

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

Board of Education Agenda

Monday, February 10, 2014
Special Board Meeting
Field Elementary School – North Gym
707 N. Wisner Avenue
Park Ridge, IL 60068

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

Monday, February 10, 2014

TIME

APPENDIX

- | | |
|-----------|---|
| 6:00 p.m. | <p>Meeting of the Board Convenes</p> <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board |
| 6:00 p.m. | <p>• Board Recesses and Adjourns to Closed Session</p> <p>-- Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property [5 ILCS 120/2(c)(8)]; Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2); the performance of a specific individual [5 ILCS 120/2(c)(1); and the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)].</p> |
| 7:00 p.m. | <p>• Board Adjourns from Closed Session and Convenes to a Committee-of-the-Whole: Finance</p> |
| 7:30 p.m. | <p>• Board Adjourns from a Committee-of-the-Whole: Finance and Resumes Special Board Meeting</p> |

Or at the conclusion of the committee-of-the-whole

- | | |
|--|-----------------------|
| <ul style="list-style-type: none"> • Public Comments • Update on Carpenter HVAC -- Fanning Howey • Update on Outdoor Education Program Recommendation -- Assistant Superintendent for Student Learning | <p>A-1</p> <p>A-2</p> |
|--|-----------------------|

- **Adoption of Resolution # 1110 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** A-3

-- Business Manager Action Item 14-02-1

- **Discussion on the Board Goal Communications # 3 – Board Operating Plan** A-4

-- Board Member/Business Manager

- **Consent Agenda -** Action Item 14-02-2 A-5

-- Board President

- Personnel Report
- Bills
- Approval of Baseline Concussion Testing – Proposed Spring Pilot

- **Adjournment to Closed Session (if needed)**

-- Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property [5 ILCS 120/2(c)(8)]; Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2); the performance of a specific individual [5 ILCS 120/2(c)(1); and the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)].

Next Meeting: Monday, February 24, 2014
 Regular Board Meeting 7:30 p.m.
Field School – North Gym
 707 Wisner Avenue
 Park Ridge, IL 60068

February 24, 2014 – Field School – North Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approval of Field HVAC Contract
- Approve Parameters Resolution Authorizing Bond Sale With Approval of Board President, Superintendent, and Business Manager
- Award Contract for Regular & Summer School Transportation Services 2014-15
- Progress Report on Board Goal/Student Learning #2 – 21st Century Learning
- Approval of Administrative Recommendations for the Outdoor Education Program
- Approval of January Financials Ending January 31, 2014
- Approval of Policies from PRESS Issue 82
- Follow-up on Collection of Current Years Student Fees (memo of info.)

March 24, 2014 – Lincoln School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Presentation of Board Goal/Student Learning #2 – 21st Century Learning Plan
- Approval of 2014-15 Staffing Plan

- Approval of February Financials Ending February 28, 2014
- Review/Release of Closed Minutes • Healthy Living Month (memo)
- Follow-up on Collection of Current Years Student Fees (memo of info.)

April 14, 2014 – Field School – North Gym

Committee-of-the-Whole – 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 – Instructional Technology Coach (ITC) Impact • Approval of March Financials Ending March 31, 2014
- Follow-up on Collection of Current Years Student Fees (memo of info.)
- Bid for P.E. Uniforms (memo of info.)

May 5, 2014 – Field School – North Gym

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

- Review Tentative Budget for 2014-15

May 19, 2014 – Emerson School – Multipurpose Room

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Recognition of Student Awards
- Recognition of Tenured Teachers • ELF Grant Awards
- Approval of RFP Copier Bid (consent) • Approval of Technology Purchase (consent)
- Approval of Final Calendar for 2013-14 (consent)
- Approval of April Financials Ending April 30, 2014
- Follow-up on Collection of Current Years Student Fees (memo of info.)

June 9, 2014 – Field School - North Gym

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

- Review Draft # 2 Tentative Budget for 2014-15

June 23, 2014 – Field School – North Gym

Regular Board Meeting – 7:30 p.m.

- Adoption of Tentative Budget for 2014-15
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Resolution # for Prevailing Wage • Request for Quotes – P.E. Supplies
- Update on Summer Construction Projects
- Approval of May Financials Ending May 31, 2014
- Follow-up on Collection of Current Years Student Fees (memo of info.)

TBD

- First Reading of Balance of Policies from PRESS Issue 82
- Approval of Balance of Policies from PRESS Issue 82
- 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

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.

FANNING HOWEY

January 28, 2014

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

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

Dear Dr. Bender:

Fanning Howey believes that the Contractor is doing their due diligence with the system installation itself to provide heat to all of the spaces; however, the overhead heating approach that has been utilized is simply not working well within 4 spaces of the school. After the remote temperature sensors were installed over Christmas break, the building was able to maintain temperature in all but 4 of the larger rooms. The District has added a floor-mounted plug-in forced air heater in Classrooms 100, 102 and Music 139. The District has re-engaged the use of a floor-mounted electric unit ventilator in Art 140, which has stabilized the temperature in this room. Although the heat output from these heaters is minimal, it is our understanding from the building custodian that they are now able to maintain comfortable temperatures within these spaces. To accommodate these remaining rooms in a more permanent manner, permanent floor-mounted heaters could be installed to pull the coldest air off the floor and push it upward. However, for this particular installation, when considering the especially poor building envelope, it may continue to be a struggle to fully mix the room air to minimize air temperature stratification. The stratification within all the rooms could only be fixed further by improving the building envelope, but we are also working with the system manufacturer, LG, to make sure we have exhausted all possibilities with this system to perform as we expect it should.

Following is a general overview of the items that have surfaced at Carpenter Elementary School since the end of August 2013. The listing below indicates what issues have occurred, how they have been resolved, and what items remain open.

- Ceiling variable refrigerant flow (VRF) Cassette Units – Cooling set-point issues in August/September:
This was resolved by changing the set-point range for the ceiling cassette units. Additionally, a program was written so that the units would run off of degrees Fahrenheit in lieu of Celsius, which is a manufacturer default. **This item is considered closed.**
- Boilers have been operating with few issues:
A gas line solenoid valve repair inside one of the boiler housings was necessary, along with some set-point tweaking; however, the building has never lost the use of the boilers or heat supply to the building. **This item is considered closed.**

ARCHITECTURE | ENGINEERING

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

- Issues arose with heat pumps and compressors tripping due to flow issues and fuse sizes: The manufacturer indicated that 15-amp fuses are necessary; however, 6.25-amp fuses were installed. This was resolved by balancing the water system to correct ranges per manufacturer and providing fuses to accommodate the start-up condition for the pumps. **This item is considered closed.**
- Energy recovery ventilators (ERVs) 1-4 have had compressor/pump issues and alarm issues that are not clearly defined for the building custodian to address:
 - ERV-4 had issues with a heat exchanger freezing. This has been replaced and the unit has been balanced. The Contractor had originally indicated that this was a frozen coil; however, this was actually a frozen heat exchanger. The refrigerant-to-condenser water heat exchanger had frozen, probably just after start-up of the unit. At that point, it was discovered that the unit manufacturer had no internal means of proving flow before engaging the unit compressors. Greenheck has since added temperature sensors/switches to the refrigerant systems of the 4 ERVs to trip out the units on low temperature, which is a symptom of low flow. **This item is still being monitored.**
 - The ERVs were previously going into alarm and providing cold (40-50 degree) air for outside air into each of the spaces, which was working against the ceiling VRF cassettes. Delta Controls wrote a program for the ERVs to shut down when in alarm, in lieu of dispensing cold air. **This item has been closed.**
 - Flow issues to the ERVs have sent them into alarm. On Friday (January 24, 2014) a technician indicated that we should consider adding flow switches to the piping prior to each unit. There are terminations within each unit for this switch to be installed; these switches would be installed in series with the already installed low-refrigerant temperature switches. Issues still remain at ERV-1; determining if it is a flow issue or something else. **These items are still being monitored.**
- Ceiling VRF Cassette Units – Heating setpoints:
 - Air temperature stratification from floor to ceiling of approximately 8-12 degrees was originally observed during the milder outside temperature conditions. With more severe cold weather conditions experienced since then, stratification has become worse, with as much as 24 degrees from floor to ceiling in the 10-foot high spaces and 20 degrees in the 8-foot high spaces. A range of 3-4 degrees is what was expected for this building and what we typically see in most buildings of this type and similar construction. Temperature sensors/thermostats were discussed during design, but it was decided not to install these unless deemed necessary during construction.
 - This was resolved by adding remote wall-mounted temperature sensors over winter break within classrooms, offices and other interior spaces on interior walls to take readings from approximately 4 feet 0 inches above finished floor. The need to install such sensors has not been necessary on past variable refrigerant flow projects that have been installed, but it became apparent after occupancy that they were necessary at Carpenter. There still remains to be a certain degree of temperature stratification from floor to ceiling in all areas of the building. However, with the new wall-mounted sensors now installed, the heat is able to get closer to the floor level without the ceiling-mounted units cycling off. The highest temperature set-point that can be set for the ceiling-mounted units is 86 degrees Fahrenheit, and in all cases,

the set-point at the ceiling needs to be higher than 86 degrees Fahrenheit (90 to 94 degrees) to assure that the temperature in the occupied zones is 70 degrees.

- Installation of the temperature sensors seems to have resolved issues witnessed in almost every room, except for Classrooms 100, 102, Music 139, and Art 140. As mentioned previously, the District has added a floor-mounted plug-in forced air heater in Classrooms 100, 102 and Music 139, as a temporary solution until the system can be shut down to be worked on in warmer weather conditions. The District has also re-engaged the use of a floor-mounted electric unit ventilator in Art 140, which has stabilized the temperature in this room. Each of these rooms have 2 outside walls. Room 102 has windows from desk height to the ceiling on both walls and these areas do not have wall insulation; blown-in insulation is provided at the ceiling plane; and windows are not efficient (installed in the mid-to-late 1980s).
- Issues in the northern 1994 east/west corridor appear to be from inefficient door and window systems; snow was observed blowing through the bottom of the doors from the courtyard. This is the same issue for the units in the vestibules of this north addition.
- Procedural issues are still occurring:
Fanning Howey has requested that staff keep their doors closed, as the corridors are not heated throughout (only at vestibule locations). Teachers still continue to disregard requests made by our office and the Administration and continue to keep doors open. Without the doors in the closed position, the consistency of temperature within the classroom is difficult to maintain because the units must keep up with providing heat to spaces that are losing it to adjacent corridors.
- Building envelope issues are occurring:
All additions, with the exception of the 1994 addition, do not have insulation within the wall cavities, have inefficient window/door systems, etc. We have been informed that the old steam heating system was rarely consistent, and complaints were often made with regard to spaces either being too hot or not warm enough.
 - Fanning Howey suggests taking a holistic approach to provide a more efficient building envelope, rather than spending more dollars for additional heating system components that will cost the District dollars in energy and operation.

Fanning Howey has not seen the boiler plant fire at 100 percent operation. The LG VRF systems and Greenheck ERV units have the ability to pull all of the heat away from the boiler plant, if necessary, to heat the building, so to this point the central components of the system are not the issue. The issue appears to be the ability of the LG ceiling units to drive the heated air downward within the various spaces, with the challenge that we have observed being the excessive amount of infiltration of outside air through the building envelope and loss of heat at the exterior building walls and windows.

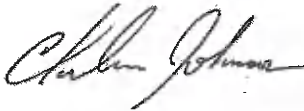
Fanning Howey continues to work with the District to define the best long-term solution and due to the need for heating at this time will not attempt to modify the system until Spring. However, before Spring we will have identified various building envelope improvements that can be made to mitigate infiltration issues through the building envelope, including but not limited to exterior door replacements, window replacements, wall insulation, and ceiling/attic insulation.

Dr. Philip V. Bender, Superintendent
Carpenter Elementary School Mechanical Upgrades
Park Ridge-Niles CCSD 64
Park Ridge, IL
Project No. 211143.01
January 28, 2014
Page 4

On behalf of Fanning Howey, we look forward to continuing to provide Park Ridge-Niles Community Consolidated School District 64 with experienced service. If you need additional information or have any questions, please contact us.

Sincerely,

FANNING HOWEY



Charlene D. Johnsos, AIA, MBA, REFP
Executive Director

cdj/klv/ddp/ldb

HVAC Project at Carpenter School
Summary of Minutes
February 4, 2014

Following is a summary of the minutes from the meeting between Fanning Howey and the general contractor pertaining to the Carpenter School HVAC.

You asked about controlling the system. The system was designed and installed to have remote access and control. During the last few months the LG systems were disconnected from the controls to remove the controls as a factor. These systems will be reconnected when all issues have been addressed.

- Fanning Howey will have representatives at the Feb 10th board meeting to walk the board through all that has been done and all that continues to be done.
- FE Moran has also been invited
- At this point the issues (barring the infiltration discussed last week) seem to be coming back to the equipment themselves or installation
 - o Yesterday's Zone 2 lose was due to a compressor (hardware issue)
 - o Pipe lengths have also been called into question (installation)
- Fanning Howey has contacted both LG and Greenheck (manufacturer of the recovery system) to have their top factory technicians on site to "trouble shot" the issues.
 - o We will have an update and schedule of their arrival on site by 2/10

It is important to note to date all parties have been working very hard to resolve each and every issues as they have come up. We as a design construction team have never pointed fingers or assessed blame. We recognize no one likes to come into a cold office or classroom, and we as a team will continue to spend all resources at our disposal to get this system to where it was designed to be.

TO: Members of the Board of Education
Dr. Philip Bender, Superintendent

FROM: Dr. Lori Hinton, Assistant Superintendent for Student Learning
District 64 Principal and Assistant Principal Team

DATE: February 10, 2014

RE: Outdoor Education Recommendation - Parent Feedback

Background

Members of the School Health Team and Principal/ Assistant Principal Team recently expressed growing student safety concerns about the overnight component of the 5th Grade Outdoor Education Program. At the November 18, 2013 Board Meeting, the Board of Education invited District Administration to share a recommendation about this topic.

An Outdoor Education Task Force was created to address these concerns and seek consultative feedback from all fifth grade teachers regarding a recommendation for future outdoor education field trips. Based on consultative feedback from this Task Force, the Administrative Team has outlined a recommendation regarding the overnight component of this program.

The Administrative Team is seeking Board approval to modify the Outdoor Education Program by eliminating the overnight component. The Outdoor Education Program is a valuable part of the District 64 curriculum. It provides students with opportunities to extend their learning both academically and socially-emotionally. It is our belief that changing the overnight component of the program will not significantly impact the essential curricular goals of the program, while acknowledging changing sensitivity to liability and privacy concerns.

Specifically, the Administrative Team recommends:

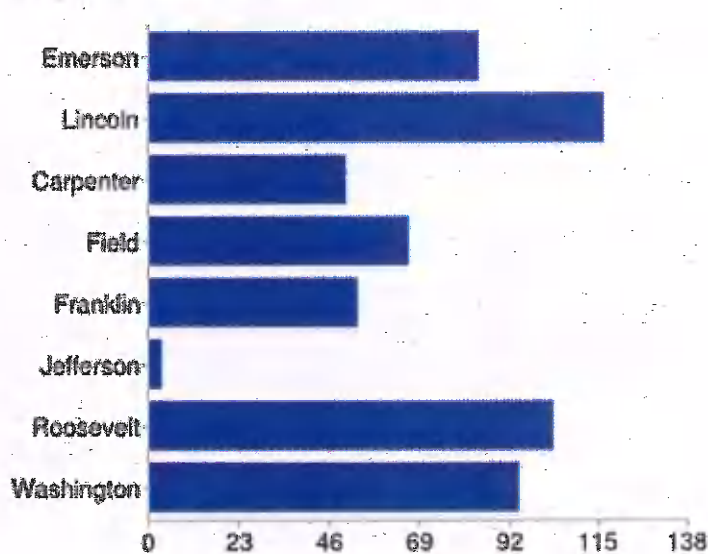
- Removing the overnight component from the Outdoor Education Program
- Continuing to implement an Outdoor Education Program at Camp Duncan in an alternative format to address the current program's curricular objectives
- Reconvening the Outdoor Education Task Force to redesign the Outdoor Education Program without the overnight component (at a similar or reduced cost to families)

At the January 28, 2014 Board Meeting (attachment 1), the Board requested additional feedback from the parent community. An Outdoor Education Feedback Form was created and shared with parents of students in 3rd-7th grade. Over 400 responses were collected. The majority of parents value the overnight component and do not have concerns about safety related to this component. Below is a summary of the responses collected from all survey participants as

well as a summary of the responses of those participants who have served as parent chaperones.

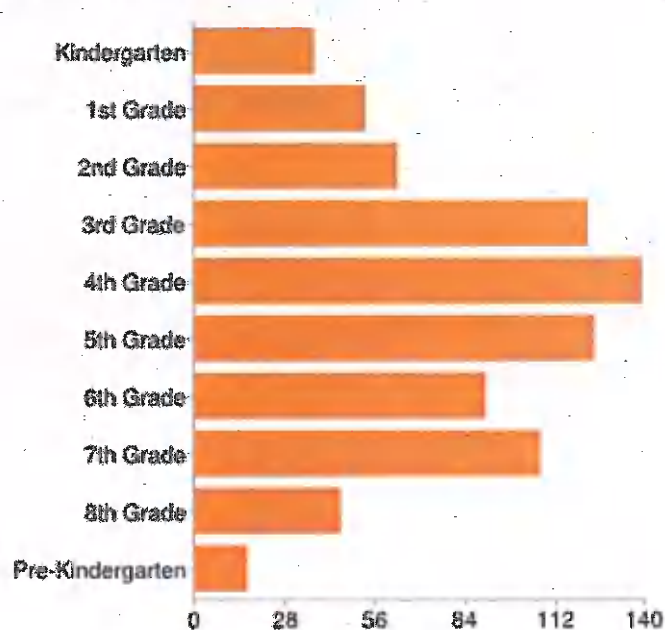
Part I: Who responded to the survey?

My children attend:



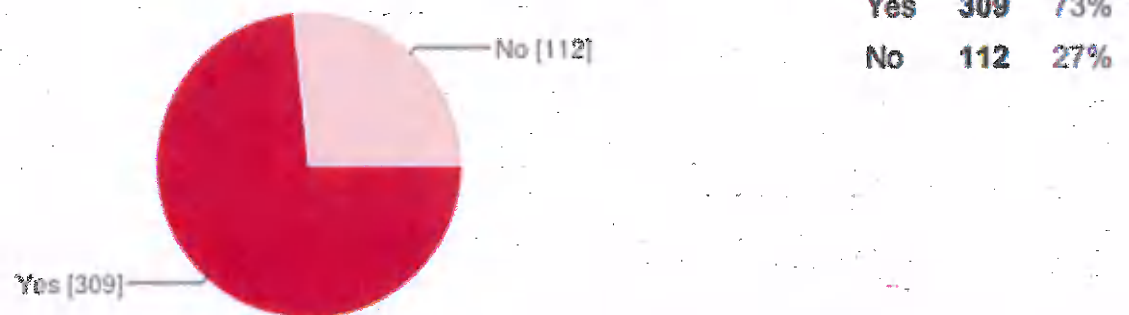
Emerson	84	15%
Lincoln	116	20%
Carpenter	50	9%
Field	66	12%
Franklin	53	9%
Jefferson	3	1%
Roosevelt	103	18%
Washington	94	17%

My children are in:

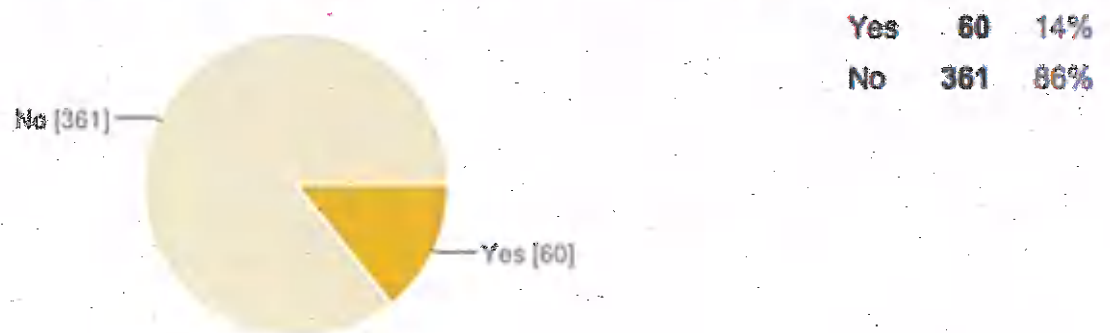


Kindergarten	37	5%
1st Grade	53	7%
2nd Grade	63	8%
3rd Grade	122	15%
4th Grade	139	17%
5th Grade	124	16%
6th Grade	90	11%
7th Grade	107	13%
8th Grade	45	6%
Pre-Kindergarten	16	2%

I have a child or children who have attended Camp Duncan overnight.

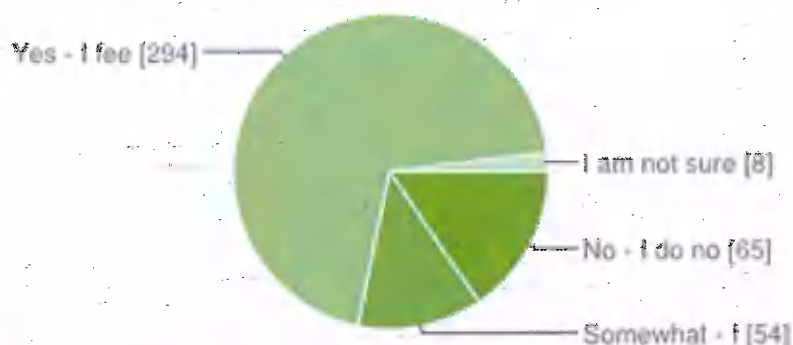


I have served as an overnight supervisor for the Camp Duncan Program.



Part II: Value of the Overnight Component

I see value in the overnight component of the Camp Duncan experience.



Summary of All Responses:

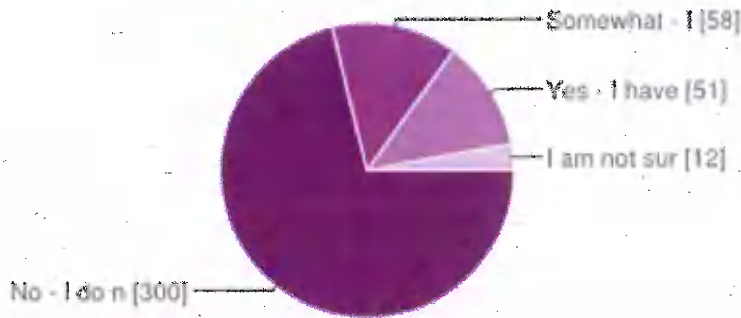
No – I do not believe we should have an overnight component to the program.	65	15%
Somewhat – I feel the overnight component provides a nice experience for students but is not critical to the program.	54	13%
Yes – I feel the overnight component is essential to the program.	294	70%
I am not sure – I do not know enough about the program to share feedback about this.	8	2%

Summary of Responses of Previous Parent Chaperones:

No – I do not believe we should have an overnight component to the program.	3	5%
Somewhat – I feel the overnight component provides a nice experience for students but is not critical to the program.	6	10%
Yes – I feel the overnight component is essential to the program.	51	85%
I am not sure – I do not know enough about the program to share feedback about this.	0	0%

Part III: Concerns about Student Safety During the Overnight Component

I have concerns about student safety during the overnight component of the Camp Duncan experience.



Summary of All Responses:

No - I do not have any concerns.	300	71%
Somewhat - I have some concerns about student safety related to the overnight component.	58	14%
Yes - I have significant concerns about student safety related to the overnight component.	51	12%
I am not sure - I do not know enough about the program to share feedback about this.	12	3%

Summary of Responses of Previous Parent Chaperones:

No - I do not have any concerns.	51	85%
Somewhat - I have some concerns about student safety related to the overnight component.	6	10%
Yes - I have significant concerns about student safety related to the overnight component.	3	5%
I am not sure - I do not know enough about the program to share feedback about this.	0	0%

Appendix 6

TO: Members of the Board of Education
Dr. Philip Bender, Superintendent

FROM: Dr. Lori Hinton, Assistant Superintendent for Student Learning
District 64 Principal and Assistant Principal Team

DATE: January 28, 2014

RE: Recommendation for Future Outdoor Education Activities

Background

Members of the School Health Team and Principal/Assistant Principal Team recently expressed growing student safety concerns about the overnight component of the 5th Grade Outdoor Education Program. At the November 18, 2013 Board Meeting, the Board of Education invited District Administration to share a recommendation about this topic.

An Outdoor Education Task Force was created to address these concerns and seek consultative feedback from all fifth grade teachers regarding a recommendation for future outdoor education field trips. The Outdoor Education Task Force is comprised of: one fifth grade teacher from each elementary school, one administrator from each school, one representative from the School Health Team, and the Assistant Superintendent for Student Learning. Based on consultative feedback from this Task Force, the Administrative Team has outlined a recommendation regarding the overnight component of this program.

The Administrative Team is seeking Board approval to modify the Outdoor Education Program by eliminating the overnight component. It is our belief that changing the overnight component of the program will not significantly impact the essential curricular goals of the program, while acknowledging changing sensitivity to liability and privacy concerns.

The Administrative Team is communicating this information directly to the Board in an effort to be transparent and proactive about concerns and recommendations. It is important to note that not all stakeholders are in agreement about this change to the overnight component. The overnight component is highly valued by some stakeholders, including parents, students and some staff members. Other stakeholders, including the Administrative Team, the School Health Team, and some staff members, feel that its positive aspects do not outweigh the growing potential for serious student health, safety and privacy challenges that are inherent in an overnight stay.

History

The Outdoor Education program was originally funded through an ELF Grant at two elementary schools in 1995. Participation was later expanded to include all

elementary schools. The students originally went to White Pines in Oregon, Illinois until 2008 (Franklin and Washington) and 2009 (Carpenter, Field and Roosevelt). Due to concerns about the cost, distance, and remote facility with limited cell phone service, it was decided to change venues. After a pilot by Franklin and Washington in 2009, all schools then changed to Camp Duncan in 2010. The current trip is two nights and two and one half days.

Supervision

Certified staff supervise students during all classes and activities. However, staff supervision ends when students return to their cabins for the overnight portion of the program and begins in the morning when students return to outdoor education activities.

Overnight, students sleep in cabins of 16-22 students and are supervised by two parent chaperones in each cabin. Criminal background checks and training for parent volunteers are provided prior to the Outdoor Education Program. Training topics include: schedule of events, student safety, cabin rules and procedures, and student medical needs.

Program Goals

The Outdoor Education Program provides significant opportunities for students in the areas of environmental awareness, team building (civil behavior), problem solving and interdisciplinary connections, and cooperative learning. The program goals are:

- To integrate learning processes and apply concepts learned in the classroom in their natural environment.
- To promote democratic human relationships among students and between students and teachers, focusing on the development of self-reliance, self-esteem, and cooperation.
- To develop an awareness, appreciation and understanding of the natural environment where children actively participate in the identification and resolution of real problems affecting the ecosystem.

General Benefits of the Outdoor Education Program

Based on feedback from the Outdoor Education Task Force members, all stakeholders value the Outdoor Education experience and generally agree that the benefits include the opportunity for: students to express their talents and interests outside of the school setting, students to build relationships with all peers, teachers to build a deeper relationship and understanding of student interests and learning styles, student opportunity to demonstrate problem-solving and leadership skills in a unique setting, and the creation of a positive class "culture" that impacts student learning in all future settings.

General Challenges of the Outdoor Education Program

Based on feedback from the Outdoor Education Task Force members, any concerns expressed by stakeholders were related to the overnight component. Concerns

identified included: 1) inconsistency and lack of experience in terms of overnight student supervision and discipline by parent volunteers; 2) issues related to the privacy and confidentiality of student health issues; and, 3) issues related to the overnight treatment of students with health issues.

Feedback from District 64 Staff Regarding the Overnight Component

While stakeholders generally agree on the benefits of the Outdoor Education Program, there is diversity of opinion related to the overnight component. The information below summarizes each team's perspective on the overnight component.

Fifth Grade Teams

Feedback from fifth grade teachers reflected a range of opinions about the overnight component of the outdoor education program. While some teachers identified the concerns related to student safety, other teachers did not see this as an issue. Fifth grade teachers who embrace the overnight component of the program feel that this is critical to the success of the overall outdoor education experience. Again, fifth grade teachers who were concerned about the overnight component identified: 1) inconsistency in terms of overnight student supervision and discipline despite chaperone training, 2) issues related to the privacy and confidentiality of student health issues, 3) issues related to the overnight treatment of students with health issues.

School Health Team

The School Health Team believes that the overnight component compromises student safety from a health perspective. There are increasing numbers of students with health concerns that include severe food allergies, Type 1 diabetes, seizure disorders, asthma, medications, and injuries that often require close observation and treatment during the night. Giving parent chaperones the responsibility of monitoring students at night and making decisions regarding necessity of treatment and appropriate care places students' health and safety at risk. In addition, despite our best efforts to ensure the privacy of individual students' health information, chaperones are privy to confidential, often sensitive health concerns and conditions.

Principal and Assistant Principal Team

The Principal/Assistant Principal Team also feels that the overnight component of the Outdoor Education Program compromises student safety. While the team greatly values the support and leadership of parent volunteers, the team also recognizes that variance in supervision styles and parents' experiences with supervising large groups of students in a cabin setting creates challenges. The Team also has concerns related to the privacy and confidentiality of health information of individual students. Finally, a very limited number of parents opt to not send their children because of the overnight component. While this does not impact a significant number of students, it is important to note that we do not have 100% program participation each year.

Recommendation from Administrative Team

The Outdoor Education Program is a valuable part of the District 64 curriculum. It provides students with opportunities to extend their learning both academically and socially-emotionally. It is the recommendation of the Administrative Team that the program continue without the overnight component due to the supervision, health, and safety concerns that have been identified. The Team believes that the curricular goals of the program can be met without the overnight component of the program.

~~Specifically, the Administrative Team recommends:~~

- Removing the overnight component from the Outdoor Education Program
- Continuing to implement an Outdoor Education Program at Camp Duncan in an alternative format to address the current program's curricular objectives
- Reconvening the Outdoor Education Task Force to redesign the Outdoor Education Program without the overnight component (at a similar or reduced cost to families)

Next Steps

This recommendation is time sensitive in that final reservations for the 2014-15 Outdoor Education Program must be made within the next month. The Administrative Team is seeking Board approval for the above recommendations at the February 10, 2014 Board Meeting. If you have questions about this recommendation, please do not hesitate to contact me.

ADOPTION OF RESOLUTION #1110 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

Salaries and benefits will be budgeted in accordance with collective bargaining agreements, work agreements and individual contractual amounts.

The education and the operations and maintenance fund budgets will be prepared with a zero percent increase in the areas of purchased services, supplies and capital outlay.

Fund 60 - Capital Projects will be used to track all capital improvement projects.

This resolution conforms to the requirements in the *Illinois School Code* 105ILCS 5/17-1 Annual Budget.

ACTION ITEM 14-02-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt Resolution #1110, directing 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

Moved By:_____ Seconded By:_____

AYES:

NAYES:

ABSENT:

2/10/14

RESOLUTION #1110 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

In accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1 Annual Budget, the Board of Education directs the Business Manager under the direct supervision of the Superintendent, to prepare a Tentative Budget for the 2014-15 fiscal year. The Business Manager shall present to the Board of Education, a tentative budget with explanation, no later than the first regular meeting in August.


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

Secretary

Adopted this 10th day of February, 2014

Park Ridge Community Consolidated School District 64

2014– 15 Budget Calendar

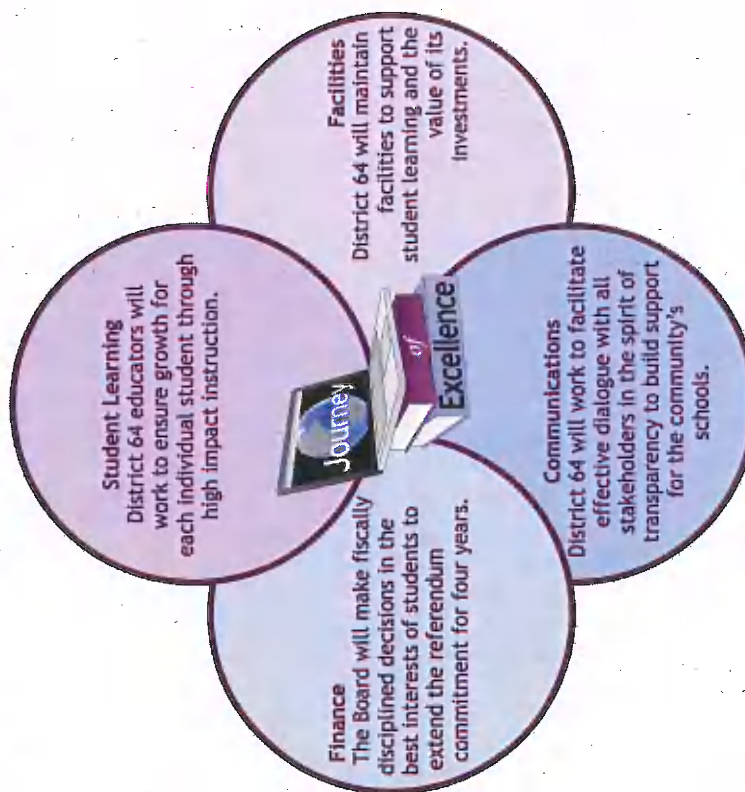
	Date of Board Meeting	Action
	February 10, 2014	<ul style="list-style-type: none"> • Review Financial Projections. • Board reviews 2014-15 staffing plan. • Board authorizes preparation of the 2014–15 tentative budget in accordance with the Illinois School Code. • Discussion on Economic (Financial) Dashboard
	February 24, 2014	<ul style="list-style-type: none"> • Board authorized the 2014-15 Staffing Plan
	May 5, 2014	<ul style="list-style-type: none"> • Committee of the Whole – Board reviews draft of the 2014-15 tentative budget.
	June 09, 2014	<ul style="list-style-type: none"> • Committee of the Whole - Board reviews draft of the 2014–15 tentative budget.
	June 23, 2014	<ul style="list-style-type: none"> • Board adopts 2014–15 tentative budget. • Board sets date of Public Hearing for final budget adoption. • Board places tentative budget on public display for 30 days prior to public hearing and final budget adoption.
	September 8, 2014	<ul style="list-style-type: none"> • Board reviews final draft of 2014–15 budget. • Board conducts a public hearing on the 2014-15 final budget prior to budget adoption.
	September 22, 2014	<ul style="list-style-type: none"> • Board adopts the 2014–15 budget.
	October 27, 2014	<ul style="list-style-type: none"> • Board reviews the 2014 tentative tax levy. • Board sets date of Public Hearing for the 2014 tax levy.
	December 15, 2014	<ul style="list-style-type: none"> • Board conducts a public hearing prior to adopting the 2014 tax levy. • Board approves the 2014 tax levy.

Park Ridge-Niles School District 64

Board Operating Plan

Working Draft – February 10, 2014

Park Ridge-Niles School District 64 Board of Education Goals 2013-15



D64 Operating Plan - Board Consensus Goals

Goals (Amended 12-16-13)	Action Plans	Metrics
Student Learning 1. Utilize a variety of assessments to monitor and support individual student growth while remaining competitive with comparable districts 2. Develop a comprehensive technology plan that articulates a 1:1 model 3. Support and monitor staff technology proficiencies 4. Assess the impact of Instructional Technology Coaches Facilities 1. Obtain capacity of each school 2. Complete new demographic study 3. Continue Facility Master Plan Phase 1 projects Finance 1. Levy to maximize revenue under PTELL formula 2. Maintain District-wide fees in 2013-14 3. Earmark Operating Fund balance to extend next referendum 4. Use debt extension bonds for further capital improvements 5. Extend operating fund referendum to no earlier than 2020-21 6. Use strong fiscal discipline Communications 1. Strengthen the website as a convenient source of information for parents and community members 2. Create a more consistent experience for parents across District 64 to access and receive information about classroom/team learning activities and school news 3. Create a "Board Operating Plan" 4. Expand the information regularly provided to the community and create a new opportunity to invite community-wide input 5. Review needs for outreach to families speaking languages other than English 6. Research electronic Board report packets	Student Learning 1.1 Review and refine Educational Ends 1.2 Set student growth targets using MAP assessments 10-28-13 1.3 Monitor ISAT/PARCC scores 2.1 Present financial options 2-24-14 2.2 Consider policies/guidelines, communications, professional development, and infrastructure needs 2.3 Present technology plan 3-24-14 3.1 Present LoTi survey results 11-18-13 3.2 Administer post survey to staff spring 2014 4.1 Present metrics for measuring impact of ITCs 5-5-13 Facilities 1.1 Review capacity from 6th day of enrollment report 9/23/13 2.1 Review new Kasarda demographic study 10/28/18 3.1 Approve plans for Field School summer 2014 12/16/13 3.2 Approve plans for Field School summer 2015 3.3 Review maintenance plan priority list for future years 3.4 Incorporate security study facility needs into future projects Finance 1.1 Adopt 2013 tax levy 12-16-13 2.1 0% increase 2013-14 student registration fees 2.2 Present student fee study 12-16-13 2.3 Adopt 2014-15 student fees spring 2014 3.1 Adopt 2014-15 budget draft 6-2014 4.1 Authorize working cash fund bonds 12-16-13 5.1 Continuously monitor & update BOE on long-range projections 6.1 Adopt 2014-15 tentative budget draft 6-2014 Communications 1.1 Complete strategic analysis of District website 1-28-14 1.2 Implement new website by 6-30-14 2.1 Set goal for staff web presence 2.2 Establish web presence guidelines for staff 2.3 Create a joint calendar of school newsletter focus topics 2.4 Explore social media as a tool for communications 3.1 Create a "Board Operating Plan" communications tool 4.1 Create new electronic newsletter by 2nd Q 2014 4.2 Create annual communications online community survey 4.3 Explore occasional informal, online forums 5.1 Monitor ELL statistics 5.2 Report on Transitional Program of Instruction (TPI) 6.1 Develop options for alternate delivery of Board packets	Student Learning 1.1 Complete revision of all Educational Ends assessments by spring 2015 1.2 By 2017, achieve 3-year average individual student growth targets as measured by MAP in Reading (60%) and Math (TBD). 1.3 Maintain current competitive performance (within 10 percentage points) relative to top-performing benchmark districts on the state assessment 2.1 Present financial options 2-24-14 2.2 Consider policies/guidelines, communications, professional development, and infrastructure needs 2.3 Present technology plan 3-24-14 3.1 LoTi survey results presented 11-18-13 3.2 Administer post survey to staff spring 2014 4.1 Present metrics for measuring impact of ITCs 5-5-13 Facilities 1.1 6th day of enrollment report 9/23/13 2.1 Kasarda demographic study presented 10/28/18 3.1 Construction completed for SY 2014-15 3.2 Construction completed for SY 2015-16 3.3 Complete Educational Adequacy Study by 11/2014 3.4 Budget for security enhancements starting FY2014-15 Finance 1.1 Levy filed with County Clerk by last Tuesday in December 2.1 2013-14 student registration fees adopted spring 2013 2.2 Student fee study presented 12-16-13 2.3 Adopt 2014-15 student fees spring 2014 3.1 Adopt 2014-15 budget draft 6-2014 4.1 Complete sale of \$8.6MM Working Cash Fund bonds 3-2014 5.1 Long-range financial projections updated 2-10-14/9-2014 6.1 BOE provides direction annual budget modifications 3-2014 Communications 1.1 Incorporate recommendations website design spring 2014 1.2 Launch new website target Week 1 June 2014 2.1 Identify goal by 6-2014 2.2 Web guidelines for staff by 6-2014 2.3 AC joint calendar newsletter focus topics spring 2014 2.4 Social media launch 2-2014 3.1 "Board Operating Plan" on website 2-2014 4.1 Electronic newsletter launch 2nd Q 2014 4.2 Online community survey (fall 2014) 4.3 Online forums/feedback as needed 5.1 ELL statistics updated quarterly 5.2 Report on TPI spring 2014 6.1 Present options for electronic Board packets by 2nd Q 2014

Board Consensus Goals

Revenues: Actuals & Projections

Expenditures: Actuals & Projections

D64 Operating Plan - Revenues: Actuals & Projections

Actual and Projected Revenues

	Actual Expense					Budget		Projections					
	2010-11	2011-12	% Inc	2012-13	% Inc	2013-14	% Inc	2014-15	% Inc	2015-16	% Inc	2016-17	% Inc
Revenues by Fiscal Year													
Property Taxes	\$54.2	\$56.4	4.1%	\$57.5	2.0%	\$60.0	4.3%	\$60.5	0.8%	\$61.5	1.7%	\$63.4	3.1%
Corporate Personal Property Replacement Taxes (CPPRT)	\$1.2	\$1.1	-8.3%	\$1.1	0.0%	\$1.1	0.0%	\$1.1	0.0%	\$1.1	0.0%	\$1.1	0.0%
Student Fees	\$1.5	\$1.5	0.0%	\$1.5	0.0%	\$1.5	0.0%	\$1.5	0.0%	\$1.5	0.0%	\$1.5	0.0%
Other Local Revenue	\$4.9	\$6.0	22.4%	\$3.2	-46.7%	\$2.8	-12.5%	\$2.0	-28.6%	\$2.0	0.0%	\$2.0	0.0%
State Revenue	\$5.1	\$5.4	5.9%	\$4.2	-22.2%	\$4.0	-4.8%	\$4.0	0.0%	\$4.1	2.5%	\$4.1	0.0%
Federal Revenue	\$7.6	\$1.3	-82.9%	\$1.6	23.1%	\$1.5	-6.3%	\$1.5	0.0%	\$1.5	0.0%	\$1.5	0.0%
All Funds Total	\$74.5	\$71.7	-3.8%	\$69.1	-3.6%	\$70.9	2.6%	\$70.6	-0.4%	\$71.7	1.6%	\$73.6	2.6%

The above does not include the Debt Service Fund or Inter-fund Transfers

Property Taxes						2013-14 Revenues by Source		Key Points
Levy/ Calendar Year	Actuals			Current	Projections		 ■ Property Taxes ■ CPPRT ■ Student Fees ■ Other Local Revenue ■ State Revenue ■ Federal Revenue	
	2010	2011	2012	2013	2014	2015		
CPI-U (December)	2.7%	1.5%	3.0%	1.7%	1.5%	2.0%	1.5%	D64 is subject to the Property Tax Extension Limitation Law (PTELL)
Tax Extension (actual or estimated)	\$59.50	\$60.50	\$62.40	\$63.60	\$64.75	\$66.30	\$67.50	
Increase in Tax Extension	3.60%	1.70%	3.10%	1.92%	1.81%	2.39%	1.81%	Fund Balance Policy – The District's Operating Fund Balance shall end each fiscal year with four months (33%) of operating expenses.

Revenues: Actuals & Projections

Board Consensus Goals

Expenditures: Actuals & Projections

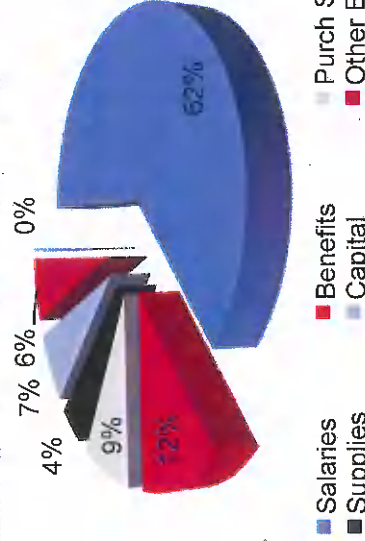
D64 Operating Plan - Expenditures: Actuals & Projections

Actual & Projected Expenditures													
	Actuals				2013-14 Budget				Projections				
Expenditures by Fiscal Year	2010-11	2011-12	% Inc	2012-13	% Inc	2013-14	% Inc	2014-15	% Inc	2015-16	% Inc	2016-17	% Inc
Salaries	\$41.70	\$42.90	2.9%	\$44.40	3.5%	\$47.20	6.3%	\$48.90	3.6%	\$50.10	2.5%	\$52.40	4.6%
Benefits	\$7.10	\$8.10	14.1%	\$8.50	4.9%	\$9.40	10.6%	\$10.00	6.4%	\$10.30	3.0%	\$10.80	4.9%
Purch Services	\$5.40	\$4.90	-9.3%	\$5.20	6.1%	\$5.50	5.8%	\$5.70	3.6%	\$5.80	1.8%	\$6.00	3.4%
Supplies	\$3.20	\$2.70	-15.6%	\$2.50	-7.4%	\$3.00	20.0%	\$3.00	0.0%	\$3.10	3.3%	\$3.20	3.2%
Capital	\$9.00	\$2.70	-70.0%	\$0.40	-85.2%	\$1.10	175.0%	\$1.10	0.0%	\$1.10	0.0%	\$1.10	0.0%
Other Expense	\$3.60	\$3.10	-13.9%	\$1.80	-41.9%	\$1.80	0.0%	\$1.90	5.5%	\$2.00	5.3%	\$2.00	0.0%
Grand Total	\$70.00	\$64.40	-8.0%	\$62.80	-2.5%	\$68.00	8.3%	\$70.60	3.8%	\$72.40	2.5%	\$75.50	4.3%

The above does not include the Debt Service Fund, Capital Projects Fund or Inter-fund Transfers

6th Day Enrollment					2013-14 Expenditure Budget				2013-14 Staffing		
Student Enrollment	K	Grades 1 - 5	Grades 6 - 8	Total	% Inc	Salaries	Benefits	Capital	Position	Head Count	Salary
2010-11	415	2,359	1,484	4,258					Administration (Certified)	20	\$2.6
2011-12	388	2,377	1,441	4,206	-1.2%				Custodian / Maintenance	39	\$2.4
2012-13	418	2,349	1,502	4,269	1.5%				Exempt	21	\$1.6
2013-14	396	2,369	1,561	4,326	1.3%				Hourly	140	\$1.0
2014-15	405	2,379	1,575	4,359	0.8%				Teachers	404	\$32.9
2015-16	411	2,393	1,534	4,338	-0.5%				Teacher, Nurse	110	\$2.9
2016-17	409	2,390	1,515	4,314	-0.6%				LRC Assistants	36	\$1.5
									Secretary	7	\$0.3
									Technologists		

2013-14 Expenditure Budget



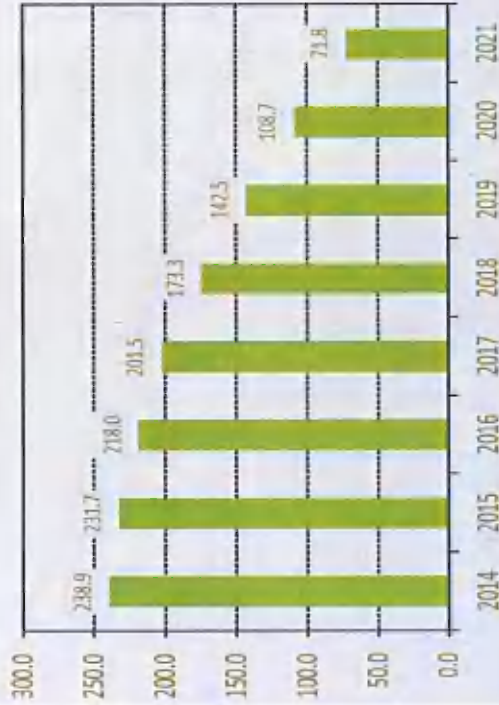
Board Consensus Goals

Revenues: Actuals & Projections

Expenditures: Actuals & Projections

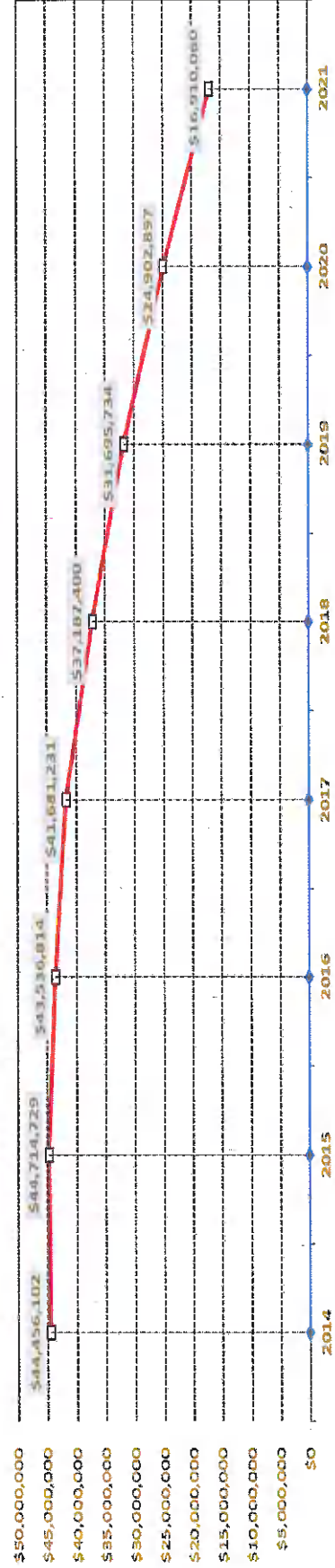
Resource Requirements

Days Cash on Hand (to Expenditures)



CAPITAL Priorities	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Facilities (Does not include Architect Fees)						
Carpenter		\$2.0	\$2.1			
Field			\$0.4	\$5.5	\$1.2	
Franklin	\$2.4	\$1.0	\$1.2			
Lincoln			\$0.5			
O & M Fund	\$0.1	\$0.2	\$0.5	\$0.5	\$0.5	\$0.5
Technology						
Equipment	\$0.5	\$0.5	\$0.7	\$0.1	\$0.5	\$0.5
1:1				\$0.8	\$0.4	\$0.4
Infrastructure	\$0.1	\$0.1	\$0.2	\$0.1	\$0.1	\$0.1
Supplies						
Textbook			\$0.5		\$0.5	
Total	\$3.1	\$3.8	\$6.1	\$7.0	\$3.2	\$1.5

Aggregate View - Projection Summary



Py-Land Balances

Consent Agenda

ACTION ITEM 14-02-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of February 10, 2014, which includes the Personnel Report, Bills, and Approval of Baseline Concussion Testing – Proposed Spring Pilot.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
February 10, 2014

Vilma Pangoniene	Employ as District Building Supervisor effective December 8, 2013 - \$12.00.
Anthony Perrone	Employ as District Building Supervisor effective December 8, 2013 - \$12.00.
Lisa Szydlowski	Employ as (.50) Assistant at Jefferson School effective February 5, 2014 - \$4,338.62.
Kathleen Leslie	Retirement as Special Needs Pre-K Assistant effective June 13, 2014 at Jefferson School.
Katherine Olmstead	Retirement as Special Needs Assistant effective June 13, 2014 at Roosevelt School.
Jan Travis	Retirement as Extended Day Assistant effective June 13, 2014 at Jefferson School.

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

APPROVAL OF BILLS

The following bills are presented for approval:

Bills

10 - Education Fund -----	\$ 293,524.05
20 - Operations and Maintenance Fund -----	\$ 117,147.26
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ 72,322.05
50 - Retirement (IMRF/SS/MEDICARE) -----	\$ -
60 - Capital Projects -----	\$ 21,232.88
80 - Tort Immunity Fund -----	\$ 529.19
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 116272 - 116397

Total: \$ 504,755.43

Approval of Baseline Concussion Testing – Proposed Spring Pilot

At the January 28, 2014 Board of Education Meeting a memorandum of information was provided on Baseline Concussion Testing – Proposed Spring Pilot. A copy of this memorandum is attached. We are seeking Board approval for the proposed spring pilot.

MEMORANDUM OF INFORMATION

#016

2013-14

TO: Members of the Board of Education
Dr. Philip Bender, Superintendent

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

DATE: January 28, 2014

RE: Baseline Concussion Testing – Proposed Spring Pilot

Overview

The District 64 Medical Health Advisory Committee addresses issues related to student health and safety. The Medical Health Advisory Committee is made up District 64 RNs, District 64 Board Members, a District 64 Health Assistant, representatives from the District 64 Special Education Department, District 64 administrators, and representatives from the medical/health community.

Last spring, the committee discussed baseline impact testing, which has been implemented in Illinois high schools for interscholastic sports per IHSA regulations. Baseline impact testing is a computer-based pre-season exam. Results from baseline tests (or pre-injury tests) can be used and compared to a similar exam conducted during the season if an athlete has a suspected concussion. This can help inform a physician's decisions about medical care.

Currently, District 64 has a comprehensive concussion/head injury protocol in place:

- Concussion/head injury education is included in the District 64 Parent-Student Handbook and on the District 64 website. The information in the handbook was greatly expanded this year by Bernadette Tramm, District 64 Public Information Coordinator, and Margaret Petkofski, Facilitator – School Health Services.
- All interscholastic athletes must provide annual written documentation from a health care provider indicating that they are eligible for participation in interscholastic sports.
- When a student suffers a head injury at school, written information is provided to parents regarding signs and symptoms of concussions.
- Interscholastic participation forms include information about concussion symptoms.
- Students who suffer a concussion (based on a physician's diagnosis) cannot return to school without a completed District 64 Concussion Health Care Plan.

Proposed Spring Pilot

The purpose of this memo is to provide follow-up information in the event that the Board would like to pilot in-district baseline impact testing to District 64 interscholastic athletes participating in volleyball and wrestling this spring. At this point, participation in this testing would be voluntary and based on parent permission. This pilot would help us decide whether to expand testing to all interscholastic athletes next school year.

In December 2013, Dr. Borrelli, District 64 Board President, contacted Accelerated Rehabilitation Centers in Park Ridge to explore the option of providing baseline impact testing for District 64 students participating in volleyball and wrestling. Dr. Borrelli was able to secure a program in which the 45-60 minute test would be administered by Accelerated Rehabilitation Centers personnel using District technology. Testing sessions would be held at afterschool practices at each middle school. ImPACT tracks information such as memory, reaction time, speed, and concentration. Essentially the ImPACT test is a "preseason physical" of the brain. Athletes typically take a baseline exam at the start of the season before beginning any contact sport practice or competition.

Student test results would be confidentially maintained by Accelerated Rehabilitation Centers for parents' future reference upon parent request. If a concussion is suspected, parents may choose to work with Accelerated Rehabilitation Centers and their child's physician to seek a post-injury test. This process can help determine when return to play is appropriate and safe for the injured athlete. Post-injury testing would be at the discretion of the parent and the cost of all post-injury testing would be a parent expense. Per District 64 guidelines, if a student sustains an injury of this nature, parents are promptly notified.

The cost of ImPACT is \$5 per student and, for the purposes of this pilot, is included in each student's athletic fee. All athletes must complete permission slips and have appropriate signatures before any ImPACT testing will be performed. For the purposes of the pilot, participation in testing would be voluntary.

NEXT STEPS

We are seeking Board approval of the ImPACT pilot at the February 10, 2013 Board Meeting. If granted:

1. Permission slips would be finalized in consultation with the Board attorney
2. A contract would be finalized with Accelerated Rehabilitation Centers
3. ImPACT sessions will be scheduled at each middle school for students participating in volleyball (Emerson and Lincoln) and wrestling (Emerson)