

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

Inspire every child to



Regular Board Meeting Agenda  
Monday, October 23, 2017  
Franklin School – Gym  
2401 Manor Lane  
Park Ridge, IL 60068

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

## TIME

## APPENDIX

6:00 p.m. **Meeting of the Board Convenes**

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

6:00 p.m. **• Board Recesses and Adjourns to Closed Session**

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. [5 ILCS 120/2 (c)(1)] and collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)]

6:30 p.m. **• Board Adjourns from Closed Session and Resumes Regular Board Meeting**

Moved  
from 7:00  
p.m. start  
time

**• Pledge of Allegiance and Welcome**

- Dr. Claire Kowalczyk, Principal Franklin Elementary School

**• Public Comments**

**• Continued Discussion on Tax Levy and Recap of Finance Forum (9/28/17) A-1**

- Chief School Business Official

**• Resolution # 1192 to Approve 2017 Proposed Tentative Tax Levy and Establishment of Public Hearing Action Item 17-10-2 A-2**

- Chief School Business Official

- **Discussion on RETA Security Report and Secure Vestibules** A-3  
 -- Superintendent/Chief School Business Official/  
     Paul Timm from Facility Engineering Associates
  
- **Questions, Refinements & Approval to Bid 2018 Summer Facility Projects** A-4  
 -- Superintendent/Chief School Business Official   **Action Item 17-10-3**
  
- **Superintendent Evaluation / Goal Overview** A-5  
 -- Superintendent
  
- **Approval of PowerSchool Unified Classroom, Assessment, and Analytics System** A-6  
 -- Director of Innovation and  
     Instructional Technology                                   **Action Item 17-10-4**
  
- **Approval of Recommended Personnel Report** A-7  
 -- Board President   **Action Item 17-10-5**
  
- **Consent Agenda** A-8  
 -- Board President   **Action Item 17-10-6**
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending September 30, 2017
  - Destruction of Audio Closed Minutes
  
- **Approval of Minutes** A-9                                   **Action Item 17-10-7**  
 -- Board President
  - Committee-of-the-Whole: IASB Starting  
     Right Workshop -----September 25, 2017
  - Regular Board Meeting -----September 25, 2017
  - Committee-of-the-Whole: Facilities Meeting ----- September 18, 2017
  - Special Board Meeting ----- September 18, 2017
  - Closed Session Meeting -----August 14, 2017
  
- **Other Discussion and Items of Information** A-10  
 -- Superintendent
  - Upcoming Agenda
  - Freedom of Information Act Request
  - District Committee Update (Elementary Learning Foundation)
  - Memorandum of Information (none)
  - Minutes of Board Committees (none)
  - Other
    - National Principal Appreciation Month
    - North Cook Division Fall Meeting
    - ELF's Halloween Hustle
    - SRO IGA Update
  
- **Adjournment**

Next Meetings:           **Monday, November 13, 2017**  
                                   Public Hearing on the Tax Levy – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.  
**Washington School – Gym**  
1500 Stewart Avenue  
Park Ridge, IL 60068

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Upcoming Meetings and Topics  
As of October 19, 2017

**November 13, 2017 – Washington School – Gym (1500 Stewart Avenue, Park Ridge)**

Public Hearing on the Tax Levy – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance and Welcome – Mrs. Stephanie Daly, Principal Washington Elementary School
- School Board Members Appreciation Day
- 2016-17 MAP & PARCC Data and State Report Card/2017 5 Essentials
- Present Tentative Calendar for 2018-19 school year and Tentative Calendar for 2019-20
- Approval of Additional 2018 Summer Construction Project
- Summer Interim Session 2017 Report and Presentation and Approval of Summer Interim Session 2018
- Update and Approval of Intergovernmental Agreement for School Resource Officers
- Approval of Recommended Personnel Report
- Approval of Financial Update for the Period Ending October 31, 2017 (consent)

**December 11, 2017 – Jefferson School – Multipurpose Room**

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance
- Adoption of Final 2017 Tax Levy Resolution #XXX and Resolution #XXX for the Reduction of Certain Fund
- Report and Acceptance of Annual Audit FY17
- Resolution #XXX Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 21, 2017 Regular Board of Education Meeting
- Approval of Recommended Personnel Report
- Approval of Financial Update for the Period Ending November 30, 2017 (consent)
- Adopt 2018-19 Tentative Calendar and 2019-20 Tentative Calendar (consent)
- 2017 District 64 Employee Campaign for Park Ridge Community Fund (memo of information)
- Triple I Conference (memo of information)

**January 22, 2018 – Jefferson School – Multipurpose Room**

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance
- Adoption of Resolution # Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2018-19 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1
- Enrollment Projections for 2018-19 School Year and Discussion on Staffing 2018-19
- Discussion on Student Fees
- Superintendent Evaluation Mid-Year Update
- Recommendation and Approval of Personnel Report
- Approval of Financial Update for the Period Ending December 31, 2017

### Future Meeting Topics

- Pledge of Allegiance and Welcome – Mrs. Lisa Halverson, Principal Jefferson School
- Recommendation and Approval of Personnel Report (2/26/18)
- Approval of Financial Update for the Period Ending January 31, 2018 (2/26/18-consent)
- Mid-Year Update on 2020 Vision Strategic Plan Year 3 Implementation (February 2018)
- Review Enrollment Projections 2018-19 (2/26/18)
- Begin Discussion on 2018-19 Administrative Salaries (2/26/18)
- Recommendation and Approval of Personnel Report (3/12/18)
- Approval of Financial Update for the Period Ending February 28, 2018 (3/12/18-consent)
- Recommendation and Approval of Personnel Report (4/23/18)
- Approval of Financial Update for the Period Ending March 31, 2018 (4/23/18-consent)
- Recommendation for Regular Education Transportation (Spring 2018)
- Discussion on School Resource Officers Future Years (5/21/18)
- Recommendation and Approval of Personnel Report (5/21/18)
- Approval of Financial Update for the Period Ending April 30, 2018 (5/21/18-consent)
- Recommendation and Approval of Personnel Report (6/25/18)
- Approval of Financial Update for the Period Ending May 31, 2018 (6/25/18-consent)
- Superintendent End-of-Year Evaluation (May/June 2018)
- Follow-up Discussion on Emerson Lighting Proposal
- Resolution to Adopt Disclosure Compliance Policy
- Wellness Policy (memo)

The above are subject to change.

# Property Taxes 101 and the Tax Levy

October 23, 2017

# Property Tax Terms

- 
- ❖ Tax Levy
  - ❖ Assessed Valuation (AV)
  - ❖ State Equalizer (Multiplier)
  - ❖ Exemptions
    - Homestead
    - Senior Citizen
    - Disabled Individuals
    - Veterans
  - ❖ Equalized Assessed Valuation (EAV)
  - ❖ Tax Rate =  $\frac{\text{Prior Year Extension} \times \text{CPI-U}}{\text{Current Year EAV} - \text{New Property}}$
  - ❖ Tax Extension = District's EAV x Tax Rate

# What elements of the tax bill are outside the District's control?

- 
- Assessed valuation - controlled by Cook County Assessor
  - Assessment Level -
    - 10% Residential
    - 25% Commercial or Industrial
  - State Equalizer (Multiplier) - Determined by the Illinois Department of Revenue. Designed to equalize property in a County at 33 ⅓% of fair market value. In Cook County equalization factor is around 3, other counties' factor is around 1 because all properties are assessed at 33 ⅓%



**What elements of  
the tax bill are  
outside the  
District's control?**

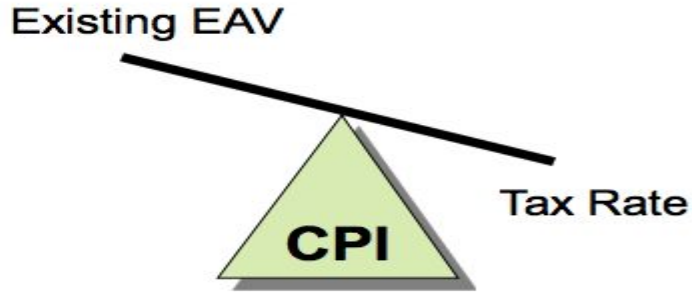
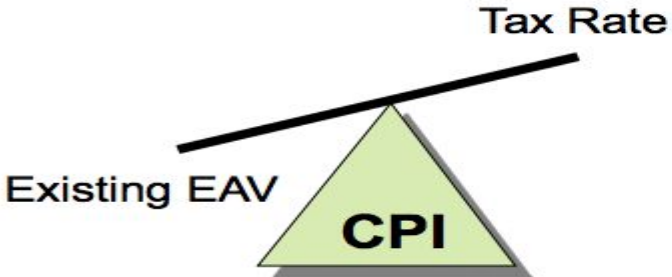
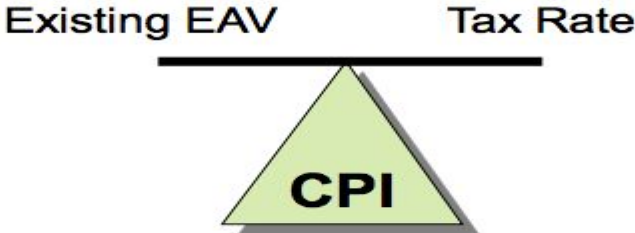
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- Exemptions - Illinois Law
  - Equalized Assessed Valuation
  - CPI-U

**What elements  
of the tax bill  
does the District  
control?**

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The total amount requested from  
all taxpayers. (Tax Levy)

# EAV Change, CPI and Tax Rate



# D64 - Tax Rate Relationship to EAV

Tax Year	SD Total EAV	SD Total EAV Difference	SD Total Tax Extension	New Property	CPI	% increase in SD Total Extension	SD Rate
2012	1,705,216,205	-7.48%	\$ 62,393,860.94		3.00%		3.659
2013 (Tri)	1,399,438,847	-17.93%	\$ 63,982,344.08	0.85%	1.70%	2.55%	4.572
2014	1,414,256,518	1.06%	\$ 65,197,225.48	0.40%	1.50%	1.90%	4.610
2015	1,371,795,137	-3.00%	\$ 65,681,551.16	0.00%	0.80%	0.74%	4.788
2016 (Tri)	1,638,658,393	19.45%	\$ 66,201,799.08	0.09%	0.70%	0.79%	4.040
AV - Assessed Value (33.33 of Market Value)							
IDOR EQ - Illinois Department of Revenue Equalizer							
EAV - Property Equalized Assessed Value							
SD - School District							
CPI- Consumer Price Index							

# Five-Year History of a Home in D64

Tax Year	Property AV	IDOR EQ	Exemptions	Property EAV	SD Rate	Property SD Tax	Property Total Tax	SD % of Total	% difference in property EAV	% difference in Property SD Tax
2012	80,430	2.8056	7,000	218,654	3.659	\$8,000.55	\$ 19,060.07	41.98%		
2013 (Tri)	71,973	2.6621	7,000	184,599	4.572	\$8,439.87	\$ 19,859.16	42.50%	-15.57%	5.49%
2014	71,973	2.7253	7,000	189,148	4.610	\$8,719.72	\$ 20,984.08	41.55%	2.46%	3.32%
2015	71,973	2.6685	7,000	185,060	4.788	\$8,860.67	\$ 21,389.23	41.43%	-2.16%	1.62%
2016 (Tri)	72,450	2.8032	7,000	196,092	4.040	\$7,922.12	\$ 19,193.48	41.28%	5.96%	-10.59%
AV - Assessed Value (33.33 of Market Value)										
IDOR EQ - Illinois Department of Revenue Equalizer										
EAV - Property Equalized Assessed Value										
SD Rate - School District Rate										

# Relationship of Homeowners' EAV to District EAV

- ❖ Total taxable value of D64 increased by 19.45% inclusive of 5% increase in the Illinois Department of Revenue Equalization Factor
- ❖ If Homeowner's EAV increased by **More** than 19.45%, homeowner will pay a larger burden of the tax bill to all taxing bodies.
- ❖ If Homeowner's EAV was **Less** than 19.45%, homeowner will pay a smaller burden of the tax bill to all taxing bodies.
- ❖ If other residents successfully protest their reassessment, they will pay less of the tax burden.
  - The tax burden will be shifted to the remaining taxpayers.
  - The “pie” does not get any smaller, it is simply reallocated.

# Relationship of Homeowners' EAV to District EAV

Estimate by:	Tax Year	Property AV	IDOR EQ	Exemptions	Property EAV	SD Rate	Property SD Tax	Property Total Tax	SD % of Total	% difference in property EAV	% difference in Property SD Tax
10% Increase in EAV	2016 (Tri)	75,116	2.8032	7,000	203,566	4.04	\$8,224.07	\$19,925.04	41.28%	10.00%	-7.18%
19.45% Increase in EAV	2016 (Tri)	81,355	2.8032	7,000	221,054	4.04	\$8,930.59	\$21,636.78	41.28%	19.45%	0.79%
30% Increase in EAV	2016 (Tri)	88,320	2.8032	7,000	240,578	4.04	\$9,719.35	\$23,547.77	41.28%	30.00%	9.69%

# Comparing Des Plaines 62 to Park Ridge 64

District	Total Valuation	Residential Valuation		Farm Valuation	Commercial Valuation	Industrial Valuation	Railroad Valuation
		10%		State Assessed	25%	25%	State Assessed
DesPlaines 62	\$ 1,718,085,335	\$ 893,099,327		\$ 126,026	\$ 181,084,394	\$ 289,674,154	\$ 5,454,359
Park Ridge-Niles 64	\$ 1,638,658,393	\$ 1,455,414,724		\$ -	\$ 529,731	\$ 836,442	\$ 1,322,833
District	Total Tax Amount	Residential Tax Amount		Farm Tax Amount	Commercial Tax Amount	Industrial Tax Amount	Railroad Tax Amount
DesPlaines 62	\$ 67,366,126	\$ 35,018,425	51.98%	\$ 4,941	\$ 20,770,771	\$ 11,358,124	\$ 213,865
Park Ridge-Niles 64	\$ 66,201,799	\$ 58,798,755	88.82%	\$ -	\$ 7,315,810	\$ 33,792	\$ -



# 10 Year Look Back at Collection Rates

Tax Year	Real Estate Collections	Real Estate Refunds	Railroad Collections	Total Received	% Received
2006	\$ 49,015,149	\$ (935,491)	\$ 11,803	\$ 48,091,461	98.12%
2007	\$ 56,097,567	\$ (1,500,741)	\$ 12,228	\$ 54,609,053	97.35%
2008	\$ 56,946,822	\$ (1,254,827)	\$ 12,578	\$ 55,704,574	97.82%
2009	\$ 57,407,244	\$ (1,268,226)	\$ 23,603	\$ 56,162,621	97.83%
2010	\$ 59,480,693	\$ (1,127,653)	\$ 20,723	\$ 58,373,764	98.14%
2011	\$ 60,521,294	\$ (951,648)	\$ 24,500	\$ 59,594,147	98.47%
2012	\$ 62,361,850	\$ (887,544)	\$ 30,841	\$ 61,505,147	98.63%
2013	\$ 63,933,599	\$ (1,074,446)	\$ 47,537	\$ 62,906,691	98.39%
2014	\$ 65,147,257	\$ (709,985)	\$ 49,969	\$ 64,487,240	98.99%
H	\$ 65,618,248	\$ (556,540)	\$ 62,253	\$ 65,123,962	99.25%
<b>Average % Received</b>	<b>\$ 596,529,723</b>	<b>\$ (10,267,100)</b>	<b>\$ 296,035</b>	<b>\$586,558,659</b>	<b>98.33%</b>
<b>Average R.E. Refunds</b>		<b>\$ (1,026,710)</b>			

# Lost & Cost

LIMITING RATE CALCULATION FOR 2016 TAX LEVY							
			2016 Equalized Assessed Valuation				
2015 Aggregate Extension	\$ 62,361,806		\$ 1,638,658,393				
X CPI-U	1.007		\$ (11,969,943)	Minus New Construction			Limiting Rate
2016 Extension	\$ 62,798,339	Divided by	\$ 1,626,688,450	EQUALS ----->			3.861

# Lost & Cost Operating Funds

Fund Number	Fund	Requested Levy Amount	Lost & Cost	Total Levy	Tax Rate Ceiling	Maximum Allowable Levy	Preliminary Tax Rate	PTELL Reduction	Actual Levy	Final Tax Rate
			3%							
Fund 50	IMRF	\$ 875,000	\$ 26,250	\$ 901,250	0.0000	\$ 901,250	0.0550		\$ 901,250	0.0550
Fund 51	Social Security	\$ 1,625,000	\$ 48,750	\$ 1,673,750	0.0000	\$ 1,673,750	0.1021		\$ 1,673,750	0.1021
Fund 80	Liability Insurance	\$ 400,000	\$ 12,000	\$ 412,000	0.0000	\$ 412,000	0.0251		\$ 412,000	0.0251
Fund 40	Transportation	\$ 3,500,000	\$ 105,000	\$ 3,605,000	0.0000	\$ 3,605,000	0.2200		\$ 3,605,000	0.2200
Fund 10	Education	\$47,397,542	\$ 1,421,926	\$ 48,819,468	3.5000	\$ 48,431,778	2.9556	\$(3,654,208)	\$ 44,777,570	2.7326
Fund 20	Building (O&M)	\$ 6,000,000	\$ 180,000	\$ 6,180,000	0.5500	\$ 6,180,000	0.3771		\$ 6,180,000	0.3771
Fund 70	Working Cash	\$ 550,000	\$ 16,500	\$ 566,500	0.0500	\$ 566,500	0.0346		\$ 566,500	0.0346
Fund 10	Special Education	\$ 5,000,000	\$ 150,000	\$ 5,150,000	0.4000	\$ 5,150,000	0.3143		\$ 5,150,000	0.3143
<b>Total Cap Funds</b>		<b>\$65,347,542</b>	<b>\$ 1,960,426</b>	<b>\$ 67,307,968</b>		<b>\$ 66,920,278</b>	<b>4.0838</b>	<b>\$(3,654,208)</b>	<b>\$ 63,266,070</b>	<b>3.861</b>

# Lost & Cost - Debt Service

## Levy Calculated by Cook County Clerks Office for Bonds

			5%				
Fund 30	Limited Bonds	\$ 1,981,685	\$ 99,084	\$ 2,080,769	0.0000	\$ 2,080,769	0.1270
Fund 30	Building Bonds	\$ 810,400	\$ 40,520	\$ 850,920	0.0000	\$ 850,920	0.0519
<b>Total Non Cap Funds</b>		<b>\$ 2,792,085</b>	<b>\$ 139,604</b>	<b>\$ 2,931,689</b>	<b>\$ -</b>	<b>\$ 2,931,689</b>	<b>0.1789</b>

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Date: October 23, 2017  
Re: Resolution #1192 to Approve 2017 Proposed Tentative Tax Levy

### **Background on Tax Levy Process**

Per state statute, the school board must adopt an estimated tax levy (Attachment 1) not less than 20 days prior to the date it adopts its final levy. At the October 10, 2017 Special Board of Education meeting, administration reviewed with the Board the Truth-In-Taxation notice. If the levy exceeds the previous year's operating fund extension by more than 5%, publication of the Truth-In-Taxation notice is required and a hearing must be held before the levy is adopted.

Although the 2017 proposed levy does *not* exceed the 2016 levy by more than 5%, in keeping with the District's past practice and to increase transparency, the District recommends conducting a Truth-In-Taxation hearing despite not needing to do so. Again, this practice is consistent with the District's continued commitment to transparency and makes every step in the annual financial cycle *open to the community*.

The Board will approve Resolution #1192 (Attachment 2) determining the estimated amounts of taxes to be levied and to schedule the public hearing on November 13, 2017. Once this is done, administration will post notice of the public hearing in the Park Ridge Advocate, Niles Spectator and on our website. The hearing is planned to be held at the start of the November 13, 2017 Board meeting. The Board is not scheduled to adopt the final levy until the December 11, 2017 meeting.

### **How the Levy Request is Structured**

The variables in each year's levy are:

- Equalized Assessed Valuation (EAV) – unknown until July 2018
- New Property EAV (1<sup>st</sup> year property comes on the tax roll) – unknown until July 2018
- Prior Year Consumer Price Index, Urban (CPI-U) – 2.10% (CPI-U as of December 2016)

Because the amount of New Property EAV is unknown when the tax levy is filed, districts increase their levy so as to capture the funds that are available under the tax cap. Even with the increased request, the District will only receive the amount of dollars allowed under the Property Tax Extension Limitation Law (PTELL), known as the property tax cap.

***No matter how large the levy request is for 2017, District 64 will only receive a 2.10% increase plus the taxes associated with new construction. Assuming \$10M in new construction, this amount will be approximately 0.62% of the actual levy increase.***

### **What Portion of the Levy Request is Borne by Existing Taxpayers and What is New Construction?**

It is important to note that 2.85% of the 4.95% increase is a direct result of the addition of projected New Property EAV, which does not contribute any additional tax increase to the current taxpayers that comprise the base EAV property pool for the prior year. The existing EAV property tax pool will only increase a maximum of 2.10% as allowed by the PTELL law.

### **Does the Lost & Cost Percentage Added by the Cook County Clerk increase our Limiting Rate and our Tax Bills?**

No, the Lost & Cost factor applied by the Cook County Clerk's office when determining the final Tax Levy extension is a guarantee to make sure that the District is levying enough under the Tax Cap. The District *does not receive* the additional Lost & Cost in the Operating Funds. It is cut back to the capped amount regardless of refunds or what is collected. Using the 2016 Tax Levy Extension (Attachment 3) as an example, although the Lost & Cost is added into the Operating Funds during the initial calculations, the Lost & Cost and any additional amounts that need to be removed are done during the final Property Tax Extension Limitation Law (PTELL) Reduction *so that the District only receives what it is legally entitled to under the Tax Cap.*

Where Lost & Cost does make a difference is in the Debt Service Fund (Fund 30). This fund levies outside of the Tax Cap. Collecting additional funds here does get passed onto the taxpayer, so the District can potentially collect the net additional amount. Referring back to the 2016 Tax Levy Extension (Attachment 1), this amount is \$139,604, which represents an increase of 0.000008519 cents per Equalized Assessed Value (EAV) dollar.

Administration also looked back at the 10-Year Average Collection Rates for District 64. (Attachment 4). Every year, the District does not collect 100% of what is levied. Refunds and PTAB objections are allocated *proportionately* among all funds, including the Debt Service Fund. This means that although the Operating Funds *do not receive Lost & Cost dollars*, the Operating Funds are sharing in the decrease in funds.

If not enough funds are collected in the Debt Service Fund after refunds, the District will be required to use additional Operating Funds to pay debt service or, an Insufficiency Levy will be done to make up the shortfall in the Debt Service fund so that Bond & Interest payments can be made.

### **What Happens if the Levy is Set Too Low?**

The risk to setting the levy too low for a school District is very severe, because it is *not* a one-time loss of revenue. Rather, the impact of just a single year of foregoing what is available to the District under the tax cap actually *compounds* over time:

- We lose the money foregone in the first year.

- We can never “catch up” in a future year by asking for a greater amount, because each annual increase is limited by PTELL. ***It is essential to note that this is unlike municipal governments that operate outside of the PTELL tax cap.***
- The impact of the loss compounds significantly in *every* future year. Each year’s limiting rate formula under PTELL begins with the prior year’s actual tax extension. Therefore, we continue to increase according to the formula, but we are beginning from a lower base. If the CPI-U for 2017 was set to be 0%, the District could expect to lose approximately \$14M over the next 10 years.
- Once lost, these critical funds that are rightfully the District’s can never be accessed again.
- The financial projections assume -- as directed by the Board -- that revenues will grow each year at the full amount legally available to the District.

As confusing as this process may seem due to the timing of when needed information becomes available in Cook County, *the bottom line is that it is the District’s fiscal responsibility to recommend a levy at a high enough rate to ensure that all funds legally permissible -- including new property EAV -- are obtained*, knowing that the PTELL will ultimately adjust that request to what is allowed by law.

### **Why is the Tax Levy So Critical?**

Local property revenues are the most significant portion of our budget -- about 85% of our Operating Fund revenues are from local property taxes.

The ability to agree to and meet the District’s financial commitments is in large part based on having current and future property tax revenues available to pay for them. If property tax revenues are not available, financial commitments cannot be met. Keep in mind that salaries and benefits comprise about 81.0% of Operating Fund expenditures, and are generally determined by long term collectively bargained agreements or specific employee agreements. Once the bargaining process is completed, the costs are known and not subject to adjustment. Adjustments can only be made at the time of bargaining and before agreements are signed. The federal and state governments also mandate several operational costs for public schools that they do not fund; these also represent fixed financial commitments. In addition, the District must maintain “safe, warm and dry” learning environments for students and staff while protecting the community’s investment in these important neighborhood assets, and is currently working to increase the amounts that can be invested in facilities going forward.

Accordingly, the District recommends that the Board seek all property tax revenues that are statutorily available in 2017.

ACTION ITEM 17-10-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1192 Proposed Tentative Tax Levy and Establishment of Public Hearing.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

10/23/17



**Park Ridge - Niles  
School District 64**

**Tax Levy Projection: 2017 EST**

**2017 Tax Levy  
Rcvd Spring 2018, Fall 2018**

**Levy Estimate  
10/19/17**

2016 Extension	\$63,266,070
X 2016 CPI	1.0210
New Extension	\$64,594,657
2017 EAV	\$1,655,044,977
Less: New Construction	\$10,000,000
Adjusted EAV	\$1,645,044,977
Adjusted Extension Base	\$64,594,657
Divided by Adjusted EAV	\$1,645,044,977
Limited Rate	3.927
2017 EAV	<u>\$1,655,044,977</u>
Total Estimated Extension for 2017	<u><u>\$64,987,319</u></u>

Estimated Tax Rate	2016	2016 Extension	2017	2017 Extension		2017 Net Change	2017 Levy Request	2017 Net Change - Request
Education	2.733	\$44,777,570	2.875	\$47,587,319	70.97%	\$2,809,749	\$ 49,000,000	\$ 4,222,430
Operations & Maintenance	0.377	\$6,180,000	0.332	\$5,500,000	8.20%	-\$680,000	\$ 5,500,000	\$ (680,000)
Transportation	0.220	\$3,605,000	0.181	\$3,000,000	4.47%	-\$605,000	\$ 3,000,000	\$ (605,000)
IMRF	0.055	\$901,250	0.066	\$1,100,000	1.64%	\$198,750	\$ 1,100,000	\$ 198,750
Social Security	0.102	\$1,673,750	0.091	\$1,500,000	2.24%	-\$173,750	\$ 1,500,000	\$ (173,750)
Liability Insurance	0.025	\$412,000	0.045	\$750,000	1.12%	\$338,000	\$ 750,000	\$ 338,000
Special Education	0.314	\$5,150,000	0.302	\$5,000,000	7.46%	-\$150,000	\$ 5,000,000	\$ (150,000)
Working Cash	0.035	\$566,500	0.033	\$550,000	0.82%	-\$16,500	\$ 550,000	\$ (16,500)
<b>Total Operating Rate</b>	<b>3.861</b>	<b>\$63,266,070</b>	<b>3.927</b>	<b>\$64,987,319</b>		<b>\$1,721,249</b>	<b>\$66,400,000</b>	<b>\$3,133,930</b>
						2.72%		<b>4.95%</b>
Bond & Interest	0.179	\$2,931,689	0.125	\$2,063,800	3.08%			
	<u>4.040</u>	<u>\$66,197,759</u>	<u>4.051</u>	<u>\$67,051,119</u>				

	<b>Mar-18</b>	<b>Jul-18</b>
Education Fund	\$ 25,839,921	\$ 21,747,398
Operations & Maintenance Fund	\$ 2,986,501	\$ 2,513,499
Transportation Fund	\$ 1,629,000	\$ 1,371,000
IMRF Fund	\$ 597,300	\$ 502,700
Social Security Fund	\$ 814,500	\$ 685,500
Liability Insurance Fund	\$ 407,250	\$ 342,750
Bond & Interest Fund	\$ 1,120,644	\$ 943,156
Special Education	\$ 2,750,000	\$ 2,250,000
Working Cash	\$ 302,500	\$ 247,500
<b>Total 2017 Levy to be Received in March 2018 (55% of 2016 Tax Levy)</b>	<b>\$ 36,447,617</b>	<b>\$ 30,603,503</b>

RESOLUTION #1192 DETERMINING THE ESTIMATED  
TAX LEVY FOR THE YEAR 2017 AND SCHEDULING  
A PUBLIC HEARING THEREON

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

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

**WHEREAS**, the 2017 proposed tentative aggregate property levy is not more than 105% of the prior year's extension; a Truth In Taxation Hearing is not required but recommended.

**WHEREAS**, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2017 upon the taxable property of the district are as follows:

Educational Purposes:	\$49,000,000
Operations & Maintenance Purposes:	5,500,000
Transportation Purposes:	3,000,000
Illinois Municipal Retirement Fund Purposes:	1,100,000
Social Security/Medicare Purposes:	1,500,000
Tort Immunity Purposes:	750,000
Special Education Purposes:	5,000,000
Working Cash Purposes:	<u>550,000</u>
<b>Total</b>	<b>\$66,400,000</b>

; and

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

**WHEREAS**, the aggregate amount of property taxes extended for debt services purposes for 2016 was \$2,931,689 and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2017 is \$2,063,800.

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

**Section 1:** The aggregate amount of taxes estimated to be levied in the “capped” funds for the year 2017 is \$66,400,000.

**Section 2:** The aggregate amount of taxes estimated to be levied for debt service for the year 2017 is \$2,063,800.

**Section 3:** The aggregate amount of taxes estimated to be levied for the year 2017 is \$68,436,800.

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

**NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

- I.** A public hearing to approve a proposed property tax levy increase for Community Consolidated School District No. 64, Cook County, Illinois, for 2017 will be held on November 13, 2017 at 6:45 p.m. at Washington Elementary School, 1500 W. Stewart, Park Ridge, IL 60068. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Luann Kolstad, Chief School Business Official, 164 S. Prospect Avenue, Park Ridge IL, (847) 318-4324.

- II.** The corporate and special purpose property taxes extended or abated for 2016 were \$ 63,266,070.

The proposed corporate and special purpose property taxes to be levied for 2017 are \$ 66,400,000. This represents a 4.95% increase over the previous year.

- III.** The property taxes extended for debt service and public building commission leases for 2016 were \$ 2,931,689.00.

The estimated property taxes to be levied for debt service and public Building commission leases for 2017 are \$ 2,063,800.00. This represents a 33.20% decrease from the previous year.

- IV.** The total property taxes extended or abated for 2016 were \$ 66,197,759.

The estimated total property taxes to be levied for 2017 are \$ 68,463,800. This represents a 3.42% increase over the previous year.

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

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Anthony Borrelli, Board President  
Board of Education  
Community Consolidated School  
District No. 64  
Cook County, Illinois

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Athan "Tom" Sotos, Board Secretary

**ADOPTED** this 23<sup>rd</sup> day of October 2017.

#1192

**Park Ridge - Niles School District 64  
2016 Tax Levy Cook County Tax Extension**

**LIMITING RATE CALCULATION FOR 2016 TAX LEVY**

**2016 Equalized Assessed Valuation**

2015 Aggregate Extension	\$ 62,361,806		\$ 1,638,658,393	
X CPI-U	<u>1.007</u>		<u>\$ (11,969,943)</u>	Minus New Construction
2016 Extension	\$ 62,798,339	Divided by	\$ 1,626,688,450	<b>EQUALS</b>
				<b>Limiting Rate</b>
				<b>3.861</b>

Fund Number	Fund	Requested Levy Amount	Lost & Cost	Total Levy	Tax Rate Ceiling	Maximum Allowable Levy	Preliminary Tax Rate	PTELL Reduction	Actual Levy	Final Tax Rate
			3%							
Fund 50	IMRF	\$ 875,000	\$ 26,250	\$ 901,250	0.0000	\$ 901,250	0.0550		\$ 901,250	0.0550
Fund 51	Social Security	\$ 1,625,000	\$ 48,750	\$ 1,673,750	0.0000	\$ 1,673,750	0.1021		\$ 1,673,750	0.1021
Fund 80	Liability Insurance	\$ 400,000	\$ 12,000	\$ 412,000	0.0000	\$ 412,000	0.0251		\$ 412,000	0.0251
Fund 40	Transportation	\$ 3,500,000	\$ 105,000	\$ 3,605,000	0.0000	\$ 3,605,000	0.2200		\$ 3,605,000	0.2200
Fund 10	Education	\$ 47,397,542	\$ 1,421,926	\$ 48,819,468	3.5000	\$ 48,431,778	2.9556	\$ (3,654,208)	\$ 44,777,570	2.7326
Fund 20	Building (O&M)	\$ 6,000,000	\$ 180,000	\$ 6,180,000	0.5500	\$ 6,180,000	0.3771		\$ 6,180,000	0.3771
Fund 70	Working Cash	\$ 550,000	\$ 16,500	\$ 566,500	0.0500	\$ 566,500	0.0346		\$ 566,500	0.0346
Fund 10	Special Education	\$ 5,000,000	\$ 150,000	\$ 5,150,000	0.4000	\$ 5,150,000	0.3143		\$ 5,150,000	0.3143
<b>Total Cap Funds</b>		<b>\$ 65,347,542</b>	<b>\$ 1,960,426</b>	<b>\$ 67,307,968</b>		<b>\$ 66,920,278</b>	<b>4.0838</b>	<b>\$ (3,654,208)</b>	<b>\$ 63,266,070</b>	<b>3.861</b>

Levy Calculated by Cook County Clerks Office for Bonds										
			5%							
Fund 30	Limited Bonds	\$ 1,981,685	\$ 99,084	\$ 2,080,769	0.0000	\$ 2,080,769	0.1270			
Fund 30	Building Bonds	\$ 810,400	\$ 40,520	\$ 850,920	0.0000	\$ 850,920	0.0519			
<b>Total Non Cap Funds</b>		<b>\$ 2,792,085</b>	<b>\$ 139,604</b>	<b>\$ 2,931,689</b>	<b>\$ -</b>	<b>\$ 2,931,689</b>	<b>0.1789</b>			

**The District only receives what we are legally entitled to: CPI-U (.07%) plus new construction.**

**Park Ridge - Niles School District 64**  
**10 Year Average Collection Rates**  
**10/19/17**

Attachment 4

<b>Tax Year</b>	<b>Real Estate Collections</b>	<b>Real Estate Refunds</b>	<b>Railroad Collections</b>	<b>Total Received</b>	<b>% Received</b>
2006	\$ 49,015,149	\$ (935,491)	\$ 11,803	\$ 48,091,461	98.12%
2007	\$ 56,097,567	\$ (1,500,741)	\$ 12,228	\$ 54,609,053	97.35%
2008	\$ 56,946,822	\$ (1,254,827)	\$ 12,578	\$ 55,704,574	97.82%
2009	\$ 57,407,244	\$ (1,268,226)	\$ 23,603	\$ 56,162,621	97.83%
2010	\$ 59,480,693	\$ (1,127,653)	\$ 20,723	\$ 58,373,764	98.14%
2011	\$ 60,521,294	\$ (951,648)	\$ 24,500	\$ 59,594,147	98.47%
2012	\$ 62,361,850	\$ (887,544)	\$ 30,841	\$ 61,505,147	98.63%
2013	\$ 63,933,599	\$ (1,074,446)	\$ 47,537	\$ 62,906,691	98.39%
2014	\$ 65,147,257	\$ (709,985)	\$ 49,969	\$ 64,487,240	98.99%
H	\$ 65,618,248	\$ (556,540)	\$ 62,253	\$ 65,123,962	99.25%
<b>Average % Received</b>	<b>\$ 596,529,723</b>	<b>\$ (10,267,100)</b>	<b>\$ 296,035</b>	<b>\$ 586,558,659</b>	<b>98.33%</b>
<b>Average R.E. Refunds</b>		<b>\$ (1,026,710)</b>			

Discussion on RETA Security Report and Secure Vestibules

Chief School Business Official Luann Kolstad, Paul Timm from Facility Engineering Associates (formerly of RETA Security) and Superintendent Heinz will carry forward the discussion initiated at the September 25, 2017 regular Board meeting on the status of safety and security improvements and recommendations concerning secured vestibules in the 2013 RETA Security audit.



To: Board of Education  
 From: Dr. Laurie Heinz, Superintendent  
 Luann Kolstad, Chief School Business Official  
 Ron DeGeorge, Director of Facility Management  
 Date: October 23, 2017  
 Subject: Questions, Refinements & Approval to Bid 2018 Summer Facility Projects

At the September 18, 2017 Special Board of Education meeting, administration and the District's architectural firm, Studio GC reviewed with the Board the background on the Master Facilities Plan and Health Life Safety survey (HLS) that were developed during the 2014-15 school year. Construction on projects commenced in summer 2016 and continued during summer 2017. At this time we are working on preparing projects for summer 2018.

Given the significant amount of time required to develop the Bid Specifications and Plans for the bidding process, the administration is asking for approval tonight to move forward with this phase of the projects. Once given approval, Studio GC will begin drawing up the documents so that the District can be out to bid beginning in late November with most of the projects; the Classroom and Main Office Relocation bid package would go out in mid-January. Not only do we want to receive competitive bids early in the bidding season, but there is also significant lead time required on different supplies used during the construction projects.

### **Recommendations for Summer 2018 Projects**

The recommended summer 2018 project lists remains the same as previously shared with the Board (Attachment 1). Summer 2018 construction is an investment of \$8.5M in HLS, critical infrastructure and capital projects:

#### **→ HLS Category B - \$635,512**

The HLS work planned for summer 2018 will address all of the HLS identified violations at Roosevelt School and supply the Administration/ESC building with an ADA accessible entrance. A copy of the HLS page for Roosevelt School is attached for reference (Attachment 2). As discussed, many of the items we are addressing in the Critical Infrastructure areas are typically on the HLS report, however, given the amount of work that needs to be accomplished, administration did not want to tie the hands of the Board in terms of when projects are completed. The HLS "B" items need to be completed within five years after the submission of the report and acceptance by the Illinois State Board of Education (ISBE).

#### **→ Critical Infrastructure 2 - \$5,390,945**

- ◆ The identified projects in this category include the new roof at Emerson and Franklin schools. Over the last two summers, the District has been working to replace roofs on all facilities in the District. Significant water damage had occurred in many facilities

due to the neglect of the roofs over the years. The following is a short explanation in writing from Studio GC of the current roof conditions at Emerson and Franklin schools:

- **Franklin School**

The existing flat roof areas of the building that require replacement are over portions of the 1991 building. These areas of the building include the East Gym and building corridors. The membrane and current wall flashings are failing and allowing water infiltration into the building in these areas. Other classroom portions of the building with a low slope roof have had numerous membrane failures. These allow water to enter the roof insulation, thereby decreasing its effective “R” value\*, and are deteriorating the substrate materials further. Both membranes are beyond their anticipated life and need to be replaced.

- **Emerson School**

The facility was constructed in 1999 with the main roofs being of a sloped asphalt shingle construction; flat roof areas mainly have the mechanical equipment for the building located on them. The shingles have shown considerable wear over the last five years as the tabs appear to have started to lose their flexibility/ stability. We have seen this as numerous wind storms have peeled areas of the shingles off and exposed the sheathing and underlayment materials below. This once again will allow the elements to further deteriorate sub framing and cause leaks into the facility. The flat roof areas have seams that are separating and starting to delaminate. Roof flashings need to be replaced to provide properly constructed joints to maintain weather tightness. As these joints have expanded and contracted, they’ve allowed water to infiltrate the insulation below, again decreasing its effective “R” value.

*\*The “R” value is defined as an insulating material's resistance to conductive heat flow, and is measured or rated in terms of its thermal Resistance or R-value -- the higher the R-value, the greater the insulating effectiveness. The R-value depends on the type of insulation, its thickness, and its density.*

Summarizing, the roof systems discussed above are beyond their useful life period and need to be replaced to avoid further deterioration of the supporting structure.

- ◆ In addition, the parking lots at both the Emerson and Jefferson campuses will be replaced this summer with appropriate bases to accommodate the weight and number of vehicles that access these lots. The drainage issue at Jefferson School will also be addressed to prevent further flooding and degradation of the parking lot surface. In addition, the playground at Washington is in need of resurfacing and is also on the docket for summer 2018. Beginning with summer 2018, the administration is putting in place a seal coating maintenance plan so that going forward, all lots are seal coated and maintained which will extend the useful life of the asphalt.

- ◆ The galvanized main pipelines at Roosevelt are in the queue to be replaced this summer much like the main lines were replaced at Lincoln School during summer 2017. The cost is greatly contained by only doing the main lines that run down the hallways and not the branches into classrooms. Doing the branches requires a great deal of construction and increased costs.

→ **Critical Infrastructure 3 - \$98,180**

During summer 2018 tuckpointing is recommended at Franklin and Lincoln schools. Lincoln had a large amount of their tuckpointing done over the last two summers, but areas still remain to be completed. Much like sealcoating, going forward there will be a budget allocated for yearly maintenance of our building exteriors with tuckpointing being identified by location and corrected prior to damage to the bricks and interior structures.

→ **Capital Projects - \$1,411,553**

- ◆ At the October 10, 2017 Special Board of Education meeting, Dr. Kevin Dwyer and Rick Petricek of Studio GC did an extensive explanation and building tour for the Board and members of the community to review the Classroom and Main Office Relocation proposed project at Roosevelt School. The highlights of this project are:
  - Improvements to Learning Environment:
    - Places all First Grade classrooms together within main hallway
    - Relocate the Special Needs Classroom to a convenient central location
    - Future Flexibility by creating an additional classroom space in the library
    - Enhancement of the learning environment for Roosevelt's music program
    - Spaces being built to easily be able to turn rooms into regular classrooms if needed.
  - Improvements to Daily Supervision, Safety and Efficiency:
    - Move school office to vacated classrooms within existing building footprint
    - Main entry door on Prospect Avenue moved closer to Albion Avenue end of the building - Door near current parking lot location
    - Separates parent/visitor access from students
    - ADA compliant access for parent/visitor
    - Direct oversight of bus drop off/pick-up from office
    - Serve increasingly complex health needs of student in expanded School Health Office
    - Improve communication and efficiency by relocating Assistant Principal from third floor to main office.
    - Beyond the Bell pick-up/drop-off will be moved to new secure entrance.

- ◆ The remaining Capital Projects proposed for summer 2018 consist of:
  - Completing the Carpenter Library flexible learning space project. Administration began this work in-house during summer 2017 to convert a computer lab into a flexible learning space. The Carpenter PTO generously donated funds for flexible furniture for the space. Summer 2018 will complete this library much like the Franklin library space.
  - The Roosevelt library with the addition of the new classroom in the space will receive a facelift to finish the conversion of this library into flexible learning spaces. In prior years, the Roosevelt PTO and ELF grants have helped to begin transforming this library into a flexible learning space.
  - Mechanical equipment replacement at Lincoln Middle school consists of replacement of the very inefficient walk-in cooler/freezer and water-cooled unit ventilators. This type of equipment wastes excess gallons of water per day since the cooling of the units occurs through the use of constant water flow.

In selecting the final projects for summer 2018, the goal would be to utilize funds the District has already obtained from the issuance of the Debt Certificates in spring 2017 and the remaining funds from the \$10M moved from Working Cash in 2016.

Board members are encouraged to contact Dr. Heinz, Mr. DeGeorge and Mrs. Kolstad with their questions in advance, so we may prepare information and materials in a timely manner to share with the full Board to facilitate discussion.

ACTION ITEM 17-10-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve preparing bid documents for:

1. Summer 2018 Health Life Safety (HLS) Projects
2. Summer 2018 Critical Infrastructure Category 2 Projects
3. Summer 2018 Critical Infrastructure Category 3 Projects
4. Summer 2018 Capital Projects:
  - a. Roosevelt Classroom and Main Office Relocation
  - b. Roosevelt Secure Vestibule (Requires a)
  - c. Roosevelt Learning Resource Center
  - d. Carpenter Learning Resource Center
  - e. Lincoln Mechanical Equipment.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

10/23/17



# 2018 Proposed Projects



October 9, 2017

2018				Total Project Cost	\$8,477,076
Priority Code	School	Item			
B	Roosevelt	Plumbing		\$32,021	
B	Roosevelt	Mechanical		\$12,270	
B	Roosevelt	Fire		\$54,503	
B	Roosevelt	Stage Thrust		\$89,759	
B	Roosevelt	Doors		\$52,843	
B	Roosevelt	Electrical		\$186,424	
B	Roosevelt	Site		\$22,692	
B	Administration/ESC	Entry ADA Accessibility		\$185,000 **	
				<b>Total</b>	<b>\$635,512</b>
2	Roosevelt	Water Piping		\$463,976	
2	Emerson & Jefferson Campus	Site Detention, Drainage, & Asphalt		\$2,193,036 ***	
2	Emerson	Shingle Roof		\$858,480	
2	Emerson	Flat Roof		\$377,775	
2	Franklin	Roofing		\$1,436,640 ****	
2	Washington	Asphalt		\$61,038	
				<b>Total</b>	<b>\$5,390,945</b>
3	Lincoln	Tuckpointing		\$50,000	
3	Franklin	Tuckpointing		\$48,180	
				<b>Total</b>	<b>\$98,180</b>
Capital	Roosevelt	Classroom and Main Office Relocation		\$1,411,553	
Capital	Roosevelt	Secure Vestibule		\$90,885	
Capital	Roosevelt	Learning Resource Center		\$250,000	
Capital	Carpenter	Learning Resource Center		\$115,000	
Capital	Lincoln	Mechanical Equipment		\$485,000 *****	
				<b>Total</b>	<b>\$2,352,438</b>
				<b>Total Project Cost</b>	<b>\$8,477,076</b>

\* Total Project Costs for all projects include abatement, construction contingency and A/E/CM fees

\*\* Admin Entry ADA Accessibility project will require review from Illinois State Historical Society (building was surveyed without determination in 1975)

\*\*\* \$240,000 included in cost for estimated site detention requirements to be determined with Village of Niles

\*\*\*\* Existing metal roof area (12,500SF) in good condition and to remain

\*\*\*\*\* Scope includes replacement of inefficient walk-in cooler/freezer and water-cooled unit ventilators

1. COUNTY CODE 016, Cook		2. DISTRICT CODE/NAME 0640, Park Ridge CCSD 64				3. FACILITY CODE/NAME THEODORE ROOSEVELT ELEM SCHOOL									
Item I.D.	Location(s) (Room No)	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Priority Code	Specification(s)	Units Of Measure	Quantity	Labor Code	Estimated Cost	ISBE Adjustment	Estimated Completion Date	Funding Type	
3	Exterior	1	Stairs not to code	Remove concrete stairs and landing. Install new stairs that are compliant with code required dimensions.	f	b.	Remove concrete stairs and landing. Install new stairs that are compliant with code required dimensions.	LS	1	2	\$18,910.00		8/1/2018	O	
4	Lounge 002	1	Fire rated doors needed	Replace (1) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	f	b.	Replace (1) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	EA	1	2	\$6,303.00		8/1/2018	O	
5	Janitor 104	1	Fire rated door needed	Replace (1) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	f	b.	Replace (1) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	EA	1	2	\$3,473.00		8/1/2018	O	
6	LRC 114	1	Fire rated door needed	Replace (2) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	f	b.	Replace (2) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	EA	1	2	\$9,105.00		8/1/2018	O	
7	Auditorium 119	1	Egress hardware needed	Install egress hardware.	f	b.	Install egress hardware.	EA	2	2	\$6,946.00		8/1/2018	O	
8	Auditorium 119	1	Fire rated door needed	Replace (2) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	f	b.	Replace (2) 3'-0"x7'-0" door, frame and hardware with new fire rated assembly.	EA	1	2	\$18,209.00		8/1/2018	O	
9	Boiler Room 001	1	Fire stop needed	Fire stop penetrations with UL listed systems.	f	b.	Fire stop penetrations with UL listed systems.	LS	1	2	\$2,101.00		8/1/2018	O	
10	Lounge 002	1	Need fire rated doors	Construct fire rated corridor walls within District Science Storage 003. Provide new fire rated 3'-0"x7'-0" door, frame and hardware.	e	b.	Construct fire rated corridor walls within District Science Storage 003. Provide new fire rated 3'-0"x7'-0" door, frame and hardware.	LS	1	2	\$14,007.00		8/1/2018	O	
11	Storage 005, Elevator Machine 006	1	Need new device	Provide new device.	f	b.	Provide new device.	EA	2	2	\$4,202.00		8/1/2018	O	
12	Attic Access 119B	1	Rated wall needed	Extend 2-hour rated wall to underside of the roof deck.	f	b.	Extend 2-hour rated wall to underside of the roof deck.	SF	400	2	\$10,365.00		8/1/2018	O	
13	Attic Access 311A	1	Fire rated needed	Provide fire rated ceiling construction, with fire rated attic access panel.	f	b.	Provide fire rated ceiling construction, with fire rated attic access panel.	SF	65	2	\$7,739.00		8/1/2018	O	
14	Gymnasium 100	1	Windows need to be replaced	Replace windows with new thermally broken anodized aluminum frames with	f	c.	Replace windows with new thermally broken anodized aluminum frames with	EA	27	2	\$27,770.00		8/1/2016	O	
15	Admin Office 119	1	Stage structure needs to be reconstructed	Remove stage thrust extension. Reconstruct stage thrust extension with appropriate structural support.	e	b.	Remove stage thrust extension. Reconstruct stage thrust extension with appropriate structural support.	LS	1	2	\$74,799.00		8/1/2018	O	
16	Janitor 112	1	Exhaust needed	Provide an exhaust system for the room.	f	b.	Provide an exhaust system for the room.	EA	1	2	\$9,105.00		8/1/2018	O	
17	Mechanical 100D	1	Belt guard needed	Provide belt guard.	f	b.	Provide belt guard.	EA	1	2	\$1,121.00		8/1/2018	O	
18	Entire School	1	PA system needs to be replaced	Replace P.A. system head end complete with all speakers and call buttons.	f	b.	Replace P.A. system head end complete with all speakers and call buttons.	LS	1	2	\$155,353.00		8/1/2018	O	
19	114A, Basement Corridor, 02A, 2 Flr. Stairs, 315A, 308	1	Smoke detector needed	Add additional fire alarm smoke detector	f	b.	Add additional fire alarm smoke detector	EA	6	2	\$6,303.00		8/1/2018	F	
20	Corridor	1	Exit signs needed	Provide exit signs pointing to proper exit egress.	f	b.	Provide exit signs pointing to proper exit egress.	EA	1	2	\$351.00		8/1/2018	O	
21	LRC 114	1	Exit sign needed	Add exit sign.	f	b.	Add exit sign.	EA	1	2	\$351.00		8/1/2018	O	
22	Public Lavatories and Sinks	1	Thermostatic mixing valve needed	Provide thermostatic mixing valve to prevent water temperature from exceeding 110 degrees.	f	b.	Provide thermostatic mixing valve to prevent water temperature from exceeding 110 degrees.	EA	44	2	\$24,653.00		8/1/2018	O	
23	HC Public Lavatories	1	Insulation wrap needed	Provide insulation wrap kit for exposed piping under lavatory.	f	b.	Provide insulation wrap kit for exposed piping under lavatory.	EA	1	2	\$211.00		8/1/2018	O	
24	Classrooms	1	Bubbler needs to be removed	Remove bubbler from classroom sink	b	b.	Remove bubbler from classroom sink	EA	2	1	\$420.00		8/1/2018	O	
25	Boiler Room	1	RPZ needs to be relocated	Relocate RPZ to within 5'-0" of A.F.F.	d	b.	Relocate RPZ to within 5'-0" of A.F.F.	EA	1	2	\$1,401.00		8/1/2018	O	

Work Completed: **\$27,770**

Outstanding Work:

- Priority Codes B's Total: \$375,428

- Priority Codes C's Total: \$0

To: Members of the Board of Education

From: Dr. Laurie Heinz, Superintendent

Date: October 23, 2017

Re: 2017-18 Superintendent Evaluation Standards

Annually, I revise my Superintendent Evaluation tool to reflect areas of focused as identified within the corresponding year of the *2020 Vision* Strategic Plan, to include roles and responsibilities outlined within my job description as well as critical standards for leaders.

In 2014, I utilized a key document created by the Illinois Association of School Boards (IASB) entitled *The Superintendent Evaluation Process: Strengthening the Board-Superintendent Relationship* as well as a Leadership Standards document created by the Interstate Educational Leadership Policy Standards (ISLLC 2008\*).

ISLLC has identified six standards, which we named as a group based on tasks identified. The Board at that time also added a seventh standard to be monitored to reflect the importance of communications. The standards are as follows:

1. ***Vision:*** Promotes the success of every student by facilitating the articulation, implementation, and stewardship of a vision for learning that is shared and supported by all stakeholders.
2. ***Learning and Instruction:*** Promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional programs conducive to student learning and staff professional growth.
3. ***Organization, Finance and Facilities:*** Ensures effective management of the organization, operations, and District resources in order to create a safe, efficient, and effective learning environment.
4. ***Ethics:*** Acts with integrity and fairness in an ethical manner.
5. ***Social & Political Environments:*** Understands, responds to, and influences political, social, economic, legal, and cultural environments.
6. ***Policy and Governance:*** Works with the Board to formulate District policy.
7. ***Communication and Community Relations:*** Articulates District vision and purpose, handles media relations, solicits feedback, and builds consensus for community support.



Approval of PowerSchool Unified Classroom, Assessment, and Analytics System

In the October 10, 2017 Board of Education packet a memo of information (Attachment 1) provided the Board with a report supporting a recommendation to purchase PowerSchool Unified Classroom, Assessment and Analytics System. At that time the quote for the expenditure was \$48,902.56, which has been budgeted for the 2017-18 fiscal year. The annual licensing cost was \$33,502.56, which will be incorporated into the operating budget going forward. We are pleased to share that since that time, the District received a revised annual cost quote (Attachment 2) of \$29,920.80. We are seeking Board approval at this time to approve the purchase of the PowerSchool Unified Classroom, Assessment and Analytics System.

ACTION ITEM 17-10-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the 3-year contract for the PowerSchool Unified Classroom, Assessment, and Analytics System with an annual license cost of \$29,920.80 and one-time implementation cost of \$15,400.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

10/23/17

MEMORANDUM OF INFORMATION

#003

2017-18

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Mary Jane Warden, Director of Innovation and Instructional Technology

Date: October 10, 2017

Re: Recommendation of PowerSchool Unified Classroom, Assessment, and Analytics System

Over the 2016-17 school year, District 64 investigated system solutions with the vision that teachers would have one dashboard where they would be able to assess their students' learning progress through assignments, common assessments, and benchmark data. We began our search when *Inform* wasn't meeting our needs and it was retired as a system. The District sought to provide teachers with a tool that can generate a profile of a student's performance and strategically address learning gaps to help guide planning for differentiated instruction.

The District created a decision making framework by which a replacement system would be selected. The criteria included:

- Integration with existing student information system as well as other pertinent systems
- Robust storage of historical benchmark data and the capacity to generate and compare analytics of assessment data
- Easy searching and grouping of benchmark and local assessment data
- Ease of building a wide range of assessments that can be delivered and scored online
- Effective and efficient workflows from assignment/assessment to gradebook to analytics to instructional adjustments
- Incorporate standards and eventually standards-based grading
- Individual student data profiled all on one screen
- Comfortable and intuitive user interface
- Easy learning curve for users
- Flexibility in creating reports and graphics
- Possible replacement of any current systems (consolidation)
- Vantage points from all pertinent stakeholders for all areas of communication - student, parent, teacher, support staff, administrator
- Cost comparables
- Support and responsiveness from vendor as partners

During the course of the school year, the District partnered with Otus, an emerging company with much promise in being the system that would be our data warehouse, a tool for building online assessments, and a learning management system. As the year progressed, other products

entered this fast-changing market including: PowerSchool Unified Classroom, Decision Ed, Mastery Manager, Insight, and Performance Plus.

After a review of each of the products and a comparison to Otus, it has been determined that PowerSchool Unified Classroom/Assessment/Analytics is the system that best matched our requirements. We anticipate a fairly smooth transition to the Unified Classroom as we already use PowerSchool as our student information system, parent portal, and the online registration system (Infosnap recently merged with PowerSchool).

District 64, therefore, will benefit by having all its essential operating systems under this single, PowerSchool umbrella.

### **Impact on Student Learning**

PowerSchool Analytics will give teachers and administrators a 360° view of student progress. Student learning plans can be taken to a higher level of personalization as information and data can be compiled into one easy user interface. This will empower teachers to make strategic instructional adjustments, differentiate, and modify pacing so students are better able to learn and achieve. Through visual data illustrations, administrators and teacher leaders will be able to drive student growth and close achievement gaps with longitudinal student data, benchmark assessments, and other factors like discipline and attendance.

PowerSchool Assessment is a design tool that teachers can use to build local common assessments in pursuit of mastery learning for our students. Teachers will be able to create the assessment, share them in grade level or content area teams, deliver it to students online in our 1:1 learning environment, and analyze the data to reach learning outcomes. Local assessment data can also be compared with benchmark data for a fuller picture of a student's performance profile that influences student goal setting and the learning process.

PowerSchool Unified Classroom will be the one place where students, parents, and teachers can visit everyday to optimize learning. In the Unified Classroom, everyone will be able to communicate, collaborate, and access the same information in order to engage actively in the learning process.

### **Next Steps**

As Luann Kolstad had reported at the regular Board meeting on September 25, 2017, the expenditure of \$48,902.56 for PowerSchool Unified Classroom/Assessment/Analytics has been budgeted for the 2017-18 fiscal year. The annual licensing cost of \$33,502.56 for the system will be incorporated into the operating budget going forward. Attached is the quote for this system. We will return for Board approval at the October 23, 2017 regular meeting.



PowerSchool Group LLC  
 150 Parkshore Dr, Folsom, CA 95630  
 Quote #: Q-72192-1  
 Quote Expiration Date: 12/16/2017

Prepared By: Adam Frillman	Customer Contact: Mary Jane Warden
Customer Name: Park Ridge Community Consolidated School District 64	Title: Director of Information Technology
Enrollment: 4,368	Address: 164 S Prospect Avenue
# of Schools: 9.00	City: Park Ridge
Contract Term: 36 Months	State/Province: Illinois
Start Date: 10/17/2017	Zip Code: 60068
End Date: 10/16/2020	Phone #: 847.318.5427

Product Description	Quantity	Unit	Unit Price	Extended Price
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#### License and Subscription Fees

PS Analytics [Fall '17] Annual Fee	4,368.00	Students	USD 2.63	USD 11,466.00
PS Unified Classroom (with Assessment)	4,368.00	Students	USD 4.23	USD 18,454.80

License and Subscription Totals: **USD 29,920.80**

#### Professional Services and Setup Fees

PS Analytics [Fall '17] Implementation	1.00	Each	USD 4,000.00	USD 4,000.00
Unified Project Management Services/ Implementation	1.00	Each	USD 1,500.00	USD 1,500.00
PS Assessment [Spring '17] Implementation	1.00	Each	USD 2,500.00	USD 2,500.00

Professional Services and Setup  
 Fee Totals: **USD 8,000.00**

#### Training Services

PS Analytics Training Full Day Onsite	2.00	Day	USD 2,200.00	USD 4,400.00
PS Unified Classroom with Assessment Training - Remote	2.00	Day	USD 1,500.00	USD 3,000.00

Training Services Total: **USD 7,400.00**

#### Quote Total

<b>Total Discount:</b>	<b>USD 13,759.20</b>
<b>Year One Total:</b>	<b>USD 45,320.80</b>

#### Annual Ongoing Fees

PS Analytics [Fall '17] Annual Fee	4,368.00	Students	USD 2.63	USD 11,466.00
PS Unified Classroom (with Assessment)	4,368.00	Students	USD 4.23	USD 18,454.80

Annual Ongoing Fees Total: **USD 29,920.80**

**Fees for subsequent years within the term bound by the Start Date and End Date detailed on this quote will be equal to the 'Annual Ongoing Fees' amount uplifted by 3.0% in each following year.**

On-Going PowerSchool Subscription/Maintenance & Support Fees are invoiced at then current rates & enrollment per terms of the Licensed Product and Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases.

Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order.

In the event that this quote includes promotional pricing, such promotional pricing may not be valid for the entire period stated on this quote.

All invoices shall be paid within thirty (30) days of the date of invoice.

**All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and shall not impact the terms or conditions reflected in this signed Quote and the applicable PowerSchool Licensed Product and Services Agreement.**

This quote is subject to and incorporates the terms and conditions of the PowerSchool Licensed Product and Services Agreement found at <https://www.powerschool.com/customer-contract-terms-and-conditions-us-6-2-17/>

Approval of Recommended Personnel Report

ACTION ITEM 17-10-5

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:

Personnel Report  
October 23, 2017

Jillian Coen	Employ as 10-Mo Secretary Level IV at Lincoln School beginning October 25, 2017 - \$18.65 hr.
Lisa Nixon	Resign as Special Education Teaching Assistant at Roosevelt School effective October 20, 2017.
Amy Walker	Resign as Level V Secretary for Student Services at ESC effective October 20, 2017.
Kia London	Revision from August 28, 2017 Personnel Report - Leave of Absence Request, Maternity – (.54) FLES Teacher at Carpenter School effective January 8, 2018 – February 26, 2018 (tentative).

Consent Agenda

ACTION ITEM 17-10-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of October 23, 2017 which includes Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending September 30, 2017 and Destruction of Audio Closed Minutes.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

10/23/17



APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 1,317,337.97
20 - Operations and Maintenance Fund -----	\$ 190,680.56
30 - Debt Services -----	\$ 6,117.48
40 - Transportation Fund -----	\$ 474,317.57
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 338,796.30
61 - Capital Projects - 2017 Debt Certificates -----	\$ 44,929.47
80 - Tort Immunity Fund -----	\$ 910.70
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 128363 - 128579

Total: \$ 2,373,090.05

Payroll and Benefits for Month of September, 2017

10 - Education Fund -----	\$ 3,991,187.26
20 - Operations and Maintenance Fund -----	\$ 232,717.45
40 - Transportation Fund -----	\$ 984.10
50 - IMRF/FICA Fund -----	\$ 80,436.12
51 - SS/Medicare -----	\$ 90,917.75
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 13528 - 13598

Direct Deposit: 900121815 - 900123370

Total: \$ 4,396,242.68

This Report Can be Viewed on the

[Financial Data Current](#)

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Brian Imhoff, Assistant Chief School Business Official

Date: October 23, 2017

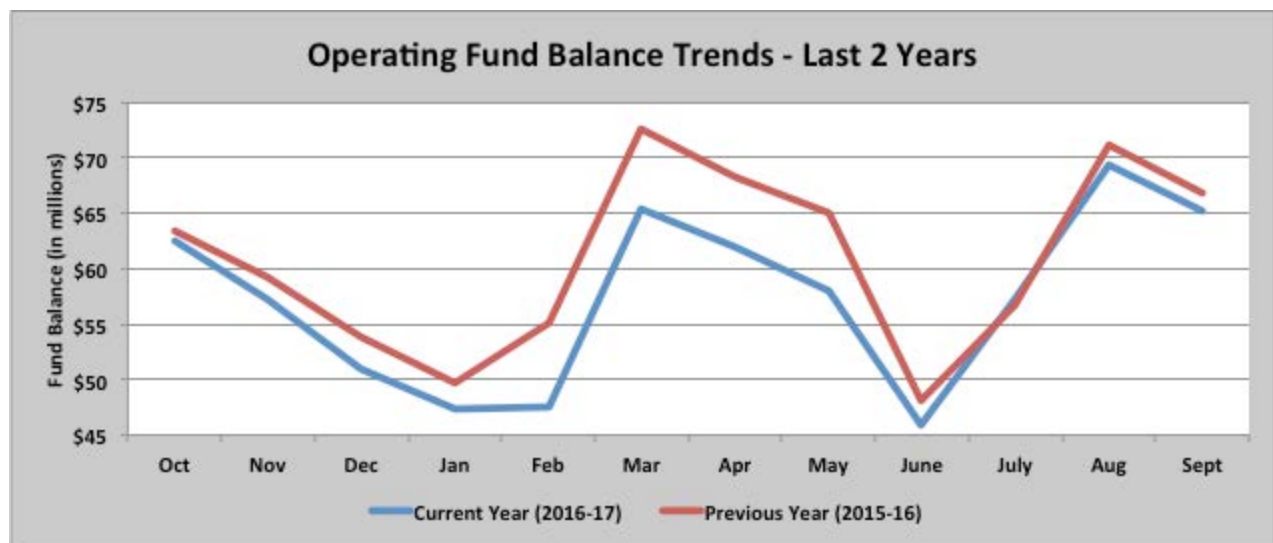
Subject: Financial Update for the Period Ending September 30, 2017

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Attached for your review are the following reports as of September 30, 2017:

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

Fund balance in the Operating Funds decreased \$4.1 million in September to a total of \$65.1 million. The graph below shows a comparison of monthly fund balances over the last two years. The spikes in fund balance during July/August and March 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 scarce.



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

- November – Fund balance in the current year (blue line) took a sharper dip because the salaries from the PREA contract ratified in September 2016 were implemented. November 2016 also included a catch-up payment that made the salaries retroactive to the start of the school year.

- February – Fund balance in the current year (blue line) remained flat instead of increasing because the Board approved a resolution in February 2017 to transfer \$4.5 million of fund balance out of the Operating Funds to fund capital projects.
- June – Fund balance in the previous year (red line) experienced a steeper decline because the Board approved a resolution in June 2016 to transfer \$5.5 million of fund balance out of the Operating Funds for 2016 summer projects.

From a macro-level perspective, the District’s fund balance in the Operating Funds as of September 30, 2017, was only \$1.7 million less than the prior September even though \$4.5 million was transferred out of fund balance reserves for capital projects during the year. This is a testament to the District’s commitment to contain costs and operate within its means.

**Revenue Summary - September**

Total revenue for the District was 41% of budgeted revenues as of September 30<sup>th</sup>. This is nearly identical to last year’s pace (42%).

Property tax collections were minimal in September. However, it is worth noting that the County has already issued \$475,000 of property tax refunds this year. The refunds are a direct reduction of the District’s revenue and are substantially higher than at this point last year (\$109,000). This demonstrates that the recent reassessment of property values in northern Cook County has led to property owners filing more appeals to seek tax relief.

As noted in last month’s financial report, legislation was passed on August 31<sup>st</sup> establishing a new Evidence Based Funding Model for Illinois schools beginning in 2017-18. As part of the new funding model, the special education categorical grants will be combined in the same payment as General State Aid. Data published by the Illinois State Board of Education indicated District 64 would receive the same amount of overall funding for these grants in 2017-18 as the previous year. General State Aid has historically been paid on time over 22 equal installments each year, so District 64 budgeted using this same assumption. The first 4 General State Aid payments have been made on time as of September 30, but this will be an area the Business Office will continue to monitor throughout the year.

There have been no further updates from the State regarding the final quarter’s categorical payments for special education and transportation that are outstanding from 2016-17. District 64 is still owed \$777,000 from 2016-17.

**Expenditure Summary - September**

After three months of activity (or 25% of the fiscal year), the District has expended 19% of its overall budget. The table below shows the year-to-date percentage of the budget that has been spent after each month as compared to last year.

Month	YTD Percent of Budget Spent	
	2017-18	2016-17
September	19%	18%
August	12%	11%
July	5%	5%

It is customary for spending to run behind the average monthly budget pace because the first payroll for ten-month employees (teachers, teacher assistants, etc.) does not occur until late August, and the invoices for student services such as transportation and food service typically start getting paid in October. Overall, expenditures are currently tracking as projected in the budget with no major anomalies.

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

Other Financing Sources/Uses consist 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 September 30, 2017**

Fund	Unaudited Fund Balance June 30, 2017	2017-18 Fiscal Year to Date Revenues	2017-18 Fiscal Year to Date Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	2017-18 Other Financing Sources/Uses	Unaudited Fund Balance September 30, 2017
(10) Education	\$ 26,522,419	\$ 25,091,629	\$ 9,603,741	\$ 15,487,888	\$ -	\$ 42,010,307
(20) Operations & Maintenance	\$ 8,559,168	\$ 2,856,239	\$ 1,449,882	\$ 1,406,357	\$ -	\$ 9,965,525
(40) Transportation	\$ 2,800,917	\$ 1,932,999	\$ 158,737	\$ 1,774,262	\$ -	\$ 4,575,179
(50) Retirement (IMRF)	\$ 832,865	\$ 401,156	\$ 181,157	\$ 219,999	\$ -	\$ 1,052,864
(51) Retirement (Social Security)	\$ 338,377	\$ 754,416	\$ 188,384	\$ 566,032	\$ -	\$ 904,409
(70) Working Cash	\$ 5,913,179	\$ 272,940	\$ -	\$ 272,940	\$ -	\$ 6,186,119
(80) Tort Immunity	\$ 911,192	\$ 183,820	\$ 641,796	\$ (457,976)	\$ -	\$ 453,216
<b>Total Operating Funds</b>	<b>\$ 45,878,117</b>	<b>\$ 31,493,199</b>	<b>\$ 12,223,697</b>	<b>\$ 19,269,502</b>	<b>\$ -</b>	<b>\$ 65,147,619</b>
(60) Capital Projects	\$ 4,051,425	\$ 10,163	\$ -	\$ 10,163	\$ -	\$ 4,061,588
(61) Capital Projects - 2017 Debt Certificates	\$ 8,985,462	\$ 16,571	\$ 3,325,477	\$ (3,308,906)	\$ -	\$ 5,676,556
(30) Debt Service	\$ 3,984,231	\$ 1,324,020	\$ 195,820	\$ 1,128,200	\$ -	\$ 5,112,431
<b>Total Non-Operating Funds</b>	<b>\$ 17,021,118</b>	<b>\$ 1,350,754</b>	<b>\$ 3,521,297</b>	<b>\$ (2,170,543)</b>	<b>\$ -</b>	<b>\$ 14,850,575</b>
<b>Total All Funds</b>	<b>\$ 62,899,235</b>	<b>\$ 32,843,953</b>	<b>\$ 15,744,994</b>	<b>\$ 17,098,959</b>	<b>\$ -</b>	<b>\$ 79,998,194</b>

This Report Can be Viewed on the

[Financial Data Current](#)

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

April 20, 2016

Background

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



Approval of Minutes

ACTION ITEM 17-10-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Regular Board Meeting on September 25, 2017; Committee of the Whole: IASB Starting Right Workshop on September 25, 2017; Committee-of-the-Whole: Facilities on September 18, 2017; Special Board Meeting on September 18, 2017 and Closed Session Meeting on August 14, 2017.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

10/23/17

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Committee-of-the-Whole: IASB Starting Right Workshop  
held at 5:30 p.m. September 25, 2017  
Field School - North Gym  
707 N. Wisner, Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 5:41 p.m. Other Board members in attendance were Eastman Tiu, Rick Biagi, Larry Ryles, and Fred Sanchez. Board members Tom Sotos and Mark Eggemann arrived during the meeting. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Joel T. Martin and Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and several members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

Board President Borrelli said the purpose of the meeting was to conduct the Starting Right Workshop offered by the Illinois Association of School Boards (IASB) as part of the orientation process for new boards, which had been rescheduled from May so that all members could be present. He noted that although the Open Meetings Act allowed such IASB-led workshops to be held in closed session, the Board would continue its practice of conducting the workshop as an open meeting.

Reatha Owen, IASB Field Services Director, introduced herself and noted that the workshop is specifically designed as a step in the process of creating a new leadership team consisting of the Board and Superintendent, and will help the Board to consider and clarify Board/Superintendent roles and responsibilities, discuss working relationships and expectations for the team, and to identify next steps and Board development efforts. She invited Board members to introduce themselves and describe why they had chosen Board work, and then asked each Board member and Dr. Heinz what they would want the community to say about this board in April 2019. Summarizing these legacy statements, she noted several common threads, including transparency and being good stewards of tax dollars, which the team may work on together.

Ms. Owen then led the Board through a review of the IASB's six foundational principles of effective school governance, with discussion and conversation around each of the six, which include to: clarify the District purpose, including a review of the Board's roles and responsibilities in contrast to the Superintendent's, noting that trust and communication are the

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bedrock for this relationship; connect with the community, noting the differences between “owner” concerns of the Board in contrast to “customer” concerns of parents and others that are directed to the Superintendent; employ a Superintendent, noting the clear understanding of roles, responsibilities and expectations; delegate authority, noting that the Superintendent manages the District within the written Board Policies that focus on the District ends and provide operating parameters; monitor performance, based on clear indicators established for the data to be monitored; and take responsibility for itself, its processes, contributions and continuity of leadership. The workshop was conducted informally, with Ms. Owen, Board members and Dr. Heinz engaging in dialogue as each principle was examined. Returning to the vision of the 8-person governance team of the Board and Superintendent together, Ms. Owen pointed out that creating an effective governance team depends on strong, ongoing communication; respect for diverse opinions; and agreed upon operating procedures/agreements. She offered a quote from IASB that strong communication ensures that Board members and superintendents are never caught off guard, put on the defensive, or are embarrassed because they are unaware of big issues.

Following a short break, Ms. Owen then initiated a discussion of Board agreements that together would create a set of operating procedures by which Board members and superintendents agree to communicate and handle their duties; provide a framework for interaction and are used to handle difficult situations; provide clear direction and a sense of confidence in District leadership; and provide structure so discussions can be about Board work and not rumor, personalities and emotion. Ms. Owen then facilitated group discussion around how the Board conducts its business by moving through a checklist of topics and sample Board agreements to frame the conversation, which focused on seeking agreements regarding: meeting agendas; meeting preparation including use of email in conformance with the Open Meetings Act; procedures during the Board meeting, including handling of public comment; procedures after the Board meeting; site visits; Board/community communication; and emergency information. The Board’s legal counsel Tony Loizzi of Hodges, Loizzi provided additional clarifying information about several points during the workshop, such as what constitutes a quorum under the Open Meetings Act related to email communications among Board members and consecutive postings on social media; the mechanism for removal of items from the consent agenda for separate consideration; opportunities for public comment at Board meetings; and legal privacy rights of student and staff when notifying Board members about disciplinary matters.

Concluding the workshop, Ms. Owen summarized that in addition to reaching Board agreements/protocols on the seven areas previously noted, the Board also had identified the following areas for further exploration: community engagement - considering how the Superintendent’s Community Relations Council could serve as an advisory role for the Board

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team, and considering how the Board can connect with the community to provide opportunities for two-way conversation on “balcony” level interests; evaluating the use of committees - who would be on the committee and the role of the Board; and incorporating the language within the Board meeting agreements section into District 64 Board Policy if not already included in the Board’s Code of Conduct. As part of her follow-up, Ms. Owen will provide write-ups of the agreements reached during the workshop and will also include information on the pros and cons of standing subcommittees and additional background on Board structure and committees from IASB to assist in possible future consideration of these matters.

Board members thanked Ms. Owen for her time working with them to build understanding of their important roles and responsibilities as stewards of public education on behalf of the community. At 8:35 p.m., Board President Borrelli adjourned the Committee-of-the-Whole by Board consensus, and after a brief break, resumed the regular Board of Education meeting.

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President

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Secretary

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Regular Board of Education Meeting held at 8:30 p.m.  
September 25, 2017  
Field School - North Gym  
707 N. Wisner, Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 5:40 p.m. Other Board members in attendance were Rick Sanchez, Larry Ryles, Rick Biagi, and Eastman Tiu. Board members Tom Sotos and Mark Eggemann arrived during the Committee-of-the-Whole meeting. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Joel T. Martin and Lori Lopez, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and two members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

The Board convened a Committee-of-the-Whole: IASB Starting Right Workshop at 5:41 p.m. The Board adjourned from the Committee of the Whole: Starting Right Workshop and resumed the Regular Board meeting at 8:46 p.m. In addition to those noted above, also present were about 15 members of the public.

**PLEDGE OF ALLEGIANCE AND WELCOME TO FIELD SCHOOL**

Field Principal Jason Bednar thanked the PTO for the projection system and screen for the gym, and introduced a video beginning with students leading the Pledge of Allegiance. Principal Bednar noted that student engagement is a District-wide focus this year, and that the video features students demonstrating engagement by describing what they are excited to be learning and their favorite class activity so far this year. Dr. Heinz thanked the school for the warm welcome.

**BOARD PRESIDENT REMARKS**

Board President Borrelli provided an update on the status of negotiations with the Support Staff Council. He noted that the negotiating teams had met on September 19 for a marathon session to continue discussion of working conditions and salaries, and that proposals have changed sides and negotiations are continuing. He stated the next meeting will be on October 12.

Dr. Heinz updated the Board on a special panel presentation open to all community members, titled "Demystifying School Finance: State and Local," on Thursday, September 28 at 7:00 p.m. at Lincoln Middle School (Learning Resource Center), which is co-sponsored by District 64, the League of Women

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Voters of Park Ridge, and the northwest suburban chapter of the American Association of University Women. She reported that CSBO Kolstad would join her counterpart from District 207 along with Dr. Tom Kersten, a former superintendent, author and currently a Roosevelt University professor, to build understanding about the components of the local property tax bills and to talk about local and state funding for schools and the impact of recent changes to the state's funding formula. The program will be videotaped and added to the District 64 website.

Board President Borrelli then initiated a discussion concerning Board members sharing their thoughts as individuals on social media to elaborate on their personal views regarding matters that come before the Board. In light of the just-concluded Committee-of-the-Whole IASB workshop, Board members then shared their thoughts about the rights of Board members as citizens to communicate with the community in a spirit of transparency and accountability, and affirmed the common goals expressed during the workshop, such as fostering respect of members' differing viewpoints.

**PUBLIC COMMENTS**

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

**ADOPTION OF FY18 DISTRICT 64 BUDGET**

CSBO Kolstad reported that this year's budget and numerous exhibits had been prepared both in a print version for Board members as well as the convenient online version available on the District 64 website. She noted that the Board adoption of the final budget tonight is the culmination of work that began in early 2017, when administration presented enrollment projections and staffing requirements for 2017-18 to the Board. She reviewed the budget-building process focused on meeting the strategic objectives for this year within the 2020 Vision Strategic Plan, and confirmed that a zero-based budgeting approach is taken with all budgets. CSBO Kolstad reported the Board had received frequent updates through the summer to the tentative budget as additional information became available with the start of the school year and the close of the 2016-17 fiscal year on June 30.

Turning to the long-range financial projections, CSBO Kolstad noted the projections had been updated to include both the 2016-17 unaudited actuals and the final 2017-18 budget. She reported that the District had ended the previous fiscal year with an Operating Funds balance of 64.49% representing 236 days of cash on hand, and that the District is projected to end the 2017-18 fiscal year on June 30, 2018 with an Operating Funds balance of 63.04% or 230 days cash on hand. She affirmed that based on the District's current financial projections and assumptions, the Board's promise to taxpayers as part of the 2007 referendum to not request additional referendum funding for 10 years would be extended beyond 2020-21. CSBO Kolstad then provided highlights of the final budget, beginning with revenues. She noted that revenues would increase 3.28% over 2016-17, due to the state's delayed payments in 2016-17 that had depressed revenues last year. She pointed out that the 2017 tax levy CPI-U would be 2.1%

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compared to 0.7% the previous year, so this increase combined with new construction from the 2016 levy is helping the District to maintain fund balances on an even keel. Board members and CSBO Kolstad discussed the tax levy process, the relationship between EAV and the tax rate, and the impact of setting the levy to capture all new construction available each year, which is assumed in the long-range projections. CSBO Kolstad noted that the upcoming finance forum on September 28 would explain for community members how the levy is established, and that she would also be providing in-depth background information at the October 10, 2017 Board meeting when the levy cycle for 2017 gets underway. Turning to expenditures, CSBO Kolstad reported that expenditures are increasing 4.47%, with the majority in the Operations & Maintenance budget so that additional smaller projects can be completed in-house during the coming year than in the past. She pointed out that salaries in the Education Fund, however, are increasing only 0.5% due to the retirement incentives offered in the teachers contract. She indicated that the \$745,000 savings in the Certified Teacher group offsets the termination benefits being paid in 2017-18, and that the District would benefit from this savings for many years to come. CSBO Kolstad provided clarifying information regarding the contingency fund of \$500,000 that is in place for 2017-18, but that cannot be accessed without bringing specific expenditures to the Board for approval if and when needed; she confirmed that the contingency funds had not been utilized in 2016-17. She also noted that although expenditures are envisioned in the budget, for example to purchase new desks or radio equipment, a specific action item is brought to the Board for approval. Turning to other budget concerns, Board members also discussed collection of student fees and fee payment options, and the trend toward increased amounts lost through property tax appeals. CSBO Kolstad noted that the Board would receive a report later this fall for the 2017-18 student fees paid thus far, and that she would verify information with the County and prepare a further report on the financial impact of property tax appeals on District revenues in recent years. CSBO Kolstad concluded by noting that the savings from the new teacher contract are being devoted to paying back Debt Certificates issued this spring for facility improvements.

ACTION ITEM 17-09-06

It was moved by Board member Ryles and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the budget for the fiscal year beginning July 1, 2017 and ending June 30, 2018, as presented.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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**APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH THE PARK RIDGE PARK DISTRICT FOR FACILITIES USE AND OPERATION OF A BEFORE AND AFTER SCHOOL RECREATIONAL PROGRAM**

Dr. Heinz stated the proposed agreement for this program flows from the District’s existing 2012 agreement with the Park District for facility usage, and reported that the Park District had voted to approve it last week and had delivered the usage rental payment check for the current year. The Board’s legal counsel Tony Loizzi of Hodges, Loizzi confirmed that the agreement was reviewed by the Department of Justice and that it satisfies their interests in this matter.

ACTION ITEM 17-09-07

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 Intergovernmental Agreement with the Park Ridge Park District for Facilities Use and Operation of a Before and After School Recreational Program.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

Board President Borrelli polled Board members whether they would prefer that legal counsel leave or stay for the remainder of the meeting; the consensus was for counsel to stay.

**OVERVIEW OF SAFETY AND SECURITY 2013 - PRESENT**

Dr. Heinz reported that at the September 28, 2017 Committee-of-the-Whole: Facilities meeting the Board had received an overview of the 10-year Health Life Safety survey and the development of the Master Facilities Plan, and had delved into the details of the five-year implementation schedule of facilities projects and the financing framework in place to fund these projects. She noted the Board also had reviewed work completed in summer 2017 and received recommendations for 2018, which include various safety-related improvements that continue to be guided by the 2013 RETA Security Audit. Dr. Heinz said the focus of her report this evening would be on the RETA report and the steps accomplished thus far in terms of enhancing all aspects of physical security, and what remains to be done to ensure schools are as safe as they can be within an educational setting.

Dr. Heinz then provided a detailed overview of the audit, which was conducted by Mr. Paul Timm, a Board-certified physical security professional, and included staff interviews, visual observations, and

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proprietary checklists that detailed the presence and relative effectiveness of physical security elements, primarily: deterrence, detection, delay, and response. Dr. Heinz reported that the RETA audit clarified that while it is not possible to guarantee 100% safety and security, it is possible to significantly minimize risks, and that the key RETA recommendations involved both training and addition/reconfiguring of equipment and facilities. Dr. Heinz stated that using the RETA report as a guide, the District has steadily worked to create and implement a comprehensive plan that is built on five critical areas: an effective visitor management system; crisis intervention protocols focused on school-based crisis intervention teams; staff education on safety, procedures and accountability; effective monitoring and alerts; and secured vestibules. Dr. Heinz reviewed details on an extensive list of physical safety improvements completed since 2014-15, and responded to Board member questions about particular features of each enhancement, such as impact resistant film applied to glass around entry doorways. She then turned to a review of the procedures and policies the District has put in place and the partnership established with the Northeastern Illinois Public Safety Training Academy (NIPSTA) to: augment and enhance the RETA report; provide support with the development or revision of policies and procedures; and provide initial as well as ongoing staff training. She noted that the District's crisis response rests on building crisis teams working with a District crisis team, and that all staff have been engaged on safety and security plans to build awareness of their roles as first responders until the community first responders arrive during a crisis. She pointed out that further in-depth preparedness training and exercises had been completed by all building teams.

Dr. Heinz noted that as recommended in the RETA report, the District had moved forward to incorporate secured vestibules in the Master Facilities Plan and had thus far completed work at Washington in summer 2106 and most recently at Lincoln in summer 2017 in conjunction with the complete update to the adjacent Learning Resource Center. Dr. Heinz noted that the summer 2018 proposal included providing a secure vestibule at Roosevelt School in conjunction with work planned to improve student learning areas for primary grade students by congregating them together on the first floor and to create a fine arts/music area. During this discussion, Dr. Heinz pointed out that the goal of secured vestibules as set forth in the RETA report and other experts is to provide an added layer of security by controlling access and limiting intrusion to channel visitors through a single access point. She reviewed the daily challenges faced at the schools representing a wide range of concerns in controlling visitors through the entry doors distant from the school offices. She referred to the security probes conducted by RETA personnel in 2016 and spring 2017 that found only Washington with its secure vestibule had been able to control access to an unauthorized visitor. In response to Board member discussion, Dr. Heinz and CSBO Kolstad confirmed that funding for the secure vestibule portion of summer 2018 recommended work at Roosevelt would be separated from the other projects so the additional cost would be clear.

**APPROVAL OF RECOMMENDED PERSONNEL REPORT**

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Board President Borrelli stated 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.

Personnel Report

**Megan Chambers** - Employ as Special Education Teaching Assistant at Roosevelt School effective September 21, 2017 - Base, Step 1, \$17,089.80.

**Nina Greiber** - Employ as Special Education Teaching Assistant at Carpenter School effective September 20, 2017 - Base, Step 1, \$17,191.53

**Samantha Neumer** - Employ as (.50) Health and Technology Teacher at Emerson School effective September 11, 2017 - BA, Step 1 (pro-rated \$22,590.14).

**Abhijeet (Abbie) Shah** - Employ as Math Intervention Teacher at Emerson School effective September 21, 2017 - MA, Step 1 (pro-rated \$49,477.36).

**Molly Thornton** - Employ as .50 Special Education Assistant at Roosevelt School effective August 15, 2017 – Base, Step 4, \$10,349.14.

ACTION ITEM 17-09-8

It was moved by Board member Eggemann and seconded by Board member Tiu 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:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**CONSENT AGENDA**

A. Bills, Payroll and Benefits

Bills

10 - Education Fund-----	\$1,329,742.22
20 - Operations and Maintenance Fund -----	356,083.81
30 - Debt Services-----	8,191.77
40 - Transportation Fund -----	5,788.80
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	-

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61 - Capital Projects - 2017 Debt Certificates -----	983,746.96
80 - Tort Immunity Fund -----	115.75
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 128143-128144 and 128149-128356      Total: \$2,683,669.31

Payroll and Benefits for Month of August, 2017

10 - Education Fund-----	\$2,106,757.54
20 - Operations and Maintenance Fund -----	240,463.74
40 - Transportation Fund -----	1,790.26
50 - IMRF/FICA Fund -----	59,461.88
51 -SS/Medicare -----	67,433.02
80 - Tort Immunity Fund -----	-

Checks Numbered: 13489-13527

Direct Deposit: 900121044 – 900121814      Total: \$2,475,906.44

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

B. Approval of Financial Update for the Period Ending July 31, 2017

C. Approval of Financial Update for the Period Ending August 31, 2017

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

D. Destruction of Audio Closed Minutes

ACTION ITEM 17-09-9

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 Consent Agenda of September 25, 2017 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending July 31, 2017; Approval of Financial Update for the Period Ending August 31, 2017; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

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

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NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

## **APPROVAL OF MINUTES**

### ACTION ITEM 17-09-10

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 minutes from the Regular Board Meeting on August 28, 2017; Special Board Meeting on August 17, 2017; and Closed Session Meetings on August 28, August 17 and July 17, 2017.

The votes were cast as follows:

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

NAYS: None.

PRESENT: Sotos

ABSENT: None.

The motion carried.

## **OTHER DISCUSSION AND ITEMS OF INFORMATION**

Dr. Heinz reported on upcoming agendas and FOIA requests. She announced that the District had received three Awards of Excellence in the annual competition sponsored by the Illinois Chapter of the National School Public Relations Association (INSPRA) for the At A Glance infographic-style handout; the newly updated eNews email newsletter; and the 2016 Financial eReport. Dr. Heinz also announced that she had been selected as one of 21 “Superintendents to Watch” by the National School Public Relations Association, which recognizes superintendents with fewer than five years of service in that role who exemplify dynamic and innovative leadership and a focus on communications. Dr. Heinz also noted that the Board report included the annual administrator and teacher salary and benefits report, which will be provided to the Illinois State Board of Education and posted to the District 64 website. Reporting on a recent Elementary Learning Foundation meeting, she invited Board members and all in the community to participate in the new 5k family run/walk fundraiser on Saturday, October 28, and also asked the Board to save the date for the annual ELF Casino Night benefit on Saturday, January 27, 2018. Dr. Heinz then offered a short update on the activities of the Middle School Review Committee, which is being guided by a consultant from the Association for Middle Level Education (AMLE), the premiere organization focused on adolescent students, to address the District’s current practices and where we can improve in the spirit of our growth mindset as part of the 2020 Vision Strategic Plan.

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**ADJOURNMENT**

At 11:05 p.m., it was moved by Board member Eggemann and seconded by Board member Tiu to adjourn.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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President

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Secretary

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Committee-of-the-Whole: Facilities  
at 7:00 p.m. on September 18, 2017  
Jefferson School - Multipurpose Room  
8200 N. Greendale, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 7:05 p.m. Other Board members in attendance were Tom Sotos, Fred Sanchez, Larry Ryles, Rick Biagi, and Eastman Tiu. Board member Mark Eggemann arrived at 8:19 p.m. Also present were Superintendent Laurie Heinz, Assistant Superintendents Joel T. Martin and Lori Lopez, Chief School Business Official Luann Kolstad, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and about 12 members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

Board President Borrelli stated the purpose of the meeting was to receive an update on the current status of the District's Master Facilities Plan; receive a wrap-up of summer 2017 projects; review the current status of the adopted financial framework for facilities projects; and begin a discussion of proposed summer 2018 projects.

**Update on Master Facilities Plan**

CSBO Kolstad, Facility Director DeGeorge, and architects Rick Petrick and Pat Calahan of Studio GC provided an in-depth review of the enormous efforts undertaken since 2014-15 to identify the critical infrastructure needs of the District. They noted that the Master Facilities Plan -- the first for District 64 -- was created to provide a balanced, five-year plan that would coincide with the timing of the 2020 Vision Strategic Plan. The team reviewed the three categories in the plan with an estimated cost of \$27.2 million, divided among: HLS "b" five-year required projects; critical infrastructure projects with two levels of priority; and additional capital projects. The team noted the projects had been distributed over the five-year period to address "safe, warm and dry" concerns for the buildings, to be mindful of the escalation of building costs, and to schedule multiple projects at one school to avoid undoing or redoing previous work. Board members and the team then reviewed and discussed details of the projects identified for the eight schools and the District's Educational Service Center (ESC) covered by the plan. During the discussion, the team noted that the projects listed for each year are in draft form and as the team dives into the work, other issues may arise that can be solved, and noted, for example, that the summer 2017 work completed on the water system at Lincoln was modified to

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take care of water pressure issues in areas distant from the water main along with the originally planned work. The team also noted that as each year comes forward, the cost estimates and scope of the work are refined. They noted that the estimates for years 2019-2021 were completed by FGM architects who had developed the initial HLS survey in 2015. The team also provided clarifying information on how projects were distributed among the three categories of work, and noted that the Board and administration together had determined that it would be prudent to limit the amount of projects on the HLS survey to only those defined as absolutely necessary, since it is submitted to the Illinois State Board of Education and the ISBE requires them to be completed within five years. The team noted that the other projects are essential and important, but that the District should have flexibility in scheduling and financing these projects over multiple years. The team and Board members also discussed the designation of Studio GC as the District's architect of record, the fee structure for their work, construction management, and the previous use of FGM architects and Nicholas and Associates.

### **2017 Projects Wrap-Up**

The team and Board then reviewed the individual projects undertaken in summer 2017 at six schools for a total project cost for the completed work of \$4.5 million, which included asbestos abatement, architect/engineering fees, and construction management fees, and noted that it is considerably below the original proposed slate of work and estimated costs of \$6.2 million. The team pointed out that the most significant investments had occurred at Field School, with a total window replacement, and at Lincoln Middle School, with the remodeling of the Learning Resource Center into a future-ready flexible learning space and adjacent secure vestibule/office reconfiguration, along with replacement of flooring in hallways and stairs, roofing, tuckpointing, and plumbing/water piping. CSBO Kolstad pointed out that the summer 2017 work was completed with no impact to taxpayers, by utilizing funds from the Working Cash balance as authorized by the Board.

### **Proposed Summer 2018 Projects**

Looking ahead, the team and Board then addressed a recommended slate of projects estimated at almost \$8.5 million for summer 2018, including health life safety projects estimated at \$635,000, critical infrastructure projects at almost \$5.5 million, and capital projects estimated at \$2.3 million. The team also reviewed a list of work that could be considered either as alternates or in addition to these projects with an estimated cost of \$4.5 million, such as District-wide interior door and hardware replacement, classroom flooring replacement, asphalt replacement, and similar work. The team and Board members also discussed the continued uncertainty around the long-term use of Jefferson School; Dr. Heinz reported that the Strategic Plan includes a study of full day Kindergarten and that recommendations regarding Jefferson's long term use would likely flow from the outcome of that study.

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The team and Board then discussed the projects for summer 2018 in more detail. Clarifying information was provided about the status of the District ESC having been identified as a significant structure in Park Ridge history and the potential impact if it were to be placed on an official register of historic places. The team also provided clarifying information about proposed work on the ESC's entry and requirements of complying with ADA accessibility when elements are touched at the entry; Board members also briefly discussed ideas for alternate long term uses of the ESC building. The team then led the Board into a project-by-project review of the proposed schedule, providing clarifying information about the scope of each item, with several garnering lengthier discussion. The team noted that a meeting is planned with the Village of Niles to discuss the proposed work on site detention, drainage and asphalt at the Emerson and Jefferson campus. The team also offered additional background information about the proposed roofing work for Emerson and Franklin, and noted that complete assessments had been made of all the building roofs as part of the HLS survey and development of the Master Facilities Plan. Roosevelt Principal Kevin Dwyer later joined the discussion to present more detailed information about the proposed relocation of classrooms and office/secure vestibule that would provide significant improvements to the student learning environment as well as daily supervision, safety and efficiency. He noted the office would be shifted further north along Prospect Avenue, which would allow direct supervision of arriving buses and would separate parent/visitor access from students instead of bisecting the playground area. The team confirmed that the current proposal is different than one originally proposed by FGM architects several years ago, as it eliminates the need for a more costly bump-out addition along the Fairview Avenue facade. Dr. Dwyer, the team and Board members discussed the changes to classrooms that would be made to create a primary grade hallway to increase collaboration and communication, the upgrades to the Learning Resource Center, and the changes to the office, health area and washroom, teacher workspaces and visitor entry. Further discussion also addressed potential benefits to neighbors with the flow of office traffic directed further to the north on Prospect towards Albion, rather than at the middle of the block.

### **Financial Framework**

CSBO Kolstad reviewed the financial framework put in place by the previous Board to fund the Master Facilities Plan. She noted that summer 2018 work would utilize a combination of funds remaining from the Debt Certificates issued in spring 2017 along with the remaining \$3.5 million from the transfer of \$10 million in Working Cash, so that funding for summer 2018 projects would have no impact on taxpayers. She pointed out that for future years, the Board would be asked to use the authority in place provided by the financial framework to issue Working Cash Fund bonds. Following further Board and team discussion, the team will provide a cost estimate for the secure vestibule portion of the Roosevelt School proposed work as a separate line item.

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Dr. Heinz recommended that further background be planned for an upcoming Board meeting about the RETA Security audit, which has provided the blueprint for the range of safety and security enhancements that the District has undertaken over the past several years. CSBO Kolstad and the team also pointed out the benefits to the District of being able to move toward preparation of construction/bid documents early this fall, due to the impact on the construction industry of the recent hurricanes and the typically more competitive responses when bidding is conducted earlier in the season. She noted that the Board would receive updates on the proposed 2018 work at upcoming meetings.

Studio GC then offered a photo presentation of the projects for summer 2018, illustrating the current conditions of the building roofs, asphalt, etc. that are to be addressed, and responded to further Board questions.

At 9:20 p.m., it was moved by Board President Borrelli to adjourn the Committee-of-the-Whole: Facilities meeting and return to the special meeting, which was approved by consensus.

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President

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Secretary

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Special Board of Education Meeting held at 9:00 p.m.  
September 18, 2017  
Jefferson School - Multipurpose Room  
8200 N. Greendale, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 7:02 p.m. Other Board members in attendance were Tom Sotos, Fred Sanchez, Larry Ryles, Rick Biagi, and Eastman Tiu. Board member Mark Eggemann arrived during the Committee-of-the-Whole: Facilities meeting. Also present were Superintendent Laurie Heinz, Assistant Superintendents Joel T. Martin and Lori Lopez, Chief School Business Official Luann Kolstad, Director of Student Services Jane Boyd, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, Public Information Coordinator Bernadette Tramm, and about 12 members of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>.

Board President Borrelli provided an update on negotiations with the Support Staff Council, noting that representatives would meet tomorrow afternoon to discuss remaining working condition issues in the contract and that the Board's representatives would join them later to revisit compensation concerns.

Board President Borrelli then convened a Committee-of-the-Whole: Facilities at 7:03 p.m. The Board adjourned from the Committee of the Whole: Facilities at 9:21 p.m. and after a short break, resumed the Special Board meeting at 9:30 p.m. In addition to those noted above, about 25 members of the public also were present.

**PLEDGE OF ALLEGIANCE**

Board member Larry Ryles led the Pledge.

**PUBLIC COMMENTS**

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

- George Monical, Park Ridge resident, addressed the Board with his concerns regarding the introduction of School Resource Officers to the middle schools.

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- Lance Northcutt, Roosevelt School parent, addressed the Board regarding the need to improve physical security at the schools.
- Joan Sandrik, Park Ridge resident, addressed the Board concerning adhering to the posted start times for the open portion of meetings following closed sessions and closed session exemptions.

### **CONTINUE DISCUSSION ON FY18 DISTRICT 64 BUDGET**

CSBO Kolstad reported that refinement of the 2017-18 budget had continued since the August 28, 2017 Board meeting based on new information and to reflect final hiring for the school year. She reported that based on these updates, the District currently projects a surplus of about \$950,000 of revenues over expenditures for the Operating Funds budget. CSBO Kolstad reviewed the details of these adjustments with the Board, which included reductions to expenditures in the Operating Funds by \$432,000 from the prior meeting. She also discussed with Board members the impact on District 64 due to the approval of SB 1947 in August, which resulted in an income adjustment of just over \$1 million. CSBO Kolstad stressed that this is not “new” money, but rather reflects payments the District is entitled to receive but had projected to only receive a small portion of in an earlier tentative budget due to the state’s funding uncertainties. CSBO Kolstad reported on other adjustments to revenues based on the latest information now available for Corporate Personal Property Replacement Tax and various federal grants. She pointed out that the tentative budget would continue to be refined prior to the Board’s adoption of a final version. She noted that a decision had now been made on a recommendation for a student data management system, called PowerSchool Unified Classroom, would be included in the final budget, and would also be brought to the Board for approval in October. In response to Board member questions, CSBO Kolstad confirmed that the District had heeded the Board’s directive and worked to reduce spending from earlier budget drafts to within \$62,000 of the expected revenues, prior to the final round of expenditure and revenue adjustments contained in tonight’s updated draft. CSBO stated that the final budget was being prepared in print form for the Board as well as being available online, and that adoption was scheduled for the regular meeting on September 25, 2017 in conformance with state requirements.

### **APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH THE PARK RIDGE PARK DISTRICT FOR FACILITIES USE AND OPERATION OF A BEFORE AND AFTER SCHOOL RECREATIONAL PROGRAM**

Board Vice President Biagi reported that based on a meeting of all parties this week, an agreement in principle had been reached. He noted that the Park District was expected to approve it later in the week, and that the District 64 Board would be on track to approve it at the September 25 regular meeting.

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**APPROVAL OF ADMINISTRATIVE COMPENSATION INCREASES EFFECTIVE  
JULY 1, 2017**

Dr. Heinz reported that at the July 17, 2017 and August 28, 2017 meetings, she had shared with the Board her goal of attracting and retaining high quality leaders who play a tremendous role in the achievement of the District's Strategic Plan objectives, guide data leadership teams focused on improving student outcomes and results, and personally meet or exceed the rigorous standards within their evaluation document. She noted that additional data had been provided to the Board during the several months of this discussion, so that each Board member would have the information he feels is needed before authorizing compensation increases for this group of employees. Dr. Heinz stated that in light of the Board's directive to reduce expenditures based on earlier budget drafts, she was reducing the request for administrative increases for the 2017-18 school year by omitting her previous request for funds to provide market adjustments and would focus exclusively on providing an annual percentage increase to salaries. CSBO Kolstad reported that during the recently completed negotiations with teachers and teacher assistants, the District had reached consensus on a group of five districts from Cook, Lake and DuPage counties that were designated as truly comparable based on five factors: size; not consolidated K-12; low income % at 6% or below; English Language status; and per pupil Equalized Assessed Value (EAV). She provided clarifying information in response to Board member questions about how these factors were selected by previous Boards and how each is defined. CSBO Kolstad and Dr. Heinz then reviewed the data in their written report of 2016-17 administrator salaries in these districts, and noted that the average increase for these five districts is 2.62% as previously reported to the Board at the August 28, 2017 meeting, not including any market adjustments that these comparable districts made beyond these increases. CSBO Kolstad provided clarifying information on how the 2.62% was calculated. Dr. Heinz affirmed that her request is for a total 2.62% increase for the administrators, with actual percentage increases being decided based on their performance during the 2016-17 school year. She noted this 2.62% translates to \$57,000 to be used for administrative increases, and that she had dropped her request from earlier meetings to ask for additional monies to be used to make market adjustments for 2017-18.

Following further Board member discussion of the data and proposal, Dr. Heinz then turned to a review of the performance evaluation process for administrators and provided details of the rigorous Principal Evaluation Tool, which aligns with the Performance Evaluation Reform Act (PERA) legislation required in Illinois. She noted that the robust District 64 tool assesses professional skills and also incorporates measures of student growth into the evaluation process, and pointed out the tool has been in use since 2012 and was further revised in 2015. Reviewing the seven professional standards from her written report with the Board, she concluded by noting that principals receive a summative rating. Dr. Heinz confirmed that District 64 school administrators all received ratings for their 2016-17 performance of proficient or distinguished,

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the two highest ratings on the four-step scale, and that an administrator in District 64 who does not earn either of those ratings would not retain their employment here. Board members then questioned Dr. Heinz further about the rigor of the process and how the evaluation is carried out, and engaged in a lengthy discussion about linking the summative evaluation to the increase awarded. Board members also returned to the recommendation brought forward by Dr. Heinz at previous meetings to continue implementing a standardized, market-driven approach to administrative compensation, which references a quartile system, based on an individual's years of administrative experience that is helpful in comparing administrators across area districts used as benchmarks by District 64 for employment and academic achievement and other metrics. Dr. Heinz pointed out that as stated previously, her goal since arriving in District 64 was to work toward having every administrator be compensated within the local market based on their experience, which has meant that some have received higher annual raises to reach that point while others may be held to a minimal adjustment if they are an outlier in their band. Dr. Heinz confirmed that her request originally had included both an amount of funds to provide an annual salary increase along with a separate amount of funds to provide market adjustments to particular administrators based on this quartile comparison, but that the market adjustment request had been dropped in light of the Board's budget directive to reduce spending from the 2017-18 tentative budget when it had been forecasted in earlier drafts that expenditures would exceed revenues for the year. Board members, Dr. Heinz and CSBO Kolstad continued to discuss the District and private sector compensation practices; the state-aligned performance evaluation system implemented in District 64 for administrators; the responsibility of administrators in implementing the Strategic Plan goals beyond test scores; the local educational market and retention of administrators; and accountability and transparency to the community in these compensation practices. Dr. Heinz reiterated that her goal ideally remains to have a small allocation of money each year to continue moving administrators over time into their correct salary range, as had originally been proposed and discussed at previous meetings. Dr. Heinz and Assistant Superintendent Martin noted that the specific evaluation ratings of individual administrators legally must be kept confidential, but that a list of all administrator and teacher compensation is posted publicly each year on the District 64 website in conformance with state law. At the conclusion of the discussion, the Board consensus was to provide funding for salary increases based on the analysis of the comparable district data and to maintain the momentum toward moving specific administrators into the correct quartile for their experience through small market adjustments. CSBO Kolstad noted that it would be possible to provide the Board with a summary of how the proposed \$75,000 in salary increases was allocated between the proficient and distinguished levels of administrator ratings.

ACTION ITEM 17-09-2

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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 giving the Superintendent authority to issue a total of 2.62% increases in pay for a total allocation not to exceed \$57,000 and for \$18,000 to be allocated by the Superintendent for market adjustments for administrators for a total of \$75,000 retroactively effective July 1, 2017 for the 2017-18 school year.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

### **APPROVAL OF EXEMPT COMPENSATION INCREASES EFFECTIVE JULY 1, 2017**

Dr. Heinz reviewed the proposal originally brought forward at the August 28, 2017 meeting to provide compensation increases to 32 employees designated under the exempt classification, which encompasses a wide range of job responsibilities as well as education and training. She stated these employees had been grouped into three categories for compensation purposes and that the recommended salary increases would track the average raise percentages for the District's teachers represented by the Park Ridge Education Association (PREA), teacher assistants represented by the Park Ridge Teacher Assistant Association (PRTAA), and administrators. During Board discussion of the proposed tier system, Dr. Heinz and Assistant Superintendent Martin provided clarifying information about the evaluation process for individuals within each group and the competitive market for Occupational Therapists/Physical Therapists. They confirmed that a tiered approach to salary increases would serve to differentiate within this broad exempt category of non-unionized employees and would help to inform budget-building in future years.

### **ACTION ITEM 17-09-3**

It was moved by Board member Ryles and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve to provide the Superintendent with \$34,000 to be allocated by the Superintendent for exempt staff retroactively, effective July 1, 2017 for the 2017-18 school year, with a percentage increase in salary of 2.39% to Group A Exempt Employees; 2.62% to Group B Exempt Employees; and 2.71% to Group C Exempt Employees.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

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

Dr. Heinz noted that the revised personnel report distributed at the meeting omitted one name from the previously posted report.

#### Personnel Report

**Samantha Neumer**-Employ as (.50) Health and Technology Teacher at Emerson School effective September 11, 2017 - BA, Step 1 (pro-rated \$21,913.39).

**Lea O'Neil**-Employ as Lunch Program Supervisor at Washington School effective August 17, 2017 - \$14.00 hr.

**Barbara White**-Employ Special Education Teaching Assistant at Emerson School effective September 18, 2017 - Base, Step 1, 1 (pro-rated \$18,773.05).

**Linda Williams**-Employ as Lunch Program Supervisor at Washington School effective September 13, 2017 - \$14.00 hr.

**Lea O'Neil**-Change to Lunch Program Assistant Head Supervisor at Washington School effective September 5, 2017.

**Peggy Brander**-Adjustment from August 28, 2017 Personnel Report to Employ as 5th Grade Teacher at Roosevelt School effective August 30, 2017 – MA12, Step 1, \$56,784.19 (174 days pro-rated from 185 days).

**Kia London**-Adjustment from August 28, 2017 Personnel Report for Leave of Absence Request, Maternity – (.54) FLES Teacher at Emerson School effective January 8, 2018 – February 26, 2018 (tentative).

**Danielle Downey**-Resign as Teaching Assistant at Franklin School effective August 15, 2017.

**Mary Sugrue**-Resign as Teaching Assistant at Field School effective September 8, 2017.

#### ACTION ITEM 17-09-4

It was moved by Sotos and seconded by Tiu that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the revised 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:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

### **CONSENT AGENDA**

Board President Borrelli invited any further Board discussion on the revisions; none was offered.

#### ACTION ITEM 17-09-5

It was moved by Board member Tiu and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of September 18, 2017, which includes the Second Reading and Approval of Policies from PRESS.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

### **OTHER DISCUSSION AND ITEMS OF INFORMATION**

Dr. Heinz reviewed the September 25 meeting agenda and recent FOIA requests. She also updated the Board on the progress of preparing new intergovernmental agreements with Park Ridge and Niles police departments for the middle school School Resource Officer (SRO) pilot program, and noted that the proposed agreements would be brought to an upcoming Board meeting for continued public comment, and Board discussion and approval.

### **ADJOURNMENT**

At 11:57 p.m., it was moved by Board member Eggemann and seconded by Board member Tiu to adjourn.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

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The motion carried.

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President

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Secretary

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Inspire every child to



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

Regular Board Meeting Agenda  
Monday, November 13, 2017  
Washington School –Gym  
1500 Stewart Avenue  
Park Ridge, IL 60068

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

### TIME

### APPENDIX

6:45 p.m.	<p><b>Meeting of the Board Convenes</b></p> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> </ul>	
6:45 p.m.	<ul style="list-style-type: none"> <li>• <b>Board Recesses and Convenes to a Public Hearing on the Tax Levy</b></li> </ul>	
7:00 p.m.	<ul style="list-style-type: none"> <li>• <b>Board Adjourns from Public Hearing on the Tax Levy and Resumes Regular Board Meeting</b></li> <li>• <b>Pledge of Allegiance and Welcome</b> -- Mrs. Stephanie Daly, Principal Washington Elementary School</li> <li>• <b>School Board Members Appreciation Day</b> <span style="float: right;">A-1</span> -- Superintendent</li> <li>• <b>Public Comments</b></li> <li>• <b>2016-17 MAP &amp; PARCC Data and State Report Card/2017 5 Essentials</b> <span style="float: right;">A-2</span> -- Assistant Superintendent for Student Learning</li> <li>• <b>Summer Interim Session 2017 Report and Presentation and Approval of Summer Interim Session 2018</b> <span style="float: right;">A-3</span> <b>Action Item 17-11-1</b> -- Assistant Superintendent for Student Learning</li> <li>• <b>Update and Approval of Intergovernmental Agreement for School Resource Officers</b> <span style="float: right;">A-4</span> -- Superintendent <span style="float: right;">Action Item 17-11-2</span></li> <li>• <b>Present Tentative Calendar for 2018-19 school year and Tentative Calendar for 2019-20</b> <span style="float: right;">A-5</span> -- Superintendent</li> </ul>	

- **Approval of Additional 2018 Summer Construction Project** A-6  
 -- Chief School Business Official/  
     Director of Facility Management **Action Item 17-11-3**

- **Approval of Recommended Personnel Report** A-7  
 -- Board President **Action Item 17-11-4**

- **Consent Agenda** **Action Item 17-11-5** A-8  
 -- Board President
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending October 31, 2017
  - Review of Closed Session Minutes for Release
  - Destruction Audio Closed Minutes (none)

- **Approval of Minutes** **Action Item 17-11-6** A-9  
 -- Board President
  - Regular Board Meeting..... October 23, 2017
  - Closed Session Meeting ..... October 23, 2017
  - Committee-of-the-Whole: Update on Strategic Plan, Balanced Scorecard,  
     Curriculum and Tech ----- October 10, 2017
  - Special Board Meeting ----- October 10, 2017
  - Closed Session Meeting ----- October 10, 2017

- **Other Discussion and Items of Information** A-10  
 -- Superintendent
  - Upcoming Agenda
  - District Committee Update (Elementary Learning Foundation)
  - Memorandum of Information (none)
  - Minutes of Board Committees (none)
  - Other (none)

- **Adjournment**

Next Meeting: **Monday, December 11, 2017**  
 Regular Board Meeting – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
 8200 Greendale Avenue  
 Niles, IL 60714

**Freedom of Information Act Request  
2017-27**

Madelyn Wsol <mwsol@d64.org>



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**Re: Who is the facilities director there?**

1 message

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**Bernadette Tramm** <btramm@d64.org>

Mon, Oct 16, 2017 at 1:45 PM

To: mtimothy@il.naees.org, Madelyn Wsol <MWSol@d64.org>

Mr. Timothy - Thank you for contacting us with your FOIA request. We will respond according to the normal guidelines.

Best,  
Bernadette

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Bernadette Tramm  
Public Information Coordinator/FOIA Officer  
Park Ridge-Niles School District 64  
164 S. Prospect Ave., Park Ridge, IL 60068  
P/847-318-4343 F/847-318-4351  
www.d64.org Facebook @D64News #engageD64

**DISTRICT 64  
2020 VISION**



On Mon, Oct 16, 2017 at 12:50 PM, Michael Timothy <mtimothy@il.naees.org> wrote:

Bernadette,

This is Michael with NAEES Illinois. We're putting together a contact list of facilities directors and maintenance directors throughout the state, and I'm wondering if you know who we can put down for Park Ridge-Niles CCSD 64. We just need the following info for whoever is in charge of maintaining the facilities and grounds for all the school buildings there:

- Name:
- Title:
- Direct Phone Number:
- School District Phone Number:

We reach out to the contacts two times per year to survey chemical and material usage. We then make that data available to engineering students in the state. Our calls last only a few minutes. Please let me know if you have any questions about us.

Thanks so much for the help,

Michael Timothy  
Outreach Manager  
National Association of Environmental Engineering Students  
Illinois Chapter  
900 W Armitage Ave  
Chicago, IL 60614  
[il.naees.org](http://il.naees.org)

*You're receiving this email as an FOIA request. Your name was listed on the school district's website as a contact. We send only 2-3 emails per year. Click [here](#) to unsubscribe.*

# Principal Appreciation Day Friday, October 20

District 64 invites  
you to email, tweet,  
or call your Principal  
and Assistant  
Principal to thank  
them for their  
leadership this year.



#engageD64  
#ThankAPrincipal

Great schools  
like ours have  
leaders that build  
successful learning  
environments for  
all students.

They work  
collaboratively with  
teachers as the  
instructional  
leaders of their  
schools and build  
strong connections  
with families.

Our Principals  
and Assistant  
Principals are the  
foundation of  
educational  
excellence in  
District 64.