense and I will reimburse you as appropriate under Illinois law. If you have any questions, please contact me by phone [617-868-3900](tel:617-868-3900) or by email

cornelleducationresearch@gmail.com.

Sincerely,

Dr. Maria D. Fitzpatrick

Visiting Scholar at NBER and

Assistant Professor at Cornell University

--

Philip V. Bender, PhD, Superintendent
Community Consolidated School District 64 Park Ridge-Niles
164 South Prospect Avenue
Park Ridge, IL 60068
"Students, Staff, Parents, Community"

LOFTUS & LOFTUS, LTD.*Attorneys at Law*

646 BUSSE HIGHWAY • PARK RIDGE, ILLINOIS • 60068
PHONE: (847) 318-8800 • FAX: (847) 318-8803 (847) 823-7780
E-MAIL: info@loftusloftus.com

JOHN F. LOFTUS
1925-1990

November 11, 2013

Via Facsimile Only

Park Ridge-Niles School District 64
Attn: Madelyn Sol
164 S. Prospect Avenue
Park Ridge, IL 60068
(847) 318-4302
(847) 318-4351 fax

RE: FREEDOM OF INFORMATION REQUEST

Property: Carpenter Elementary School – 300 N. Hamlin Ave., Park Ridge, IL 60068
Job Name: Underground Water Detention System (Summer 2012)
General Contractor: The George Sollitt Construction Company
Sub-Contractor: C Szabo Contracting, Inc.

Dear Renee,

We represent the interests of C Szabo Contracting, Inc. a subcontractor on the above referenced projects.

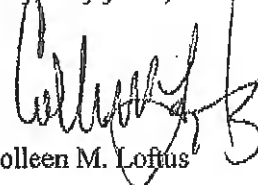
Pursuant to the Freedom of Information Act, please provide us with a copy of the payment and performance bonds for the above project and contract if available.

Since time is of essence, time is up today, I would like to drop by to pick up a copy of the bond and a copy of contract if available.

Thank you in advance for your assistance in this matter it is greatly appreciated.

Please feel free to call me if you have any questions in regards to this request.

Very truly yours,


Colleen M. Loftus

CML/ss

TO: Board of Education

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

RE: *Worlds of Wonder* Summer 2013

DATE: November 18, 2013

OVERVIEW

The following report contains information regarding the 2013 summer school program. The report consists of two sections:

- A review of the 2013 *Worlds of Wonder* summer interim session
- Financial analysis of the 2013 *Worlds of Wonder* summer interim session

SUMMARY

The 2013 *Worlds of Wonder* program provided a valuable learning experience for the 889 students who attended the program. The increased number of student registrations enabled the District to maintain a quality program within the projected budget.

PART 1: REVIEW OF THE WORLDS OF WONDER SUMMER PROGRAM

The 2013 *Worlds of Wonder* summer program was scheduled for six weeks with two fourteen-day sessions offered.

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

A. Enrollment

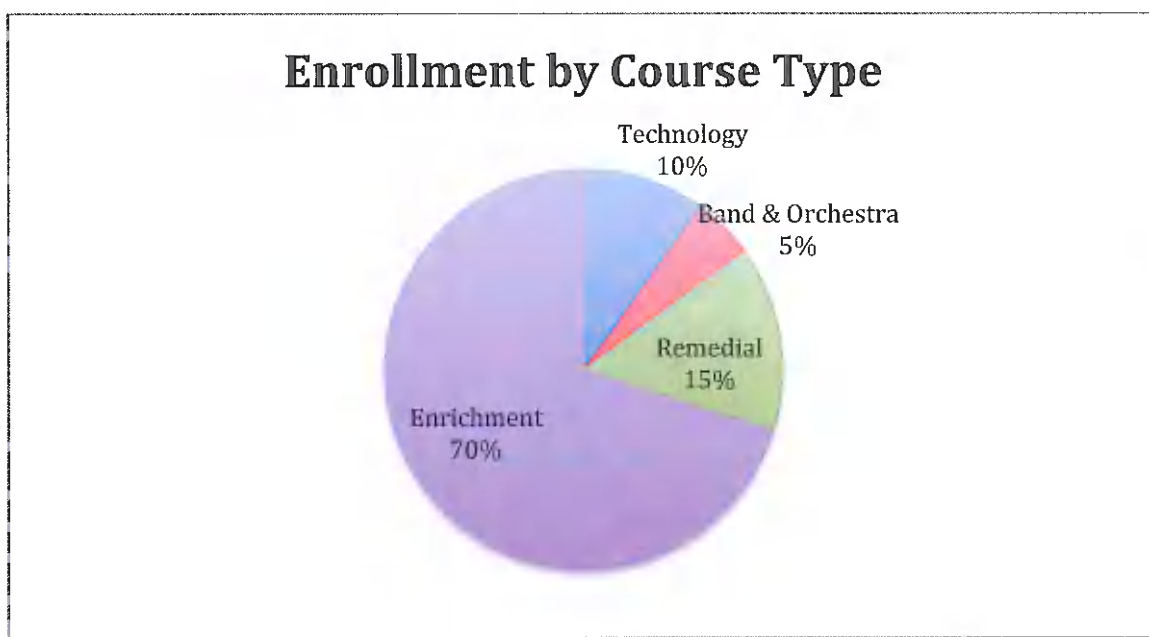
The following table shows the total number of students the summer school program has served over the past seven years. In 2013, the program served 889 students for a total of 2,127 class registrations- the highest enrollment and greatest number of class registrations since 2007. In addition, the number of primary registrations (K-3rd) increased by 6% and registrations for the upper elementary and middle school program (4th - 7th grade) increased by 8%.

	2007	2008	2009	2010	2011	2012	2013
Enrollment	756	819	853	818	817	860	889
K-3 rd Class Registrations	824	848	986	971	1,062	1,150	1,220
4 th -7 th Class Registrations	812	933	895	846	792	837	907
Total Class Registrations	1,636	1,781	1,881	1,817	1,854	1,987	2,127

B. Course Offerings

The *Worlds of Wonder* program continues to provide a variety of course offerings including remedial courses, enrichment courses, technology courses, and band/orchestra courses. Out of the total 2013 registrations, 18.4% of students enrolled in remedial classes. At Washington, this represented 18.5% percent of student registration and at Lincoln this represented 18.3% of student registrations.

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



With the exception of band/orchestra classes, class size has also remained relatively stable for each of the four course types over the past three years. While band/orchestra courses comprise about 5% of overall enrollment, these courses comprise 10% of enrollment at Lincoln.

Course Type	Average Class Size Over the Past 3 Years
Remedial K-3 rd	7.5-9.0
Remedial 4 th -7 th	11.9-12.8
Enrichment	11.6-12.2
Technology	11.3-13.1
Band/Orchestra	13.1-17.3

C. Budget Review

Based on a review of the budget to actual revenue/expenses, the 2013 *Worlds of Wonder* summer interim session met its intended goal of being financially self-sustaining. Increased course enrollment resulted in increased staffing expenses for both teachers and assistants. Revenues collected totaled \$240,437 and expenses totaled \$233,709, resulting in a **positive balance of \$ 6,728**.

	2007	2008	2009	2010	2011	2012	2013
Enrollment	756	819	853	818	817	860	889
Total Class Registrations	1,636	1,781	1,881	1,817	1,854	1,987	2,127
Number of Teachers	39.50	41.25	43.25	42	42.93	43.5	48.25
Number of Assistants	11.25	11.75	15.25	15	16.25	21.5	22.75
Revenue	\$179,320	\$194,461	\$193,823	\$198,131	\$213,233	\$215,373	\$240,437
Expenses	\$171,586	\$180,719	\$184,648	\$195,029	\$232,924	\$213,334	\$233,709

See the attached table for additional details about the 2013 program revenue and expenses.

LH:km

Attachment A: Worlds of Wonder 2013 Analysis

2013 Worlds of Wonder Analysis

	Enrollment	Fee/ Expense	Actual Summer 2012	Enrollment	Fee/ Expense	Projected Summer 2013	Enrollment	Fee/ Expense	Actual Summer 2013
REVENUE									
Tuition	1987	\$100	\$198,700	1875	\$105	\$196,875	2124	\$105	\$223,020
Tuition waived							3	\$0	\$0
Tuition after April 20	340	\$20	\$6,800	325	\$20	\$6,500	320	\$20	\$6,400
Class Fees			\$9,873			\$9,300			\$11,017
Total Revenue			\$215,373			\$212,675			\$240,437
	# of Staff			# of Staff			# of Staff		
EXPENSES									
Washington Principal	1	\$7,103	\$7,103	1	\$7,245	\$7,245	1	\$7,245	\$7,245
Lincoln Principal	2	\$3,552	\$7,104	2	\$3,623	\$7,246	2	\$3,623	\$7,246
Teachers	43.5	\$2,922	\$127,707	43	\$2,980	\$128,140	48.25	\$2,878	\$138,850
Nurse	2	\$532	\$1,064	1	\$1,085	\$1,085	2	\$543	\$1,085
TA's	21.5	\$1,418	\$30,487	19	\$1,446	\$27,474	22.75	\$1,394	\$31,709
Clerical	2	\$1,974	\$3,948	2	\$2,013	\$4,026	2	\$1,944	\$3,887
Curr Dept Clerical	1	\$12,057	\$12,057	1	\$12,298	\$12,298	1	\$12,298	\$12,298
Custodian	1	\$5,295	\$5,295	1	\$5,401	\$5,401	1	\$5,401	\$5,401
Sub-Total Salaries			\$194,765			\$192,915			\$207,721
Program Development			\$0			\$0			\$0
Printing			\$2,190			\$2,250			\$2,225
Supplies			\$9,090			\$9,500			\$9,846
Refunds			\$1,542			\$2,000			\$452
Emergency Closing Refunds			\$0			\$0			\$8,715
Crossing Guards			\$5,747			\$6,000			\$4,750
Total Expenses			\$213,334			\$212,665			\$233,709
Net Gain/Loss			\$2,039			\$10			\$6,728

MEMORANDUM OF INFORMATION

#008

2013-14

To: Philip Bender, Superintendent

From: Rebecca J. Allard, Business Manager

Subject: Update - Elementary Milk Program

Date: November 18, 2013

Milk is provided to all elementary students whose parents purchase milk prior to the students first day of school. The cost of milk is annualized and no refunds are given if the student is absent for any reason. The District purchases milk through Arbor Management, the Middle School food service contractor.

	School Year	Milk Unit Cost	Federal Supplement - Free	Federal Supplement - Paid	Student Unit Cost	
	2012-13	\$0.46	\$0.235	\$0.195	\$0.285	
Updated 2012-13 Income Expense Summary						
	Carpenter	Field	Franklin	Roosevelt	Washington	Total
Student Paid Milk	\$9,835	\$15,979	\$8,898	\$16,281	\$16,378	\$67,371
Federal Revenues - Paid Milks	\$3,765	\$6,239	\$3,467	\$6,637	\$8,275	\$28,383
Federal Revenues - Free Milks	\$285	\$61	\$317	\$64	\$64	\$791
Total Revenue	\$13,885	\$22,278	\$12,683	\$22,981	\$24,717	\$96,545
Milk Expenses - Student Paid	(\$11,567)	(\$17,842)	(\$11,627)	(\$19,934)	(\$23,680)	(\$84,650)
Milk Expenses - Free Students	(\$703)	(\$159)	(\$850)	(\$169)	(\$229)	(\$2,110)
Total Expense	(\$12,270)	(\$18,002)	(\$12,476)	(\$20,103)	(\$23,908)	(\$86,760)
Grand Total	\$1,615	\$4,276	\$207	\$2,879	\$809	\$9,786

For comparison purposes, below is the 2011-12 and 2013-14 information on milk costs and milk fees:

School Year	Milk Unit Cost	Federal Supplement - Free	Federal Supplement - Paid	Student Unit Cost
2013-14	\$0.48	\$0.250	\$0.195	\$0.500
2011-12	\$0.45	\$0.220	\$0.205	\$0.275

TO: Board of Education

FROM: Scott Mackall

DATE: November 18, 2013

RE: Energy Efficiency Grant Program Award

District 64 is pleased to announce that it will be receiving an estimated \$235,278.83 as a Public Sector Energy Efficiency Grant. District 64 has been very active – and successful – in pursuing available grant funding for its recent projects focusing primarily on lighting, HVAC and other energy-related upgrades.

This new grant will boost District 64's total for facility-related awards to more than \$535,000 in just two years.

The funding for the current grant is provided through the Illinois Department of Commerce and Economic Opportunity's (DCEO) Illinois Energy Now program, which is administered by the Metropolitan Mayors Caucus and its consulting partner, 360 Energy Group.

The new grant is being awarded for energy efficiency upgrades undertaken in summer 2013 at Carpenter, Field, Franklin and Lincoln schools. The work primarily included replacing old equipment with modern high efficiency boilers, demand controls, ventilation systems, and similar energy-saving items.

The previous grants for 2012 included in the overall total noted above were:

- Lighting upgrades (all schools except Franklin) \$241,585.50
- Illinois State Board of Education maintenance grant (Field School north gym roof replacement and door handles throughout the building) \$50,000.00
- DCEO Energy (Carpenter School north gym) \$8,988.00

District 64 will continue to pursue grant opportunities whenever available to extend the investment of taxpayer dollars as far as possible.

SCHOOLSEARCH™

DEDICATED TO HELPING FAMILIES FIND THE BEST SCHOOLS FOR THEIR CHILDREN – SINCE 1991.

October 18, 2013

Dr. Philip Bender, Superintendent
Park Ridge CCSD 64
164 S Prospect Ave
Park Ridge, IL 60068

Dear Dr. Philip Bender,

Congratulations to you & your fine school district for earning the SchoolSearch™ 2013 Bright A+™ Award for academic excellence in education! Your school district is one of only 60 Illinois School Districts (out of 866 school districts) honored with the SchoolSearch™ 2013 Bright A+™ Award.

SchoolSearch™ awards school districts that are among the top 5% of Illinois school districts (academically). All schools districts in Illinois with complete test data sets (as per the IL State Board of Education) are considered for the award. The award criteria are based on *objective factors* – on which all districts are judged fairly. The award criteria are based on those districts whose students' academic performance ranks in the upper 5% of Illinois school districts based on the 2012 IL School Report Card Data Source.

SchoolSearch™ is an educational research & consulting firm that publishes Handbooks of school system rankings. SchoolSearch™ works with major companies by providing their relocating families school information. School quality is the top concern of most relocating families.

Enclosed is certification of your SchoolSearch™ 2013 Bright A+™ Award for academic excellence. Let us know via e-mail (info@schoolsearchrankings.com) if you are in need of additional, complimentary certificates for building principals (if your district previously requested additional certificates, they are included with this letter).

You may view & print the award recipient list from our web site at www.schoolsearchrankings.com.
Congratulations & best wishes to you & your fine school district for striving to provide your students with an outstanding educational environment!

Sincerely,



Dee Shugart, Ph.D.
SchoolSearch™ President
Educational Research & Publisher of Handbooks
of School System Rankings

Enclosures

In recognition for academic excellence, the

2013 SchoolSearch™

Bright A+™ Award

is awarded to

Park Ridge CCSD 64

Park Ridge, Illinois



Dee Shugart, Ph.D., President
E-mail: info@schoolsearchrankings.com

SchoolSearch™

Web Site: www.schoolsearchrankings.com
Educational Research & Publisher of School Rankings

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

Minutes of the meeting
held at 4:00 p.m. Tuesday, October 22, 2013
Roosevelt School, 1001 S. Fairview, Park Ridge, IL 60068

Attendees:

Superintendent Philip Bender
Terry Cameron, Board of Education Secretary
Deputy Chief Dave Keller, Park Ridge Police
Cmdr. Jason Leavitt, Park Ridge Police
Ofc. Laura Kappler, Park Ridge Police
Kathy Jozwiak, City of Park Ridge crossing guard liaison
Katie Kelly, Field School Assistant Principal
Marvin Bornschlegl, Field School PTO
Leslye Lapping, Jefferson Coordinator Ext. Day / Preschool Services
Dr. Kevin Dwyer, Roosevelt School Principal
Athanasia Albans, Roosevelt School Assistant Principal
Stephanie Daly, Carpenter School / Franklin School (shared) Assistant Principal
Tim Gleason, Lincoln School Assistant Principal
Colleen Krone, Carpenter School teacher

Superintendent Bender called the meeting to order at 4:10 p.m.

Centennial Park Pool Renovation

Cmdr. Leavitt reported that he had recent spoken with the project foreman, who indicated that they are ahead of schedule. Students using the walkways are able to get by and are safe. Dr. Bender noted that Washington School staff members have asked that construction workers refrain from being near the school grounds during lunch/recess when students are outside.
ACTION: Cmdr. Leavitt will relay this request to the project foreman.

School Reports

▪ **Jefferson**

Coordinator Lapping noted that student drop-off has been backed up in the mornings, but otherwise things are going well.

▪ **Field**

PTO representative Bornschlegl reported that things are going very smoothly overall. Assistant Principal Kelly reported that she is very thankful to the police for their support as occasional issues arise. She also thanked the police and fire departments for their collaboration during Red Ribbon Week and for offering their assistance in leading tours of the fire engines for the primary level students. She noted there have been complaints in the Kiss n' Go area that parents are parking instead of dropping off, but those concerns have been addressed.

▪ **Lincoln**

Assistant Principal Gleason reported concerns on students biking to school, who remove their helmets and do not walk their bikes across the street as they get further away from school. Cmdr. Leavitt stated police have tried addressing this concern with parents, and now are focusing more directly with the riders by using small incentives to reinforce positive behavior they observe.

▪ **Roosevelt**

Principal Dwyer reported that the school continues to inform Roosevelt parents that the curb along Prospect Avenue is a drop-off only to keep traffic moving. He noted that seven school personnel are stationed as outdoor supervisors in the morning to supervise students and remind parents of this rule.

- **Carpenter**

Assistant Principal Daly reported that everything is going well. She noted that a few youths have been observed playing basketball on the playground late at night (11:00 p.m.-midnight), and requested police attention.

ACTION: Park Ridge Police will do a drive-by during that time to survey the playground.

- **Franklin**

Assistant Principal Daly reported that there are no current issues.

- **Washington**

Principal Hutchison reported via an email, which was shared with the group. She thanked police for the extra help during the recent construction in front of the school, particularly in helping urge parents to find alternate parking spaces. She asked for similar assistance during the next phase, whenever that is scheduled. Principal Hutchison also thanked the fire department for coming out to meet with morning kindergarten classes for Fire Prevention Week; the fire personnel were both informative and approachable for the students. She reported that the community center construction project had not caused any major hiccups with traffic, and will keep the City posted with any issues that arise as the weather changes.

- **Emerson**

No representative was present.

Other

- **Student Behavior at Football Games** – A copy of a letter from Colleen Krone, a Park Ridge resident, was distributed and read aloud by Crossing Guard liaison Kathy Joswiak; the letter focused on the conduct of middle school students at a recent Maine South High School football game. Deputy Chief Keller noted that Park Ridge Police are aware of the concern, and noted that an officer does attend all football games to help assist with this problem.

ACTION: Superintendent Bender will bring this letter to the attention of the middle schools as well for further follow up.

- **Bike Riding in Uptown** – Guard liaison Jozwiak reported that there are students who ride their bikes in uptown Park Ridge who are not safe and are causing alarm to drivers. Bike safety will continue to be an area that needs to be addressed with students and parents.
- **Sewer Projects** – Cmdr. Leavitt reported that further sewer work will be scheduled near Washington, but the timing is unclear.
ACTION: Cmdr. Leavitt will update the District when the schedule is determined.
- **Halloween Trick or Treat Hours** – Dr. Bender noted that the City of Park Ridge announcement would appear in all schools newsletters on Thursday. Cmdr. Leavitt reported that Trick or Treating in the past has gone well.
- **Cell Phone Ban** – Cmdr. Leavitt announced that police are working on a campaign to inform and educate the community about changes in the cell phone use law, effective January 1.
ACTION: Dr. Bender noted that District 64 would collaborate with the Park Ridge Police to publicize the ban with parents and staff.
- **Safety Drills** – Cmdr. Leavitt thanked principals for completing all required safety practice drills at the start of the year.
- **High School Early Release Schedule** – Lincoln Assistant Principal Gleason thanked the police department for their vigilance in the community when Maine South High School has early release days.

Next Meeting

The next meeting will be held at 4:00 p.m. on Tuesday, December 10. [The location for this meeting was announced later: Franklin School (Learning Resource Center), 2401 Manor Lane, Park Ridge.]

The meeting was adjourned at 4:41 p.m.

Minutes submitted by Athanasia Albans

**Minutes of the Board Advanced Technology Committee
held at 7:00 p.m. November 12, 2013
Roosevelt Elementary School**

Director of Technology Dr. Terri Bresnahan called the meeting to order at 7:03 p.m.

Also present were Caroline Schaab, Allison Blum, Amanda Walsh, Miguel Marcos, Sue Herman, Scott Zimmerman, Kendra Griffin, John Heyde, Franny Keyes, Dr. Tony Murray, Carrie DeLaCruz, Sara Greiner Carolan, Scott Altman, Jason Mata, Janice Oliva, and Dr. Lori Hinton.

Update of State of Technology: District 207

Dr. Hank Thiele, Assistant Superintendent for Technology and Learning made a presentation to the committee to provide an update on District 207's current 1:1 Chromebook initiative. His full presentation can be accessed via the following link: <http://tinyurl.com/mbbt9pp>.

Dr. Thiele expressed the overall positive response to the 1:1 computing model from students, staff and parents. Students are taking an active role in learning technology skills to help provide support to other students and staff. Teachers are supported through ongoing professional development and have adopted a "jumping in" mentality to be willing to try new things and explore the possibilities of teaching in a 1:1 environment.

Update of State of Technology: District 64

Information was presented to the committee in small groups by two Instructional Technology Coaches, Caroline Schaab (Roosevelt) and Amanda Walsh (Lincoln). The elementary session detailed how the iPads are being used in the primary grades, K-2, and how the Chromebooks are being piloted for grades 3-5. The middle school session outlined the impact of the Chromebook pilots for grades 6-8 and how they are impacting student learning.

Both presentations shared the positive reaction from both staff and students in relation to the Chromebook pilots. The pilots are occurring in multiple phases throughout the year to give all students in grades 3-8 access to a 1:1 experience. After each phase, participating teachers and students will complete an online survey to provide feedback. Those results will be reviewed in totality upon completion of all phases.

Board Consensus Goals: Student Learning & Technology

The Board Consensus Goals related to student learning involving technology were shared and reviewed with the committee. The main focus for the work of the BATC this year will be Student Learning Goal #2, which requires the creation of a plan that addresses the value and need for a 1:1 computing model. The committee broke into small groups to discuss the specifics of the plan and the main focus areas for its development. The following areas were identified for task forces to further explore:

- Financing Options
- Professional Development
- Impact on Student Learning

- Communication

Next Meeting

The next BATC meeting will be held on Tuesday, December 10 at Emerson Middle School starting at 7:00 p.m.

The meeting was adjourned at 9:07 p.m.

Minutes submitted by Dr. Terri Bresnahan