

Inspire every child to



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

Regular Board Meeting Agenda
Monday, February 4, 2019
(Rescheduled from January 28, 2019)
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 the session, breaks and other needs.

TIME

APPENDIX

5:30 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)]

-- 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

Student/Staff Recognition

- Emerson Dance Club Performance
- Lincoln & Emerson Boys' Basketball
- Washington School - Illinois Senate Certificate of Recognition
- National Board Certification Recognition

A-1

Public Comments

Superintendent Search Update A-2
-- Superintendent/Assistant Superintendent for Human Resources

Approval of 2019 Construction Projects A-3
--Chief School Business Official

- Approval of the 2019 Mechanical Equipment Replacement at Lincoln School **Action Item 19-02-1**
- Approval of the 2019 Plumbing Piping Replacement Work at Carpenter School **Action Item 19-02-2**

Present Tentative Draft Calendar for 2020-21 School Year A-4
-- Superintendent

Special Education Update December to January and Special Education Board Committee Update A-5
-- Superintendent/Director of Student Services

Adoption of Resolution #1219 Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2019-20 Fiscal Year in Accordance with Board Policy 4:10 *Fiscal and Business Management* and the Illinois School Code 105 ILCS 5/17-1 A-6
--Chief School Business Official **Action Item 19-02-3**

Interim Update of Long-Range Financial Projections A-7
-- Chief School Business Official

Approval of Recommended Personnel Report A-8
-- Board President **Action Item 19-02-4**

Consent Agenda A-9
-- Board President **Action Item 19-02-5**

- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending December 31, 2018
- Approval of School Exec Connect Contract
- Destruction of Audio Closed Recordings (none)

Approval of Minutes A-10
-- Board President **Action Item 19-02-6**

- Closed Meeting.....December 10, 2018
- Regular Meeting.....December 10, 2018
- Closed Meeting.....December 18, 2018
- Special Meeting.....December 18, 2018
- Special Meeting.....January 7, 2019
- Special Meeting.....January 14, 2019
- Closed Meeting.....January 14, 2019

Other Discussion and Items of Information

A-11

-- Superintendent

- Upcoming Agenda
- FOIA requests
- District Committee Updates (PTO/A Presidents' Meeting, Elementary Learning Foundation)
- Memoranda of Information:
 - Board of Education Organizational Meeting
 - Channels of Challenge Program Update
- Minutes of Board Committees:
 - Special Education Board Committee Meeting December 19, 2018

Adjournment

Next Meeting: **Monday, February 11, 2019**
Special Board Meeting – 6:00 p.m.
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

Next Regular Meeting: **Monday, February 25, 2019**
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
Date: February 4, 2019
Re: Student/Staff Recognition

EMERSON DANCE CLUB

Tonight marks the *first performance ever* for Emerson's Dance Club, which is part of the after-school Teen Leisure Club (TLC) offerings. Comprised of 10 students from grades 6-8 who have a love and a passion for dance, the group practices weekly after school, according to club sponsor, teacher Helene Zukas. All genres of dance and music are included in the club, which she notes is a safe and inclusive space for students to come together to share a love for dance.

MIDDLE SCHOOL INTERSCHOLASTIC SPORTS - BOYS BASKETBALL

Following the introduction of Cross Country and Girls Basketball teams in December, D64 is continuing its new practice of inviting our middle school student-athletes to be presented to the D64 Board for recognition. D64's interscholastic sports program is designed to allow young athletes to competitively meet students from other schools. Competitive tryouts are held for team selection in basketball and volleyball; any student can participate in the cross country or wrestling teams. Practices, games, and meets are scheduled with other area schools.

Tonight, D64 will recognize the Boys Basketball teams. D64 fields boys teams in both grades 7 and 8. Here are the highlights from our middle school coaches.

Emerson Middle School 2018-19 Season Review - Boys Basketball

- **7th Grade**

First off - The Eagles would like to congratulate Lincoln on earning this year's Mid-Central Suburban League (MCSL) Championship. The Lions should be very proud of the way they represented their school!

Coach Aaron Schauer reports that this year's Emerson 7th grade team was comprised of 15 individuals who proved to be extremely hard-working, dedicated, and responsible young men. Their efforts and sacrifices helped them achieve a second place finish in the Mid-Central Suburban League standings with a 12-2 league record. Coach Schauer notes that this year's team showed measured improvement throughout the season, both individually and as a group, and that they look forward to continuing improving as 8th graders next season.

- **8th Grade**

Coach Doug Florence reports that the 8th grade team finished the season with a 13-2 record and a second place finish in the MCSL Conference. During their two years at Emerson, they beat every school they faced and finished with a 29-8 record. Coach Florence notes that this year's team is one of the favorite teams he has coached and that they worked hard, played together, never backed down from a challenge, and had a lot of fun along the way. He looks forward to

seeing what they can accomplish on the court in high school!

Lincoln Middle School 2018-19 Season Review - Boys Basketball

- **7th Grade**

Coaches Mark Pancini and Peter Pierucci report that the 7th grade team had a fabulous season! The team went 17-1 and was undefeated in conference play. The coaches note that hard work and unselfish play were displayed throughout the season as all players contributed in some way and that they could not be prouder of the boys and look forward to working with them next year.

- **8th Grade**

Coach Neil Stanoev reports that the team had a fantastic season, with a record of 17 wins and 4 losses. The highlight of the season was winning the 32-team Loyola Academy Tournament in December. He notes that it has been a pleasure coaching this team the past two seasons and that they are a wonderful group of kids.

WASHINGTON SCHOOL - ILLINOIS SENATE CERTIFICATE OF RECOGNITION

In celebration of Washington School's designation as a 2018 National Blue Ribbon School, Illinois State Senator Laura Murphy visited Washington to present an official *Illinois State Senate Certificate of Recognition*. Principal Stephanie Daly will be at tonight's meeting to display the award. Sen. Murphy reported that Washington School was the only public school in her district to be named as a winner in the 2018 program. (PHOTO (L/R): Dr. Heinz, Mrs. Daly, Sen. Murphy)



NATIONAL BOARD CERTIFICATION

Tonight, D64 is thrilled to congratulate **Caroline Schaab, Field School**, who recently achieved the prestigious recognition of National Board Certification. National Board Certification is the “gold standard” for professional educators. This voluntary certification process is extremely rigorous, as teachers must demonstrate distinguished practice in content knowledge, differentiation of instruction, use of data and assessments, reflection, and continuous learning.

Mrs. Schaab joins other D64 staff holding this certification, including Michael O'Malley, Field School; Natalie Schuetz, Franklin School; Lindsey Harrington, Emerson Middle School; Meghan Keefer, K-5 ELA Curriculum Specialist; Tracie Thomas, K-5 Math Curriculum Specialist; Kat Walsh, Franklin School; and Katie Weis, Washington School. Teachers with National Board Certification provide an inspiring example to their colleagues in the teaching profession. We thank them for their dedication and perseverance in going above and beyond to obtain this advanced recognition. We look forward to having the Board recognize and congratulate Mrs. Schaab, knowing that you will share our pride in our growing pool of teachers with this certification.

Superintendent Search Update

Superintendent Dr. Laurie Heinz and Assistant Superintendent for Human Resources Dr. Joel Martin will give a brief update on the search progress thus far.

02/04/19

To: Board of Education
Dr. Laurie Heinz, Superintendent

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

Date: February 4, 2019

Subject: Approval of Summer Construction Bids: 2019 Mechanical Equipment Replacement at Lincoln Middle School and 2019 Plumbing Piping Replacement at Carpenter Elementary School

As authorized at the July 9, 2018 Board of Education meeting and updated at the September 24, 2018 Board of Education meeting, administration and Studio GC architects prepared construction documents and sought bids for:

- 2019 Mechanical Equipment Replacement at Lincoln Middle School
- 2019 Plumbing Piping Replacement at Carpenter School

District 64 is very pleased by the high level of interest in bidding our work, with multiple contractors participating on each of these projects. We believe this is a result of being out to bid early so that contractors can line up their schedules well in advance for the coming construction season.

2019 Mechanical Equipment Replacement at Lincoln Middle School

The Bid opening for the replacement of the Heating Ventilating and Air Conditioning Equipment (HVAC) for the Lincoln Learning Resource Center (LRC) and the Lincoln Cafeteria were received at 9:30 a.m. on Friday, January 25, 2019. The District received bids from five contractors. The lowest responsible bid was from Oak Brook Mechanical Inc. in the amount of \$397,700. This bid includes:

- Mechanical Unit Replacement in Lincoln Middle School LRC and Cafeteria (\$344,900)
- Alternate 1: Ceilings fans in gymnasiums (\$35,000)
- Alternate 2: HLS b - new exhaust fans in Lincoln Garages (\$17,800)
- Alternates 3 and 4: These are related to the control system, neither has a cost associated with it. We have not made a decision on which one to use as of yet.

Studio GC met with Oak Brook Mechanical Inc. to review the scope of the project and has recommended to administration that the bid be awarded to Oak Brook Mechanical Inc. (Attachment 1). The lowest bid was not responsive due to the contractor asking to withdraw his bid since he left material items out of his bid.

The initial estimate for the mechanical portion of the project and the exhaust systems in the garages was \$317,507. The bid to be awarded represents a difference of \$80,193. Related to this work, the District will incur architectural (7.5%) and construction management (2.0%) fees of \$37,782 for this project.

2019 Plumbing Piping Replacement at Carpenter Elementary School

Bids for Plumbing Piping Replacement at Carpenter Elementary School were received at 8:30 a.m. on Tuesday, January 22, 2019. The District received bids from three contractors. The lowest responsible base bid was from Cryer Olsen Mechanical in the amount of \$344,000. Studio GC met with Cryer Olsen Mechanical to review the scope of the project and has recommended to administration that the bid be awarded to Cryer Olsen Mechanical (Attachment 2).

The initial estimate from Studio GC for the project was \$408,830. The bid to be awarded represents a difference of \$64,830 from the original estimate. Related to this work, the District will incur architectural (7.5%) and construction management (2.0%) fees of \$32,680 for this project.

ACTION ITEM 19-02-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, award the bid for the Mechanical Equipment Replacement at Lincoln Middle School to Oak Brook Mechanical in the amount of \$397,700 which includes:

- Mechanical Unit Replacement in Lincoln Middle School LRC and Cafeteria (\$344,900)
- Alternate 1: Ceilings fans in gymnasiums (\$35,000)
- Alternate 2: HLS b - new exhaust fans in Lincoln Garages (\$17,800)
- Alternates 3 and 4: These are related to the control system, neither has a cost associated with it. We have not made a decision on which one to use as of yet.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

ACTION ITEM 19-02-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, award the bid for the Plumbing Piping Replacement project at Carpenter Elementary School to Cryer Olsen Mechanical in the amount of \$344,000.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

2/04/2019



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

January 25, 2019

Mrs. Luann Kolstad
Chief School Business Official
Park Ridge-Niles School District 64
164 South Prospect Avenue
Park Ridge, IL 60068

RE: 2019 Mechanical Equipment Replacement
Lincoln Middle School
Project No. 18119

Dear Luann:

Bids for the above referenced project were received at 9:00 a.m. on Friday, January 25, 2019. There were eight (8) bidders of record; five (5) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the 2019 Mechanical Equipment Replacement at Lincoln Middle School be awarded to the lowest responsible, responsive bidder, **Oak Brook Mechanical**, in the amount of their base bid proposal of **\$344,900.00 plus Alternate Nos. 1, 2, and 4 for a total Contract Amount of \$397,700.00**. After reviewing the bids, we found Cyril Regan Heating was missing materials and labor in their bid proposal. Therefore, they are requesting to pull their bid.

Please note that the total bid amount includes a total of \$25,000.00 in contingency allowance monies. Any unused allowance money will be credited back to the school district at the conclusion of the project.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Richard Petricek, AIA
Senior QA and QC Manager

Enclosure – Bid Tabulation

cc: Vicki Luczynski, StudioGC



223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400 F: 312.253.3401

Client: Park Ridge-Niles School District 64
Project Name: 2019 Mechanical Equipment Replacement
 Lincoln Middle School
Project No.: 18119
Bid Date: Friday, January 25, 2019 @ 9:00 a.m.
Project Architect: Rick Petricek

BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum			Bid Bond	Remarks
		No. 1	No. 2	No. 3	No. 4	#1	#2	#3		
Amber Mechanical 708-597-9700	\$367,000.00	\$29,000.00	\$15,000.00	\$11,000.00	\$0.00	X	X	X	X	
Cyril Regan Heating 773-344-6713	\$256,540.00	\$26,408.00	\$33,671.20	(\$2,250.00)	\$0.00	X	X	X	X	
DSM Demolition 847-730-9339	NO BID									
F. E. Moran 847-498-4800	\$362,000.00	\$33,900.00	\$9,400.00	\$30,000.00	No Bid	X	X	X	X	
MG Mechanical 815-334-9450	\$369,000.00	\$30,000.00	\$8,000.00	\$23,000.00	\$25,000.00	X	X	X	X	
Nickelson Industrial Service 773-375-0874	NO BID									

Alternate 1: Provide new ceiling fans in main gym.

Alternate 2: Provide new exhaust fan in Lincoln garage area.

Alternate 3: Provide open implementation of native BACnet control system utilizing a new Tridium 4 web-based software package.

Alternate 4: Provide open implementation of native BACnet control system utilizing a new Honeywell EBI web-based software package.



223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400 F: 312.253.3401

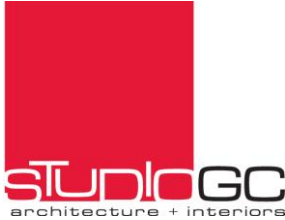
Client: Park Ridge-Niles School District 64
Project Name: 2019 Mechanical Equipment Replacement
 Lincoln Middle School

Project No.: 18119
Bid Date: Friday, January 25, 2019 @ 9:00 a.m.
Project Architect: Rick Petricek

BID TAB WORKSHEET

Contractor	Contractor Amount	Alternates				Addendum			Bid Bond	Remarks
		No. 1	No. 2	No. 3	Alt. 4	#1	#2	#3		
Oak Brook Mechanical 630-941-3555	\$344,900.00	\$35,000.00	\$17,800.00	\$0.00	\$0.00	X	X	X	X	
TEC Electric 847-296-5400	NO BID									

- Alternate 1: Provide new ceiling fans in main gym.
- Alternate 2: Provide new exhaust fan in Lincoln garage area.
- Alternate 3: Provide open implementation of native BACnet control system utilizing a new Tridium 4 web-based software package.
- Alternate 4: Provide open implementation of native BACnet control system utilizing a new Honeywell EBI web-based software package.



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

January 22, 2019

Mrs. Luann Kolstad
Chief School Business Official
Park Ridge-Niles School District 64
164 South Prospect Avenue
Park Ridge, IL 60068

RE: 2019 Plumbing Piping Replacement
Carpenter Elementary School
Project No. 18125

Dear Luann:

Bids for the above referenced project were received at 9:00 a.m. on Tuesday, December 4, 2018. There were five (5) bidders of record; three (3) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for the 2019 Plumbing Piping Replacement at Carpenter Elementary School be awarded to the lowest responsible, responsive bidder, **Cryer & Olsen Mechanical**, in the amount of their base bid proposal of \$328,000.00, plus Alternate No. 1 for \$16,000.00 **for a total contract amount of \$344,000.00.**

Please note that the total bid amount includes a total of \$30,000.00 in contingency allowance monies. Any unused allowance money will be credited back to the school district at the conclusion of the project.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Richard Petricek, AIA
Senior QA and QC Manager

Enclosure – Bid Tabulation

cc: Vicki Luczynski, StudioGC



223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400 F: 312.253.3401

Client: Park Ridge-Niles School District 64
Project Name: 2019 Plumbing Piping Replacement
 Carpenter Elementary School
Project No.: 18125
Bid Date: Tuesday, January 22, 2019 @ 9:00 a.m.
Project Architect: Rick Petricek

BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternate No. 1	Addendum		Bid Bond	Remarks
			#1	#2		
Cryer & Olsen Mechanical 815-723-1332	\$328,000.00	\$16,000.00	X	X	X	
D Kersey Construction 847-919-4980	NO BID					
DeFranco Plumbing 847-438-0808	\$418,900.00	\$15,200.00	X	X	X	
Martin Petersen Mechanical 262-925-6923	\$355,000.00	\$13,000.00	X	X	X	
Unique Plumbing 708-485-8860	NO BID					

Alternate 1: Provide work as indicated on plans for water heater to be replaced.

To: Board of Education
 From: Dr. Laurie Heinz, Superintendent
 Date: February 4, 2019
 Re: Present Tentative Draft Calendar for 2020-21 School Year

Background

The District 64 Calendar Committee met on November 27, 2018 to review the tentative draft of the calendar for the 2020-21 school year. The draft is presented to the Board tonight for an initial review and an opportunity to comment or make any necessary revisions. (Attachment 1)

Here are several key points to the presented draft calendar:

- School begins for students on Thursday, August 20, 2020.
- The number of Institute days is kept at three as in past practice. The November 3 Institute day coincides with the presidential general election day.
- Winter and Spring Recess dates are in perfect alignment with Maine Township High School District 207.
- 8th grade promotion is scheduled for June 7, 2021.
- The last day of student attendance will be June 8, 2021.

Here is a summary of the key dates for the draft 2020-21 calendar in relation to the adopted 2019-20 calendar, which was approved by the Board on December 10, 2018.

Adopted 2019-20	Tentative Draft 2020-21
Institute Days – Thursday, August 22, 2019; Friday, August 23, 2019; Monday, November 4, 2019	Institute Days – Tuesday, August 18, 2020; Wednesday, August 19, 2020; Tuesday, November 3, 2020
First Day for Students – Monday, August 26, 2019	First Day for Students – Thursday, August 20, 2020
Winter Recess – Begin Monday, December 23, 2019 - Return Monday, January 6, 2020	Winter Recess – Begin Thursday, December 24, 2020 - Return Monday, January 11, 2021
Spring Recess – Begin Friday, March 20, 2020 - Return Monday, March 30, 2020	Spring Recess – Begin Friday, March 26, 2021 - Return Monday, April 5, 2021
8th Grade Promotion - Wednesday, June 9, 2020	8th Grade Promotion - Monday, June 7, 2021
Last Day – Wednesday, June 10, 2020	Last Day – Tuesday, June 8, 2021
End of Trimesters: November 20, 2019 March 6, 2020 June 10, 2020	End of Trimesters: November 16, 2020 March 5, 2021 June 8, 2021

Next Steps

At this time, administration is presenting this tentative draft calendar for discussion and planning purposes. District 64 typically provides both an adopted calendar for the immediately upcoming school year and a tentative calendar for the following year to aid our schools, staff and families in their planning.

It would be our expectation that following Board review, a draft calendar for 2020-21 would be presented for Board adoption at the February 25, 2019 regular meeting.

02/04/2019

TENTATIVE DRAFT

SCHOOL DISTRICT 64 PARK RIDGE-NILES 2020-21

AUGUST

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6	7	0
10	11	12	13	14	0
17	TI	TI	(20	21	2
24	25	26	27	28	5
31					1
Total					8

(8)

SEPTEMBER

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
HOL	8	9	10	11	4
14	15	16	17	18	5
21	22	23	24	25	5
28	29	30			3
Total					21

(29)

OCTOBER

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
HOL	13	14	15	16	4
19	20	21	22	23	5
26	27	28	29	30	5
Total					21

(50)

NOVEMBER

Mon	Tue	Wed	Thr	Fri	Total
2	TI	4	5	6	4
9	10	11	12	13	5
16	17	18	19	20	5
FPT	NIA	NIA	HOL	NIA	0
30					1
Total					15

(65)

DECEMBER

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	NIA	HOL	3
NIA	NIA	NIA	NIA		0
Total					17

(82)

JANUARY

Mon	Tue	Wed	Thr	Fri	Total
				HOL	0
4	5	6	7	8	0
11	12	13	14	15	5
HOL	19	20	21	22	4
25	26	27	28	29	5
Total					14

(96)

FEBRUARY

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
HOL	16	17	18	19	4
22	23	24	25	26	5
Total					19

(115)

MARCH

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	NIA	4
NIA	NIA	NIA			0
Total					19

(134)

APRIL

Mon	Tue	Wed	Thr	Fri	Total
			NIA	NIA	0
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5
Total					20

(154)

MAY

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
HOL					
Total					20

(174)

JUNE

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	XED	XED	XED	2
XED	XED	16	17	18	0
21	22	23	24	25	0
28	29	30			0
Total					6

(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
Total					0

School Begins for Students:	8/20/2020
School Closes for Students:	6/8/2021
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185
Proposed Emergency Days	5

UPCOMING ELECTIONS	
Presidential General Elector	11/3/2020
Consolidated Primary Election	2/23/21
Consolidated General Election	4/6/21

SCHOOL HOLIDAYS	
Labor Day	9/7/20
Columbus Day	10/12/20
Thanksgiving Day	11/26/20
Christmas Day	12/25/20
New Year's Day	1/1/21
M.L. King Day	1/18/21
Presidents' Day	2/15/21
Good Friday	4/2/21
Memorial Day	5/31/21
8th Grade Promotion	6/7/21

End of First Trimester	November 16, 2020
End of Second Trimester	March 5 2021
End of Third Trimester	June 8, 2021

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

Potential Records Day	March 8, 2021
Potential Records Day	June 8, 2021

11/1/2017
Rev: 12/5/17
Rev: 02/04/19

To: Board of Education
Dr. Laurie Heinz, Superintendent
From: Dr. Lea Anne Frost, Director of Student Services
Date: February 4, 2019
Re: Special Education Update December to January

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 December 10, 2018 to January 28, 2019

The sections below describe the activities that have occurred within the Department of Student Services following the Board's regular December meeting through January 28, 2019 in support of the multi-year improvement effort that aligns with the D64 *2020 Vision* Strategic Plan.

Staffing

The projections process for FY20 has begun. The Student Services department is working closely with the Principals, the Assistant Superintendent of Human Resources and the Chief Business School Official to develop an appropriate level of staff within all disciplines. Staffing data from this year is being used as well as reports from Embrace, staff schedules, and the staffing needs assessment to ensure building needs are met.

Ongoing Professional Development Needs

During this past month the following professional development activities occurred:

- As the Crisis Prevention Institute (CPI) updated their training, we ensured all present District trainers had received updated training prior to offering workshops to District staff. Crisis Prevention Intervention training has been regularly occurring since December. For next year, we hope to increase the District number of CPI trainers.
- On December 19, the District's attorneys made a presentation on SB100 to all D64 administrators.
- D64 hosted an Illinois Alliance of Administrators for Special Education (IAASE) training on January 22 with the topic of *IDEA Grants and SPED Funding*, which Dr. Frost attended.
- Certified staff participated in half-day *Facilitated IEP* training on January 23 or 24. All certified special education staff have been trained in this process. Parents were offered this training the early evening of January 23 or 24 in which 71 registrations were received; 31 parents attended. The planning for the roll-out of this process will be brought to the PT3 group at its next meeting.
- D64 speech and language therapists and psychologists received training on January 16 on

NPI and IMPACT authorization, which is a new requirement needed for Medicaid billing and reimbursement beginning July 1, 2019.

- Ms. Alice Belgrade will be returning to D64 to present a parent workshop on March 5 from 5-8 p.m. at Jefferson School on strategies for toilet training children.

Consistency

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

- The Student Suicide and Threat Assessment procedures have been finalized and shared with all administrators. These are being used by our social workers, psychologists, and administrators.
- Assistant Principals, Psychologists, Physical Therapists and Special Education Coordinators are continuing to develop a procedural manual for 504 eligibility and services.
- Memorialization of the transition process from Early Childhood to Kindergarten and 5th to 6th grade is occurring. We are working with our attorneys and Maine Township High School D207 in developing legal procedures for students transitioning from 8th grade to high school. Transitions from outplacements back to District are determined on an individual basis and are discussed through the IEP process.
- The D64 School Records processes are being discussed and reviewed.
- All Student Services staff are engaged in a whole District curriculum mapping activity that defines special education curriculum programs, tools, materials, and assessment essential to reading, math, and social-emotional learning.
- All D64 administrators and psychologists have started engaging in conversations related to the District's Multi-Tiered System of Support process.
- The Assistant Superintendent for Student Learning and the Director and Assistant Director for Student Services continue to be engaged in planning for Extended School Year (ESY) programming for summer 2019.
- Various policies, procedures and exhibits that relate to the Student Services department are being updated via the PRESS subscription.
- Articles and web resources are being provided to Student Services staff via email and our bi-weekly newsletter on various aspects of their roles (curriculum, strategies, IEP development, goal writing, etc.)

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.
- Accommodations Checklist 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.
- As a follow up to the showing of the documentary film, *Angst*, 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 with all the school websites as well, making it a consistent, ongoing resource throughout D64. It was also featured in the eNews newsletter.

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*" -- is 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 met on December 19 and will schedule another meeting in March.
- The Parents and Teachers Talking Together (PT3) group met on December 11. This group is developing their purpose. Additionally, the subcommittees began establishing goals and objectives. As our meeting was canceled on January 29, we are investigating if we can schedule another meeting time before our February 26 meeting.
- Last month we shared that Jessica Kwasny and Lynn Condon received a grant from the

Illinois Alliance of Administrators of Special Education (IAASE) to purchase adapted music equipment so that students with disabilities can be more meaningfully engaged in music instruction. Subsequent to that event, it was revealed that the music teachers had the need for additional equipment that could not be funded by this grant. We were able to allocate the funding of the additional equipment by using a small portion from the budget increase the department received in the fall.

- On January 15, the D64 PTO/A Presidents participated in a presentation and discussion regarding establishing an “All Abilities” subcommittee at each school. Upon representation being established, this group will work to coordinate efforts with PT3 and the Director of Student Services.

Activities continuing include:

- An administrative group continues to develop a Disability Awareness Curriculum by month that is shared with each school (also pertains to Key Target #3). PT3 will also begin engaging in the development of this curriculum.
- The Special Olympics planning team is continuing to make arrangements District-wide for student participation.
- We presently have five students who are transitioning from outplacements back to D64.
- The Director and Assistant Director continue to meet with teams and related services groups.

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

1. Staffing
 - a. Continued work on the projection (staffing and budget) process
2. Professional Development
 - a. Continued training on specific topics to staff
 - b. Professional development needs assessment will be sent to all staff in March/April
3. Consistency
 - a. The development of the 504 and MTSS manual
 - b. Defining the special education curriculum programs, tools, materials and assessments essential to reading, math, and social-emotional learning
4. Message of Inclusion
 - a. The continuation of the PT3 and SPED Board Committee work
 - b. Implementation of a Disability Awareness curriculum
 - c. Continued development of a District-wide Special Olympics team

I look forward to presenting the department’s update and sharing priority projects with members of the Board at the February 4, 2019 rescheduled meeting.

Special Education Update

December 10, 2018 to January 28, 2019

Dr. Lea Anne Frost, Director of Student Services
Park Ridge-Niles School District 64
Board of Education Meeting -- January 28, 2019

For the period:


December 10, 2018 to January 28, 2019

Updates on the four key areas targeted for improvement:

- Staffing
- Professional development
- Consistency
- Message of inclusion

Future Plans

Four Key Targets:

1. Staffing
 - a. The projection (staffing and budget) process
 2. Professional Development
 - a. Continued training on specific topics to staff
 - b. A professional development needs assessment will be sent to all staff in March/April
 3. Consistency
 - a. The development of the 504 and MTSS manual
 - b. Defining the special education curriculum programs, tools, and materials essential to reading math, and social-emotional learning
 4. Message of Inclusion
 - a. The continuation of the PT3 and SPED Board Committee work
 - b. Principal and PT3 collaboration and timeline for implementation of a Disability Awareness curriculum finalized
 - c. Continued development of a District-wide Special Olympics team
- 

Questions?

To: Board of Education
Dr. Laurie Heinz, Superintendent
From: Luann Kolstad, Chief School Business Official
Date: February 4, 2019
Re: Adoption of Resolution #1219 Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of the Tentative Budget for 2019-20 Fiscal Year

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

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

ACTION ITEM 19-02-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt Resolution #1219, directing the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2019-20 Fiscal Year in Accordance with Board Policy 4:10 *Fiscal and Business Management* and the *Illinois School Code* 105 ILCS 5/17-1.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

2/04/2019

**ADOPTION OF RESOLUTION #1219 DIRECTS THE CHIEF SCHOOL
BUSINESS OFFICIAL UNDER THE DIRECT SUPERVISION OF THE
SUPERINTENDENT TO BEGIN PREPARATION OF THE TENTATIVE
BUDGET FOR 2019-20 FISCAL YEAR**

The Board of Education authorizes and directs the Chief School Business Official under the direct supervision of the Superintendent, or his designee, to prepare a Tentative Budget for the 2019-20 fiscal year to be presented to the Board of Education on or before June 24, 2019.

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

Athan "Tom" Sotos
Secretary

Adopted this 4th day of February, 2019

To: Board of Education
Dr. Laurie Heinz, Superintendent
From: Luann Kolstad, Chief School Business Official
Date: February 4, 2019
Subject: Interim Update of Long-Range Financial Projections

As part of our annual financial cycle, once the Board has adopted the current year tax levy in December and the CPI-U for the next tax levy is released in mid-January, administration brings to the Board updated long-term financial projections which include a first pass at potential additional staff that the District will need for the following school year. (Attachment 1) Administration is bringing this version to the Board to provide an update on the the CPI-U and to share with the Board the effect on the projections if summer 2019 construction is paid for out of the fund balance.

Key Updates

In terms of revenue, the 2018 CPI-U is 1.9%, dropping slightly from 2.1% CPI-U in 2017. The 2018 CPI-U directly impacts funding during the 2019-20 and 2020-21 fiscal years.

On the expense side, all labor contracts have been incorporated into the salary and benefit projections. The three years beyond the current three labor contracts [Park Ridge Education Association (PREA), Park Ridge Teacher's Assistant Association (PRTAA), and the Support Staff Council (SSC)] and any employees not covered by a collective bargaining agreement (CBA) have raises set at an average of 3.0%. The 3.0% used mirrors the average increases that the labor contracts will all see in the 2019-20 raises, which all have a CPI-U component built into them.

In terms of 2019-20 staffing needs, administration will be presenting this information at the February 25, 2019 Board of Education meeting. Updated Financial Projections will be included as well to account for any increases in staffing recommended for 2019-20.

Summer 2019 construction costs -- a total of \$11 million -- have been added to the Working Cash and Operations & Maintenance budget, based on the Board's desire as expressed at the December 10, 2018 meeting to see the impact on fund balance if Working Cash Fund bonds are not issued as part of the Financial Framework.

Looking ahead, administration is working with architects Studio GC to determine the Health Life Safety (HLS) and critical infrastructure projects for summer 2020. As soon as a defined list is developed, administration will report to the Board proposed projects for summer 2020 for its consideration. The cost of summer 2020 construction will also be put into the Working Cash and Operations & Maintenance budgets in the Financial Projections for that meeting. Much of the summer 2020 HLS work will be at the Jefferson Early Childhood Center. Beyond the items

identified in the HLS report, this building will require extensive work including a new roof and new Heating Ventilating and Cooling (HVAC) system to replace the original boiler system and to add air conditioning to this facility. This will be the beginning of time-sensitive Board conversations regarding the future of Jefferson, since the Board will not want to complete HLS projects at Jefferson just to return in a short period to make further changes based on programming that would potentially result in wasted HLS dollars.

Other Assumptions

Prior to the 2020-21 fiscal year, the Board will have renegotiated the three labor contracts that are set to expire at the end of the 2019-20 school/fiscal year. In addition, the administration has budgeted future tax levies using a CPI-U of 2.0%; new construction has been estimated at \$8.9M for future years. Increases in the Equalized Assessed Valuation (EAV) of the District have also been set at 2.0% for future years. In addition, the District takes a conservative approach in our forecasting by including a possible pension cost shift from the State of Illinois; we continue to include a shift of 0.5% of certified salaries the first year, increasing 0.5% annually.

Interim Projections Summary

The 2018-19 Adopted Budget projects \$832K in surplus with an Operating Fund balance of 66.19% and 242 days of cash on hand. Including the key updates listed above, additional assumptions and summer 2019 constructions costs, the Operating Fund balance would still exceed Board policy (120 days or 33.3%). **Again, please note that these interim projections do not include summer 2020 construction estimates and additional staffing for the 2019-20 school year.**

While the interim projections are favorable, the District must remain vigilant in controlling costs and “living within our means” so that the Board can continue to push off a rate increase referendum even further into the future.

Interim Update Five-Year Financial Projections
1/24/19

	Unaudited Actuals 2017-18		Adopted Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
REVENUES:										
Education Fund	\$62,312,075		\$63,413,668		\$66,819,532		\$69,717,015		\$68,023,124	
Operations & Maintenance Fund	6,480,873		6,055,775		5,489,104		5,218,317		6,993,477	
Transportation Fund	5,080,803		4,122,270		3,593,819		3,502,074		3,755,821	
IMRF Fund	1,079,673		981,233		877,096		948,043		948,043	
Social Security Fund	1,695,315		1,213,087		1,091,359		1,202,960		1,044,007	
Working Cash Fund	664,267		638,051		688,500		715,725		738,000	
Tort Fund	608,704		458,147		517,763		810,496		736,727	
TOTAL REVENUES	\$77,921,710	-1.3%	\$76,882,231	2.9%	\$79,077,173	3.8%	\$82,114,631		\$82,239,199	
EXPENDITURES:										
Education Fund	\$60,322,898		\$63,902,384		\$64,449,689		\$66,522,018		\$68,706,756	
Operations & Maintenance Fund	5,779,326		5,989,145		10,047,035		6,177,818		6,312,459	
Transportation Fund	3,232,797		3,331,591		3,456,413		3,542,993		3,631,746	
IMRF Fund	1,026,579		970,000		979,700		989,497		999,392	
Social Security Fund	1,209,447		1,302,000		1,315,020		1,328,170		1,341,452	
Working Cash Fund	-		-		7,000,000		-		-	
Tort Fund	652,612		554,650		571,290		588,428		606,081	
TOTAL EXPENDITURES	\$72,223,658	5.3%	\$76,049,770	15.5%	\$87,819,146	-9.9%	\$79,148,925		\$81,597,886	
EXCESS (DEFICIT) FOR YEAR	\$ 5,698,052		\$ 832,461		\$ (8,741,973)		\$ 2,965,706		\$ 641,313	
Fund Transfers/Loans										
Other Financing Sources(Uses)	- 1,037,509		- 1,033,427		- 949,320		- 897,631		- 897,631	
BALANCE, BEGINNING:	\$45,878,119		\$50,538,661		\$ 50,337,695		\$40,646,403		\$ 42,714,478	
BALANCE, END-OF-YEAR	\$50,538,661	-0.4%	\$50,337,695	-19.3%	\$ 40,646,403	5.1%	\$42,714,478		\$ 42,458,160	
OPERATING FUND BALANCE:	69.98%		66.19%		46.28%		53.97%		52.03%	FY 2019-20 Does not include summer 2020 construction
DAYS CASH ON HAND	255		242		169		197		190	

Park Ridge Niles School District 64
Interim Update Five-Year Financial Projections

		Unaudited Actuals 2017-18		Adopted Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
Spring CPI	L14	2.10%	L18	2.10%	L19	1.90%	L20	2% Est	L21	2% Est	
Fall CPI	L13	0.70%	L17	2.10%	L18	2.10%	L19	1.90%	L20	2% Est	
EDUCATION FUND:											
REVENUES: Local											
Taxes, Ad Valorem. - 1100		\$46,188,151	5.2%	\$48,593,033	7.2%	\$ 52,102,172	5.6%	\$54,999,655		\$ 53,454,264	Assume 99% Collection Rate
Prior Year Refunds		(819,263)		(696,800)		(600,000)		(600,000)		(600,000)	May need to increase for future years
Taxes, Ad Valorem. 1100 - Sp. Ed.		5,164,571		5,016,825		4,950,000		4,950,000		4,801,500	
Prior Year Refunds - Sp. Ed.		(29,087)		(80,100)		(30,000)		(30,000)		(30,000)	
Corporate Property Replacement Tax		891,483		920,000		920,000		920,000		920,000	
Regular Tuition - 1311		165,824		190,000		190,000		190,000		190,000	
Summer School Fees - 1300		282,622		257,000		270,000		270,000		270,000	
Interest -1500		529,783		470,000		325,000		325,000		325,000	
Food Services - 1600		1,071,478		1,095,000		1,135,000		1,135,000		1,135,000	
Pupil Activities - 1700		336,325		160,450		65,000		65,000		65,000	
Student Fees - 1800		893,558		1,060,000		1,100,000		1,100,000		1,100,000	2018-19 Allowed Payment After August 30.
Donations/Fees/Rentals - 1900		213,822		164,100		80,000		80,000		80,000	PTO/A Donations, PRPD Rental Fee
Other											
Chromebook Accessory Fees											
Extended K Program		434,219		600,000		600,000		600,000		600,000	
Summer Camp Fees											
Refund Prior Year Expenditure		61,807		15,000		25,000		25,000		25,000	
TIF - New Property		366,468		360,000		360,000		360,000		360,000	
TIF - New Student											
E-Rate		136,053		75,530		40,000		40,000		40,000	
Misc. Revenue		12,667		6,000		50,000		50,000		50,000	
TOTAL LOCAL		\$55,900,481	4.1%	\$58,206,038	5.8%	\$ 61,582,172	4.7%	\$64,479,655	-2.6%	\$ 62,785,764	

Park Ridge Niles School District 64
Interim Update Five-Year Financial Projections

	Unaudited Actuals 2017-18		Adopted Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
OPER. & MAINT. FUND										
REVENUES:										
Taxes, Ad Valorem	\$ 5,925,100		\$ 5,699,400		\$ 5,104,104		\$ 4,833,317		\$ 6,608,477	
Prior Year Refunds	(121,270)		(96,200)		(90,000)		(90,000)		(90,000)	
Interest	140,749		125,000		100,000		100,000		100,000	
Rentals	133,251		87,275		100,000		100,000		100,000	
Donations	93,291		40,000							PTO Donations
TIF New Student	292,078		200,000		275,000		275,000		275,000	
E-Rate										Moved to Education Fund
Other Revenue	\$17,674		\$300							
DECO Grant										
TOTAL REVENUES	\$ 6,480,873	-6.6%	\$ 6,055,775	-9.4%	\$ 5,489,104	-4.9%	\$ 5,218,317		\$ 6,993,477	
EXPENDITURES:										
Salaries	\$ 2,656,058	1.2%	\$ 2,688,950	1.7%	\$ 2,735,303	2.8%	\$ 2,813,087		\$ 2,893,205	
Employee Benefits	454,041	4.3%	473,375	5.0%	497,044	5.0%	521,896		547,991	
Purchased Services	1,138,220	-14.4%	973,820	1.0%	983,558	1.0%	993,394		1,003,328	
Supplies	1,250,298	8.6%	1,358,000	1.0%	1,371,580	1.0%	1,385,296		1,399,149	
Capital Expenditures	224,552	102.6%	455,000	1.0%	459,550	1.0%	464,146		468,787	\$500K Construction Projects In-House
Construction					4,000,000					Summer 2019 Construction
Non-Capitalized Expenditures	56,158		40,000							
TOTAL EXPENDITURES	\$ 5,779,326		\$ 5,989,145		\$ 10,047,035		\$ 6,177,818		\$ 6,312,459	
EXCESS(DEFICIT) FOR YEAR	\$ 701,547		\$ 66,630		\$ (4,557,932)		\$ (959,501)		\$ 681,018	
Fund Transfers/Loans	(786,632)		(786,925)		(786,632)		(786,632)		(786,632)	Debt Certificates
BALANCE, BEGINNING:	\$ 8,559,169		\$ 8,474,084		\$ 7,753,789		\$ 2,409,226		\$ 663,093	
FUND BALANCE ENDING	\$ 8,474,084	-8.5%	\$ 7,753,789	-68.9%	\$ 2,409,226	-72.5%	\$ 663,093		\$ 557,478	

Park Ridge Niles School District 64
Interim Update Five-Year Financial Projections

	Unaudited Actuals 2017-18		Adopted Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
TRANSPORTATION FUND										
REVENUES: Local										
Taxes, Ad Valorem	\$ 3,342,799		\$ 2,621,770		\$ 2,093,819		\$ 2,002,074		\$ 2,255,821	
Prior Year Refunds	(35,151)		(56,100)		(18,000)		(18,000)		(18,000)	
Paid Rider Fees	19,623		17,000		18,000		18,000		18,000	
Field Trips	18,496		24,600		25,000		25,000		25,000	Reimbursed through fees charged
Interest	69,614		60,000		50,000		50,000		50,000	
Refund Prior Year Expenditures										
Other Revenue	344									
TOTAL LOCAL	\$ 3,415,725		\$ 2,667,270		\$ 2,168,819		\$ 2,077,074		\$ 2,330,821	
REVENUES: State										
3500 Regular Trans Aid	92,407		225,000		225,000		225,000		225,000	
3510 Sp. Ed. Trans.	1,572,671		1,230,000		1,200,000		1,200,000		1,200,000	
TOTAL STATE	\$ 1,665,078		\$ 1,455,000		\$ 1,425,000		\$ 1,425,000		\$ 1,425,000	
TOTAL REVENUES	\$ 5,080,803	-18.9%	\$ 4,122,270	-12.8%	\$ 3,593,819	-2.6%	\$ 3,502,074	7.2%	\$ 3,755,821	
EXPENDITURES:										
Salaries	\$ 17,585	-3.9%	\$ 16,900	3.0%	\$ 17,407	3.0%	\$ 17,929	3.0%	\$ 18,467	Portion of CSBO & Trans. Sec. Salaries
Benefits	3,306	24.5%	4,116	5.0%	4,322	5.0%	4,538	5.0%	4,765	
Purchased Services	3,211,906	3.0%	3,309,575	3.8%	3,433,684	2.5%	3,519,526	2.5%	3,607,514	Contract through 2019-20 @3.75% Inc.
Supplies			1,000		1,000		1,000		1,000	
Other Support Services (Purchased Serv)										
Payments to Other Government Units										
TOTAL EXPENDITURES	\$ 3,232,797		\$ 3,331,591		\$ 3,456,413		\$ 3,542,993		\$ 3,631,746	
EXCESS(DEFICIT) FOR YEAR	\$ 1,848,006		\$ 790,679		\$ 137,406		\$ (40,919)		\$ 124,075	
Fund Transfers/Loans	(1,000,000)		(2,000,000)							Transfer to Education Fund
BALANCE, BEGINNING:	\$ 2,800,917		\$ 3,648,924		\$ 2,439,603		\$ 2,577,009		\$ 2,536,090	
FUND BALANCE ENDING	\$ 3,648,924	-33.1%	\$ 2,439,603	5.6%	\$ 2,577,009	-1.6%	\$ 2,536,090	4.9%	\$ 2,660,165	

Park Ridge Niles School District 64
Interim Update Five-Year Financial Projections

	Unaudited Actuals 2017-18		Adopted Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
Illinois Municipal Retirement Fund										
REVENUES:										
Taxes, Ad Valorem	\$ 1,026,367		\$ 938,333		\$ 819,596		\$ 890,543		\$ 890,543	
Prior Year Refunds	(23,990)		(14,000)		(16,500)		(16,500)		(16,500)	
Corp. PPRT	64,570		46,900		65,000		65,000		65,000	
Interest	12,726		10,000		9,000		9,000		9,000	
Other										
TOTAL REVENUE	\$ 1,079,673	-9.1%	\$ 981,233	-10.6%	\$ 877,096	8.1%	\$ 948,043	0.0%	\$ 948,043	
EXPENDITURES:	\$ 1,026,579		\$ 970,000		\$ 979,700		\$ 989,497		\$ 999,392	
EXCESS(DEFICIT) FOR YEAR	\$ 53,094		\$ 11,233		\$ (102,604)		\$ (41,454)		\$ (51,349)	Deficit is ok, we do not want large FB
Fund Transfers/Loans										
BALANCE, BEGINNING:	\$ 832,865		\$ 885,959		\$ 897,192		\$ 794,588		\$ 753,134	
BALANCE, END-OF-YEAR:	\$ 885,959	13%	\$ 897,192	-11.4%	\$ 794,588	-5.2%	\$ 753,134		\$ 701,786	
Social Security Fund										
REVENUES:										
Taxes, Ad Valorem	\$ 1,610,384		\$ 1,178,287		\$ 1,025,059		\$ 1,136,660		\$ 977,707	
Prior Year Refunds	(14,939)		(26,000)		(14,000)		(14,000)		(14,000)	
Corp. PPRT	88,050		52,800		80,000		80,000		80,000	
Interest	11,820		8,000		300		300		300	
Other										
TOTAL REVENUE	\$ 1,695,315		\$ 1,213,087		\$ 1,091,359		\$ 1,202,960		\$ 1,044,007	
EXPENDITURES:	\$ 1,209,447		\$ 1,302,000		\$ 1,315,020		\$ 1,328,170		\$ 1,341,452	
EXCESS(DEFICIT) FOR YEAR	\$ 485,868		\$ (88,913)		\$ (223,661)		\$ (125,210)		\$ (297,444)	Deficit is ok, we do not want large FB
Fund Transfers/Loans										
BALANCE, BEGINNING:	\$ 338,377		\$ 824,245		\$ 735,332		\$ 511,671		\$ 386,462	
BALANCE, END-OF-YEAR:	\$ 824,245	-10.8%	\$ 735,332	-30.4%	\$ 511,671	-24.5%	\$ 386,462		\$ 89,017	

Park Ridge Niles School District 64
Interim Update Five-Year Financial Projections

	Unaudited Actuals 2017-18		Adopted Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
WORKING CASH FUND:										
REVENUES:										
Taxes, Ad Valorem	\$ 568,113		\$ 551,851		\$ 544,500		\$ 571,725		\$ 594,000	
Prior Year Refunds	(7,909)		(8,800)		(6,000)		(6,000)		(6,000)	
Interest	104,063		95,000		150,000		150,000		150,000	
Misc. Revenue										
Refund Prior Year Expenditures										
TOTAL REVENUE	\$ 664,267		\$ 638,051		\$ 688,500		\$ 715,725		\$ 738,000	
EXPENDITURES:	\$ -		\$ -		\$ 7,000,000				\$ -	Summer 2019 Construction
EXCESS(DEFICIT) FOR YEAR	\$ 664,267		\$ 638,051		\$ (6,311,500)		\$ 715,725		\$ 738,000	
Fund Sources										Removed \$9.5M Bond Issuance
Fund Transfers/Loans										
BALANCE, BEGINNING:	\$ 5,913,179		\$ 6,577,446		\$ 7,215,497		\$ 903,997		\$ 1,619,722	
BALANCE, END-OF-YEAR:	\$ 6,577,446	9.7%	\$ 7,215,497	-87.5%	\$ 903,997	79.2%	\$ 1,619,722		\$ 2,357,722	
TORT LIABILITY FUND:										
REVENUES:										
Taxes, Ad Valorem	\$ 603,856		\$ 456,547		\$ 517,263		\$ 809,996		\$ 736,227	
Prior Year Refunds	(12,303)		(6,400)		(8,000)		(8,000)		(8,000)	
Interest	9,988		8,000		8,500		8,500		8,500	
Misc. Revenue										
Refund Prior Year Expenditures	7,163		-							
TOTAL REVENUE	\$ 608,704		\$ 458,147		\$ 517,763		\$ 810,496		\$ 736,727	
EXPENDITURES:	\$ 652,612		\$ 554,650		\$ 571,290		\$ 588,428		\$ 606,081	
EXCESS(DEFICIT) FOR YEAR	\$ (43,908)		\$ (96,503)		\$ (53,526)		\$ 222,068		\$ 130,646	Deficit is ok, we don't want a FB here
Fund Transfers/Loans										
BALANCE, BEGINNING:	\$ 911,192		\$ 867,284		\$ 770,781		\$ 717,255		\$ 939,322	
BALANCE, END-OF-YEAR:	\$ 867,284	-11.1%	\$ 770,781	-6.9%	\$ 717,255	31.0%	\$ 939,322		\$ 1,069,968	

Approval of Recommended Personnel Report

ACTION ITEM 19-02-4

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:

February 4, 2019
Personnel Report

Revised

Gina Biancalana	Employ as .5 Social Worker at Field School and .5 Social Worker at Emerson School effective January 22, 2019 - MA+24, Step 1 - 31,033.98.
Lester Cruzat	Employ as Teacher Assistant at Lincoln School effective January 15, 2019 - \$15.98 hourly.
Maria Dernis	Employ as Teacher Assistant at Washington School effective January 7, 2019 - \$15.98 hourly.
Kim Freedman	Employ as Teacher Assistant at Washington School effective January 29, 2019 - \$15.98 hourly.
Luke Kapolnek	Employ as Teacher Assistant at Emerson School effective January 24, 2019 - \$15.98 hourly.
Maciej Maksymowicz	Employ as District Floater Custodian effective January 2, 2018 - \$17.03 hourly.
Lauren Masciopinto	Employ as Teacher Assistant at Roosevelt School effective January 7, 2019 - \$15.98 hourly.
Patricia Melidones	Employ as Teacher Assistant at Jefferson School effective January 29, 2019 - \$15.98 hourly.
Randy Smith	Employ as Night Custodian at Lincoln School effective January 2, 2018 - \$17.03 hourly.
Laurie Heinz	Resign as Superintendent of Schools effective June 30, 2019.
Jim Morrison	Resign as Principal of Emerson School effective June 30, 2019.
Anthony Murray	Resign as Principal of Lincoln School effective June 30, 2019.
Kelsey Peters	Resign as Teacher Assistant at Lincoln School effective December 21, 2018.
Carole Cirillo	Retire as Teacher Assistant at Franklin School effective June 5, 2019.

Therese Dieschbourg	Retire as Health Assistant at Jefferson School effective June 5, 2019.
Donna Hapeman	Retire as Teacher Assistant at Franklin School effective June 5, 2019.
Ellaine Kiriluk	Retire as Speech Language Pathologist at Jefferson School effective June 5, 2019.
Barbra Kronborg-Mogil	Retire as LRC Assistant at Carpenter School effective June 5, 2019.
Paula Levin	Retire as Teacher Assistant at Jefferson School effective June 5, 2019.

Consent Agenda

ACTION ITEM 19-02-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for February 4, 2019 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending December 31, 2018; Approval of School Exec Connect Contract; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

02/04/19

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 2,297,051.49
20 - Operations and Maintenance Fund -----	\$ 389,280.26
30 - Debt Services -----	\$ 6,117.48
40 - Transportation Fund -----	\$ 461,476.90
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 190,051.16
61 - Capital Projects - 2017 Debt Certificates -----	\$ -
80 - Tort Immunity Fund -----	\$ 692.50
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 130495 - 130643
ACH's Numbered: 181900618 - 181900827

Total: \$ 3,344,669.79

Payroll and Benefits for Month of December, 2019

10 - Education Fund -----	\$ 4,249,051.85
20 - Operations and Maintenance Fund -----	\$ 241,835.70
40 - Transportation Fund -----	\$ 740.82
50 - IMRF/FICA Fund -----	\$ 79,910.71
51 - SS/Medicare -----	\$ 93,939.27
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 14560 - 14618
Direct Deposit: 900147603 - 900149061

Total: \$ 4,665,478.35

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[Financial Data Current](#)

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Valerie Varhalla, Director of Business Services

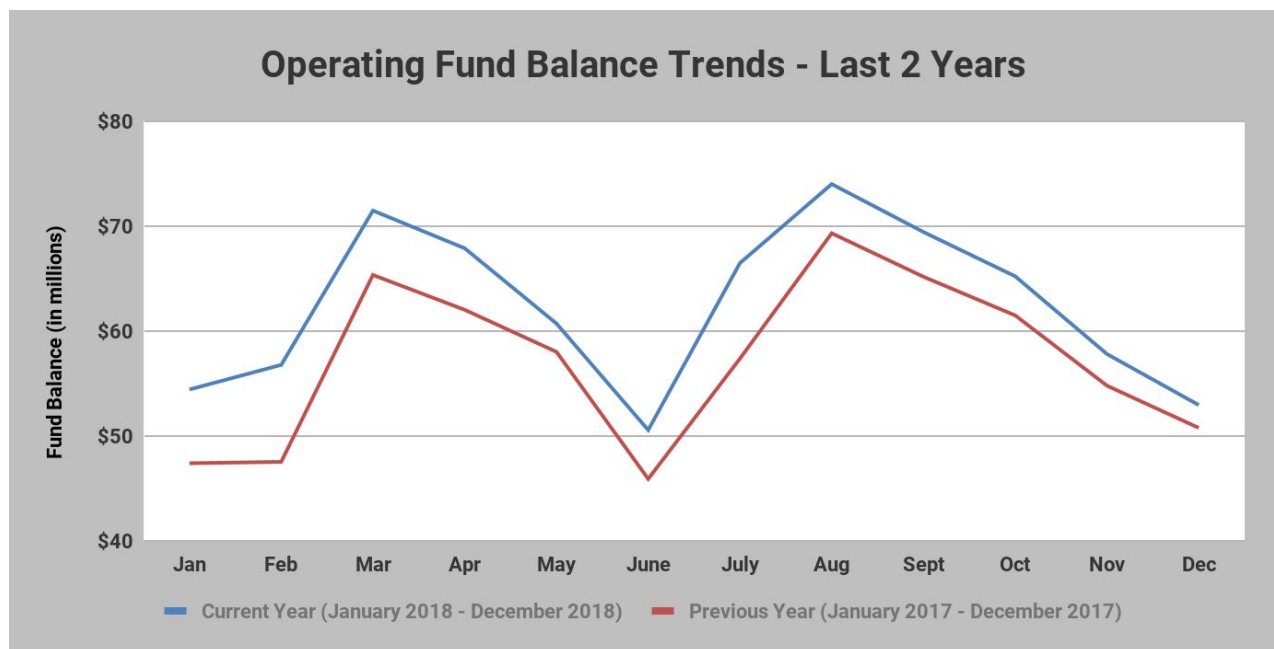
Date: February 4, 2019

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

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

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

Fund balance in the Operating Funds decreased \$4.8 million in December to \$52.9 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 close of the second quarter of the fiscal year. Fund balance is expected to continue declining over the next month 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/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 - December

Total revenue for the District was 45% of budgeted revenues as of December 31. This is slightly behind last year’s budget pace (48%) because of the variability of State revenue streams. Last year’s revenue was inflated because the State was catching up on its delinquent categorical payments.

Revenues in December consisted primarily of local revenues. The District collected \$87,487 of prior year taxes. The District also received both 2018 TIF payments from the City of Park Ridge. TIF revenue totaled \$525,916, which was less than the budgeted amount of \$560,000 due to fewer students residing within the TIF area. The payment related to the value of property within the TIF is recorded in the Education Fund, and the payment for the number of students residing in the TIF is recorded in the Operations and Maintenance Fund. Lastly, interest earnings on District investments continue to exceed expectations. The District’s total interest revenue is 69% of budgeted revenue at the midpoint of the fiscal year.

State and federal revenue was very limited in December. The District received the standard two installments of Evidence Based Funding from the State totaling almost \$306,000.

Expenditure Summary - December

After completing half of the fiscal year, the District has expended 49% of its overall budget which is slightly ahead of last year's pace (46%) but still in line with the amount of time elapsed for the fiscal year.

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
December	41%	41%
November	33%	33%
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
December	67%	59%
November	61%	54%
October	49%	41%
September	34%	32%
August	26%	25%
July	15%	14%

Accounts payable spending is running ahead of last year's budget pace due to capital improvement spending. The District has spent nearly \$7.5 million from its Capital Projects funds to date as compared to \$3.8 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. Therefore, the larger Capital Projects budget and the front loaded spending for this particular budget results in an accelerated pace for overall spending.

Also, the District has spent a larger portion of its O&M budget to date this year as compared to last year because of ongoing expenses for facility maintenance. This year's projects include expenses for: Jefferson LRC modifications (\$83,000), the installation of playground equipment at Washington School (\$86,000), a new district-wide radio communication system (\$137,000), parking lot sealcoating (\$43,000), energy efficiency improvements (\$68,000), and painting (\$45,000).

Other Financing Sources/Uses Summary - December

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 December 31, 2018

Fund	Audited 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 December 31, 2018
(10) Education	\$ 29,260,719	\$ 28,441,879	\$ 26,312,901	\$ 2,128,979	\$ -	\$ 31,389,698
(20) Operations & Maintenance	\$ 8,474,083	\$ 2,769,718	\$ 3,524,934	\$ (755,216)	\$ -	\$ 7,718,867
(40) Transportation	\$ 3,648,924	\$ 1,824,164	\$ 1,180,613	\$ 643,551	\$ -	\$ 4,292,475
(50) Retirement (IMRF)	\$ 885,959	\$ 518,179	\$ 451,024	\$ 67,155	\$ -	\$ 953,114
(51) Retirement (Social Security)	\$ 824,244	\$ 701,180	\$ 526,872	\$ 174,307	\$ -	\$ 998,551
(70) Working Cash	\$ 6,577,446	\$ 312,559		\$ 312,559	\$ -	\$ 6,890,005
(80) Tort Immunity	\$ 867,284	\$ 354,963	\$ 543,319	\$ (188,356)	\$ -	\$ 678,928
Total Operating Funds	\$ 50,538,659	\$ 34,922,641	\$ 32,539,662	\$ 2,382,979	\$ -	\$ 52,921,638
(60) Capital Projects	\$ 3,534,715	\$ 13,968	\$ 3,097,912	\$ (3,083,944)	\$ -	\$ 450,771
(61) Capital Projects - 2017 Debt Certificates	\$ 4,681,434	\$ 10,070	\$ 4,375,245	\$ (4,365,175)	\$ -	\$ 316,259
(30) Debt Service	\$ 3,672,438	\$ 952,454	\$ 2,322,035	\$ (1,369,581)	\$ -	\$ 2,302,857
Total Non-Operating Funds	\$ 11,888,587	\$ 976,492	\$ 9,795,192	\$ (8,818,700)	\$ -	\$ 3,069,887
Total All Funds	\$ 62,427,246	\$ 35,899,133	\$ 42,334,854	\$ (6,435,721)	\$ -	\$ 55,991,525

This Report Can be Viewed on the

[Financial Data Current](#)

SCHOOL EXEC CONNECT

6058 Blake Ridge Road Edina, MN 55436
Phone: 952-210-2790 Fax: 877-705-5392 www.schoolexecconnect.com
mdragseth@comcast.net

Letter of Agreement

Park Ridge-Niles School District 64

Park Ridge, Illinois

It is hereby agreed between the Board of Education of Park Ridge-Niles Community Consolidated School District 64 (hereinafter "Board"); and the consulting firm, **SCHOOL EXEC CONNECT, INC.** (hereinafter "Consultants"), that the superintendent search will be conducted as follows:

1. The general services provided by the Consultants outlined in this *Letter of Agreement* shall prevail and control. The Board intends to conduct a thorough search with the goal of selecting a new, permanent superintendent no later than March 31, 2019, or an alternative later date determined by the Board, with that individual's employment with the Board to begin no later than July 1, 2019. In the event that a new, permanent superintendent is not selected by the end of March 2019, Consultants shall provide services, at no additional cost, to retain an interim superintendent(s) for the Board to serve during the 2019-2020 school year and then Consultants shall continue the search for a new permanent superintendent pursuant to a schedule developed with the Board.
2. The search will open with the signing of this *Letter of Agreement* by both parties. One copy will be retained by the Board and one copy will be retained by the President of School Exec Connect.
3. Dr. Harry Rossi and Dr. Gary Zabilka will represent **SCHOOL EXEC CONNECT, INC.**, as Consultants for the superintendent search.
4. The Consultants will conduct *Focus Groups* with stakeholders identified by the Board and create a *District-wide Survey* approved by the Board and distributed by the Board. A *New Superintendent Profile* will be created from information derived from the *Focus Groups* and *District-wide Survey*. The *New Superintendent Profile* will be presented for Board approval and will be used in screening candidates for the superintendent's position.
5. The Consultants will advertise the vacancy through local, regional, and national venues approved by the Board. The Consultants will make individual contacts to recruit qualified applicants to this position. The Board shall be provided, upon

knowledge.

17. If the new superintendent resigns or is dismissed for any reason within twenty-four months of commencing duties, the Consultants will conduct a new search for the Board at no additional cost to the District except for actual expenses.
18. School Exec Connect guarantees that our consultants will not recruit the superintendent whom they place in your District for the duration of his/her first two employment contracts.
19. If the Board deems no final candidate can be chosen from those candidates presented on the slate, the Consultants will continue to present candidates for actual expenses only until the Board agrees upon the selection of a new superintendent. No consulting fee will be charged in addition.
20. All documents produced and received by the Consultants will remain the property of the Consultants. Documents provided by the Consultants to the District may become public records to the extent provided by law. The Consultants shall turn over to the District copies of all documents relating to candidates recommended by the Consultants at the time such recommendations are made.
21. The Consultants will comply with all applicable local, state, and federal laws, including the requirements of the *Illinois Human Rights Act* and its provisions of sexual harassment policies and procedures, as well as applicable District financial policies and procedures. The Equal Opportunity Clause at Appendix A of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, shall be deemed a part of and incorporated into this Agreement to the extent applicable. The Consultants agree to indemnify and hold harmless the District, the Board, and its individual members and officers, in their official and individual capacities, from any and all claims, suits, actions, liabilities, damages, costs, and expenses, including attorneys' fees, arising from claims alleging violation of such laws in the recruitment and candidate screening process conducted by the Consultants.
22. This Letter of Agreement is a full integration of the entire agreement of the parties relating to the subject matter and supersedes any prior agreements, negotiations, representations, or communications between them.
23. The failure of either party to this Agreement to insist upon the strict and prompt performance of the terms and conditions of the Agreement shall not constitute a waiver of any party's right thereafter to enforce any such term or conditions, but the same shall continue in full force and effect.
24. This Agreement shall be enforceable in any court of competent jurisdiction by either party through an appropriate action at law or in equity to secure performance of the covenants contained herein.

request, with a list of the specific individual contacts made by the Consultants and the results of such individual contacts.

6. The Consultants will accept applications on the SEC website, screen candidates, interview selected candidates and present a slate of vetted candidates to the Board by a mutually agreed upon date. The Board reserves the right to select any internal District candidate for an interview even though he/she may not have been included in the Consultant's slate. Further, the Board may request that the Consultants vet additional external candidates that are not on the slate.
7. The Consultants will provide information and training for the Board and for the *Committee Interview Teams* on items related to search protocols, questions and questioning techniques, interviewing and presentation of candidates, salary and compensation package recommendations, a possible site visit, and other matters related to the search process.
8. The fee for professional consulting services is \$16,900 plus actual documented expenses detailed below.
9. Expenses will not exceed \$1,600, unless authorized by the Board President in writing. Expenses include, but are not limited to, candidate travel, consultant travel, interviewing expenses, postage, secretarial support, supplies, copying expenses and focus group expenses. If requested by the Board, the Consultants shall provide a detailed breakdown of expenses.
10. Advertising costs will be determined, approved and paid by the Board.
11. The Board will incur the costs of candidate interviews and related expenses after the slate of candidates has been presented.
12. All applications will be sent directly to the Consultants through the SEC website.
13. The Consulting Fee will be billed in two equal installments
 - a. The first following both parties signing this *Letter of Agreement* that sets forth our agreement regarding the search process.
 - b. The second upon the full execution of a contract between the Board and the new permanent superintendent.
14. Candidate and Consultants final expenses will be billed within 90 days of the completion of the search. The search shall be considered complete upon the execution of a contract between the new permanent superintendent and the Board.
15. The Consultants assume no responsibility for decisions the Board makes independently regarding this search.
16. The Consultants have been retained on the basis of their expertise and shall advise the Board in all necessary areas associated with the hiring of a superintendent and will provide the Board with the full benefit of their expertise, experience and

25. If any provision of this Agreement is held unconstitutional, invalid, or ineffective by a court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Agreement.

26. This Agreement shall be governed by the laws of the State of Illinois, notwithstanding its choice of law provisions.

Approved:

Mr. Anthony Borrelli, President
Board of Education
Park Ridge-Niles School
District 64
164 South Prospect Avenue
Park Ridge, IL 60058

Date



Kenneth Dragseth,
President
**SCHOOL EXEC CONNECT,
INC.**
6058 Blake Ridge Road
Edina, MN 55436

4/11/2018
Date

Approval of Minutes

ACTION ITEM 19-02-6

I move that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the minutes from the Closed Session Meeting on December 10, 2018; the Regular Meeting on December 10, 2018; the Closed Session Meeting on December 18, 2018; the Special Meeting on December 18, 2018; the Special Meeting on January 7, 2019; the Special Meeting on January 14, 2019; and the Closed Session Meeting on January 14, 2019.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 5:30 p.m.
December 10, 2018
Jefferson School - Multipurpose Room
8200 Greendale Ave, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 5:31 p.m. Other Board members in attendance were Fred Sanchez, Larry Ryles, Tom Sotos, Rick Biagi and Mark Eggemann. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Director of Student Services Lea Anne Frost; Public Information Coordinator Bernadette Tramm; Board legal counsel Michelle Todd; and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>. 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 5:32 p.m., it was moved by Board President Borrelli and seconded by Board member Eggemann to adjourn to closed session to discuss the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(10)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

BOARD ADJOURNS FROM CLOSED SESSION AND RESUMES REGULAR MEETING

The Board adjourned from closed session and resumed the regular meeting at 6:05 p.m.. In addition to those listed above, also present were: Assistant Superintendent for Human Resources Joel T. Martin; Assistant Superintendent for Student Learning Lori Lopez; Director of Innovation and Instructional Technology Mary Jane Warden; Director of Facility Management Ron DeGeorge; additional Board legal counsel Kerry Pipal; and approximately 120 students and members of the public.

STUDENT/STAFF RECOGNITION

The Lincoln Chamber Orchestra directed by D64 Instrumental Music Specialist Max Hellermann got the meeting off to a festive start with a selection of lively holiday favorites. Dr. Heinz noted that the group is the

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top tier of Lincoln’s orchestra program, with 22 students selected this year as the best string musicians on violin, viola, cello and bass. The students were enthusiastically thanked by all present.

Dr. Heinz then reported that for the first time, D64’s student athletes from the middle schools were being presented to the Board for recognition. She noted that D64’s interscholastic program is designed to allow D64 middle school athletes to meet competitively with students from other schools through practices, games and meets. She pointed out that competitive tryouts are held for team selection in basketball and volleyball, but that any student may participate on the cross country and wrestling teams. Dr. Heinz then recognized the first group of athletes for 2018-19: Lincoln 7th grade girls’ basketball team coached by Jim Tebo and 8th grade team coached by Joan Lindgren; Emerson 7th grade girls’ basketball team coached by Emmy Pasier and 8th grade team coached by Doug Florence; and cross country teams from Emerson coached by Lisa Lavorata-Byrne, Evelyn Dobrydnio and Aaron Schauer and from Lincoln coached by Jenny Mocariski. Board members congratulated the students for their sportsmanship and achievements the fall season.

PLEDGE OF ALLEGIANCE

Board member Ryles led the Pledge.

Board President Borrelli noted the recent death of Park Ridge Park District Commissioner Jim Janak and extended sympathies on behalf of D64 to his family, friends and colleagues.

PUBLIC COMMENTS

Board President Borrelli invited comments on items not on the agenda, which were received as follows:

- Sal Galati, a member of the District 64 School Resource Officer Board Committee, provided further background on his views of the proposed role for SROs in D64 middle schools.

APPOINTMENT OF BOARD MEMBER

Board President Borrelli reported that following the resignation of Board member Eastman Tiu on November 15, 2018, the Board had issued a call for candidates to the community and had subsequently conducted a special meeting on November 29 to review the three applications received for appointment to the Board. He reported that the Board had reached consensus that former member Robert (Bob) Johnson be appointed to fill the vacancy, and thanked the other applicants for their willingness to serve the D64 community.

Board President Borrelli invited public comments; none were received.

ACTION ITEM 18-12-1

It was moved by Board member Eggemann and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the appointment of Robert Johnson to fill the open Board position vacated by Eastman Tiu effective immediately until the new Board is elected and seated following the April 2, 2019 election.

The votes were cast as follows:

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ADMINISTRATION OF THE OATH OF OFFICE FOR APPOINTED BOARD MEMBER

Board President Borrelli administered the oath of office to newly appointed member Johnson, as set forth in Board Policy 2:80 *Board Member Oath and Conduct*. Board members and all present then congratulated and welcomed Mr. Johnson on rejoining the Board.

ADOPTION OF FINAL 2018 TAX LEVY RESOLUTION #1213, RESOLUTION #1214 TO INSTRUCT THE COUNTY CLERK HOW TO APPORTION 2018 TAX LEVY EXTENSION REDUCTIONS, RESOLUTION #1215 AUTHORIZING TAX FOR ILLINOIS MUNICIPAL RETIREMENT PURPOSES AND RESOLUTION #1216 ABATING LOSS IN COLLECTION FACTOR IN THE DEBT SERVICE FUND

CSBO Kolstad reported that the Board at the October 22, 2018 meeting had reviewed the tax levy process and had adopted a tentative tax levy for the coming year. She noted the Board had conducted a public hearing on the tax levy on November 12, with no comments from the public being received. She noted that the Board had also adopted Policy 4:25 *Loss and Cost* as it relates to the Debt Service Fund at that time as well. CSBO Kolstad recommended that the Board now approve the 2018 tax levy, which is an estimate as the final levy will not be known until the summer of 2019. She confirmed that the levy is subject to the Property Tax Extension Limitation Law (PTELL) and as such, the District will only receive the funds it is legally entitled to receive under the law. CSBO Kolstad reviewed the various resolutions required to be adopted and filed with the Cook County Clerk. She then responded to final Board member questions, noting that the debt service levy is calculated at the time that any new bonds would be issued.

ACTION ITEM 18-12-2

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the attached Resolution #1213 Providing for a Levy of Taxes For the Year 2018, Resolution #1214 Instruct the County Clerk How to Apportion 2018 Tax Levy Extension Reductions, Resolution #1215 Authorizing Tax For Illinois Municipal Retirement Purposes, and Resolution #1216 Abating Loss in Collection Factor in the Debt Service Fund. These resolutions and supporting documentation will be filed with the Cook County Clerk’s Office.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

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ABSENT: None.

The motion carried.

RESOLUTION #1217 PROVIDING FOR THE ISSUE OF NOT TO EXCEED \$9,900,000 GENERAL OBLIGATION LIMITED TAX SCHOOL BONDS OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NUMBER 64, COOK COUNTY, ILLINOIS 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.

CSBO Kolstad was joined by the Kyle Harding, partner with the District’s bond counsel Chapman and Cutler and a member of the firm’s Illinois Public Finance Department. She noted that Mr. Harding had prepared all the resolutions before the Board for approval related to the issuance of \$9.9 million to fund 2019 summer construction projects, of the total \$20.75 million in working cash fund bonds available for issuance by the Board. CSBO Kolstad reviewed the financing framework put in place in spring 2017 to fund five years of facilities work to complete 100% of Health Life Safety (HLS) category B projects (required); 100% of critical infrastructure category 2 projects; critical infrastructure category 3; and additional priority capital projects as identified by the HLS Survey and the District’s Master Facilities Plan (MFP). She summarized the steps previously taken within the framework, including: investing the savings from the completed Collective Bargaining Agreements with teachers and teaching assistants; utilizing \$10 million from working cash from the District’s fund balance; and issuing \$9.25 million in debt certificates paid within the District’s operating fund levy. They noted that tonight’s authorization would issue only a portion of the bonds available to the Board, and that the Board would still have authorization to issue the remaining \$10.85 million in early 2020 for summer 2020 construction.

CSBO Kolstad, legal counsel Harding, Dr. Heinz and Board members then discussed various aspects of the proposal, including: the proposed bond repayment schedule; the District’s current fund balance, the Board’s fund balance policy, and the potential impact of utilizing further cash reserves for summer 2019 projects in lieu of issuing the bonds; the current interest rate environment; the impact of the bonds on taxpayers through the debt service levy; the elements of the financial framework available to the Board to 2020; the remaining components of the facilities plan to be accomplished; the increased costs of issuing smaller amounts of bonds; and ability to capture architectural costs already invested in projects planned to be funded through the bonds. Following this discussion, the consensus of the Board was to table action on this item. CSBO Kolstad will provide an update on the District’s long range financial projections with bond funding of summer 2019 projects removed for the Board’s review, and will update the remaining projects on the MFP list at a future meeting.

APPROVAL TO CEASE PLANNING/IMPLEMENTATION OF MIDDLE SCHOOL SCHOOL RESOURCE OFFICER (SRO) PROGRAM

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Board President Borrelli noted that at the November 12 meeting, the Board had reached consensus to take formal action tonight to end work on establishing a pilot program of utilizing SROs at Emerson and Lincoln middle schools for 8-10 hours weekly.

There being no further Board member comments, Board President Borrelli invited public comments, which were received from Ginger Pennington, D64 parent; Joan Sandrik, D64 resident; and Andrea Kline, all urging the Board to cease work on the SRO proposal. Board members and Dr. Heinz discussed the possibility of creating a Board Safety Committee in the future.

ACTION ITEM 18-12-4

It was moved by Board member Sanchez and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, direct administration to discontinue work to plan/implement an SRO pilot program at the District 64 middle schools and to dissolve the SRO Board Committee as a committee of the Board of Education.

The votes were cast as follows:

AYES: Sanchez, Borrelli, Biagi, Eggemann, Johnson

NAYS: Sotos

PRESENT: None.

ABSENT: Ryles

The motion carried.

APPROVAL OF 2019 SUMMER CONSTRUCTION BID AWARDS

CSBO Kolstad was joined by Facility Management Director DeGeorge and Rick Petricek of Studio GC architects in presenting the recommendation of the bid awards for summer 2019 projects. She noted that the Board had authorized at the July 9, 2018 meeting and updated at the September 10, 2018 meeting the preparation of construction documents and seeking bids for: completion of HLS projects and main office/secure vestibule installation at Carpenter School; completion of HLS projects and classroom and main office relocation with secure vestibule installation at Franklin School; and replacement of Carpenter and Franklin flooring in the areas affected by construction and the corridors. She noted that the District is asking for approval of about \$2.6 million in projects, which represents a savings of over \$420,000 from the original projections, and noted that the work had a high level of interest with 10-11 contractors participating on each of the two major projects. The team reviewed the bids received. CSBO Kolstad also provided a prevailing wage cost update from Studio GC architects.

During the ensuing Board member discussion, members of the team along with Dr. Heinz and legal counsel Pipal responded to Board member discussion about: the prevailing wage impact; and the proposed carpet replacement and related asbestos abatement work for these projects; and more broadly, potentially for a District-wide program of flooring replacement.

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ACTION ITEM 18-12-5

It was moved by Board member Biagi and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Completion of Health Life Safety (HLS) projects, Main Office Renovation with Secure Vestibule installation at Carpenter School to Construction Solutions Illinois (CSI) in the amount of \$792,723.

The votes were cast as follows:

AYES: Sanchez, Sotos, Borrelli, Biagi, Eggemann, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

ACTION ITEM 18-12-6

It was moved by Johnson and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Completion of Health Life Safety (HLS) projects, Classroom and Main Office Relocation with Secure Vestibule installation at Franklin School to Construction Solutions Illinois (CSI) in the amount of \$1,341,723.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Ryles

The motion carried.

ACTION ITEM 18-12-7

It was moved by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Carpenter and Franklin Flooring Replacement Project to Michael Kautz Flooring in the amount of \$349,650 which excludes the alternative to finish the replacement of classroom floors in the amount of \$97,750.

The motion was not seconded.

ACTION ITEM 18-12-7a

It was moved by Board member Biagi and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Carpenter and Franklin Flooring Replacement Project to Michael Kautz Flooring in the amount of \$447,400. This includes an alternative to finish the replacement of classroom floors at Carpenter School in the amount of \$97,750.

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Board President Borrelli invited public comments on the motion; Carpenter Principal Brett Balduf asked and received clarification from Studio GC on the scope of the summer 2019 work there. Board members, the team and Dr. Heinz then returned to the discussion of flooring replacement across the District. Architect Petricek noted that flooring replacement and parking lot renovations were among the items projected in the five-year HLS/MFP budget. He reaffirmed that the approach thus far has been to complete flooring work and related abatement when it can be tied to other work immediately being done or planned for the near future, so as to fully complete an area and not return in a short period of time to re-work it.

The votes were cast as follows:

AYES: Eggemann, Borrelli

NAYS: Johnson, Biagi, Sotos, Sanchez

PRESENT: None.

ABSENT: Ryles

The motion failed.

ACTION ITEM 18-12-7b

It was moved by Board member Johnson and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Carpenter and Franklin Flooring Replacement Project to Michael Kautz Flooring in the amount of \$349,650.

The votes were cast as follows:

AYES: Sanchez, Sotos, Biagi, Eggemann, Johnson

NAYS: Borrelli

PRESENT: None.

ABSENT: Ryles

The motion carried.

REPORT AND ACCEPTANCE OF ANNUAL AUDIT REPORT FY18

CSBO Kolstad reviewed the annual audit performed by independent, external auditors Klein Hall CPAs for the fiscal year ending June 30, 2018, including the audited financial statement and the set of Required Communication Letters, copies of which had been provided to the Board. She noted that D64 had received an unqualified audit opinion for 2017-18, which indicates the financial statements prepared by the Business Office are free of any material misstatement and fairly represent the District's financial condition. She noted that the auditors did not propose any adjustments to the District's June 30, 2018 balances. In addition, she noted that in its communication letters, the auditors had no reportable findings for a seventh consecutive year. CSBO, Dr. Heinz and Board members discussed an auditor recommendation and the District's response regarding budgeting at the function level within the Municipal Retirement/Social Security Fund.

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Board members then discussed whether action was needed to formally accept the audit report. Legal counsel Pipal provided clarification that the Board from a legal perspective and from D64 Board Policy perspective must receive the audit report, but that the Board is not approving the audit. She further noted that no formal Board action on the audit whatsoever is needed, other than the Board actually receiving the audit itself, but that the Board may acknowledge that receipt by taking formal action. Board President Borrelli noted that it was the Board's past practice to pass a formal motion acknowledging the receipt.

ACTION ITEM 18-12-8

It was moved by Board member Sotos and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, receive the annual audit report as presented for the fiscal year ending June 30, 2018.

At 9:00 p.m., Board President Borrelli called for a brief break; the meeting resumed approximately five minutes later.

The votes were cast as follows:

AYES: Johnson, Eggemann, Sotos

NAYS: Biagi, Borrelli, Ryles, Sanchez

PRESENT: None.

ABSENT: None.

The motion failed.

ACTION ITEM 18-12-8a

It was moved by Board member Johnson and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, accept the annual audit report as presented for the fiscal year ending June 30, 2018.

The votes were cast as follows:

AYES: Borrelli, Eggemann, Johnson

NAYS: Sanchez, Ryles, Sotos, Biagi

PRESENT: None.

ABSENT: None.

The motion failed.

No further motions were offered.

SPECIAL EDUCATION UPDATE NOVEMBER TO DECEMBER AND SPECIAL EDUCATION BOARD COMMITTEE UPDATE

Student Services Director Frost updated the Board on the steps undertaken since the last Board meeting on November 12, 2018 in the four key areas of staffing, professional development, consistency across the District, and creating a message of inclusion. She provided both a detailed written report and a slide

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presentation. In the area of staffing, Dr. Frost requested an additional .5 FTE special education coordinator be added to assist in the support of change efforts within the District for the remainder of the school year. She pointed out that she and Assistant Director Sue Waughon have student caseloads, thereby inhibiting their ability to assist other administrators and staff with coordination and implementation. Dr. Heinz noted that Assistant Director Waughon has been dividing her time between her District-level responsibilities and serving as coordinator for Roosevelt School. Dr. Frost reported she would look to hire a retired candidate for this position who could work 120 days for D64. Board members discussed the proposal, and reached consensus to support this request for additional staffing. Dr. Frost then provided highlights of the other three areas as addressed in detail in her written report. She pointed out that the Parents and Teachers Talking Together (PT3) group has scheduled three meetings through February, and will meet next on December 11. She also reported that the Special Education Board Committee had met on November 13 and would be meeting again on December 19. She responded to Board member questions in each area of her report.

This being December, Dr. Frost then provided a year-to-date review for the first six months. She provided a written analysis that aligns the collaborative audit to findings from the internal and external audit reports from spring 2018 with the activities conducted thus far this year. She then reviewed the 11 audit findings and provided a summary of the work to address each area. She and Dr. Heinz again responded to Board member questions throughout. Wrapping up her presentation, Dr. Frost then reviewed the next steps that will be taken in the four key target areas for the second half of the school year and responded to additional Board member questions.

ADOPT AMENDED CALENDAR FOR 2019-20 SCHOOL YEAR

Dr. Heinz reported that the District’s Calendar Committee had met again on November 27 to do a final review of the amended calendar presented originally to the Board at the November 12 meeting. She reported that the committee is now proposing to maintain the number of Institute days at three instead of adding an additional day, and that subsequently, perfect alignment with Maine Township High School District 207 can now be maintained for spring recess. She confirmed that the District will still be scheduled to begin one week later this summer to allow for a longer construction period, and reviewed the other highlights of the calendar that are unchanged from the original proposal. Dr. Heinz recommended the Board adopt the calendar for 2019-20 so that planning for the summer 2019 facilities work schedule can begin and staff and families can proceed with planning for the upcoming school year. Board members and Dr. Heinz further discussed the alignment of D64’s calendar with D207.

Board President Borrelli invited public comments; none were received.

ACTION ITEM 18-12-9

It was moved by Board member Eggemann and seconded by Board member Sanchez to approve the amended 2019-20 School Calendar.

The votes were cast as follows:

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AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

SUMMER INTERIM SESSION 2018 REPORT AND PRESENTATION AND APPROVAL OF SUMMER INTERIM SESSION 2019

Assistant Superintendent Lopez noted that her written report included a wrap-up of the summer 2018 program before reviewing the proposal for the 2019 summer program, which seeks to provide a quality interim educational experience within a budget that is funded by the program itself. She recommended that due to the planned facilities work for 2019, the District conduct the program at Roosevelt School for students completing grades K-3 and at Emerson Middle School for students completing grades 4-7, with the start time staggered to accommodate families with children at both locations as has been done previously when the sites were split across town. She proposed that the two, 13-day sessions running from June 12 through July 19, with no school on July 4-5 be offered. Dr. Lopez recommended that the enrollment fee be reduced from \$130 to \$125 per class in alignment with the proposed budget. Dr. Lopez and Dr. Heinz responded to Board member questions about the operation and goals of the program.

ACTION ITEM 18-12-10

It was moved by Board member Sanchez and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the recommendations of dates and fees for the 2019 Summer Interim Session.

Board President Borrelli invited public comments; none were received.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF NEW HR/FINANCIAL MANAGEMENT SOFTWARE

CSBO Kolstad reported that the contract for the new human resources and financial management software presented to the Board at the October 22, 2018 meeting had now been fully reviewed by the District's legal counsel James Levi and in addition, D64 had worked with Tyler Technologies to add amendments to the document. She confirmed that administration and the District's legal counsel were now satisfied with the License and Services Agreement presented for Board approval. CSBO Kolstad and Board members discussed the fee structure including maintenance and support fees, as presented in her written report.

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ACTION ITEM 18-12-11

It was moved by Board member Johnson and seconded by Board member Eggemann 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.

Board President Borrelli invited public comments; none were received.

The votes were cast as follows:

AYES: Johnson, Eggemann, Borrelli, Sotos

NAYES: Biagi, Ryles, Sanchez

PRESENT: None.

ABSENT: None.

The motion carried.

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.

Meztli Doles - Employ as Teaching Assistant at Roosevelt School effective November 26, 2018 - \$15.98 hourly.

Patricia Hendrie - Employ as Math Intervention Title I Teacher at Lincoln School effective December 10, 2018 MA+12, Step 1 - \$18,842.85

Maryallison Cowie - Resign as School Secretary at Lincoln School effective December 21, 2018.

Curtis Clay - Retire as Custodian at Emerson School effective December 31, 2018.

Mary Jones - Retire as Teacher at Franklin School effective June 30, 2020.

Michael Kennedy - Retire as Teacher at Emerson School effective June 30, 2020.

Diane Kosinski - Retire as Speech Language Pathologist effective June 30, 2019.

Maribeth Mancuso - Retire as Teacher Assistant at Carpenter School effective June 30, 2019.

Steven Senf - Retire as Teacher at Emerson School effective June 30, 2020.

June Sorensen - Retire as Teacher at Emerson School effective June 30, 2020.

Lisa Swain - Retire as Teacher at Emerson School effective June 30, 2020.

Richard Szaflarski - Retire as Teacher at Lincoln School effective June 30, 2020.

ACTION ITEM 18-12-12

It was moved by Board member Sotos and seconded by Board member Eggemann 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

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and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

Board President Borrelli invited public comments; none were received.

The votes were cast as follows:

AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Eggemann, Johnson

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

CONSENT AGENDA

A. Bills, Payroll and Benefits

Payroll & Benefits

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 6,374,032.77
20 - Operations and Maintenance Fund -----	\$ 355,426.63
40 - Transportation Fund -----	\$ 1,109.22
50 - IMRF/FICA Fund -----	\$ 117,401.52
51 - SS/Medicare -----	\$ 143,463.42
80 - Tort Immunity Fund -----	\$ -
Total:	\$ 6,991,433.56

Checks Numbered: 14467 - 14559

Direct Deposit: 900145137 - 900147602

Bills

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund -----	\$ 914,657.80
20 - Operations and Maintenance Fund -----	\$ 201,261.34
30 - Debt Services -----	\$ 6,117.48
40 - Transportation Fund -----	\$ 129,032.95
50 - Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 94,091.46
61 - Capital Projects - 2017 Debt Certificates -----	\$ -
80 - Tort Immunity Fund -----	\$ 285.00
90 - Fire Prevention and Safety Fund -----	\$ -
Total:	\$ 1,345,446.03

Checks Numbered: 130394-130494

ACH's Numbered: 181900518-181900617

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

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

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

C. Resolution #1218 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 28, 2019 Regular Board of Education Meeting

D. Destruction of Audio Closed Recordings (none)

ACTION ITEM 18-12-13

It was moved by Board member Eggemann 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 December 10, 2018, which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending November 30, 2018; Resolution #1218 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 28, 2019 Regular Board of Education Meeting; and the Destruction of Audio Closed Recordings (none).

Board President Borrelli invited public comments; none were received.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

ACTION ITEM 18-12-14

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 November 12, 2018; the Regular Meeting on November 12, 2018; and the Special Meeting on November 29, 2018.

The votes were cast as follows:

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

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NAYS: None.

PRESENT: Johnson

ABSENT: None.

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Dr. Heinz reviewed the upcoming meeting agenda and noted changes that will be made as a result of tonight’s meeting. Dr. Heinz announced that a Board member is needed to take former member Eastman Tiu’s place on the Board Policy Committee. Board President Borrelli requested that members contact him if they are able to join Board member Ryles on this important committee.

Dr. Heinz noted the FOIA requests received by D64 since the last regular meeting. She referenced a memo in the written report on the upcoming 5Essentials Survey 2018-19 and noted that the minutes from the Special Education Board Committee Meeting of November 13, 2018 had been posted to the D64 website. Dr. Heinz noted that staff were conducted the annual employee campaign to benefit the Park Ridge Community Fund, and that the schools were planning many musical performances and sings for the upcoming holidays. Dr. Heinz reported that the recent fundraiser at Harp and Fiddle to benefit the Kiwanis in their efforts to provide holiday food baskets to needy D64 families was well attended. She noted that the Kiwanis would be providing be gathering soon to wrap the food basket items prior to the holidays with the hope of providing assistance to about 50 families this year. Dr. Heinz then reported on the recent Traffic Safety meeting and the PTO/A Presidents meeting, and further noted that she had attended the Triple I Conference and participated in many worthwhile learning sessions.

Board members, Dr. Heinz and CSBO Kolstad then discussed the possible timing of further discussions regarding a carpet replacement program and bond issuance could be added to the agenda.

ADJOURNMENT

At 10:30 p.m., it was moved by Board President Borrelli and seconded by Board member Biagi to adjourn.

The votes were cast as follows:

AYES: Johnson, Eggemann, Biagi, Borrelli, Sotos, Ryles, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

DATE: February 4, 2019

President

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**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Meeting
at 6:00 p.m. on December 18, 2018
Jefferson School - Multipurpose Room
8200 Greendale Ave, Niles, IL 60714**

Board President Borrelli called the meeting to order at approximately 6:02 p.m. Other Board members in attendance were Fred Sanchez, Larry Ryles, Tom Sotos, Rick Biagi, and Bob Johnson. Board member Mark Eggemann arrived during the closed session. Also present were Superintendent Laurie Heinz, Assistant Superintendent for Human Resources Joel T. Martin, Board legal counsel Tony Loizzi, and two members of the public.

The agenda and reports for this meeting are available on the website at <http://www.d64.org> or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

Board President Remarks

Board President Borrelli noted that Dr. Laurie Heinz had announced her resignation as District 64 superintendent on December 12, 2018 effective June 30, 2018 to become superintendent of Palatine Community Consolidated School District 15, the second largest elementary district in Illinois as its first female leader. On behalf of the Board, he expressed appreciation to Dr. Heinz for her leadership during her five years in D64 and her efforts to move the District forward in every way. He announced that the Board would move forward swiftly to launch the search process to identify her successor.

Board Recesses and Adjourns to Closed Session

It was moved by Board President Borrelli and seconded by Board member Sotos that the Board 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)].

Board members discussed the parameters for entering closed session that will focus on specific employees and not the evaluation of the Superintendent.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

Board Adjourns from Closed Session and Resumes Special Board Meeting

At 6:29 p.m., the Board resumed the regular meeting. In addition to those mentioned above, several members of the public were also present.

Public Comments

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

Discussion Regarding How to Proceed with Filling Superintendent Vacancy

Board President Borrelli noted it was the Board's intention to expedite the early process of selecting a search firm to assist the Board through this search and to have the search conducted in a manner to maximize the opportunity for community input. Assistant Superintendent Martin led the Board through a review and discussion of the search firm process, including: the basic structure of the assistance they provide and how they work with the Board; the building of a candidate profile, which incorporates stakeholder input by various means and presentation of the profile to the Board; the recruiting and screening of candidates; candidate interviews; and finalists. He also reviewed the typical costs associated with their services. Dr. Martin then pointed out that searches typically occur in three waves or phases each year, and that the first phase is now nearing completion. These are typically searches conducted in the fall to replace superintendents that have previously announced their retirements or other early announcements of their departures, and that culminate with the selection of a superintendent prior to the holidays or in early January. He noted that the second phase of searches which D64 is in, get underway now with the goal of selecting a superintendent in the March/April timeframe. He pointed out that a third phase of searches would be April and beyond, and may entail announcement of an interim superintendent to serve for a year while a full search is conducted.

Dr. Martin, Board members, Dr. Heinz and legal counsel Loizzi reviewed and discussed a list of questions that the Board should answer this evening in order to move forward expeditiously. He also reviewed a written report presenting the two firms most commonly used in the Chicago suburban area along with three other options, and reported on his initial contacts to gather information and determine availability of these firms to conduct a search for D64. Following further discussion, the Board reached consensus: to invite the two most active firms in this area -- BWP & Associates and School Eec Connect -- to present proposals and be interviewed in person by the Board at a special meeting on Monday, January 7, 2019 spending approximately

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50-60 minutes with each firm; to select a firm that evening; and to meet with the selected firm on Monday, January 14, 2019 to begin detailed planning work on the search. The Board further agreed that both meetings would be open sessions and would be videotaped as usual. Board President Borrelli directed Board members to send any questions to Dr. Martin that the firms should be prepared to answer on January 7.

Adjourn to Closed Session

Board President Borrelli invited the Board members to discuss when to provide a formal evaluation of the superintendent. Following a brief discussion, it was moved by Board member Biagi and seconded by Board member Sotos that the Board 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)].

The votes were cast as follows:

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

NAYS: Johnson

PRESENT: None.

ABSENT: None.

The motion carried.

Board member Biagi immediately rescinded his motion, and Board member Sotos rescinded his second. The Board continued in open session.

Public Comments

Board President Borrelli invited comments from the public, which were received as follows:

- Denise Pearl, D64 parent and candidate for the Board election in April, addressed the Board about the search and urged the Board to consider including candidates in some form in the search process.
- Carol Sales, also a D64 parent and Board candidate, announced she would defer her comments regarding one of the firms that had been listed but was not selected.
- Dawn Brayton, Carpenter School teacher and Park Ridge Education Association executive board member, urged the Board to include educators in the superintendent selection process.

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**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Meeting
at 6:00 p.m. on January 7, 2019
Jefferson School - Multipurpose Room
8200 Greendale Ave, Niles, IL 60714**

Board President Borrelli called the meeting to order at approximately 6:01 p.m. Other Board members in attendance were Fred Sanchez, Larry Ryles, Rick Biagi, Mark Eggemann and Bob Johnson. Board member Tom Sotos arrived prior to public comments. Also present were Superintendent Laurie Heinz, Assistant Superintendent for Human Resources Joel T. Martin, Public Information Coordinator Bernadette Tramm, and six members of the public.

The agenda and reports for this meeting are available on the website at <http://www.d64.org> or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

Pledge of Allegiance

Board member Ryles led the pledge.

Public Comments

Board President Borrelli invited public comments on items not on the agenda, which were received as follows:

- Gareth Kennedy, a candidate for the District 64 Board election, addressed the Board concerning the criteria to select a search firm.

Interview Executive Search Firms for the Superintendent Search

Board President Borrelli reported that subsequent to the December 12, 2018 announcement of Dr. Heinz's resignation as Superintendent effective June 30, 2019, the Board had met on December 18, 2018 to identify two search firms it wished to interview at tonight's special meeting and had established a second meeting on January 14, 2019 to meet with the selected firm to begin work on the search process and timeline. Dr. Borrelli noted that the Board had reached consensus to interview the two firms most active in the Chicago suburban area -- BWP and Associates and School Exec Connect. Dr. Borrelli then noted several important milestones on the horizon in D64, including preparing for the start of a new school year, preparing to begin negotiations with the Park Ridge Education Association teachers union in November, and the more immediate Board transition following the April 2019 election. He asked for Board members to hold their questions until each firm had concluded its initial presentation. It was noted that the representatives of each firm would be sequestered during the presentation by the alternate firm.

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Dr. Mark Friedman and Dr. Steve Griesbach of BWP and Associates were the first to present their proposal to the Board. They reviewed their personal credentials in conducting searches and those of their firm, and then shared the highlights of a written proposal they had submitted. They focused on the 10 steps to be conducted in a superintendent search and how they would achieve each one in the upcoming timeframe. They reviewed the firm's track record and guarantee before enumerating their fee structure. Drs. Friedman and Griesbach then summarized why BWP should be selected to partner with the Board on the search for a successor to Dr. Heinz.

Board members then posed a series of questions to the BWP representatives concerning: how a superintendent profile is created through stakeholder input; the merits of an open vs. a confidential search; any searches just concluded or currently underway and whether they would present a conflict; whether both sitting and aspiring superintendents should be considered; their outreach efforts and geographic reach; their views of the challenges noted earlier that will face a new superintendent in D64 and timing of the search and selection; and how and why interim superintendent placements are made. Following this interview, Board President Borrelli thanked the BWP team who then left the meeting room.

He then welcomed Dr. Harry Rossi, Dr. Diane Rossi, and Dr. Gary Zabilka from SchoolExec Connect. They reviewed their personal credentials in conducting searches and those of their firm, and then shared the highlights of a written proposal they had submitted, focusing on the multiple phases of a search plan and a flowchart of the tasks associated with each phase beginning with a planning meeting to set the schedule. They indicated where the Board would need to commit time for rounds of interviews with candidates, and that the timing of the overall search would be dependent on the Board's availability to complete this work. They also highlighted the key areas for stakeholder involvement. Dr. Rossi and Dr. Zabilka reviewed the fee structure and other costs for advertising based on the Board's selections at a planning meeting. They also reviewed their recruiting and screening process of candidates to bring a slate to the Board, again referring to the flowchart to show how the steps are interwoven.

Board members then posed a similar series of questions to the School Exec Connect representatives as had been posed to the BWP representatives. Following this discussion, Board President Borrelli thanked the representatives. At 7:50 p.m., he called for a short break; the meeting resumed about five minutes later.

Public Comments

Board President Borrelli invited further public comments, which were received as follows:

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PRESENT: None.

ABSENT: None.

The motion carried.

Date: February 4, 2019

President

Secretary

DRAFT

DRAFT

DRAFT

DRAFT

Inspire every child to



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

Special Board Meeting Agenda
Monday, February 11, 2019
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 the 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

Pledge of Allegiance

Public Comments

Presentation and Discussion of New Superintendent Profile

-- School Exec Connect

A-1

Adjournment

Next Regular Meeting:

Monday, February 25, 2019
Closed Session - 6:00 p.m.
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.

Inspire every child to



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

Regular Board Meeting Agenda
Monday, February 25, 2019
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

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)]

7:00 p.m.

Board Adjourns from Closed Session and Resumes Regular Board Meeting

Pledge of Allegiance & Welcome

-- Lisa Halverson, Jefferson School Principal

Student/Staff Recognition

- District Spelling Bee
- Science Olympiad
- Wrestling (Emerson)

Public Comments

A-1

Superintendent Search Update	A-2
-- Board President	
First Reading of PRESS Issue 99 & Update of Policy 2:80	A-3
-- Superintendent	
Special Education Update January to February and Special Education Board Committee Update	A-4
-- Superintendent/Director of Student Services	
E-Rate Update	A-5
-- Chief School Business Official/Director of Innovation & Instructional Technology	
Safety & Security 2013-18 Review	A-6
-- Superintendent / Chief School Business Official	
Preliminary Enrollment Projections for 2019-20 School Year and Discussion of 2019-20 Staffing	A-7
-- Chief School Business Official/Assistant Superintendent of Human Resources	
Approval of Recommended Personnel Report	A-8
-- Board President	
	Action Item 19-02-7
Consent Agenda	A-9
-- Board President	
	Action Item 19-02-8
<ul style="list-style-type: none"> • Bills, Payroll and Benefits • Approval of Financial Update for the Period Ending January 31, 2018 • Adopt Tentative Calendar for 2020-21 School Year • Destruction of Audio Closed Recordings (none) 	
Approval of Minutes	A-10
-- Board President	
	Action Item 19-02-9
<ul style="list-style-type: none"> • Closed Meeting.....August 20, 2018 • Closed Meeting.....August 27, 2018 • Closed Meeting.....January 28, 2019 • Regular Meeting.....January 28, 2019 • Special Meeting.....February 11, 2019 	
Other Discussion and Items of Information	A-11
-- Superintendent	
<ul style="list-style-type: none"> • Upcoming Agenda • FOIA requests • District Committee Updates (Traffic Safety) • Memorandum of Information (None) • Minutes of Board Committees (None) • Other 	

Adjournment

Next Meeting **Monday, March 4, 2019**
Closed Session Meeting - 5:30 p.m.
Hendee Educational Service Center
164 S. Prospect Ave
Park Ridge, IL 60068

Next Regular
Meeting: **Monday, March 18, 2019**
Regular Board Meeting – 7:00 p.m.
Carpenter School – South Gym
300 N. Hamlin Avenue
Park Ridge, IL 60068

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Bernadette Tramm <btramm@d64.org>

FOIA Request

1 message

Alice Dobrinsky [REDACTED]

Fri, Dec 14, 2018 at 1:58 PM

To: Bernadette Tramm <btramm@d64.org>

Cc: "Johnson, Jennifer" <jjohnson@pioneerlocal.com>, Heather Cherone [REDACTED]

Hi Bernadette,

Please send me all documents related to attorneys fees in connection with Eastman Tiu's potential resignation and resignation from January 1, 2018 - today.

--

Sincerely,
Alice Dobrinsky

[REDACTED]

[REDACTED]

PARK RIDGE-NILES SCHOOL DISTRICT 64
164 S. PROSPECT AVENUE
PARK RIDGE, IL 60068

**Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: 12-20-2018

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: Joan Sandrik

Street Address: [REDACTED]

City/State/County Zip (required): [REDACTED]

Telephone (Optional): [REDACTED] E-mail (Optional): [REDACTED]

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

A copy of the side letter to the 2016-2020
collective bargaining Agreement between the Board
of Education and the PRSA Voluntary Early
Retirement ~~Plan~~ Incentive Plan - Action Item
18-04-14 approved at the BOE Meeting 4-23-18

Do you want copies of the documents? YES or NO

--Do you want electronic copies or paper copies? yes

--If you want electronic copies, in what format? email is sufficient

Is this request for a Commercial Purpose? YES or NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether 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. 5 ILCS 140/6(c)).

Office Use Only 2010-

Date Requested _____

Date Due _____

MEMORANDUM OF INFORMATION

#006

2018-19

To: Board of Education
Dr. Laurie Heinz, Superintendent
From: Natasha Nedeljkovic, Administrative Assistant to the Superintendent
Date: February 4, 2019
Re: Organizational Meeting - April 29, 2019

State law and [Board Policy 2:210](#) require that the school board reorganize after each school board election by swearing in and seating new members, electing officers, and setting a time and place for regular meetings. The meeting must be held within 28 days following the consolidated election, but should not be held before the election authority has canvassed election returns and determined winners.

For the April 2, 2019 election, the last day for the Cook County Clerk's Office to canvass election results and proclaim winners is April 23, 2019 at 5:00 p.m.

Therefore, it is recommended that the Board schedule its organizational meeting for Monday, April 29, 2019, which will fall within the 28-day timeline and ensure the canvass has been officially completed.

This schedule has been reviewed by the District's legal counsel Hodges, Loizzi.

To: District 64 Board of Education
Dr. Laurie Heinz, Superintendent

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

Date: February 4, 2018

Re: Channels of Challenge - Eligibility Procedures Update

Background

In 2016, a Channels of Challenge Program Review Committee convened to evaluate and make recommendations for our Primary Challenge and Channels of Challenge Programs. These programs support high-achieving/high-ability students in the areas of reading and math. The committee was comprised of 4 parents, 3 administrators, and 19 certified staff members representative of various schools and roles. The recommended changes were shared with the Board of Education at the regular meeting on April 25, 2016 meeting.

In November 2018, the committee reconvened to update the eligibility process based on two years of implementation. Four recommendations were approved; an overview of these recommendations can be found below. A complete description of the Channels of Challenge eligibility process is posted to the District 64 website.

November 2018: Eligibility Revisions

1. **Philosophy:** The Channels of Challenge Program Philosophy Statement was edited to include the promotion of a growth mindset.
2. **3rd-7th Grade Eligibility:** To give us ample opportunity to address staffing and facilities, we will no longer consider the fall MAP score in the eligibility process. Students will be invited to take the CogAT test if their *winter or spring* MAP score is at or above the *92nd national percentile* (close to the 85th percentile locally). Using the national percentile creates clearer communication for all stakeholders.
3. **New Students:** To enable us to better plan for student schedules/teams, new students will be invited to take the fall MAP assessment before the start of the school year. Students scoring at or above the *92nd percentile nationally*, will be invited to take the CogAT. Students earning 10 or more points (using the current process) will be placed in Channels of Challenge provisionally if student records indicate previous positive performance.
4. **Second Grade Eligibility:** We are adding a minimum MAP score to reduce unnecessary WISC testing and introducing more flexibility into the second grade eligibility process for exceptional MAP scores.
 - a. District 64 will administer a WISC to students who score 120 or above on the CogAT if they have a MINIMUM MAP RIT at the 80th percentile nationally.
 - b. Students will be invited to take the WISC in District 64 if their CogAT Score is below 120 AND they have a winter or spring MAP score at the 95th percentile nationally.

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:00 p.m.
December 19, 2018
Carpenter School - LRC
300 N. Hamlin, Park Ridge, IL 60068**

The meeting was called to order at 6:04 p.m. by Board member and committee co-chairperson Fred Sanchez. Also present were: District 64 Director of Student Services Lea Anne Frost; District 64 Assistant Director of Student Services Sue Waughon; Amy Brown; Barb Spiewak; Lynn Condon; Miki Tesija; and Kay Schneider. Board member and committee co-chairperson Larry Ryles and committee members Rick Van Roeyen, Kristin Davis, and Dr. Laurie Heinz were absent. In addition, five members of the public were present.

Committee co-chairperson Sanchez began the meeting by responding to a comment noted on Facebook which had indicated that the Board had fixed special education. He shared that there has certainly been a lot of steps to make improvements, but reiterated that Dr. Frost will continue to do more work in the special education department. Even when this committee disbands, Committee co-chairperson Sanchez shared that PT3 will continue to focus on work to make more improvements for special education.

Board Update Report from November to December 2018

Dr. Frost provided a summary of the board update report. She shared that there was an abundance of comments provided on the Special Education Needs Assessment, which will require time to code and analyze. Dr. Frost highlighted the recommendation for an additional part-time coordinator to relieve Ms. Waughon of her responsibilities at Roosevelt Elementary School. Committee co-chairperson Sanchez commented that the Board voted unanimously to approve this position. Dr. Frost provided updates on professional development opportunities for special education team members, specifically highlighting CPI. Committee member Schneider inquired about the process used to determine which team members get trained. Ms. Waughon shared that the goal is for all special education team members to be trained, including teacher assistants. Dr. Frost indicated that it is the goal to increase the number of trainers within the District for the next school year. Dr. Frost continued in her report noting the efforts in the key target areas of consistency and message of inclusion. Dr. Frost summarized updates on the four key target areas identified from the two prior audits. She noted that additional summaries were provided in the board report on the focus priorities from the audit findings. Committee Member Tesija asked for further explanation of the additional summaries and Dr. Frost provided the update that was presented at the December 10 Board meeting. Committee member Spiewak asked how it was determined which IEP meetings Dr. Frost and Ms. Waughon attend. Dr. Frost reported that it is not feasible for she and Ms. Waughon to attend all IEP meetings, so they are prioritized based upon the potential need for allocation of additional resources. Committee member Tesija asked for more explanation of the five curriculum pilot programs. Dr. Frost

reiterated that the curriculum programs are only pilots at this point. She reported that the special education team will begin to create a tiered system of curriculum options for students following winter break. Dr. Frost then highlighted future planning with a focus on the four key target areas. Ms. Tesija inquired about the expectation for delivery of the curriculum relative to disability awareness. Dr. Frost responded that it has not been discussed, and that implementation of the curriculum is optional. Committee member Tesija suggested that it may be helpful to have a kick off at the beginning of the school year that includes informing all students about their peers with all disabilities within each school.

Parents and Teachers Talking Together (PT3) Update

Ms. Waughon reported that the PT3 group met on December 11. She reported that a majority of the evening was spent as a work session for each priority group. The groups reviewed the previous recommendations and considered their appropriateness for continuation or for necessary changes. They also defined goals and activities for each of the recommendations. Each sub-group acknowledged that some of the work that was determined would not be at the direction of the committee but would fall to administration. The purpose of PT3 was also discussed by the full group which included continued and proactive advocacy for students and being a collaborative stakeholder group. The goal of this group is to continue the forward momentum to continuously improve our services.

A question was posed by Committee member Brown as to the purpose of the Special Education Board Committee. Committee co-chairperson Sanchez indicated that PT3 is doing a lot of the “heavy lifting” and this committee would be the group PT3 would come to as a liaison. He further indicated that once this committee was confident and comfortable of what PT3 defined as their work, this group would be the conduit to the Board for Board approval. He also indicated that the Special Education Board Committee would attempt to rebuild communication and trust. He noted the progress made within the department thus far but wants to hear from PT3 that the progress is being done and made. Committee member Tesija asked if PT3 would come to the Special Education Board Committee to discuss their work. Committee co-chairperson Sanchez shared there is a lot of flexibility in ways this committee can be updated on the work of PT3. Dr. Frost commented that the sub-groups are very collaborative, so there has not been any defined chairs or leaders. Committee member Brown shared that there is a sense of duplicated efforts between this committee and PT3. She asked if this committee is worth committee members’ time and if the committee should halt work to avoid duplication. She commented most of the agenda for this evening had been discussed at last week’s Board meeting. Committee co-chairperson Sanchez shared that duplicated efforts are certainly a concern, but felt there is still some value for this committee to continue meeting. Committee member Tesija shared concern about the point of this committee given the detailed board reports provided by Dr. Frost each month. Dr. Frost clarified that PT3 is not expecting this committee to evaluate their recommendations, but rather review them and offer additional suggestions.

Committee member Tesija inquired about the continuum of services offered in the District given that was an area of concern identified in the audit reports. Dr. Frost acknowledged there was a lot of duplication between the two audit reports, so items were combined when determining the 11 audit findings. Dr. Frost reported that there needed to be prioritization of action steps to address the audit findings. She shared that there will be completion of all action steps, but we need to ensure we focus on those that are most important for students first to ensure they are done well.

Discussion of PTA/O and Sped Parent Liaisons

Committee member Tesija reported that the PTO/A is attempting to identify parents within each building as a special education representative to the PTO/A. The goal is to have a similar structure in each of the buildings as those currently defined at Washington and Roosevelt schools. Committee members Tesija, Brown, and Spiewak indicated that parents wanted to take the lead on this aspect and decided to do it on their own. Committee member Condon asked that there be diversity within the group, so it is not always representation of parents of students with the most intense needs. There was discussion of tapping into the D64 Facebook page and not just the D64 special education parents Facebook page.

Facilitated IEP Training Registration

Dr. Frost informed committee members about the registration form to complete with their interest to attend the training. They can also contact the department secretary Stephanie Rosales to get registered.

Scheduling of Upcoming Meeting

Upon discussion, the committee agreed to meet after the planned February 26 PT3 meeting. Committee co-chairperson Sanchez indicated that we would meet before spring break.

Exploration of Possible Field Day for Families of Special Education Students

Committee co-chairperson Sanchez recommended we wait to discuss this topic until Committee co-chairperson Ryles is present. Committee member Condon indicated that she would like to know the purpose of having a separate field day when students are included in each building's field day.

Committee member Tesija brought up a discussion from the last meeting about trainings provided for teacher assistants. Dr. Frost confirmed that this is being discussed with administrators, but did not yet have data to share at tonight's meeting.

Public Comments

No public comments were made.

Adjournment

The meeting was adjourned by general consent at 7:02 p.m.