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

Regular Board Meeting Agenda
Monday, January 23, 2017
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

6:30 p.m. **Meeting of the Board Convenes**

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

6:30 p.m. • **Board Recesses and Adjourns to Closed Session**

-- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1), 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)] and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2 (c)(11)].

7:00 p.m. • **Board Adjourns from Closed Session and Resumes Regular Meeting**

• **Pledge of Allegiance and Welcome**

• **Public Comments**

• **Adoption of Resolution #1177 Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2017-18 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1**

A-1

-- Chief School Business Official

Action Item 17-01-1

<ul style="list-style-type: none"> • Ratification of PRTAA/Board Agreement -- Board President 	<p>Action Item 17-01-2</p>	<p>A-2</p>
<ul style="list-style-type: none"> • Discussion of Core Plus Committee and Implementation Timeline -- Assistant Superintendent of Student Learning/Director of Pupil Services/ Assistant Director of Pupil Services 		<p>A-3</p>
<ul style="list-style-type: none"> • Update From Maine Township School Treasurer -- Maine Township School Treasurer Tom Ahlbeck 		<p>A-4</p>
<ul style="list-style-type: none"> • Winter Break Construction/Punch List Update -- Chief School Business Official/Director of Facility Management/ 		<p>A-5</p>
<ul style="list-style-type: none"> • Facility Update: Washington Secure Vestibule Survey Findings and Building Breach Results -- Chief School Business Official/Director of Facility Management/ Superintendent/ Paul Timm RETA Security 		<p>A-6</p>
<ul style="list-style-type: none"> • Authorization to Seek Transportation Bids for 2017-18 School Year -- Chief School Business Official 	<p>Action Item 17-01-3</p>	<p>A-7</p>
<ul style="list-style-type: none"> • Rationale for Supplemental Tax Levy to Pay the Principal of and Interest on the District's Outstanding Limited Bonds Discussion -- Chief School Business Official 		<p>A-8</p>
<ul style="list-style-type: none"> • Mid-Year Update on 2020 Vision Strategic Plan Year 2 Implementation -- Superintendent 		<p>A-9</p>
<ul style="list-style-type: none"> • Discussion and Approval of Superintendent Compensation 2016-17 and Consideration for 2017-18 -- Board President 	<p>Action Item 17-01-4</p>	<p>A-10</p>
<ul style="list-style-type: none"> • First Reading of Policy 7:60 from PRESS Issue 93 -- Superintendent 		<p>A-11</p>
<ul style="list-style-type: none"> • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills, Payroll and Benefits • Approval of Financial Update for the Period Ending December 31, 2016 • Adopt 2017-18 Tentative Calendar • Approval of Policies from PRESS Issue 92 • Destruction Audio Closed Minutes (none) 	<p>Action Item 17-01-5</p>	<p>A-12</p>
<ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Regular Board Meeting -----December 12, 2016 • Closed Session Meeting -----December 12, 2016 • Special Board Meeting -----November 28, 2016 	<p>Action Item 17-01-6</p>	<p>A-13</p>

• **Other Discussion and Items of Information**

A-14

-- Superintendent

- Upcoming Agendas
- Freedom of Information Act Requests (FOIA)
- District Committee Update (Elementary Learning Foundation)
- Memoranda of Information
 - 2016 District 64 Employee Campaign for the Park Ridge Community Fund
 - Recommendation for Outdoor Education Schedule for 2017-18
- Minutes of Board Committees (none)
- Other (none)

• **Adjournment**

Next Meeting: **Tuesday, January 24, 2017**
Board of Education Policy Committee – 1:00 p.m.
Hendee Educational Service Center
164 S. Prospect Avenue
Park Ridge, IL 60068

Monday, February 6, 2017
Special Board Meeting – 6:45 p.m.
Committee-of-the-Whole: Finance – 7:00 p.m.
Jefferson School
8200 Greendale Avenue
Niles, IL 60714

Next Regular Meeting: **Tuesday, February 21, 2017**
Regular Board Meeting – 7:00 p.m.
Jefferson School
8200 Greendale Avenue
Niles, IL 60714

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Upcoming Meetings and Topics
As of January 18, 2017

January 24, 2017 – Hendee Educational Service Center

Board of Education Policy Committee Meeting – 1:00 p.m.

- Review Draft Policies from PRESS Issue 93

February 6, 2017 – Jefferson School – Multipurpose Room

Special Board Meeting – 6:45 p.m.

- Approval of Resolution 1178 Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on the District's Outstanding Limited Bonds

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

- Discussion on Student Fees
- Enrollment Projections for 2017-18 School Year and Discussion on Staffing 2017-18
- Funding of District Construction Projects
- Financial Projections

February 21, 2017 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:00 p.m.

- Approval of Student Fees
- Board Authorizes 2017 – 18 Staffing Plan
- District 64 Non-Residency Update and Changes in Residency Hearings
- Update on Current Facilities Projects
- Present Tentative Calendar for 2018-19
- First Reading of Policies from PRESS Issue 93
- Approval of Financial Update for the Period Ending January 31, 2017
- Approve Policy 7:60 from PRESS Issue 93
- Hold or Release of Closed Minutes
- Organizational Meeting – May 1, 2017 (memo of information)
- Discipline Data Report
- EL Audit Findings

March 13, 2017 – Franklin School – Gym

Regular Board Meeting – 7:00 p.m.

- Website Analytics Report
- Approval of E-rate Projects
- Update on Current Facilities Projects
- Report on 2017-18 School Year Registration
- Resolutions for Reduction in Force, etc. (consent)
- Approval of Financial Update for the Period Ending February 28, 2017
- Adopt 2018-19 Tentative Calendar (consent)
- Approval of Policies from PRESS Issue 93
- Board of Education Organizational Meeting on May 1, 2017 (memo of information)

April 10, 2017 – Jefferson School – Multipurpose Room

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

April 24, 2017 – Carpenter School – South Gym

Regular Board Meeting – 7:00 p.m.

- Report on 5 Essentials Survey

- Approval of Student/Parent Handbook
- Approval of Annual Technology Update
- Approval of Financial Update for the Period Ending March 31, 2017
- Update on Current Facilities Projects
- Recommendation of Food Service Contract
- Follow-up on Collection of Student Fees (memo of information)
- Update on Educational Ends

May 1, 2017 – Jefferson School – Multipurpose Room

Special Board Meeting – 6:30 p.m.

- Acceptance of Canvass of Votes for Election of Board Members for April 4, 2017

Organizational Meeting – 7:30 p.m.

- Election of Board President
- Election of Board Vice President
- Election of Board Secretary
- Approval of Board of Education Meetings for 2017-18
- Review of Board of Education Assignment (Board Policy Committee)

May 8, 2017 – Jefferson School – Multipurpose Room

Committee-of-the-Whole – TBD p.m.

Future Meeting Topics

- Approval of Transportation
- Continuing Discussion on Health Life Safety/Master Facility Plan
- Approval of Summer 2017 Bids Projects – Spring
- Wellness Policy (memo)
- Approval of Financial Update for the Period Ending April 30, 2017 – May 2017
- Update on Current Facilities Projects – May 2017
- Approval of Financial Update for the Period Ending May 31, 2017 – June 2017
- Follow-up on Collection of Student Fees – June 26, 2017 (memo of information)
- Update on Current Facilities Projects – June 2017
- Approval of Health Life Safety Recommendations for a Five-year Plan
- Approval of Ten-Year Health Life Safety Survey
- Update on English Language Arts Curriculum Review
- Update from Maine Township School Treasurer
- Referendum: Research to Readiness

The above are subject to change.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: January 23, 2017

Subject: Adoption of Resolution #1177 Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of the Tentative Budget for 2017-18 Fiscal Year

Every January, administration requests authority to begin preparation of the next fiscal year's budget. The budget project takes many months and input from a wide range of individuals both internally as well as outside the District with vendors that the District contracts with for the following fiscal year. Some examples include, copier, transportation, food service, etc.

Inside District 64, the business office works with curriculum specialists, department heads, principals and central office administrators to develop a budget that addresses the education of our students and advances the areas of focus within the 2020 Vision Strategic Plan while maintaining a fiscally conservative budget.

ACTION ITEM 17-01-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt Resolution #1177, directing the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2017-18 Fiscal Year in Accordance with Board Policy 4:10 *Fiscal and Business Management* and the *Illinois School Code* 105 ILCS 5/17-1

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

1/23/2017

Ratification of PRTAA/ Board Agreement

ACTION ITEM 17-01-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, ratify the four-year contract between the Park Ridge Teacher Assistants' Association (PRTAA) and the Board of Education on January 23, 2017.

Moved by _____ Seconded by _____

Ayes:

Nays:

Present:

Absent:

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Jane Boyd, Director of Student Services
Vasiliki Frake, Assistant Director of Student Services
Lori Lopez, Assistant Superintendent for Learning

Date: January 23, 2017

Subject: Core Plus Committee Update

Background

The District 64 Core Plus Committee was formed in 2015 following the results of the CEC Review of District 64 Programs and Services. The purpose of the committee is to ensure full implementation of a Multi-Tiered System of Supports (MTSS) in our district. As a point of information, MTSS was formerly referred to as Response to Intervention (RtI). MTSS is an ISBE mandated model of supporting students who are at-risk of failure in the areas of English Language Arts, Math, and/or SEL. By providing supports and interventions that are scientifically research-based, and linked to data and progress-monitoring, student achievement gaps are more likely to be closed earlier in a child's school career.

Objective #3 of the District 64 Strategic Plan is a direct link to the work of the Core Plus Committee. The activities within the timeline developed by the Core Plus Committee will lead to full implementation of this objective within our Strategic Plan.

Committee membership includes staff from each of the schools and from various employee subgroups:

Kara Forrest	Carpenter	Literacy
Cassie Prejzner	Carpenter	4th Grade
Camille Derwin	Carpenter/District	Gifted Curr. Specialist / Facilitator
Bill Connor	Carpenter/Emerson	Psychologist
Diane Kucharski	Washington/Lincoln	EL Teacher/Curriculum Specialist
Vasiliki Frake	District	Asst. Director of Student Services
Jane Boyd	District	Director of Student Services
Lori Lopez	District	Asst. Supt. for Student Learning
Brett Balduf	District	Carpenter Principal
Sia Albans	District	Roosevelt Asst. Principal
Jim Morrison	District	Emerson Principal

Madeline Kiem	Emerson	6th Grade Social Studies
Linda Aichinger	Emerson	6th Grade Math
Lindsey Harrington	Emerson	7th/8th English Language Arts
Julie Chalberg	Field	1st Grade
Melanie Moon	Field	2nd Grade
Julie Vukmarkaj	Franklin	2nd Grade
Mary McCabe	Franklin	Resource teacher
Mary Satchwell	JE	Psychologist
Joy Benjamin	Washington	5th Grade
Melissa Johnson	Lincoln	6th Grade Social Studies
Lee Deines	Lincoln	Art
Jess Caplis	Lincoln/Emerson	6th-8th Grade Math Intervention
Jill Dzik	Lincoln/Emerson	Coordinator
Andrew Bielenda	Roosevelt	PE
Cara Filipiak	Roosevelt	3rd Grade

Committee Focus

During the first year, the committee focused primarily on learning about MTSS and the levels of partial implementation that were already in place in each of your schools. During the second year, the committee developed a common and comprehensive vision for MTSS in District 64. In the spring of 2016, the committee focused on the development of a multi-year timeline that is the highlight of tonight’s Board presentation. There are two other committees working within our district, the SEL Committee and the Problem-Solving Committee that are focused on many of the outcomes related to the mission of the Core Plus Committee. As this multi-year Core Plus Committee moves forward, the role is shifting to implementation monitoring and annual review of the plan.



Core Plus Committee Update



January 2017



Core Plus Committee History

- 2 Year History
- Representatives from every school
- Implementing an ISBE mandate now known as MTSS
- Linked to the Strategic Plan
- A reboot of the previous D64 initiative: Rtl

Core Plus Mission Statements

- Differentiated Tier 1 Instruction in Math, ELA and SEL
- Comprehensive Data Systems to Support Student Progress
- Scientifically Researched Based Tier 2 and Tier 3 Interventions
- Regular High Quality Problem Solving Process to address all students

Core Plus Committee Members

Kara Forrest, Carpenter

Camille Derwin, Carpenter/District

Vasiliki Frake, District

Lori Lopez, District

Sia Albans, Roosevelt

Madeline Kiem, Emerson

Lindsey Harrington, Emerson

Melanie Moon, Field

Mary McCabe, Franklin

Melissa Johnson, Lincoln

Jess Caplis, Lincoln/Emerson

Andrew Bielenda, Roosevelt

Diane Kucharski, Washington

Tim Gleason, Lincoln

Cassie Prejzner, Carpenter

Bill Connor, Carpenter/Emerson

Jane Boyd, District

Brett Balduf, Carpenter

Jim Morrison, Emerson

Linda Aichinger, Emerson

Julie Chalberg, Field

Julie Vukmarkaj, Franklin

Mary Satchwell, Jefferson

Lee Deines, Lincoln

Jill Dzik, Lincoln/Emerson

Cara Filipiak, Roosevelt

Joy Benjamin, Washington

Multi-Tiered System of Supports - Definition

“MTSS is integrated, evidence-based, systemic and data- driven instruction that improves outcomes for all students. MTSS is a framework that guides and integrates daily practices. MTSS applies to both behavior and academics.” ISBE

District 64 Strategic Objective #3

**Differentiate to
Meet Academic and
Social / Emotional
Needs**

- A. High-Quality Tier 2
and Tier 3
Intervention**
- B. Data-Driven Decision
Making**

D64 Committees that link to the work of Core Plus

- SEL Committee
- Problem Solving Committee
- D64 Strategic Plan Steering Committee
- ELA Review Committee
- Jefferson Building Team

Current Core Plus Initiatives

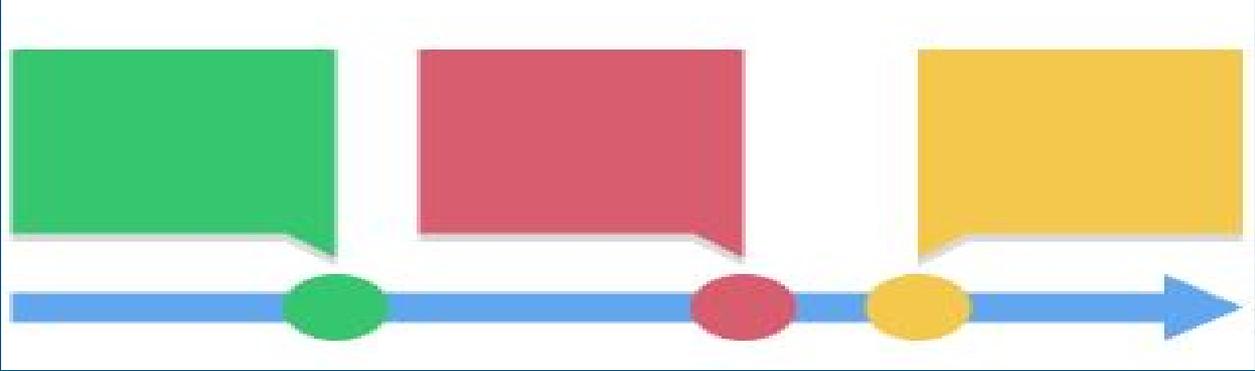
- Expansion of Co-Teaching
- Core Plus Big Ideas: Follow up from the staff survey
- Expansion of Tier 3 Interventions to include reading, writing, math and SEL

Update from the SEL Committee

- Discussing the expansion of Social Skills Curriculum currently implemented in many of our classrooms:
Second Step
- Review of Curriculum/Resources to support
Community Building in each classroom and school

Update from the Problem Solving Committee

- Implementation of electronic system to guide problem solving and maintain records - Power Rtl
- Currently developing guidelines so Problem Solving Process is clearly defined and standardized across the district



Core Plus Timeline

Next Steps for Core Plus

Each Building has representation on the Core Plus Committee

Core Plus Committee will review this timeline annually

The Core Plus Committee will meet March 13, 2017

Questions ??



	Core Plus 3-year Timeline		
	This Timeline will be reviewed annually by the CORE PLUS COMMITTEE		
	2016-2017		
	Summer 2016	Aug-Dec 2016	Jan-June 2017
Data Systems		<ul style="list-style-type: none"> -- Comprehensive Benchmarking (F,W, Sp) Reading and Math (Prek - 8) (Who: Core Plus Committee) -- Power Rtl (Who: Problem Solving Subcommittee) -- Pilot OTUS - student data management system (Who: Dept of Technology and Innovation) 	<ul style="list-style-type: none"> -- Implement effective data management system (OTUS) (Who: Dept of Technology and Innovation)
Problem Solving		<ul style="list-style-type: none"> -- Maintain benchmarking used for immediate T2 placement in rdg (Who: Teacher Teams) -- Maintain T2 intervention group data review and problem solving in rdg (Who: Teacher Teams) 	<ul style="list-style-type: none"> -- Develop district-wide process for implementing problem solving and Rtl - all 3 tiers (Who: Problem Solving Committee)
Differentiated Tier 1	<ul style="list-style-type: none"> -- Expand Co-teaching with support (Who: Depts of Learning and Student Services) -- Smart goals in rdg and math (Who: School Data Leadership Teams) 	<ul style="list-style-type: none"> -- SEL Tier 1 Study and Selection PreK-8 (Who: SEL Committee) -- Differentiation exists in Tier 1 Math (Who: Dept for Learning, Math Committee) 	<ul style="list-style-type: none"> -- Develop Common Assmt: K-8 Math (Who: Math Teachers) -- SEL Adult Focus (Who: SEL Committee)
Staff Development Focus	<ul style="list-style-type: none"> -- Power Rtl -- Co-teaching -- Co-teaching Partners 	<ul style="list-style-type: none"> -- Power Rtl -- Co-teaching Partners (Who: Dept of Learning and Student Services) -- 2nd grade MAP training (Who: Dept of Learning) -- Access, interpret, and use your own data (Who: Building Data Leadership Teams) -- Introduction to OTUS data management system 	<ul style="list-style-type: none"> -- Data management system (Who: Dept of Technology and Innovation) -- 3 Tier Problem Solving System -- Power Rtl
Tier 2 and 3 Interventions	<ul style="list-style-type: none"> -- List of Tier 2/3 Interventions Rdg and Math 	<ul style="list-style-type: none"> -- Tier 2/3 Rdg K-8 (Who: Literacy and Student Services) -- Merge resources to implement interventions (Who: Literacy and Student Services) -- Equity in access to interventions - regardless of IEP or 504 eligibility (Who: Student Services) 	<ul style="list-style-type: none"> -- Expand Tier 2/3 Math K-8 (Depts of Learning and Student Services and Math Committee) -- Design Preschool Tier 2/3 (Jefferson Team)

Core Plus 3-year Timeline			
This Timeline will be reviewed annually by the CORE PLUS COMMITTEE			
2017-2018			
	Summer 2017	Aug-Dec 2017	Jan-June 2018
Data Systems		<ul style="list-style-type: none"> -- SEL Benchmarking study and selection -- SEL data warehouse study and selection -- Implement 2nd-8th grade Literacy Protocols for rdg with fidelity -- Develop protocols for 2nd--5th grade math intervention -- Flexible scheduling in best interest of students 	<ul style="list-style-type: none"> -- Consider and Select K-1 Benchmarking and Progress Monitoring Alternatives Reading and Math (Who: Depts of Learning and Student Services) -- Select K-8 Writing Benchmarking and Progress Monitoring tools K-8 (Who: ELA Review Committee) -- Power Rtl implementation review (Who: Problem Solving Subcommittee)
Problem Solving		<ul style="list-style-type: none"> -- Implement Common Problem Solving Structure -- Benchmarking used for immediate T2 placement in rdg and math (Who: Teacher Teams) -- T2 intervention group data review and problem solving in rdg and math (Who: Teacher Teams) 	
Differentiated Tier 1	<ul style="list-style-type: none"> -- Begin Development Common Assessments: K-5 Science 	<ul style="list-style-type: none"> -- SEL Tier 1 Common Student Skill Development PreK-8 Districtwide -- SEL Tier 1 Community Building-Available Prek-8 -- CoTeaching PreK-8 in ELA and Math -- Implement Common Assessments K-8 (Math Teachers) 	
Staff Development Focus	<ul style="list-style-type: none"> -- Co-teaching --SEL Tier 1 Components -- Differentiation/Customized Instruction -- Data management system --Tier 2/3 Writing -- 3 Tier Problem Solving System 	<ul style="list-style-type: none"> -- SEL Tier 1 Community Building -- OTUS data management -- Differentiation/Customized Instruction 	<ul style="list-style-type: none"> -- Differentiation/Customized Instruction
Tier 2 and 3 Interventions		<ul style="list-style-type: none"> -- Expand Tier 2/3 Writing K-8; consider criteria for entrance and exit -- Expand SEL Tier 2 and 3 PreK-8 	<ul style="list-style-type: none"> -- On-demand student participation in effective interventions in Math, Reading, Writing, and/or SEL -- Implement Tier 2/3 PreK ELA and Math

Core Plus 3-year Timeline			
This Timeline will be reviewed annually by the CORE PLUS COMMITTEE			
2018-2019			
	Summer 2018	Aug-Dec 2018	Jan-June 2019
Data Systems	-- Finalize common data systems that include entrance, progress monitoring, problem solving, selection, and exit criteria for reading and math (K-8)	-- SEL and Writing Benchmarking systems implemented K-8 -- K-1 Reading, Math Benchmarking System Implemented	-- Common data systems that include entrance, progress monitoring, problem solving, selection, and exit criteria for SEL. -- Common data systems that include entrance, progress monitoring, problem solving, selection, and exit criteria for writing
Problem Solving			-- All students regardless of diverse characteristics will be expected to close their individual gaps to eventually meet district standards (the small group of students with significant needs will be expected to meet individual standards). -- All teachers are aware of and have a role in closing individual student gaps in Math, Reading, Writing and/or SEL
Differentiated Tier 1		-- Continue Development of Common Assessments: K-8 ELA -- Common Differentiated ELA Tier 1 -- Comprehensive SEL Tier 1	-- Continue Development of Common Assessments: K-8 ELA (for implementation Fall 2019) -- Smart goals in SEL. -- Smart goals in writing.
Staff Development Focus	-- Co-teaching -- Differentiation/Customized Instruction -- ELA Tier 1 K-8 -- SEL Tier 1,2,3 -- K-1 Reading and Math Benchmarking System		
Tier 2 and 3 Interventions		-- Fully implement Tier 2/3 SEL Pre K-8	<i>All Schools will implement Tier 2 and Tier 3 interventions in: Math, Reading, Writing, SEL</i>

Update from Maine Township School Treasurer

Treasurer Tom Ahlbeck will describe the professional services he provides by law focusing on his three primary responsibilities to: safeguard assets; manage the cash flow required by District 64; and provide a return on the funds available for investment. District 64 includes his investment reports in the monthly financial statements provided to the Board. He last reported to the Board in person on April 27, 2015.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official
Ron DeGeorge, Director of Facility Management

Date: January 23, 2017

Subject: Winter Break Construction/Punch List Update

Washington School - New entrance doors, which include impact resistant glass, were installed over winter break. Contractors are working on finalizing the ADA-assist opener. Once this is complete, the door will be fully functional for all visitors. In addition, Nicholas & Associates worked with the contractors to complete 90% of our punch list items. A few small items are awaiting completion, but should be all completed by the end of spring break.

Carpenter School - Most punch list items for the roof were completed over winter break. The gymnasium was painted over the break; having not been painted in many years, it now has a clean, fresh look. Once the weather is warmer, work will continue repairing the seams on the gutters. Water from overflowing gutters is running down the brick; this constant water seepage has led to spalling and deterioration of the brick and mortar in this area. In addition, the basement-level auditorium is experiencing flooding during heavy rains. The flooding is being caused by two conditions. First, the lower level staircase can fill with water, which then leaks into the basement. The other part is the leaking gutters, which leak into the lower level staircase increasing the amount of water pooling in this area.

Work continues on the HVAC in the building. The projects discussed with the Board at the December 12, 2016 meeting were completed over winter break. The building is maintaining temperatures. However, we continue to have a few smaller and less pressing issues that we are addressing. We continue to replace noisy motors as they become available from LG, the manufacturer. Next month, two engineers from LG headquarters in Korea are coming to Carpenter to review the system. The LG local supplier arranged this special visit to Carpenter as a result of ongoing issues with the motors. Harding Mechanical also continues to be very responsive in addressing our issues. We are hopeful for a permanent fix as a result of the upcoming visits and ongoing work that has been taking place.

The Carpenter fire alarm system additions were completed over winter break. Some of the items completed were within the Health Life Safety Survey (HLS) plan, however, there are several remaining HLS items that still need to be completed in future years.

Lincoln and Roosevelt Schools - The latest information we have received from the window contractor indicates that installation of the new windows at Lincoln will commence on January 30, 2017. Administration and Nicholas & Associates have met with the staff to outline the process and timeline, answer their questions and address concerns about installation at Lincoln. Nicholas is working with school administrators to refine the schedule with the main goal to complete the project with the least amount of disruptive to teaching and learning.

The Roosevelt gym windows are scheduled to be done over spring break. However, the entire project has been pushed back due to delays in production of the tinted glass these windows require. We are hopeful that the most recent delay will be the last extension sought. As always, we will keep the Board informed of our progress on this project.

Lincoln School - Using our in-house maintenance crew, we were able to give the teacher's lounge a much-needed facelift with fresh paint and furnishings. We also did in-house work on the assistant principal's office to reorganize the limited space to provide an area for small conferences and problem-solving meetings with students, staff or parents. Many years ago, a rain garden was installed to help solve a drainage issue on Crescent Avenue. However, installation of this garden was not done properly and, as a result, drainage is not occurring as intended. The rain garden will be reworked in the spring so that it will operate correctly. The work will be overseen, repaired and paid for by Nicholas & Associates and FGM.

ESC - The metal ramp at the back of the ESC was showing signs of significant rust, especially along the structural supports, and had become a safety hazard. Therefore, the metal loading ramp was replaced with like materials. As a reminder, this ramp is what makes the ESC handicapped accessible so it was vital that it be repaired and will be maintained accordingly.

Roof Warranties - Administration and Nicholas continue to work with Metal Master on the extended warranties on newly installed roofs from summer 2016. We will be requesting a 15-year bond that will pay up to \$150,000 in repairs and maintenance on an annual basis if Metal Master fails to perform as promised.

To: Board of Education

From: Dr. Laurie Heinz, Superintendent
Luann Kolstad, Chief School Business Official
Ron DeGeorge, Director of Facility Management
Paul Timm, RETA Security

Date: January 23, 2017

Subject: Facility Update: Washington Secure Vestibule Survey Findings and Building Breach Results

Washington School Vestibule Survey Findings

As requested by the Board of Education at the November 28, 2016 meeting, District 64 conducted a survey of Washington families to elicit their thoughts about their experiences in using the new secured vestibule installed at the school's main entrance on Stewart Avenue for the start of the 2016-17 school year.

The survey window was open from December 14, 2016 to January 10, 2017. During that time, 112 individuals participated in the survey. All Washington Survey participants were Washington parents as they have direct access to the vestibules on an ongoing basis.

The following questions were asked within the survey:

1. Have you entered Washington School through the new secure vestibule this school year?
 - a. If yes, proceed to the next question.
 - b. If not, end the survey.
2. Why were you entering the school?
3. Did you enter the office itself, or did you conduct your business at the transaction window?
4. Did you go beyond the office, or was your business concluded in the office?
5. What impact do you believe the secure vestibule has on safety at Washington?
6. Do you believe having to enter the school through a secure vestibule makes Washington a safer school than other District 64 schools without vestibules?

About one-quarter of respondents reported that when visiting the school, their business was completed in the office only and they did not enter the building. Regarding the impact of the vestibule on security, respondents reported feeling that all visitors are seen before being admitted, it shields students from access by visitors who have not checked in at the office, and it discourages casual visitors from entering. This means that the vast majority of respondents believe that traffic coming to the school is being appropriately managed through the secure vestibule. When compared with other District 64 schools, almost 70% of respondents believe that Washington is now safer than other District 64 schools without vestibules.

Additionally, an opportunity for participants to share comments about the secure vestibule was afforded in a final, open-ended question to

- Whether you checked yes or no, please give your reason(s) regarding your beliefs about the safety of Washington compared to other District 64 schools.

94 comments were shared within this section of the survey. Based on a careful evaluation of the comments, well over half of the respondents felt the addition of a secure vestibule at Washington enhances school safety in some way. Copies of the verbatim comments are being shared with the Board on the wiki.

Overall, administration believes that these findings support the District's goal of providing a layered security environment as recommended by the RETA Security audit, local First Responders, and our safety and security planning partners at NIPSTA (Northeastern Illinois Public Safety Training Academy). All agreed that having a *layered approach* to security -- through a secure entry and a visitor management system (Raptor) -- is a critical step to enhancing security for staff, students, and visitors.

All this said, it is the belief of administration that regardless of how survey results came in, it is within the best interest of staff and students for the Board to approve vestibules as the first and foremost recommendation from the numerous experts brought to the Board over the past few years to enhance security at each of our facilities.

Building Breach Results

Also per Board request made at the November 28, 2016 Board of Education meeting, administration contracted with RETA Security to conduct Limited Scope Performance Testing (LSPT) evaluations focusing on areas related to existing access control and visitor management practices (Raptor) at all District 64 schools. The Board will recall that RETA Security had previously performed a comprehensive physical security audit for District 64 in 2013.

RETA Security conducted the evaluations on December 20, 2016 and January 9, 2017. Specifically RETA Security attempted to access the facilities without following current visitor management practices upon entering the facilities. Results from these probes indicate that once a visitor is buzzed into the building, there is no way of ensuring they report directly to the office and, as a result, visitors have access to the entire building, staff and students. The only building that was immune from this was Washington School, where the secure vestibule/office suite contained them as it was designed to do.

In addition to conducting these access checks at the main entry of all buildings, RETA Security tested whether or not they could gain access to our facilities via other exterior doors. Paul Timm from RETA Security will be in attendance at the January 23 Board meeting to review the evaluation findings at all eight sites and answer questions the Board has about his process, findings and recommendations.

Based on the results of both the RETA Security evaluations and Washington survey, administration remains steadfast in its desire to secure all schools through the addition of vestibules. RETA helped confirm the belief that locked front doors provide only a limited measure of security.

Administration has already shared the results of these security breaches with the individual schools, and has begun retraining of office personnel based on these results.

AUTHORIZATION TO SEEK TRANSPORTATION BIDS FOR 2017-18 SCHOOL YEAR

The District is completing the first three years of a student transportation contract with Lakeview Transportation. Per the contract and Illinois law, the parties may mutually agree to extend the contract for up to two additional years at a mutually agreed upon rate increase.

The Administration, understanding the Board's request to be transparent, is asking the Board if they would like to seek information on extending the contract with Lakeview for two years, in which case, the Board does not need to take any action tonight. Action would be taken to extend the contract when the District receives documentation and costs from Lakeview for the extension.

If the Board would like the Administration to go out to bid for transportation, Administration will need Board authorization to prepare bid specifications for transportation services beginning with the 2017-18 school year.

ACTION ITEM 17-01-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the authorization to seek transportation bids for 2017-18 school year.

Moved by _____ Seconded by _____

AYES:

NAYES:

ABSENT:

PRESENT:

1/23/17

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: January 23, 2017

Subject: Rationale for Supplemental Tax Levy To Pay the Principal of and Interest on the District's Outstanding Limited Bonds Discussion

On March 13, 2014, the Board of Education issued General Obligation Limited Tax School Bonds, Series 2014A to pay for construction projects at Field Elementary School. Not knowing the CPI that would be used each year to increase the Debt Service Extension Base (DSEB), the annual payments on the District's non-referendum bonds were set up to exceed the District's Base and were structured this way to enable the District to capture the CPI annual increase in the DSEB. By law, the District's DSEB increases each year by the CPI.

The Supplemental Tax Levy allows the District to levy for debt service up to the increased DSEB base once the CPI increase is known. For the 2016 tax levy, the debt service portion is being increased by CPI. Any amount owed beyond this is paid out of the existing funds in the Debt Service fund.

The Board will be asked to vote on this resolution at the February 6, 2017 Board of Education Meeting.



Mid-Year Update
2020 Vision Strategic Plan
Year 2 Implementation

District 64 Board of Education - January 23, 2017

Dr. Laurie Heinz, Superintendent

Inspire every child to

discover



learn



achieve



care





Update on Strategic Objective One

(Develop Students Who Master the 4 C's:
Communication, Collaboration, Creativity, and Critical Thinking)

A. Engaging, Motivating, and Challenging Educational Program

- Implementation of new C of C eligibility process
- Implementation of Learning Walk Protocol for Formative Assessment (Spring 2017)

B. Inquiry-Based Learning

- Development of inquiry-based learning units to be piloted this spring (Cohort I)

C. Technology Integration

- Ongoing job-embedded coaching regarding the 4C's
- BrightBytes questionnaire completed in fall by staff and students grades 3-8
 - Data uploaded to Scorecard



Update on Strategic Objective Two

(Provide a Rigorous Education for All Students)

A. Aligned, Articulated Curriculum

- Ongoing development of Curriculum Maps, Pacing Guides, Common Assessments

B. High-Impact Instruction

- High Impact Instruction (Last Session-April 2017)
- Formative Assessment (100% Staff Participation)

C. Standards-Based Reporting

- Mastery Learning Committee - Homework & Grading Study Team (Spring 2017)



Update on Strategic Objective Three

(Differentiate to Meet the Academic
and Social/Emotional Health Needs of All Students)

A. High-Quality Tier 2 and Tier 3 Intervention

- Math Tier 3 expanded to be available for special education and Title I students
- SEL (Social and Emotional Learning) program, Second Step - expanded and now offered in all schools, heading to full implementation. Programs to address community-building are under committee review.
- Expanded Tier 3 interventions being offered in math, writing and SEL
- Core + Committee authorizes the SEL Committee to reconvene to plan the Multi Tiered System of Support

B. Data-Driven Decision-Making

- Core + Committee finalized a comprehensive mission and multi-year timeline leading to full implementation
- Core + Subcommittee to standardize Problem-Solving Process, implement electronic data system and will recommend a standardized process later this year
- Special Education Reading Intervention Procedures K-8, including progress monitoring protocols, are jointly developed and implemented
- Continued expansion of K-8 Co-Teaching Model



Update on Strategic Objective Four

(Foster Effective Communities of Practice
through Professional Development and Staff Support)

A. Collaboration & Teaming for Continuous Improvement

- **SMART Cohort I**
 - District Strategic Data Leadership Teams (60 members)
 - Professional Development on the Continuous Improvement Process for schools
- **SMART Cohort II**
 - Student Goal-Setting Teams (14 partnerships)
 - Professional Development on the SMART Goal-Setting Cycle for Students

B. Professional Communities of Practice

- Continued virtual community learning opportunities

C. Differentiated Professional Development

- Power RtI Training
- Mastery Learning: Rick Wormeli Workshop
- Inquiry-Based Learning Design Cohort I
- District 64 Framework Training: 4 Domains
- District 64 Problem-Solving System
- Seven Strategies of Assessment for Learning - FINAL
- Assessment Design Training
- K-5 Reading Records
- Co-Teaching Workshop
- SMART Process Cohort II, Student Goals Cohort I
- Summer professional development (High-Impact Instruction)



Update on Strategic Objective Five

(Provide Safe and Secure Learning Spaces
to Support 21st Century Learners)

A. Life Safety & Universal Access

- Architects & administration revised and prioritized multi-year timeline of all HLS projects (2016-2021)
- William Blair representative discussed financing with Board on 2/28/16, 11/28/16
- Recommendations being developed for 2/6/17 COW on Finance

B. Master Facilities Plan

- Administration identified ***Priority and Capital projects*** to be addressed and created a priority project timeline
- Beginning in February, bids for Summer 2017 HLS and MFP projects will be brought to Board

B. Master Facilities Plan (continued)

- Summer Construction proposed projects previewed and authorized for design/bid:
 - Field windows
 - Lincoln LRC
 - Lincoln roofing, some doors and water piping
 - Lincoln Secure Vestibule
 - Franklin LRC Flex Space
 - Roosevelt roofing



Update on Strategic Objective Five (continued)

C. Environmental Health

- Critical issues with all facilities continuing through 2021
- Developed and implemented Comprehensive Safety & Security Plan (CSSP)
- Trained entire staff on Incident Command basics and previewed new CSSP
- Trained crisis staff in ICS-100 for Schools
- Added *Crisis Go* mobile app to District Crisis Plan
- Conducted Building Access Probes
- Conducted Secure Vestibule Survey and reported results to the Board (1/23/17)
- Continuing updates to Sonitrol system and other security features
- Planning table top scenario exercises by school and at ESC



Update on Strategic Objective Six

(Maintain Fiscal Responsibility that Reflects a Commitment to Student Learning and a Rich Variety of Programs and Services)

A. Financial Stewardship

- Financial portion of District 64 [Dashboard](#) updated
- Monthly financial reports clearly separate Operating Funds from other funds. [Financial reports are posted monthly to the website](#) [along](#) with accounts payable approved at each BOE meeting.
- Staffing plans developed based on enrollment projections using Cohort Survival and live birth data to be presented February 2017
- Administration provides updated Financial Projections to the BOE at key times during the year (Tax Levy, Budget Adoption, Staffing, Negotiations, Curriculum/Technology adoptions, etc.)
- Completed Collective Bargaining with PREA and PRTAA
- Preparation for IFT bargaining underway
- 2015-16 Audit completed, accepted by Board and submitted to ISBE. Audit posted on website along with management letters.



Update on Strategic Objective Six (continued)

B. Finance Priority Projects

- Presented Board proposed construction projects for Summer 2017 and 5-year plan
- Associated costs and funding options shared and under ongoing discussion
- \$10 million authorized for Capital Projects Fund from Operating Funds
- Savings from retirement incentives earmarked to fund priority projects and capital improvements
- Holding 0% increases on supply purchases for 2017-18 budget

C. Fund Balance Policy

- Prepared and presented to BOE the Days Cash on Hand and Percentage Fund Balance at close of 2015-16 Fiscal Year
- Through use of Financial Projections model, Board receives on-time updated projections that allow Board to see impact of decisions.



Update on Strategic Objective Six (continued)

D. Finance Priority Programs

- K-8 ELA and Middle School Science Program review committees in progress; no recommendations received at this time.
- Grades I-8 Hot Lunch going out to bid for implementation in Fall 2017-18

E. Plan for Future Challenges

- Cohort Survival enrollment projections updated for 2017 to forecast enrollment trends. Areas of concern are Emerson Middle School enrollment and certain elementary buildings.

F. Parent and Community Education

- Superintendent Community Relations Council continues for 2nd year
- Investments in student learning highlighted within 2016-17 Budget documents
- 2nd comprehensive Annual Report for 2016 nearing completion for mailing to all residents
- 2016 Financial e-Report (third edition) being drafted; postcard mailing planned
- Communications audit to be conducted early winter 2017 to fine-tune outreach especially to non-parent community

(continued)



Update on Strategic Objective Six (continued)

F. Parent and Community Education (continued)

- 5Essentials Survey for staff, middle school students, parents Dec 2016 - Jan 2017
- [District 64 website Dashboard](#) updated
- Second *Thoughtexchange* online forum to be scheduled
- Website Content Management System updating
- Expanded social media presence



[2020 Vision website](#): video podcasts, full reports, scorecard, etc.

*What Questions
Do You Have
?*

Discussion and Approval of Superintendent Compensation 2016-17 and Consideration for 2017-18

ACTION ITEM 17-01-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Superintendent compensation increase of 2% for the 2016-17 school year with a market adjustment of \$10,100.00.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

First Reading of Policy 7:60 from PRESS Issue 93

Policy	Issue	Title	District Policy Committee Change/No Change	Board Policy Committee Change/No Change	BOE Meeting 1/23/17 Change or No Change
7:60	93	Students - Residence	C	NC	

1/23/17

Students

Residence¹

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law.² A student's residence is the same as the person who has legal custody of the student.³

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.⁴

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.⁵

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.⁶

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy's content.

2 In certain cases, no tuition may be charged for non-resident children placed: (1) by DCFS with a foster parent or childcare facility (105 ILCS 5/10-20.12b); or (2) with a person who (i) has temporary custody of a child of a person who is on active military duty, and (ii) is responsible for making decisions for that child (105 ILCS 70/-added-by-P.A.-96-963). When special education services are provided, resident district is determined by 105 ILCS 5/14-1.11 and 14-1.11a.

3 In the case of divorced or divorcing parents, the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/ amended by P.A. 99-90, provides that "for purposes of Section 10-20.12b of the School Code only, the parent with the majority of parenting time is considered to have legal custody." See 750 ILCS 5/606.10, P.A. 99-90 also requires a parenting plan that sets forth a child's residential address for school enrollment purposes (750 ILCS 5/602.10(d)(6)). Consult the board attorney when the residential address set forth in a parenting plan is not the address of the parent with the majority of parenting time.

4 105 ILCS 5/10-20.12b. In order to establish residence, a school district may not require a parent to transfer custody/guardianship to the person with whom the child is living. *Israel S. by Owens v. Board of Education of Oak Park and River Forest High School Dist. 200*, 601 N.E.2d 1264 (Ill.App. 1992). See also *Joel R. v. Board of Education of Manheim School Dist. 83*, 686 N.E.2d 650 (Ill.App.: 1997).

5 105 ILCS 5/10-20.12a.

6 105 ILCS 5/10-20.12b(a-5).

Comment [KASL]: The policy, Cross References, and footnotes are updated

1. The policy now aligns with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff 1-17.

2. Non-resident is changed to ~~parent~~ for consistency with the School Code.

3. A new footnote addresses divorced or divorcing parents under the Illinois Marriage and Dissolution of Marriage Act, 750 ILCS as amended by P.A. 99-90.

4. References to NCLB's school choice provisions are deleted due to the statute's repeal by the passage of ESSA.

ASERT
A

initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.⁷

Requests for Non-Resident Student Admission⁸

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:⁹

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.¹⁰
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Comment (MB2): Amended for consistency with the School Code, which uses "nonresident," not "non-resident"

Admission of Non-Resident Students Pursuant to an Agreement or Order¹¹

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency.¹² School Board policy 6:140,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ 105 ILCS 5/10-22.5a. Military personnel must provide proof that the child will be living within the district within 60 days after the date of initial enrollment. Proof of residency may include postmarked mail addressed to the military personnel and sent to an address located within the district, a lease agreement for occupancy of a residence located within the district, or proof of ownership of a residence located within the district.

⁸ ~~Optional. IMPORTANT: Admitting non-resident students under this section probably requires the district to admit students transferring from another district under NCLBA's school choice provision. Thus, a board that will reject any invitation to enter into an intergovernmental agreement to accept non-resident students under NCLBA's school choice should delete this section.~~ A district that wants to include this subhead should specify and customize the listed criteria to match local conditions.

⁹ State law is silent regarding non-resident student enrollment except to require the parent(s)/guardian(s) to pay tuition (105 ILCS 5/10-20.12a and 5/10-20.12b).

¹⁰ 105 ILCS 5/10-20.12a specifies a formula for calculating the maximum amount a district can charge non-resident students.

¹¹ ~~If a board intends to reject any invitation to accept non-resident students under NCLBA's school choice, it should seek its attorney's opinion before entering into any agreement described in this section.~~ The agreement described in #1 is optional (105 ILCS 5/10-22.5a) and districts are not required to enter into such agreements nor to alter existing transportation services due to the attendance of such non-resident students. The agreement described in #2 is optional (105 ILCS 5/10-22.5a); districts should be sure it is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. An example of an agreement described in #3 is one to accept non-resident students ~~under the NCLBA's school choice provisions~~; entering into such an agreement is optional.

Insert B ->

Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status¹³

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. ~~The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District¹⁴ and~~ The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: ~~6:15 (School Accountability containing "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring");~~
6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

¹² Required by 105 ILCS 45/1-1 *et seq.* and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*; ~~as amended by the NCLB Act~~. See §11432 (g)(3)(C)(i).

¹³ *Id.* See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

¹⁴ 105 ILCS 5/10-20.12b, as amended by P.A. 99-670, sff. 1-1-17.

Policy 7:60 - Residence

- A All returning District 64 students must re-verify residency annually prior to being admitted to attend class on the first day of school.

- B If a student's family has documented plans to move into the District within 60 days of the date of enrollment, the student will be allowed to attend school by submitting payment to the School District on a per-diem basis for the number of anticipated attendance days. The per-diem rate is calculated by dividing the per capita tuition cost of conducting and maintaining the District's schools in the most recent Annual Financial Report (Illinois State Board of Education form 50-35) by the number of school attendance days in the year. When documented proof of occupancy in District 64 is provided to the business office, a reconciliation of the tuition due will be made accordingly.

Revised 1/18/17

Consent Agenda

ACTION ITEM 17-01-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of January 23, 2017 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending December 31, 2016; Adopt 2017-18 Tentative Calendar, Approval of Policies from PRESS Issue 92 and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

1/23/17

Personnel Report
January 23, 2017

Taylor Krause	Employ as Assistant at Roosevelt School effective January 9, 2017 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Lisa Nixon	Change of Assignment from .50 Assistant at Field School to .50 Assistant at Jefferson School effective January 30, 2017 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Susan Battista	Leave of Absence Request, Personal – Special Needs Assistant at Emerson School effective January 9, 2017 – March 24, 2017.
Matthew Keating	Leave of Absence Request, Paternity/FMLA Science Teacher at Emerson School effective May 1, 2017 – June 2, 2017 (tentative).
Alaina Knapp	Leave of Absence Request, Maternity/FMLA – General Music Teacher at Carpenter/Washington School effective April 12, 2017 – May 30, 2017 (tentative).
Dru Sullivan	Grant Leave of Absence Extension Modified, Medical/Temporary Incapacity – Assistant 2nd Grade Teacher at Field School effective November 10, 2016 – February 21, 2017 (tentative).
Margaret Szajowska	Grant Leave of Absence Extension Modified, Medical/Temporary Incapacity - Assistant at Emerson School effective January 10, 2016 – February 21, 2017 (tentative).
Helene Zukas	Leave of Absence Extension Request, Parental – EL Teacher at Roosevelt School effective November 11, 2016 – June 2, 2017 (tentative).
Sia Albans	Resign as Assistant Principal at Roosevelt School effective June 14, 2017.
Karen Nicolopoulos	Resign as Health Assistant at Franklin School effective June 2, 2017.
Liam Ryan	Resign as Special Education Assistant at Roosevelt School, effective December 22, 2016.
Melissa Superfine	Resign as Special Needs Teacher at Washington School, effective January 18, 2017.
Kelly Amelse	Retire as 2nd Grade Teacher at Washington School, effective June 2018.

Personnel Report
January 23, 2017

Jodi Baty	Retire as 6th Science Teacher at Emerson School effective June 2, 2017.
Pat Brennan	Retire as 2nd Grade Teacher at Franklin School effective June 2, 2017.
Virginia (Gini) Burns	Retire as EL Teacher at Washington School effective June 2, 2017.
Anthony Clishem	Retire as District Curriculum Specialist, effective June 2018.
Cynthia Davies	Retire as Art Teacher at Emerson School effective June 2, 2017.
Jane Everett	Retire as LRC Director Teacher at Field School effective June 2, 2017.
Meryl Fulara	Retire as 1st Grade Teacher at Franklin School effective June 2, 2017.
Dale Haase	Retire as Physical Education Teacher at Lincoln School, effective June 2018.
Barbara Harsch	Retire as Social Worker at Emerson School, effective June 2018.
Karen Heffner	Retire as Special Education Teacher at Emerson School effective June 2, 2017.
Irene Kappos	Retire as 6th Grade LA Teacher at Lincoln School effective June 2, 2017.
Jamie Knoblauch	Retire as Literacy Teacher at Field School effective June 2, 2017.
Jean Kulnig	Retire as 4th Grade Teacher at Roosevelt School effective June 2, 2017.
Dena Levenson	Retire as Social Worker at Field School, effective June 2, 2017.
Faye Manzi	Retire as Read to Succeed Teacher at Lincoln School, effective June 2, 2017.
Sandi Marks	Retire as EL Teacher at Franklin School effective June 2, 2017.
Peggy (Grace) Morgan	Retire as 12-Month Level V Secretary to the Chief School Business Official at ESC effective June 30, 2017.
Deb Morris	Retire as Special Education Resource Teacher at Field School effective June 2, 2017.

Personnel Report
January 23, 2017

Tamara Nardi	Retire as General Music Teacher at Lincoln School effective June 2018.
Diane Olson	Retire as LRC Director Teacher at Emerson School effective June 2, 2017.
Anna Marie Petricca	Retire as Resource Teacher at Franklin School effective June 2, 2017.
Linda Roig	Retire as Kindergarten Teacher at Roosevelt School effective June 2, 2017.

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 1,070,873.92
20 - Operations and Maintenance Fund -----	\$ 236,774.45
30 - Debt Services -----	\$ 6,317.48
40 - Transportation Fund -----	\$ 238,241.31
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 637,938.12
80 - Tort Immunity Fund -----	\$ 1,485.50
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 126403, 126417-126574, 126579-126581, 126582-126636

Total: \$ 2,191,630.78

Payroll and Benefits for Month of December, 2016

10 - Education Fund -----	\$ 6,068,550.67
20 - Operations and Maintenance Fund -----	\$ 347,027.51
40 - Transportation Fund -----	\$ 1,468.65
50 - IMRF/FICA Fund -----	\$ 128,520.81
51 - SS/Medicare -----	\$ 136,206.87
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 12863 - 12960

Direct Deposit: 900106539 - 900108756

Total: \$ 6,681,774.51

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

<http://www.d64.org/business/financial-data-current.cfm>

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Brian Imhoff, Assistant Chief School Business Official

Date: January 23, 2017

Subject: Financial Update for the Period Ending December 31, 2016

Attached for your review:

- Fund Balance Report as of December 31, 2016
- Revenue Summary Report as of December 31, 2016
- Expenditure Summary Report as of December 31, 2016
- Other Financing Sources/Uses Summary Report as of December 31, 2016

The Other Financing Sources/Uses Summary Report is new for the December 31 financial report. Other financing sources and uses consist primarily of transfers between funds, which have no impact on overall fund balance. These accounts were formerly included in the revenue and expenditure reports but are now being separated out so budget to actual percentages are not distorted by the transfers.

Fund balance in the Operating Funds declined \$6.3 million in December. The District received the first of two 2016-17 TIF payments from the City of Park Ridge during the month along with some delinquent fall property tax collections. Other revenues were very limited. Tax revenue is generally insignificant until late February when the first installment of the 2016 levy becomes due for taxpayers.

The State of Illinois continues to be behind on its quarterly categorical payments for special education and transportation. The final quarterly payments from 2015-16 are not reflected in this financial report but were received in early January. The District is still owed an additional \$1.5 million of State payments for 2016-17. The general consensus is that these payments will eventually be made, but the timing is uncertain.

Although December marks the midpoint of the fiscal year, the District has expended 44% of its overall budget. This is typical because a larger percentage of payroll expenditures are incurred in the second half of the year for teachers and teacher aides, who start getting paid in late August. Adequate fund balance reserves are very important for school districts during the fall and early winter months, and District 64 has positioned itself accordingly with a fund balance of \$50.9 million in the Operating Funds on December 31st.

If you have any questions about the Financial Report, please contact Dr. Heinz or myself.

Park Ridge - Niles School District 64
Fund Balance Report for the Period Ending December 31, 2016

Fund	Audited Fund Balance June 30, 2016	2016-17 FYTD Revenues	2016-17 FYTD Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	Other Financing Sources/Uses	Unaudited Fund Balance December 31, 2016
Education	\$27,557,327	\$26,663,359	\$24,686,315	\$1,977,044	\$0	\$29,534,371
Tort Immunity	988,020	334,593	648,224	-313,631	0	\$674,389
Operations & Maintenance	6,755,172	3,624,374	2,476,816	1,147,558	0	\$7,902,730
Transportation	2,210,267	991,361	1,300,442	-309,081	0	\$1,901,186
Retirement (IMRF)	695,453	650,568	483,637	166,931	0	\$862,384
Retirement (Social Security)	140,654	404,055	504,010	-99,955	0	\$40,699
Working Cash	9,764,873	286,412	0	286,412	0	\$10,051,285
Total Operating Funds	\$48,111,766	\$32,954,722	\$30,099,444	\$2,855,278	\$0	\$50,967,044
Capital Projects	5,399,314	21,388	3,640,956	-3,619,568	0	\$1,779,746
Debt Service	3,989,615	1,534,488	3,253,672	-1,719,184	0	\$2,270,431
Total Non-Operating Funds	\$9,388,929	\$1,555,876	\$6,894,628	(\$5,338,752)	\$0	\$4,050,177
Total All Funds	\$57,500,695	\$34,510,598	\$36,994,072	(\$2,483,474)	\$0	\$55,017,221

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

<http://www.d64.org/business/financial-data-current.cfm>

SCHOOL DISTRICT 64 PARK RIDGE-NILES
2017-18

AUGUST

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	0
7	8	9	10	11	0
14	TI	TI	(17	18	2
21	22	23	24	25	5
28	29	30	31		4
			Total		11

(11)

SEPTEMBER

Mon	Tue	Wed	Thr	Fri	Total
				1	1
HOL	5	6	7	8	4
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29	5
			Total		20

(31)

OCTOBER

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
HOL	10	11	12	13	4
16	17	18	19	20	5
23	24	25	26	27	5
30	31				2
			Total		21

(52)

NOVEMBER

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
FPT	NIA	NIA	HOL	NIA	0
27	28	29	30		4
			Total		17

(69)

DECEMBER

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
HOL	NIA	NIA	NIA	NIA	0
			Total		16

(85)

JANUARY

Mon	Tue	Wed	Thr	Fri	Total
HOL	NIA	NIA	NIA	NIA	0
8	9	10	11	12	5
HOL	16	17	18	19	4
22	23	24	25	26	5
29	30	31			3
			Total		17

(102)

FEBRUARY

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
HOL	20	21	22	23	4
26	27	28			3
			Total		19

(121)

MARCH

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	TI	21	22	23	4
NIA	NIA	NIA	NIA	HOL	0
			Total		16

(137)

APRIL

Mon	Tue	Wed	Thr	Fri	Total
FPT	3	4	5	6	4
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	5
30					1
			Total		20

(157)

MAY

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	5
HOL	29	30	31		3
			Total		22

(179)

JUNE

Mon	Tue	Wed	Thr	Fri	Total
				1)	1
XED	XED	XED	XED	XED	0
11	12	13	14	15	0
18	19	20	21	22	0
25	26	27	28	29	0
			Total		1

(180)

JULY

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	0
9	10	11	12	13	0
16	17	18	19	20	0
23	24	25	26	27	0
30	31				0

School Begins for Students:	8/17/17
School Closes for Students:	6/1/18
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185
Proposed Emergency Days	5

UPCOMING ELECTIONS	
Consolidated General Election	4/4/17
Gubernatorial Primary Election	3/20/18
Gubernatorial General Election	11/6/18

SCHOOL HOLIDAYS	
Labor Day	9/4/17
Columbus Day	10/9/17
Veterans' Day	11/11/17
Thanksgiving Day	11/23/17
Christmas Day	12/25/17
New Year's Day	1/1/18
M.L. King Day	1/15/18
Presidents' Day	2/19/18
Good Friday	3/30/18
Memorial Day	5/28/18
8th Grade Promotion	5/31/18

CALENDAR LEGEND	
Legal School Holidays	HOL
Institutes	TI
Not in Attendance	NIA
School Begins	(
School Closes)
Half-day Inservice	XHI
Full-day Parent/Teacher Conf.	FPT
Attendance Day - Holiday Waiver	XH
Half-day School Improvement	XHS
Proposed Emergency Days	XED

Approval of Policies From PRESS Issue 92

Policy	Issue	Title	District Policy Committee Change/No Change	Board Policy Committee Change/No Change	BOE Meeting 12/12/16 Change or No Change
1:10	92	School District Organization – School District Legal Status	N/C	N/C	
1:20	92	School District Organization – District Organization, Operations, and Cooperative Agreements	C	N/C	
1:30	92	School District Organization – School District Philosophy	N/C	C	
2:10	92	School Board – School District Governance	N/C	N/C	
2:130	92	School Board – Board-Superintendent Relationship	N/C	N/C	
3:10	92	General School Administration – Goals and Objectives	N/C	N/C	
3:30	92	General School Administration – Chain of Command	N/C	N/C	
4:80	92	Operational Services – Accounting and Audits	N/C	C Page 2	
5:150	92	General Personnel – Personnel Records	N/C	C Page 2	
6:100	92	Using Animals in the Educational Program	N/C	Added “parents and”	
6:255	92	Instruction – Assemblies and Ceremonies	N/C	C	C Insert A-add “student” correct spelling of permissible
6:260	92	Instruction – Complaints About Curriculum Instructional Materials, and Programs	N/C	N/C	
7:10	92	Students – Equal Educational Opportunities	N/C	C Page 2	
7:280	92	Students – Communicable and Chronic Infectious Disease	N/C	N/C	
7:285	92	Students – Food Allergy Management Program	N/C	C	C Removed “to ??????”
7:340	92	Students – Student Records	C	C	
8:90	92	Community Relations – Parent Organizations and Booster Clubs	C	N/C	

8:110	92	Community Relations – Public Suggestions and Concerns	N/C	N/C	
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1/23/17

Instruction

Assemblies and Ceremonies 1

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

Insert A

~~The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity. 2~~

LEGAL REF.: Lee v. Weisman, 112 S.Ct. 2649 (1992).
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000).
Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir., 1992),
reh'g denied, 983 F.2d 234 (5th Cir., 1992) and *cert. denied*, 113 S.Ct. 2950
 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

A ^{student} While led invocations, benedictions and group prayers are permissible, the District shall not endorse or promote them.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² School-sponsored prayers or invocations at athletic events, graduation, and performances violate the First Amendment to the U.S. Constitution. Lee v. Weisman, 112 S.Ct. 2649 (1992). Even permitting students to deliver a "brief invocation and/or message" as part of pre-game ceremonies at football games is unconstitutional when the district retains control of the message's content. Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000), and Workman v. Greenwood Cmty. Sch. Corp., 2010 WL 1780043 (S.D.Ind., 2010). Using a student-led message to solemnize a school event is problematic, especially when the student-led message was historically a prayer or when the purpose is to solemnize an athletic event as opposed to an event like graduation. However, the Supreme Court denied review of the Fifth Circuit Court of Appeals decision affirming a school board's policy that allowed nonsectarian and nonproselytizing student-led prayer during graduation ceremonies. Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir., 1992), *cert. denied*. In that case, high school seniors were permitted to choose student volunteers to deliver nonsectarian, nonproselytizing invocation at graduation ceremonies. The following is the policy upheld in that case:

1. The use of an invocation and/or benediction at the high school graduation exercise shall rest within the discretion of the graduating senior class, with the advice and counsel of the senior class principal [class sponsor];
2. The invocation and benediction, if used, shall be given by a student volunteer; and
3. Consistent with the principle of equal liberty of conscience, the invocation and benediction shall be nonsectarian and nonproselytizing in nature.

A board should consult its attorney before adopting such a policy.

Students

Food Allergy Management Program

The Superintendent or designee shall develop a Food Allergy Management Program to aid the District in reducing risks ~~to ??????~~ and providing accommodations and proper treatment for allergic reactions. The Food Allergy Management Program will be:

Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

Approval of Minutes

ACTION ITEM 17-01-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on December 12, 2016; Regular Board meeting on December 12, 2016; and Special Board meeting on November 28, 2016.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
December 12, 2016
Jefferson School-Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:04 p.m. Other Board members in attendance were Dathan Paterno, Bob Johnson, and Mark Eggemann. Board member Lee arrived during the closed session and Board member Sotos arrived at the conclusion of the musical prelude; Board member Zimmerman was absent. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent Joel Martin, Public Information Coordinator Bernadette Tramm, and two 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>.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

At 6:09 p.m., it was moved by Board President Borrelli and seconded by Board member Paterno to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2(c)(1)]; 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)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].

Board Recesses
and Adjourns to
Closed Session

The votes were cast as follows:

AYES: Eggemann, Johnson, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Lee, Zimmerman, Sotos

The motion carried.

The Board adjourned from closed session at approximately 6:48 p.m. and took a short recess before convening the public hearing at 6:57 p.m.

PUBLIC HEARING ON 2016 TAX LEVY

Public Hearing
on 2016 Tax
Levy

At 6:57 p.m., Board President Borrelli convened to a Public Hearing on 2016 Tax Levy. Other Board members in attendance were Dathan Paterno, Vicki Lee, Bob Johnson, and Mark Eggemann. In addition to the administrators noted above, also present were Assistant Superintendent Lori Lopez, Director of Facility Management Ron DeGeorge, Chief School Business Official Luann Kolstad, Director of Innovation & Instructional Technology Mary Jane Warden, and approximately 40 additional members of the public.

Board President Borrelli invited public comments; none were received.

At 6:58 p.m., Board President Borrelli adjourned the public hearing by consensus, and resumed the regular meeting.

MUSICAL PRELUDE

Lincoln Middle School Chamber Orchestra students under the direction of teacher Max Hellermann performed a short program of holiday music, to the delight of all present.

Musical
Prelude

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited comments from members of the public on items not on the agenda; none were received.

ADOPTION OF FINAL 2016 TAX LEVY

Adoption of Final
2016 Tax Levy

CSBO Kolstad noted that the Board had discussed the tax levy recommendations in depth prior to adopting the tentative levy at the November 14, 2016 meeting. She reiterated that District 64 has only one opportunity to benefit from new construction when it is added to the tax rolls. But because the actual amount of new construction is not yet known, CSBO Kolstad said the District must set the levy percentage at a high enough level to make sure it can receive the full benefit from it when it first comes on the tax rolls. In contrast, she noted that local governments, such as the City of Park Ridge, do not operate under the tax cap, and have far greater flexibility in adjusting their tax rates from year to year and could, for example, set a levy higher one year if it was too low the preceding one. CSBO Kolstad reiterated that District 64 does not have this freedom, and is constrained by the tax cap with the result that any revenue omitted can never be replaced and that the error therefore compounds over time. She recommended that the Board adopt a total tax levy of \$68.4 million for 2016, which is a 4.21% increase over the previous year. She stated that the percentage increase would be high enough to capture any funds available from new construction within the District 64 community. She affirmed that no matter how large the levy request is for 2016, however, District 64 will only receive a 0.7% increase plus the taxes associated with the new construction, as allowed under the tax cap (Property Tax Extension Limitation Law). Board members noted the many ways the District had worked to cut expenses, but that the District's capital needs to maintain safe, warm and dry learning environments are well documented. CSBO Kolstad said that the

levy recommendation is based on the District collecting the funds legally available to the District so that the District can live within these means.

ACTION ITEM 16-12-1

Action Item
16-12-1

It was moved by Board member Paterno and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the attached Resolution #1173 Providing For A Levy of Taxes For the Year 2016 and Resolution #1174 Instruct the County Clerk How to Apportion 2016 Tax Levy Extension Reductions and Resolution #1175 Authorizing Tax for Illinois Municipal Retirement Purposes. These resolutions and supporting documentation will be filed with the Cook County Clerk's Office.

The votes were cast as follows:

AYES: Sotos, Paterno, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman

The motion carried.

FACILITY UPDATE: SCOPE OF FRANKLIN AUDITORIUM PROJECT AND AUTHORIZATION TO BID FRANKLIN AUDITORIUM PROJECT

Facility Update: Scope of Franklin Auditorium Project and Authorization to Bid Franklin

CSBO Kolstad, Rick Petricek from Studio GC, and Facility Management Director DeGeorge presented additional information about remodeling the Franklin School auditorium to create additional flexible learning/multi-purpose space. They reported on an updated cost estimate for the project of almost \$800,000 for the work. CSBO Kolstad and Dr. Heinz noted that given the overall amount of work to be done in summer 2017, administration is recommending that the auditorium proposal be tabled at this time. As an alternate, however, they noted that the focus had shifted to developing a far more modest proposal to create more flexible space within the adjacent Learning Resource Center (LRC). Because the school is experiencing a spike in its enrollment, they reported that being able to utilize a flexible space for learning would be an asset at the school. CSBO Kolstad reported that an initial estimate for the LRC work was being carefully reviewed by the architect and Director DeGeorge, with an eye toward refining the estimate and assigning some of the work in-house rather than contracting outside for it. They also described some of the challenges of the project and design issues that are being addressed as in-depth planning continues. Dr. Heinz and Principal Claire Kowalczyk reported that the school is enthusiastic about the project, and that the PTA may collaborate to provide some funding for furniture and fixtures and/or that an Elementary Learning Foundation (ELF) grant might also be sought. Board members discussed how this project would fit into the five-year plan. CSBO Kolstad will continue exploring options for reducing the budget and will return to a future meeting with an update for the Board's consideration.

UPDATE ON CARPENTER HVAC

Update on
Carpenter HVAC

Dr. Heinz, CSBO Kolstad, Facility Management Director DeGeorge, and Studio GC architect Rick Petricek provided a detailed update of work being done to continue troubleshooting the HVAC system at Carpenter School, which has experienced a series of problems since placed into operation in the 2013-14 school year. They focused on the latest concerns affecting heating and controls in some limited areas of the building, and the steps that have been taken and continuing investments made to address these problems. Director DeGeorge also outlined the work that will be done over winter break and thereafter to address particular parts of the system. He noted that temporary measures had been taken to ensure heating in the specific affected areas was adequate for students and staff. Dr. Heinz noted that the District team would continue to update the Board weekly or more frequently if needed on these efforts, and that finding a permanent solution to Carpenter's HVAC system was paramount. Carpenter Principal Brett Balduf and teacher Lisa Truchon addressed the Board to reconfirm the staff's consternation over these continuing issues and express their appreciation for the District's continuing efforts to identify and find solutions to any new problems as they arose. Board members expressed their commitment to Carpenter and their resolve in supporting the District's myriad efforts to identify and solve HVAC issues with the goal of providing a smooth functioning system at the school. The District will provide future updates on the work being done and repair costs.

AUTHORIZATION TO SEEK FOOD SERVICE BIDS

Authorization
to Seek Food
Service Bids

CSBO Kolstad reviewed the efforts in spring 2016 to begin a conversation with the Board on extending the hot lunch program available at the District's middle schools to the five elementary buildings. She reported that the Board on April 25, 2016 had directed administration to go out to bid for a combined food service proposal beginning in the 2017-18 school year. CSBO Kolstad reported that since that time, the District had asked for input from the school PTO/A Presidents on the program and had been working with a representative from the Solid Waste Agency of Northern Cook County (SWANCC) to identify areas of the lunch program in which the District can forward its goal of becoming more green without substantially increasing the cost of the lunches for District 64 families. CSBO Kolstad reported that District does not participate in the National School Lunch Program and intends to issue a Request for Proposal for food services in late January or early February 2017, with a goal of bringing a recommendation to the Board at the April 2017 meeting. CSBO Kolstad responded to Board member questions about the proposal and how the food operation would utilize one of the middle school kitchens to prepare the food that would be delivered to the elementary schools. She noted that the District is reviewing any upgrades to the elementary school kitchen areas that would be required to meet health codes for this limited usage. Board members recalled the strong support expressed by parents during the previous discussions in spring 2016 for extending the hot lunch program to the elementary schools.

ACTION ITEM 16-12-3

Action Item
16-12-3

It was moved by Board member Johnson and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to prepare a request for proposal for food service.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman, Sotos

The motion carried.

The Board President called for a short break; the meeting resumed at 9:24 p.m.

REPORT AND ACCEPTANCE OF ANNUAL AUDIT FY16

Report and
Acceptance of
Annual Audit
FY16

Assistant Business Manager Brian Imhoff announced that for the fifth consecutive year, the District had received a clean audit for the fiscal year ending June 30, 2016. He reported that Klein Hall CPA independent auditors had issued an unqualified audit opinion, which indicates the financial statements prepared by the District are free of material misstatement and fairly represent the District's financial condition. He noted that the auditors did not propose any adjustments to the District's year-end balances. Mr. Imhoff noted that the required communication letters addressed to the Board describe audit results in more detail. He reported that the first letter on internal controls indicated that no weaknesses or deficiencies were reported to the State of Illinois. A separate management letter offers any minor recommendations from the auditors solely for the District's internal consideration, which this year noted that the Maine Township Treasurer's Bond for the District's student activity funds had expired. Mr. Imhoff reported that the District has submitted an application to its insurance cooperative to obtain the bonding as required by the Illinois School Code. He noted that a third, communication letter to those charged with governance had not highlighted anything out of the ordinary. Mr. Imhoff noted that the audit is an important tool to validate the accuracy of the District's financial information, and the opinions of the auditors add transparency regarding how the community's money is being spent. Mr. Imhoff stated that the current audit and accompanying letters are available to the public on the District's website. He responded to Board member questions about various features of the financial statements. Board members praised the Business Office for its dedication to detail and high standards in continuing this succession of clean audits. Looking ahead, CSBO Kolstad noted that District 64 planned to have a periodic reevaluation of the District's assets completed in 2017.

ACTION ITEM 16-12-4

Action Item
16-12-4

It was moved by Board member Paterno and seconded by Board member

Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois accept the annual audit report as presented for the fiscal year ending June 30, 2016.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman, Sotos

The motion carried.

PRESENT TENTATIVE CALENDAR FOR 2017-18 SCHOOL YEAR

Present Tentative
Calendar for 2017-18
School Year

Dr. Heinz reported that the proposed calendar had been prepared by the District Calendar Committee and retains a close alignment with Maine Township High School District 207 especially for the winter and spring break periods. She noted that the committee was recommending two changes from a tentative calendar adopted in spring 2016, namely that the Institute Day typically held in November be moved to March 20, 2018 and that the spring recess week be moved to the last week in March 2018 to be in alignment with District 207. Dr. Heinz noted that the Committee had succeeded in its goal of scheduling many uninterrupted, full weeks of instruction. She responded to Board member questions, and noted that the calendar would be returned for Board adoption at the January 23, 2017 meeting.

FIRST READING OF POLICIES FROM PRESS ISSUE 92 AND 93

First Reading of
Policies from PRESS
Issue 92 and 93

Dr. Heinz announced that due to the timing of legal requirements, three policies from the group are requested to be both presented for first reading and adopted this evening, including policies 2:125 *Board Member Compensation; Expenses*, 4:55 *Use of Credit and Procurement Cards*, and 5:60 *Expenses*. Board Policy Committee member Paterno and Dr. Heinz reviewed suggested revisions to these policies, and then moved through the remainder of the policies within these two PRESS issues noting any Board modifications. The bulk of the policies will be returned for approval in January.

DISCUSSION AND FINALIZATION OF SUPERINTENDENT 2016-17 GOALS

Discussion and
Finalization of
Superintendent 2016-
17 Goals

Board President Borrelli noted that the Board conducts the goal-setting process in public as a collaborative discussion with Dr. Heinz. He noted that Dr. Heinz is now in her third year, and that the Board has modified and adjusted the seven evaluation standards each year and the objective criteria used to measure progress in those areas. Dr. Heinz reviewed the seven standards that align with the educational

leadership policy standards developed by the Interstate School Leader Licensure Consortium (ISLLC) and that were initially adapted by the District 64 Board through a process guided by the Illinois Association of School Boards (IASB). She reviewed the types of data and evidence that would be provided in each standard area for 2016-17, which the Board will then use to evaluate whether she had accomplished the established goals. Dr. Heinz confirmed that the goals are closely aligned with the strategic objectives within the 2020 Vision Strategic Plan, which guides the work of the District overall. Dr. Heinz reported that she would be providing a mid-year update on progress in January and a final report later in the spring. Board President Borrelli noted that the Board would need to determine a timeline for providing a final evaluation, keeping in mind the upcoming Board reorganization in early May following the April Board member elections.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

Lisa Lavorata-Byrne	Employ as Assistant at Emerson School effective November 28, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Laurel Phillips	Employ as Lunch Program at Carpenter School effective November 28, 2016 – \$14.00 hr.
Alan Shabbou	Employ as Extended Day Assistant at Jefferson School effective December 7, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Amy Walker	Employ as Level V Secretary for Student Services at ESC effective December 5, 2016 – \$22.00 hr.
Nicole Leavitt	Change in Assignment/FTE from (.50) Heath Assistant at Roosevelt School to Fulltime Health Assistant at Roosevelt School effective December 7, 2016.
Elizabeth Meyer	Change in Assignment/FTE from (.80) District Occupational Therapist at Franklin/Jefferson School to Fulltime District Occupational Therapist effective November 28, 2016 – \$52,146.61.
Denise Tully	Change in Assignment from (.50) Health Assistant at Roosevelt School to Exempt Nurse 6.5 hours per day at Washington School effective December 7, 2016 – \$30.00 hr.
Genevieve Chesney	Leave of Absence Request, Maternity/FMLA – Social Worker at Lincoln School effective March 21, 2017 – June 2, 2017.
Max Hellerman	Leave of Absence Request, Paternity/FMLA – Instrumental Music Teacher at Lincoln School effective March 4, 2017 – March 31, 2017 (tentative).
Michele Jones	Leave of Absence Request, Maternity/FMLA – Math Teacher at Emerson School effective March 18, 2017 – June 2, 2017 (tentative).

Samantha Meza	Leave of Absence Request, Maternity/FMLA – Part-time Physical Education teacher at Field School effective April 11, 2017 – June 2, 2017 (tentative).
Linda Nissan Mirza	Leave of Absence Request, Maternity/FMLA – Social Worker at Roosevelt School effective March 12, 2017 – June 2, 2017 (tentative).
Sara Slimak	Leave of Absence Request, Maternity/FMLA – Intervention Teacher at Washington School effective April 14, 2017 – May 26, 2017 (tentative).
Christopher Speilburg	Leave of Absence Request, Paternity/FMLA – Math/Science Teacher at Emerson School effective January 17, 2017 – February 3, 2017 (tentative).
Jeanne Doheny	Retire as Literacy Teacher at Roosevelt School effective June 2017.
Susan Glines	Retire as LA/Social Studies Teacher at Emerson School effective June 2018.
Mark Stefanik	Retire as LA/Social Studies Teacher at Lincoln School effective June 2017.

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

B. BILLS, PAYROLL AND BENEFITS

CSBO Kolstad, Dr. Heinz and Assistant Superintendent Martin responded to Board member questions about the monthly financial report and personnel changes.

Bills

10 - Education Fund-----	\$1,014,414.67
20 - Operations and Maintenance Fund -----	168,252.97
30 - Debt Services-----	6,117.48
40 - Transportation Fund -----	552,708.07
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	1,750.00
80 - Tort Immunity Fund -----	3,788.77
90 - Fire Prevention and Safety Fund -----	_____

Checks Numbered: 126193-126194, 126201-126402

Total: \$1,747,031.96

Payroll and Benefits for Month of November, 2016

10 - Education Fund-----	\$ 4,441,884.15
20 - Operations and Maintenance Fund -----	231,403.03
40 - Transportation Fund -----	979.10

50 – Retirement (IMRF/SS/Medicare)-----	83,247.94
51 – SS/Medicare-----	97,349.88
80 - Tort Immunity Fund -----	_____

Checks Numbered: 12792 – 12862
Direct Deposit: 900104881 – 900106538 Total: \$ 4,854,864.10

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
NOVEMBER 30, 2016

Financial reports can be viewed on the District 64 website www.d64.org > Departments > Business Services.

D. RESOLUTION #1176 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN
INVOICES PRIOR TO BOARD APPROVAL AT THE JANUARY 23, 2017
REGULAR BOARD OF EDUCATION MEETING

E. ACCEPTANCE OF DONATION – SPRITE STATUE DONATION IN MEMORY
OF KATE BABICH

F. APPROVAL OF POLICIES FROM PRESS ISSUE 93-2:125, 4:55, 5:60

G. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 16-12-5

Action Item
16-12-5

It was moved by Board member Paterno and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 12, 2016 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending November 30, 2016; Resolution #1176 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 23, 2017 Regular Board of Education Meeting; Acceptance of Donation – Sprite Statue Donation in Memory of Kate Babich; Approval of Policies from PRESS Issue 93 – 2:125, 4:55, 5:60; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

AYES: Paterno, Borrelli, Lee, Johnson, Eggemann

NAYS: None

PRESENT: None

ABSENT: Sotos, Zimmerman

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 16-12-6

Action Item
16-12-6

It was moved by Board member Eggemann and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on November 28 and November 14, 2016; and Regular Board meeting on November 14, 2016.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Zimmerman, Sotos

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz reviewed draft agendas for upcoming meetings, and noted that she was hopeful that the tentative agreement with the Park Ridge Teachers Assistant Association (PRTAA) would be ready for formal adoption at the January 23 meeting. She reported on changes to the residency hearing process; the launch of a survey to Washington School families on their experiences in using the new secured vestibule at the school; recent FOIA requests; workshop sessions attended during the annual Triple I Conference; the productive first meeting of the Superintendent Community Relations Council for the year, which focused on future-ready student learning environments, the District's overall facility plans, and communications goals; the Hour of Code activities offered at the schools; and the start of this year's Elementary Learning Foundation grant cycle. Dr. Heinz also expressed deep gratitude to the Babich Family for their generous donation of Sprite statues for the elementary schools, as included in the Consent Agenda, in memory of their daughter, Kate, who had attended Field School. Board President Borrelli updated the Board on recent changes to certain provisions of the Open Meetings Act.

ADJOURNMENT

Adjournment

At 10:17 p.m., it was moved by Board member Johnson and seconded by Board member Eggemann to adjourn, which was approved by voice vote.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:30 p.m.
November 28, 2016
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:07 p.m. Other Board members in attendance were Vicki Lee, Mark Eggemann, Bob Johnson, Dathan Paterno, Tom Sotos and Scott Zimmerman. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Public Information Coordinator Bernadette Tramm, and one member 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>.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

Board Recesses
and Adjourns to
Closed Session

At 6:10 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss 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 votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Paterno, Sotos

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at approximately 6:45 p.m. and after a brief recess, resumed the Special Board meeting. In addition to those mentioned previously, also present were Assistant Superintendent Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and about 25 additional members of the public.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comments on items not on the agenda; none were received.

By consensus, the Board agreed to adjust the order of the agenda.

CONTINUING DISCUSSION ON SUMMER 2017 PROJECTS

Continuing Discussion
on Summer 2017
Projects

CSBO Kolstad reported that following the most recent Board discussion at the November 14, 2016 regular meeting, administration had continued to work with Studio GC architects to refine cost estimates and identify the highest priority projects for summer 2017 and beyond. CSBO Kolstad, Architect Pat Callahan of Studio GC, and Facility Management Director DeGeorge then reviewed a draft five-year plan that would invest about \$6 million annually. The projects were drawn from four categories of identified needs, including those listed as: “B” priority from the Health Life Safety Survey; “2” priority from the critical infrastructure projects in the Master Facilities Plan; additional recommended capital projects; and “3” priority items from the Health Life Safety Survey. They noted the five-year proposal had been developed to provide a balanced strategy of grouping the work by priority while completing it efficiently and cost-effectively, and to avoid backtracking through an area that had just been addressed. Board members and the team then discussed the projects within the five-year plan through summer 2021, focusing most intently on the projects proposed for summer 2017. Discussion included a detailed review of the scope of the summer 2017 proposed work of “b” projects at Field – windows, Franklin – plumbing, Lincoln – doors and plumbing, Washington – plumbing, and “2” projects at Roosevelt – roofing, and Lincoln – roofing and water piping. Additional discussion then focused on the proposed summer 2017 capital projects at Lincoln, including a new secured vestibule entry and Learning Resource Center repairs, and Franklin auditorium improvements. It was noted that the secured entry now being proposed for Lincoln had been modified from a draft plan presented last year to create the secure vestibule inside the school’s existing footprint to avoid a more costly small addition that had previously been considered. The team noted that the LRC work and the secure vestibule would be bid and could be done separately, although there would be synergies in undertaking both projects together because of their location. Studio GC also pointed out that the estimate to transform Franklin’s auditorium into a flexible learning space had not been fully updated from a preliminary estimate. Dr. Heinz further reported on the initial support received from the school and Franklin PTA on the potential for transitioning the auditorium into more flexible space that could be utilized more fully to benefit student learning.

The Board then turned to an extended discussion regarding adding secured vestibules at additional schools, which are scheduled as capital projects in the proposed five-year plan. Dr. Heinz and the District 64 team provided additional information about the proposal to stagger the vestibule work over multiple years as other work is accomplished at that building and to spread out the investment over time. Dr. Heinz confirmed that the administration’s recommendation has not changed from last year, and reiterated that it is of critical importance to control access to the buildings and provide a layered security approach as recommended by the RETA Security audit, local First Responders, and District 64’s partnership with the Northeastern Illinois Public Safety Training Academy (NIPSTA). Discussion then focused on the experience gained with the new secured entry at Washington School completed in summer 2016; Dr. Heinz will provide additional information to the Board at an upcoming meeting on the functioning of the vestibule thus far as well as information on adherence to current entry procedures and security protocols at all schools. CSBO Kolstad then reviewed the proposals recommended for action, the

financial commitment requested at this time to move the planning forward on summer 2017 projects, and the timeline of when bids would be brought back to the Board for final authorization of the work. She noted that administration would further refine the cost estimates for the Franklin auditorium, and would present those for consideration in December.

AUTHORIZATION TO BID SUMMER 2017 PROJECTS

Authorization to
Bid Summer 2017
Projects

CSBO Kolstad confirmed that Board approval was being sought for design development, construction documents and bidding of the summer 2017 projects just discussed. Board members agreed by consensus to break the projects into separate components for action.

ACTION ITEM 16-11-7

Action Item
16-11-7

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid for Summer 2017 projects consisting of: Health Life Safety B items and Critical Infrastructure Projects #2 which includes the Roosevelt Elementary School roof; Field Elementary School windows; Lincoln Middle School roof, doors, plumbing and water piping; and Franklin Elementary School plumbing, for total architecture fees estimated to be \$172,207.50.

The votes were cast as follows:

AYES: Sotos, Paterno, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 16-11-7a

Action Item
16-11-7a

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid the Lincoln Middle School Learning Resource Center project with estimated architecture fees for design to be \$31,800.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Paterno, Sotos

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 16-11-7b

Action Item
16-11-7b

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid the secure vestibule at Lincoln Middle School for an estimated design cost of \$54,054.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Lee, Johnson

NAYS: Sotos, Eggemann

PRESENT: None.

ABSENT: None.

The motion carried.

Following a short recess, the meeting resumed at 8:33 p.m.

DISCUSSION ON SUMMER 2017 CONSTRUCTION FUNDING OPTIONS

Discussion on
Summer 2017
Construction
Funding Options

CSBO Kolstad reported that the District would have approximately \$3.5 million remaining of the \$10 million authorized by the Board last year for the Capital Projects Fund, once the summer 2016 construction projects and Lincoln and Roosevelt windows are completed. She noted that the proposed summer 2017 facility projects total about \$6 million, leaving about \$2.5 million to be identified for summer work. CSBO Kolstad then introduced Elizabeth Hennessy from William Blair and Co. to review a full array of funding options, including the use of debt certificates, which would be new to District 64. Ms. Hennessy began by providing a market update, and reviewed the District's outstanding debt, debt limit, and the Working Cash Fund bond limit. She also noted that the District had a \$2 million balance in its Debt Service Fund that could potentially be made available for these projects.

Focusing on raising \$2.5 million for 2017 work, Ms. Hennessy offered three options: issuing \$2.5 million in debt certificates; issuing \$2.5 million in Working Cash Fund bonds using a portion of the \$2 million balance in the District's Debt Service Fund to pay interest and avoid refunding the Series 2014 bonds; or issuing \$2 million in Working Cash Fund bonds repaid in 30 days using the balance in the Debt Service Fund, with the remaining \$500,000 taken from the District's fund balance. CSBO Kolstad and Ms. Hennessy provided clarifying information on each option in response to Board member discussion of the cost, benefits, potential shortcomings, and impact on taxpayers for each alternative. Board members also discussed the possibility of using an additional \$2 million in fund balance for the proposed summer 2017 work as a fourth option. Turning to 2018, Ms. Hennessy then reviewed a scenario of raising \$13.8 million by issuing limited bonds and using the \$2 million funds on hand in the Debt Service fund. These funds would be available to finance facility work for several additional years as part of the five-year schedule discussed earlier with the architects. Ms. Hennessy noted that using some combination of fund balance, debt certificates and limited tax bonds would be needed to meet the District's facility funding needs. CSBO Kolstad noted that the

financing options were presented this evening to continue informing the Board’s thinking about financing, but that no action was required at present. She also noted that the District’s long-range financial projections would be updated in early 2017 to reflect the impact of retirements emanating from the new teachers’ contract as soon as these become known at the end of December and with the 2016 CPI figures released in mid-January. A further Board discussion will be scheduled as this information becomes available.

REVIEW OF DISTRICT 64 COMMUNICATIONS THEN AND NOW

Review of District 64
Communications Then
and Now

Dr. Heinz and Public Information Coordinator Tramm presented an overview of the changes and accomplishments in the District’s communications over the past three years since a 2013 report. They began by reviewing the six action items included in the Board’s communications goal for 2013-15, and how the District had fully accomplished each item, ranging from creation of an award-winning website to providing more consistent communication from teachers across all schools. They noted that communications is an ongoing, shared responsibility and provided a review of the communications tools now being used by key communicator groups: teachers; principals/schools; departments/areas; Superintendent/District; and the Board. They described the progress that has been made by these communicators in expanding outreach and opening new channels of communication since 2013, such as the use of social media, a new award-winning community-wide annual report and financial e-report, a new interactive Thoughtexchange survey, a new interactive dashboard, the award-winning branding and launch of the 2020 Vision Strategic Plan, award-winning video podcasts, and many other steps. Acknowledging the progress that has been made under Dr. Heinz’s leadership, Board member discussion focused primarily on additional ways to increase awareness among the non-parent members of the community about the District’s strengths, successes and future challenges. Dr. Heinz recommended that the District work with an outside consultant to conduct a communications audit that would identify how to enhance outreach especially to this non-parent community and help determine what methods and messages would be effective in capturing their interest. Dr. Heinz and Ms. Tramm will report to the Board in coming months as this research is completed.

CONSENT AGENDA

Consent
Agenda

ACTION ITEM 16-11-8

Action Item
16-11-8

A. PERSONNEL REPORT

Chrystal Abplanalp	Employ as Special Education Assistant at Lincoln School effective November 17, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Anka Rasic	Employ as LRC Assistant at Lincoln School effective November 17, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>

Jeffrey Sorensen	Employ as Assistant at Washington School effective November 14, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”</i> .
Genevieve Bigler - Chesney	Leave of Absence Request, Maternity/FMLA – Social Worker at Lincoln School effective March 21, 2017 – June 2, 2017 (tentative).
Karima Benfekran	Resign as Lunch Program Supervisor at Franklin School effective November 7, 2016.
Janet Groll	Resign as Part-time (.40) Occupational Therapist at Jefferson School effective June 2, 2017.
Deborah Scheitel	Retire as Health Assistant at Washington School effective November 11, 2016.

It was moved by Board member Johnson and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of November 28, 2016, which includes the Personnel Report.

The votes were cast as follows:

AYES: Eggemann, Johnson, Borrelli, Sotos

NAYS: None.

PRESENT: None.

ABSENT: Lee, Zimmerman, Paterno

The motion carried.

Adjournment

ADJOURNMENT

At 10:47 p.m., it was moved by Board member Eggemann and seconded by Board member Sotos to adjourn the special Board meeting, which was approved by voice vote.

President

Secretary

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

Special Board Meeting Agenda
Monday, February 6, 2017
Jefferson School – Multipurpose Room
8200 N. Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

- 6:45 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 6:45 p.m. • **Public Comments**
- **Approval of Resolution 1178 Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on the District's Outstanding Limited Bonds** **A-1**
- Chief School Business Official **Action Item 17-02-1**
- 7:00 p.m. • **Adjournment to Committee-of-the-Whole: Finance** **A-2**
- Next Regular Meeting: **Tuesday, February 21, 2017**
 Regular Board Meeting – 7:00 p.m.
 Jefferson School – Multipurpose Room
 8200 N. Greendale Avenue
 Niles, IL 60714

DRAFT

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

COMMITTEE-OF-THE-WHOLE: FINANCE
Monday, February 6, 2017
7:00 p.m.

Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

AGENDA

APPENDIX

1. Call to Order and Roll Call
2. Discussion on Student Fees 1
3. Enrollment Projections for 2017-18 School-Year and Discussion on Staffing 2017-18 2
4. Funding of District Construction Projects 3
5. Financial Projections 4
5. Adjournment

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

Regular Board Meeting Agenda
Tuesday, February 21, 2017
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

- 7:00 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 7:00 p.m. **Public Comments**
- **Approval of Student Fees** A-1
-- Chief School Business Official Action Item 17-02-2
 - **Board Authorizes 2017-18 Staffing Plan** A-2
-- Chief School Business Official/
Assistant Superintendent for Human Resources Action Item 17-02-3
 - **District 64 Non-Residency Update and Changes in Residency Hearings** A-3
-- Chief School Business Official
 - **Update on Current Facilities Projects** A-4
-- Chief School Business Official
 - **Present Tentative Calendar for 2018-19** A-5
-- Superintendent
 - **First Reading of Policies from PRESS 93** A-6
-- Superintendent
 - **Consent Agenda** Action Item 17-02-4 A-7
-- Board President
 - Personnel Report
 - Bills, Payroll and Benefits

- Approval of Financial Update for the Period Ending January 31, 2017
- Approval of Policy 7:60 from PRESS Issue 93
- Review of Closed Session Minutes for Release
- Destruction Audio Closed Minutes (none)

• **Approval of Minutes** **Action Item 17-02-5** **A-8**

-- Board President

- Committee-of-the-Whole: Finance Meeting ---February 6, 2017
- Special Board Meeting -----February 6, 2017
- Regular Board Meeting -----January 23, 2017
- Closed Session Meeting -----January 23, 2017

• **Other Discussion and Items of Information** **A-9**

-- Superintendent

- Upcoming Agenda
- District Committee Update (Elementary Learning Foundation)
- Memorandum of Information (none)
- Minutes of Board Committees
 - Board of Education Policy Committee Minutes – January 24, 2017
- Other
 - Discipline Data Report

• **Adjournment**

Next Meeting:

Monday, March 13, 2017
 Regular Board Meeting – 7:00 p.m.
Franklin School
 2401 Manor Lane
 Park Ridge, IL 60068

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.

Forwarded message -----

From: [REDACTED]
Date: Sat, Dec 10, 2016 at 1:50 PM
Subject: Re: FOIA and Student Records request
To: Jane Boyd <jboyd@d64.org>
Cc: Bernadette Tramm <btramm@d64.org>

Records Custodian

Jane Boyd
Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

and

Public Information Coordinator/FOIA Officer
Bernadette Tramm
Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

Dear Jane Boyd and FOIA Officer,

In accordance with the Illinois Freedom of Information Act (5 ILCS 140) and the Federal Educational Rights and Privacy Act of 1974 (FERPA) I am hereby requesting your office provide access to the following educational records from District 64 in electronic format:

Regarding D64 student, [REDACTED] requesting all correspondence, special reports, electronic communications including emails, and texts prepared, compiled and shared by Jane Boyd and Laurie Heinz whether written or not, whether located on District 64 property or not, whether located on cell phones, computers or not.

In accordance with the Illinois Freedom of Information Act (5 ILCS 140.3.1(c)) my request is not for the purpose of personal or commercial benefit. Further, in accordance with 5 ILCS 140/6(c)) I am requesting a fee waiver. The principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public, and because I am a concerned parent. Disclosure of the requested information, to

me, is in the public interest because it is likely to contribute significantly to public understanding of the need to have a better understanding of our District 64 staff and students.

Please provide the information electronically, and as required by law.

Thank you,

Rachel Hubbard



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

From: [REDACTED]
Date: Mon, Dec 12, 2016 at 6:36 AM
Subject: Re: 12-12-16 FOIA Request
To: Bernadette Tramm <btramm@d64.org>

Public Information Coordinator/FOIA Officer
Bernadette Tramm
Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

Dear FOIA Officer,

In accordance with the Illinois Freedom of Information Act (5 ILCS 140) I am hereby requesting your office provide access to the following public records from District 64 in electronic format:

1. I am requesting all investigative emails, texts, calls, correspondence and special reports prepared, compiled and shared by Joel Martin, Jane Boyd, and Laurie Heinz for the 2015-2016 and 2016-2017 school year regarding teacher Mr. James Thomsen. As you may already know, in *Peoria Journal Star v. City of Peoria*, 2016 IL App (3d) 140838, the *Peoria Journal Star* and Matt Buedel, a crime reporter for the paper, filed a request pursuant to the Illinois Freedom of Information Act ("FOIA") seeking from the city all special reports prepared by a sergeant of the Peoria Police Department in 2013. The department provided one report, but refused to disclose the second. According to the city, the withheld report was related to "an employee grievance and served as the factual basis which initiated two internal disciplinary cases against two officers of the Peoria Police Department." The city argued that (1) the report was created in the course of an administrative enforcement proceeding and its release would have interfered with a pending law enforcement proceeding and (2) the report related to a public body's adjudication of employee grievances or disciplinary cases. As such, On April 18, 2016, the Illinois Appellate Court held that the City of Peoria failed to prove that a certain police report was exempt from disclosure under FOIA, thus narrowing further the scope of FOIA exemptions. This case remains in good standing.

2. I am requesting an excel sheet containing the following information for each individual D64 student attending therapeutic day schools: grade, school ID, race

of student, enrollment status, scale score on AIMWeb, MCAP, SSIS, MAP, PARCC & ISAT math, scale score on AIMWeb, MCAP, SSIS, MAP, PARCC & ISAT reading, (if taken) and a unique identification variable for each student. I would like this data for each semester starting in the Fall of 2011, up until the most recent semester for which data is available. I would like the school ID variable to distinguish which of the therapeutic day schools the student is attending. The therapeutic day schools I am concerned with are commonly referred to as North Shore Academy, Timber Ridge, South Campus, Jeanine Schultz, Bridgeview/Challenger, Metro Prep, New Hope, Conyers Learning Academy, Joseph Academy, The Learning House, Parklund Preparatory School and Arlen Day School. As you may already know, in *Bowie v. Evanston Cmty. Consol. Sch. Dist. No. 65*, 128 Ill. 2d 373, 538 N.E.2d 557 (1989), the Supreme Court of Illinois forced Evanston Community Consolidated School District No. 65 to comply with a FOIA request asking for grade, school, race, and various standardized test scores for students within the district. This case remains in good standing. With regard to the identification variable, I need a means by which I can trace the progression of test scores on a year to year basis within this data. For example, I would like to be able to compare a student's 2011 test scores to their 2012 test scores. If there are separate sheets for each semester/year, a unique set of characters randomly assigned to each student that does not change on a year to year basis would allow me to compare their test scores from one year to another. Alternatively, if all of the data is only in one sheet and that sheet contains student test scores for every year they were enrolled, and which years they were enrolled, I would not need an identification variable. I am essentially asking for something like the student ID number. I would simply ask for student ID number, but I am unable to find case authority that has decided whether it would or would not fall under the purview of FOIA's privacy exemption or the Illinois School Student Records Act. If you believe that you are not allowed to disclose student ID number under FOIA's privacy exemption or under ISSRA's prohibition against the disclosure of identifying information, I ask that you randomly generate a series of characters unique to each student that in no way jeopardizes the privacy or could be considered identifying information, yet still allows me to trace changes in test scores from year to year.

In accordance with the Illinois Freedom of Information Act (5 ILCS 140.3.1(c)) my request is not for the purpose of personal or commercial benefit. Further, in accordance with 5 ILCS 140/6(c)) I am requesting a fee waiver. The principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public, and because I am a concerned parent. Disclosure of the requested information, to me, is in the public interest because it is likely to contribute significantly to public understanding of the need to have a better understanding of our teachers and students.

Please provide the information electronically, and within (5) days as required by law.

Thank you,

Rachel Hubbard





Madelyn Wsol <mwsol@d64.org>

Fwd: 12-22-16 FOIA Request

1 message

Rachel Hubbard [REDACTED]

Thu, Dec 22, 2016 at 1:02 PM

To: Bernadette Tramm <btramm@d64.org>

Cc: Madelyn Wsol <mwsol@d64.org>

Public Information Coordinator/FOIA Officer
Bernadette Tramm
Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

Dear FOIA Officer(s),

In accordance with the Illinois Freedom of Information Act (5 ILCS 140) I am hereby requesting your office provide access to the following public records from District 64 in electronic format:

1. I am requesting all investigative emails, texts, calls, correspondence and special reports prepared, compiled and shared by Joel Martin, Jane Boyd, and Laurie Heinz for the 2015-2016 and 2016-2017 school year regarding teacher MR. THOMSEN. As you may already know, in Peoria Journal Star v. City of Peoria, 2016 IL App (3d) 140838, the Peoria Journal Star and Matt Buedel, a crime reporter for the paper, filed a request pursuant to the Illinois Freedom of Information Act ("FOIA") seeking from the city all special reports prepared by a sergeant of the Peoria Police Department in 2013. The department provided one report, but refused to disclose the second. According to the city, the withheld report was related to "an employee grievance and served as the factual basis which initiated two internal disciplinary cases against two officers of the Peoria Police Department." The city argued that (1) the report was created in the course of an administrative enforcement proceeding and its release would have interfered with a pending law enforcement proceeding and (2) the report related to a public body's adjudication of employee grievances or disciplinary cases. As such, On April 18, 2016, the Illinois Appellate Court held that the City of Peoria failed to prove that a certain police report was exempt from disclosure under FOIA, thus narrowing further the scope of FOIA exemptions. This case remains in good standing.

2. I am requesting an excel sheet containing the following information for each individual D64 student attending therapeutic day schools: grade, school ID, race of

student, enrollment status, scale score on AIMWeb, MCAP, SSIS, MAP, PARCC & ISAT math, scale score on AIMWeb, MCAP, SSIS, MAP, PARCC & ISAT reading, (if taken) and a unique identification variable for each student. I would like this data for each semester starting in the Fall of 2011, up until the most recent semester for which data is available. I would like the school ID variable to distinguish which of the therapeutic day schools the student is attending. The therapeutic day schools I am concerned with are commonly referred to as North Shore Academy, Timber Ridge, South Campus, Jeanine Schultz, Bridgeview/Challenger, Metro Prep, New Hope, Conyers Learning Academy, Joseph Academy, The Learning House, Parklund Preparatory School and Arlen Day School. As you may already know, in *Bowie v. Evanston Cmty. Consol. Sch. Dist. No. 65*, 128 Ill. 2d 373, 538 N.E.2d 557 (1989), the Supreme Court of Illinois forced Evanston Community Consolidated School District No. 65 to comply with a FOIA request asking for grade, school, race, and various standardized test scores for students within the district. This case remains in good standing. With regard to the identification variable, I need a means by which I can trace the progression of test scores on a year to year basis within this data. For example, I would like to be able to compare a student's 2011 test scores to their 2012 test scores. If there are separate sheets for each semester/year, a unique set of characters randomly assigned to each student that does not change on a year to year basis would allow me to compare their test scores from one year to another. Alternatively, if all of the data is only in one sheet and that sheet contains student test scores for every year they were enrolled, and which years they were enrolled, I would not need an identification variable. I am essentially asking for something like the student ID number. I would simply ask for student ID number, but I am unable to find case authority that has decided whether it would or would not fall under the purview of FOIA's privacy exemption or the Illinois School Student Records Act. If you believe that you are not allowed to disclose student ID number under FOIA's privacy exemption or under ISSRA's prohibition against the disclosure of identifying information, I ask that you randomly generate a series of characters unique to each student that in no way jeopardizes the privacy or could be considered identifying information, yet still allows me to trace changes in test scores from year to year.

In accordance with the Illinois Freedom of Information Act (5 ILCS 140.3.1(c)) my request is not for the purpose of personal or commercial benefit.

Further, in accordance with 5 ILCS 140/6(c)) I am requesting a fee waiver. The principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public, and because I am a concerned parent. Disclosure of the requested information, to me, is in the public interest because it is likely to contribute significantly to public understanding of the need to have a better understanding of our teachers and students.

Please provide the information electronically, and within (5) days as required by law.

Thank you,

Rachel Hubbard



On Fri, Dec 30, 2016 at 3:38 PM, [REDACTED] wrote:

Records Custodian

Jane Boyd

Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

and

Public Information Coordinator/FOIA Officer
Bernadette Tramm
Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

Dear Jane Boyd and FOIA Officer,

In accordance with the Illinois Freedom of Information Act (5 ILCS 140) and the Federal Educational Rights and Privacy Act of 1974 (FERPA) I am hereby requesting your office provide access to the following educational records from District 64 in electronic format:

Regarding D64 student, [REDACTED] I am requesting all correspondence, special reports, electronic communications including emails, and texts prepared, compiled and shared by Jane Boyd and Doug Bolton whether written or not, whether located on District 64 property or not, whether located on cell phones, computers or not.

In accordance with the Illinois Freedom of Information Act (5 ILCS 140.3.1(c)) my request is not for the purpose of personal or commercial benefit. Further, in accordance with 5 ILCS 140/6(c) I am requesting a fee waiver. The principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public, and because I am a concerned parent. Disclosure of the requested information, to me, is in the public interest because it is likely to contribute significantly to public understanding of the need to have a better understanding of our District 64 staff and students.

Please provide the information electronically, and as required by law.

Thank you,

Rachel Hubbard



On Fri, Dec 30, 2016 at 3:42 PM, [REDACTED]:

Records Custodian

Jane Boyd

Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

and

Public Information Coordinator/FOIA Officer
Bernadette Tramm/Madelyn Wsol
Park Ridge-Niles School District 64 (D64)
Hendee Educational Service Center (ESC)
164 S. Prospect Ave.
Park Ridge, IL 60068

Dear Jane Boyd and FOIA Officer,

In accordance with the Illinois Freedom of Information Act (5 ILCS 140) and the Federal Educational Rights and Privacy Act of 1974 (FERPA) I am hereby requesting your office provide access to the following educational records from District 64 in electronic format:

Regarding D64 student [REDACTED] I am requesting all correspondence, special reports, electronic communications including emails, and texts prepared, compiled and shared by Jane Boyd and Nancy Milne, Asst. Principal of Timber Ridge School whether written or not, whether located on District 64 property or not, whether located on cell phones, computers or not.

In accordance with the Illinois Freedom of Information Act (5 ILCS 140.3.1(c)) my request is not for the purpose of personal or commercial benefit. Further, in accordance with 5 ILCS 140/6(c) I am requesting a fee waiver. The principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public, and because I am a concerned parent. Disclosure of the requested information, to me, is in the public interest because it is likely to contribute significantly to public understanding of the need to have a better understanding of our District 64 staff and students.

Please provide the information electronically, and as required by law.

Thank you,

Rachel Hubbard





Madelyn Wsol <mwsol@d64.org>

**SmartProcure FOIA Request Park Ridge-Niles Community Consolidated
School District No. 64 For PO/Vendor Information**

1 message

Gabriella Lauricella <glauricella@smartprocure.us>
To: mwsol@d64.org

Thu, Jan 5, 2017 at 12:20 PM

Dear Madelyn or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Park Ridge-Niles Community Consolidated School District No. 64 for any and all purchasing records from 2016-03-16 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Park Ridge-Niles Community Consolidated School District No. 64 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=IL&org=ParkRidgeNilesCommunityConsolidatedSchoolDistrictNo64>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-613-9528.

Regards,

Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
Direct: 954-613-9528
Email: glauricella@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

MEMORANDUM OF INFORMATION

#007

2016-17

TO: Board of Education
Dr. Laurie Heinz, Superintendent

FROM: Vasiliki Frake and Tim Gleason, Co-Chairs

DATE: January 23, 2017

RE: 2016 District 64 Employee Campaign for the Park Ridge Community Fund

It is our pleasure to report that District 64 employees and retirees contributed \$10,642.00 to the 2016 Park Ridge Community Fund campaign. This year's theme was once again focused on "*giving begins at home.*" It was a wonderful community-building opportunity to combine efforts across the District and to support local social service agencies that community members count on for assistance.

The campaign ran from November 2, 2016 through December 2, 2016. In all, 257 employees and retirees contributed to the campaign. We cannot thank everyone enough for their generosity and commitment to supporting the District 64 community.

We believe a major factor in the success of this year's campaign was the focused outreach of the building representatives, who organized informative, entertaining and heart-warming efforts customized for their colleagues. We'd like to personally thank the PRCF representatives for their dedication to this important work - **Carpenter:** Pam Johnson, Jenni Belmonte; **Field:** Maryann Geisheker, Jessica Kwasny; **Franklin:** Laura Rousakis, Anna Marie Petricca; **Jefferson:** Kathy Hirsch; **Roosevelt:** Linda Mirza, Amanda Wagner, Jocelyn Ortiz, Christina Pappadis; **Washington:** Stephanie Daly; **Emerson:** Cindy Davies, Megan Preis, Patty McLean; **Lincoln:** Tim Gleason; and, **ESC:** Dr. Laurie Heinz.

As incentives to participate, each building conducted a drawing among those who had participated in the campaign to win a day off from work. Additionally, four \$50 gift cards and twelve \$10 gift cards contributed by several of our business partners were also drawn for 16 lucky staff members from all those who contributed throughout the District.

In addition to their direct contributions, District 64 employees also had an opportunity to bid in several silent auctions. Several of our business partners supported our campaign by contributing tickets to Chicagoland sports events for these District-wide auctions. We would not be able to raise as much money as we did without the support of these partners, and we thank them for their gracious support.

Overall, the 2016 campaign was a tremendous success! We are very proud of District 64 employees both past and present for responding with such generosity and compassion to the human needs of local residents. Their support helps these important agencies continue to provide vital services that improve the lives of so many in our community. We are proud to support the Park Ridge Community Fund, which serves as the conduit for our support to reach those most in need.

To: Board of Education
 Dr. Laurie Heinz, Superintendent

From: Dr. Lori Lopez, Assistant Superintendent for Student Learning

Date: January 23, 2017

Re: Recommendation for Outdoor Education Schedule 2017-18

In the fall, District 64 students in grade 5 participate in an overnight outdoor education program. For the past several years, District 64 has utilized Camp Duncan, a YMCA of Metro Chicago facility in Ingleside. Recently, we convened an Outdoor Education subcommittee comprised of two representatives from each 5th grade team and all of the elementary building principals. This subcommittee discussed the current structure of the outdoor education program (2.5 days/2 nights) and the benefits of moving to a compact 2-day/1-night format by eliminating the extra half-day. **All members of the subcommittee fully support moving to a 2-day/1-night format beginning in 2017-18.**

The benefits of a 2-day/1-night program include:

- Students will be able to participate in all of their favorite activities, including the Night Hike, 5th Grade Campfire Sing-a-Long, and the ever-popular Mission Impossible game. Courses linked to the District 64 Science curriculum will also be included. The new schedule will be:

Day One	Day Two
8:15 - Departure from school 9:45 - Arrival - Settle into cabins 10:15 - Welcome / Orientation 10:55 - <u>Activity #1</u> 11:45 - Table-Setting (Hoppers) 12:00 - Lunch 12:40 - <u>Activity #2</u> 1:50 - <u>Activity #3</u> 3:00 - <u>Activity #4</u> 4:15 - <u>Activity #5</u> 5:15 - <u>Recreation Time</u> 6:00 - Table-Setting (Hoppers) 6:10 - Dinner 6:45 - <u>Drumming / Night Hike</u> 7:25 - <u>Drumming / Night Hike</u> 8:10 - <u>Campfire - Whole Group</u> 9:00 - Back to Cabins	*Move out of cabins before breakfast 7:45 - Table-Setting (Hoppers) 8:00 - Breakfast 8:30 - <u>Activity #6</u> 9:40 - <u>Activity #7</u> 10:50 - <u>Activity #8</u> 11:50 - Table-Setting (Hoppers) 12:00 - Lunch 12:30 - <u>Mission Impossible</u> 1:40 - <u>Pictures/Rec Time/ Pack-Up</u> 2:15 - Departure By 3:30 - Arrival at school

- We will reduce potential risks related to supervision and safety. Camp Duncan is a District-sponsored program, however students (including students with complex medical care plans) are under the direct supervision of parent chaperones from bedtime until breakfast. A registered nurse is available onsite.
- We will reduce the impact on nursing staff and student care. The Board has approved nursing staff at each elementary school building next year based on the complexity of student care plans. Depending on the needs of 5th grade students, we staff Camp Duncan with either a District 64 nurse or a substitute registered nurse. One less overnight and half-day of camp means less time students will have nursing care from a substitute nurse.
- We will achieve an acceptable balance between staffing Camp Duncan appropriately and impacting other programs. In the past, we have staffed Camp Duncan with both 5th grade teachers and teachers from other programs outside of 5th grade (e.g., physical education, Special Education). This significantly impacted K-4th grade students who potentially had a substitute teacher for three days. This past year, we staffed Camp Duncan only with 5th grade teachers and did not bring additional staff unless a 5th grade teacher chose not to participate. Feedback from staff indicates that sending at least one additional staff member outside of the 5th grade team is ideal. In the 2-day/1-night format, the impact on other programs is reduced when we include this additional staff member.
- The new compact two-day schedule will preserve vital professional development time. The three-day format meant that staff had to miss professional development on Wednesdays. Wednesday professional development is a significant financial and human resource investment. It is critical that all staff participate in these activities.
- Students will return to school at the regular dismissal time after a full Day 2 of camp. Parents will no longer need to make arrangements to pick students up from school early from a half-day of camp on Day 3.
- In 2016-17, the fee was \$190. Based on these modifications, we anticipate that the program cost to families will be reduced. The fee is paid by parents, unless the student qualifies for a free lunch waiver. Scholarships also are available through the school principals.

We believe this modification enhances the best features of a “favorite” educational experience of students and their families, better supports the new Next Generation Science Standards (NGSS)-aligned Science curriculum and meets goals for Social-Emotional Learning, and places the program on a more sustainable basis for the future.

The Outdoor Education Program is a valuable part of the District 64 curriculum for 5th graders. The 2-day/1-night format enables us to maintain a rich outdoor education experience for students and introduces the many other benefits outlined above.