

Inspire every child to



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

Regular Board Meeting Agenda  
Monday, November 12, 2018  
Washington School - Gym  
1500 Stewart Avenue  
Park Ridge, IL 60068  
(Moved from Franklin School)

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

### TIME

### APPENDIX

6:00 p.m.

#### **Meeting of the Board Convenes**

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

- **Board Recesses and Adjourns to Closed Session**

--The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act.

[5 ILCS 120/2(c)(1)], and the placement of individual students in special education programs and other matters relating to individual students.

[5 ILCS 120/2(c)(10)].

7:00 p.m.

#### **Board Adjourns from Closed Session and Resumes Regular Board Meeting**

- **Pledge of Allegiance and Welcome**

--Stephanie Daly, Washington Elementary School Principal

- **Student/Staff Recognition**

- 2018 National Blue Ribbon School Award – Washington Elementary School

A-1

- **School Board Member Appreciation Day**

-- Superintendent

A-2

• **Public Comments**

• **Selection of Field School Office Reconfiguration/Secure Vestibule Option and Update on Summer 2019 Financing** A-3  
--Chief School Business Official Action Item 18-11-1

• **Present Amended Calendar for 2019-20 School Year** A-4  
-- Superintendent

• **2017-18 Student Achievement Update and Presentation of Illinois School Report Card** A-5  
--Assistant Superintendent for Student Learning

8:00 p.m.

• **Board Recesses and Convenes to a Public Hearing on 2018 Tax Levy**

• **Board Adjourns from Public Hearing on 2018 Tax Levy and Resumes Regular Board Meeting**

• **Discussion and Approval of Policy 4:25 Loss and Cost** A-6  
--Chief School Business Official Action Item 18-11-2

• **Approval of Grounds Equipment Bid** A-7  
--Chief School Business Official/Director of Facility Management Action Item 18-11-3

• **Resolution #1212 to Approve Safe Routes to School - Emerson Middle School Access Project** A-8  
--Chief School Business Official/Public Information Coordinator Action Item 18-11-4

• **Special Education Update October to November** A-9  
-- Superintendent/Director of Student Services

• **Approval of New HR/Financial Management Software** A-10  
--Chief School Business Official/Assistant Superintendent of Human Resources Action Item 18-11-5

• **Approval of Recommended Personnel Report** A-11  
-- Board President Action Item 18-11-6

• **Consent Agenda** A-12  
-- Board President Action Item 18-11-7

- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending October 31, 2018
- Appointment of FOIA Officers
- Destruction of Audio Closed Recordings (none)

• **Approval of Minutes** A-13  
-- Board President Action Item 18-11-8

- Committee-of-the-Whole: Curriculum/Tech....October 9, 2018
- Closed Meeting.....October 22, 2018
- Regular Meeting.....October 22, 2018

• **Other Discussion and Items of Information**

**A-14**

-- Superintendent

- Upcoming Agenda
- FOIA request
- Memorandum of Information (none)
- Minutes of Board Committees:
  - School Resource Officer (SRO) Board Committee Meeting  
October 30, 2018

• **Adjournment**

Next Meeting:           **Tuesday, November 13, 2018**  
 Special Education Board Committee Meeting – 6:00 p.m.  
**Carpenter School – LRC**  
 300 N. Hamlin Avenue  
 Park Ridge, IL 60068

Next Regular Meeting:           **Monday, December 10, 2018**  
 Regular Board Meeting – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
 8200 Greendale Avenue  
 Niles, IL 60714

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.

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: November 12, 2018  
Re: Student/Staff Recognition

**2018 National Blue Ribbon Award - Washington Elementary School**

District 64 is proud to shine the spotlight tonight on Washington Elementary School for its designation as a 2018 National Blue Ribbon School by the U.S. Department of Education. We are simply delighted that Washington has been awarded this honor for its commitment to student achievement, and we congratulate our talented students, engaged staff, and supportive families for their dedication to learning and student success.



Washington is the first District 64 school to be recognized in the current program. The school was among 16 public schools nominated by the Illinois State Board of Education as an “exemplary high performing” school by scoring in the top 15 percent of schools in the state in reading and math and meeting other stringent standards. Washington School then was invited by the U.S. Department of Education to apply for recognition through a comprehensive application describing curriculum and instruction, school supports, and strategies for academic success, among other areas probed.

Principal Stephanie Daly, teacher Sara Slimak and I had the opportunity to attend the official, national presentation of the award in Washington, D.C. on November 7-8. The school received a 2018 National Blue Ribbon School flag and an engraved plaque as symbols of their success. Washington is one of 300 public and 49 non-public school award winners this year.

On Monday, November 12, Washington’s 650 students and 80 staff members will celebrate by wearing blue clothing and attending a special assembly where Mrs. Daly will share a video about the Blue Ribbon award ceremony and distribute commemorative items to the students and staff. The Washington School community also has been invited to attend tonight’s meeting to receive the Board’s official congratulations; the PTO has provided refreshments and spirit items for the occasion and outdoors. D64 has placed facade banners and a Blue Ribbon seal at Washington’s entry so that our entire Park Ridge-Niles community can take pride in this accomplishment, too.

We are very pleased that Washington is leading the way within D64 as we see the positive impact that our *2020 Vision* Strategic Plan is having on students across our schools. Our comprehensive effort allows every child the opportunity to reach his or her full potential, through a rigorous core curriculum and a strong fine arts and physical education program. We also provide additional supports for students along the learning continuum and customized professional development to keep growing our teachers. In addition, D64 encourages student engagement through the use of technology as part of our future-ready 21st century learning initiative.

Here is the information the Department of Education has placed on its [2018 Blue Ribbon Schools website about Washington](#):

*Washington School is a neighborhood school comprised of 650 students from Park Ridge, a northwest suburb of Chicago. Many of our students are the children -- and even grandchildren -- of Washington School alumni, so our school traditions are deeply rooted and widely celebrated.*

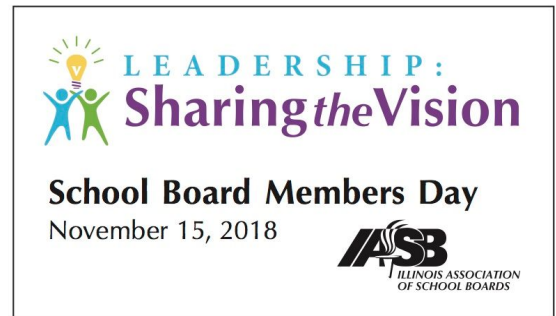
*We are the Washington Wildcats! Our school-wide theme is Washington ROARS and this acronym stands for Respect, Ownership, Attitude, Responsibility, and Safety. We enjoy an enthusiastic partnership with parents and families and are proud of our collaboration to foster a successful elementary experience. Each year, students participate in service learning projects to help students build an awareness of the importance of supporting others both within and outside of our Washington community.*

*Three key strategies have been implemented over the past four years to support students with achieving their full potential: 1) formative assessment; 2) a focus on social emotional learning activities for students and adults; and 3) the implementation of the SMART goal setting process.*

*Each year, the Washington Data Leadership Team takes a deep dive into our school performance data and shares this information with all grade-level teams. Grade-level teams dig deeper into their grade-level and individual student data to create a grade-level action plan. Teams identify how they will specifically contribute to the achievement of the school-wide goal. Co-teaching partnerships target differentiation to improve student achievement and lessons have become more differentiated. Our goal is to give students more ownership of their learning and voice in creating an action plan for growth.*

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: November 12, 2018  
Re: School Board Member Appreciation Day

District 64 is joining with other Illinois districts to thank you -- the members of our Board of Education -- for your contributions to public education. This year's statewide theme – ***Leadership: Sharing the Vision*** – highlights board members' leadership in making decisions as the elected representatives of Park Ridge-Niles residents to ensure opportunities for local students to learn and succeed during their years in District 64 and as they advance to high school and beyond.



Sponsored by the Illinois Association of School Boards, School Board Members Day is being celebrated for the 10th year across Illinois on November 15. It has been proclaimed as a special opportunity set aside to thank the almost 6,000 board members serving in 863 school districts for providing local, grassroots governance.

District 64 is honoring the seven members of our Board at the regular meeting on Monday, November 12. Washington School students will have the opportunity this year of presenting certificates of appreciation to the Board. Our Board includes: Anthony Borrelli, President; Rick Biagi, Vice President; Tom Sotos, Secretary; and members Mark Eggemann, Larry Ryles, Fred Sanchez, and Eastman Tiu.

District 64 encourages all local residents to take this once-a-year opportunity to thank these seven community volunteers for their oversight of the education of almost 4,600 students supported by the work of over 600 staff members.

Contact Board members via email through the Board menu of the District 64 website: [www.d64.org](http://www.d64.org). A roster of former Board members back to 1968 also is available.

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official  
Ron DeGeorge, Director of Facility Management  
Rick Petricek, Studio GC

Date: November 12, 2018

Re: Selection of Field School Office Reconfiguration/Secure Vestibule Option  
and Update on Summer 2019 Financing

**Field Office Reconfiguration/Secure Vestibule Option**

Following the October 22, 2018 Board of Education meeting presentation and additional direction given by the Board at that meeting, administration and Studio GC have assembled further information to share regarding the proposed summer 2019 project at Field School.

**Option 1: Office/Secure Vestibule remains in same location with small addition (Attachment 1) - project to include:**

- 910 Square Foot (SF) addition to accommodate office space and grade change
- Existing office remains in the same location
- Current classroom south of office will relocate to north of office
- No additional classrooms will be gained or constructed
- Cost includes \$50K for site work
- The estimated cost of Option 1 is \$782,300

**Option 2: Office/Secure Vestibule is built as an addition to Field School (Attachment 2) - project to include:**

- 3,520 SF addition near the parking lot on Elmore St. for the school's Main Office with secure vestibule entry
- Existing Main Office will become one full size classroom along with a smaller classroom to be used for small group instruction or subdivided into areas in which students may receive services
- The estimated cost of Option 2 is \$1,606,750

**Option 3: Multipurpose room is built as an addition, office relocates to current auditorium (Attachment 3) - project to include:**

- 3,870 SF addition in the same location as indicated in Option 2, however, this space would serve as a multi-purpose room with a stage (like Emerson's MPR). This area would be used as a second lunchroom and would be available for any program that requires a large flat space. The stage would provide an area for school performances with

seating equivalent to the current auditorium. Appropriate stage lighting, etc., is included in the project's total cost.

- Existing Auditorium becomes the Main Office with secure vestibule entry.
- Existing Main Office will become one regular size classroom and a smaller classroom to be used for small group instruction or subdivided into areas in which students may receive support services. The school would also gain one small group instruction area with the Auditorium conversion.
- The estimated cost of Option 3 is \$2,476,375. The original estimate was approximately \$1.5M. The cost increase is due to:
  - \$340K - additional SF in multipurpose room
  - \$150K - site work
  - \$75K - theater lighting
  - \$276K - additional remodeled space

If the Board chooses this option, as the specifications are prepared we will have a tighter estimate. We are currently using \$350/SF which is a conservative estimated figure. We are hopeful that the project will be done for less than \$350 per square foot.

### **Update on Summer 2019 Financing**

At the September 10, 2018 Committee-of-the-Whole: Facilities meeting, administration and Elizabeth Hennessy of Raymond James reviewed with the Board the background on the District 64 Financial Framework. A brief recap of the framework is included again below for reference.

### **Financing Framework Recap**

The District's \$30 million Financing Framework was the conclusion of a multi-year effort by the Board and administration to be used to complete Health Life Safety and Critical Infrastructure projects. The adopted funding framework takes the widest view possible of all available resources at the District's disposal. The framework was designed to identify funding sources in order to complete:

- 100% of HLS category B projects (required)
- 100% of Critical Infrastructure category 2 (highly recommended)
- Critical Infrastructure category 3, and
- Additional priority capital projects

It accesses funds through a combination of sources while leaving flexibility for future Boards to tap additional funding, as needed. The \$30M framework consists of:

- Cash from Operating Fund balance \$10M (*no impact on taxpayers*)
  - Completed in two transfers \$5.5M in fiscal year 2015-16 and \$4.5M in fiscal year 2016-17
- Debt Certificates \$9.25M (*no impact on taxpayers*)



- Issued spring 2017 (repaid \$800K over 15 years from Operating Fund revenues; first repayment in the 2017-18 budget)
- Working Cash Fund bonds - *Board authority to issue* up to \$20.75M to complete the District's Master Facilities Plan
  - The authorization process for the Board to issue Working Cash Fund bonds was completed at the April 24, 2017 meeting and is good through April 2020.
  - When bonds are issued, the repayment ***will impact the Debt Service portion of the tax levy on local property taxes.***
  - The Board will vote specifically on each issuance of the bonds.

At the December 10, 2018 Board of Education meeting, administration will be asking the Board to move forward with issuing the first set of Working Cash bonds to pay for summer 2019 construction. At that meeting, the Board will be asked to approve a *Resolution providing for the issue of not to exceed \$9,900,000 General Obligation Limited Tax School Bonds, Series 2019, for the purpose of increasing the Working Cash Fund of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the execution of a Bond Purchase Agreement with Raymond James & Associates, Inc.*

**Next Steps**

Administration is currently working with Elizabeth Hennessey of Raymond James and Anjali Vij of Chapman and Cutler to prepare the resolution and all other necessary documentation needed for the December 10 regular Board of Education meeting. Administration is planning to sell the bonds in January 2019; this timeframe is based on current economic conditions and is subject to change. If this should change, the Board will be notified with a reason for the change in the timeframe required.

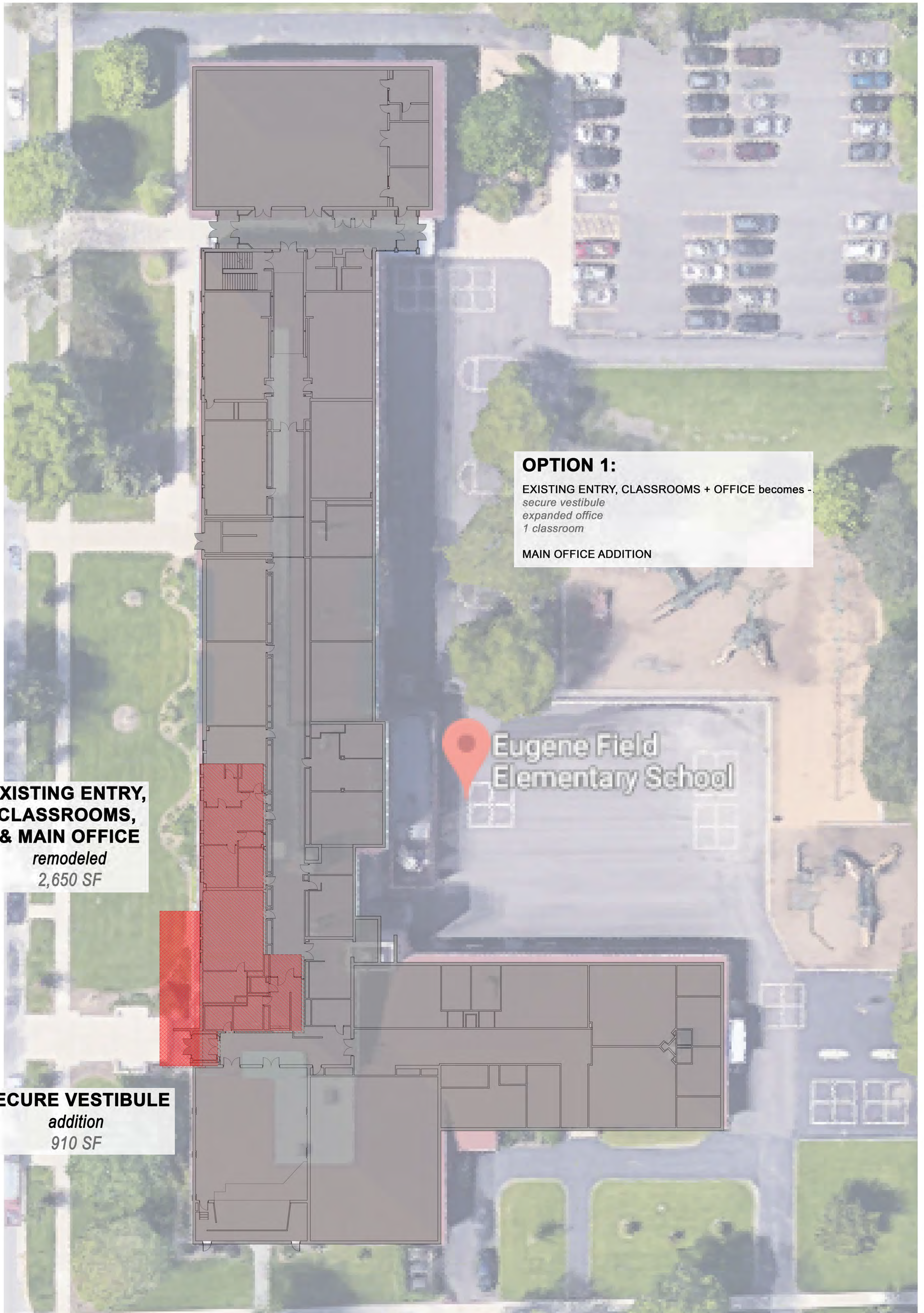
Action Item 18-11-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, proceed with preparation of bid documents for Option \_\_\_\_\_ for the Field School Reconfiguration/Secure Vestibule summer 2019 project at a cost of \$\_\_\_\_\_.

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

- AYES:
- NAYES:
- PRESENT:
- ABSENT:

11/12/2018



**EXISTING ENTRY,  
CLASSROOMS,  
& MAIN OFFICE**  
*remodeled*  
2,650 SF

**SECURE VESTIBULE**  
*addition*  
910 SF

**OPTION 1:**  
EXISTING ENTRY, CLASSROOMS + OFFICE becomes -  
*secure vestibule*  
*expanded office*  
*1 classroom*  
**MAIN OFFICE ADDITION**

Eugene Field  
Elementary School

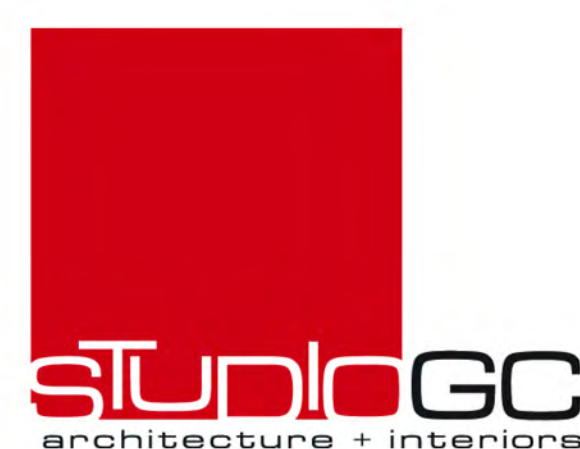
11.12.18

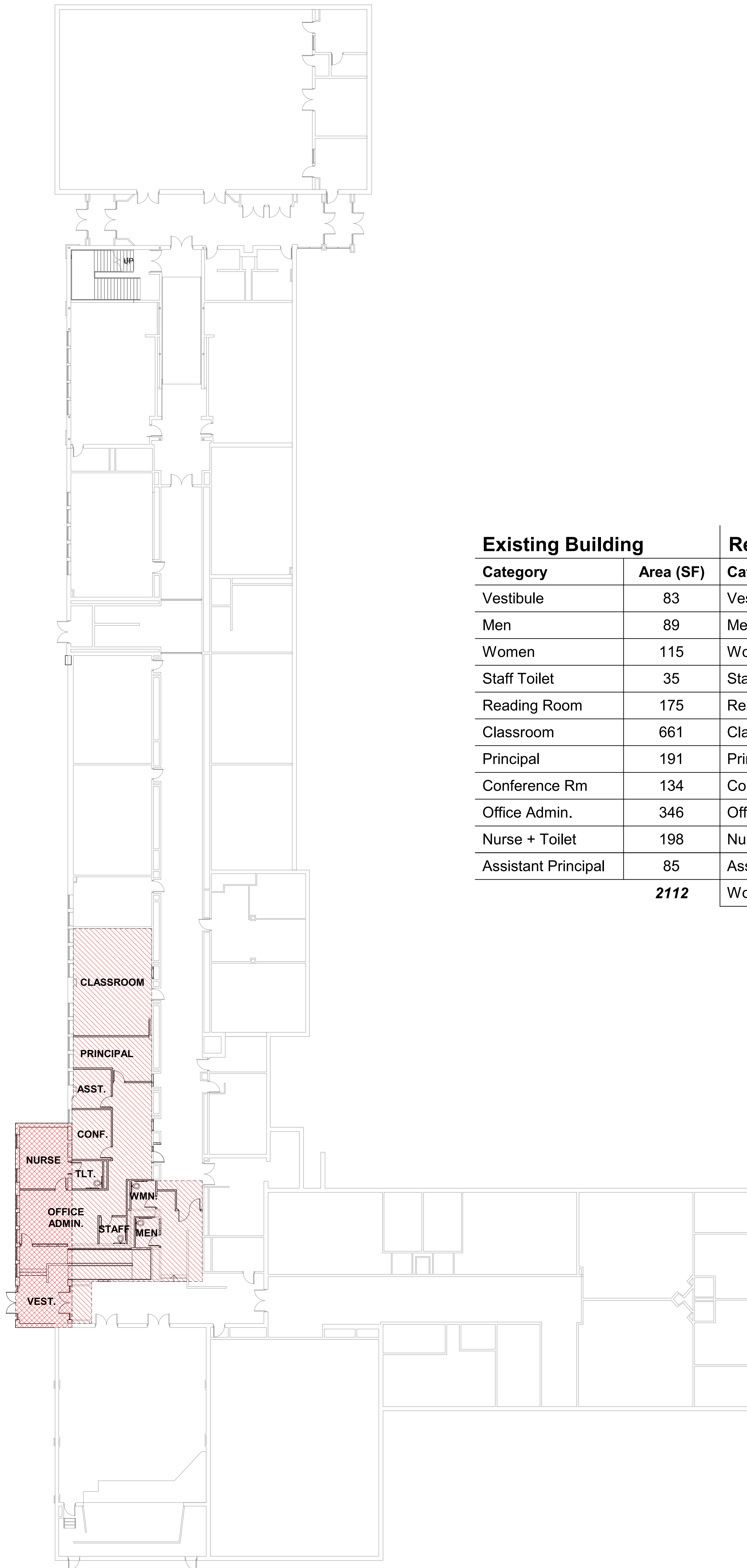
**option 1 - main office addition**

PARK RIDGE- NILES SD 64  
FIELD ELEMENTARY SCHOOL SV

**01.1**

707 North Wisner Avenue, Park Ridge, Illinois 60068





Existing Building		Renovations/Additions	
Category	Area (SF)	Category	Area (SF)
Vestibule	83	Vestibule	477
Men	89	Men	56
Women	115	Women	54
Staff Toilet	35	Staff Toilet	57
Reading Room	175	Reading Room	---
Classroom	661	Classroom	653
Principal	191	Principal	232
Conference Rm	134	Conference Rm	152
Office Admin.	346	Office Admin.	399
Nurse + Toilet	198	Nurse + Toilet	297
Assistant Principal	85	Assistant Principal	114
	<b>2112</b>	Workarea	304
			<b>2795</b>

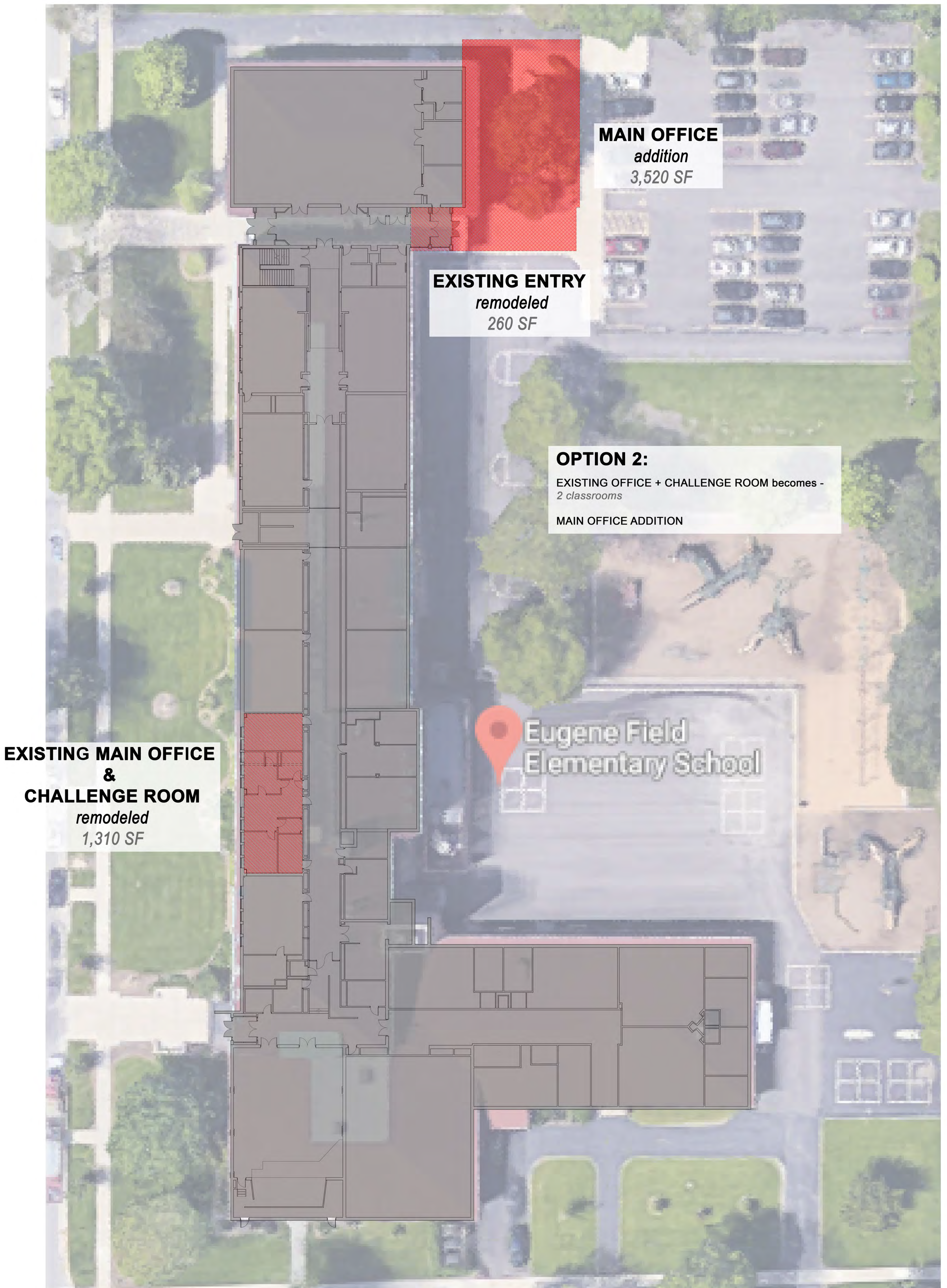
11.12.18

**option 1 - main office addition**  
**PARK RIDGE- NILES SD 64**  
**FIELD ELEMENTARY SCHOOL SV**

**01.2**

707 North Wisner Avenue, Park Ridge, Illinois 60068





11.12.18

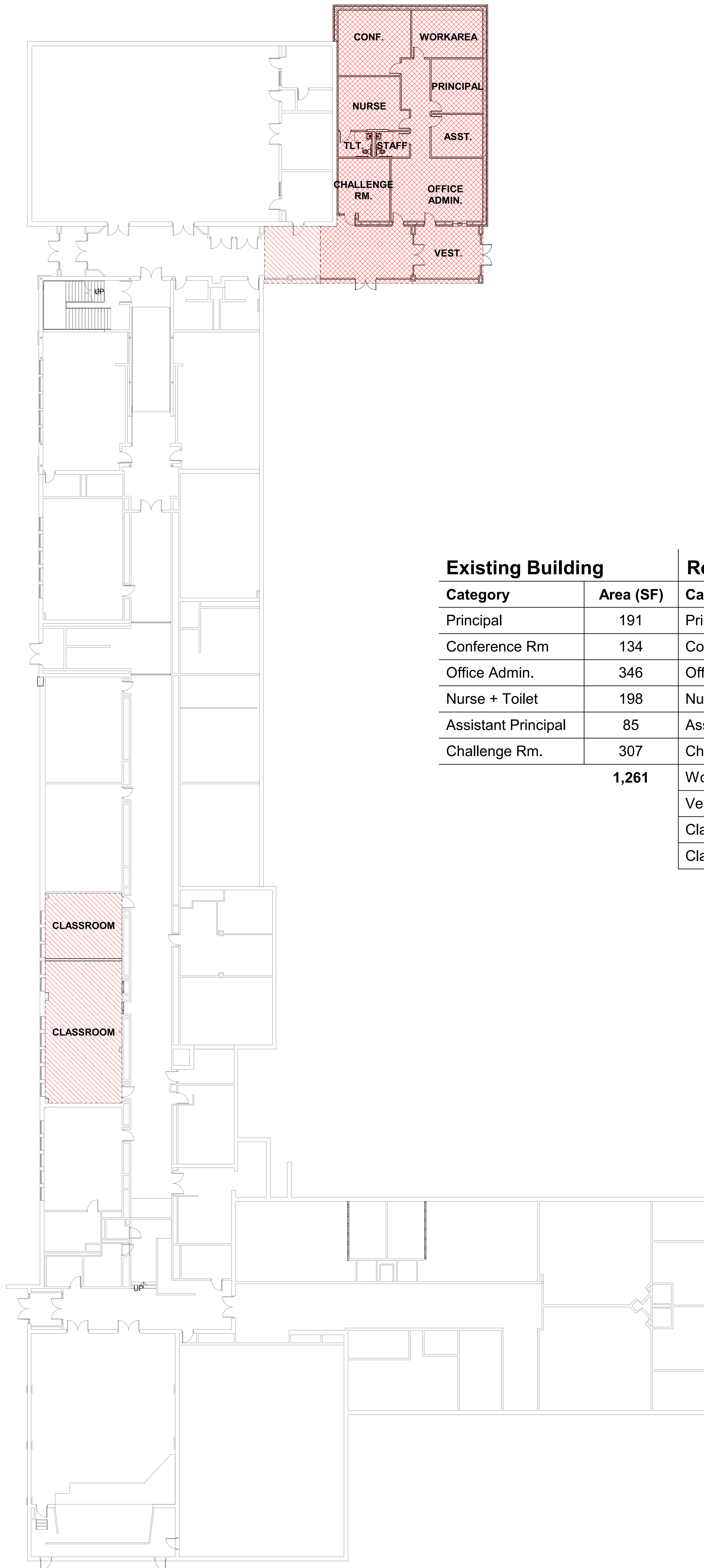
**option 2 - main office addition (north end)**

PARK RIDGE- NILES SD 64  
FIELD ELEMENTARY SCHOOL SV

**02.1**

707 North Wisner Avenue, Park Ridge, Illinois 60068





Existing Building		Renovations/Additions	
Category	Area (SF)	Category	Area (SF)
Principal	191	Principal	227
Conference Rm	134	Conference Rm	372
Office Admin.	346	Office Admin.	662
Nurse + Toilet	198	Nurse + Toilet	352
Assistant Principal	85	Assistant Principal	178
Challenge Rm.	307	Challenge Rm.	252
	<b>1,261</b>	Workarea	275
		Vestibule	286
		Classroom	412
		Classroom	892
			<b>3,908</b>

11.12.18

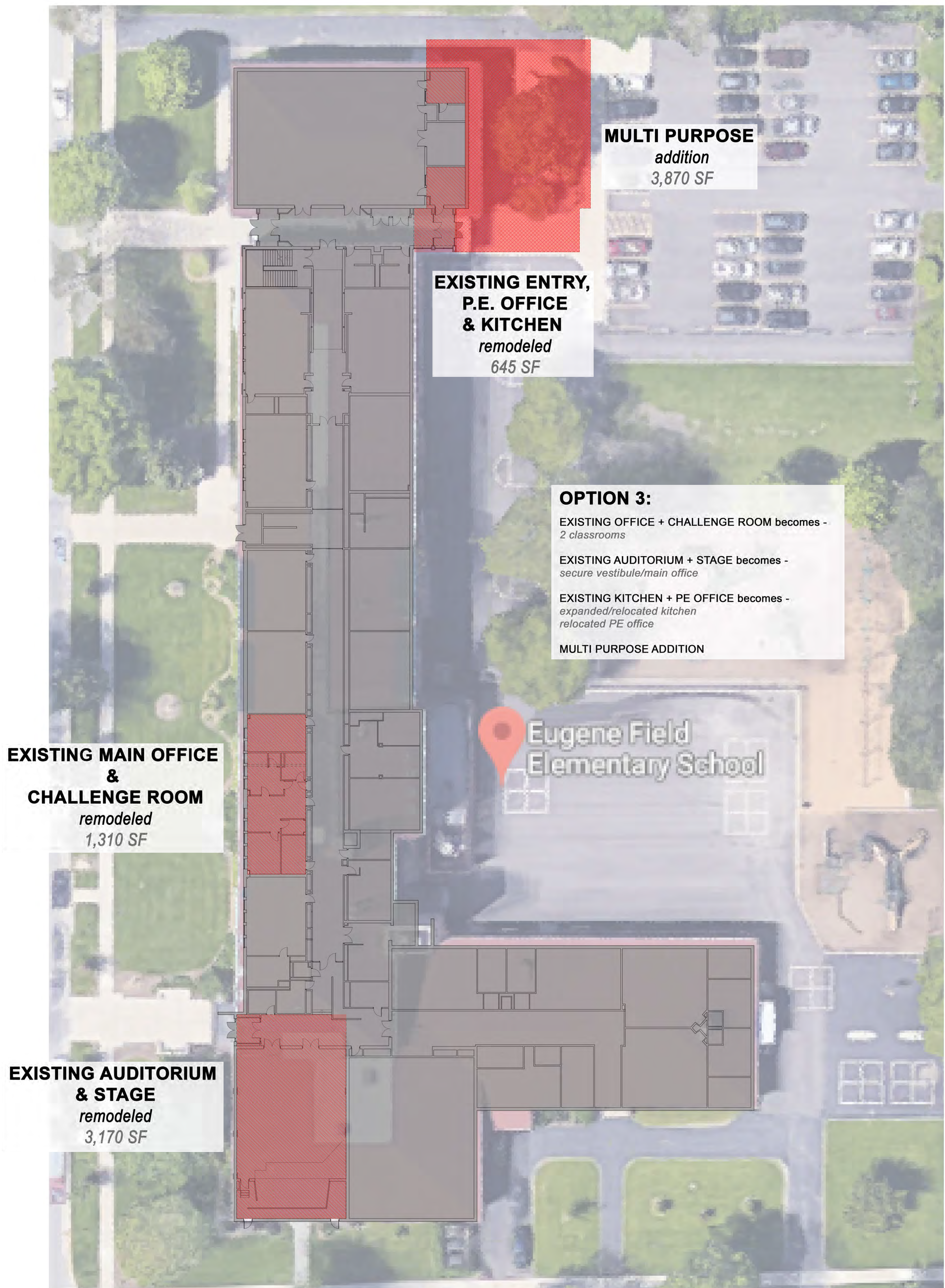
**option 2 - main office addition (north end)**

PARK RIDGE- NILES SD 64  
FIELD ELEMENTARY SCHOOL SV

**02.2**

707 North Wisner Avenue, Park Ridge, Illinois 60068





**MULTI PURPOSE  
addition**  
3,870 SF

**EXISTING ENTRY,  
P.E. OFFICE  
& KITCHEN**  
remodeled  
645 SF

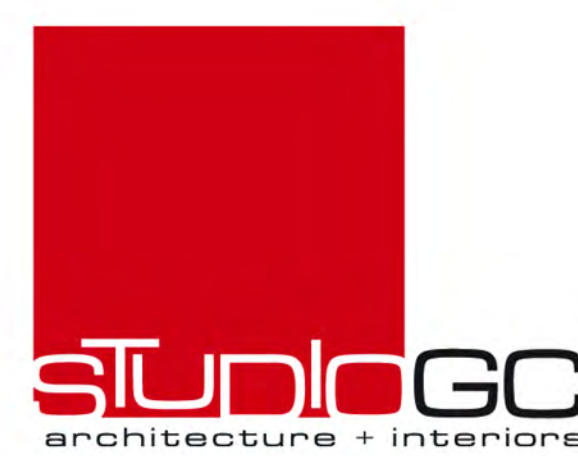
**OPTION 3:**  
 EXISTING OFFICE + CHALLENGE ROOM becomes -  
2 classrooms  
 EXISTING AUDITORIUM + STAGE becomes -  
secure vestibule/main office  
 EXISTING KITCHEN + PE OFFICE becomes -  
expanded/relocated kitchen  
relocated PE office  
 MULTI PURPOSE ADDITION

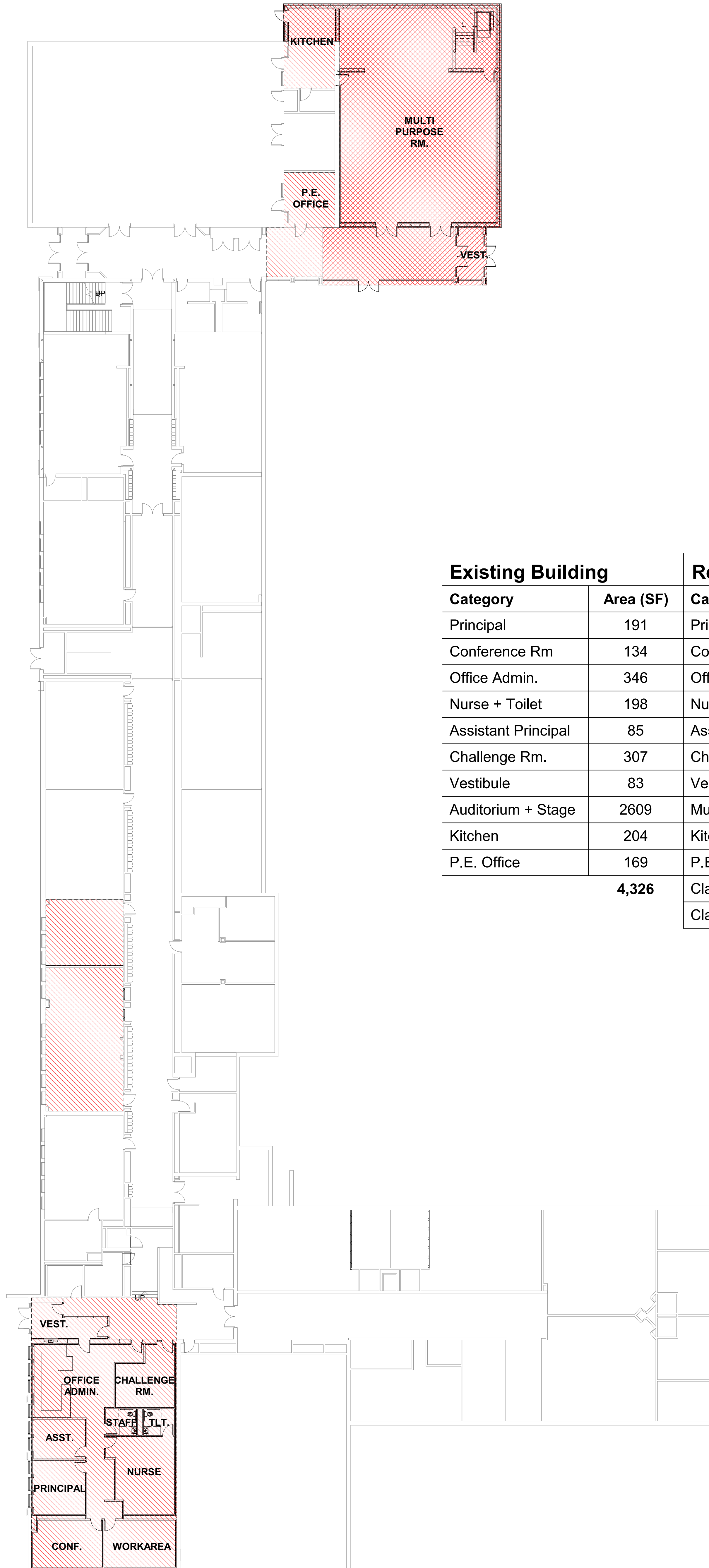
**EXISTING MAIN OFFICE  
&  
CHALLENGE ROOM**  
remodeled  
1,310 SF

**EXISTING AUDITORIUM  
& STAGE**  
remodeled  
3,170 SF

Eugene Field  
Elementary School

11.12.18 **option 3 - multi purpose addition**  
 PARK RIDGE- NILES SD 64  
 FIELD ELEMENTARY SCHOOL SV  
**03.1** 707 North Wisner Avenue, Park Ridge, Illinois 60068





Existing Building		Renovations/Additions	
Category	Area (SF)	Category	Area (SF)
Principal	191	Principal	225
Conference Rm	134	Conference Rm	260
Office Admin.	346	Office Admin.	714
Nurse + Toilet	198	Nurse + Toilet	440
Assistant Principal	85	Assistant Principal	166
Challenge Rm.	307	Challenge Rm.	256
Vestibule	83	Vestibule	170
Auditorium + Stage	2609	Multi Purpose Rm.	2649
Kitchen	204	Kitchen	309
P.E. Office	169	P.E. Office	204
	<b>4,326</b>	Classroom	412
		Classroom	892
			<b>6,697</b>

11.12.18

**option 3 - multi purpose addition**  
**PARK RIDGE- NILES SD 64**  
**FIELD ELEMENTARY SCHOOL SV**

**03.2**

707 North Wisner Avenue, Park Ridge, Illinois 60068



To: Board of Education  
 From: Dr. Laurie Heinz, Superintendent  
 Date: November 12, 2018  
 Re: Present Amended Calendar for 2019-20 School Year

### Background

The District 64 Calendar Committee met on October 18, 2018 to review the existing tentative 2019-20 school year calendar and discuss possible changes being proposed by administration. As a result of the Committee's review, the administration is presenting an amended 2019-20 school year calendar for discussion (Attachment 1).

Two changes are recommended at this time:

- Increase the number of Institute Days by one to accommodate one additional day of professional development for staff, which may include additional safety and security training along with other *2020 Vision* Strategic Plan instructional initiatives.
- Delay the opening of the school year by one week to provide an extended window for extensive summer 2019 office reconfiguration/secure entry projects and other construction projects at multiple schools.

### Proposed Amended Calendar for 2019-20 School Year

Below is a summary of the proposed key changes for the 2019-20 calendar in relation to the previously adopted tentative 2019-20 calendar, which was approved by the Board on January 22, 2018.

Adopted Tentative 2019-20	Proposed Amended 2019-20
Institute Days – Thursday, August 15, 2019; Friday, August 16, 2019; and Tuesday, November 5, 2019	Institute Days – Thursday, August 22, 2019; Friday, August 23, 2019; Monday, November 4, 2019; and Tuesday, March 17, 2020
First Day for Students – Monday, August 19, 2019	First Day for Students – Monday, August 26, 2019
Winter Recess – Begin Monday, December 23, 2019 - Return Monday, January 6, 2020	Winter Recess – Begin Monday, December 23, 2019 - Return Monday, January 6, 2020
Spring Recess – Begin Friday, March 20-Return Monday, March 30, 2020	Spring Recess – Begin Monday, March 23-Return Tuesday, March 31, 2020
Last Day – Wednesday, June 3, 2020	Last Day – Thursday, June 11, 2020
End of Trimesters: November 13, 2019 February 28, 2020 June 3, 2020	End of Trimesters: November 20, 2019 March 6, 2020 June 11, 2020



Here are the highlights of the proposed amended calendar:

- Winter Recess is in exact alignment with Maine Township High School District 207. Spring Recess is in substantial alignment, with District 64's beginning and ending one day later.
- One Institute Day has been added for a new total of four days of professional development.
- School would begin one full week later for students, creating a longer summer construction work period to complete facilities projects.
- 8th grade promotion is unchanged and will take place on June 3, 2020.
- District 207 is willing to work with District 64 to align the start of summer school with our last day of student attendance.

### **Next Steps**

All proposed changes comply with current Illinois State Board of Education (ISBE) requirements. In late October, District 64 was advised by the North Cook Intermediate Service Center/ROE5 that new rules and regulations would be forthcoming from ISBE, which may give local districts more local control of the calendar, including definition of the length of the day, codings, and the like. The ROE instructed districts to refrain from undertaking any calendar work for 2019-20, as that work may be rendered irrelevant. We have now been alerted that a guidance document is expected to be released by ISBE on November 9. Should this occur, we will update the Board at the meeting.

At this time, administration is presenting this amended calendar for discussion and planning purposes, pending additional guidance from ISBE. It would be our expectation that the calendar would be presented for Board adoption at the December 10, 2018 meeting so that commitments can be made on the summer 2019 facilities work schedule and staff and families also may plan for the upcoming school year.

**SCHOOL DISTRICT 64 PARK RIDGE-NILES**  
**2019-20 (2020 is Leap Year)**

**AUGUST**

Mon	Tue	Wed	Thr	Fri	Total
			1	2	0
5	6	7	8	9	0
12	13	14	15	16	0
19	20	21	TI	TI	0
(26	27	28	29	30	5
			Total		5

(5)

**SEPTEMBER**

Mon	Tue	Wed	Thr	Fri	Total
HOL	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

(25)

**OCTOBER**

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
HOL	15	16	17	18	4
21	22	23	24	25	5
28	29	30	31		4
			Total		22

(47)

**NOVEMBER**

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

(62)

**DECEMBER**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
NIA	NIA	HOL	NIA	NIA	0
NIA	NIA				0
			Total		15

(77)

**JANUARY**

Mon	Tue	Wed	Thr	Fri	Total
		HOL	NIA	NIA	0
6	7	8	9	10	5
13	14	15	16	17	5
HOL	21	22	23	24	4
27	28	29	30	31	5
			Total		19

(96)

**FEBRUARY**

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6	7	5
10	11	12	13	14	5
HOL	18	19	20	21	4
24	25	26	27	28	5
			Total		19

(115)

**MARCH**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	TI	18	19	20	4
NIA	NIA	NIA	NIA	NIA	0
NIA	31				1
			Total		15

(130)

**APRIL**

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	3
6	7	8	9	FPT	4
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30		4
			Total		21

(151)

**MAY**

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	26	27	28	29	4
			Total		20

(171)

**JUNE**

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
8	9	10	11	XED	4
XED	XED	XED	XED	19	0
22	23	24	25	26	0
29	30				
			Total		9

180

**JULY**

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	0
6	7	8	9	10	0
13	14	15	16	17	0
20	21	22	23	24	0
27	28	29	30	31	0

School Begins for Students:	8/26/19
School Closes for Students:	6/11/20
Pupil Attendance Days:	180
Approved Institute Days:	4
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	186
Proposed Emergency Days	5

UPCOMING ELECTION	
Presidential Primary Election	3/17/20

SCHOOL HOLIDAY	
Labor Day	9/2/19
Columbus Da	10/14/19
Veterans' Day	11/11/19
Thanksgiving Day	11/28/19
Christmas Da	12/25/19
New Year's Day	1/1/20
M.L. King Day	1/20/20
Presidents' Day	2/17/20
Good Friday	4/10/20
Memorial Day	5/25/20
8th Grade Promotion	6/3/20

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

End of First Trimester	November 20, 2019
End of Second Trimester	March 6, 2020
End of Third Trimester	June 11, 2020

Potential Records Day	March 2, 2020
Potential Records Day	June 3, 2020

11/7/17  
 Rev:12/5/17  
 Adopted 1/22/18

**■** DENOTES PROPOSED CHANGES TO ADOPTED CALENDAR

TO: Board of Education  
 Dr. Laurie Heinz, Superintendent

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

DATE: November 12, 2018

RE: 2017-18 Student Achievement Update and Presentation of the Illinois School Report Card

This report provides the Board of Education and the community with information about District performance on the MAP assessment, the PARCC assessment, and the Illinois Science Assessment. Also included is a summary of the October 2018 *Climate & Safety Survey* results. In addition, information will be shared about the 2018 Illinois School Report Card, the Every Student Succeeds Act (ESSA), and District 64’s *2020 Vision* Strategic Plan Balanced Scorecard.

**MAP Assessment**

MAP Assessment At-A-Glance

<p>Test Structure</p>	<ul style="list-style-type: none"> <li>● Reading and Math</li> <li>● Online</li> <li>● Adaptive (test becomes more difficult as students answer questions correctly)</li> <li>● Includes selected response items</li> </ul>
<p>Administration</p>	<p><u>2nd-5th Grade:</u></p> <ul style="list-style-type: none"> <li>● All students take Reading and Math in fall, winter, and spring</li> </ul> <p><u>6th-8th Grade:</u></p> <ul style="list-style-type: none"> <li>● All students take Reading and Math in fall and spring</li> <li>● At-risk students take Reading and Math MAP assessments in winter</li> </ul>
<p>Scoring</p>	<ul style="list-style-type: none"> <li>● Students receive a “RIT” score</li> <li>● Equal-interval scale that measures student progress from year to year</li> <li>● Scores are analyzed based on achievement status and fall-to-spring growth</li> </ul>

Results - National Norms

READING			MATH		
STATUS Percentile Rank for Mean Score			STATUS Percentile Rank for Mean Score		
2016	2017	2018	2016	2017	2018
93 <i>competitive</i>	93* <i>competitive</i>	89* <i>above average</i>	88 <i>above average</i>	90* <i>competitive</i>	87* <i>above average</i>
GROWTH Percentile Rank for Growth			GROWTH Percentile Rank for Growth		
2016	2017	2018	2016	2017	2018
55 <i>above average</i>	58* <i>above average</i>	54* <i>above average</i>	68 <i>exceptional</i>	59* <i>above average</i>	59* <i>above average</i>

\*includes 2nd grade data

In reading and math, we have above average *status* scores and above average *growth*. We attribute this to our District-wide focus on differentiation and the strength of our intervention strategies and programs. Here are specific observations by subject:

- Reading: In 2017-18, we began the transition to new instructional practices in reading, specifically the Workshop Model. While our reading score remains strong, we observed a slight decline in scores as we provide professional development District-wide in this model. Because the new model provides for greater differentiation in reading, we expect to see scores increase over the next two years.
- Math: In 2016, we experienced exceptional growth in math. To sustain this level of growth, D64 will need to increase the rigor of mathematics instruction for students working at the highest level within the general education program in 3rd-5th grade.

MAP “Same Schools” Report

Growth is an important measure, especially for students who are performing significantly below the target and those who are performing significantly above it. When we review our percentile rank for growth using national norms, we are comparing our growth to schools across the nation. National norms may not be an appropriate benchmark for high-achieving districts like District 64. In our District, almost half of our students perform at the 70th percentile or above when looking through the lens of national norms. More than 20 percent of our students perform at the 90th percentile or better.

NWEA has provided us with a Same Schools Report so we can compare our student growth to the growth of students in districts that have *similar demographics*. We have established Strategic Plan goals related to this report. Our 2020 target is to outperform similar schools by .5 in Reading and .5 Math. Our 2017-18 target was to outperform these schools in each of these subjects by .3. In both Reading and Math, we have the same growth as schools with similar demographics and baseline scores. This is supported by the Growth data in the Illinois Report Card.

## PARCC Assessment

### PARCC Assessment At-A-Glance

Test Structure	<ul style="list-style-type: none"> <li>● English Language Arts (ELA)             <ul style="list-style-type: none"> <li>○ Reading: literary text, informational text, and vocabulary</li> <li>○ Writing: written expression and conventions</li> </ul> </li> <li>● Math             <ul style="list-style-type: none"> <li>○ Major content</li> <li>○ Additional/supporting content</li> <li>○ Reasoning</li> <li>○ Modeling/application</li> </ul> </li> <li>● Online</li> <li>● Includes both selected response and constructed response items</li> </ul>
Administration	<u>3rd-8th Grade:</u> <ul style="list-style-type: none"> <li>● All students take ELA and Math in the spring</li> </ul>
Scoring	<p>An overall score of one of five “performance levels” is assigned to each student for both math and ELA.</p> <ul style="list-style-type: none"> <li>● 1: Did Not Meet Expectations</li> <li>● 2: Partially Met Expectations</li> <li>● 3: Approached Expectations</li> <li>● 4: Met Expectations</li> <li>● 5: Exceeded expectations</li> </ul>

### 2018 PARCC Performance

Performance on the PARCC Assessment remains consistent District-wide. Below is the student achievement data reported on the November 2018 School Report Card:

	English Language Arts			Math		
	2016	2017	2018	2016	2017	2018
5- Exceeded Expectations	9%	9%	10%	8%	10%	9%
4 - Met Expectations	50%	49%	49%	50%	47%	47%
3- Approached Expectations	26%	25%	24%	28%	28%	27%
2 - Partially Met Expectations	10%	12%	12%	11%	11%	12%
1 - Did Not Meet Expectations	5%	6%	5%	4%	3%	4%
<b>MEETS/EXCEEDS</b>	<b>59%</b>	<b>58%</b>	<b>59%</b>	<b>58%</b>	<b>57%</b>	<b>56%</b>

### Illinois Science Assessment

Performance across the District on the Illinois Science Assessment remains strong, with 70-80% of students meeting or exceeding standards. Generally, at K-5, we see an increase in student performance over the past three years and a decline at the middle school. This is the third year of implementation of a core curriculum aligned to the Illinois Learning Standards at the K-5 level. At 6-8, we are in our second year of piloting materials and adjusting pacing.

	DISTRICT 64			STATE of ILLINOIS		
	2016	2017	2018	2016	2017	2018
<b>5th Grade</b>	72%	78%	76%	58%	54%	53%
<b>8th Grade</b>	80%	73%	71%	61%	59%	58%

### Every Student Succeeds Act (ESSA)

In 2015, the Every Student Succeeds Act (ESSA) was signed into law. ESSA reauthorizes the Elementary and Secondary Education Act, which has been revised several times since 1965. The most recent reauthorization prior to ESSA was called the No Child Left Behind Act (NCLB).

ESSA requires schools to analyze “all student” and “subgroup data” to earn one of four ratings:

- Tier 1 - Exemplary School: A school that has no underperforming subgroups, a graduation rate of greater than 67 percent, and whose performance is in the top 10 percent of schools statewide.
- Tier 2 - Commendable School: A school that has no subgroups performing at or below the level of the “all students” group in the lowest 5 percent of Title I schools, a graduation rate greater than 67 percent, and whose performance is not in the top 10 percent of schools statewide.
- Tier 3 - Underperforming School: A school in which one or more subgroups is performing at or below the level of the “all students” group in the lowest 5 percent of Title I schools.
- Tier 4 - Lowest Performing School: A school that is in the lowest-performing 5 percent of Title I schools in Illinois.

To calculate a school’s designation, the ISBE uses a range of academic and student success data. Academic indicators comprise 75%, while student success indicators comprise 25%. Indicators used to calculate each schools’ summative designation for the November 2018 Report Card are in **bold** below. Other indicators listed below will be introduced in future years.

Academic Indicators (75%):
<ul style="list-style-type: none"> <li>● <b>Reading &amp; Math Proficiency as measured by the PARCC / DLM: 20%</b> (Beginning 2019-20: 15%)</li> <li>● <b>Growth: 50%</b></li> <li>● <b>English Learner Proficiency: 5%</b></li> <li>● Science: 0% (Beginning 2019-2020: 5%)</li> </ul>
Student Success Indicators (25%)
<ul style="list-style-type: none"> <li>● <b>Chronic Absenteeism: 20% (Beginning in 2019-20: 5-10% depending on Fine Arts)</b></li> <li>● <b>5Essentials Survey: 5% (full credit in 2018-19)</b></li> <li>● PK-2 Indicators: 5%</li> <li>● Elementary/Middle School Indicators: 5%</li> <li>● Fine Arts TBD: 0% (Beginning in 2019-2020: 0-5%)</li> </ul>

Each year, schools will have increasingly higher math and reading proficiency targets, culminating in a 90% proficiency target in 2032. While Growth was a factor used to calculate summative designations, it is not reported on the 2018 Illinois Report Card. However, beginning in 2019, ISBE will provide each school with a Growth rating on the Illinois Report Card. District 64 will receive ratings for comparisons to “like schools” and “all schools.” For both comparisons, the assigned grade for Growth will use an A-F scale.

All District 64 schools were placed at the “commendable” level for 2018. According to ISBE, approximately 70 percent of schools received the “commendable” designation, which represents a broad range of performance. By our analysis, several of our schools were very close to earning the “exemplary” designation.

Because District 64 exceeded the 2018 ELA and Math proficiency targets, the indicators which impacted summative designations were: English Learner Proficiency (5%), Chronic Absenteeism (20%), and Growth (50%). Here are additional observations on these areas:

- District 64’s English Learner program provides quality support for students as they acquire English over the expected 5-year timeline. All schools in District 64 earned between 4.25 and 4.52 out of 5 on this indicator. In middle school, where most students no longer require intervention, the English learner population is not large enough to comprise a subgroup for this indicator.
- Chronic Absenteeism is an area for growth for District 64. A student is considered “chronically absent” if he or she misses 10% or more of the prior school year for the days that the student is enrolled. This includes both *unexcused* and *excused* absences. For students who are enrolled at the beginning of the year, chronic absenteeism refers to students who are absent 18 or more days. School rates for chronic absenteeism in District 64 range from 3.23%-7.54%.

In addition to calculating scores for “all students,” ISBE calculates scores for identified student subgroups that are greater than 20 students. In 2018-19, District 64 met or exceeded ISBE-developed targets for all subgroups.

## Illinois School Report Card

The Illinois School Report Card is published annually by the Illinois State Board of Education at [www.illinoisreportcard.com](http://www.illinoisreportcard.com). Report cards share a wide range of information about student achievement, school/district environment, finances, students, teachers, and administrators. The report card includes a printable, two-page At-a-Glance Report and an interactive online report card that offers additional details and explanations of available information.

In alignment with ESSA, new features of the interactive 2018 Illinois Report Card include a summary dashboard for each school and its summative designation, along with several new data points related to the designation. As noted above, ISBE has created four levels for its designation (Exemplary, Commendable, Underperforming, and Lowest Performing), and will award funding and support services to underperforming or lowest performing schools.

As required by state law, our District and school reports cards are published to the District 64 website. You may view the 2018 District 64 report cards [at this link](#).

### *Climate & Safety Survey*

In October 2018, students in grades 3–8 and all staff at every school in District 64 participated in the Safe & Civil Schools *Climate & Safety Survey*. Parents/guardians of students *in all grades PreK-8* were also invited to participate. Although new to District 64, the surveys have been tested in a variety of settings over the past 30 years. They are a proven tool for accurately and consistently measuring perceptions of school climate and safety. The survey was completed anonymously and was not linked to any individual student, parent, or staff member.

In mid-October, after the close of the survey, the District 64 Social Emotional Learning (SEL) Committee took a deep dive into each school's building data. Team members discussed District-wide themes and identified opportunities for growth. At the time of this report, results from one elementary school were still being analyzed. Below is a summary of available data.

### Strengths

In general, the results of the *Climate & Safety Survey* indicate an overall healthy setting for student learning. Parent perception of school is very positive (i.e., parents feel welcomed, treated with respect, comfortable asking for help). Staff members collaborate and treat one another respectfully. Staff members are supportive of students, treat students respectfully, and encourage students to do their best. The vast majority of students report they would know what to do if they saw someone being bullied. Students feel that it is easy to make friends at school and that other students care about them.

### Opportunities

Based on the data, there are several areas that we are currently exploring as opportunities for improvement:

- **Classroom misbehavior:** At the building level, we are gathering more information about this concern and whether it's related to a small group of students or more general classroom management goals. We are also exploring how this relates to student perception of respectful treatment of one another and staff perception of how students treat them. We want to learn more about how we can become consistent in our classroom responses to misbehavior and increase teacher/administrator trust and support.



- **Misbehavior with substitutes:** We would like to design a protocol for students around expectations for learning with substitute teachers.
- **Review expectations for behavior, specifically - cafeteria, playground, bus, restrooms, appropriate language:** Data suggests expectations are clear in classrooms and hallways, but additional review would be helpful in the cafeteria, on the playground, and in restrooms. In addition, while staff find student language appropriate, students are reporting inappropriate language as a concern.
- **Vaping:** While not named specifically in the survey, drug/alcohol/tobacco use was identified as an issue at the middle school level. While the topic of vaping is addressed comprehensively at the middle school level, we see a need to address this more extensively at the intermediate level and to provide additional parent/teacher education opportunities.
- **Reporting behavior:** At the middle school level, we want to ensure that all students are comfortable reporting dangerous behavior. The SEL Committee is exploring possibilities for anonymous reporting and other avenues.
- **Student cliques:** We would like to explore a workshop for all stakeholders around helping students navigate social relationships.
- **Joking/teasing/bullying:** Students have expressed that they worry about bullying. We want to focus on strategies for supporting students with this and helping them resolve minor disagreements independently. We also want to help all stakeholders understand the difference between joking, teasing, and bullying.
- **Student-teacher relationships:** We want to explore feedback around students' enthusiasm for coming to school and their perception of adults treating them fairly. We also want to target adult-student connectedness at the middle school.
- **Tardies & absences:** Staff are concerned about student tardies and absences. This data is supported by the Chronic Absenteeism data on the Illinois School Report Card noted above.

### **Strategic Plan Balanced Scorecard**

District 64's Balanced Scorecard has been updated to reflect the information shared in this report. The Balanced Scorecard also includes data from District 64 student performance in District 207. The Scorecard can be found on the District 64 website. It tracks progress across all six Strategic Objectives in the *2020 Vision* Strategic Plan, which has now entered its fourth year of implementation in 2018-19.

### **Next Steps**

District 64 provides a high quality education for students. Standardized assessments like the MAP and PARCC are one piece of our District 64 assessment portfolio. Our current Strategic Plan focuses on increasing the rigor of instruction through differentiation. We are currently tackling this goal through several initiatives:

1. **Adoption of new resources and instructional practices for reading.** While our reading scores remain strong, we did anticipate an implementation dip as we transition to these

new practices. Because the new model provides for greater differentiation in reading, we expect to see scores increase over the next two years.

- 2. Need for increased differentiation in math.** An analysis of student math performance suggests that we need to increase the rigor of mathematics instruction for students working at the highest level within the general education program in 3rd- 5th grade. (i.e., students seeking challenge in the area of math but who are not eligible for Channels of Challenge). Grade-level teams will collaborate with the K-5 Math Curriculum Specialist to address this.
- 3. Finalize and implement common assessments.** While standardized assessments provide us with important information about student performance relative to a national benchmark, we also value our local assessments created by teachers to measure student growth. Our continued Strategic Plan focus is the development of common assessments in all grade levels and subject areas.
- 4. Prepare for the next iteration of the Illinois Assessment of Readiness (IAR).** This year, the PARCC assessment has been renamed the Illinois Assessment of Readiness. While questions continue to be similar to those on the PARCC test, we anticipate a revised test in future years and the transition to a “computer-adaptive” platform in 2021.
- 5. Analyze student-level growth data.** Curriculum Specialists and Department Chairs will partner with grade level teams to identify which groups of students made the most and least growth on the PARCC (IAR). This will inform our instruction and future planning.
- 6. Analyze building-level data for Chronic Absenteeism.** Building leadership teams will review chronic absenteeism data to determine incentives for promoting student attendance.

District 64 community members share a sense of pride in the academic progress of our students, the high quality of our teaching staff, and the outstanding and varied educational opportunities offered to all students.

# 2018 Fall Student Achievement Update

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District 64  
November 12, 2018

# Balanced Portfolio

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- Classroom assessments
- Common assessments
- Standardized Assessments
  - MAP - *Measures of Academic Progress*
  - PARCC - *Partnership for Assessment of Readiness for College and Careers*
  - Illinois Science Assessment
  - DLM (*Dynamic Learning Maps*)
  - ACCESS for English Learners





# 1. 2020 Vision Strategic Plan

# Status & Growth

## Status

How does our average score compare to the average score of other districts?



## Growth

Are our students growing more or less than students in other schools?



## 2. District MAP Performance

# MAP Performance

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## STATUS

Reading	2016	2017	2018
	93%	93%	89%
Math	2016	2017	2018
	88%	90%	87%



# Percentage of Students Meeting Growth Goals

## Reading

	2016	2017	2018	2019	2020
Goal	50%	55%	60%	65%	70%
Growth	60%	61%	56%	TBD	TBD

# Percentage of Students Meeting Growth Goals

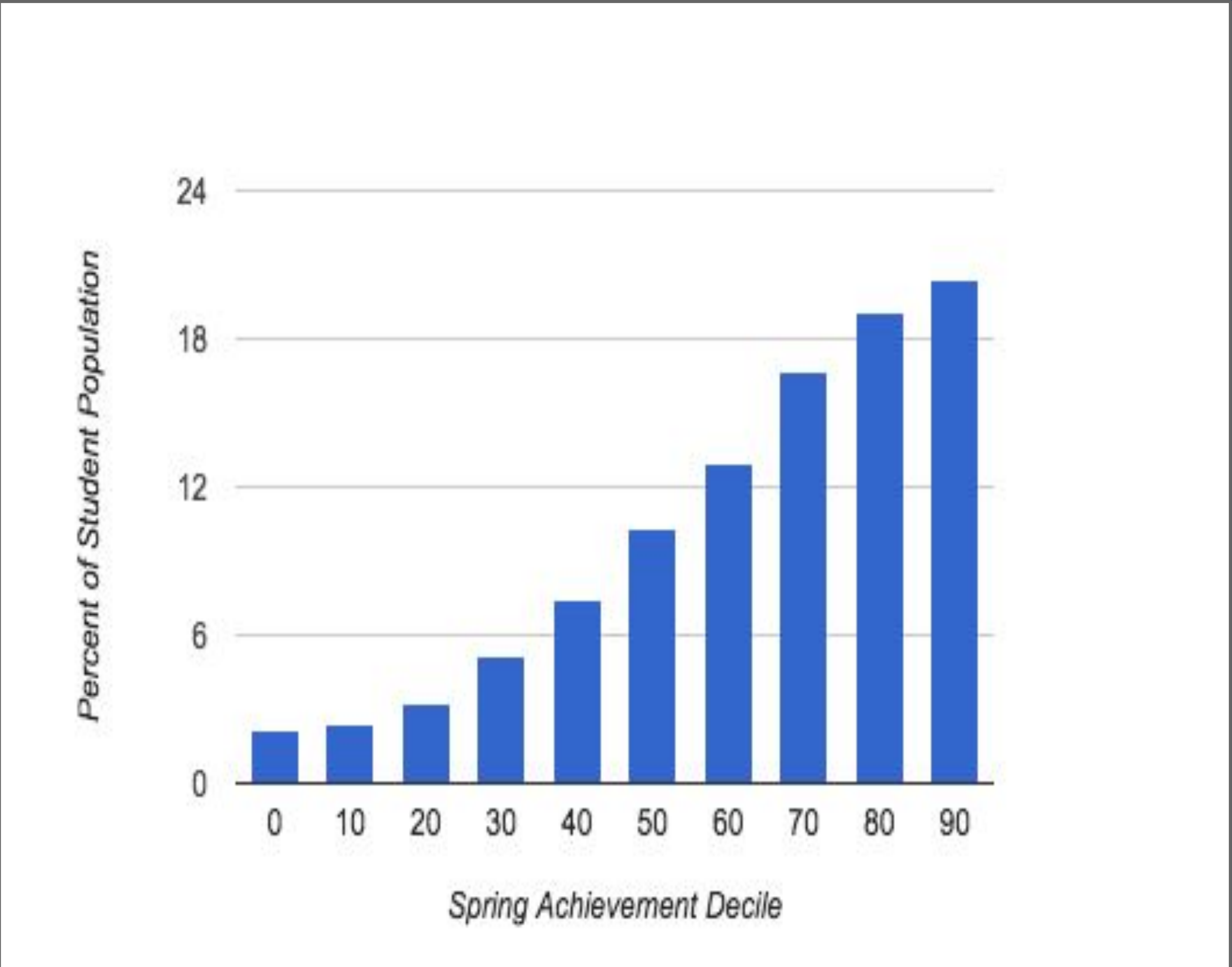
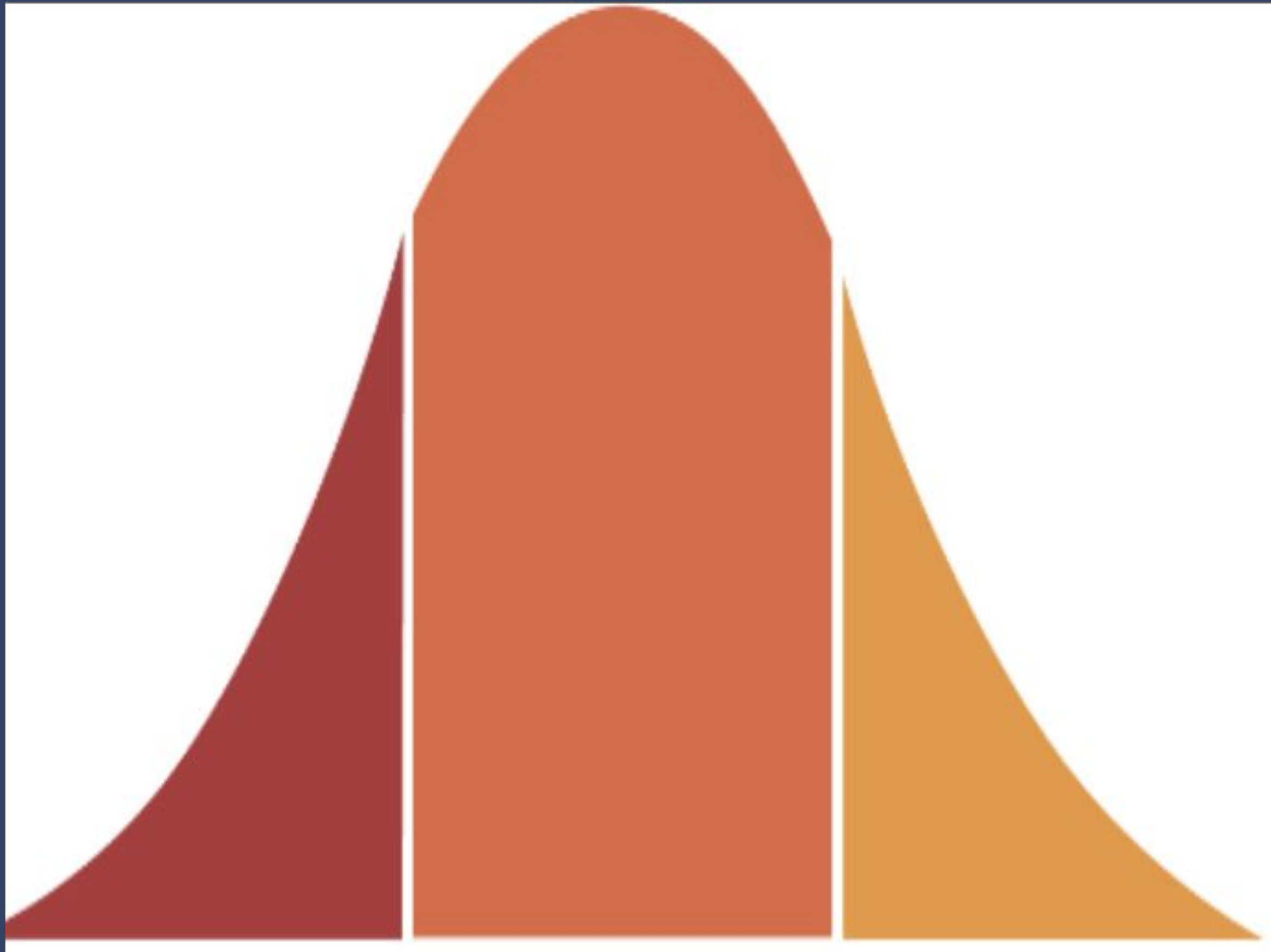
## Math

	2016	2017	2018	2019	2020
Goal	50%	58%	65%	70%	75%
Growth	64%	63%	62%	TBD	TBD



3.  
MAP  
*Similar Schools Report*

# Typical Distribution of Scores



# Distribution of District 64 Scores

# Similar Schools Report

How does our student growth compare to the growth of similar schools?

	2016	2017	2018	2019	2020
Significantly Outperforming					
Moderately Outperforming					
Slightly Outperforming	Math	Math			
Tracking with Similar Schools	Reading	Reading	Math Reading		



# 4. PARCC Performance

# PARCC Assessment Topics

## Reading

- Literary Text
- Informational Text
- Vocabulary

## Writing

- Expression
- Conventions

## Math

- Major content
- Supporting content
- Reasoning
- Modeling/ Application

# ELA 2016-2018

	DISTRICT		
*Source: Illinois School Report Card	2016	2017	2018
5- Exceeding	9%	9%	10%
4 - Meeting	50%	49%	49%
3- Approaching	26%	25%	24%
2 - Partially Met	10%	12%	12%
1 - Did Not Meet	5%	6%	5%
<b>MEETS/EXCEEDS</b>	<b>59%</b>	<b>58%</b>	<b>59%</b>



# MATH 2016-2018

	DISTRICT		
*Source: Illinois School Report Card	2016	2017	2018
5- Exceeding	8%	10%	9%
4 - Meeting	50%	47%	47%
3- Approaching	28%	28%	27%
2 - Partially Met	11%	11%	12%
1 - Did Not Meet	4%	3%	4%
<b>MEETS/EXCEEDS</b>	<b>58%</b>	<b>57%</b>	<b>56%</b>

# 2018 District 64

## Subgroup Performance

	ELA 58%	Math 57%
<b>Low Income</b>	29%	29%
<b>English Learners</b>	18%	33%
<b>IEP - Children with Disabilities</b>	15%	16%
<b>Asian</b>	68%	63%
<b>Black or African American</b>	47%	44%
<b>Hispanic</b>	48%	48%
<b>Two or More</b>	60%	59%
<b>White</b>	59%	56%

# Comparable Districts

- Five districts in blue are in our comparison group
- ELA score range in our Comparison Group: 54-80
- Math score range in our Comparison Group: 51-76

District	ELA	Math
Northbrook/Glenview 30	75	77
Deerfield 109	80	76
Northbrook 27	84	75
Kenilworth 38	82	74
Sunset Ridge 29	76	73
Avoca 37	76	72
Glencoe 35	66	68
Wilmette 39	67	67
Lake Forest 67	65	67
Libertyville 70	67	66
Winnetka 36	66	65
Lake Bluff 65	73	64
Northbrook 28	62	62
Arlington Heights 25	55	52
Park Ridge Niles 64	59	56
West Northfield 31	49	56
Fairview 72 (Skokie)	66	54
East Prairie 73 (Skokie)	65	54
Golf 67	67	53
Glenview 34	54	51
Mount Prospect 57	55	50
Lincolnwood 74	60	42

Source: Illinois Report Card



# 5. Illinois Science Assessment

# Illinois Science Assessment

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	DISTRICT		STATE	
	2017	2018	2017	2018
5th Grade	78%	76%	54%	53%
8th Grade	73%	71%	59%	58%



6.  
Illinois School Report Card  
& ESSA (*Every Student Succeeds Act*)

# Illinois Report Card

## *New Features*

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- **Chronic Absenteeism:** A student is chronically absent when they miss 10 percent or more of the days they were enrolled at a school. The calculation excludes medically homebound students.
- **English Learner (EL) Proficiency on ACCESS:** The number of ELs who demonstrated English language proficiency by scoring a 4.8 or higher on the ACCESS test.
- **Evidence-Based Funding (EBF):**
  - **Adequacy Target** – The minimum cost to provide a quality education to students within the district based on the 34 cost factors outlined in state statute.
  - **Final Resources** – The district’s current state and local funding.
  - **Percentage of Adequacy** – A district’s Final Resources compared to its Adequacy Target. Describes the district’s financial capacity to meet expectations.
  - **Tier** – Based on the district’s Percentage of Adequacy and used to distribute greater resources to the schools in the greatest financial need. Tier 1 districts have the lowest Percentage of Adequacy, and Tier 4 districts have above 100 percent of adequacy.
- **Feeder School:** A school from which 50 percent or more of students in the terminating grade move on to attend a single school.
- **Long-Term EL:** An EL who has not demonstrated English language proficiency by scoring a 4.8 or higher on the ACCESS test after seven years of their initial EL identification.
- **New Entities:**
  - Illinois Department of Juvenile Justice District 428 (5 schools)
  - Illinois Math and Science Academy (1 school)
  - Illinois State University Lab Schools (2 schools)
  - University of Illinois Lab School (1 school)
- **Novice Teachers:** Teachers with two or fewer years of teaching experience.
- **Summative Designation:** A description of how well a school is meeting the needs of all its students.
- **Teachers with Short-Term or Provisional Licenses:** Teachers with temporary approvals or other provisional licenses.

**75%**

## Measures of Academic Performance & Growth

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- ELA Proficiency: 10% 2018-19; 7.5% in 2019-20
- Math Proficiency: 10% 2018-19; 7.5% in 2019-20
- Academic Growth - 50%
- English Learner Progress - 5%
- Science Proficiency: 0% 2018-19; 7.5% in 2019-20

**25%**

## Additional Measures of School Quality/ Student Success

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- Chronic Absenteeism - 20% in 2018-19; less than 10% 2021-22
- Climate Survey - 5%; full credit in 2019-20
- P-2 Indicators - 0% in 2018-19; then 5% full credit until 2021-22
- 3-8 Indicators - 0% in 2018-19; then 5% full credit until 2021-22
- Fine Arts - more than 0% in 2021-22



# Summative Designation Considerations

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*Lowest- Performing*  
Lowest 5%

*Underperforming*  
15%

*Commendable*  
70%

*Exemplary*  
Top 10%

# Levels of Performance

## Commendable Rating District 64 Schools

### Tier 1 Exemplary School

- No underperforming subgroups
- Performance is in the top 10% of schools statewide

### Tier 2 Commendable School

- No underperforming subgroups
- Performance is not in the top 10% of schools statewide

### Tier 3 Underperforming School

- One or more underperforming subgroup

### Tier 4 Lowest-Performing School

- Lowest-performing 5% of Title I schools

Economically disadvantaged

English learners

Former English learners

Students with disabilities

Students formerly with a disability

Hispanic or Latino

American Indian or Alaska Native

Black or African American

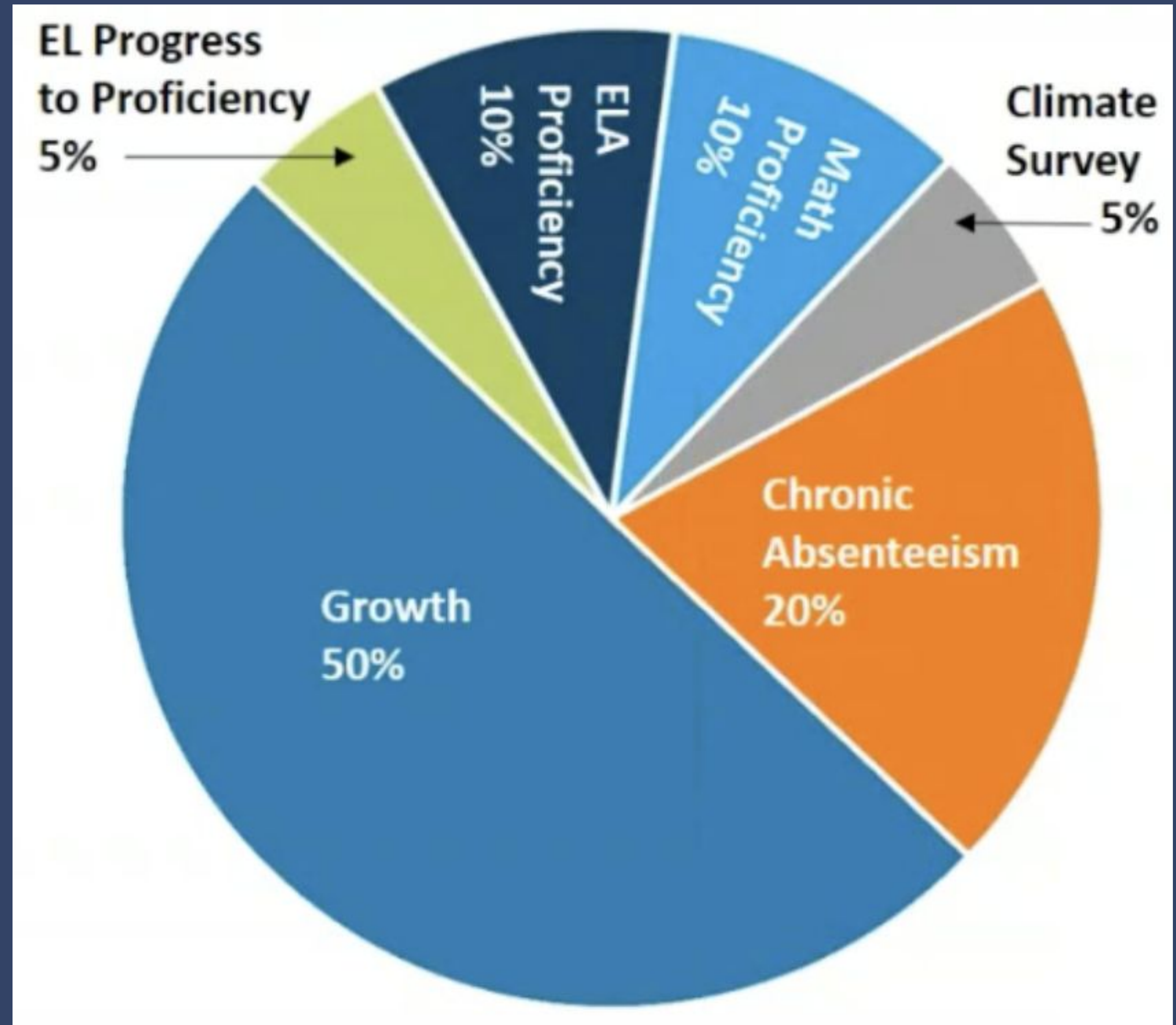
Native Hawaiian or Other Pacific Islander

Two or more races

White

# Summative Designation Conderations

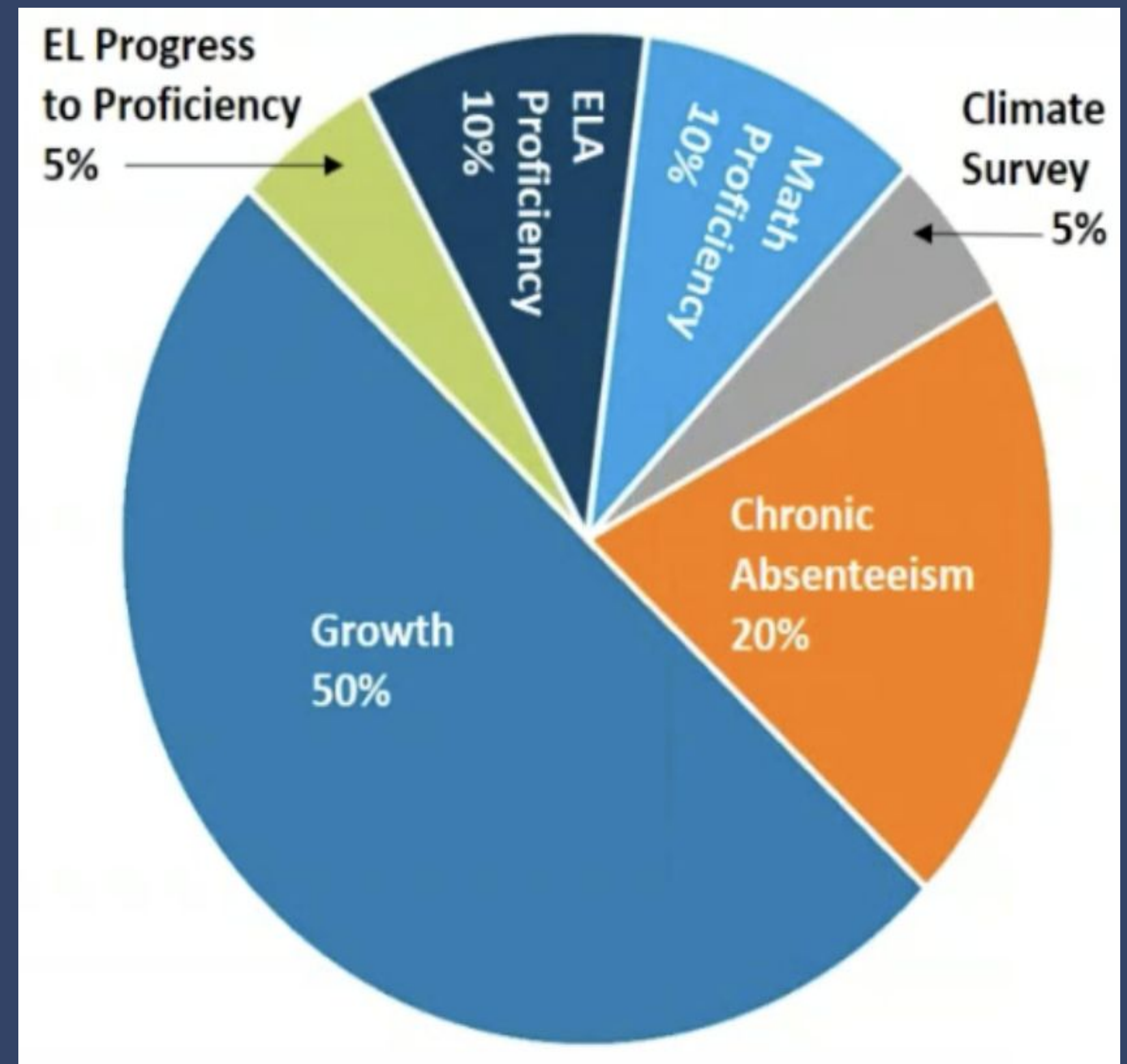
- **FULL CREDIT** for PARCC/DLM
- Performance Targets for 2018:
  - ISBE's ELA Target: 43.03%
  - District 64 Performance: 59%
  - ISBE's Math Target: 38.93%
  - District 64 Performance: 56%



# Summative Designation Considerations

Which indicators IMPACTED D64 Summative Designations in 2018?

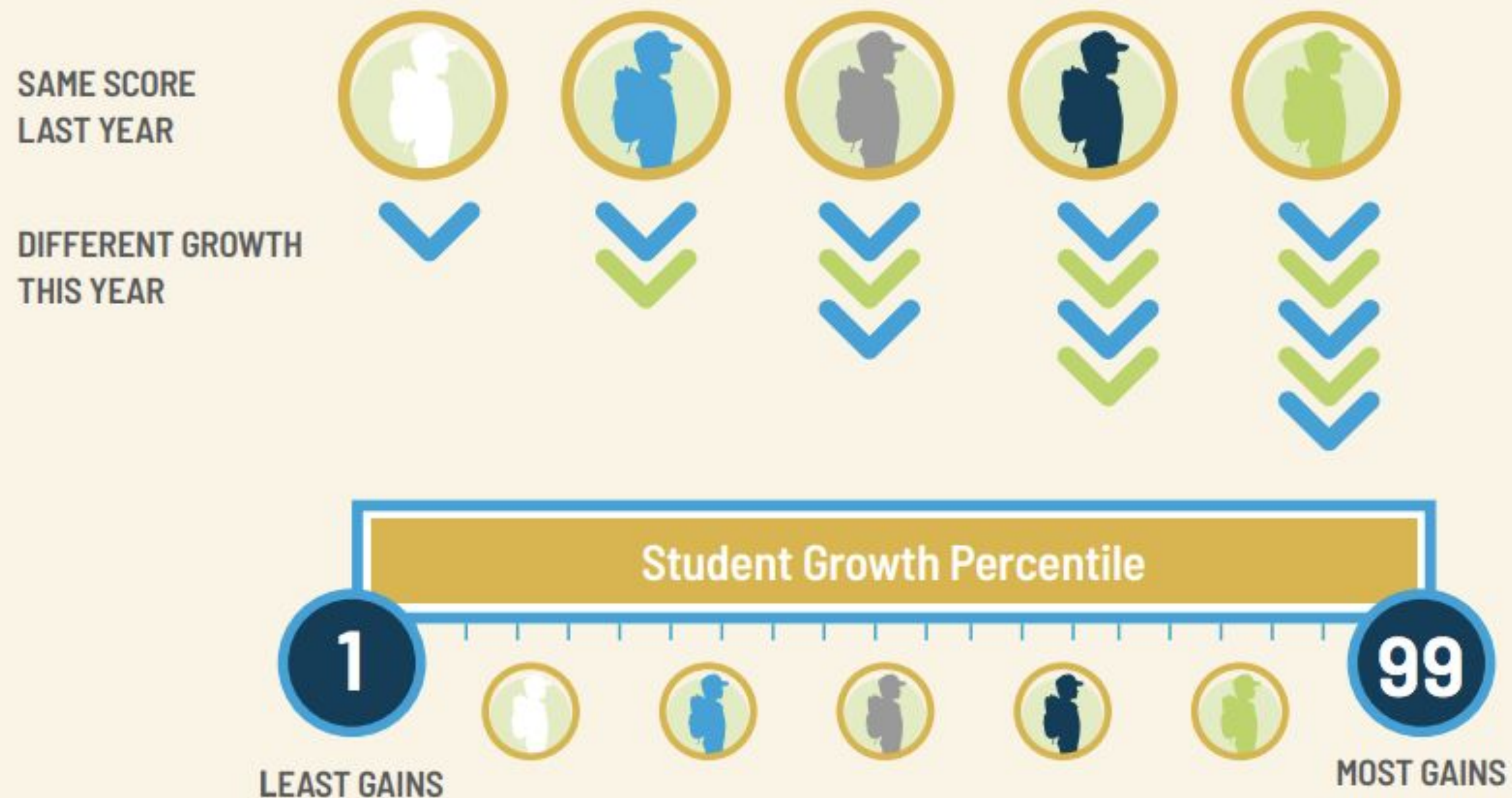
- Growth
- Chronic Absenteeism
- EL Progress to Proficiency



# Student Growth Percentile

Compares the growth of students in the same grade, in the same subject, at the same starting score.

## SGP Compares a Student's Growth to Academic Peers in Illinois



# Student Growth by District - PARCC/DLM Proficiency

	ELA	Math
Deerfield 109	60.7	53.6
Libertyville 70	54.2	54.6
<b>Park Ridge Niles 64</b>	52.2	52.2
Wilmette 39	49.5	54.5
Arlington Heights 25	49.2	51.4
Glenview 34	45.6	45.7

- Average individual student growth is score of 50
- Greater range of growth in ELA among our comparison districts
- *School growth* is one of key indicators for summative designations
- Tracks with our Similar Schools Report

# Chronic Absenteeism

Chronic Absenteeism among our comparable Districts ranges from 2-6%.

Students missing 10 percent or more of the prior academic year (excused or unexcused absences).

- Emerson: 7.56%
- Carpenter: 3.42%
- Field: 3.23%
- Franklin: 5.26%
- Lincoln: 3.54%
- Roosevelt: 5.13%
- Washington: 3.87%

18  
Days

6%  
DISTRICT 64  
average



# 7. Climate & Safety Survey



# Survey Categories

- Parent/Family Perceptions of School
- Rules, Expectations and Procedures
- Staff Interactions & Perceptions
- Staff-Student Interactions
- Student Connectedness to School
- Student Safety
- Student-Student Interactions



# Strengths

## Climate & Safety Survey



## In general, our data reflects a healthy climate for student learning:

- Parent perception of school is very positive (i.e., feel welcomed, treated with respect, comfortable asking for help).
- Staff members collaborate and treat one another respectfully.
- Staff members are supportive of students, treat students respectfully, and encourage students to do their best.
- The vast majority of students report they would know what to do if they saw someone being bullied.
- Students feel that it is easy to make friends at school and that other students care about them.

# Opportunities for Growth

Climate & Safety Survey



## Reflection on the Data

- Classroom misbehavior
- Misbehavior with substitutes
- Review expectations for behavior
  - cafeteria, playground, bus, restrooms
  - appropriate language
- Vaping
- Student-teacher relationships, fair treatment, connectedness
- Reporting behavior
- Student cliques
- Teasing/bullying
- Tardies & absences



# 8. Balanced Scorecard

District 64 2020 Vision Strategic Plan

# High School Performance

District 64 student placement in accelerated settings in High School District 207

Course	2017	2018
Foreign Language	52.7%	53.4%
English Language Arts (Accelerated)	46%	50.3%
Math - (Algebra II and beyond within current pathway)	53%	49.3%
Science - (Accelerated Biology or Accelerated Chemistry)	34%	29.3%



# 9. Next Steps

# Action Plan

## 2018-19

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- Continue to focus on **differentiation** strategies to significantly outperform “Similar Schools” Comparison Group in 2020
  - **Reading Workshop** implementation
  - **Accelerate** 3-5 flexible math groups
  - Finalize and implement **common assessments** in each subject area
- Target Tier 1 SEL strategies for building classroom community, including **communication circles** and clear **classroom management practices**
- Prepare for the next iteration of the **PARCC** assessment to determine support required for student success
- Target indicators: **Growth** and **Chronic Absenteeism**

# Thanks!

ANY QUESTIONS?

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[llopez@d64.org](mailto:llopez@d64.org)



To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Date: November 12, 2018  
Re: Discussion and Approval of Board Policy 4:25 *Loss and Cost*

At the November 13, 2017 Board of Education meeting, the Board requested that a new Board Policy (Attachment 1) be developed for the reduction of the Loss and Cost Factor in the Debt Service Fund. The Debt Service Levy Loss and Cost for this year is \$105,280, representing 5% of the Debt Service Levy of \$2,105,600.

The funds (approximately \$2M) currently in the Debt Service fund balance are earmarked as part of the financing plan for the issuance of the 2019 and 2020 Working Cash Bonds, as most recently discussed with underwriter Elizabeth Hennessy of Raymond James at the Committee-of-the-Whole: Facilities meeting on September 10, 2018.

There are two methods used to have the Lost and Cost factor removed from the Tax Levy:

- The Board can direct Cook County to remove the Loss and Cost factor for the Debt Service Levy every year (permanently) until the Board directs them differently.
- Or, as part of the Tax Levy process, the Board approves a resolution on an annual basis to abate the Loss and Cost for that particular year only (Attachment 2).

In either case, there is no effect on future tax levies in the Debt Service fund. This fund is not part of the Property Tax Extension Limitation Law (PTELL). Following the District's Financial Framework, if all of the funds are used in the upcoming issuance of Working Cash Bonds, going forward the Board will not want to abate the Loss and Cost factor on future tax levies until reserves reach \$250K per Board policy.

At the October 22, 2018 Board meeting, members of the Board asked that our legal counsel give its opinion. Below is the information provided by James Levi of Hodges Loizzi regarding a permanent removal of the Loss and Cost factor.

*“Per your request, this correspondence discusses whether reducing or eliminating the loss & cost factor that is added to the Board’s bond levies will have a long term negative impact on such levies. As you are aware, the bond levies are not capped by the Property Tax Extension Limitation Law (“Tax Cap”). Thus, taxing bodies may levy at the rate necessary to produce the required funds, as established by the bond resolutions on file with the Cook County Clerk, to pay the debt service associated with the outstanding bonds. Further, the Cook County Clerk adds onto the bond levies a loss and cost of collection factor, which has traditionally been 5%, to cover uncollectible taxes. The aggregate of the rate required to produce the funds required by the bond resolution and the loss and cost factor equals the total bond levy.*”

*Should the Board decide to request a lower loss and cost factor from the County Clerk, or request that it be eliminated in any given year, the impact of such request will be limited to the duration of the request to the County Clerk. The reason being is bond levies function outside the Tax Cap. Under Illinois law, a loss and cost factor cannot be added to a levy so that the tax extended exceeds the maximum rate permitted by law. People ex. rel. Stuckart v. N.J. Sandberg Co., 282 Ill. 245 (1917). Here, however, bond levies are not limited by law to a certain rate. Accordingly, once the Cook County Clerk is directed to restore the full loss and cost factor, the District will receive the full levy required under the bond resolutions plus the 5% loss and cost factor. Thus, the reduction or elimination of the loss and cost factor for the bond levies has no long-term effect on the Board's ability to levy at the maximum rates necessary to pay its debt service.*

*As a final matter, I spoke with the Tax Extension Unit of the Cook County Clerk's Office and was informed that an abatement of a school district bond levy will not be identified on individual property tax bills."*

Administration recommends that to allow for the most flexibility, the Board adopts an annual resolution to abate the Loss and Cost in the 2018 Debt Service levy. The abatement resolution will be included in the adoption of the final Tax Levy at the December 10, 2018 Board of Education meeting.

ACTION ITEM 18-11-2

I move that the Board of Education of Community Consolidated School District 64 approve Board Policy 4:25 *Loss and Cost*.

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

AYES:

NAYES:

PRESENT:

ABSENT:

11/12/2018

## **4:25 LOSS AND COST**

The Superintendent or designee shall monitor the District's Debt Service Fund balance on a yearly basis to determine whether such fund balance exceeds \$250,000 after making all required bond payments therefrom in any given fiscal year. If, in a given fiscal year, the Debt Service Fund balance is expected to be in excess of \$250,000 at the close of that fiscal year after making all required bond payments due in that fiscal year, and provided the Board is not otherwise required to maintain a higher fund balance, the Board shall either (i) adopt a resolution directing the Cook County Clerk to abate the dollar amount attributable to the loss in collection factors applied to the prior year's levy by the County or (ii) take the appropriate action to direct the County not to apply the loss in collection factors to the Board's next levy.

Adopted: {insert date}

**RESOLUTION ABATING LOSS IN COLLECTION FACTOR  
WITH RESPECT TO CERTAIN TAXES LEVIED BY THE BOARD OF EDUCATION OF  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64  
FOR THE 2018 TAX YEAR**

**WHEREAS**, the Board of Education (“Board”) of Community Consolidated School District No. 64, Cook County, Illinois (the “School District”) will adopt its aggregate levy for the 2018 tax year no later than the last Tuesday in December 2018 and shall thereafter file said levy with the Cook County Clerk (“County Clerk”); and

**WHEREAS**, the County Clerk has regularly included a “loss in collection” factor in extending the School District’s annual levies in prior years, based on longstanding legal precedent establishing the appropriateness of the addition of a factor taking into account the past history of losses and deductions which have occurred in the collection of revenue for public bodies; and

**WHEREAS**, the Board desires to direct the County Clerk to exclude any “loss in collection” factor in extending the School District’s levies.

**NOW, THEREFORE**, Be It Hereby Resolved by the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, as follows:

- Section 1:** The County Clerk is hereby directed to exclude any “loss in collection” factor in extending the School District’s Debt Service 2018 levy.
- Section 2:** The Secretary of the Board of Education, upon passage of this Resolution, shall cause a certified copy of this Resolution to be filed with the County Clerk, along with the Resolution authorizing the 2018 levy.
- Section 3:** All resolutions in conflict with this Resolution are hereby repealed, and this Resolution shall be in full force and effect upon its passage.

**ADOPTED** this 10<sup>th</sup> day of December 2018 by the following roll call vote:

AYES:

NAYS:

ABSENT:

By:

Anthony Borrelli  
President, Board of Education

ATTEST:

By:

Athan “Tom” Sotos  
Secretary, Board of Education

SECRETARY'S CERTIFICATE

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF COOK )

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of said School District.

I do further certify that the foregoing is a true, correct and complete copy of a resolution entitled **“RESOLUTION ABATING LOSS IN COLLECTION FACTOR WITH RESPECT TO CERTAIN TAXES LEVIED BY THE BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64 FOR THE 2018 TAX YEAR”** and that said Resolution was duly adopted by the Board of the School District on the 10th day of December 2018.

**IN WITNESS WHEREOF**, I hereunto affix my official signature at Park Ridge, Illinois, this  
\_\_\_\_\_day of December 2108.

By:  
Athán “Tom” Sotos  
Secretary, Board of Education

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF COOK )

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of the County of Cook, or the duly authorized designee thereof, State of Illinois, and as such official, I do further certify as follows:

1. On the \_\_\_\_\_ day of \_\_\_\_\_, 2018, there was filed in my office a duly certified copy of the resolution entitled:

RESOLUTION ABATING LOSS IN COLLECTION FACTOR WITH RESPECT TO  
CERTAIN TAXES LEVIED BY THE BOARD OF EDUCATION OF COMMUNITY  
CONSOLIDATED DISTRICT NO. 64 FOR THE 2018 TAX YEAR

which has been deposited in the official files and records of my office.

2. Included in the resolution was the direction to abate any “loss in collection” factor in extending the School District’s 2018 levies for the 2018 tax year.

3. The taxes levied will be extended and/or abated in accordance with the above-referenced resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the County, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

By:

Print Name

Print Title

(SEAL)

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Ron DeGeorge, Director of Facility Management  
Date: November 12, 2018  
Re: Approval of Grounds Equipment Bid

**Background**

At the May 27, 2017 Board of Education meeting, administration reviewed with the Board the equipment that is needed in our Grounds department to improve safety, boost efficiency and provide flexibility for our year-round operations, which will also result in long-term savings for the District. At that time, Board members had requested that we work with the Park Ridge Park District to see if there were any economies of scale in having the Park District perform part of our Grounds maintenance or if there was equipment we could share.

After conferring with Park District Superintendent of Buildings and Grounds Terry Wolf, D64 has determined that the Park District does not have the available bandwidth to pick up the mowing and fertilizing, etc. of D64's remaining lawns and fields. The Park District gave an initial estimate nearing \$100K for the Park District to fertilize, and perform weed control and aerating of our lawns and fields utilizing the same methods as the Park District uses at its parks. This initial estimate did not include mowing of these areas. D64 did not pursue this further, given the high cost.

**Current Conditions**

Earlier this year, District 64 purchased a used, walk-behind aerator from the Park District. This aerator allows our Grounds department to aerate in the immediate areas surrounding our school buildings, but not the playing fields. This past summer, D64 utilized a landscaper to aerate and seed the properties, including playing fields, at a cost of \$14,205 for one session. However, to have a successful organic lawn care program, the turf needs to be aerated at a minimum of once a month. This should preferably be done every three weeks and slit-seeding should be done at least twice a year, in spring and fall. The playing fields, if not maintained properly, will turn into patches of weeds, which will create hardened patches of dirt that are not ideal for sports play in D64's physical education program.

In addition, the District last winter rented a standard Bobcat to safely move salt into trucks and help remove snow from school driveways. The rental cost per month for the Bobcat was \$3,731.

## **Recommendation**

As the Grounds crew looks ahead to the winter and spring 2019 projects, administration recommends purchasing two pieces of equipment. This will allow D64 to maintain our turf properly, avoid having outside vendors perform the work, save the cost of renting equipment, and increase productivity. Mr. DeGeorge and our Grounds crew have spent considerable time reviewing their operations, testing out equipment, and identifying what the exact needs are at this time. Administration is presenting to the Board tonight the results from a formal bid process (Attachment 1, Notification) for both a Bobcat 5610 and Toro Groundsmaster Mower. The purchase of this equipment is included in the 2018-19 Operations and Maintenance budget.

- **Toolcat 5610 by Bobcat - \$66,016.00**

The District received one bid from Atlas Bobcat (Attachment 2) in the amount of \$66,016 for the Toolcat 5610 by Bobcat. The requested Bobcat has the ability to use aerator and slit seeder attachments, which will allow our grounds crew to care for our property in a timely manner. Over 40 implements (Attachment 3) may be purchased or rented for this equipment. At this time, we are planning on renting the implements until a decision is made on which ones would be cost-effective to purchase and best-suited to our applications.

The D64 Grounds crew has identified the following important usage features:

- Ability to attach 40+ implements in front from the safety of the cab, including forklift, bucket, auger, broom, snow blower, aerator, seeders, etc.
- 3-point hitch with Power Take Off (PTO) on the rear allows power implements to be mounted on the rear. This unique set-up will allow operation of two implements at once saving time. For example, an aerator in front and seeder in the rear to perform both operations in a single pass.
- 4-wheel drive traction for snow and ice
- 4-wheel steering allows it to be driven on turf without damage to the turf
- Allows for safe loading and unloading of materials such as salt, playground mulch, etc.

- **Toro Groundsmaster 4000D - \$54,209.12**

We received one bid from Reinders (Attachment 4) for the Toro Groundsmaster 4000-D Tier 4 in the amount of \$54,209.12. D64 currently maintains our grounds with three small riding lawn mowers (blade sizes of 72", 62" and 50"). In contrast, the requested Toro mower has three 62" blades, creating an overall 11-foot mowing path compared to our current narrower paths of 4-6 feet.

The D64 Grounds crew has identified the following important usage features and savings:



- The 55 hp turbo-diesel engine has the power to go through tall and/or wet grass allowing D64 to reduce the time lost for rain days, long weekends and subbing for day custodians.
- A 4-wheel drive will allow D64 to safely mow the hills at Roosevelt and Emerson schools when the grass is wet or damp, without sliding or having to resort to a push mower in these areas.
- D64 estimates a reduction in mowing time from 6-7 days to 3-4 days, which allows staff to work on other projects.
- This mower has the capability to carry additional equipment, such as a leaf blower, weed whipper and pruners, saving time for a one-man crew to have all tools needed onsite and at hand to complete the job.
- The mower comes with a street-legal kit, which would allow staff to drive it from site to site.
- The mower comes with mulching blades, which would allow staff to put our grass clippings back into the turf for fertilizer.

As we look for further cost savings, our Grounds crew have been receiving training/consulting through MidWest Pesticide Action Center on the proper organic care of our turf. D64 will begin to take over the fertilizing and maintenance of our turf as our crew and Mr. DeGeorge move forward with new practices. One of our crew members already holds a license for fertilizing and weed treatment on school turf. This effort is expected to save the District approximately \$27K in costs from our current vendor TruGreen. In addition, both of our current Grounds crew workers are certified in playground inspections, repairs, and replacement of parts, reducing our need for an outside vendor to perform this specialized work and creating further savings in the Operations and Maintenance budget.

ACTION ITEM 18-11-3

I move that the Board of Education of Community Consolidated School District No. 64 approve the bid from Reinders for a Toro Ground 400-D Tier 4 at a total cost of \$54,209.12 and approve the bid from Atlas Bobcat for a Bobcat 5610 at a total cost of \$66,016.00.

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

AYES:

NAYES:

PRESENT:

ABSENT:

11/12/2018

# Chicago Tribune

Attachment 1

Printed: 10/10/2018 12:16:29 PM

Page 1 of 2

\* Agency Commission not included

Order ID: 5926582

**GROSS PRICE \* :** \$59.78

**PACKAGE NAME:** IL Govt Legal Pioneer North

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Order ID: 5926582

**GROSS PRICE \* :** \$59.78

**PACKAGE NAME: IL Govt Legal Pioneer North**

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**Product(s):** SubTrib\_Pioneer North , Publicnotices.com, classified.chicagotribune.com

**AdSize(s):** 2 Column

**Run Date(s):** Thursday, October 18, 2018

**Color Spec.** B/W

## Preview

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**ADVERTISEMENT FOR BIDS  
FOR THE PURCHASE OF GROUNDS EQUIPMENT BY  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64, COOK  
COUNTY**

The Board of Education of Community Consolidated School District No. 64, Cook County, Illinois (Board) is seeking bids for the purchase of a Toro Groundskeeper 4000-D Tier 4 and a Bobcat 5610.

Bid packages will be available at the Community Consolidated School District No. 64, Cook County, Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, starting on October 19, 2018

Bids must be submitted in a sealed envelope in accordance with the Bid Documents no later than 10:00 a.m. on Monday, November 5, 2018 to:

Mr. Ronald DeGeorge, Director of Facility Management  
Community Consolidated School District No. 64, Cook County  
Administrative Office  
164 South Prospect Avenue  
Park Ridge, Illinois, 60068.  
ATTN: Grounds Equipment Bid

Facsimile and electronic bids will not be accepted. Bidders are responsible for ensuring timely delivery of their bids; no late bids will be accepted. Bids will be opened and read aloud at the Community Consolidated School District No. 64, Cook County, Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068 at 10:00 am on Monday, November 5, 2018

Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding procedure. Any such decision shall be considered final.

10/18/18 5926582



**Product Quotation**

Quotation Number: 28311D028937  
 Date: 2018-11-02 08:56:41

Ship to	Bobcat Dealer	Bill To
Community School Dist. 64 Attn: Ron DeGeorge 164 S. Prospect Park Ridge, IL 60068 Phone: (773) 766-7679	Atlas Bobcat, Elk Grove Village, IL 1160 MCCABE AVE ELK GROVE VILLAGE IL 60007 Phone: (847) 678-3633 Fax: (847) 678-3587	Community School Dist. 64 Attn: Ron DeGeorge 164 S. Prospect Park Ridge, IL 60068 Phone: (773) 766-7679
	----- Contact: Todd Swartz Phone: 847-678-3633 Fax: 847-678-3587 Cellular: 847-529-1191 E Mail: tswartz@atlasbobcat.com	

Description	Part No	Qty	Price Ea.	Total
<b>Bobcat 5610</b>	M1223	1	\$59,418.00	\$59,418.00
Adjustable Vinyl Seats	Interior Trim			
All-Wheel Steer	Joystick, Manually Controlled with Lift Arm Float			
Automatically Activated Glow Plugs	Lift Arm Support			
Auxiliary Hydraulics	Limited Slip Transaxle			
Variable Flow with dual direction detent	Parking Brake, automatic			
Beverage Holders	Power Steering with Tilt Steering Wheel			
Bob-Tach	Radiator Screen			
Boom Float	Radio:			
Cowl and Cowl Support	AM/FM/Weatherbanb			
Cruise Control	Aux Input & Head Phone Jacks			
Deluxe Equipment:	Lower Engine Cover			
Cab Enclosure with Heater and Air Conditioning	Rear Reciever Hitch			
Deluxe Operator Canopy (Front Window, Rear Window, Front Wipers, and 2-Electrical Power Port)	Seat Belts, Shoulder Harness			
Deluxe Road Package (back-up alarm, turn signals, flashers, tail lights, brake lights, rear view mirror, side mirrors, horn, lower engine guard, rear work light, and headlights)	Spark Arrestor Muffler			
Engine and Hydraulic Monitor with Shutdown	Storage Bins			
Front Work Lights	Suspension, 4-wheel independent			
Full-time Four-Wheel Drive	Tires: 27 x 10.5-15 (8 ply), Lug Tread			
Horsepower Management	Toolcat Interlock Control System (TICS)			
Instrumentation:	Two-Speed Transmission			
Hour meter, Job Hours, Speedometer, Tachometer, Fuel Gauge, Engine Temperature Gauge, and Warning Lights	Traction Control			
Heavy Duty Battery	Machine Warranty: 12 Months, unlimited hours			
High Flow Hydraulics and Attachment Control Kit	Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty			
Keyless Ignition System				
Power BobTach				
PTO Package (rear PTO-540 RPM, PTO Shield, PTO Tachometer)				
Three-Point Hitch Package (Three-Point, depth position gauge)				
Rear Remote Package (One set of poppet-style couplers, for use with implement hydraulics)				
Roll Over Protective Structure (ROPS) - Meets Requirements of SAE-J1040 & ISO 3471				
Falling Object Protective Structure (FOPS) - Meets Requirements of SAE-J1043 & ISO3449, Level I				
Dome Light				

36 Month Protection Plus (2000 Hours)	9974413	1	\$4,289.00	\$4,289.00
Tilt-Tatch accessory	7101600	1	\$2,309.00	\$2,309.00

Total of Items Quoted	<b>\$66,016.00</b>
Quote Total - US dollars	<b>\$66,016.00</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

**Customer Acceptance:**

Purchase Order: \_\_\_\_\_

**Authorized Signature:**

**Print:** \_\_\_\_\_ **Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADVERTISEMENT FOR BIDS  
FOR THE PURCHASE OF GROUNDS EQUIPMENT BY  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64, COOK COUNTY**

The Board of Education of Community Consolidated School District No. 64, Cook County, Illinois (Board) is seeking bids for the purchase of a Toro Groundsmaster 4000-D Tier 4 and a Bobcat 5610.

Bid packages will be available at the Community Consolidated School District No. 64, Cook County, Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, starting on **October 19, 2018**

Bids must be submitted in a sealed envelope in accordance with the Bid Documents no later than **10:00 a.m. on Monday, November 5, 2018 to:**

Mr. Ronald DeGeorge, Director of Facility Management  
Community Consolidated School District No. 64, Cook County  
Administrative Office  
164 South Prospect Avenue  
Park Ridge, Illinois, 60068.  
ATTN: Grounds Equipment Bid

Facsimile and electronic bids will not be accepted. Bidders are responsible for ensuring timely delivery of their bids; no late bids will be accepted. Bids will be opened and read aloud at the Community Consolidated School District No. 64, Cook County, Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068 at **10:00 am on Monday, November 5, 2018**

Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding procedure. Any such decision shall be considered final.

**BID CONDITIONS**  
**FOR PURCHASE OF GROUNDS EQUIPMENT**

**1. DEFINITIONS**

1.1 “BOARD” or “SCHOOL DISTRICT”: The Board of Education of Community Consolidated School District No. 64, Cook County, Illinois.

1.2 “BID DOCUMENTS” include:

- I. Advertisement for Bids;
- II. Bid Submission Form;
- III. Bid Conditions;
- IV. Bid Specifications;
- V. Addenda, if any; and
- VI. Contract.

1.3 “SELLER” or “CONTRACTOR”: The successful bidder.

**2. FORM OF BID**

2.1 Bid Submission: The Bid Submission Form and the executed Contract must be submitted to the Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, no later than **November 5, 2018**. The bid must be submitted in a sealed envelope addressed to Mr. Ronald DeGeorge at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, and labeled Grounds Equipment Bid. The name, address, and phone number and a contact must be listed on the outside of the bid. The sealed bid must be submitted on the forms provided. Facsimile and electronic bids will not be accepted.

2.2 Alternate Bids: Alternate bids shall not be considered unless requested by the Board. An alternate bid shall not become a part of the Contract unless approved by the Board in writing upon the award of the bid.

2.3 Delivered Price: Your bid price must be a delivered price, to the Board's destination, with all transportation and handling charges paid by the bidder. The bid price must be firm for at least sixty (60) calendar days after the bid opening.

2.4 Unit and Total Prices: The price for the units specified in the Bid Conditions should be clearly shown for each separate item in the space provided on the Bid Submission Form. Only one unit price should be quoted. **The Board reserves the right to award both pieces of equipment to one bidder or to split the award and award each piece of equipment to separate bidders. If you are only bidding on one piece of equipment, insert “N/A” for the Bid Price of the equipment not being bid upon.**

2.5 Contract: The bidder shall submit a fully executed Contract with its bid on the form contained in the Bid Documents.

### **3. WITHDRAWAL, CANCELLATION, OR MODIFICATION OF BID**

3.1 Withdrawal, Cancellation, or Modification of Bids: A bidder may withdraw a bid at any time prior to the time specified in the Bid Documents as the closing time for the receipt of bids. Any modification to a bid may be made only by substitution of another bid. However, no bidder shall withdraw, cancel or modify a bid for a period of sixty (60) calendar days after said closing time for the receipt of bids, nor shall the successful bidder withdraw, cancel or modify a bid after having been notified that said bid has been accepted by the Board. Any bidder that withdraws, cancels or modifies a bid within said sixty (60) day period shall be responsible for all losses, costs, expenses, and attorneys' fees incurred by the Board as a result of such withdrawal, cancellation or modification.

3.2 Late Bids: Bids received after the time specified in the Bid Documents will not be considered.

### **4. BIDDER REPRESENTATIONS**

4.1 Complete Understanding: Each bidder warrants and represents that he or she has read and understands the Bid Documents, and, by submitting a bid, agrees to be bound by the terms and conditions herein.

4.2 Authorized Representative: Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the bid.

4.3 Bid Rigging and Bid Rotating: As required by the *Illinois Criminal Code of 2012*, 720 ILCS § 5/33E-11, by executing this Contract, the Contractor certifies that it is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Contractor agrees that if this certification is false, the Board may declare the Contract void. The Contractor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, the Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 §§ ILCS 105/1 *et seq.*, regardless of whether the Contractor is a retailer maintaining a place of business within this State" as defined in Section 2 of the Use Tax Act.

### **5. AWARD**

5.1 Award of Bids: Bids shall be awarded, if at all, to the lowest responsible responsive bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board.



5.2 Bid Reservation: The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding.

5.3 Interpretation of Bid Documents: If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit a written request for an interpretation to Mr. Ronald DeGeorge at rdegeorge@d64.org. Requests for interpretations or clarification of Bid Documents must be submitted no later than **October 31, 2018**; requests submitted after this date and time will not be answered. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by Mr. Ronald DeGeorge. A copy of such addendum will be mailed or delivered to each person receiving a set of such Bid Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

## 6. QUALITY OF GOODS

6.1 Title and Risk of Loss: Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

6.2 Inspection: All goods shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects or which fail to meet the Bid Documents or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.

6.3 Payment and Price: Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.

6.4 Warranties: In addition to any manufacturer warranties, the Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing

warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by the Seller.

6.5 Patent Infringement: The Seller shall indemnify, defend, and hold harmless the Board, its successors, employees, agents, assigns, and users of the goods herein described against any and all loss, damage, or injury arising out of a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. The Seller agrees that it will assume, upon request, the defense of any and all such suits and pay all costs and expenses incidental thereto.

## 7. DELIVERY

7.1 Shipping Instructions: Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.

7.2 Deliveries/Time: Time is of the essence. Deliveries shall be made to the Board's designated receiving area. To schedule the delivery of the equipment contact Ronald DeGeorge at (847) 318-4313.

7.3 Rejection and Cancellation: The Board reserves the right to reject any goods or services and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods or services described in the Bid Documents. Acceptance of any part of the goods or services covered by the invitation to bid shall not obligate the Board to accept future shipments or work nor deprive it of its right to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the Bid Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

## 8. MISCELLANEOUS

8.1 Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.

8.2 Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the Bid Documents unless specifically set forth in writing.

**BID SUBMISSION FORM**  
**FOR PURCHASE OF GROUNDS EQUIPMENT**

Bid Description: Purchase of a Toro Groundsmaster 4000-D Tier 4 and a Bobcat 5610

Bid Submission Date: November 5, 2018 at 10:00 a.m.

Date and Time of Bid Opening: November 5, 2018 at 10:00 a.m.

Bid Price for Toro Groundsmaster\*: \$ N/A

Bid Price for Bobcat 5610\*: \$ 66,016.00

*\*Exclude sales tax from pricing as the Board is exempt from paying such tax (See Article 8 of Bid Conditions)*

Delivery Date to School District: 45-60 Days after receipt of PO

**The Board reserves the right to award both pieces of equipment to one bidder or to split the award and award each piece of equipment to separate bidders. If you are only bidding on one piece of equipment, insert "N/A" for the Bid Price of the equipment not being bid upon.**

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 2012* (720 ILCS §§ 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

By: 

Firm Name: Atlas Bobcat, LLC

Print Name: Todd Swartz

Address: 1160 McCabe Ave

Its: Sales Manger

City: Elk Grove Village

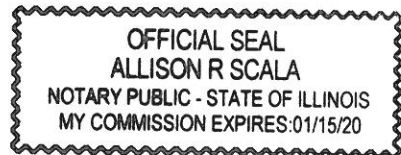
Telephone: 847.529.1191

State: IL

Date: 10/17/2018

**Subscribed and sworn to before me  
this 17 day of Oct, 2018**

Notary Public: 



8.3 Default: If any bidder fails to fulfill any or all terms and conditions of the Bid Documents, said bidder shall be declared to be in default and shall be subject to any and all remedies available to the Board.

8.4 Compliance with Applicable Law: The bidder shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et al.*) in performing under the Bidding Documents.

8.5 Assignment: The bidder shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.

8.6 Indemnification: The bidder shall indemnify, defend, and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to any breach by the bidder of the Bid Documents. Further, without limiting the above, to the extent any of the Indemnitees incur any fees, costs or expenses of any kind whatsoever arising from, related to or connected with any business activities of the bidder, such as the Board’s compliance with Citations to Discover Assets, Mechanic Liens claims or any other claims or requests, the bidder shall be responsible for all fees, costs and expenses incurred by the Indemnitees related thereto.

**BID SPECIFICATIONS  
FOR PURCHASE OF GROUNDS EQUIPMENT**

The Board desires to purchase the following pieces of equipment:

**Toro Groundsmaster 4000-D Tier 4**

<b>Qty.</b>	<b>Model #</b>	<b>Description</b>
1	30609	Toro Groundsmaster 4000-D Tier 4
1	30349	Universal Sunshade (White)
1	31512	Back Up Alarm
1	108-1450	Atomic Mulching Blades 7 Pack
1	30408	800 Hour Maintenance Kit
1	31511	Horn Kit
1	30414	North American Road Light Kit
1	30691	Lights Adapter Kit GM40/41XX

**Bobcat 5610**

<b>Qty.</b>	<b>Part #</b>	<b>Description</b>
1	M1223	Bobcat 5610 Adjustable Vinyl Seats All-Wheel Steer Automatically Activated Glow Plugs Auxiliary Hydraulics Variable Flow with dual direction detent Beverage Holders Bob-Tach Boom Float Cowl and Cowl Support Cruise Control  Deluxe Equipment: Cab Enclosure with Heater and Air Conditioning Deluxe Operator Canopy (Front Window, Rear Window, Front Wipers, and 2-Electrical Power Port) Deluxe Road Package (back-up alarm, turn signals, flashers, tail lights, brake lights, rear view mirror, side mirrors, horn, lower engine guard, rear work light, and headlights) Engine and Hydraulic Monitor with Shutdown Front Work Lights Full-time Four-Wheel Drive Horsepower Management  Instrumentation: Hour meter, Job Hours, Speedometer, Tachometer, Fuel Gauge, Engine Temperature Gauge, and Warning Lights Heavy Duty Battery High Flow Hydraulics and Attachment Control Kit Keyless Ignition System Power BobTach PTO Package (rear PTO-540 RPM, PTO Shield, PTO Tachometer) Three-Point Hitch Package (Three-Point, depth position gauge) Rear Remote Package (One set of poppet-style couplers, for use with implement hydraulics) Roll Over Protective Structure (ROPS) – Meets Requirements of SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) – Meets Requirements of SAE-J1043 & ISO3449, Level 1 Dome Light

Interior Trim:

Joystick, Manually Controlled with Lift Arm Float  
Lift Arm Support  
Limited Slip Transaxle  
Parking Brake, automatic  
Power Steering with Tilt Steering Wheel  
Radiator Screen

Radio:

AM/FM/Weatherbanb  
Aux Input & Head Phone Jacks

Lower Engine Cover  
Rear Receiver Hitch  
Seat Belts, Shoulder Harness  
Spark Arrestor Muffler  
Storage Bins  
Suspension, 4-wheel independent  
Tires: 27 x 10.5-15 (8ply), Lug Tread  
Toolcat Interlock Control System (TICS)  
Two- Speed Transmission  
Traction Control  
Machine Warranty: 12 Months, unlimited hours  
Bobcat Engine Warranty: Additional 12 Months or total of  
2000 hours after initial 12 month warranty

9974413 36 Month Protection Plus (2000 Hours)  
7101600 Tilt-Tatch accessory

**CONTRACT FOR PURCHASE AND SALE OF GOODS**

**THIS AGREEMENT** is entered into this 12 day of November, 2018, by and between the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois (“District”), and Atlas Bobcat (“Bidder”) (collectively referred hereto as “Parties”).

**WHEREAS**, District has requested public bids for the purchase of Bobcat (“Good(s)”);  
5610

**WHEREAS**, Bidder has submitted a bid to sell the Good(s) to the District; and

**WHEREAS**, District desires to enter into this Agreement with Bidder to buy the Good(s) in accordance with the Contract Documents (defined in Paragraph 2 below).

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Purchase and Sale.** Bidder hereby agrees to sell and District agrees to purchase the Good(s) in accordance with the Contract Documents for the price set forth in Bid Submission Form. The District shall pay the sale price in accordance with the Illinois Local *Government Prompt Payment Act*, 50 ILCS 505/1 *et seq.*
2. **Contract Documents.** The documents comprising the entirety of this Agreement are the Bid Documents as defined in Section 1.2 of the Bid Conditions for the Purchase of Grounds Equipment, and this Agreement.
3. **Document Supremacy.** In the event any term or provision of this Agreement conflicts with a term or provision of the Bid Submission Form or Bid Conditions, the term or provision of this Agreement shall prevail.
4. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
5. **Amendments.** No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.
6. **Termination.** Should the Bidder fail to comply with any of the terms and conditions of the Contract Documents such failure shall be deemed to be a breach of the Contract Documents and the District may terminate the Contract and pursue all legal remedies available. Additionally, the



District may terminate this Contract for its convenience, without liability, by providing the Contractor with at least seven (7) days advanced notice of such termination.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the 12 day of November, 2018.

**DISTRICT:**

**BOARD OF EDUCATION OF  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 64  
COOK COUNTY, ILLINOIS**

By: \_\_\_\_\_

Its: Board President

Date: November 12, 2018

**ATTEST:**

By: \_\_\_\_\_

Its: Board Secretary

Date: November 12, 2018

535508\_1

**BIDDER:**

Atlas Bobcat, LLC

1160 McCabe Ave.

Elk Grove Village, IL 60007

By: Todd Swartz

Its: Sales Manager

Date: 17 Oct 18

**ATTEST:**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



### The Plot Thickens

With the right combination of attachments and implements, you can complete a single job – like preparing a food plot – in a single afternoon. Mount a grapple up front and add a rotary cutter or line rake to the rear – and clear your plot site from the front and behind. When you're ready to break ground, amend soil with fertilizer or manure, and prepare for planting, switch to a front-mounted tiller or a 3-point hitch tiller. Attach a seeder to finish the job. The only reason to leave the controls of your Toolcat 5610 is to switch your attachments.

## Heads or Tails

Revolutionize your attachment capabilities with the Toolcat 5610 utility work machine. With the ability to use front-mounted attachments and rear-mounted implements, builders and grounds crews, landscapers, agriculture producers, property owners and others can reduce the time spent stopping to change attachments and get more done in less time.

Like the 5600, the Toolcat 5610 is also a compact loader and attachment carrier, with a front lift arm that has a rated operating capacity (ROC) of 1,500 pounds. To increase productivity, you can add the available 3-point hitch and PTO, and buy, rent or use existing Category 1, 3-point implements up to 1,775 pounds to do hundreds of different tasks. Add optional rear remote hydraulics to adjust and control individual implement functions.



Check out more features of the Toolcat 5610 at [bobcat.com/5610](http://bobcat.com/5610)



Whitey Anderson, SCPS  
 Territory Manager  
 911 Tower Road  
 Mundelein, IL 60060  
 Cell (630) 251-4832  
 Fax (847) 678-5511  
[wanderson@reinders.com](mailto:wanderson@reinders.com)

Acct #:

Park Ridge-Niles School District 64  
 164 S. Prospect Avenue  
 Park Ridge, Illinois 60068

<u>Quote ID</u>	Quotes Good for 30 Days
<u>Quote Date</u> 10/15/18	Tax Not Included In Quote

Attn: Ronald DeGeorge

<b>PRICE QUOTATION</b>
------------------------

Qty	Model #	Description	Total
1	30609	Toro Groundsmaster 4000-D Tier 4	Illinois State Contract Pricing \$51,802.55
1	30669	White Universal Sunshade	\$644.40
1	31512	Back Up Alarm	\$129.60
1	108-1450	Atomic Mulching Blades 7 Pack	\$165.52
1	30408	800 Hour Maintenance Kit	\$320.45
1	31511	Horn Kit	\$82.80
1	30414	North American Road Light Kit	\$879.30
1	30691	Lights Adapter Kit GM40/41XX (F17 Model Year Only)	\$184.50
			Sub-Total \$54,209.12
			Sales Tax \$0
			Total \$54,209.12

**ADVERTISEMENT FOR BIDS  
FOR THE PURCHASE OF GROUNDS EQUIPMENT BY  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64, COOK COUNTY**

The Board of Education of Community Consolidated School District No. 64, Cook County, Illinois (Board) is seeking bids for the purchase of a Toro Groundsmaster 4000-D Tier 4 and a Bobcat 5610.

Bid packages will be available at the Community Consolidated School District No. 64, Cook County, Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, starting on **October 19, 2018**

Bids must be submitted in a sealed envelope in accordance with the Bid Documents no later than **10:00 a.m. on Monday, November 5, 2018 to:**

Mr. Ronald DeGeorge, Director of Facility Management  
Community Consolidated School District No. 64, Cook County  
Administrative Office  
164 South Prospect Avenue  
Park Ridge, Illinois, 60068.  
ATTN: Grounds Equipment Bid

Facsimile and electronic bids will not be accepted. Bidders are responsible for ensuring timely delivery of their bids; no late bids will be accepted. Bids will be opened and read aloud at the Community Consolidated School District No. 64, Cook County, Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068 at **10:00 am on Monday, November 5, 2018**

Bids shall be awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board. The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding procedure. Any such decision shall be considered final.

**BID SUBMISSION FORM  
FOR PURCHASE OF GROUNDS EQUIPMENT**

Bid Description: Purchase of a Toro Groundsmaster 4000-D Tier 4 and a Bobcat 5610

Bid Submission Date: November 5, 2018 at 10:00 a.m.

Date and Time of Bid Opening: November 5, 2018 at 10:00 a.m.

Bid Price for Toro Groundsmaster\*: \$ 54,209.12

Bid Price for Bobcat 5610\*: \$ N/A

*\*Exclude sales tax from pricing as the Board is exempt from paying such tax (See Article 8 of Bid Conditions)*

Delivery Date to School District: 60 days after order date

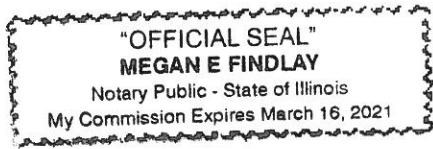
**The Board reserves the right to award both pieces of equipment to one bidder or to split the award and award each piece of equipment to separate bidders. If you are only bidding on one piece of equipment, insert "N/A" for the Bid Price of the equipment not being bid upon.**

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois *Criminal Code of 2012* (720 ILCS §§ 5/33E-3, 33E-4), or as a result of a violation of any other law, rule, ordinance or regulation. The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

By: Dwight D. Anderson Firm Name: Reinders Inc.  
Print Name: Dwight D. Anderson Address: 911 Tower Road  
Its: Account Manager City: Mundelein  
Telephone: 630-251-4832 State: Illinois  
Date: 10/26/18

Subscribed and sworn to before me  
this 26 day of 10, 2018.

Notary Public: Megan Findlay



**BID CONDITIONS  
FOR PURCHASE OF GROUNDS EQUIPMENT**

**1. DEFINITIONS**

1.1 “BOARD” or “SCHOOL DISTRICT”: The Board of Education of Community Consolidated School District No. 64, Cook County, Illinois.

1.2 “BID DOCUMENTS” include:

- I. Advertisement for Bids;
- II. Bid Submission Form;
- III. Bid Conditions;
- IV. Bid Specifications;
- V. Addenda, if any; and
- VI. Contract.

1.3 “SELLER” or “CONTRACTOR”: The successful bidder.

**2. FORM OF BID**

2.1 Bid Submission: The Bid Submission Form and the executed Contract must be submitted to the Administrative Office at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, no later than **November 5, 2018**. The bid must be submitted in a sealed envelope addressed to Mr. Ronald DeGeorge at 164 South Prospect Avenue, Park Ridge, Illinois, 60068, and labeled Grounds Equipment Bid. The name, address, and phone number and a contact must be listed on the outside of the bid. The sealed bid must be submitted on the forms provided. Facsimile and electronic bids will not be accepted.

2.2 Alternate Bids: Alternate bids shall not be considered unless requested by the Board. An alternate bid shall not become a part of the Contract unless approved by the Board in writing upon the award of the bid.

2.3 Delivered Price: Your bid price must be a delivered price, to the Board's destination, with all transportation and handling charges paid by the bidder. The bid price must be firm for at least sixty (60) calendar days after the bid opening.

2.4 Unit and Total Prices: The price for the units specified in the Bid Conditions should be clearly shown for each separate item in the space provided on the Bid Submission Form. Only one unit price should be quoted. **The Board reserves the right to award both pieces of equipment to one bidder or to split the award and award each piece of equipment to separate bidders. If you are only bidding on one piece of equipment, insert “N/A” for the Bid Price of the equipment not being bid upon.**

2.5 Contract: The bidder shall submit a fully executed Contract with its bid on the form contained in the Bid Documents.

### **3. WITHDRAWAL, CANCELLATION, OR MODIFICATION OF BID**

3.1 Withdrawal, Cancellation, or Modification of Bids: A bidder may withdraw a bid at any time prior to the time specified in the Bid Documents as the closing time for the receipt of bids. Any modification to a bid may be made only by substitution of another bid. However, no bidder shall withdraw, cancel or modify a bid for a period of sixty (60) calendar days after said closing time for the receipt of bids, nor shall the successful bidder withdraw, cancel or modify a bid after having been notified that said bid has been accepted by the Board. Any bidder that withdraws, cancels or modifies a bid within said sixty (60) day period shall be responsible for all losses, costs, expenses, and attorneys' fees incurred by the Board as a result of such withdrawal, cancellation or modification.

3.2 Late Bids: Bids received after the time specified in the Bid Documents will not be considered.

### **4. BIDDER REPRESENTATIONS**

4.1 Complete Understanding: Each bidder warrants and represents that he or she has read and understands the Bid Documents, and, by submitting a bid, agrees to be bound by the terms and conditions herein.

4.2 Authorized Representative: Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the bid.

4.3 Bid Rigging and Bid Rotating: As required by the *Illinois Criminal Code of 2012*, 720 ILCS § 5/33E-11, by executing this Contract, the Contractor certifies that it is not barred from contracting with any unit of State or Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the *Criminal Code*. The Contractor agrees that if this certification is false, the Board may declare the Contract void. The Contractor further certifies that it will provide a drug free workplace as required by the *Illinois Drug Free Workplace Act*, 30 ILCS §§ 580/1 *et seq.* If applicable, the Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the *Illinois Use Tax Act*, 35 ILCS 105/1 *et seq.*, regardless of whether the Contractor is a retailer maintaining a place of business within this State as defined in Section 2 of the Use Tax Act.

### **5. AWARD**

5.1 Award of Bids: Bids shall be awarded, if at all, to the lowest responsible responsive bidder, considering conformity with specifications, terms of delivery, and quality and serviceability, as determined by the Board.

5.2 Bid Reservation: The Board reserves the right to reject any and all bids or any part thereof and to waive technicalities in the bidding.

5.3 Interpretation of Bid Documents: If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit a written request for an interpretation to Mr. Ronald DeGeorge at rdegeorge@d64.org. Requests for interpretations or clarification of Bid Documents must be submitted no later than **October 31, 2018**; requests submitted after this date and time will not be answered. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by Mr. Ronald DeGeorge. A copy of such addendum will be mailed or delivered to each person receiving a set of such Bid Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

## **6. QUALITY OF GOODS**

6.1 Title and Risk of Loss: Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

6.2 Inspection: All goods shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects or which fail to meet the Bid Documents or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.

6.3 Payment and Price: Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein.

6.4 Warranties: In addition to any manufacturer warranties, the Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope given to the Board by the Seller.



6.5 Patent Infringement: The Seller shall indemnify, defend, and hold harmless the Board, its successors, employees, agents, assigns, and users of the goods herein described against any and all loss, damage, or injury arising out of a claim or suit for alleged infringement or any letters patent granted by the United States or any foreign government relating to the goods herein described. The Seller agrees that it will assume, upon request, the defense of any and all such suits and pay all costs and expenses incidental thereto.

## 7. DELIVERY

7.1 Shipping Instructions: Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.

7.2 Deliveries/Time: Time is of the essence. Deliveries shall be made to the Board's designated receiving area. To schedule the delivery of the equipment contact Ronald DeGeorge at (847) 318-4313.

7.3 Rejection and Cancellation: The Board reserves the right to reject any goods or services and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods or services described in the Bid Documents. Acceptance of any part of the goods or services covered by the invitation to bid shall not obligate the Board to accept future shipments or work nor deprive it of its right to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the Bid Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

## 8. MISCELLANEOUS

8.1 Taxes: The Board is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise Taxes, and any federal transportation tax, thus, no taxes shall be included in the bid price.

8.2 Waivers: The failure of the Board to demand strict performance on any one occasion shall not in any way affect, limit, or waive the Board's right thereafter to enforce and compel strict compliance with every term, condition, and specification thereof. The Board shall not have waived any rights under the Bid Documents unless specifically set forth in writing.

8.3 Default: If any bidder fails to fulfill any or all terms and conditions of the Bid Documents, said bidder shall be declared to be in default and shall be subject to any and all remedies available to the Board.

8.4 Compliance with Applicable Law: The bidder shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the *Illinois Prevailing Wage Act* (820 ILCS § 130/1 *et seq.*), the *Illinois Human Rights Act* (775 ILCS § 5/1 *et seq.*), the *Equal Employment Opportunity Act* (42 U.S.C. § 2000e), and the *Illinois Criminal Code* (720 ILCS § 5/1 *et al.*) in performing under the Bidding Documents.

8.5 Assignment: The bidder shall not delegate, assign, or subcontract the performance of any obligation hereunder to any third party without the prior written consent of the Board.

8.6 Indemnification: The bidder shall indemnify, defend, and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to any breach by the bidder of the Bid Documents. Further, without limiting the above, to the extent any of the Indemnitees incur any fees, costs or expenses of any kind whatsoever arising from, related to or connected with any business activities of the bidder, such as the Board’s compliance with Citations to Discover Assets, Mechanic Liens claims or any other claims or requests, the bidder shall be responsible for all fees, costs and expenses incurred by the Indemnitees related thereto.

**BID SPECIFICATIONS  
FOR PURCHASE OF GROUNDS EQUIPMENT**

The Board desires to purchase the following pieces of equipment:

**Toro Groundsmaster 4000-D Tier 4**

<b>Qty.</b>	<b>Model #</b>	<b>Description</b>
1	30609	Toro Groundsmaster 4000-D Tier 4
1	30349	Universal Sunshade (White)
1	31512	Back Up Alarm
1	108-1450	Atomic Mulching Blades 7 Pack
1	30408	800 Hour Maintenance Kit
1	31511	Horn Kit
1	30414	North American Road Light Kit
1	30691	Lights Adapter Kit GM40/41XX

## Bobcat 5610

Qty.	Part #	Description
1	M1223	Bobcat 5610

Adjustable Vinyl Seats  
All-Wheel Steer  
Automatically Activated Glow Plugs  
Auxiliary Hydraulics  
Variable Flow with dual direction detent  
Beverage Holders  
Bob-Tach  
Boom Float  
Cowl and Cowl Support  
Cruise Control

### Deluxe Equipment:

Cab Enclosure with Heater and Air Conditioning  
Deluxe Operator Canopy (Front Window, Rear Window, Front Wipers, and 2-Electrical Power Port)  
Deluxe Road Package (back-up alarm, turn signals, flashers, tail lights, brake lights, rear view mirror, side mirrors, horn, lower engine guard, rear work light, and headlights)  
Engine and Hydraulic Monitor with Shutdown  
Front Work Lights  
Full-time Four-Wheel Drive  
Horsepower Management

### Instrumentation:

Hour meter, Job Hours, Speedometer, Tachometer, Fuel Gauge, Engine Temperature Gauge, and Warning Lights  
Heavy Duty Battery  
High Flow Hydraulics and Attachment Control Kit  
Keyless Ignition System  
Power BobTach  
PTO Package (rear PTO-540 RPM, PTO Shield, PTO Tachometer)  
Three-Point Hitch Package (Three-Point, depth position gauge)  
Rear Remote Package (One set of poppet-style couplers, for use with implement hydraulics)  
Roll Over Protective Structure (ROPS) – Meets Requirements of SAE-J1040 & ISO 3471  
Falling Object Protective Structure (FOPS) – Meets Requirements of SAE-J1043 & ISO3449, Level 1  
Dome Light

### Interior Trim:

Joystick, Manually Controlled with Lift Arm Float  
Lift Arm Support  
Limited Slip Transaxle  
Parking Brake, automatic  
Power Steering with Tilt Steering Wheel  
Radiator Screen

Radio:

AM/FM/Weatherbanb  
Aux Input & Head Phone Jacks

Lower Engine Cover  
Rear Receiver Hitch  
Seat Belts, Shoulder Harness  
Spark Arrestor Muffler  
Storage Bins  
Suspension, 4-wheel independent  
Tires: 27 x 10.5-15 (8ply), Lug Tread  
Toolcat Interlock Control System (TICS)  
Two- Speed Transmission  
Traction Control  
Machine Warranty: 12 Months, unlimited hours  
Bobcat Engine Warranty: Additional 12 Months or total of  
2000 hours after initial 12 month warranty

9974413 36 Month Protection Plus (2000 Hours)  
7101600 Tilt-Tatch accessory

**CONTRACT FOR PURCHASE AND SALE OF GOODS**

**THIS AGREEMENT** is entered into this 12 day of November, 2018, by and between the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois (“District”), and Beinders (“Bidder”) (collectively referred hereto as “Parties”).

**WHEREAS**, District has requested public bids for the purchase of Tro (“Good(s)”); Groundmaster

**WHEREAS**, Bidder has submitted a bid to sell the Good(s) to the District; and

**WHEREAS**, District desires to enter into this Agreement with Bidder to buy the Good(s) in accordance with the Contract Documents (defined in Paragraph 2 below).

**NOW, THEREFORE**, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Purchase and Sale**. Bidder hereby agrees to sell and District agrees to purchase the Good(s) in accordance with the Contract Documents for the price set forth in Bid Submission Form. The District shall pay the sale price in accordance with the Illinois Local *Government Prompt Payment Act*, 50 ILCS 505/1 *et seq.*
2. **Contract Documents**. The documents comprising the entirety of this Agreement are the Bid Documents as defined in Section 1.2 of the Bid Conditions for the Purchase of Grounds Equipment, and this Agreement.
3. **Document Supremacy**. In the event any term or provision of this Agreement conflicts with a term or provision of the Bid Submission Form or Bid Conditions, the term or provision of this Agreement shall prevail.
4. **Complete Understanding**. This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
5. **Amendments**. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by both Parties.
6. **Termination**. Should the Bidder fail to comply with any of the terms and conditions of the Contract Documents such failure shall be deemed to be a breach of the Contract Documents and the District may terminate the Contract and pursue all legal remedies available. Additionally, the District may terminate this Contract for its convenience, without liability, by providing the Contractor with at least seven (7) days advanced notice of such termination.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the 12 day of November, 2018.

**DISTRICT:**

**BOARD OF EDUCATION OF  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 64  
COOK COUNTY, ILLINOIS**

By: \_\_\_\_\_

Its: Board President

Date: November 12, 2018

**ATTEST:**

By: \_\_\_\_\_

Its: Board Secretary

Date: November 12, 2018

**BIDDER:**

Reinders Inc.  
911 Tower Road  
Mundelein, Illinois

By:  Dwight S. Anderson

Its: Account Manager

Date: October 29<sup>th</sup>, 2018

**ATTEST:**

By: Steven Stewart

Its: Operations Manager

Date: 10/29/18

535508\_1

To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Luann Kolstad, Chief School Business Official  
Bernadette Tramm, Public Information Coordinator  
Date: November 12, 2018  
Re: Resolution #1212 to Approve Safe Routes to School - Emerson Middle School Access Project

### **Background**

As reported at the October 22, 2018 Board meeting, District 64 was originally invited to partner with planners at both the City of Park Ridge and Village of Niles to lend support for a joint effort to win up to \$200K in grant funding to improve safe walking/biking access to Emerson Middle School through the Safe Routes to School (SRTS) program administered by the Illinois Department of Transportation (IDOT).



Since that time, the Village of Niles passed an official resolution on October 23, 2018 approving its portion of the joint effort and authorizing application for a grant of up to \$50,000 to add new sidewalk on the west side of Prospect Avenue from Farnsworth Drive to Monroe Street along Emerson’s designated safe walking/biking route, identified in orange as “Proposed” on Attachment 1. The preliminary cost estimate for this work was about \$32,000. There are currently no sidewalks in this area.

The City of Park Ridge first considered its portion of the project, which would be to create a new, 8’ multi-use pedestrian/bike path along the south side of Oakton Street from Prospect Avenue to Michael John Drive/Ozark Avenue, at its October 22, 2018 City Council meeting, and was favorably committed to moving forward based on a preliminary cost estimate of about \$168,000. At its meeting on November 7, 2018, however, the Park Ridge City Council tabled the resolution necessary to sponsor the project, due to a revised, more detailed estimate received earlier that day that would require an \$80,000 non-reimbursable expenditure by the City.

### **Current Situation**

Despite the short notice and impending deadline, the planning group from the Village of Niles and District 64 have determined that it would still be feasible to move forward together exclusively on the Niles sidewalk portion of the grant. Niles is now prepared to move forward to request \$50,000 or up to the full \$200,000 available for the grant to continue its sidewalk infill along the Emerson safe walking/biking route, identified as “Future” in yellow on Attachment 1.



**Next Steps**

According to the guidelines, applications must be submitted by the sponsoring entity that will assume responsibility for initially funding the projects and receiving reimbursement from the state as work is completed. D64 would have no direct expenses; the infrastructure funding, expenditures and reimbursements would all be channeled directly through the Village of Niles.

The Board will be asked at the November 12 meeting to approve Resolution #1212 in support of the SRTS application by the Village of Niles (Attachment 2). The grant application cannot be submitted without District 64’s formal endorsement; the deadline to submit the application to IDOT is November 19. (Attachment 3)

We are pleased to continue moving forward on this project to improve safe walking and biking access to Emerson, which will serve our students and community members for many years to come. We would like to acknowledge and thank Niles Civil Engineer Robert (Bob) Rado and Emerson Middle School Principal Jim Morrison for their efforts to improve safety and accessibility for D64 students.

**ACTION ITEM 18-11-4**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve Resolution #1212: Resolution of Support for Safe Routes to School Program (SRTS) Grant Application for the Emerson Middle School Access Project.

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

The votes were cast as follows:

AYES:

NAYES:

PRESENT:

ABSENT:

11/12/2018



10/10/2018 10:42:35 AM S:\PS Engineering - Shared\Sidewalk 2018\ODN Sheets\FCC-1B Concrete-Map-Prospect Sidewalk\_SRTS.dgn

ENGINEERING DEPARTMENT  
**Village of Niles**  
6649 W. Touhy Avenue  
 Niles, Illinois 60714  
 Tel. 847.588.7300  
 Email: vniles.com

USER NAME = NILES  
 PLOT SCALE = 160.0000 "/>

DESIGNED - RJR  
 DRAWN - RJR  
 CHECKED - TJP  
 DATE - OCTOBER 2018

REVISED -  
 REVISED -  
 REVISED -  
 REVISED -

VILLAGE OF NILES

SAFE ROUTES TO SCHOOL - EMERSON ACCESS  
 PROSPECT STREET PROPOSED SIDEWALK

SCALE: 1" = 80' SHEET NO. 10F 15SHEETS STA. TO STA.

F.A.I. RTE.	SECTION	COUNTY	TOTAL SHEETS	SHEET NO.
		COOK	01	01
CONTRACT NO. V19-00				
ILLINOIS INFRASTRUCTURE IMPROVEMENT PROJECT				

**RESOLUTION #1212**

**RESOLUTION OF SUPPORT FOR SAFE ROUTES TO SCHOOL PROGRAM (SRTS)  
GRANT APPLICATION FOR THE EMERSON MIDDLE SCHOOL ACCESS PROJECT**

**WHEREAS**, the Board of Education of Community Consolidated School District 64 and the Village of Niles (“Applicants”) through a joint effort desire to undertake the Safe Routes to School Program sponsored by the Illinois Department of Transportation; and

**WHEREAS**, the Applicants desire to apply to the Illinois Department of Transportation Safe Routes to School Program for a grant for the purpose of carrying out this project; and

**WHEREAS**, the Applicants have received and understand the current Safe Routes to School Program Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of Community Consolidated School District 64, Park Ridge - Niles, Illinois, hereby supports the Village of Niles grant application to the Safe Routes to School Program in the amount of \$50,000 up to \$200,000, of which all expenditures are 100% reimbursable to the Village.

Adopted this 12th day of November, 2018 by the following vote:

AYES:

NAYES:

PRESENT:

ABSENT:

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

---

Athan "Tom" Sotos, Secretary

**SECRETARY’S CERTIFICATE**

**STATE OF ILLINOIS     )**  
**) SS**  
**COUNTY OF COOK        )**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, and as such Secretary, I am the keeper of the records and files of the Board of said School District.

I do further certify that the foregoing is a true, correct and complete copy of a resolution entitled “**RESOLUTION OF SUPPORT FOR SAFE ROUTES TO SCHOOL PROGRAM (SRTS) GRANT APPLICATION FOR THE EMERSON MIDDLE SCHOOL ACCESS PROJECT**” and that said Resolution was duly adopted by the Board of the School District on the 12th day of November 2018.

**IN WITNESS WHEREOF**, I hereunto affix my official signature at Park Ridge, Illinois, this

\_\_\_\_\_ day of November 2018.

By: \_\_\_\_\_  
Athán “Tom” Sotos  
Secretary, Board of Education

# ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM

Funding Application Guidance – Cycle 2019



## PURPOSE

The purpose of this guidance is to explain the requirements, eligibility, and application process of the Illinois Safe Routes to School Program.

## ABOUT SAFE ROUTES TO SCHOOL

Safe Routes to School (SRTS) was established as a stand-alone Federal-Aid program in August 2005 through the passage of SAFETEA-LU, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. Through 2009, Illinois received \$23.7M through SAFETEA-LU. In 2010, an additional \$7.5M was allotted as a result of the extension of SAFETEA-LU through December 2010.

These funds were provided to be administered through state DOTs at 100% federal participation with no state or local match required. These funds were made available until fully expended.

With the 2012 passage of MAP-21, Moving Ahead for Progress in the 21<sup>st</sup> Century, the SRTS program was changed from its status as a stand-alone program and became part of the new Transportation Alternatives Program (TAP), along with the Transportation Enhancements Program and the National Recreational Trails Program. The most notable changes to the SRTS program were the elimination of the requirement for states to provide a full-time SRTS Coordinator position and the funding participations and limits.

Funding under MAP-21 is provided as 80% federal/20% local match. Funding is also eligible for rescission after 4 years.

**Federal Participation for the SRTS Funding Cycle 2019 will be 100% in order to make full use of remaining funds from the SAFETEA-LU legislation. All guidelines and regulations from that legislation will remain in effect for this funding cycle.**

SRTS uses a multidisciplinary approach to improve conditions for the walk or bike to school. The program has three main goals:

***1. to enable and encourage children, including those with disabilities, to walk and bicycle to school***

***2. to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and***

***3. to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity (within 2 miles) of primary and middle schools (grades K-8).***

Safe Routes to School utilizes the five basic program components, known as the “5 E’s”, that comprehensively address obstacles and create solutions:

***Engineering*** – Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

***Education*** – Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.

***Enforcement*** – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, stopping for pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.

***Encouragement*** – Using events and activities to promote walking and bicycling.

***Evaluation*** – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

## **ELIGIBLE APPLICANTS**

**Grade Levels:** Safe Routes to School projects must focus on students in grades Kindergarten through 8<sup>th</sup> grade. Public grade schools, middle and junior high schools and grade centers that serve these ages are eligible. High schools and early childhood centers (that serve only pre-school children) are not eligible.

**Private Schools:** Private and parochial schools may also apply for SRTS projects. Infrastructure projects that serve private school locations are allowed as long as they are located on the public right-of-way. This may include projects on private land that have public access easements. **ROW and Easement Costs are NOT reimbursable. Necessary ROW and Easement should be secured before a project can be considered for award.** Non-infrastructure activities are also allowed at private and parochial schools.

### ***Application Sponsors:***

Infrastructure applications may be sponsored by Political subdivisions (municipalities, counties, townships) or other roadway jurisdictions. Schools and school districts may also apply for infrastructure projects provided they can demonstrate the ability to follow all Federal and State of Illinois policies, directives, and laws. Schools and municipalities must work together to determine the most beneficial improvements to best enable safe walking and bicycling for students.

Non-infrastructure applications may be sponsored by School districts, Political subdivisions (municipalities, counties, townships), Metropolitan planning organizations / regional planning commissions, Councils of government, Local, regional and state agencies (health departments, police departments), Non-profit organizations (PTA/PTO, community organization, health association, etc.).

For the purpose of the application, the group who will be administering the project(s) must apply as the Sponsoring Agency. A single Sponsoring Agency will be responsible for administering all project components of the application. The Sponsoring Agency will act as the

**Every applicant must be registered through the Grant Accountability and Transparency Act (GATA) grantee portal, and all pre-award requirements must be fulfilled prior to submitting an SRTS application. The grantee portal link can be found [HERE](#). For general GATA information, please visit the [GATA website](#).**

fiscal agent for all projects and will put forth the initial funds for the project. Funds will be reimbursed through the Illinois Department of Transportation.

## ILLINOIS SAFE ROUTES TO SCHOOL PROGRAM

The Illinois Safe Routes to School Program is administered by the Bureau of Programming in the Illinois Department of Transportation (IDOT) and funds both **infrastructure** (engineering) and **non-infrastructure** (education, encouragement, enforcement and evaluation) initiatives. A detailed list of eligible projects and activities in both the infrastructure and non-infrastructure categories appears later in this guide.

Key features of the Illinois SRTS Funding Cycle 2019 Program include:

- ✓ *SRTS projects are funded at 100% with no local match required.*
  - ✓ *SRTS is a reimbursement program - Project sponsors are responsible for supplying the upfront cost of the project and will be reimbursed by IDOT.*
  - ✓ *All infrastructure projects must be completed within a 2 mile radius of the school. Certain non-infrastructure projects must also comply with this rule.*
  - ✓ *Each school district is limited to one infrastructure and one non-infrastructure application.*
  - ✓ *Each project will require a separate application and will be reviewed and scored on its own merit, regardless of category or relationship to any other application submission.*
- Student Tally and Parent Survey Results are required for every school affected by the project and are to be included with the project applications. Tally and Survey forms may be found on the SRTS website.**
- ✓ *INFRASTRUCTURE applications may include one infrastructure project only. Each project has a funding limit of \$200,000. The minimum for any single infrastructure project is \$25,000.*
  - ✓ *Infrastructure applications may be sponsored by Political subdivisions (municipalities, counties, townships) or other roadway jurisdictions. Schools and school districts may also apply for infrastructure projects provided they can demonstrate the ability to follow all Federal and State of Illinois policies, directives, and laws. Schools and municipalities must work together to determine the most beneficial improvements to best enable safe walking and bicycling for students.*



- ✓ *Preliminary Engineering (PE) and/or Right-of-Way (ROW) costs will **NOT** be funded as part of the project.*
  - ✓ *All infrastructure projects must be obligated within 18 months of award announcement and construction completed and project closed by the end of three years from the date of award announcement.*
- No Federal Reimbursement will be Allowed for Work started and/or completed prior to Federal Authorization and/or a Notice to Proceed with a Contract Agreement.**
- ✓ *NON-INFRASTRUCTURE applications may include one non-infrastructure only. Each project has a funding limit of \$50,000. The minimum for any single non-infrastructure project is \$2,500. Any government entity, school district or nonprofit organization may sponsor a non-infrastructure application.*
  - ✓ *All non-infrastructure projects must be completed and invoices closed before the completion of a full school year. For example, if awards are announced in March 2019 the project must be complete and closed by May 2020 (end of one full school year).*
  - ✓ *Permanently mounted solar powered speed feedback signs will be funded as infrastructure projects. Portable speed feedback trailers will NOT be funded during this cycle.*
  - ✓ *All projects will be required to comply with applicable State and Federal requirements (including but not limited to) ADA, Title 23, NEPA, MUCTD, all procurement regulations, etc.*
  - ✓ *Because of the limited amount of 100% federal funds that remain available, scope or funding change requests that increase the amount of funds awarded cannot be approved.*
  - ✓ *Any unused SRTS funds remaining after the project is completed will be returned to the program. They may not be used for additional work or another project.*

**One application, with all attachments, must be received by email to this office by 4:30pm CST on the last day of application submittal (November 19, 2018).**

**In addition, one hard-copy application package must be received by 4:30pm CST on Wednesday, November 21, 2018.**

### **EVIDENCE OF CONSULTATION**

**Resolutions of Financial Commitment and Administration** and **Letters of Support** must be obtained for all Safe Routes to School applications in order to be eligible for SRTS funds.

*For infrastructure applications*, the following endorsements are required:

1. One **Resolution of Financial Commitment and Letter of Support** must come from the sponsoring municipal, county, regional or state roadway authority for any affected roadways. If more than one jurisdiction is involved (e.g. both county and local roads), resolutions from all jurisdictional authorities are required. The sponsoring governmental unit will be responsible for project administration, including timely bid letting and oversight of design and construction.
2. A second **Resolution or Letter of Support** must be obtained from the School District for all infrastructure projects.
3. If the project will be located along or on a state route, you must also submit a **Letter of Allowance** from your local IDOT District. This letter must state that the Department will allow this project to be constructed if it is chosen for Safe Routes to School funding.

*For non-infrastructure applications:*

1. One **Resolution of Financial Commitment and Letter of Support** must be obtained from the sponsoring entity for all non-infrastructure projects.
2. A second **Resolution or Letter of Support** must be obtained from any agency/organization involved in implementation of non-infrastructure projects (e.g. police departments for enforcement programs, etc.)

**Optional for all applications:** Additional letters of support from other project partners (PTAs/PTOs, Local School Councils, non-profit organizations, public health agencies) may accompany any application.

## ELIGIBLE PROJECTS AND ACTIVITIES

Following is a list of fundable activities through the Illinois Safe Routes to School Program:

### Eligible Infrastructure Projects:

1. **Sidewalk Improvements** – New Sidewalk, Sidewalk Repair, Sidewalk Gap Closure, Sidewalk Widening, Sidewalk Curb, Sidewalk Curb Ramp
2. **Traffic Calming/Speed Reduction** – Speed Bump/Hump/Table, Raised Crossing, Median Refuge/Center Crossing, Narrowed Traffic Lane
3. **Traffic Control Devices** – New/Upgraded Traffic Signal, New Pavement Markings, New Traffic Striping, In-Roadway Crossing Light, Flashing Beacons, Bike Sensitive Signal Actuation Devices, Pedestrian Activated Signal Upgrades, Pedestrian Countdown Signal, **Permanently Mounted Solar Powered Speed Feedback Signs**
4. **Pedestrian and Bicycle Crossing Improvements** – Crossing, Median Refuge, Raised Crossing, Sight Distance Improvements
5. **On-Street Bicycle Facilities** – New/Upgraded Bike Lane, Widened Outside Lanes/Shoulders, Geometric Improvements, Turning Lanes, Channelization, Roadway Realignment, Traffic Signs, Pavement Markings
6. **Off-Street Bicycle Facilities** – Exclusive Multi-Use Bicycle and Pedestrian Trail separated from the roadway
7. **Secure Bicycle Parking Facilities** – Bike Racks, Safety Lighting, Covered Bike Shelter

Within this set of fundable infrastructure projects, the following costs are reimbursable through the SRTS 2019 Cycle Program:

Construction Costs  
Construction Engineering

**Preliminary Engineering and ROW Acquisition costs will NOT be reimbursed.**

**ROW and Easement acquisition should be completed before application submittal deadline.**

**Preliminary Engineering should be completed within 6 months of the awards announcement.**

**Obligation of construction funds must occur within 18 months of the awards announcement.**

**Construction should be completed within 3 years after the awards announcement.**

**Eligible Non-Infrastructure Projects:**

1. **Enforcement** – Crossing Guard Training Program, Parent or Student Patrol Program, Equipment for Crossing Guard or Parent/Student Patrols
2. **Education** – Educational Materials, Sponsor a Bicycle Rodeo, Teach Personal Safety Skills to students and parents, Educate Parents and Caregivers about Safe Driving Procedures at Schools, Training Workshops targeting School and Community audience
3. **Encouragement** – SRTS Promotional Campaigns and Materials, Modest Rewards for SRTS contests and events, Walking School Bus Programs, Bike Train Programs, International Walk to School and International Bike to School events, Walking/Biking Mileage Clubs
4. **Evaluation** – Costs for data gathering, analysis, and reporting at the local level, Photocopying and Printing costs, Postage costs, Measuring Parent/Guardian/Student/Law Enforcement perceptions of safety

**Many Education and Publicity Materials are available FREE-OF-CHARGE from Illinois Department of Transportation and other Safe Routes to School sources. These materials are available in PDF form. Printing of these materials is reimbursable as a project expense.**

Within this set of fundable non-infrastructure projects, the following costs are reimbursable through the SRTS 2019 Cycle Program:

Equipment and Supplies  
Educational Materials  
Promotions, Incentives, or Publicity  
Planning and Evaluation  
Associated Education and Training  
Printing and Copying

**Permanently Mounted Solar Powered Speed Feedback Signs will be funded as Infrastructure Projects.**

**Portable Speed Feedback Trailers will NOT be funded during this cycle.**

## **INELIGIBLE ACTIVITIES**

Recurring and operational costs, such as salaries and overhead, will not be funded.

Expenses for existing, expanding or new program staff time are considered operational expenses and not eligible for SRTS funding.

Foods and Beverages cannot be funded.

The use of funds for projects that reorganize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access is not permitted.

School bus safety programs and improvements to school bus stops are not eligible for this funding.

## **SUPPLEMENTAL SUPPORTING MATERIALS**

You may wish to attach additional materials that support or provide extra information related to your proposed project. This may include photos or designs of the affected area(s), school wellness policies, survey results, walking audit findings, event photographs, speed studies, etc.

The last page of the application contains the feature for directly uploading these materials. While this is optional, inclusion of additional materials that help support your proposal may benefit the likelihood of your application being funded.

## **REVIEW/SCORING CRITERIA AND PROCEDURES**

Upon receipt of the applications, a cursory review will be conducted by the SRTS Coordinator to determine eligibility and GATA compliance according to the criteria set. Applications deemed eligible will, after the application deadline, be reviewed and scored by the Review Committee. This committee will be made up of personnel from IDOT Central Office and each of the 9 IDOT District Offices. The members will score each application independently according to the following criteria – General Project Focus, Demonstration of Need, Project Detail and Cost Estimates, Hazards and Barriers. Other factors considered to calculate a final score will be Potential for Improving Walking and Bicycling, Consultation and Support, Enrollment Data from Illinois State Board of Education, Confirmation of PE and ROW status, and Previous SRTS Award Performance. The total score will determine ranking of all projects. The highest scoring projects will then be reviewed in rating order from highest to lowest until a cutoff is agreed upon based on funding available. Geographical balance and project schedule feasibility will also be considered.

### **Announcement of Awards**

Upon final selection of projects chosen to receive awards, and after concurrence by FHWA, documents will be made available for announcement to the public.

After the public announcement of awards, a list of awarded projects will be made available on the website for public view and notice will be sent through the subscription service.

Letters of congratulations and implementation guidance will be sent to all awarded Sponsoring Agencies.

### **Project Implementation and Tracking**

Successful grantees of infrastructure projects will be directed to contact the appropriate IDOT district to initiate implementation of the project. Scheduled kick-off meetings with all parties present will be required to initiate the implementation of all infrastructure projects. The Bureau of Programming will continue to monitor and record progress of all infrastructure projects to ensure timely completion of the project.

**All infrastructure projects must be obligated within 18 months of award announcement and construction completed and projects closed by the end of three years from the date of award announcement.**

Successful grantees of non-infrastructure projects will be contacted by and directed to work with the SRTS Coordinator to guide them through all aspects of their projects, from beginning to end. All aspects of administration of these projects will be directed and completed by the SRTS Coordinator.

**All non-infrastructure projects must be completed and invoices closed before the completion of a full school year. For example, if awards are announced in March 2019 the projects must be complete and closed by May 2020 (end of one full school year).**

## **REGULATORY REQUIREMENTS**

Selected projects are required to comply with a variety of Federal and State requirements in order to proceed. Below is a listing of key requirements that will be the responsibility of the applicant.

**State Procurement Procedures:** Compliance with all State of Illinois Procurement Regulations.

**ADA:** Compliance with the Americans with Disabilities Act (ADA) includes all infrastructure requirements and making program materials available in alternative formats.

**TIP:** Safe Routes to Schools funds must be programmed in a metropolitan or regional planning organization's Transportation Improvement Program (TIP).

**MUTCD:** Signage, striping and pavement marking projects must follow Illinois DOT design and signage standards as outlined in the Manual on Universal Traffic Control Devices.

**NEPA:** Except in unusual circumstances, most SRTS infrastructure projects will fall under categorical environmental exclusions that recognize construction of bicycle and pedestrian lanes, paths, and facilities as not involving significant environmental impacts. Where exclusions do not apply, projects are expected to comply with the National Environmental Policy Act (NEPA). Please contact your IDOT District Local Roads office if you have questions about NEPA and your project.

**Title 23:** Safe Routes to School program must comply with Davis Bacon prevailing wage rates, competitive bidding, and other contracting requirements, even for projects not located within the right-of-way of a federal-aid highway.

For additional information regarding the Illinois SRTS program you may contact:

John Paris  
Bureau of Programming, Room 308  
Illinois Department of Transportation  
2300 South Dirksen Parkway  
Springfield, IL 62764  
(217) 785-1250  
[DOT.SafeRoutes@illinois.gov](mailto:DOT.SafeRoutes@illinois.gov)

An e-mail subscription service is available to assist IDOT in communicating important information regarding the Illinois SRTS program. This is a one-way announcement service. Your email address will be kept private and not sold or otherwise distributed outside the department.

To subscribe or unsubscribe, click on the link below and send the blank email that pops up. (Do not add anything to the subject line or to the body of the email).

Subscribe [subscribe-dot-srts@lists.illinois.gov](mailto:subscribe-dot-srts@lists.illinois.gov)

Unsubscribe [unsubscribe-dot-srts@lists.illinois.gov](mailto:unsubscribe-dot-srts@lists.illinois.gov)

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Dr. Lea Anne Frost, Director of Student Services  
Date: November 12, 2018  
Re: Special Education Update October to November

The Student Services Department is continuing to progress on the identified four key target areas that align to both the external audit and internal review.

### **Activities between October 23, 2018 and November 12, 2018**

The sections below describe the activities that have occurred within the Department of Student Services following the Board's regular October meeting and November 12, 2018 in support of the multi-year improvement effort that aligns with the D64 *2020 Vision* Strategic Plan.

#### **Staffing**

At this time, the Student Services Department is reviewing the need for an additional social worker. This allocation is currently in the budget, however, it was not filled as a proper use could not be determined at the beginning of the school year. We are now reviewing the need for the use of this allocation possibly within our middle schools.

Also in coordination with the key target of staffing, the Student Services department released a staffing needs survey to all D64 staff on November 1, 2018. The information gathered from this survey will be considered in the allocation process to begin in January 2019. The allocation process will also consider rules/regulations and student needs identified within our IEP system to help determine the human resources necessary for the 2019-20 school year.

#### **Ongoing Professional Development Needs**

This month, the District-wide Institute Day on November 6 presented a special opportunity to schedule professional development for many of our staff, in addition to our other planned trainings.

Our staff have provided the following trainings to their colleagues:

- Camille Derwin, resource teacher and coach, and Jill Dzik, special education coordinator, offered a training to all new staff and veteran special education staff on October 30 on data collection and goal monitoring. Approximately 34 staff attended.
- Nicolette Solano, D64's Board Certified Behavior Analyst, and Natalie Szeles, special education coordinator, offered a training to all new staff and veteran special education staff on November 5 on behavior management. Approximately 35 staff attended.



- Our OT/PT staff provided sensory integration and mindfulness training to our teacher assistants on the November 6 Institute Day

Additional activities included:

- Our Wilson coach has expanded providing support from Washington to both Roosevelt and Field and now also to Franklin
- Our teacher assistants were trained on autism by ABA of Illinois on the November 6 Institute Day
- Our certified staff participated in the restorative justice training on the November 6 Institute Day
- Building secretaries were trained on McKinney-Vento (homelessness) procedures on October 23

### **Consistency**

The Student Services department is continuing to address the development of three comprehensive procedures:

- The Social Workers are continuing to align the Student Suicide and Homicide Threat Assessments as well as the Suicide Prevention procedures with the Board procedures
- Assistant Principals, Psychologists, Physical Therapists and Special Education Coordinators are working to develop a procedural manual for 504 eligibility and services
- Processes for transitions are being established from Early Childhood to Kindergarten, 5th to 6th grade, and 8th grade to high school. Transitions from outplacements back to District are determined on an individual basis and are discussed through the IEP process.

To date, D64 has finalized the following items that enhance the key target of consistency:

- The utilization of 6:120 AP2 (Access to Classroom and Personnel)
- An IEP Verification form to ensure all general education staff and teacher assistants who have contact with students with IEPs are aware of the student's needs, accommodations, and modifications
- A referral process for the services of the Board Certified Behavior Analyst (BCBA)
- Procedures for determining homelessness and the updating of the website for appropriate and meaningful materials to families
- An Accommodations Checklist was added to the Embrace 504 system
- Appropriate and acceptable modifications and accommodations that are being used in formative and common assessments
- The finalization of private evaluations to D64 and Home/Hospital Procedures
- As a means to foster communication, the Student Services staff portal contains finalized procedures and materials from trainings
- District 64 middle schools and their PTOs hosted a showing of the documentary film, *Angst*, about teen anxiety and mental health issues on November 5 at the Pickwick Theatre for parents/guardians. As a follow up, the Student Services department added a

new webpage, called [Health & Wellness Resources](#). This webpage now offers a wide variety of community resources in Park Ridge and Niles that are available to all families who may be experiencing mental health or other concerns for their students or family members. The webpage was shared onto all the school websites as well, making it a consistent, ongoing resource throughout D64.

Other activities have included:

- Reviews of: individual student evacuation plans and walk-throughs of those buildings to ensure appropriate accessibility; the domain meeting procedures to ensure parent input; the legal use of special education staff for the Multi Tier System of Supports (MTSS); and student records locations and items housed within the various files
- Conversion of use to the documents supplied by Embrace, our IEP system, including the use of eligibility determination and FBA/BIP documents and updating the system with each parent/guardian's residence;
- Creation of a new newsletter -- "*Snapshots from Student Services*" -- now being shared bi-weekly with all department staff and D64 administrators. This is increasing communication among the special education staff and administration on a District-wide basis.

### **Message of Inclusion**

Various activities are being addressed to continue and support the "Message of Inclusion":

- The Special Education Board Committee will meet next on November 13
- The Parents and Teachers Talking Together (PT3) group has scheduled 3 meetings through February:
  - December 11, January 29, and February 26
- An administrative group continues to develop a Disability Awareness Curriculum by month to be shared with each school (also pertains to Key Target #3)
- The Special Olympics planning team is continuing to make arrangements District-wide for student participation
- Last month we reported that four students are transitioning from outplacements back to D64. This month I am pleased to report an additional two students will be transitioning back to D64.

### **Future Plans for the Key Targets for the 2018-19 School Year**

1. **Staffing** - An allocation process will be instituted that gathers data from various sources to be utilized in developing an appropriate human resources plan for the department for each school building.
2. **Professional Development** - Training on classroom behavior management will be the focus of our November 14 Wednesday afternoon professional development session.

Additional professional development will be offered to specific groups on an ongoing basis.

3. **Consistency** - The department is continuing to engage in a review of our procedures, with an immediate emphasis on constructing a 504 Manual. We will also engage in a similar process with MTSS once the 504 Manual is near completion. It is also our plan to establish additional manuals housing forms pertaining to special education as well as a technology manual for our Embrace IEP system. Beginning in January, all student services staff will participate in defining curriculum and tools essential to the reading, math, and social-emotional learning domains via a multi-tiered approach.
4. **Message of Inclusion** - The PT3 group will be engaged in developing the five priority areas that were defined in spring 2018. Additionally, the Special Education Board Committee will meet to further its work and understanding of special education within the District.

### **Ongoing Work and Next Steps**

As reported last month, the District is diligently focused on implementing the varied, large activities and new initiatives introduced for the 2018-19 school year related to the audit finding and review, as described in detail for the Board and community over several months. The time and resources already committed to these priority projects, coupled with upcoming school holiday periods, may temporarily slow the volume of new items that are added to ensure the timely completion and consistent implementation of the initiatives now underway.

I look forward to presenting the department's update and sharing priority projects with members of the Board at the November 12, 2018 regular meeting.

# Special Education Update

**October 23, 2018 to November 12, 2018**

Dr. Lea Anne Frost, Director of Student Services

Park Ridge-Niles School District 64

Board of Education Meeting – November 12, 2018


**For the period:**

**October 23, 2018 to November 12, 2018**


Updates on the four key areas targeted for improvement:

- Staffing
- Professional development
- Consistency
- Message of inclusion

# Key Target #1 - Staffing

- At this time, the Student Services Department is reviewing the need for an additional social worker. This allocation is currently in the budget, however, it was not filled as a proper use could not be determined at the beginning of the year. We are now reviewing the need for the use of this allocation at the middle school level
  - A staffing needs assessment was shared electronically with all D64 staff on November 1. The survey will close on November 16, 2018
    - The results will be reviewed in preparing projections for the 2019-20 school year
  - The FY20 projection process will begin in January 2019
- 

# Key Target #2 - Professional Development

- Our staff have provided the following trainings to their colleagues:
    - Camille Derwin and Jill Dzik offered a training to all new staff and veteran special education staff on October 30 on Data Collection and Goal Monitoring.
    - Nicolette Solano and Natalie Szeles offered a training to all new staff and veteran special education staff on November 5 on behavior management.
    - Our OT/PT staff provided sensory integration and mindfulness training to our teacher assistants on November 6
  - Our Wilson coach has expanded providing support from Washington to Roosevelt and Field, and now to Franklin
  - Our teacher assistants were trained on autism by ABA Illinois on November 6
  - Our certified staff participated in the restorative justice training on November 6
  - Secretaries were trained on McKinney-Vento (homelessness) procedures on October 23
- 


# Key Target #3 - Consistency

- The department is reviewing, updating and implementing Board procedures as well as best practices to ensure fidelity and consistency
  - The Social Workers are aligning the Student Threat Assessment and Suicide Prevention procedures with the Board procedures
  - Work is continuing in developing a procedural manual for 504
  - The Student Services staff portal contains finalized procedures and materials from trainings thereby providing additional communication to staff






## Key Target #3 - Consistency (continued)

- Processes for transitions are being established from ECH to K, 5th to 6th grade, and 8th to HS. Transitions from outplacements back to District are determined on an individual basis and are discussed through the IEP process.
  - District 64 middle schools and their PTOs hosted a showing of the documentary film, *Angst*, about teen anxiety and mental health issues on November 5 at the Pickwick Theatre for parents/guardians. As a follow up, the Student Services department added a new webpage, called [Health & Wellness Resources](#). This webpage now offers a wide variety of community resources in Park Ridge and Niles that are available to all families who may be experiencing mental health or other concerns for their students or family members. The webpage was shared onto all the school websites as well, making it a consistent, ongoing resource throughout D64.
- 

# Key Target #4 - Message of Inclusion

- The Special Education Board Committee will meet next on November 13
  - The Parents and Teachers Talking Together (PT3) have scheduled 3 meetings through February:
    - December 11, January 29 and February 26
  - A Disability Awareness Curriculum by month is still being created and will be shared with each school (also pertains to Key Target #3)
    - Indicates specific months to review specified disabilities as well as materials to utilize within classrooms and suggestions for bulletin boards
- 

## Key Target #4 - Message of Inclusion (continued)

- Special Olympics Planning Team is continuing to make arrangements District-wide for student participation
- Last month we reported that four students are transitioning from outplacements back to D64. This month I am pleased to report an additional two students will be transitioning back.



# Future Plans

Four Key Targets:

1. Staffing
2. Professional Development
3. Consistency
4. Message of Inclusion

As reported last month, the District is diligently focused on implementing the varied, large activities and new initiatives introduced for the 2018-19 school year related to the audit findings/review, as described in detail for the Board and community over several months. The time and resources already committed to these priority projects, along with upcoming school holiday periods, may temporarily slow the volume of new items that are added.





*Questions?*

To: Board of Education  
 Dr. Laurie Heinz, Superintendent  
 From: Luann Kolstad, Chief School Business Official  
 Dr. Joel Martin, Assistant Superintendent of Human Resources  
 Date: November 12, 2018  
 Re: Approval of New Human Resources/Financial Management Software

At the October 22, 2018 Board of Education meeting, administration reviewed with the Board new software for human resources and financial management. James Levi of Hodges Loizzi has reviewed the License and Services Agreement (Attachment 1), and we have worked with Tyler Technologies to have amendments that we proposed added to the document. At this time, Mr. Levi and administration are satisfied with the License and Services Agreement.

The Board had requested that a determination be made as to whether there would be any other ongoing costs in addition to the annual fee Infinite Vision charges its users. After reviewing the agreement and speaking with individuals at Tyler Technologies, it has been determined that all maintenance and support is included in the quoted annual fee. In addition, the Board had requested a possible extension of the contract with the annual fee remaining the same for longer than the current 5-year period. Tyler Technologies is unable to guarantee the annual fee beyond five years, but has offered a not to exceed 3% increase for the sixth and the seventh year of the contract. Therefore, the cost will be as follows:

One-Time Implementation Fee for Infinite Visions:	\$ 76,800
Annual SaaS Fee (guaranteed for five years):	<u>\$ 52,327</u>
<b>Total Investment</b>	<b>\$129,127</b>

ACTION ITEM 18-11-5

I move that the Board of Education of Community Consolidated School District 64 approve Tyler Technologies Infinite Visions Human Resources and Financial Management Software at a one-time implementation fee of \$76,800 with an ongoing annual fee of \$52,327.

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

- AYES:
- NAYES:
- PRESENT:
- ABSENT:

Approval of Recommended Personnel Report

ACTION ITEM 18-11-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

November 12, 2018  
Personnel Report

Linda George	Employ as Special Needs Teaching Assistant at Franklin School effective November 1, 2018 - \$15.98 hourly.
Mary Granquist	Employ as Teaching Assistant at Field School effective November 26, 2018 - \$15.98 hourly.
Consilia Giustino	Employ as .5 Teaching Assistant at Washington School effective November 1, 2018 - \$15.98 hourly.
Suzanne Tomaszewski	Employ as Teaching Assistant at Washington School effective October 31, 2018 - \$15.98 hourly.
Elmin Pittges	Resign as EDK Teaching Assistant at Jefferson School effective November 6, 2018.
Anthony Surdo	Resign as Teaching Assistant at Washington School effective August 15, 2018.



Consent Agenda

ACTION ITEM 18-11-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for November 12, 2018 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending October 31, 2018; Appointment of FOIA Officers; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 1,194,161.79
20 - Operations and Maintenance Fund -----	\$ 301,360.64
30 - Debt Services -----	\$ 167,079.98
40 - Transportation Fund -----	\$ 550,664.42
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 1,794,215.43
61 - Capital Projects - 2017 Debt Certificates -----	\$ 112,689.80
80 - Tort Immunity Fund -----	\$ 3,380.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 130258 - 130385  
ACH's Numbered: 181900410 - 181900505

Total: \$ 4,123,552.06

Payroll and Benefits for Month of October, 2018

10 - Education Fund -----	\$ 4,220,451.91
20 - Operations and Maintenance Fund -----	\$ 230,444.26
40 - Transportation Fund -----	\$ 739.48
50 - IMRF/FICA Fund -----	\$ 78,867.25
51 - SS/Medicare -----	\$ 96,282.41
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 14409 - 14466

Direct Deposit: 900143470 - 900145136

Total: \$ 4,626,785.31

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To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Valerie Varhalla, Director of Business Services

Date: November 12, 2018

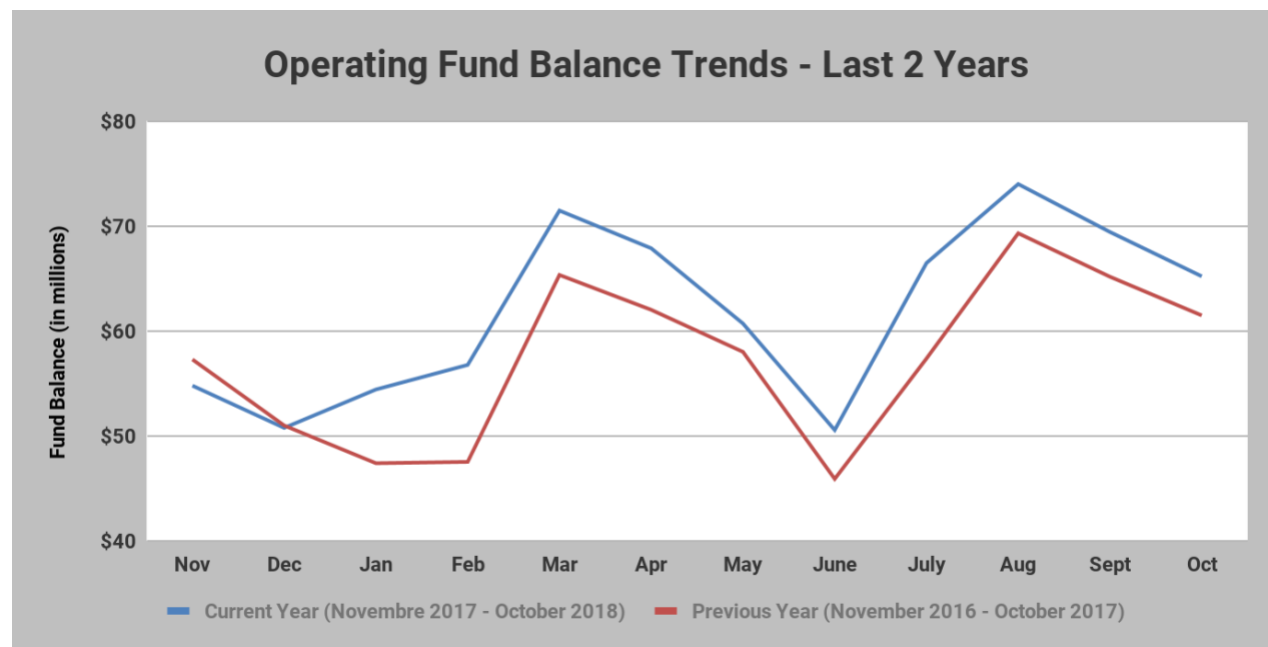
Subject: Financial Update for the Period Ending October 31, 2018

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Attached for your review are the following reports as of October 31, 2018:

- Fund Balance Report
- Revenue Summary Report
- Expenditure Summary Report
- Other Financing Sources/Uses Summary Report

Fund balance in the Operating Funds decreased \$4.2 million in October to \$65.2 million. The graph below shows a comparison of monthly fund balances over the last two years. The spikes in fund balance during February/March and July/August represent the District's property tax collections, which make up approximately 85% of the District's total annual revenues. It's very important for school districts to maintain fund balance reserves that are sufficient to cover operations in between those months, particularly during the fall/winter when revenues are typically scarce.



The most recent 12-month period followed a similar trend as the preceding year. Some notable exceptions are:

- January – The District’s fund balance typically decreases each year in January. However, the fund balance in January 2018 (blue line) increased because of a timing variance involving the District’s tax revenues. When the new federal tax law was approved, homeowners were encouraged to prepay their 2018 spring property taxes in calendar year 2017. As a result, the District received \$7.9 million (23%) of its spring tax revenue installment in January, which is 1-2 months earlier than normal. Fund balance at the end of January 2018 was \$7.1 million higher than at the end of January 2017.
- February – Fund balance in February 2017 (red line) remained flat instead of increasing because the Board approved a resolution to transfer \$4.5 million of fund balance out of the Operating Funds to fund capital projects.
- May and June – The two fund balance lines decreased at varying angles because the District’s biweekly payroll schedule produced a different number of payrolls in each month. Looking at the two months combined, fund balance in 2018 (blue line) decreased by \$1.2 million more than in 2017 (red line). This is due to the District transferring \$786,000 out of the Operating Funds in May 2018 to make its first yearly payment on the debt certificates. There was also a \$400,000 decline in registration fee revenue in 2018 because the District offered parents the option to defer payment on student fees until September for the first time this year.

From a macro-level perspective, the District continues to have a strong financial position at the start of the second quarter of the fiscal year. Fund balance is expected to continue declining over the next 2-3 months of operations when revenues are less substantial. The final 2018-19 budget and five-year financial projections outline a substantial number of facility improvement projects and curriculum renewals or adoptions planned for this year and the following year. Throughout this long-term planning and forecasting, the District continues to maintain the goal of operating within its means.

### **Revenue Summary - October**

Total revenue for the District was 43% of budgeted revenues as of October 31. Revenues in October consisted primarily of prior year property taxes totaling \$280,100 as well as \$157,600 in Corporate Personal Property Replacement Tax (CPPRT). The District also received some other local revenues including food service fees, extended day kindergarten tuition, and bus fees.

State and federal revenue was consistent in October due to two standard installments of Evidence Based Funding from the State totaling almost \$306,000 and \$176,900 for the federal IDEA grants.

### **Expenditure Summary - October**

After four months of activity (or  $\frac{1}{3}$  of the fiscal year), the District has expended 30% of its overall budget. It is customary for spending to run behind the average monthly budget pace because the first payroll for ten-month employees (teachers, teacher assistants, etc.) does not occur until late August.

Table 1 below shows the year-to-date percentage of the payroll budget (salaries and benefits) that has been spent after each month as compared to last year. Total payroll expenditures are trending as projected in the budget with no major anomalies.

Table 1: Payroll Expenditures

Month	YTD Percent of Budget Spent	
	2018-19	2017-18
October	21%	21%
September	14%	14%
August	6%	7%
July	1%	1%

Table 2 displays the cumulative percentage of the accounts payable budget (purchased services, supplies, equipment, etc.) that has been spent after each month versus last year.

Table 2: Accounts Payable Expenditures

Month	YTD Percent of Budget Spent	
	2018-19	2017-18
October	49%	41%
September	34%	32%
August	26%	25%
July	15%	14%

One reason for the increase in accounts payable over the prior year is the first of two annual payments on the Series 2014A bonds (\$1.9 million) was expensed in October this year but not until November last year. Another was the increase in capital improvement spending. The District has spent nearly \$5.5 million from its Capital Projects funds this year as compared to \$3.7 million at this point last year. Since a majority of the work occurs in the summer, a larger percentage of the accounts payable budget is expended in the first half of the fiscal year. Lastly, a larger portion of the District’s O&M budget has been spent as of October 2018 because of one-time expenses for playground equipment at Washington School (\$86,000) and the new district-wide radio communication system (\$137,000). Both were approved by the Board over the summer, and the Washington PTO will be reimbursing the District for the playground equipment with the District covering the installation costs.

**Other Financing Sources/Uses Summary – October**

Other Financing Sources/Uses consist primarily of transfers made between funds. All interfund transfers require Board approval. There has been no activity in the other financing sources/uses accounts so far this year.

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 Oct 31, 2018**

Fund	Unaudited Fund Balance June 30, 2018	2018-19 Fiscal Year to Date Revenues	2018-19 Fiscal Year to Date Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	2018-19 Other Financing Sources/Uses	Unaudited Fund Balance October 31, 2018
(10) Education	\$ 29,260,719	\$ 26,498,357	\$ 14,021,155	\$ 12,477,202	\$ -	\$ 41,737,921
(20) Operations & Maintenance	\$ 8,474,083	\$ 2,601,685	\$ 2,473,071	\$ 128,614	\$ -	\$ 8,602,697
(40) Transportation	\$ 3,648,924	\$ 1,793,014	\$ 503,960	\$ 1,289,054	\$ -	\$ 4,937,978
(50) Retirement (IMRF)	\$ 885,959	\$ 509,683	\$ 253,712	\$ 255,971	\$ -	\$ 1,141,930
(51) Retirement (Social Security)	\$ 824,244	\$ 690,536	\$ 289,470	\$ 401,066	\$ -	\$ 1,225,310
(70) Working Cash	\$ 6,577,446	\$ 289,577	\$ -	\$ 289,577	\$ -	\$ 6,867,023
(80) Tort Immunity	\$ 867,284	\$ 348,528	\$ 539,654	\$ (191,126)	\$ -	\$ 676,158
<b>Total Operating Funds</b>	<b>\$ 50,538,659</b>	<b>\$ 32,731,380</b>	<b>\$ 18,081,022</b>	<b>\$ 14,650,358</b>	<b>\$ -</b>	<b>\$ 65,189,017</b>
(60) Capital Projects	\$ 3,534,715	\$ 9,957	\$ 1,209,605	\$ (1,199,648)	\$ -	\$ 2,335,067
(61) Capital Projects - 2017 Debt Certificate	\$ 4,681,434	\$ 8,891	\$ 4,262,555	\$ (4,253,664)	\$ -	\$ 427,770
(30) Debt Service	\$ 3,672,438	\$ 932,057	\$ 2,148,837	\$ (1,216,780)	\$ -	\$ 2,455,658
<b>Total Non-Operating Funds</b>	<b>\$ 11,888,587</b>	<b>\$ 950,905</b>	<b>\$ 7,620,997</b>	<b>\$ (6,670,092)</b>	<b>\$ -</b>	<b>\$ 5,218,495</b>
<b>Total All Funds</b>	<b>\$ 62,427,246</b>	<b>\$ 33,682,285</b>	<b>\$ 25,702,019</b>	<b>\$ 7,980,266</b>	<b>\$ -</b>	<b>\$ 70,407,512</b>

This Report Can be Viewed on the

[Financial Data Current](#)



To: Board of Education  
From: Dr. Laurie Heinz, Superintendent  
Date: November 12, 2018  
Re: Appointment of District 64 FOIA Officers

In compliance with the Illinois Freedom of Information Act, the Board of Education in June 2018 re-appointed Bernadette Tramm, Public Information Coordinator, and appointed Brian Imhoff, Assistant Chief School Business Official, to serve as the District's FOIA Officers. Due to the recent departure of Mr. Imhoff, District 64 will need to update its FOIA Officers, who are listed on the District 64 FOIA Requests webpage: <http://www.d64.org/about/foia-requests>.

Administration is recommending the re-appointment of Mrs. Tramm and the additional appointments of Luann Kolstad, Chief School Business Official, and Dr. Lea Anne Frost, Director of Student Services, to serve as School District 64's FOIA Officers effective immediately.

ACTION ITEM 18-11-8

APPROVAL OF MINUTES

I move that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the minutes from the Committee-of-the-Whole Meeting on October 9, 2018; the Closed Session Meeting on October 22, 2018; and the Regular Meeting on October 22, 2018.

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

AYES:

NAYS:

ABSENT:

11/12/18



**DRAFT**

**DRAFT**

**DRAFT**

**DRAFT**

### **Board Member Discussion**

At the request of Board member Biagi, Board members were updated on an unusual situation where D64 school buses may not travel on two streets (Rose and Broadway) as it is privately owned by a homeowners association that prohibits bus traffic within their community boundaries. District 64 does provide transportation for students to and from school, but students walk a short distance to ride the bus. Following discussion, the consensus of the Board was to ask for legal counsel to review what options are available to the District with respect to using private roads to facilitate bus service to students.

### **Student Learning and Technology Update**

In their comprehensive written update and presentation at the meeting, Dr. Lopez and Tech Director Warden focused on "responsive teaching" as the instructional practice that has the most significant impact on student learning. Now entering the fourth year of the *2020 Vision* Strategic Plan, they reported on the plan's continuous improvement mindset and progress in the first four (of six) objectives that address the rigor of the District's educational program. In responsive teaching, they pointed out that effective teachers monitor student learning and provide targeted instruction by using feedback from students in three key areas: student learning, student engagement, and student connectedness.

A deeper view was then offered of the work underway in each of the key areas:

- **Student Learning** - Dr. Lopez and Director Warden reported that teachers address a range of academic needs in the classroom. To support achievement, they reported on three of the tools that D64 teachers use to diagnose student needs and design instruction, including: formative assessment, which happens during a unit of study and is designed to shape instruction taking place in response to student need; the Workshop Model currently being implemented in reading and piloted in writing; and common assessments, along with the related technology tools that help teachers access student learning in real-time and organize data for differentiation.
- **Student Engagement** - They next reported that research shows that students who are actively engaged in their learning are more likely to excel, and that today's teacher makes the distinction between passive compliance and active engagement. Director Warden showcased several advances in technology that offer opportunities for students and teachers to experience learning in ways that were not possible in the past. She and Dr. Lopez reported on the high-impact instruction underway through inquiry-based learning, a form of active learning that starts by posing questions, problems or scenarios for students to solve. Virtual reality experiences offered through Google's Learning Expeditions also were explored. Roosevelt School Instructional Technology Tiffany

**DRAFT**

**DRAFT**

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Costa and Building Technologist Gretchen Buhrke joined the presentation to help facilitate Board members using the mobile app to view 360-degree scans of locations -- like coral reefs, Antarctica, or the human anatomy -- that place students in the middle to explore, inquire and make connections.

- **Student Connectedness** - Dr. Lopez and Director Warden pointed out that when students feel a deep sense of connectedness to their classmates, teachers and other adults, they are more engaged, more persistent and demonstrate fewer disruptive behaviors. They noted that D64 is developing a comprehensive program to promote this positive school culture, and reported on a number of tools to support social-emotional learning (SEL) and the four components of the District-wide effort: explicit skill instruction guided by the District-wide *Second Step* program; environmental structures, such as expectations for positive behavior that each school embeds in an acronym, such as Emerson Eagle SOARS or Roosevelt School's 5 Bees; community-building practices, such as the introduction this year of "restorative practices" like communication circles; and data collection for the purpose of progress monitoring, like the Safe and Civil Schools *Climate & Safety Survey* conducted recently to collect baseline data across the District.

Board members engaged in discussion with Dr. Lopez, Director Warden and Dr. Heinz throughout the presentation to delve further into topics of interest to them. Board members suggested a report be prepared by the team in the future about restorative justice and communication circles, which will be the focus of the November 6 Institute Day professional development for many D64 staff members.

### **Update on Middle School Review Committee**

As stated earlier, Dr. Lopez noted this report had been deferred from the September 24 Board meeting. Dr. Lopez reported that the Middle School Review Committee had been convened in September 2017, and that last year's work had focused on creating a middle school mission; reviewing feedback from student focus groups and a ThoughtExchange interactive online forum; reviewing various types of middle school schedules; and establishing a scheduling subcommittee to work with consultant Dr. Michael Rettig. Dr. Lopez noted that this year's activities will be focused on reviewing the options outlined by the subcommittee; proposing possible resolutions for any challenges or opportunities created by the schedule options from Dr. Rettig; seeking feedback from stakeholders on viable options, and making a recommendation to the administration regarding scheduling. She pointed out that the committee is also expected to review student feedback and the ThoughtExchange results regarding exploratory/elective offerings in further depth. Board members engaged in discussion with Dr. Lopez and Dr. Heinz about the committee's work this year, and when the District would receive the committee's recommendations.

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Board President Borrelli and Dr. Heinz thanked Dr. Lopez and Director Warden for their report and for showcasing the efforts undertaken across D64 to implement the student learning and professional development objectives within the Strategic Plan.

Board members also reached consensus on switching the locations of the October and November regular meetings to be on site at Washington School on November 12 in order to celebrate the school's receipt of the 2018 National Blue Ribbon School Award, which is occurring on November 7-8.

In response to a Board member question, Public Information Coordinator Tramm also reported on the launch of a FOIA log on the D64 website to provide information about requests received by the District beginning October 1.

**Adjournment**

Board President Borrelli invited any public comments on these topics; none were received. At 9:02 p.m., it was moved by Board member Biagi and seconded by Board member Sotos to adjourn.

The votes were cast as follows:

AYES: Ryles, Sotos, Borrelli, Biagi

NAYS: None.

PRESENT: None.

ABSENT: Sanchez, Eggemann, Tiu

The motion passed.

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President

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Secretary

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Regular Board of Education Meeting held at 5:30 p.m.  
October 22, 2018  
Franklin School - Gym  
2401 Manor Lane, Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 5:35 p.m. Other Board members in attendance were Fred Sanchez, Larry Ryles, Tom Sotos, Rick Biagi, and Eastman Tiu. Board member Larry Ryles arrived during the closed session. Board member Mark Eggemann was absent. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent for Human Resources Joel T. Martin; Director of Student Services Lea Anne Frost; Public Information Coordinator Bernadette Tramm; Board legal counsel Tony Loizzi; 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>. The agenda and all reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

**BOARD RECESSES AND ADJOURNS TO CLOSED SESSION**

At 5:36 p.m., it was moved by Board President Borrelli and seconded by Board member Tiu to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2(c)(1)]; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more class of employees [5 ILCS 120/2(c)(2)]; the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(9)]; and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting [5 ILCS 120/2(c)(11)].

With respect to discussion of the Superintendent's evaluation, Board member Biagi noted that Board legal counsel Tony Loizzi at a previous meeting had confirmed that the Illinois School Code prohibits superintendent, principal and teacher evaluations from being conducted in open session and that there are no exceptions to this rule; that it is justified under the Open Meetings Act; and that it is advisable that the Board conduct the superintendent's evaluation in closed session.

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The votes were cast as follows:

AYES: Tiu, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Eggemann, Ryles

The motion carried.

**BOARD ADJOURNS FROM CLOSED SESSION AND RESUMES REGULAR MEETING**

The Board adjourned from closed session and resumed the regular meeting at 7:02 p.m.. In addition to those listed above, also present were: Director of Innovation and Instructional Technology Mary Jane Warden; Director of Facility Management Ron DeGeorge; and approximately 60 members of the public.

Board President Borrelli noted that the Board would return to closed session later in the meeting to consider the Superintendent’s evaluation. He also noted that the public comment period would be for non-agenda items and that the Board would take comments on agenda topics as they arise during the meeting.

**PLEDGE OF ALLEGIANCE, STUDENT/STAFF RECOGNITION AND WELCOME TO FRANKLIN SCHOOL**

Dr. Claire Kowalczyk, principal of Franklin school, welcomed Brownies from Troop 45681 to lead the Pledge of Allegiance. The Lincoln Symphonic Band directed by D64 Instrumental Music Specialist Brian Jacobi got the meeting off to a rousing start with selections from their recent concert. Dr. Heinz noted that the Symphonic Band is the top tier of the middle school band program, and that the 42 students in grades 6-8 rehearse twice weekly before school and attend weekly technique classes.

Board members and Dr. Heinz recognized 11 outstanding student musicians for 2018-19 selected by the Illinois Music Educators Association (ILMEA) in regional competition to participate at two upcoming events. Board members offered their congratulations and awarded certificates to the students in attendance along with teachers Mr. Jacobi and Ms. Erica Faulhaber.

Dr. Heinz reported that District 64 is joining with other schools across Illinois on Friday, October 26 to celebrate Principal Appreciation Day as part of a nationwide Principal Appreciation Month. Dr. Heinz noted that our school leaders wear many hats as they serve as the hub and heart of our school communities, and that they work to build strong connections with families to support each student’s well being and academic growth. She encouraged all community members to email, tweet, or phone their school administrators to thank them for their leadership and dedication to their school community.

Franklin Principal Kowalczyk and Assistant Principal Christa Donnelly then shared a video describing the all-school focus in October on students completing acts of kindness through the third annual "Raise Craze" as well as other community service activities undertaken by the school together, such as collecting sack

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lunches for Uncle Pete’s ministry, donating books for Bernie’s Book Bank, and gathering spare change to donate to the Red Cross for Hurricane Florence relief. The video report, delivered as a Franklin Falcon newsroom update, showcased the more than 1,600 acts of kindness students had completed to raise more than \$35,000 and the ultimate reward of transforming Principal Kowalczyk into a “human sundae.” Board President Borrelli thanked Franklin School for its warm welcome and thanked the student musicians for their spirited performance.

**PUBLIC COMMENT**

Board President Borrelli invited comments on items not on the agenda, noting that comments would also be received during the meeting as agenda topics are covered. None were received.

**DISCUSSION OF PROPOSED TAX LEVY RESOLUTION #1211 TO APPROVE 2018 PROPOSED TENTATIVE TAX LEVY AND ESTABLISHMENT OF PUBLIC HEARING**

CSBO Kolstad provided background information about the levy process and reviewed how the levy request is structured. She noted that only the prior year Consumer Price Index-Urban of 2.1% as of December 2017 is known, and that the District’s total Equalized Assessed Valuation (EAV) and new property EAV will not be available until July 2019. Because new construction is unknown at the time the levy must be adopted, she noted that past Boards have consistently set the percentage increase for the levy high enough to make sure the District could receive the full benefit from new construction. CSBO Kolstad provided more than a decade of history comparing the Board-approved levy request and the actual levy increase. She affirmed that no matter how large the levy request is for 2018, District 64 will only receive a 2.1% increase plus the taxes associated with new construction, as allowed under the tax cap (Property Tax Extension Limitation Law). She recommended that the Board adopt a tentative estimated property tax levy of \$68.15 million for 2018, which is a 4.64% increase over the prior year. She further recommended that although it is not required, the Board conduct a public hearing at 8:00 p.m. on Monday, November 12 during the regular Board meeting at Washington School, and that the Board schedule the final adoption of the levy at the regular meeting on December 10.

Turning to Cook County’s loss and cost factor added to the Debt Service Fund levy, Board members, CSBO Kolstad and Dr. Heinz continued a discussion initiated in 2017 on whether to adopt a Board Policy regarding reduction of the loss and cost factor and whether to abate the \$105,280 loss and cost for 2018. It was noted that the approximately \$2 million balance currently in the fund is scheduled to be utilized as part of the financing for the issuance of working cash fund bonds for facilities work in summer 2019 and 2020. The consensus of the Board was to move toward adopting a policy for the reduction of the loss and cost factor in the Debt Service Fund. CSBO Kolstad was requested to provide further information from the District’s legal counsel at the next regular meeting on how reducing or eliminating the loss and cost factor might be implemented with the County Clerk.

**ACTION ITEM 18-10-1**

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It was moved by Board member Tiu and seconded by Board member Biagi that the Board of Education of Community Consolidated School District No. 64 approve the 2018 Tax Levy Estimate, establishment of the Date and Time of the Truth-in-Taxation hearing for November 12, 2018 at 8:00 p.m., and Publication of Notice of Truth-in-Taxation hearing.

Board President Borrelli invited any further public or Board member comments; none were received.

The votes were cast as follows:

AYES: Tiu, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYES: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

### **CONTINUED DISCUSSION OF 2019 SUMMER CONSTRUCTION**

CSBO Kolstad, Facility Management Director DeGeorge, Studio GC architect Rick Petricek, and Principal Jason Bednar presented three new design concepts for Field School to create a secure vestibule within a reconfigured office and to provide additional classroom space to be completed as a summer 2019 project. Mr. Petricek began by reporting that based on a structural review of the third floor of Field, building out the unused, north end of the third floor would require extensive construction to reinforce the foundation and the structural beams that run perpendicular to the building. He noted that this work would require displacing all classrooms on the first and second floors in this area during the construction process, which would require bringing in mobile classrooms and would also entail high construction costs to perform the work. Mr. Petricek confirmed that administration and Studio GC recommend not pursuing this option further. Moving to the new options, the team presented three alternatives that would accomplish what the Board has requested in terms of additional classroom space, which range in cost from \$1.5 million to \$2.8 million.

Following Board discussion, the consensus of the Board was to set aside one option that would include not only the office/secure entry project but also add kindergarten classroom space. Further, the consensus of the Board was to proceed with fine-tuning the remaining two options: building an addition near the parking lot on Elmore for a new main office/secure entry; or building an addition in that location to house a multipurpose room with stage, while the existing auditorium would be renovated as a secure entry/office area. The District team will return at the next meeting with additional information.

### **SPECIAL EDUCATION UPDATE SEPTEMBER TO OCTOBER**

Student Services Director Frost updated the Board on the steps undertaken since the last Board meeting in the four key areas of: staffing, professional development, consistency across the District, and creating a message of inclusion. Dr. Frost recommended the addition of .5 FTE staffing allocation for a resource teacher at Roosevelt School based on student needs. She also noted staff training had been provided in the past month on a variety of topics, such as Section 504 plans and IEP development, and that facilitated IEP

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training was provided to special education administrators and District psychologists, among other professional development taking place for various staffing groups. Turning to consistency, Dr. Frost identified several Board procedures that the department is reviewing and updating to ensure they are being implemented with fidelity and consistency across the District. She also reported on the work of the Special Education Board Committee and additional meetings of the Parents and Teachers Talking Together (PT3) group. Dr. Frost further announced that a Special Olympics team has been formed with the Emerson instructional teachers and special education coordinators to coordinate efforts of all schools to be participants in Special Olympics; she cautioned that grade level participation may be limited due to the number of athletes and volunteers this year. She also noted other activities underway to develop a message of inclusion throughout the D64 community.

Following her report, Board member Sanchez updated the Board on the first meeting of the Special Education Board Committee on September 25 and reviewed the agenda topics that were covered. He reported that the committee planned to schedule its meetings to coordinate with PT3 sessions. He noted that the next meeting has been set for November 13, and requested that legal counsel provide an update on Open Meetings Act compliance for the committee. Dr. Heinz noted that minutes of the meeting were included in the public packet for tonight’s Board meeting and were posted on the District website with other Board meeting materials.

At 9:19 p.m., Board President Borrelli recessed the meeting for a short break; the meeting resumed at 9:28 p.m.

The Board then agreed by consensus to reorder the agenda to consider the Settlement Agreement.

**APPROVE SETTLEMENT AGREEMENT WITH STUDENT 2018-19(1)**

Board President Borrelli noted the agreement had been discussed by the Board during closed session.

ACTION ITEM 18-10-5

It was moved by Board member Biagi and seconded by Board member Tiu to approve the Settlement Agreement with Student 2018-19 (1).

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Tiu

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

**DISCUSSION OF DISTRICT LEGAL FEES**

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Chief School Business Official Luann Kolstad reported on annual expenditures for legal services in each category of specialized work provided by the three firms utilized by the District in 2017-18. She noted that the District uses two firms on an ongoing basis for legal issues: Hodges Loizzi for the majority of matters and Franczek Radelet for Property Tax Appeal Board (PTAB), Tax Increment Financing (TIF), and general real estate issues related to the District. She noted that a large majority of the PTAB and TIF legal bills are shared with Maine Township High School District 207. CSBO Kolstad reported that in 2017-18, the District also used the services of Ekl Williams Provenzale for a single matter. Legal counsel Tony Loizzi of Hodges Loizzi then provided a more detailed review of the District’s retainer relationship with the firm; attorney fees and billing practices including the “no charge” for certain services last year; and a review of the work performed by category. During the review, Board member discussion focused primarily on expenses related to special education, labor personnel, and Freedom of Information Act (FOIA) matters with Mr. Loizzi providing insights into the activities completed in the last year along, how school districts differ from municipalities in their legal needs, and comparisons of D64’s legal activities to similar size districts in the north suburban region of Illinois. The Board also discussed the fees associated with the use of Ekl Williams last year for consultation related to the proposed School Resource Officer (SRO) pilot program for the middle schools. CSBO Kolstad noted that the District budget now includes separate program codes for each type of legal service, which will make it easier to monitor whether any areas are seeing significant activity during the fiscal year on an ongoing basis. The consensus of the Board was that the overview was very helpful in providing transparency to taxpayers on District expenditures.

**DISCUSSION OF UPDATING HR/FINANCIAL MANAGEMENT SOFTWARE**

CSBO Kolstad and Assistant Superintendent of Human Resources Martin presented a proposal to replace the District’s financial and human resource management software to better integrate and streamline operations across multiple departments, access and link information currently maintained in multiple databases, and offer greater financial oversight for administrative staff. They reported that the existing software installed in 2010 is due for further revision, and reviewed the costs for this work. As an alternative, CSBO Kolstad and Assistant Superintendent Martin reported on their research and identification of a software system called Infinite Visions. As detailed in their written report, they described the internal evaluation that had been completed of the existing system compared to the comprehensive features of the Infinite Visions offerings. CSBO Kolstad noted that administration recommends the purchase of the new software to provide an integrated system with a high level of dependability, user friendly interface, and immediate access to a wide range of analytics and reports that will more effectively mesh the work of the Business Office and Human Resources to increase the District’s overall efficiency and transparency. She reported that James Levi of Hodges Loizzi was reviewing the License and Services Agreement, and that the goal of administration would be to migrate to a new system in time for the start of the 2019-20 fiscal year on July 1. CSBO Kolstad, Assistant Superintendent Martin, Dr. Heinz and the Board then discussed the projected costs and benefits of the proposal. Board members expressed their views of the proposal, which will be returned for Board action at the November 12 meeting.

**SAFE ROUTES TO SCHOOL GRANT - EMERSON ACCESS PROJECT**

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Dr. Heinz, CSBO Kolstad and Public Information Coordinator Tramm reported on the opportunity to work with the City of Park Ridge and Village of Niles to win a \$200,000 grant through the Illinois Department of Transportation to fund a joint project that would improve safe walking/biking access for students at Emerson Middle School. They reported that the proposal includes creating a new, 8' multi-use pedestrian/bike path in Park Ridge along the south side of Oakton Street from Prospect Avenue to Michael John Drive, and to add new sidewalks in Niles along the west side of Prospect Avenue from Farnsworth Drive to Monroe Street. It was noted that the City of Park Ridge would administer the grant, which is intended to fully pay for the improvements. Board members then discussed the proposal and focused primarily on the Oakton Street portion of the grant, including the design and location of the path on the right-of-way and safety concerns of adding the path next to a busy roadway. Dr. Heinz will provide further information from the City of Park Ridge engineers about the City's design and plans for the path in an update memo to the Board. Mrs. Tramm confirmed that to meet the application deadline, the Board would be requested to formally endorse the City of Park Ridge's grant application at the November 12 regular meeting.

#### **APPROVAL OF RECOMMENDED PERSONNEL REPORT**

It was noted that the Board is relying upon the recommendation of the Superintendent and administration in their professional judgment as to the hiring of these individuals per Policy 2:130.

Everardo Cardenas - Employ as District Night Custodian effective October 15, 2018 - \$17.03 hourly

Mari Lou Ciprian - Employ as Level IV Secretary at Lincoln School effective October 1, 2018 - \$18.65 hourly

Maria Kolligris - Employ as Special Needs Teacher Assistant at Field School effective October 1, 2018 - \$15.98 hourly.

John Lyons - Employ as District Night Custodian effective October 15, 2018 - \$17.03 hourly

Louie Charles Merck - Employ as District Night Custodian effective October 15, 2018 - \$17.03 hourly

Kelly Moore - Employ as Level IV Human Resources Secretary effective October 10, 2018 - \$18.84 hourly

Eun Sun Park-Simpson - Employ as Teacher Assistant at Washington School effective October 17, 2018 - \$15.98 hourly.

Kelsey Peters - Employ as Teacher Assistant at Field School effective October 9, 2018 - \$15.98 hourly

Diane Mandell - Change of Assignment from Teacher Assistant at Washington School to Intervention Teacher at Washington School effective October 15, 2018 -BA+24, Step 1 - \$54,983

Carlos DeJesus - Resignation as District Custodian effective October 19, 2018

Michael Schaefer - Resignation as Teacher Assistant at Roosevelt School effective October 09, 2018.

#### **ACTION ITEM 18-10-2**

It was moved by Board member Sotos and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board's direct knowledge regarding any of the specific individuals selected for employment.

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The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Tiu

NAYS: None.

PRESENT: Biagi

ABSENT: Eggemann

The motion carried.

**CONSENT AGENDA**

**A. Bills, Payroll and Benefits**

**Payroll & Benefits**

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 4,111,458.22
20 - Operations and Maintenance Fund -----	\$ 239,261.58
40 - Transportation Fund -----	\$ 548.09
50 - IMRF/FICA Fund -----	\$ 78,541.59
51 - SS/Medicare -----	\$ 93,432.63
80 - Tort Immunity Fund -----	\$ -
	Total: \$ 4,523,242.11

Checks Numbered: 14350 - 14408

Direct Deposit: 900141945 - 900143469

**Bills**

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 1,204,592.76
20 - Operations and Maintenance Fund -----	\$ 241,781.48
30 - Debt Services -----	\$ 1,953,017.48
40 - Transportation Fund -----	\$ 168,109.60
50 - Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 92,131.36
61 - Capital Projects - 2017 Debt Certificates -----	\$ 1,046,350.03
80 - Tort Immunity Fund -----	\$ -
90 - Fire Prevention and Safety Fund -----	\$ -
	Total: \$ 4,705,982.71

Checks Numbered: 130134-130247

ACH's Numbered: 181900332-181900403

The Accounts Payable detailed list can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

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**B. Approval of Financial Update for the Period Ending September 30, 2018**

The Financial Update can be viewed on the District 64 website [www.d64.org](http://www.d64.org) > Departments > Business Services.

**C. Destruction of Audio Closed Minutes (none)**

**ACTION ITEM 18-10-3**

It was moved by Board member Biagi 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 for October 22, 2018, which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending September 30, 2018; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

AYES: Tiu, Biagi, Borrelli, Sotos, Ryles Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

**APPROVAL OF MINUTES**

**ACTION ITEM 18-10-4**

It was moved by Board member Sotos and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session Meeting on June 11, 2018; the Committee-of-the-Whole Meeting on September 10, 2018; the Closed Session on September 24, 2018; the Regular Meeting on September 24, 2018; and the Special Meeting on September 26, 2018.

The votes were cast as follows:

AYES: Ryles, Sotos, Borrelli, Biagi, Tiu

NAYS: None.

PRESENT: Sanchez

ABSENT: Eggemann

The motion carried.

**OTHER DISCUSSION AND ITEMS OF INFORMATION**

Dr. Heinz reviewed drafts of the upcoming agenda for the regular meeting on November 12, 2018, and noted that the location had been changed so that the Board could meet at Washington School to congratulate the school for winning a 2018 Blue Ribbon School Award from the U.S. Department of Education, which will occur on November 7-8 in Washington, D.C. Dr. Heinz noted that she would be attending the ceremony

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along with Washington Principal Stephanie Daly and a Washington School teacher. She also reported on recent FOIA requests received. Dr. Heinz then pointed out that a Memorandum of Information offered background about the important changes ahead on the Illinois School Report Cards, noting that the state is introducing a new system of support and accountability in compliance with the Every Student Succeeds Act (ESSA) signed into law in 2015. She previewed the changes expected in the 2018 state report cards, which are being modified to include a new summary dashboard for every school; a summative designation for each school; each district's distance to "adequate" funding; and a set of new data points, such as academic growth, chronic absenteeism, long-term English Learners, and ACCESS scores, among others. Dr. Heinz noted that the report cards along with a complete review of 2017-18 student achievement would be presented at the November 12 Board meeting. Dr. Heinz then noted that the minutes from the first meeting of the Special Education Board Committee were included in the packet. Turning to District happenings, Dr. Heinz reported that reservations were almost full for the showing of the documentary film, Angst, about teen anxiety and mental health concerns on November 5 through the sponsorship of the two middle schools and their PTOs. She also reported that parent-teacher conferences were underway, and thanked teachers and parents for coming together to build a strong home-school partnership that is so fundamental to student success. She encouraged participation by all members of the community in the Elementary Learning Foundation's second annual Halloween Hustle on Saturday, October 27, which will be ELF's single major benefit for this year to raise funds for innovation grants to teachers and schools for 2019-20. She reported that schools were engaging in friendly rivalry to win the official ELF award for the school with the highest percent participation. Dr. Heinz noted that all the elementary schools would be completing the fifth grade Outdoor Education program for this year in October.

**ADJOURNMENT**

Due to the lateness of the hour, Board members and Dr. Heinz agreed to reschedule the closed session to discuss her evaluation to another meeting. Dr. Heinz was requested to identify open dates and poll the Board to potentially add a closed session meeting to the calendar.

At 11:03 p.m., it was moved by Board President Borrelli and seconded by Board member Biagi to adjourn.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Tiu

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

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President

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Secretary

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Inspire every child to



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

Regular Board Meeting Agenda  
Monday, December 10, 2018  
Jefferson School – Multipurpose Room  
8200 Greendale Avenue  
Niles, IL 60714

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

### TIME

### APPENDIX

7:00 p.m.

#### Meeting of the Board Convenes

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

#### • Pledge of Allegiance and Welcome

--Lisa Halverson, Jefferson Elementary School Principal

#### • Student/Staff Recognition

- Orchestra Performance (TBD)
- Cross Country
- Boys' Volleyball
- Girls' Basketball

A-1

#### • Public Comments

#### • Adoption of Final 2018 Tax Levy Resolution #1213

--Chief School Business Official

Action Item 18-12-1

A-2

#### • Resolution #1214 Providing for the Issue of Not to Exceed \$9,900,000 General Obligation Limited Tax School Bonds, Series 2019, for the Purpose of Increasing the Working Cash Fund of the District, Providing for the Levy of a Direct Annual Tax to Pay the Principal and Interest on Said Bonds, and Authorizing the Execution of a Bond Purchase Agreement with Raymond James & Associates, Inc.

--Chief School Business Official

Action Item 18-12-2

A-3

#### • Report and Acceptance of Annual Audit Report FY18

--Chief School Business Official

Action Item 18-12-3

A-4

- **Special Education Update November to December** A-5  
 -- Superintendent/Director of Student Services
  
- **Adopt Amended Calendar for 2019-20 School Year** A-6  
 --Superintendent Action Item 18-12-4
  
- **Summer Interim Session 2018 Report and Presentation and Approval of Summer Interim Session 2019** A-7  
 -- Superintendent Action Item 18-12-5
  
- **Approval of 2019 Summer Construction Bid Awards** A-8  
 --Chief School Business Official Action Item 18-12-6
  
- **Approval of Recommended Personnel Report** A-9  
 -- Board President Action Item 18-12-7
  
- **Consent Agenda** A-10  
 -- Board President Action Item 18-12-8
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending November 30, 2018
  - Resolution #1215 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 28, 2019 Regular Board of Education Meeting
  - Destruction of Audio Closed Recordings (none)
  
- **Approval of Minutes** A-11  
 -- Board President Action Item 18-12-9
  - Closed Meeting.....August 20, 2018
  - Closed Meeting.....August 27, 2018
  - Closed Meeting.....November 12, 2018
  - Regular Meeting.....November 12, 2018
  
- **Other Discussion and Items of Information** A-12  
 -- Superintendent
  - Upcoming Agenda
  - FOIA requests
  - Memorandum of Information:
    - 5Essentials Survey 2019
  - Minutes of Board Committees:
    - Special Education Board Committee Meeting November 13, 2018
  - Other:
    - Triple I Conference
  
- **Adjournment**

Next Regular  
Meeting:

**Monday, January 28, 2019**  
Regular Board Meeting – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
8200 Greendale Avenue  
Niles, IL 60714

DRAFT

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.



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## Fwd: 10-28-18 FOIA Request

1 message

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**Rachel Hubbard** [REDACTED]  
To: Bernadette Tramm <btramm@d64.org>

Sun, Oct 28, 2018 at 6:29 PM

Dear FOIA Officer,

In addition to the information requested in my FOIA request sent today, and shown below, please also provide the following:

Number of District 64 Special Education Students with placement 50% or more outside regular classrooms no longer receiving ESY services within the District for those periods starting March 1, 2015, school years 2015-2016, 2016-2017, 2017-2018, and the summer months immediately following each of these school years to present, and by disability category.

Number of District 64 Special Education Students with placement 50% or more outside regular classrooms no longer receiving ESY services outside the District for those periods starting March 1, 2015, school years 2015-2016, 2016-2017, 2017-2018, and the summer months immediately following each of these school years to present, and by disability category.

Number of District 64 Special Education Students with placement 50% or more inside regular classrooms no longer receiving ESY services outside the District for those periods starting March 1, 2015, school years 2015-2016, 2016-2017, 2017-2018, and the summer months immediately following each of these school years to present, and by disability category.

Number of District 64 Special Education Students with placement 50% or more inside regular classrooms no longer receiving ESY services within the District for those periods starting March 1, 2015, school years 2015-2016, 2016-2017, 2017-2018, and the summer months immediately following each of these school years to present, and by disability category.

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,

**From:** rachel hubbard [REDACTED]  
**Date:** October 28, 2018 at 4:17:36 PM CDT  
**To:** Bernadette Tramm <btramm@d64.org>  
**Subject: Re: 10-28-18 FOIA Request**  
**Reply-To:** rachel hubbard [REDACTED]

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 containing the following information for each District enrolled student in electronic format:

Number of District 64 Special Education Students with placement 50% or more outside regular classrooms receiving ESY services within the District for those periods March 1, 2015 through present, and by disability category.

Number of District 64 Special Education Students with placement 50% or more outside regular classrooms receiving ESY services outside the District for those periods March 1, 2015 through present, and by disability category.

Number of District 64 Special Education Students with placement 50% or more inside regular classrooms receiving ESY services within the District for those periods March 1, 2015 through present, and by disability category.

Number of District 64 Special Education Students with 50% placement or more inside regular classrooms receiving ESY services outside the District for those periods March 1, 2015 through present, and by disability category.

Number of District 64 Special Education Students receiving services primarily at home or in a residential treatment facility in all Placements, and by disability category.

Number of District 64 Special Education Students in all Placements, and by disability category.

Number of District 64 Special Education Students in all Placements receiving ESY services and by disability category.

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,

R.H.

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the School Resource Officer (SRO) Board Committee Meeting  
at 5:30 p.m. on October 30, 2018  
Roosevelt School - LRC  
1001 S. Fairview Ave, Park Ridge, IL 60068**

Board of Education member and committee Co-Chair Rick Biagi called the meeting to order at 5:31 p.m. Other committee members in attendance were: Board of Education member and committee Co-Chair Tom Sotos, Superintendent Laurie Heinz (*ex officio*), Assistant Superintendent for Student Learning Lori Lopez, Lincoln Middle School Principal Tony Murray, Lincoln Middle School Assistant Principal Tim Gleason, Lincoln Middle School teacher Andy Duerkop, Emerson Middle School Principal Jim Morrison, Assistant Director of Student Services Sue Waughon, and resident Sal Galati. Committee member Matt Tobias was absent. Board President Anthony Borrelli and approximately 30 members of the public were in the audience.

**Welcome and Introductions**

The meeting began with introductions. Co-Chair Biagi stated that the Open Meetings Act (OMA) overview listed on the agenda will be moved to the next meeting due to legal counsel Tony Loizzi's schedule. He also reminded the committee that the SRO Board Committee is a committee of the Board and not a Superintendent Committee. Therefore, its operations are subject to the OMA.

**Board Committees and Scope of Work**

Co-Chair Biagi discussed what type of committee this is to be. He stated that it is the understanding of the Board that this committee will disband after its work is done and that it has no legal authority. It's job will be to address the issues identified for the committee by the Board of Education, and to bring recommendations to the Board to act upon.

Co-Chair Biagi noted the work of the committee fits within 3 areas:

1. Mission Statement – goals and purpose of SRO pilot
2. Alignment to Intergovernmental Agreements (IGAs) with the City of Park Ridge and Village of Niles
3. Metrics for how best to assess a pilot SRO program

Co-Chair Sotos talked about how the community can give input. Dr. Heinz noted that while there are designated committee members, other individuals will be called upon to provide consultative feedback and share insights surrounding certain aspects of committee work. It was discussed that this committee will bring information back to the Board, and that the committee is not tasked

with determining whether or not to have an SRO program.

Co-Chair Biagi noted that the meeting would have a hard stop at 7:30 p.m. to allow for public comment.

### **Review District 64 SRO Presentation**

Dr. Heinz reviewed the [SRO Presentation](#) from September 2017. The committee then discussed the role that an SRO would play in the event of a discipline scenario at school. Dr. Heinz clarified that the school district is required to call the police under three circumstances: physical threat to a staff member, weapon on site, and possession of drugs. In other circumstances, the police may be called at the discretion of administration.

Member Galati shared that he is less concerned about police intervening inappropriately than having police on site in the event of a serious incident. Dr. Morrison shared that SROs play more of an educational role than an enforcement role. Dr. Heinz referred to the slide deck that outlines the proposed SRO role noting, again, that a disciplinary role is explicitly *excluded*. Dr. Morrison restated that building strong relationships is a key piece and that, in his past experience in other school settings in which he has worked, students often consult with SROs for guidance. Lincoln administrators Murray and Gleason supported this statement and added that having an additional trusted adult within the building is important. Member Duerkop added that knowing individual students is a benefit that an SRO would provide.

Co-Chair Sotos encouraged the group to consider how the SRO role overlaps/intersects with student service roles (psychologist, social work and guidance counselors) and to include this in the IGA. Dr. Heinz and Dr. Morrison identified the roles of multiple teams in the building, including: a CPI Team called for students in crisis; a Crisis Team that plans for emergency response; and the Behavior Team that reviews data and provides support for individual students and school initiatives.

Co-Chair Sotos recommended that the SRO be privy to some background information about students so that the SRO has the “big picture” of student needs. Dr. Heinz and Dr. Lopez suggested that perhaps this could happen through conversation with the principal rather than as a member of the behavior team. Member Duerkop added that behavior conversations happen organically at team meetings and the SRO’s limited schedule could be a time constraint.

### **Ekl, Williams & Provenzale Report and IGAs**

Dr. Heinz stated that at a future meeting, the attorneys will walk the committee through both the Niles and Park Ridge IGAs. Dr. Heinz stated that Co-Chair Biagi recommended that Ekl,

Williams & Provenzale be contacted to review the IGA, because of its role in a recent high school case involving an SRO.

Co-Chair Biagi stated that one public concern is that the mission statement was not written prior to the creation of the IGA. Member Duerkop clarified that the IGAs that we have are in “draft form” and not binding. Member Galati clarified that the IGAs were developed after the Ekl report was submitted. Co-Chair Biagi reminded the committee that District 207 has had an IGA in place for a long time, and that there are political implications related to finding shortcomings with current IGAs drafted by other firms. Dr. Heinz affirmed that our attorney is committed to giving us a quality product and one that is not enforcement-based, as the D207 IGA was crafted to be.

### **Discussion of Proposed SRO Mission Statement**

Each member discussed support for the draft SRO mission statement included within the IGAs. Member Waughon talked about the need to balance information-sharing and confidentiality for students with identified special needs. Member Galati talked about the need to balance confidentiality with the SRO being a full team member and expressed that an effective SRO would be trustworthy. Co-Chair Biagi shared that the SRO idea emerged in response to disciplinary issues at the middle school level, but that this perspective has shifted to a very different role. He reminded the committee that the cost of the pilot is approximately \$35,000 and a full-time SRO at one school would cost approximately \$100,000 - \$120,000 all in. He recommended waiting to see the impact of the recent staffing additions in the student services areas before moving forward. Dr. Heinz clarified that, from her perspective, the SRO recommendation was a Board initiative and that discipline was not a driving factor in the SRO initiative. Co-Chair Sotos suggested a goal of balancing the desire for SROs with the need for staffing in other areas that would bring value to the middle school programs (e.g., social workers and counselors). He added that the mission statement must clearly define the SRO’s role and that the committee must clarify what a Memorandum of Understanding (MOU) is and would contain. Co-Chair Biagi clarified that he does not believe we have a discipline problem in our middle schools, but feels that we need to determine what need, if anything, an SRO would address. Co-Chair Sotos shared that he believes that we do have a discipline problem and are reluctant to be transparent about it. Member Duerkop, a teacher in District 64, stated that his perception is different based on his teaching career at Lincoln Middle School. He has found that the vast majority of students demonstrate positive behaviors at school.

### **Public Comments**

Co-Chair Biagi invited public comments, which were received as follows:



1. Miki Tesija asked the committee to identify what an SRO should be doing, for the committee to identify the problem, and determine if the SRO is the best response or an inappropriate response.
2. Debbie Lovett spoke to an Ekl recommendation focusing on special *training* for special education students. She spoke about special education students being arrested by police, restrained and put in seclusion. She wants the committee to look to Director of Student Services Lea Anne Frost for guidance. She wants to ensure training is provided to SROs so they know how to interact with students with Behavior Intervention Plans (BIPS) and Individualized Education Programs (IEPs).
3. Jane Stazek, representing *Moms Demand Action for Gun Sense in America*, shared that the group works for gun safe policies and laws. She stated her concerns about bringing guns into schools, and addressing security fears through education and not SROs. She asked if security is a reason this is being considered.
4. Lauren Hall was concerned that we had unsafe schools. She asked for data on: How many times a month do middle schools have to call the police? What are the real issues in our schools? Are administrators currently lacking education or support to discipline students themselves? And, how often is physical violence occurring with students?
5. Megan Flischel encouraged the Board to educate students, build relationships with children, and increase social emotional learning. She stated she thought SROs were being considered for safety.
6. Andrea Kline thought the purpose of the committee was to allow for community input, and questioned why only one person from the community is on the committee. She requested that meetings begin later than 5:30 p.m. She stated that if SROs are not a “must have” and we are a fiscally conservative District, why was the SRO pilot proposed. She asked for clarification on what a pilot program means and if it will roll to grades K-5. She urged that the Ekl recommendations be discussed and a decision made whether to include or not, and have agreements mirror one another as best as we can. She stated that she felt all students need to be treated the same way regardless of regular or special education status.
7. Ginger Pennington read a statement by Ursula, a former St. Paul of the Cross (SPC) parent, who left SPC because they put armed parent volunteers within the schools.
8. Ms. Pennington then discussed school shootings and asked whether an SRO is being introduced for safety reasons. She reported that a new group has formed to address safety without introducing guns into the schools.
9. Melissa Carlson expressed her belief that an SRO will bring an extra layer of protection to D64 students as they are specifically trained to react in the case of an emergency.
10. Anita Winey inquired how many committee members have children in D64. She expressed concern that no women were selected to be on the committee, but attend Board meetings and are in the audience tonight. She requested research to be posted on why an

SRO program was proposed. She asked the Board to talk about the liability and safety of firearm storage. She volunteered to participate because she wants to be included in the work.

11. Emily Velositch shared concerns regarding only two members of the community on the committee and that no women are represented here. She spoke about hearing comments from the committee about the need for an SRO not being “mission critical” and called attention to risks brought up within the Ekl report and by community members about adding an SRO to the middle school environment.
12. Melissa Galbadores stated she wants to be educated and understand this decision. She asked what is the objective, and noted it is not a mission statement. An objective identifies why are we doing this. She asked if the SRO is disciplinary, and wants to ensure training is in place.
13. Member Galati, speaking as a citizen, talked about St. Paul of the Cross volunteers and his support of them. He stated the goal is safety and security.
14. Carol Sales said she echoes the sentiments of many who spoke earlier and also shared her concern about the composition of the committee. She mentioned she had not received a school climate survey. (In response, she was informed that this was a K-2 survey at Field and she should speak to Field Principal Jason Bednar.)
15. Carlos Panizo stated he is encouraged by the idea and the mission statement, and wants to potentially serve as the SRO at Lincoln. He feels he could teach class, mentor students and be used as a sounding board. He reminded everyone that we all want what is best for our kids. He shared that the Park Ridge Police Department is 100% crisis trained in de-escalation, and said they are well-trained in dealing with such issues.
16. Stacy Kelly inquired where the recommendation had emanated. She also encouraged that the voice of women be included on this committee. She noted that research is important, and asked what are the pros and cons of SRO programs.

### **Adjournment**

At 8:02 p.m., it was moved by Co-Chair Biagi and seconded by Co-Chair Sotos to adjourn, which was approved by unanimous voice vote.

Submitted by Dr. Laurie Heinz and Dr. Lori Lopez, minute takers for the meeting