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

Regular Board Meeting Agenda  
Monday, February 26, 2018  
Jefferson School – Multipurpose Room  
8200 Greendale Avenue  
Niles, IL 60714

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

### TIME

### APPENDIX

5:45 p.m. **Meeting of the Board Convenes**

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

5:45 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)]; student disciplinary cases. [5 ILCS 120/2 (c)(9)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2 (c)(11)]

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

**• Pledge of Allegiance and Welcome**

-- Mrs. Lisa Halverson, Principal Jefferson School

**• Public Comments**

**• Discuss Revised School Resource Officer Intergovernmental Agreements and Approval to Submit to the City of Park Ridge and the Village of Niles**

-- Superintendent/School Board President

**Action Item 18-02-2**

**A-1**

- **Approval of 2017-2020 Collective Bargaining Agreement Between the Board of Education and the SSC/IFT and the Related Memorandum of Understanding** A-2  
 -- Board President/Superintendent Action Item 18-02-3
- **Approval of Settlement Agreement with MetalMaster/RoofMaster Inc.** A-3  
 -- Chief School Business Official Action Item 18-02-4
- **Preliminary Discussion on Staffing and Enrollment Projections for 2018-19 School Year** A-4  
 -- Assistant Superintendent for Human Resources/Chief School Business Official
- **Long-Range Financial Projections** A-5  
 -- Chief School Business Official
- **Approval of Construction Bids for Summer 2018:** A-6  
 - ESC Entry Stair and ADA Ramp Action Item 18-02-5  
 - Roosevelt – HLS Classroom/Office Action Item 18-02-6  
 - Roosevelt Plumbing Replacement Action Item 18-02-7  
 - Roosevelt Corridor Flooring Replacement Action Item 18-02-8  
 -- Chief School Business Official/  
    Director of Facility Management
- **Approval to Prepare Carpenter HVAC Construction Documents and Award Contract for Classroom Mechanical Units not to Exceed \$120K** A-7  
 -- Chief School Business Official/  
    Director of Facility Management Action Item 18-02-9
- **Approval to Prepare Construction Documents and Bid:** A-8  
    Emerson LRC Classroom Addition and Renovation  
 -- Chief School Business Official/  
    Director of Facility Management Action Item 18-02-10
- **Discussion on Student Fees 2018-19** A-9  
 -- Chief School Business Official
- **Approval of Side Letter to the 2016-2020 Collective Bargaining Agreement between the Board of Education and the PREA regarding Unused Sick Leave Upon Retirement** A-10  
 -- Assistant Superintendent for Human Resources Action Item 18-02-11
- **Approval of Side Letter to the 2016-2020 Collective Bargaining Agreement Between the Board of Education and the PREA regarding Voluntary Early Retirement Incentive Plan** A-11  
 -- Assistant Superintendent for Human Resources Action Item 18-02-12
- **Recommendation and Approval of Personnel Report** A-12  
 -- Board President Action Item 18-02-13

- **Consent Agenda** **Action Item 18-02-14** **A-13**
  - Board President
    - Bills, Payroll and Benefits
    - Approval of Financial Update for the Period Ending January 31, 2018
    - Approval of Contract for Audit Services
    - Destruction Audio Closed Minutes (none)
  
- **Approval of Minutes** **Action Item 18-02-15** **A-14**
  - Board President
    - Committee-of-the-Whole: Special Education
      - Parent Meeting -----February 7, 2018
    - Regular Board Meeting -----January 22, 2018
    - Closed Session Meeting -----January 22, 2018
  
- **Other Discussion and Items of Information** **A-15**
  - Superintendent
    - Upcoming Agenda
    - Freedom of Information Act (FOIA) Requests
    - District Committee Update (Elementary Learning Foundation and PTO/A Presidents Meeting)
    - Memorandum of Information
      - Illinois Science Assessment Results 2016 and 2017
    - Minutes of Board Committees
      - Board Policy Committee Meeting Minutes
    - Other
      - Special Education Update
  
- **Adjournment**

Next Meeting: **March 7, 2018**  
 Committee-of-the-Whole: Special Education Parent Meeting 6:30 p.m.  
**Lincoln School-LRC**  
 200 S. Lincoln Avenue  
 Park Ridge, IL 60068

Next Regular Meeting: **March 12, 2018**  
 Regular Board Meeting – 7:00 p.m.  
**Carpenter School-South Gym**  
 300 N. Hamlin Avenue  
 Park Ridge, IL 60068

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

Upcoming Meetings and Topics  
As of February 21, 2018

**March 7, 2018 – Lincoln School – LRC (200 S. Lincoln Avenue)**

6:30 – 7:30 p.m. – Committee-of-the-Whole: Special Education Parent Meeting

**March 12, 2018 – Carpenter School – South Gym (300 N. Hamlin Avenue)**

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance and Welcome – Mr. Brett Balduf, Principal Carpenter School
- Recognition of National Board Teachers
- Mid-Year Update on 2020 Vision Strategic Plan Year 3 Implementation and Superintendent Evaluation Mid-Year Update
- Discussion of New Radio System in District
- Board Authorizes 2018-19 Staffing Plan
- Discussion of Child Care with Confidence Lease/Jefferson Space
- Begin Discussion on 2018-19 Administrative Salaries
- Approval of Lincoln School Mechanical Equipment Bid
- Approval of Construction Bids for Summer 2018:
  - Emerson/Jefferson Paving
  - Carpenter LRC Remodeling
  - 2018 Sealcoating Multiple Schools
  - Approval of Summer 2018 Asbestos Abatement Projects
- Approval to Purchase Lawnmower and Bobcat
- First Reading of Policies from PRESS Issues
- Recommendation and Approval of Personnel Report
  - Resolutions for Reduction in Force, etc
- Approval of Student Fees for 2018-19 (consent)
- Approval of Financial Update for the Period Ending February 28, 2018 (consent)
- Discipline Data Report (other)

**April 11, 2018 – Lincoln School – LRC (200 S. Lincoln Avenue)**

6:30 – 7:30 p.m. – Committee-of-the-Whole: Special Education Parent Meeting

**April 23, 2018 – Roosevelt School – North Gym (1001 S. Fairview Avenue)**

Regular Board Meeting – 7:00 p.m.

- Report on March Institute Day
- SEL Year 1 Update
- Middle School Review Update
- Approval of Bid for Washington Playground
- Recommendation and Approval of Personnel Report
- Second Reading and Approval of Policies from PRESS Issues (consent)
- Approval of Student/Parent Handbook 2018-19 (consent)
- Approval of Financial Update for the Period Ending March 31, 2018 (consent)
- Second Reading and Approval of Policies from PRESS Issues

**DRAFT**

**DRAFT**

**DRAFT**

- Presentation of Board of Education Meetings (memo)

**May 2, 2018 – Lincoln School – LRC (200 S. Lincoln Avenue)**

6:30 – 7:30 p.m. – Committee-of-the-Whole: Special Education Parent Meeting

**May 21, 2018 – Emerson School – Multipurpose Room (8101 N. Cumberland Avenue)**

Regular Board Meeting – 7:00 p.m.

- Elementary Learning Foundation (ELF) Grant Awards
- Recognition of Student Awards
- Recognition of Tenured Teachers
- Recognition of Emerson Middle School - Horizon School to Watch
- Discussion on School Resource Officers Future Years
- Superintendent End-of-Year Evaluation
- Recommendation and Approval of Personnel Report
- Approval of Salaries i.e. Administratrative etc.
- Approval of Financial Update for the Period Ending April 30, 2018 (consent)
- Approval of Final Calendar for 2017-18 (consent)

**June 11, 2018 – Jefferson School – Multipurpose Room**

7:00 – Committee-of-the-Whole: Budget

**June 25, 2018 – Jefferson School – Multipurpose Room**

Regular Board Meeting – 7:00 p.m.

- Judith L. Snow Awards
- Recommendation and Approval of Personnel Report
- Approval of Safety Hazards (Transportation)
- Approval of Resolution # for Prevailing Wage
- Approval of Maine Township School Treasurer Depositories
- Resolution #XXX Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August XXX, 2018 Regular Board of Education Meeting
- Update on Summer Construction Projects (consent))
- Approval of Financial Update for the Period Ending May 31, 2018 (consent)

**Future Meeting Topics**

- Appointment of Director of Student Services
- Adoption of School Resource Officers Intergovernmental Agreement with the City of Park Ridge and the Village of Niles
- Discussion and Update on Proposal for Park Ridge Park District Emerson Soccer Field Lighting
- Acceptance of Bids for Summer 2018 Projects (TBD)
- Recommendation for Regular Education Transportation (Spring 2018)
- Resolution # XXX Approval of Tentative Budget 2018-19 Fiscal Year and Establishment of Public Hearing Date ( July 2018)
- Approval of Tentative Budget
  - Resolution to Adopt Disclosure Compliance Policy
  - Wellness Policy (memo)

The above are subject to change.

Discuss Revised School Resource Officer Intergovernmental Agreements and Approval to Submit to the City of Park Ridge and the Village of Niles

ACTION ITEM 18-02-02

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, complete the draft Intergovernmental Agreements with the City of Park Ridge and the Village of Niles needed to launch the School Resource Officer (SRO) pilot program at Emerson and Lincoln middle schools in the 2017-18 school year, and present them to the respective municipalities as soon as possible for their approval.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of 2017-2020 Collective Bargaining Agreement Between the Board of Education and the SSC/IFT and the Related Memorandum of Understanding

ACTION ITEM 18-02-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, ratify the Collective Bargaining Agreement between Board of Education and the SSC/IFT and the related Memorandum of Understanding.

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Ron DeGeorge, Director of Facility Management  
Date: February 26, 2018  
Re: Settlement Agreement with MetalMaster/RoofMaster Inc.

**Background**

In summer 2016, the District embarked on the first year of replacing and repairing the building roofs in the District through our current Health Life Safety/Master Facilities Plan. Through a competitive bid process, MetalMaster was chosen as the lowest responsible bidder for the roofing projects and was vetted out through the construction management firm, Nicholas & Associates, Inc. Roofing work was done on the District’s Educational Service Center, and Washington, Roosevelt, Lincoln, Franklin and Carpenter schools.

At the conclusion of the roofing projects, administration and FGM Architects performed a walk-through of the roofing installation at Washington School. It was noted that the fully-adhered EPDM membrane that was installed had hundreds of nodules and a portion of the membrane was wrinkled and not rolled flat. MetalMaster’s response regarding the nodules was that they are lumps of hardened adhesive that were sprayed on during installation. Other newly installed EPDM membrane roofs were inspected in the District and found to have similar nodules on them. Administration voiced concerns regarding what was considered a sub-standard installation and a new roof that required cutting and patching due to a leak (not related to nodules).

Administration and MetalMaster met with Firestone, the manufacturer of the roofing material, regarding the installation. The manufacturer stated that they would still honor the warranty on the EPDM roofs. Administration remained concerned regarding the cost associated with the installation of these roofs and gave MetalMaster two alternatives: replace the EPDM roofs or provide an extended, 15-year warranty, including maintenance.

During this period, District 64 withheld the \$198,000 final payment to MetalMaster. Withholding the final payment was administration’s guarantee that a fair settlement would be reached between the District and MetalMaster.

**Proposed Remedy**

As the proposed Settlement Agreement (Attachment 1) states, both MetalMaster and Firestone disagree with the District as to there being any issues with the roofing systems at the schools. However, both parties wish to resolve their differences without the cost and expense of litigation.



The District's attorney, James Levi of Hodges Loizzi, has prepared a settlement agreement with MetalMaster. MetalMaster has agreed to and signed the agreement. MetalMaster will therefore provide:

- Annual Roofing Inspections of the buildings listed above. The scope of the inspections is included in the Settlement Agreement Section 2, a, i - xiii. The cost of the annual inspection program is approximately \$4K, or \$60K over the 15 years of the agreement.
- Inspection Report delivered to the District within 30 days of completion of inspections. This report will include the results of the inspections and provide detailed suggestions on any preventative maintenance options and any necessary repairs to the roofs.
- Repairs as a Result of Annual Inspection. If the inspection finds any damages to the roofing system, failures of the roofing system to work as designed and/or in accordance with the manufacturer's specifications or other defects in the roofing system that are caused by MetalMaster, they will promptly and at no cost to the District perform the repairs. The scope of the repair service is outlined in the Settlement Agreement Section 2, C.

Upon the Board approving the agreement tonight, MetalMaster's final payment from summer 2016 of approximately \$198,000 will be paid to MetalMaster.

**Recommendation**

Administration recommends that the Board enters into this agreement, and is satisfied that the proposed terms will give the District the proper protection in terms of the expected lifetime of the EPDM membrane roofs that were installed by MetalMaster in summer 2016.

ACTION ITEM 18-02-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Settlement Agreement between MetalMaster and District 64 for the summer 2016 EPDM membrane roofs.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

2/28/18

**SETTLEMENT AGREEMENT BETWEEN THE BOARD OF EDUCATION OF  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64 AND METALMASTER  
SHEET METAL, INC., D/B/A METALMASTER ROOFMASTER**

**THIS SETTLEMENT AGREEMENT** (“Agreement”) dated as of February 5, 2018 (the “Effective Date”) is entered into by and between the Board of Education of Community Consolidated School District No. 64, a body corporate and politic (“Board”) and MetalMaster Sheet Metal, Inc., d/b/a MetalMaster RoofMaster, Inc., an Illinois corporation (“MetalMaster”) (sometimes collectively referred to as the “Parties”).

**WITNESSETH**

**WHEREAS**, in approximately March 2016, the Board sought public bids to perform certain roof work at the following schools within the School District: (i) George B. Carpenter Elementary School; (ii) Hendee Education Service Center; (iii) Lincoln Middle School; (iv) Theodore Roosevelt Elementary School; and (v) George Washington Elementary School (collectively, the “Schools”); and

**WHEREAS**, after due advertisement, a roof contract was awarded to MetalMaster RoofMaster, Inc. pursuant to that certain Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum – Construction Manager Advisor Edition, AIA Document A101/CMA – Electronic Edition, dated March 24, 2016, with a Contract Sum of \$2,059,870 (the aforementioned contract and all documents incorporated therein are collectively referred to as the “Contract Documents”) (the roof work to be performed pursuant to the Contract Documents shall be referred to as the “Project”); and

**WHEREAS**, before final completion of Project, certain workmanship issues arose that caused pimpling of the roof membrane at George Washington Elementary School; and

**WHEREAS**, the Board promptly notified MetalMaster of the issues at George Washington Elementary School and MetalMaster undertook certain actions to repair the membrane pimpling, which repairs included, removing and patching portions of the roof membrane; and

**WHEREAS**, MetalMaster has requested final payment for its work, which final payment totals \$198,894.89 and the Board is holding \$198,894.89 for such payment (the “Funds”); and

**WHEREAS**, the roofing system installed at the Schools is covered by several manufacturer and installer warranties, including warranties provided by MetalMaster; and

**WHEREAS**, to ensure that roofs at the Schools perform in accordance with the Contract Documents, the manufacture specifications, and to further ensure that the repairs performed by MetalMaster do not invalidate the MetalMaster Warranties (defined in Paragraph 6 below), the Parties desire to enter into this Settlement Agreement; and

**WHEREAS**, MetalMaster disagrees that there are or were any issues with the roofing systems at the Schools; and

**WHEREAS**, the Parties wish to resolve their differences without the cost, expense, and uncertainties of litigation among them.

**NOW, THEREFORE**, in consideration of the mutual undertakings contained herein and for other valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

**1. Incorporation of Recitals.** The understandings set forth above are incorporated in this Paragraph as though fully set forth.

**2. Annual Roof Inspections.** MetalMaster shall perform annual roof inspections at the Schools commencing in the fall of 2017 and each fall thereafter with the final inspections taking place in the fall of 2031. MetalMaster and the Board shall mutually agree upon the dates of the annual inspections.

a. *Scope of Inspections.* The inspections required under this Paragraph shall consist of the following services at the Schools, for an approximate timeframe of four working hours for each inspection:

i. Providing reasonable supportive communication services in furtherance of assisting in facilitating any available warranty coverage and/or warrantied repair in accordance with the terms and conditions of the Metalmaster Warranties and/or the Third Party Manufacturer Warranties, (collectively the “Supportive Communication Services”); and

ii. Inspecting all gutters and drains for accumulation of leaves, or any other obstructions that may hinder proper drainage; and

iii. Inspecting all gutter and drain seals, screens and strainers to ensure they are properly working and to ensure there is no potential for water infiltration; and

iv. Inspecting all vents, hatches, stacks, skylights and HVAC penetrations for potential water infiltration; and

v. Inspecting all HVAC units to ensure that condensation is properly drained from the units through pipes to drains; and

vi. Inspecting all rain caps on stacks and seams for all roof top units to ensure that they are functioning properly and there is no potential for water infiltration; and

vii. Inspecting the roofing systems for any damages that may have occurred in servicing roof top units; and

viii. Inspecting the roof for any cracks or splits at roof terminations, including edge flashings and expansion joints; and

ix. Inspecting all coping joints and metal flashings to ensure that they are functioning properly and there is no potential for water infiltration; and

x. Inspecting all flashings at all walls, pipes, ventilators and other penetrations to ensure that they are functioning properly and there is no potential for water infiltration; and

xi. Inspecting the roofs for any open joints, sagging flashing, missing counter-flashing, punctures, tearing due to building movement and missing or protruding fasteners; and

xii. Inspecting the roofs for any soft spots, interlayer separation, blisters, pimpling, splits, ridging or bare spots, as well as any mechanical or physical damage caused by tools or heavy objects, hail, vandalism or excessive foot traffic; and

xiii. Inspecting the roofs for any indications of ponded water or poor drainage; and

xiv. Inspecting the roofs for any pinholes, erosion of coating and any cracks or moisture penetration.

b. *Inspection Report.* Within thirty (30) days of the completion of the inspections required in this Paragraph, MetalMaster shall provide the Board with a written report documenting the results of the inspections and providing detailed suggestions on any preventative maintenance options and any necessary repairs to the roofs.

c. *Repairs as a Result of Annual Inspections.* In the event any inspection conducted hereunder finds defects or damage the repair for which is covered by either the Metalmaster Warranties or any Third Party Manufacturer Warranties, then in such instance, MetalMaster shall promptly, and at no cost to the Board, repair such damages, failures and defects. Such repair services as directed by the manufacturer shall include, but not be limited to: (i) 24 hour emergency response during which temporary repairs may be made to prevent further damage until a permanent solution can be applied; (ii) repairs as directed by the manufacturer; (iii) field and flashing repairs and (iv) any other work authorized and compensated by the Board and the applicable warranty provider to ensure that the warranty is maintained.

**3. Parking of Vehicles and Material Storage.** When performing services under this Agreement, MetalMaster may park its vehicles and store materials at the Schools, at such locations designated by the Board.

**4. Debris Removal.** When performing any services under this Agreement, MetalMaster shall clean, on a daily basis, the worksite so that it is free from garbage and debris. Upon

completion of any services under this Agreement, MetalMaster shall cart away surplus materials and debris from the worksite and leave the worksite in a broom-clean condition.

**5. Coordination of Work.** The Board may engage the services of other non-roofing contractors to perform work at the Schools and MetalMaster shall cooperate with all such contractors with regard to scheduling and sequencing of work so as to avoid conflicts and delays.

**6. Confirmation of Warranties.** In connection with the Project, MetalMaster provided the Board with warranties for all of the EPDM roof membrane work performed by MetalMaster at the Schools, which warranties are effective as of August 15, 2016, and expire on August 15, 2018; MetalMaster also provided the Board with warranties for all of the EPDM roof related sheet metal trim and flashing, shingle roofing, shingle roof related sheet metal trim and flashing, flush seam metal wall panel, and flush seam metal wall panel related sheet metal trim and flashing work performed by MetalMaster at the Schools, which warranties are also in effect as of August 15, 2016 and expire on August 15, 2017 (collectively, the “MetalMaster Warranties”). A copy of the MetalMaster Warranties are attached to this Agreement as Exhibits A-E and incorporated herein. MetalMaster acknowledges and confirms that it has performed certain roof repairs to the Schools, including, but not limited to, patching and replacing roof membrane, and that those repairs in no way voided, limited or diminished the Board’s rights under the MetalMaster Warranties. Moreover, MetalMaster hereby affirms the validity of the MetalMaster Warranties as of the Effective Date and affirms the mutual understanding of the parties that the MetalMaster Warranties expire on August 15, 2018 at which time the Board acknowledges that it will be subject to the terms and conditions of certain third party manufacturer warranties (collectively the “Third Party Manufacturer Warranties”).

**6.1 Issuance of New Red Shield Warranties.** MetalMaster shall cause Firestone Building Products Company, LLC (“Firestone”) to issue the Red Shield Roofing System Limited Warranties in the forms attached hereto as Exhibit F for each of the Schools (“New Firestone Warranties”). The New Firestone Warranties shall supersede and replace any previous warranties issued by Firestone applicable to the Schools for the Project.

**7. Release of Funds.** Within seven (7) days of the last party to execute this Agreement and upon MetalMaster tendering its final pay application with final lien waivers from all subcontractors and suppliers, tendering the New Firestone Warranties and MetalMaster’s compliance with any other obligations under the Contract Documents, the Board shall release to MetalMaster \$198,894.89, which amount represents the total the balance of the contract sum due to MetalMaster.

**8. Insurance.** For the duration of this Agreement, MetalMaster shall carry the following types of insurance at its own cost and expense: (1) commercial general liability insurance on an occurrence basis in the minimum amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate; (2) umbrella or excessive liability insurance, on an occurrence basis, in a minimum amount of \$5,000,000.00 per occurrence and in the aggregate; (3) worker’s compensation coverage in the minimum statutory amounts and employers liability insurance with minimums not less than \$1,000,000.00 each accident for bodily injury by accident and \$1,000,000.00 each employee for bodily injury by disease; and (4) business auto liability

insurance, for all autos, including, owned, hired and non-owned vehicles, in the amount of \$1,000,000.00 per accident. MetalMaster shall name the Indemnitees (defined in Paragraph 9 below) as additional insureds on all insurance policies required herein, with the exception of the worker's compensation insurance. The insurance required of MetalMaster shall be primary and non-contributory. Any insurance of an Indemnitee shall not contribute to a loss until all insurance of MetalMaster related to the claim has been exhausted. The excess or umbrella insurance shall follow the form of the underlying policies in all respects.

**9. Indemnification.** During the Term of this Agreement as defined in paragraph 15 below, MetalMaster agrees to indemnify, defend and hold the Board, its individual Board members, employees and agents (collectively, the "Indemnitees") harmless from and against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses (including, without limitation, reasonable attorneys' fees, expert witness fees, and court costs) suffered or incurred by the Indemnitees to the extent arising from, (i) MetalMaster's failure to comply with any of the terms, covenants and conditions contained within this Agreement, and (ii) any negligent act or omission of MetalMaster relating to, arising from or connected with this Agreement. The foregoing indemnification shall not apply to the extent the loss, cost, damage, liability, claim, suit, action, cause of action and/or expense is caused by the negligent or intentional action of the Board, its agents, employees or contractors. As a condition precedent to the foregoing indemnification obligation, the Board agrees to exhaust fully all rights, privileges and remedies under the terms of the Third Party Manufacturer Warranties, prior to invoking the indemnification obligations set forth in this paragraph.

**10. Joint and Mutual Release.** As a material inducement to each of the Parties to enter this Agreement, each of the Parties, on behalf of itself, its predecessors, successors, assigns, insurers, present and previous shareholders, agents, directors, officers, employees and representatives hereby irrevocably, unconditionally and fully releases, acquits, and forever discharges each of the other Parties and each of their predecessors, successors, assigns, insurers, present and previous attorneys, shareholders, agents, directors, officers, employees, and representatives from any and all charges, complaints, claims, demands, actions, causes of actions, liabilities, obligations, promises, agreements, controversies, damages (including without limitation special, consequential and punitive damages, together with lost profits), suits, rights, costs, losses, debts and expenses of every nature and kind whatsoever, whether based in contract, tort, statute or otherwise, and whether now existing or hereafter arising in whole or in part as a direct or indirect result of any acts, omissions, or events occurring up to the date of this Agreement which any of the Parties had or now have or may have in the future and which arise in whole or in part out of the pimpling of the roof membrane at the Schools. This joint and mutual release shall become effective upon the full execution of this Agreement.

**11. Governing Law, Jurisdiction and Venue.** This Agreement shall be construed in all respects in accordance with and governed by the laws and decisions of the State of Illinois without regard to its choice of law provisions. Wherever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Each of the Parties acknowledges that this Agreement is being entered by each Party in partial consideration of each Party's right to enforce in the State of Illinois and in Cook County the terms and provisions hereunder. Each of the Parties consents to jurisdiction in the State of

Illinois and the exclusive venue in the Circuit Court of Cook County, Illinois or the U.S. District Court, Northern District of Illinois, Eastern Division, as permitted by applicable law. Each of the Parties waives any and all rights to contest jurisdiction and venue.

**12. Counterparts.** This Agreement may be executed in counterparts by the respective Parties, and each such counterpart shall be deemed an original document. All such counterparts shall be construed together and shall constitute one instrument.

**13. Complete Agreement.** This Agreement, and the contracts referenced herein, embody and constitute the final and entire understanding among the Parties with respect to the settlement and release of claims contemplated herein. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement. Neither this Agreement nor any provision of this Agreement may be waived, modified, amended, discharged or terminated, except by an instrument in writing signed by the party against which the enforcement of such waiver, modification, amendment, discharge, or termination is sought and then only to the extent set forth in such instrument. This Agreement may not be contradicted by evidence of prior, contemporaneous, or subsequent oral agreements or statements.

**14. Time is of the Essence.** Time is of the essence of this Agreement.

**15. Term.** The term of this Agreement (the “Term”) shall expires upon the final fall inspection to occur in the year 2031.

**16. Authority to Execute.** Each signatory hereto represents and warrants that he or she has the necessary and proper corporate authority to execute this Agreement and bind his or her entity to the terms and conditions herein.


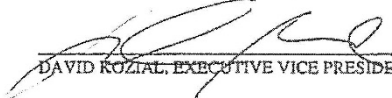
**IN WITNESSES WHEREOF**, the Parties have executed this Agreement on the dates set forth below and it is effective as of the date first set forth above.

**BOARD OF EDUCATION OF  
COMMUNITY CONSOLIDATED  
SCHOOL DISTRICT NO. 64**

**METALMASTER SHEET METAL, INC.,  
d/b/a METALMASTER ROOF MASTER,  
INC.**

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

<i>Warranty</i>		<i>Warranty</i>
08/15/16 EFFECTIVE		08/15/18 EXPIRES
<b>METALMASTER ROOFMASTER</b>		
<p>Metalmaster Roofmaster, Inc. hereby guarantees all the EPDM roof membrane work only performed by Metalmaster Roofmaster, Inc. on the below referenced project against any defect of material and/or workmanship for a period of two (2) years from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.</p> <p>Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.</p> <p>Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.</p>		
<u>PARK RIDGE NILES CCSD 64</u> OWNER	METALMASTER ROOFMASTER, INC.	
<u>2016 RE-ROOFING AT MULTIPLE SCHOOLS</u> PROJECT NAME	 DAVID ROZAL, EXECUTIVE VICE PRESIDENT	
<u>MULTIPLE LOCATIONS</u> PROJECT LOCATION	Dated this 15th day of August, 2016	
Non Transferable		



Warranty

08/15/16

EFFECTIVE



Warranty

08/15/17

EXPIRES

# METALMASTER ROOFMASTER

Metalmaster Roofmaster, Inc. hereby guarantees all EPDM roof related sheet metal trim and flashing, Shingle roofing, Shingle roof related sheet metal trim and flashing, flush seam metal wall panel, and flush seam metal wall panel related sheet metal trim and flashing work performed by Metalmaster Roofmaster, Inc. only on the below referenced project against any defect of material and/or workmanship for a period of one (1) year from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.

Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.

Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.

PARK RIDGE NILES CCSD 64  
OWNER

METALMASTER ROOFMASTER, INC.

2016 RE-ROOFING AT MULTIPLE SCHOOLS  
PROJECT NAME

DAVID KOZIAL, EXECUTIVE VICE PRESIDENT

MULTIPLE LOCATIONS  
PROJECT LOCATION

Dated this 15th day of August, 2016

Non Transferable

EXHIBIT B

METALMASTER  
HENDEE EDUCATION SERVICE CENTER WARRANTIES

<i>Warranty</i>			<i>Warranty</i>	
08/15/16 EFFECTIVE			08/15/18 EXPIRES	
<b>METALMASTER ROOFMASTER</b>				
<p>Metalmaster Roofmaster, Inc. hereby guarantees all the EPDM roof membrane work only performed by Metalmaster Roofmaster, Inc. on the below referenced project against any defect of material and/or workmanship for a period of two (2) years from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.</p> <p>Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.</p> <p>Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.</p>				
<u>PARK RIDGE NILES CCSD 64</u> OWNER		METALMASTER ROOFMASTER, INC.		
<u>2016 RE-ROOFING AT MULTIPLE SCHOOLS</u> PROJECT NAME		 DAVID KOZIAL, EXECUTIVE VICE PRESIDENT		
<u>MULTIPLE LOCATIONS</u> PROJECT LOCATION		Dated this 15th day of August, 2016		
Non Transferable				

Warranty

Warranty

08/15/16

EFFECTIVE

08/15/17

EXPIRES

METALMASTER  
ROOFMASTER

Metalmaster Roofmaster, Inc. hereby guarantees all EPDM roof related sheet metal trim and flashing, Shingle roofing, Shingle roof related sheet metal trim and flashing, flush seam metal wall panel, and flush seam metal wall panel related sheet metal trim and flashing work performed by Metalmaster Roofmaster, Inc. only on the below referenced project against any defect of material and/or workmanship for a period of one (1) year from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.

Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.

Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.

PARK RIDGE NILES CCSD 64  
OWNER

METALMASTER ROOFMASTER, INC.

2016 RE-ROOFING AT MULTIPLE SCHOOLS  
PROJECT NAME


DAVID KOZIAL, EXECUTIVE VICE PRESIDENT

MULTIPLE LOCATIONS  
PROJECT LOCATION

Dated this 15th day of August, 2016

Non Transferable

EXHIBIT C  
METALMASTER  
LINCOLN MIDDLE SCHOOL WARRANTIES

<i>Warranty</i>			<i>Warranty</i>
08/15/16			08/15/18
EFFECTIVE			EXPIRES
<b>METALMASTER ROOFMASTER</b>			
<p>Metalmaster Roofmaster, Inc. hereby guarantees all the EPDM roof membrane work only performed by Metalmaster Roofmaster, Inc. on the below referenced project against any defect of material and/or workmanship for a period of two (2) years from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.</p> <p>Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.</p> <p>Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.</p>			
<u>PARK RIDGE NILES CCSD 64</u> OWNER	<u>METALMASTER ROOFMASTER, INC.</u>		
<u>2016 RE-ROOFING AT MULTIPLE SCHOOLS</u> PROJECT NAME	 <u>DAVID KOZIAL, EXECUTIVE VICE PRESIDENT</u>		
<u>MULTIPLE LOCATIONS</u> PROJECT LOCATION	Dated this 15th day of August, 2016		
Non Transferable			



Warranty

Warranty

08/15/16

08/15/17

EFFECTIVE

EXPIRES



# METALMASTER ROOFMASTER

Metalmaster Roofmaster, Inc. hereby guarantees all EPDM roof related sheet metal trim and flashing, Shingle roofing, Shingle roof related sheet metal trim and flashing, flush seam metal wall panel, and flush seam metal wall panel related sheet metal trim and flashing work performed by Metalmaster Roofmaster, Inc. only on the below referenced project against any defect of material and/or workmanship for a period of one (1) year from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.

Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.

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PARK RIDGE NILES CCSD 64  
OWNER

METALMASTER ROOFMASTER, INC.  
  
DAVID KOZIAL, EXECUTIVE VICE PRESIDENT

2016 RE-ROOFING AT MULTIPLE SCHOOLS  
PROJECT NAME

Dated this 15th day of August, 2016

MULTIPLE LOCATIONS  
PROJECT LOCATION

Non Transferable

EXHIBIT D

METALMASTER  
THEODORE ROOSEVELT ELEMENTARY SCHOOL WARRANTIES

<i>Warranty</i>			<i>Warranty</i>
08/15/16			08/15/18
EFFEKTIVE			EXPIRES
<b>METALMASTER ROOFMASTER</b>			
<p>Metalmaster Roofmaster, Inc. hereby guarantees all the EPDM roof membrane work only performed by Metalmaster Roofmaster, Inc. on the below referenced project against any defect of material and/or workmanship for a period of two (2) years from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.</p> <p>Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.</p> <p>Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.</p>			
<u>PARK RIDGE NILES CCSD 64</u>		METALMASTER ROOFMASTER, INC.	
OWNER			
<u>2016 RE-ROOFING AT MULTIPLE SCHOOLS</u>		DAVID ROZIAL, EXECUTIVE VICE PRESIDENT	
PROJECT NAME		Dated this 15th day of August, 2016	
<u>MULTIPLE LOCATIONS</u>			
PROJECT LOCATION			
Non Transferable			



Warranty

Warranty

08/15/16

EFFECTIVE

08/15/17

EXPIRES



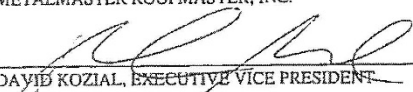
# METALMASTER ROOFMASTER

Metalmaster Roofmaster, Inc. hereby guarantees all EPDM roof related sheet metal trim and flashing, Shingle roofing, Shingle roof related sheet metal trim and flashing, flush seam metal wall panel, and flush seam metal wall panel related sheet metal trim and flashing work performed by Metalmaster Roofmaster, Inc. only on the below referenced project against any defect of material and/or workmanship for a period of one (1) year from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.

Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.

Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.

PARK RIDGE NILES CCSD 64  
OWNER

METALMASTER ROOFMASTER, INC.  
  
DAVID KOZIAL, EXECUTIVE VICE PRESIDENT

2016 RE-ROOFING AT MULTIPLE SCHOOLS  
PROJECT NAME

Dated this 15th day of August, 2016

MULTIPLE LOCATIONS  
PROJECT LOCATION

Non Transferable

<i>Warranty</i>		<i>Warranty</i>
08/15/16 EFFECTIVE		08/15/18 EXPIRES
<b>METALMASTER ROOFMASTER</b>		
<p>Metalmaster Roofmaster, Inc. hereby guarantees all the EPDM roof membrane work only performed by Metalmaster Roofmaster, Inc. on the below referenced project against any defect of material and/or workmanship for a period of two (2) years from the effective date shown above. If during the warranty period, Metalmaster Roofmaster will diligently correct any applicable defects in workmanship and/or material upon receipt of written notice from the Owner. The Owner shall furnish notice to Metalmaster Roofmaster promptly upon discovery of the condition requiring repair.</p> <p>Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.</p> <p>Metalmaster Roofmaster's liability is limited to the repair of its material and workmanship only. Metalmaster Roofmaster is not liable for any loss or damage to the exterior, interior or contents of any structure under any circumstance. This Metalmaster Roofmaster Warranty shall become null and void if payment of all sums due and owing is not received in full.</p>		
<u>PARK RIDGE NILES CCSD 64</u> OWNER	METALMASTER ROOFMASTER, INC.   DAVID ROZAL, EXECUTIVE VICE PRESIDENT	
<u>2016 RE-ROOFING AT MULTIPLE SCHOOLS</u> PROJECT NAME	Dated this 15th day of August, 2016	
<u>MULTIPLE LOCATIONS</u> PROJECT LOCATION		
Non Transferable		

METALMASTER  
 GEORGE WASHINGTON ELEMENTARY SCHOOL WARRANTIES

EXHIBIT E





Warranty

Warranty

08/15/16

08/15/17

EFFECTIVE

EXPIRES



# METALMASTER ROOFMASTER

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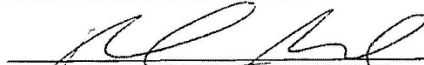
Metalmaster Roofmaster is not liable for any loss or damage during the warranty period for (a) Any and all misuse and/or abuse by the owner or others; (b) Failure by the Owner to provide routine maintenance; (c) Routine wear and tear; (d) Any act(s), conduct or omission(s) by any person, acts of war, terrorism, vandalism, natural forces or disasters; (e) Deterioration or failure of adjacent or surrounding building components; (f) Condensation, ice backup or infiltration in, through or around adjacent or surrounding building components; (g) Any acids, harmful chemicals, alteration, repair, disturbance, roofing, penetrations, heavy traffic, installation or attachment of any kind that does not comply with published specifications and/or which were not performed by Metalmaster Roofmaster; (h) The architecture, engineering, construction or design of the roof, roofing system or building. Any and all other applicable Manufacturer's warranty exclusions are incorporated herein by reference and shall apply with the same force as if fully set forth herein.

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PARK RIDGE NILES CCSD 64  
OWNER

METALMASTER ROOFMASTER, INC.

2016 RE-ROOFING AT MULTIPLE SCHOOLS  
PROJECT NAME

  
\_\_\_\_\_  
DAVID KOZIAL, EXECUTIVE VICE PRESIDENT

MULTIPLE LOCATIONS  
PROJECT LOCATION

Dated this 15th day of August, 2016

Non Transferable

**EXHIBIT F**

**NEW FIRESTONE WARRANTIES**

# RED SHIELD WARRANTY



## RED SHIELD ROOFING SYSTEM LIMITED WARRANTY

Warranty No: 700131196

FBPCO # CH3136

Square Footage: 8722 s.f.

Building Owner: Park Ridge – Niles SD #64

Building Identification: George B. Carpenter Elementary

Building Address: 300 N Hamlin Ave, Park Ridge, IL 60068-2924

Warranty Period Of: Twenty (20) Years, Beginning On: 08/15/16

Roofing Contractor: MetalMaster RoofMaster – Lic. #07433

For the warranty period indicated above, Firestone Building Products Company, LLC ("Firestone"), an Indiana limited liability company, warrants to the Building Owner ("Owner") named above that Firestone will, subject to the Terms, Conditions and Limitations set forth below, provide labor and material to repair any leak in the Firestone Roofing System ("System") caused by deterioration in the Firestone brand material due to normal weathering or any manufacturing or workmanship defect in the System within the scope of this warranty during the period specified above.

### TERMS, CONDITIONS AND LIMITATIONS

- Products Covered.** The System shall mean only the Firestone brand roofing membranes, Firestone brand roofing insulations, Firestone brand roofing metal, and other Firestone brand roofing accessories when installed in accordance with Firestone technical specifications by a Firestone-licensed applicator.
- Notice.** In the event any leak should occur in the System, the Owner must give notice in writing or by telephone to Firestone within thirty (30) days of any occurrence of a leak. Written notice may be sent to Firestone at the street address or fax number shown on the reverse side of this Limited Warranty. Evidence of this notice shall be the receipt by Owner of a Firestone Leak Notification Acknowledgement. By so notifying Firestone, the Owner authorizes Firestone or its designee to investigate the cause of the leak.
- Investigation.** If upon investigation, Firestone determines that the leak is not excluded under the Terms, Conditions and Limitations set forth in this Red Shield Roofing System Limited Warranty (the "Limited Warranty"), the Owner's sole and exclusive remedy and Firestone's total liability shall be limited to the repair of the leak. Should the investigation reveal that the leak is excluded under the Terms, Conditions and Limitations, the Owner shall be responsible for payment of the investigation costs. Failure by Owner to pay for these costs shall render this Limited Warranty null and void. Firestone will advise the Owner of the type and/or extent of repairs required to be made at the Owner's expense that will permit this Limited Warranty to remain in effect for the unexpired portion of its term. Failure by the Owner to properly make these repairs in a reasonable manner using a Firestone-licensed applicator and within 60 days shall render this Limited Warranty null and void.
- No Dollar Limit (NDL).** There is no dollar limit placed on warranted leak repairs to the extent such repairs are covered by this Limited Warranty.
- Disputes.** Any dispute, controversy or claim between the Owner and Firestone concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Firestone do not resolve the dispute, controversy or claim in mediation, the Owner and Firestone agree that neither party will commence or prosecute any suit, proceeding, or claim other than in the courts of Hamilton County in the state of Indiana or the United States District Court, Southern District of Indiana, Indianapolis Division. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.
- Payment Required.** Firestone shall have no obligation under this Limited Warranty unless and until Firestone and the licensed applicator have been paid in full for all materials, supplies, services, approved written change orders, warranty costs and other costs which are included in, or incidental to, the System. In the event that repairs not covered by this Limited Warranty are necessary in the future, Firestone reserves the right to suspend this Limited Warranty until such repairs have been completed and the licensed applicator and/or Firestone has been paid in full for such repairs.
- Exclusions.** Firestone shall have no obligation under this Limited Warranty, or any other liability, now or in the future if a leak or damage is caused by: (a) Natural forces, disasters, or acts of God including, but not limited to, fires, hurricanes, tornadoes, hail, wind-blown debris, lightning, earthquakes, volcanic activity, atomic radiation, insects or animals; (b) Winds of peak gust speed at or in excess of 55 MPH calculated at ten (10) meters above ground using available meteorological data; (c) Act(s), conduct or omission(s) by any person, or act(s) of war, terrorism or vandalism, which damage the System or which impair the System's ability to resist leaks; (d) Failure by the Owner to use reasonable care in maintaining the System, said maintenance to include, but not be limited to, those items listed on the reverse side of this Limited Warranty entitled "Building Envelope Care and Maintenance Guide"; (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, skylights etc.; (f) Construction generated moisture, condensation or infiltration of moisture in, from, through, or around the walls, copings, rooftop hardware or equipment, skylights, building structure or underlying or surrounding materials; (g) Acid, oil, harmful chemicals, or the reaction between them; (h) Alterations or repairs to the System that are not completed in accordance with Firestone's published specifications, not completed by an approved contractor, and/or not completed with proper notice to Firestone; (i) The design of the roofing system: Firestone does not undertake any analysis of the architecture or engineering required to evaluate what type of System is appropriate for a building and makes no warranty express or implied as to the suitability of its Products for any particular structure; such a determination is the responsibility of the architect, engineer or design professional; (j) Improper selection of materials for the roof assembly or the failure to accurately calculate wind uplift and/or roof loads; (k) Deterioration to metal roofing materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or, (l) Change in building use or purpose.
- Transfer.** This Limited Warranty shall be transferable subject to Owner's payment of the current transfer fee set by Firestone.
- Term.** The term of this Limited Warranty shall be for the period set forth above and such term shall not be extended under any circumstances.
- Roof Access.** During the term of this Limited Warranty, Firestone's designated representative or employees shall have free access to the roof during regular business hours. In the event that roof access is limited due to security or other restrictions, Owner shall reimburse Firestone for all reasonable cost incurred during inspection and/or repair of the System that are due to delays associated with said restrictions. Owner shall be responsible for the damage caused by, removal and replacement of any overburdens, superstrata or overlays, either permanent or temporary, excluding accepted stone ballast or pavers, as necessary to expose the system for inspection and/or repair.
- Waiver.** Firestone's failure to enforce any of the terms or conditions stated herein shall not be construed as a waiver of such provision or of any other terms and conditions of this Limited Warranty.
- Governing Law.** This Limited Warranty shall be governed by and construed in accordance with the laws of the State of Indiana without regard to that State's rules on conflict of laws.
- Severability.** If any portion of this Limited Warranty is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

FIRESTONE DOES NOT WARRANT PRODUCTS INCORPORATED OR UTILIZED IN THIS INSTALLATION THAT WERE NOT FURNISHED BY FIRESTONE. FIRESTONE SPECIFICALLY DISCLAIMS LIABILITY UNDER ANY THEORY OF LAW ARISING OUT OF THE INSTALLATION OF, PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY FIRESTONE.

THIS LIMITED WARRANTY SUPERSEDES AND IS IN LIEU OF ALL OTHER WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND FIRESTONE HEREBY DISCLAIMS ALL SUCH WARRANTIES. THIS LIMITED WARRANTY SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AGAINST FIRESTONE, AND FIRESTONE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGES TO THE BUILDING OR ITS CONTENTS OR THE ROOF DECK. THIS LIMITED WARRANTY CANNOT BE AMENDED, ALTERED OR MODIFIED IN ANY WAY EXCEPT IN WRITING SIGNED BY AN AUTHORIZED OFFICER OF FIRESTONE. NO OTHER PERSON HAS ANY AUTHORITY TO BIND FIRESTONE WITH ANY REPRESENTATION OR WARRANTY WHETHER ORAL OR WRITTEN.

FIRESTONE BUILDING PRODUCTS COMPANY, LLC

By: Ben George

Authorized

Signature:

Title: Manager, Technical Building Solutions

SAMPLE  
FOR REFERENCE ONLY

012218

Firestone

# RED SHIELD WARRANTY



## RED SHIELD ROOFING SYSTEM LIMITED WARRANTY

Warranty No: 700132331

FBPCO # CH3138

Square Footage: 20574 s.f.

Building Owner: Park Ridge – Niles SD #64

Building Identification: George Washington Elementary

Building Address: 1500 Stewart Ave, Park Ridge, IL 60068-3867

Warranty Period Of: Twenty (20) Years, Beginning On: 08/15/16

Roofing Contractor: MetalMaster RoofMaster – Lic. #07433

For the warranty period indicated above, Firestone Building Products Company, LLC ("Firestone"), an Indiana limited liability company, warrants to the Building Owner ("Owner") named above that Firestone will, subject to the Terms, Conditions and Limitations set forth below, provide labor and material to repair any leak in the Firestone Roofing System ("System") caused by deterioration in the Firestone brand material due to normal weathering or any manufacturing or workmanship defect in the System within the scope of this warranty during the period specified above.

### TERMS, CONDITIONS AND LIMITATIONS

- Products Covered.** The System shall mean only the Firestone brand roofing membranes, Firestone brand roofing insulations, Firestone brand roofing metal, and other Firestone brand roofing accessories when installed in accordance with Firestone technical specifications by a Firestone-licensed applicator.
- Notice.** In the event any leak should occur in the System, the Owner must give notice in writing or by telephone to Firestone within thirty (30) days of any occurrence of a leak. Written notice may be sent to Firestone at the street address or fax number shown on the reverse side of this Limited Warranty. Evidence of this notice shall be the receipt by Owner of a Firestone Leak Notification Acknowledgement. By so notifying Firestone, the Owner authorizes Firestone or its designee to investigate the cause of the leak.
- Investigation.** If upon investigation, Firestone determines that the leak is not excluded under the Terms, Conditions and Limitations set forth in this Red Shield Roofing System Limited Warranty (the "Limited Warranty"), the Owner's sole and exclusive remedy and Firestone's total liability shall be limited to the repair of the leak. Should the investigation reveal that the leak is excluded under the Terms, Conditions and Limitations, the Owner shall be responsible for payment of the investigation costs. Failure by Owner to pay for these costs shall render this Limited Warranty null and void. Firestone will advise the Owner of the type and/or extent of repairs required to be made at the Owner's expense that will permit this Limited Warranty to remain in effect for the unexpired portion of its term. Failure by the Owner to properly make these repairs in a reasonable manner using a Firestone-licensed applicator and within 60 days shall render this Limited Warranty null and void.
- No Dollar Limit (NDL).** There is no dollar limit placed on warranted leak repairs to the extent such repairs are covered by this Limited Warranty.
- Disputes.** Any dispute, controversy or claim between the Owner and Firestone concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Firestone do not resolve the dispute, controversy or claim in mediation, the Owner and Firestone agree that neither party will commence or prosecute any suit, proceeding, or claim other than in the courts of Hamilton County in the state of Indiana or the United States District Court, Southern District of Indiana, Indianapolis Division. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.
- Payment Required.** Firestone shall have no obligation under this Limited Warranty unless and until Firestone and the licensed applicator have been paid in full for all materials, supplies, services, approved written change orders, warranty costs and other costs which are included in, or incidental to, the System. In the event that repairs not covered by this Limited Warranty are necessary in the future, Firestone reserves the right to suspend this Limited Warranty until such repairs have been completed and the licensed applicator and/or Firestone has been paid in full for such repairs.
- Exclusions.** Firestone shall have no obligation under this Limited Warranty, or any other liability, now or in the future if a leak or damage is caused by: (a) Natural forces, disasters, or acts of God including, but not limited to, fires, hurricanes, tornadoes, hail, wind-blown debris, lightning, earthquakes, volcanic activity, atomic radiation, insects or animals; (b) Winds of peak gust speed at or in excess of 55 MPH calculated at ten (10) meters above ground using available meteorological data; (c) Act(s), conduct or omission(s) by any person, or act(s) of war, terrorism or vandalism, which damage the System or which impair the System's ability to resist leaks; (d) Failure by the Owner to use reasonable care in maintaining the System, said maintenance to include, but not be limited to, those items listed on the reverse side of this Limited Warranty entitled "Building Envelope Care and Maintenance Guide"; (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, skylights etc.; (f) Construction generated moisture, condensation or infiltration of moisture in, from, through, or around the walls, copings, rooftop hardware or equipment, skylights, building structure or underlying or surrounding materials; (g) Acid, oil, harmful chemicals, or the reaction between them; (h) Alterations or repairs to the System that are not completed in accordance with Firestone's published specifications, not completed by an approved contractor, and/or not completed with proper notice to Firestone; (i) The design of the roofing system: Firestone does not undertake any analysis of the architecture or engineering required to evaluate what type of System is appropriate for a building and makes no warranty express or implied as to the suitability of its Products for any particular structure; such a determination is the responsibility of the architect, engineer or design professional; (j) Improper selection of materials for the roof assembly or the failure to accurately calculate wind uplift and/or roof loads; (k) Deterioration to metal roofing materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or, (l) Change in building use or purpose.
- Transfer.** This Limited Warranty shall be transferable subject to Owner's payment of the current transfer fee set by Firestone.
- Term.** The term of this Limited Warranty shall be for the period set forth above and such term shall not be extended under any circumstances.
- Roof Access.** During the term of this Limited Warranty, Firestone's designated representative or employees shall have free access to the roof during regular business hours. In the event that roof access is limited due to security or other restrictions, Owner shall reimburse Firestone for all reasonable cost incurred during inspection and/or repair of the System that are due to delays associated with said restrictions. Owner shall be responsible for the damage caused by, removal and replacement of any overburdens, superstrata or overlays, either permanent or temporary, excluding accepted stone ballast or pavers, as necessary to expose the system for inspection and/or repair.
- Waiver.** Firestone's failure to enforce any of the terms or conditions stated herein shall not be construed as a waiver of such provision or of any other terms and conditions of this Limited Warranty.
- Governing Law.** This Limited Warranty shall be governed by and construed in accordance with the laws of the State of Indiana without regard to that State's rules on conflict of laws.
- Severability.** If any portion of this Limited Warranty is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

FIRESTONE DOES NOT WARRANT PRODUCTS INCORPORATED OR UTILIZED IN THIS INSTALLATION THAT WERE NOT FURNISHED BY FIRESTONE. FIRESTONE SPECIFICALLY DISCLAIMS LIABILITY UNDER ANY THEORY OF LAW ARISING OUT OF THE INSTALLATION OF, PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY FIRESTONE.

THIS LIMITED WARRANTY SUPERSEDES AND IS IN LIEU OF ALL OTHER WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND FIRESTONE HEREBY DISCLAIMS ALL SUCH WARRANTIES. THIS LIMITED WARRANTY SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AGAINST FIRESTONE, AND FIRESTONE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGES TO THE BUILDING OR ITS CONTENTS OR THE ROOF DECK. THIS LIMITED WARRANTY CANNOT BE AMENDED, ALTERED OR MODIFIED IN ANY WAY EXCEPT IN WRITING SIGNED BY AN AUTHORIZED OFFICER OF FIRESTONE. NO OTHER PERSON HAS ANY AUTHORITY TO BIND FIRESTONE WITH ANY REPRESENTATION OR WARRANTY WHETHER ORAL OR WRITTEN.

FIRESTONE BUILDING PRODUCTS COMPANY, LLC

By: Ben George

Authorized  
Signature:

Title: Manager, Technical Building Solutions

**SAMPLE**  
*Ben George*  
**FOR REFERENCE ONLY**

012218

# Firestone

# RED SHIELD WARRANTY



## RED SHIELD ROOFING SYSTEM LIMITED WARRANTY

Warranty No: 700132836

FBPCO # CH3144

Square Footage: 8530 s.f.

Building Owner: Park Ridge – Niles SD #64

Building Identification: Theodore Roosevelt Elementary

Building Address: 1001 S. Fairview Ave., Park Ridge, IL 60068-0000

Warranty Period Of: Twenty (20) Years, Beginning On: 08/15/16

Roofing Contractor: MetalMaster RoofMaster – Lic. #07433

For the warranty period indicated above, Firestone Building Products Company, LLC ("Firestone"), an Indiana limited liability company, warrants to the Building Owner ("Owner") named above that Firestone will, subject to the Terms, Conditions and Limitations set forth below, provide labor and material to repair any leak in the Firestone Roofing System ("System") caused by deterioration in the Firestone brand material due to normal weathering or any manufacturing or workmanship defect in the System within the scope of this warranty during the period specified above.

### TERMS, CONDITIONS AND LIMITATIONS

- Products Covered.** The System shall mean only the Firestone brand roofing membranes, Firestone brand roofing insulations, Firestone brand roofing metal, and other Firestone brand roofing accessories when installed in accordance with Firestone technical specifications by a Firestone-licensed applicator.
- Notice.** In the event any leak should occur in the System, the Owner must give notice in writing or by telephone to Firestone within thirty (30) days of any occurrence of a leak. Written notice may be sent to Firestone at the street address or fax number shown on the reverse side of this Limited Warranty. Evidence of this notice shall be the receipt by Owner of a Firestone Leak Notification Acknowledgement. By so notifying Firestone, the Owner authorizes Firestone or its designee to investigate the cause of the leak.
- Investigation.** If upon investigation, Firestone determines that the leak is not excluded under the Terms, Conditions and Limitations set forth in this Red Shield Roofing System Limited Warranty (the "Limited Warranty"), the Owner's sole and exclusive remedy and Firestone's total liability shall be limited to the repair of the leak. Should the investigation reveal that the leak is excluded under the Terms, Conditions and Limitations, the Owner shall be responsible for payment of the investigation costs. Failure by Owner to pay for these costs shall render this Limited Warranty null and void. Firestone will advise the Owner of the type and/or extent of repairs required to be made at the Owner's expense that will permit this Limited Warranty to remain in effect for the unexpired portion of its term. Failure by the Owner to properly make these repairs in a reasonable manner using a Firestone-licensed applicator and within 60 days shall render this Limited Warranty null and void.
- No Dollar Limit (NDL).** There is no dollar limit placed on warranted leak repairs to the extent such repairs are covered by this Limited Warranty.
- Disputes.** Any dispute, controversy or claim between the Owner and Firestone concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Firestone do not resolve the dispute, controversy or claim in mediation, the Owner and Firestone agree that neither party will commence or prosecute any suit, proceeding, or claim other than in the courts of Hamilton County in the state of Indiana or the United States District Court, Southern District of Indiana, Indianapolis Division. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.
- Payment Required.** Firestone shall have no obligation under this Limited Warranty unless and until Firestone and the licensed applicator have been paid in full for all materials, supplies, services, approved written change orders, warranty costs and other costs which are included in, or incidental to, the System. In the event that repairs not covered by this Limited Warranty are necessary in the future, Firestone reserves the right to suspend this Limited Warranty until such repairs have been completed and the licensed applicator and/or Firestone has been paid in full for such repairs.
- Exclusions.** Firestone shall have no obligation under this Limited Warranty, or any other liability, now or in the future if a leak or damage is caused by: (a) Natural forces, disasters, or acts of God including, but not limited to, fires, hurricanes, tornadoes, hail, wind-blown debris, lightning, earthquakes, volcanic activity, atomic radiation, insects or animals; (b) Winds of peak gust speed at or in excess of 55 MPH calculated at ten (10) meters above ground using available meteorological data; (c) Act(s), conduct or omission(s) by any person, or act(s) of war, terrorism or vandalism, which damage the System or which impair the System's ability to resist leaks; (d) Failure by the Owner to use reasonable care in maintaining the System, said maintenance to include, but not be limited to, those items listed on the reverse side of this Limited Warranty entitled "Building Envelope Care and Maintenance Guide"; (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, skylights etc.; (f) Construction generated moisture, condensation or infiltration of moisture in, from, through, or around the walls, copings, rooftop hardware or equipment, skylights, building structure or underlying or surrounding materials; (g) Acid, oil, harmful chemicals, or the reaction between them; (h) Alterations or repairs to the System that are not completed in accordance with Firestone's published specifications, not completed by an approved contractor, and/or not completed with proper notice to Firestone; (i) The design of the roofing system: Firestone does not undertake any analysis of the architecture or engineering required to evaluate what type of System is appropriate for a building and makes no warranty express or implied as to the suitability of its Products for any particular structure; such a determination is the responsibility of the architect, engineer or design professional; (j) Improper selection of materials for the roof assembly or the failure to accurately calculate wind uplift and/or roof loads; (k) Deterioration to metal roofing materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or, (l) Change in building use or purpose.
- Transfer.** This Limited Warranty shall be transferable subject to Owner's payment of the current transfer fee set by Firestone.
- Term.** The term of this Limited Warranty shall be for the period set forth above and such term shall not be extended under any circumstances.
- Roof Access.** During the term of this Limited Warranty, Firestone's designated representative or employees shall have free access to the roof during regular business hours. In the event that roof access is limited due to security or other restrictions, Owner shall reimburse Firestone for all reasonable cost incurred during inspection and/or repair of the System that are due to delays associated with said restrictions. Owner shall be responsible for the damage caused by, removal and replacement of any overburdens, superstrata or overlays, either permanent or temporary, excluding accepted stone ballast or pavers, as necessary to expose the system for inspection and/or repair.
- Waiver.** Firestone's failure to enforce any of the terms or conditions stated herein shall not be construed as a waiver of such provision or of any other terms and conditions of this Limited Warranty.
- Governing Law.** This Limited Warranty shall be governed by and construed in accordance with the laws of the State of Indiana without regard to that State's rules on conflict of laws.
- Severability.** If any portion of this Limited Warranty is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

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FIRESTONE BUILDING PRODUCTS COMPANY, LLC

By: Ben George

Authorized  
Signature:

Title: Manager, Technical Building Solutions

**SAMPLE**  
*Ben George*  
**FOR REFERENCE ONLY**

012218

# Firestone

# RED SHIELD WARRANTY



## RED SHIELD ROOFING SYSTEM LIMITED WARRANTY

Warranty No: 700133292

FBPCO # CH3146

Square Footage: 1668 s.f.

Building Owner: Park Ridge – Niles SD #64

Building Identification: Lincoln Middle School

Building Address: 200 S. Lincoln Ave, Park Ridge, IL 60068-3812

Warranty Period Of: Twenty (20) Years, Beginning On: 08/15/16

Roofing Contractor: MetalMaster RoofMaster – Lic. #07433

For the warranty period indicated above, Firestone Building Products Company, LLC ("Firestone"), an Indiana limited liability company, warrants to the Building Owner ("Owner") named above that Firestone will, subject to the Terms, Conditions and Limitations set forth below, provide labor and material to repair any leak in the Firestone Roofing System ("System") caused by deterioration in the Firestone brand material due to normal weathering or any manufacturing or workmanship defect in the System within the scope of this warranty during the period specified above.

### TERMS, CONDITIONS AND LIMITATIONS

- Products Covered.** The System shall mean only the Firestone brand roofing membranes, Firestone brand roofing insulations, Firestone brand roofing metal, and other Firestone brand roofing accessories when installed in accordance with Firestone technical specifications by a Firestone-licensed applicator.
- Notice.** In the event any leak should occur in the System, the Owner must give notice in writing or by telephone to Firestone within thirty (30) days of any occurrence of a leak. Written notice may be sent to Firestone at the street address or fax number shown on the reverse side of this Limited Warranty. Evidence of this notice shall be the receipt by Owner of a Firestone Leak Notification Acknowledgement. By so notifying Firestone, the Owner authorizes Firestone or its designee to investigate the cause of the leak.
- Investigation.** If upon investigation, Firestone determines that the leak is not excluded under the Terms, Conditions and Limitations set forth in this Red Shield Roofing System Limited Warranty (the "Limited Warranty"), the Owner's sole and exclusive remedy and Firestone's total liability shall be limited to the repair of the leak. Should the investigation reveal that the leak is excluded under the Terms, Conditions and Limitations, the Owner shall be responsible for payment of the investigation costs. Failure by Owner to pay for these costs shall render this Limited Warranty null and void. Firestone will advise the Owner of the type and/or extent of repairs required to be made at the Owner's expense that will permit this Limited Warranty to remain in effect for the unexpired portion of its term. Failure by the Owner to properly make these repairs in a reasonable manner using a Firestone-licensed applicator and within 60 days shall render this Limited Warranty null and void.
- No Dollar Limit (NDL).** There is no dollar limit placed on warranted leak repairs to the extent such repairs are covered by this Limited Warranty.
- Disputes.** Any dispute, controversy or claim between the Owner and Firestone concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Firestone do not resolve the dispute, controversy or claim in mediation, the Owner and Firestone agree that neither party will commence or prosecute any suit, proceeding, or claim other than in the courts of Hamilton County in the state of Indiana or the United States District Court, Southern District of Indiana, Indianapolis Division. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.
- Payment Required.** Firestone shall have no obligation under this Limited Warranty unless and until Firestone and the licensed applicator have been paid in full for all materials, supplies, services, approved written change orders, warranty costs and other costs which are included in, or incidental to, the System. In the event that repairs not covered by this Limited Warranty are necessary in the future, Firestone reserves the right to suspend this Limited Warranty until such repairs have been completed and the licensed applicator and/or Firestone has been paid in full for such repairs.
- Exclusions.** Firestone shall have no obligation under this Limited Warranty, or any other liability, now or in the future if a leak or damage is caused by: (a) Natural forces, disasters, or acts of God including, but not limited to, fires, hurricanes, tornadoes, hail, wind-blown debris, lightning, earthquakes, volcanic activity, atomic radiation, insects or animals; (b) Winds of peak gust speed at or in excess of 55 MPH calculated at ten (10) meters above ground using available meteorological data; (c) Act(s), conduct or omission(s) by any person, or act(s) of war, terrorism or vandalism, which damage the System or which impair the System's ability to resist leaks; (d) Failure by the Owner to use reasonable care in maintaining the System, said maintenance to include, but not be limited to, those items listed on the reverse side of this Limited Warranty entitled "Building Envelope Care and Maintenance Guide"; (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, skylights etc.; (f) Construction generated moisture, condensation or infiltration of moisture in, from, through, or around the walls, copings, rooftop hardware or equipment, skylights, building structure or underlying or surrounding materials; (g) Acid, oil, harmful chemicals, or the reaction between them; (h) Alterations or repairs to the System that are not completed in accordance with Firestone's published specifications, not completed by an approved contractor, and/or not completed with proper notice to Firestone; (i) The design of the roofing system: Firestone does not undertake any analysis of the architecture or engineering required to evaluate what type of System is appropriate for a building and makes no warranty express or implied as to the suitability of its Products for any particular structure; such a determination is the responsibility of the architect, engineer or design professional; (j) Improper selection of materials for the roof assembly or the failure to accurately calculate wind uplift and/or roof loads; (k) Deterioration to metal roofing materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or, (l) Change in building use or purpose.
- Transfer.** This Limited Warranty shall be transferable subject to Owner's payment of the current transfer fee set by Firestone.
- Term.** The term of this Limited Warranty shall be for the period set forth above and such term shall not be extended under any circumstances.
- Roof Access.** During the term of this Limited Warranty, Firestone's designated representative or employees shall have free access to the roof during regular business hours. In the event that roof access is limited due to security or other restrictions, Owner shall reimburse Firestone for all reasonable cost incurred during inspection and/or repair of the System that are due to delays associated with said restrictions. Owner shall be responsible for the damage caused by, removal and replacement of any overburdens, superstrata or overlays, either permanent or temporary, excluding accepted stone ballast or pavers, as necessary to expose the system for inspection and/or repair.
- Waiver.** Firestone's failure to enforce any of the terms or conditions stated herein shall not be construed as a waiver of such provision or of any other terms and conditions of this Limited Warranty.
- Governing Law.** This Limited Warranty shall be governed by and construed in accordance with the laws of the State of Indiana without regard to that State's rules on conflict of laws.
- Severability.** If any portion of this Limited Warranty is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

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THIS LIMITED WARRANTY SUPERSEDES AND IS IN LIEU OF ALL OTHER WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND FIRESTONE HEREBY DISCLAIMS ALL SUCH WARRANTIES. THIS LIMITED WARRANTY SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AGAINST FIRESTONE, AND FIRESTONE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGES TO THE BUILDING OR ITS CONTENTS OR THE ROOF DECK. THIS LIMITED WARRANTY CANNOT BE AMENDED, ALTERED OR MODIFIED IN ANY WAY EXCEPT IN WRITING SIGNED BY AN AUTHORIZED OFFICER OF FIRESTONE. NO OTHER PERSON HAS ANY AUTHORITY TO BIND FIRESTONE WITH ANY REPRESENTATION OR WARRANTY WHETHER ORAL OR WRITTEN.

FIRESTONE BUILDING PRODUCTS COMPANY, LLC

By: Ben George

Authorized  
Signature:

Title: Manager, Technical Building Solutions

SAMPLE  
FOR REFERENCE ONLY

012218

Firestone

# RED SHIELD WARRANTY



## RED SHIELD ROOFING SYSTEM LIMITED WARRANTY

Warranty No: 700133611

FBPCO # CH3147

Square Footage: 3525 s.f.

Building Owner: Park Ridge – Niles SD #64

Building Identification: Hendee Educational Center

Building Address: 164 S Prospect Ave, Park Ridge, IL 60068-4035

Warranty Period Of: Twenty (20) Years, Beginning On: 08/15/16

Roofing Contractor: MetalMaster RoofMaster – Lic. #07433

For the warranty period indicated above, Firestone Building Products Company, LLC ("Firestone"), an Indiana limited liability company, warrants to the Building Owner ("Owner") named above that Firestone will, subject to the Terms, Conditions and Limitations set forth below, provide labor and material to repair any leak in the Firestone Roofing System ("System") caused by deterioration in the Firestone brand material due to normal weathering or any manufacturing or workmanship defect in the System within the scope of this warranty during the period specified above.

### TERMS, CONDITIONS AND LIMITATIONS

- Products Covered.** The System shall mean only the Firestone brand roofing membranes, Firestone brand roofing insulations, Firestone brand roofing metal, and other Firestone brand roofing accessories when installed in accordance with Firestone technical specifications by a Firestone-licensed applicator.
- Notice.** In the event any leak should occur in the System, the Owner must give notice in writing or by telephone to Firestone within thirty (30) days of any occurrence of a leak. Written notice may be sent to Firestone at the street address or fax number shown on the reverse side of this Limited Warranty. Evidence of this notice shall be the receipt by Owner of a Firestone Leak Notification Acknowledgement. By so notifying Firestone, the Owner authorizes Firestone or its designee to investigate the cause of the leak.
- Investigation.** If upon investigation, Firestone determines that the leak is not excluded under the Terms, Conditions and Limitations set forth in this Red Shield Roofing System Limited Warranty (the "Limited Warranty"), the Owner's sole and exclusive remedy and Firestone's total liability shall be limited to the repair of the leak. Should the investigation reveal that the leak is excluded under the Terms, Conditions and Limitations, the Owner shall be responsible for payment of the investigation costs. Failure by Owner to pay for these costs shall render this Limited Warranty null and void. Firestone will advise the Owner of the type and/or extent of repairs required to be made at the Owner's expense that will permit this Limited Warranty to remain in effect for the unexpired portion of its term. Failure by the Owner to properly make these repairs in a reasonable manner using a Firestone-licensed applicator and within 60 days shall render this Limited Warranty null and void.
- No Dollar Limit (NDL).** There is no dollar limit placed on warranted leak repairs to the extent such repairs are covered by this Limited Warranty.
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- Exclusions.** Firestone shall have no obligation under this Limited Warranty, or any other liability, now or in the future if a leak or damage is caused by: (a) Natural forces, disasters, or acts of God including, but not limited to, fires, hurricanes, tornadoes, hail, wind-blown debris, lightning, earthquakes, volcanic activity, atomic radiation, insects or animals; (b) Winds of peak gust speed at or in excess of 55 MPH calculated at ten (10) meters above ground using available meteorological data; (c) Act(s), conduct or omission(s) by any person, or act(s) of war, terrorism or vandalism, which damage the System or which impair the System's ability to resist leaks; (d) Failure by the Owner to use reasonable care in maintaining the System, said maintenance to include, but not be limited to, those items listed on the reverse side of this Limited Warranty entitled "Building Envelope Care and Maintenance Guide"; (e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, skylights etc.; (f) Construction generated moisture, condensation or infiltration of moisture in, from, through, or around the walls, copings, rooftop hardware or equipment, skylights, building structure or underlying or surrounding materials; (g) Acid, oil, harmful chemicals, or the reaction between them; (h) Alterations or repairs to the System that are not completed in accordance with Firestone's published specifications, not completed by an approved contractor, and/or not completed with proper notice to Firestone; (i) The design of the roofing system: Firestone does not undertake any analysis of the architecture or engineering required to evaluate what type of System is appropriate for a building and makes no warranty express or implied as to the suitability of its Products for any particular structure; such a determination is the responsibility of the architect, engineer or design professional; (j) Improper selection of materials for the roof assembly or the failure to accurately calculate wind uplift and/or roof loads; (k) Deterioration to metal roofing materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or, (l) Change in building use or purpose.
- Transfer.** This Limited Warranty shall be transferable subject to Owner's payment of the current transfer fee set by Firestone.
- Term.** The term of this Limited Warranty shall be for the period set forth above and such term shall not be extended under any circumstances.
- Roof Access.** During the term of this Limited Warranty, Firestone's designated representative or employees shall have free access to the roof during regular business hours. In the event that roof access is limited due to security or other restrictions, Owner shall reimburse Firestone for all reasonable cost incurred during inspection and/or repair of the System that are due to delays associated with said restrictions. Owner shall be responsible for the damage caused by, removal and replacement of any overburdens, superstrata or overlays, either permanent or temporary, excluding accepted stone ballast or pavers, as necessary to expose the system for inspection and/or repair.
- Waiver.** Firestone's failure to enforce any of the terms or conditions stated herein shall not be construed as a waiver of such provision or of any other terms and conditions of this Limited Warranty.
- Governing Law.** This Limited Warranty shall be governed by and construed in accordance with the laws of the State of Indiana without regard to that State's rules on conflict of laws.
- Severability.** If any portion of this Limited Warranty is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

FIRESTONE DOES NOT WARRANT PRODUCTS INCORPORATED OR UTILIZED IN THIS INSTALLATION THAT WERE NOT FURNISHED BY FIRESTONE. FIRESTONE SPECIFICALLY DISCLAIMS LIABILITY UNDER ANY THEORY OF LAW ARISING OUT OF THE INSTALLATION OF, PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY FIRESTONE.

THIS LIMITED WARRANTY SUPERSEDES AND IS IN LIEU OF ALL OTHER WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND FIRESTONE HEREBY DISCLAIMS ALL SUCH WARRANTIES. THIS LIMITED WARRANTY SHALL BE THE OWNER'S SOLE AND EXCLUSIVE REMEDY AGAINST FIRESTONE, AND FIRESTONE SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL, SPECIAL, INCIDENTAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGES TO THE BUILDING OR ITS CONTENTS OR THE ROOF DECK. THIS LIMITED WARRANTY CANNOT BE AMENDED, ALTERED OR MODIFIED IN ANY WAY EXCEPT IN WRITING SIGNED BY AN AUTHORIZED OFFICER OF FIRESTONE. NO OTHER PERSON HAS ANY AUTHORITY TO BIND FIRESTONE WITH ANY REPRESENTATION OR WARRANTY WHETHER ORAL OR WRITTEN.

FIRESTONE BUILDING PRODUCTS COMPANY, LLC

By: Ben George

Authorized

Signature:

Title: Manager, Technical Building Solutions

SAMPLE  
FOR REFERENCE ONLY

012218

# Firestone

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official  
Dr. Joel Martin, Assistant Superintendent for Human Resources  
Brian Imhoff, Assistant Chief School Business Official

Date: February 26, 2018

Subject: Preliminary Discussion on Staffing and Enrollment Projections for  
2018-19 School Year

### **Background on Enrollment Projection Methods**

Projecting student enrollment is the first step in predicting staffing needs for the upcoming 2018–19 school year. Two years ago, District 64 began using a projection method called the cohort survival method. The cohort survival method takes into account live birth data and previous enrollment experience to predict if enrollment will increase or decrease each year.

It's important to remember that every set of enrollment projections contains many assumptions that could cause actual enrollment to vary. The cohort survival method does *not* take into account the current housing market, new building developments, or community age demographics. However, it is a relatively easy, cost-free method that allows District administration to update projections annually.

### **Explanation of the Cohort Survival Method**

Here is a quick recap of how the cohort survival method works. A cohort is a group of students within a grade level (e.g., kindergarten). The model projects increases or decreases to the enrollment of the cohort as it advances to each subsequent grade level by averaging the increases or decreases of other cohorts at the same grade level in previous years.

### **Projecting Kindergarten Enrollment**

The most difficult part of each year's enrollment projection is predicting the kindergarten cohort. The District uses live birth data from the Cook County Department of Public Health for the zip codes served by the District (60068 and 60714). The number of births is compared to the number of kindergarten students that enroll in the District five years later to calculate an average enrollment percentage. The five-year lag between a child's birth and enrollment in the District is very important. Since Cook County is consistently late in publishing live birth data, the District does not always have the information needed to predict kindergarten enrollments more than 2-3 years into the future.



## District 64 Trends

The District developed the current projections by using seven years of historical enrollment data. Although some years tend to be outliers, the District experiences the following enrollment trends:

- An increase in enrollment of about 15% between kindergarten and 1st grade
- An increase in enrollment of about 4% between 1st and 2nd grades
- An increase in enrollment of between 1% and 3% for remaining grades

Although all of these trends indicate enrollment increases, there is still potential for a decrease in total enrollment if the incoming kindergarten cohort is smaller than the graduating 8th grade cohort it is replacing.

## Reduction in Force

In preparation of the 2018–19 budget, the administration is continually analyzing staffing needs. This always includes a review of current staffing for efficiencies, with an understanding that any proposed changes in certified and/or classified staff will be made in accordance with our Collective Bargaining Agreements (CBAs), the Illinois School Code, and any other applicable state and federal laws. Actual employment, dismissals or reductions in force of staff occur when the Board of Education approves personnel reports in the consent agenda or is asked to pass specific resolutions as an action item (e.g., reduction in force resolutions). By law, Reduction in Force (RIF) for certified staff must occur 75 days prior to the end of the school year.

At this time, it is anticipated that all current positions will be retained next year for 2018-19 budget purposes.

## Enrollment Projections

Based on the September 30, 2017 enrollment, the District’s enrollment projections anticipate an increase of 73 students and a net increase of five additional sections for the 2018-19 school year. (Attachment 1)

As we enter registration for 2018-19, administration is keeping watch on eight “bubble sections” as highlighted in the projections. A “bubble section” is defined as: *A grade level at a particular building that could either increase or decrease by one section prior to the start of the school year, if the projection varied by 3 or fewer students from the actual enrollment.*

Note that:

- Two of the highlighted bubbles (shown in blue) would **increase** by one section if the actual enrollment was slightly higher than the projection.
- Six of the highlighted bubbles (shown in orange) would **decrease** by one section if actual enrollment was slightly lower than the projection.

Historically, if a “bubble section” does exceed the class size guideline **prior to the start of the school year**, the District opens another section and hires a teacher. Adding a new section at a specific grade level in turn results in the addition of a special section (Art, Music, P.E., Spanish) that may require additional staff or an increase in Full Time Equivalent (FTE) in one or more of those areas.

### **Staffing for 2018-19**

As in past years, administration is requesting *authorization* from the Board of Education to hire the appropriate staff should the need arise due to enrollment changes at a particular grade level that exceed class size guidelines and/or when identified bubble sections “burst.” Therefore, administration is requesting authorization to hire up to seven classroom teachers plus associated FTE specials for 2018-19, based on the current projections.

Please note that administration does not move forward with the *actual hiring* of any staff member until all students in the particular cohort that has exceeded the class size guideline have proven residency and completed the enrollment process. In addition, once the registration period begins for the 2018-19 school year, the District will be better able to determine if any additional staff is required.

Since the enrollment projections are calling for an increase in both enrollment and sections for the 2018-19 school year, administration does not anticipate needing to RIF any K-8 teachers strictly based on enrollment projections. However, the District may need to RIF teachers to account for staff returning from leaves, returning to full-time from part-time, the end of job-shares, or changes in enrollment in other programs. In addition, annually the District releases its entire non-tenured part-time staff, as we are unable to identify at this time if there will be a need for part-time staff for the 2018-19 school year. As a reminder, if the District does not dismiss this group of employees, the District would be obligated to rehire them at the same part-time FTE status for the upcoming school year.

### **Additional Staffing Requests for 2018-19**

Administration is requesting authorization for the additional positions described below.

#### Assistant Principal - Elementary

The administration is requesting the addition of one full-time Assistant Principal at the elementary level for the upcoming school year. This would allow a full-time Assistant Principal to be assigned to both Carpenter and Franklin schools. The administration is requesting this additional position to provide greater support to the students, staff, and current building administrators.

The current framework of an Assistant Principal splitting time between Carpenter and Franklin was added in the 2012-13 school year. It has not proven to be as effective as anticipated in meeting the needs of either elementary building. By sharing one Assistant Principal between two buildings, we have created inconsistencies in the ability to support students, staff, and programs. For example, the Assistant Principal schedule is split between buildings throughout the week, yet issues that arise need to be addressed in a timely manner and are rarely completed on the same day that they occur. Therefore, the Assistant Principal often has to choose between altering days at one building, postponing the resolution of an issue to a later time, or asking the Building Principal to become involved. Further, the Assistant Principal has to manage two different schedules as well as double the number of staff and student populations. Overall, the Assistant Principal's ability to effectively manage and support staff consistently and in a timely manner is often compromised by being split between two buildings.

In addition, over the past six years the combined enrollment of the schools has **increased by almost 20%** to 1,035 students projected for the coming year as shown below.

<b>6th Day Enrollment</b>	<b>Carpenter</b>	<b>Franklin</b>	<b>Total</b>
2012-13	413	453	866
2018-19 projected	480	555	1,035

This enrollment surge has undoubtedly increased the volume of demands placed on both the Principal and Assistant Principal at these buildings to address the daily needs of students and their families as well as staff members. Building administrators need to spend time with all staff to effectively evaluate and support them towards their professional goals. Building administrators must spend time supporting their student support staff, such as special education teachers, OTs/PTs, and English Language (EL) teachers, in addition to the regular education teachers. However, all of that is intertwined with the responsibility of attending mandatory meetings, handling student issues, meeting with parents, and completing reports for the state and District.

One of the items that administration has consistently heard from staff, students, and parents is the desire for building administrators to be present, visible, and accessible. At Carpenter and Franklin, the building administrators do not feel that they are able to provide the same level of support in these areas as their counterparts that have full-time Assistant Principals. An Assistant Principal, who is at the building for only part of the school day and who often has to change schedules to address issues, does not provide the Building Principal with the necessary support to assist students, parents and staff as consistently as the buildings that have two full-time administrators. Therefore, the administration is requesting the addition of one, 10-month

Assistant Principal at the elementary school level effective with the 2018-19 school year.

### Special Education Coordinator

The administration is also requesting the addition of one Special Education Coordinator at the elementary level for the upcoming school year. Currently, the District has two Special Education Coordinators, who are administrators. As background for the Board (Attachment 2), Special Education Coordinators were approved by the Board for the start of the 2016-17 school year to replace two full-time special education teacher facilitators, who were PREA members. The Coordinators were sought to provide leadership and accountability in new initiatives as well as to provide expertise and support in the implementation of legal mandates and administrative processes. The goal for our Special Education Coordinators is to attend Individualized Education Program (IEP) meetings, model best practices for staff, and be present in the classrooms to observe and support student learning.

At the start of the 2016-17 school year, the structure was for one Coordinator to cover the two middle schools. The second Coordinator was assigned to cover four elementary schools, with the Assistant Director handling the fifth school. That model proved to pose numerous logistical challenges, as the elementary Coordinator had no flexibility in her schedule. As a result, in November 2016 the decision was made to change the structure to our current model of building coverage and support. Currently, the Coordinators work with the Assistant Director of Student Services to provide supervision of the seven schools as follows:

- One coordinator splits time between the two middle schools.
- The second coordinator splits time between three of the elementary schools.
- The Assistant Director of Student Services supports two elementary schools as part of her assignment.

Unfortunately, the elementary school model continues to encounter difficulties in meeting the program objectives. The Coordinator's assignment of three buildings is too large to provide staff with the appropriate support. Under the current model, the elementary Coordinator spends a little more than one day at each building, with most of that time being spent in or preparing for IEP meetings. As a result, the Coordinator has little time to support staff in the classroom, lead professional development on best practices, and observe and support students in the classrooms.

The model at the middle school is working much better as that Coordinator is able to spend 2.5 days at each building throughout the week. This allows the Coordinator time to attend IEP meetings and to support both special and regular education teachers in a variety of manners. Further, the middle school Coordinator also has enough time to support teacher assistants who work closely with our special needs students. Again, being able to spend about double the time at one building each week allows the middle school Coordinator time to meet the goals

established for the program.

Therefore, administration recommends hiring one additional, 10-month Special Education Coordinator at the elementary level for the upcoming school year. With an additional Coordinator, four elementary buildings would be split evenly between two Coordinators. The Assistant Director would support only one elementary building as part of her duties, which would provide more time to assist the Director in overseeing the other important student support services this department is responsible for supervising. Administration believes that if we more closely replicate the support provided at the middle school, where the Coordinator is able to spend 2.5 days at each building, the District will be able to positively impact the support we provide students and staff at the elementary level in special education.

#### English Language (EL) Teacher

Finally, as you will see on the staffing report, the Board of Education will see an increase of one English Language (EL) teacher for next year. As you may recall, the Board of Education gave permission for this increase last July due to several factors, including the steadily increasing numbers of EL students in the District and that fewer EL students are exiting the program because of the changes in the new State of Illinois standards. A copy of that original report from the July 17, 2017, Board of Education meeting is attached. (See Attachment 3). Although the position was authorized, the District ultimately did not hire the EL teacher for 2017-18, because the final enrollment numbers after the school year opened did not support that need. However, we will need to hire a Polish-speaking EL teacher for the 2018-19 school year.

#### Potential Additional Special Education Staffing

Looking ahead to the upcoming SPED program audit, administration may potentially need to return later this spring to request additional staffing based on recommendations that may be received concerning the District's current service delivery model.

#### **Financial Impact of Staffing Recommendations**

As described earlier in this report, administration is requesting *authorization* to hire up to seven classroom teachers plus associated FTE specials for 2018-19, based on the current projections. These would be PREA employees. In addition, administration is recommending the addition of three employees to support student learning and other staffing needs; one of these would be PREA and two would be administrators. The attached spreadsheet (Attachment 4) estimates the costs associated with the 2018-19 requests, which total an estimated salary impact of about \$822,000 and an estimated benefit impact of \$164,000, if all positions were to be filled.

Please keep in mind that the estimated impact to the District's finances are based on our enrollment projections for the seven classroom teachers and the associated FTE specials teacher

increase, if the new students do come as projected.

The Financial Projections presented tonight to the Board of Education include all of the positions discussed in this report.

**Park Ridge-Niles School District 64**  
**2018-19 Enrollment/Section Projections with Average Class Size**  
**Cohort Survival Method**

As of: 1/31/18

	K	1	2	3	4	5	6	7	8	Totals		
<b>Class Size Guideline</b>	22	24	24	26	26	28	28	28	28			
										<b>2018-19</b>	<b>2017-18</b>	<b>Change</b>
<b>Carpenter</b>	68	77	90	74	92	79				480	477	3
Sections	2.0	4.0	4.0	3.0	4.0	3.0				20.0	19.5	0.5
Avg Class Size	17.00	19.25	22.50	24.67	23.00	26.33						
<b>Field</b>	96	103	129	101	104	122				655	651	4
Sections	2.5	5.0	6.0	4.0	4.0	5.0				26.5	27.0	-0.5
Avg Class Size	19.20	20.60	21.50	25.25	26.00	24.40						
<b>Franklin</b>	76	116	93	90	98	82				555	536	19
Sections	2.0	5.0	4.0	4.0	4.0	3.0				22.0	21.5	0.5
Avg Class Size	19.00	23.20	23.25	22.50	24.50	27.33						
<b>Roosevelt</b>	94	109	121	106	132	96				658	677	-19
Sections	2.5	5.0	6.0	5.0	6.0	4.0				28.5	27.5	1.0
Avg Class Size	18.80	21.80	20.17	21.20	22.00	24.00						
<b>Washington</b>	92	97	117	126	105	123				660	651	9
Sections	2.5	5.0	5.0	5.0	5.0	5.0				27.5	26.0	1.5
Avg Class Size	18.40	19.40	23.40	25.20	21.00	24.60						
<b>Emerson</b>							295	301	295	891	852	39
Sections							11	11	11	33.0	32.0	1.0
Avg Class Size							26.82	27.36	26.82			
<b>Lincoln</b>							256	217	248	721	703	18
Sections							10	8	9	27.0	26.0	1.0
Avg Class Size							25.60	27.13	27.56			
<b>Total Students</b>	426	502	550	497	531	502	551	518	543	4,620	4,547	73
<b>Total Sections</b>	11.5	24.0	25.0	21.0	23.0	20.0	21.0	19.0	20.0	184.5	179.5	5.0
2017-18 Sections	10.5	24.0	23.0	21.0	21.0	22.0	19.0	20.0	19.0			
Change	1.0	0.0	2.0	0.0	2.0	-2.0	2.0	-1.0	1.0			

**Orange highlights** Will decrease by 1 section if actual enrollment is less than projected enrollment by 3 students

**Blue highlights** Will increase by 1 section if actual enrollment is more than projected enrollment by 3 students

Note: Each kindergarten class is counted as 0.5 section to correlate to FTE staffing

## DISTRICT-WIDE ENROLLMENT PROJECTIONS

School Year	K	1	2	3	4	5	6	7	8	Total	Change from Prior
2017-18	433	526	486	517	494	536	510	541	504	4,547	

### Projected:

2018-19	426	502	550	497	531	502	551	518	543	4,620	73
2019-20	473	494	525	563	510	541	516	560	520	4,702	82
2020-21	421	548	517	537	578	519	556	525	562	4,763	61
2021-22	421	489	573	530	551	588	534	565	527	4,778	15
2022-23	421	489	512	586	544	561	604	543	568	4,828	50



### EMERSON - ENROLLMENT HISTORY & PROJECTIONS

School Year	6	7	8	Total	Change from Prior
2008-09	261	266	282	809	
2009-10	236	266	272	774	-35
2010-11	260	243	266	769	-5
2011-12	258	254	248	760	-9
2012-13	269	258	260	787	27
2013-14	291	279	259	829	42
2014-15	272	288	276	836	7
2015-16	258	265	283	806	-30
2016-17	285	266	264	815	9
2017-18	296	294	262	852	37

#### Projected:

2018-19	295	301	295	891	39
2019-20	291	300	302	893	2
2020-21	308	296	301	905	12
2021-22	285	313	297	895	-10
2022-23	343	290	315	948	53

## LINCOLN - ENROLLMENT HISTORY & PROJECTIONS

School Year	6	7	8	Total	Change from Prior
2008-09	239	247	274	760	
2009-10	248	242	251	741	-19
2010-11	231	245	240	716	-25
2011-12	212	232	238	682	-34
2012-13	257	223	240	720	38
2013-14	245	260	228	733	13
2014-15	209	245	263	717	-16
2015-16	234	216	238	688	-29
2016-17	244	243	222	709	21
2017-18	214	247	242	703	-6

### Projected:

2018-19	256	217	248	721	18
2019-20	225	260	218	703	-18
2020-21	248	229	261	738	35
2021-22	249	252	230	731	-7
2022-23	261	253	253	767	36

## CARPENTER - ENROLLMENT HISTORY & PROJECTIONS

School Year	K	1	2	3	4	5	Total	Change from Prior
2008-09	48	75	53	60	53	63	352	
2009-10	62	49	73	57	59	53	353	1
2010-11	79	67	52	75	57	60	390	37
2011-12	59	77	66	55	72	55	384	-6
2012-13	72	66	79	67	55	75	414	30
2013-14	61	82	70	85	65	60	423	9
2014-15	73	68	82	73	83	66	445	22
2015-16	60	79	74	83	76	82	454	9
2016-17	73	65	83	75	86	78	460	6
2017-18	66	86	72	90	78	85	477	17

### Projected:

2018-19	68	77	90	74	92	79	480	3
2019-20	77	79	81	92	76	94	499	19
2020-21	68	89	83	83	94	77	494	-5
2021-22	68	79	93	85	85	96	506	12
2022-23	68	79	83	95	87	87	499	-7

## FIELD - ENROLLMENT HISTORY & PROJECTIONS

School Year	K	1	2	3	4	5	Total	Change from Prior
2008-09	99	103	111	102	121	101	637	
2009-10	91	108	113	112	110	124	658	21
2010-11	84	99	112	120	121	109	645	-13
2011-12	76	105	110	116	123	123	653	8
2012-13	86	91	108	108	123	123	639	-14
2013-14	106	102	103	114	110	122	657	18
2014-15	85	119	109	106	116	116	651	-6
2015-16	84	99	122	115	107	122	649	-2
2016-17	109	100	98	124	120	114	665	16
2017-18	89	123	99	101	120	119	651	-14

### Projected:

2018-19	96	103	129	101	104	122	655	4
2019-20	104	111	108	132	104	106	665	10
2020-21	93	121	116	110	136	106	682	17
2021-22	93	108	127	119	113	138	698	16
2022-23	93	108	113	130	122	115	681	-17

## FRANKLIN - ENROLLMENT HISTORY & PROJECTIONS

School Year	K	1	2	3	4	5	Total	Change from Prior
2008-09	79	78	81	77	74	79	468	
2009-10	54	83	83	78	83	71	452	-16
2010-11	67	68	83	90	77	85	470	18
2011-12	73	72	70	87	86	79	467	-3
2012-13	53	82	71	66	91	90	453	-14
2013-14	65	71	90	70	71	89	456	3
2014-15	72	79	73	92	71	75	462	6
2015-16	74	86	87	79	95	72	493	31
2016-17	75	85	92	80	80	99	511	18
2017-18	100	89	88	95	81	83	536	25

### Projected:

2018-19	76	116	93	90	98	82	555	19
2019-20	83	88	121	95	92	100	579	24
2020-21	74	96	92	124	98	94	578	-1
2021-22	74	86	100	94	127	100	581	3
2022-23	74	86	90	102	97	129	578	-3

## ROOSEVELT - ENROLLMENT HISTORY & PROJECTIONS

School Year	K	1	2	3	4	5	Total	Change from Prior
2008-09	78	119	114	100	115	135	661	
2009-10	94	88	121	117	101	118	639	-22
2010-11	105	103	93	128	121	103	653	14
2011-12	82	118	104	90	129	117	640	-13
2012-13	111	97	129	105	95	130	667	27
2013-14	69	131	99	130	105	94	628	-39
2014-15	104	88	132	106	128	102	660	32
2015-16	85	124	90	135	113	136	683	23
2016-17	98	98	131	94	140	109	670	-13
2017-18	94	116	104	129	94	140	677	7

### Projected:

2018-19	94	109	121	106	132	96	658	-19
2019-20	106	109	114	124	109	134	696	38
2020-21	94	123	114	117	127	111	686	-10
2021-22	94	109	129	117	120	129	698	12
2022-23	94	109	114	132	120	122	691	-7

## WASHINGTON - ENROLLMENT HISTORY & PROJECTIONS

School Year	K	1	2	3	4	5	Total	Change from Prior
2008-09	87	104	116	96	98	104	605	
2009-10	104	95	102	119	102	97	619	14
2010-11	79	111	102	103	126	101	622	3
2011-12	81	81	110	105	101	129	607	-15
2012-13	91	84	88	115	109	107	594	-13
2013-14	92	103	88	88	121	110	602	8
2014-15	88	107	109	89	99	121	613	11
2015-16	97	95	111	105	89	98	595	-18
2016-17	89	120	96	116	108	96	625	30
2017-18	84	112	123	102	121	109	651	26

### Projected:

2018-19	92	97	117	126	105	123	660	9
2019-20	103	107	101	120	129	107	667	7
2020-21	92	119	112	103	123	131	680	13
2021-22	92	107	124	115	106	125	669	-11
2022-23	92	107	112	127	118	108	664	-5

## Appendix 10

To: Board of Education  
From: Jane Boyd, Director of Student Services  
Date: December 14, 2015  
Re: Proposed Reorganization of Special Education Administrative Model

**History**

Two years ago, at the recommendation of the former Director of Special Education/Pupil Services Jim Even, a proposal was made to eliminate one Facilitator position and replace it with an Assistant Director of Special Education/Pupil Services (now referred to as the Assistant Director of Student Services).

With the addition of a second administrator, the District has benefitted from increased collaboration, enhanced capacity to provide explicit special education professional development and leadership, and the ability to provide direct administrative oversight across our eight schools. Additionally, at the direction of Superintendent Laurie Heinz, the Director co-authored and oversees more than \$300,000 of annual new Title I funds. The Director was able to initiate this grant submission by delegating other supervisory tasks to the licensed Assistant Director. Special Education administrators also spend a significant amount of time working with the schools, families, and IEP teams for students who have been out placed from the District; serve as our homeless liaison; and oversee our English Language program.

As we look to continually improve the special education offerings, we revisited the findings from the Consortium for Education Change (CEC) study that was completed last winter. Findings identified areas of strength and opportunities for improvement within the Special Education department. An area of concern noted by the CEC study is compliance with federal and state mandates related to the Area Program Model and the Least Restrictive Environment. Districts that are out of compliance may be subject to financial ramifications, such as loss of funding.

Finally, as reviewed with the Board of Education at the April 27, 2015 meeting, the academic achievement of our students in special education has lagged behind benchmark districts. Although this performance has improved during the 2014-15 school year, this critical sub-group continues to be performing below the state average in both reading and math.

**Current Leadership Model & Rationale for Recommendation**

As with so many areas in education, the role of special education administrators continues to provide greater degrees of leadership and oversight for activities, such as the addition of 504 and medical care plans.



Our 2020 Vision Strategic Plan also foresees ambitious goals within Strategic Objective 3: *Differentiate to Meet the Academic and Social/Emotional Health Needs of All Students.*

Instructional accommodations, modifications, and differentiation all center on addressing the individual learning needs of students, supporting their mastery of content standards and related indicators.

In addition, Response to Intervention (RtI), which includes providing access to general education classes for special education students, is a long-standing No Child Left Behind (NCLB) and Illinois State Board of Education (ISBE) mandate that is still being fully implemented in our District. Full implementation represents a significant change in our District, and will need strong and consistent leadership by Special Education administrators to fully accomplish. Although the District has accomplished a great deal in this area, there remains significant work to do to standardize protocols and processes to support at risk learners across the District.

District 64 currently utilizes PREA members as Facilitators and supports a peer to peer leadership model for special education staff. While this model has benefits, it is not an appropriate model when substantive changes are needed for program improvement. It is challenging for peers to initiate and hold one another accountable for significant change. We are fortunate to have an experienced, dedicated special education staff in District 64 who are committed to student learning. For many years, our Facilitators have provided an invaluable service to staff and students, but as we move toward more substantive change and growth within the Department, leaders with administrative licensure and authority are needed to provide second order change.

### **Comparison to Area Districts**

Through our benchmarking research, it appears that larger elementary school districts (with enrollments of at least 4,000 students) employ anywhere from three to six administrators within a Special Education Department. These special education departments typically include: a Director of Student Services; an Assistant Director; and between two to four Coordinators that work under an administrator license, which allows them to evaluate staff and to help drive change initiatives, to name a few tasks. Our research also found that smaller elementary districts typically have only a Director of Student Services and may have one other administrator (typically a Coordinator) within the department.

**District Size/Special Education Administrators**

<b>District Number/Name</b>	<b>Student Enrollment</b>	<b>Administrators</b>	<b>Administrative Titles</b>
D21 Wheeling	7,000	3	Director, Integrated Services Coordinator, EC Administrator
D59 Arlington Heights	7,000	6	Assistant Superintendent, 3 Coordinators, 2 EC Administrators
D65 Evanston	7,000	6	Assistant Superintendent, 5 Coordinators
D25 Arlington Heights	6,256	4	Assistant Superintendent, 3 Coordinators
D34 Glenview	4,896	6	Executive Director, 5 Coordinators
D62 Des Plaines	4,800	5	Assistant Superintendent, Assistant Director, 3 coordinators
D181 Hinsdale	4,000	7	Assistant Superintendent, 1 Director of Learning, 5 Pupil Service Administrators
D64 Park Ridge-Niles	4,400	2	Director, Assistant Director

In addition to administrators, typical special education departments consist of: counselors; nurses, occupational therapists, physical therapists, school psychologists, special education teachers, speech pathologists, social workers, and special education assistants.

**Administrative Recommendation**

It is the recommendation of the administrative team that the two full-time special education Facilitators currently working in this capacity be replaced with two full-time special education Coordinators. The Coordinators would hold administrative licenses. We are recommending that the current shared position of .5 Facilitator and .5 Channels of Challenge Lead position remain the same. The employees currently serving as Facilitators will be considered for the new positions as well as being eligible for any other positions in our District that they are currently

certified to perform. The administration is committed to ensuring that this change will be cost neutral for the District.

We would like to assure the Board that during our analysis, the administrative team considered other possibilities. One such alternative was to replace two Facilitator positions with one administrator, which would result in an approximate \$66,000 savings to the District. This option would move more special education leadership responsibilities to the elementary principals and assistant principals. Administration is concerned about the amount of additional work and responsibility this will place on our already busy building leaders, not to mention the degree of training needed to ensure special education rules, regulations and procedures are followed. For these reasons, this alternative is not being forwarded as a recommendation to the Board.

### **Next Steps**

With the Board's approval, administration will move forward with this reorganization for the 2016-17 school year.

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Dr. Lori Lopez, Assistant Superintendent for Student Learning  
Jane Boyd, Director of Student Services  
Vasiliki Frake, Assistant Director of Student Services and D64 EL Director

Date: July 17, 2017

Re: Update on District 64 English Learner (EL) Program Audit Findings and Approval of FTE Allocation Increase

### **Background**

- District 64's English Learner population has more than doubled in just seven years, from 137 EL students during the 2010-11 school year to 282 in 2016-17.
- Per ISBE directive, all our early childhood teachers (Jefferson) are certified EL (English Learners) teachers, and integrate EL services into their daily instruction. The eight elementary schools and middle schools share 6.9 EL teachers.
- Our EL program in District 64 has expanded in size as well as program model. At Field School, we have a subgroup (over 20) of Polish English Learners, requiring District 64 to provide a bilingual Polish program at Field.
- As our EL needs continue to increase, the EL team is working closely to make systemic improvements to the programs and services District 64 offers EL students. For example, focused work on service delivery and assessment has been completed in the past two years.
- In January 2017, the District 64 EL Program participated in an audit conducted by the Illinois State Board of Education (ISBE). Based on feedback from this audit, areas identified for improvement will be addressed in 2017-18. Areas of focus are: uniform paperwork in student records; EL curriculum aligned to general education; and implementation of bilingual program requirements.
- The ACCESS test is an English language proficiency assessment that we must administer to all students who are eligible for EL services annually.
- Scores are used to determine eligibility and to provide classroom teachers with an understanding of where EL learners are in terms of their pathway to proficiency. To be exited from the EL program, students must earn specific scores in reading, writing, and on the overall assessment. Beginning in the 2016-17 school year, the state changed its interpretation of these scores resulting in fewer students exiting the program. *The change in proficiency scores has led to a significant increase in the number of students remaining in the EL program for the coming year.*
- The combination of the steadily increasing numbers of EL students in District 64 and the fact that we have fewer numbers of EL students exiting the program as linked to the new state standards has created the need for an additional EL teacher to provide required services to students.

**Recommendation for 2017-18**

Administration recommends that the Board authorize a 1.0 FTE increase in EL teacher allocation for the 2017-18 school year based on student needs as identified above.

**ACTION ITEM 17-07-3**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve a 1.0 FTE increase in EL teachers for the 2017-18 school year.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

7/17/17

**Park Ridge - Niles Community Consolidated School District 64  
2018-19 Staff Requests**

<b>Position</b>	<b>FTE Change</b>	<b>Comments</b>	<b>Cost Impact</b>	<b>Employee Category</b>
<b>Enrollment Changes</b>				
PREA - Teacher	5.00	Classes projected to exceed the class size guide using the cohort survival method	\$274,795	PREA
PREA - Teacher	2.00	Classes projected to be within 3 students of exceeding the class size guide (bubbles)	\$109,918	PREA
PREA - Teacher	4.00	Specials (Art, Music, P.E., etc.) related to the above	\$219,836	PREA
			\$604,549	
<b>Student Learning Support &amp; Other Staff</b>				
PREA - Teacher	1.00	English Language (EL) teacher - approved at 7/17/17 Board meeting	\$63,378	PREA
Administration	1.00	Assistant Principal	\$80,000	Admin
Administration	1.00	Special Education Coordinator	\$74,000	Admin
			\$217,378	
<b>Summary</b>				
			<i>Total Estimated Salary Impact</i>	<i>\$821,927</i>
			<i>Total Estimated Benefit Impact</i>	<i>\$164,385</i>
			<i>Total Estimated Cost</i>	<i>\$986,312</i>

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Date: February 26, 2018  
Subject: Long-Range Financial Projections

As part of our annual financial cycle, once the Board has adopted the current year tax levy in December and the CPI-U for the next tax levy is released in mid-January, administration brings to the Board updated long-term financial projections. (Attachment 1)

### **Key Updates**

In terms of revenue, the 2017 CPI-U is 2.1%, which is the same CPI-U number reported in 2016. The 2017 CPI-U directly impacts funding during the 2018-19 and 2019-20 fiscal years.

On the expense side, all labor contracts have been incorporated into the salary and benefit projections. The two years beyond the current three labor contracts [Park Ridge Education Association (PREA), Park Ridge Teacher's Assistant Association (PRTAA), and the Support Staff Council (SSC)] and any employees not covered by a collective bargaining agreement (CBA) have raises set at an average of 3.0%. The 3.0% used mirrors the increases that the labor contracts will all see in the 2018-19 and 2019-20 raises, which all have a CPI-U component built into them.

The expenditures associated with the proposed Carpenter Heating Ventilating and Cooling (HVAC) project and the proposed Emerson classroom addition and possible LRC update to a flexible learning environment project have been added to the 2018-19 budget. This is recorded as a \$2M transfer from the Working Cash Fund to the Capital Projects Fund.

This year, the District has 10 PREA retirees that are in the retirement incentive program. In addition, we currently have three PREA retirees that are retiring outside of the incentive. As discussed at prior meetings, the savings from the retirement incentive program are helping to fund our Capital projects. In 2017, the District issued \$9.25M in Debt Certificates, which are being paid back through the Operations & Maintenance (O&M) fund. There was no increase in taxes to the taxpayers when the District issued the Debt Certificates.

### **Staffing Assumptions**

The Financial Projections presented to the Board in conjunction with the approval of the 2017-18 Budget at the September 25, 2017 meeting have been updated with the information listed above. The projections presented at this meeting now also include the additional staffing requests for the 2018-19 school year that are being presented tonight. To present the most conservative view for these Financial Projections, if all the additional staff needed for possible enrollment increases as

presented in the staffing and enrollment projections for 2018-19 are ultimately needed, these would represent approximately \$1M in expenditures in each year of the projections beginning with 2018-19.

Registration for the 2018-19 school year began this month for incoming kindergarten/new students; returning student registration begins on April 23. Administration will keep the Board updated on student enrollment and the need for additional staff members as we move into the spring.

### **Other Assumptions**

Prior to the 2021-22 fiscal year, the Board will have renegotiated the three labor contracts that are set to expire at the end of the 2019-20 school/fiscal year. Administration has conservatively budgeted future tax levies using a CPI-U of 1%; new construction has been estimated at \$10M over the next two levy years and then dropping to \$6M per year. Increases in the Equalized Assessed Valuation (EAV) of the District have also been set at a very conservative 1.0% for future years. In addition, the District takes a conservative approach in our forecasting by including a possible pension cost shift from the State; we continue to include a shift of 0.5% of certified salaries the first year, increasing 0.5% annually.

### **Projections Summary**

The 2017-18 Adopted Budget projects \$1.86M in surplus with an Operating Fund balance of 63.04% and 230 days cash on hand. Including the key updates listed above and the additional assumptions, the financial projections are showing a projected Operating Fund Balance of 50.88% and 186 Days Cash on Hand at the end of the 2021-22 fiscal year. 2021-22, therefore, is the first year that District expenditures would exceed revenues on an annual basis, if everything went according to the projections and all assumptions are also realized (such as the state pension shift, etc.). However, the Operating Fund balance would still exceed Board policy (120 days or 33.3%) even under those conditions.

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



**Five-Year Financial Projections**  
2/22/18

		Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
<b>Spring CPI</b>	L14	<b>0.70%</b>	L17	<b>2.10%</b>	L18	<b>2.10%</b>	L19	<b>1% Est</b>	L20	<b>1% Est</b>	L21	<b>1% Est</b>	
<b>Fall CPI</b>	L13	<b>0.80%</b>	L16	<b>0.70%</b>	L17	<b>2.10%</b>	L18	<b>2.10%</b>	L19	<b>1% Est</b>	L20	<b>1% Est</b>	
<b>EDUCATION FUND:</b>													
<b>REVENUES: Local</b>													
Taxes, Ad Valorem. - 1100		\$ 46,341,817	-1.5%	\$ 45,657,000	6.5%	\$ 48,624,888	4.1%	\$ 50,641,644	4.2%	\$ 52,753,446		\$ 51,849,203	Assume 99% Collection Rate
Prior Year Refunds		(601,308)		(565,000)		(150,000)		(150,000)		(150,000)		(150,000)	May need to adjust 2018 - 19 and future years
Taxes, Ad Valorem. 1100 - Sp. Ed.		3,502,805		5,072,000		4,950,000		4,950,000		4,950,000		4,801,500	
Prior Year Refunds - Sp. Ed.		(20,659)		(32,000)		(30,000)		(30,000)		(30,000)		(30,000)	
Corporate Property Replacement Tax		1,101,068		803,500		900,000		900,000		900,000		900,000	
Regular Tuition - 1311		181,403		190,000		190,000		190,000		190,000		190,000	
Summer School Fees - 1300		261,039		247,000		270,000		270,000		270,000		270,000	
Interest -1500		354,247		363,000		325,000		325,000		325,000		325,000	
Food Services - 1600		522,708		1,135,000		1,135,000		1,135,000		1,135,000		1,135,000	
Pupil Activities - 1700		69,155		65,800		65,000		65,000		65,000		65,000	
Student Fees - 1800		1,081,228		1,060,000		1,000,000		1,000,000		1,000,000		1,000,000	
Donations - 1900		13,331		3,500		3,000		3,000		3,000		3,000	
<b>Other</b>													
Chromebook Accessory Fees													
Extended K Program		408,332		400,000		400,000		400,000		400,000		400,000	
Summer Camp Fees													
Refund Prior Year Expenditure		80,234		48,000		25,000		25,000		25,000		25,000	
TIF - New Property		360,000		360,000		360,000		360,000		360,000		360,000	
TIF - New Student													
E-Rate		38,961		182,000		40,000		40,000		40,000		40,000	
Misc. Revenue		217,313		76,300		50,000		50,000		50,000		50,000	
<b>TOTAL LOCAL</b>		<b>\$ 53,911,675</b>	<b>2.1%</b>	<b>\$ 55,066,100</b>	<b>5.6%</b>	<b>\$ 58,157,888</b>	<b>3.5%</b>	<b>\$ 60,174,644</b>	<b>3.5%</b>	<b>\$ 62,286,446</b>	<b>-1.7%</b>	<b>\$ 61,233,703</b>	

## Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17	Adopted Budget 2017-18	Projected Budget 2018-19	Projected Budget 2019-20	Projected Budget 2020-21	Projected Budget 2021-22	NOTES
<b>REVENUES: State</b>							
3001 Gross GSA Entitlement	\$ 1,682,678	\$ 3,352,200	\$ 3,350,000	\$ 3,350,000	\$ 3,350,000	\$ 3,350,000	
<b>Special Education:</b>							
3100 Private Facility	215,977	185,850	185,850	185,850	185,850	185,850	
3105 Extraordinary	391,385	261,040					2017-18 Moved into GSA
3110 Personnel	866,011	571,700					2017-18 Moved into GSA
3120 Sp. Ed. Orphanage	19,949	1,530	1,500	1,500	1,500	1,500	
3145 Summer School		3,600					
3360 Free Lunch/Breakfast	352	300	300	300	300	300	
3800 State Library Grant		2,600	2,600	2,600	2,600	2,600	
<b>TOTAL STATE</b>	<b>\$ 3,176,351</b>	<b>\$ 4,378,820</b>	<b>-19.2% \$ 3,540,250</b>	<b>\$ 3,540,250</b>	<b>\$ 3,540,250</b>	<b>\$ 3,540,250</b>	Higher Revenue in 2017-18 Due to Prior Yrs
<b>REVENUES: Federal</b>							
<b>Flow-Throughs: Federal Sources</b>							
4215 Milk Program	\$ 27,914	\$ 27,700	\$ 37,100	\$ 37,100	\$ 37,100	\$ 37,100	
4300 Title I - Low Income	289,375	246,000	275,000	275,000	275,000	275,000	
4300 Title I - Low Income Prior Year							
Special Education IDEA Pre-School	18,473	21,500	17,480	17,480	17,480	17,480	
4620 Sp. Ed. IDEA Pre-School Prior Year							
4620 IDEA Flow Thru	976,791	1,100,000	1,045,108	1,045,108	1,045,108	1,045,108	
4620 IDEA Prior Year							
4625 IDEA Room & Board	105,268						
4932 Title IIA - Teacher Quality	82,486	60,800	60,000	60,000	60,000	60,000	
4932 Title IIA - Teacher Quality Prior Year							
Medicaid Matching - Admin Outreach	111,828	100,000	100,000	100,000	100,000	100,000	
Medicaid Fee for Service	256,136	150,000	150,000	150,000	150,000	150,000	
<b>TOTAL FEDERAL</b>	<b>\$ 1,868,271</b>	<b>\$ 1,706,000</b>	<b>\$ 1,684,688</b>	<b>\$ 1,684,688</b>	<b>\$ 1,684,688</b>	<b>\$ 1,684,688</b>	
<b>TOTAL REVENUE</b>	<b>\$ 58,956,298</b>	<b>3.7% \$ 61,150,920</b>	<b>3.6% \$ 63,382,826</b>	<b>3.2% \$ 65,399,582</b>	<b>3.2% \$ 67,511,384</b>	<b>-1.6% \$ 66,458,641</b>	

Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
<b>EDUCATION FUND EXPENDITURES:</b>												
Salaries	\$ 46,053,869	0.5%	\$ 46,276,653	2.3%	\$ 47,357,054	2.1%	\$ 48,369,347	2.2%	\$ 49,412,906	2.2%	\$ 50,516,836	
Employee Benefits	6,855,758	-0.2%	6,841,069	5.0%	7,183,122	5.0%	7,542,279	5.0%	7,919,393	5.0%	8,315,362	TRS, THIS, Insurance, Tuition Reimbursement
Purchased Services	2,612,802	32.4%	3,458,250	1.0%	3,492,833	1.0%	3,527,761	1.0%	3,563,038	1.0%	3,598,669	Inc. due to addition of Elementary Lunch Prog.
Supplies	1,862,805	16.7%	2,173,644	5.0%	2,282,326	5.0%	2,396,443	5.0%	2,516,265	5.0%	2,642,078	
Capital Outlay	185,123	45.4%	269,150	1.0%	271,842	1.0%	274,560	1.0%	277,306	1.0%	280,079	
Dues & Fees (Other)	1,544,380	33.6%	2,063,387	1.0%	2,084,021	1.0%	2,104,861	1.0%	2,125,910	1.0%	2,147,169	\$500K Contingency Included
Non-Capitalized Expenditures	363,293	-94.8%	19,036	1.0%	19,226	1.0%	19,419	1.0%	19,613	1.0%	19,809	
Termination (Retirement) Benefits	156,459	402.4%	786,000		265,000		155,000		155,000		155,000	
Contingency												
State Pension Shift/TRS Phase In					382,808		574,212		765,616		765,616	0.5% of Certified Salaries Inc. each year
<b>TOTAL EXPENDITURES</b>	<b>\$ 59,634,489</b>	<b>3.8%</b>	<b>\$ 61,887,189</b>	<b>2.3%</b>	<b>\$ 63,338,231</b>	<b>2.6%</b>	<b>\$ 64,963,881</b>	<b>2.8%</b>	<b>\$ 66,755,045</b>		<b>\$ 68,440,618</b>	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ (678,191)</b>		<b>\$ (736,269)</b>		<b>\$ 44,595</b>		<b>\$ 435,701</b>		<b>\$ 756,338</b>		<b>\$ (1,981,976)</b>	
Fund Transfers/Loans			1,000,000		2,000,000							Transfers from Transportation
Other Financing Sources(Uses)	(356,717)		(250,878)		(244,427)		(162,688)		(110,999)		(110,999)	Copier & VOIP Leases
BALANCE, BEGINNING:	\$ 27,557,327		\$ 26,522,419		\$ 26,535,272		\$ 28,335,440		\$ 28,608,453		\$ 29,253,792	
FUND BALANCE ENDING	\$ 26,522,419	0.0%	\$ 26,535,272	6.8%	\$ 28,335,440	1.0%	\$ 28,608,453	2.3%	\$ 29,253,792		\$ 27,160,817	

## Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
<b>OPER. &amp; MAINT. FUND</b>												
<b>REVENUES:</b>												
Taxes, Ad Valorem	\$ 6,625,859		\$ 6,069,500		\$ 5,616,661		\$ 5,904,751		\$ 6,078,500		\$ 6,078,500	
Prior Year Refunds	(96,573)		(90,000)		(90,000)		(90,000)		(90,000)		(90,000)	
Interest	69,309		84,700		80,000		80,000		80,000		80,000	
Rentals	54,293		81,613		82,000		82,000		82,000		82,000	
Donations	70,429											
TIF New Student	284,808		275,000		275,000		275,000		275,000		275,000	
E-Rate	-											Moved to Education Fund
Other Revenue	38,796											
DECO Grant	17,614		10,500									
<b>TOTAL REVENUES</b>	<b>\$ 7,064,536</b>	<b>-9.1%</b>	<b>\$ 6,420,813</b>	<b>-7.1%</b>	<b>\$ 5,963,661</b>	<b>4.8%</b>	<b>\$ 6,251,751</b>	<b>2.8%</b>	<b>\$ 6,425,500</b>		<b>\$ 6,425,500</b>	
<b>EXPENDITURES:</b>												
Salaries	\$ 2,569,677	0.1%	\$ 2,571,516	-0.2%	\$ 2,565,716	3.1%	\$ 2,645,245	3.0%	\$ 2,724,602		\$ 2,806,340	
Employee Benefits	438,470	1.7%	445,955	5.0%	468,253	5.0%	491,665	5.0%	516,249		542,061	
Purchased Services	1,182,192	-6.8%	1,101,400	1.0%	1,112,414	1.0%	1,123,538	1.0%	1,134,774		1,146,121	
Supplies	993,018	0.5%	997,500	1.0%	1,007,475	1.0%	1,017,550	1.0%	1,027,725		1,038,002	
Capital Expenditures	65,965	1052.1%	760,000	1.0%	767,600	1.0%	775,276	1.0%	783,029		790,859	\$500K Construction Projects In-House
Construction												
Non-Capitalized Expenditures	14,232											
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,263,554</b>		<b>\$ 5,876,371</b>		<b>\$ 5,921,457</b>		<b>\$ 6,053,274</b>		<b>\$ 6,186,378</b>		<b>\$ 6,323,384</b>	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ 1,800,981</b>		<b>\$ 544,442</b>		<b>\$ 42,204</b>		<b>\$ 198,477</b>		<b>\$ 239,122</b>		<b>\$ 102,116</b>	
<b>Fund Transfers/Loans</b>	3,015		(786,632)		(786,632)		(786,632)		(786,632)		(786,632)	Debt Certificates, Transfers to Education Fund
<b>BALANCE, BEGINNING:</b>	<b>\$ 6,755,172</b>		<b>\$ 8,559,169</b>		<b>\$ 8,316,979</b>		<b>\$ 7,572,550</b>		<b>\$ 6,984,395</b>		<b>\$ 6,436,885</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 8,559,169</b>	<b>-2.8%</b>	<b>\$ 8,316,979</b>	<b>-9.0%</b>	<b>\$ 7,572,550</b>	<b>-7.8%</b>	<b>\$ 6,984,395</b>	<b>-7.8%</b>	<b>\$ 6,436,885</b>		<b>\$ 5,752,369</b>	

## Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17	Adopted Budget 2017-18	Projected Budget 2018-19	Projected Budget 2019-20	Projected Budget 2020-21	Projected Budget 2021-22	NOTES
<b>TRANSPORTATION FUND</b>							
<b>REVENUES: Local</b>							
Taxes, Ad Valorem	\$ 2,866,804	\$ 3,540,500	\$ 2,576,795	\$ 2,626,918	\$ 2,794,314	\$ 2,794,314	
Prior Year Refunds	(13,212)	(18,000)	(18,000)	(18,000)	(18,000)	(18,000)	
Paid Rider Fees	20,090	18,600	18,000	18,000	18,000	18,000	
Field Trips	34,194	25,100	35,000	35,000	35,000	35,000	Reimbursed through fees charged
Interest	25,652	27,000	24,000	24,000	24,000	24,000	
Refund Prior Year Expenditures							
Other Revenue							
<b>TOTAL LOCAL</b>	<b>\$ 2,933,528</b>	<b>\$ 3,593,200</b>	<b>\$ 2,635,795</b>	<b>\$ 2,685,918</b>	<b>\$ 2,853,314</b>	<b>\$ 2,853,314</b>	
<b>REVENUES: State</b>							
3500 Regular Trans Aid	54,380	17,340	20,000	20,000	20,000	20,000	
3510 Sp. Ed. Trans.	743,811	833,180	750,000	750,000	750,000	750,000	
<b>TOTAL STATE</b>	<b>\$ 798,192</b>	<b>\$ 850,520</b>	<b>\$ 770,000</b>	<b>\$ 770,000</b>	<b>\$ 770,000</b>	<b>\$ 770,000</b>	
<b>TOTAL REVENUES</b>	<b>\$ 3,731,720</b>	<b>\$ 4,443,720</b>	<b>-23.4%</b> <b>\$ 3,405,795</b>	<b>1.5%</b> <b>\$ 3,455,918</b>	<b>4.8%</b> <b>\$ 3,623,314</b>	<b>0.0%</b> <b>\$ 3,623,314</b>	
<b>EXPENDITURES:</b>							
Salaries	\$ 16,508	\$ 16,900	3.0% \$ 17,407	3.0% \$ 17,929	3.0% \$ 18,467	3.0% \$ 19,021	Portion of CSBO & Trans. Sec. Salaries
Benefits	3,093	3,892	5.0% 4,087	5.0% 4,291	5.0% 4,505	5.0% 4,731	
Purchased Services	3,121,468	3,251,715	2.5% 3,333,008	2.5% 3,416,333	2.5% 3,501,741	2.5% 3,589,285	Inc. Trans. Services & Versatrans
Supplies		1,000	1,000	1,000	1,000	1,000	
Other Support Services (Purchased Serv)							
Payments to Other Government Units							
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,141,069</b>	<b>\$ 3,273,507</b>	<b>\$ 3,355,501</b>	<b>\$ 3,439,553</b>	<b>\$ 3,525,714</b>	<b>\$ 3,614,037</b>	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ 590,651</b>	<b>\$ 1,170,213</b>	<b>\$ 50,294</b>	<b>\$ 16,365</b>	<b>\$ 97,600</b>	<b>\$ 9,277</b>	
Fund Transfers/Loans		(1,000,000)	(2,000,000)				Transfer to Education Fund
<b>BALANCE, BEGINNING:</b>	<b>\$ 2,210,267</b>	<b>\$ 2,800,917</b>	<b>\$ 2,971,130</b>	<b>\$ 1,021,424</b>	<b>\$ 1,037,789</b>	<b>\$ 1,135,389</b>	
<b>FUND BALANCE ENDING</b>	<b>\$ 2,800,917</b>	<b>6.1%</b> <b>\$ 2,971,130</b>	<b>-65.6%</b> <b>\$ 1,021,424</b>	<b>1.6%</b> <b>\$ 1,037,789</b>	<b>9.4%</b> <b>\$ 1,135,389</b>	<b>0.8%</b> <b>\$ 1,144,666</b>	

Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17	Adopted Budget 2017-18	Projected Budget 2018-19	Projected Budget 2019-20	Projected Budget 2020-21	Projected Budget 2021-22	NOTES
<b>Illinois Municipal Retirement Fund</b>							
<b>REVENUES:</b>							
Taxes, Ad Valorem	\$ 1,143,127	\$ 1,000,500	\$ 921,849	\$ 820,031	\$ 888,875	\$ 888,875	
Prior Year Refunds	(17,028)	(16,500)	(16,500)	(16,500)	(16,500)	(16,500)	
Corp. PPRT	51,363	62,600	65,000	65,000	65,000	65,000	
Interest	5,594	8,700	9,000	9,000	9,000	9,000	
Other							
<b>TOTAL REVENUE</b>	<b>\$ 1,183,056</b>	<b>\$ 1,055,300</b>	<b>-7.2% \$ 979,349</b>	<b>-10.4% \$ 877,531</b>	<b>7.8% \$ 946,375</b>	<b>0.0% \$ 946,375</b>	
<b>EXPENDITURES:</b>							
	\$ 1,045,644	\$ 1,100,000	\$ 1,111,000	\$ 1,122,110	\$ 1,133,331	\$ 1,144,664	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ 137,411</b>	<b>\$ (44,700)</b>	<b>\$ (131,651)</b>	<b>\$ (244,579)</b>	<b>\$ (186,956)</b>	<b>\$ (198,289)</b>	Deficit is ok, we do not want large FB
<b>Fund Transfers/Loans</b>							
BALANCE, BEGINNING:	\$ 695,454	\$ 832,865	\$ 788,165	\$ 656,514	\$ 411,935	\$ 224,979	
BALANCE, END-OF-YEAR:	\$ 832,865	-5.4% \$ 788,165	-16.7% \$ 656,514	-37.3% \$ 411,935	-45.4% \$ 224,979	\$ 26,690	
<b>Social Security Fund</b>							
<b>REVENUES:</b>							
Taxes, Ad Valorem	\$ 1,292,282	\$ 1,528,300	\$ 1,155,843	\$ 1,025,611	\$ 1,137,291	\$ 1,137,291	
Prior Year Refunds	(10,566)	(14,000)	(14,000)	(14,000)	(14,000)	(14,000)	
Corp. PPRT	95,388	79,700	80,000	80,000	80,000	80,000	
Interest	843	300	300	300	300	300	
Other							
<b>TOTAL REVENUE</b>	<b>\$ 1,377,946</b>	<b>\$ 1,594,300</b>	<b>\$ 1,222,143</b>	<b>\$ 1,091,911</b>	<b>\$ 1,203,591</b>	<b>\$ 1,203,591</b>	
<b>EXPENDITURES:</b>							
	\$ 1,180,224	\$ 1,296,400	\$ 1,309,364	\$ 1,322,458	\$ 1,335,682	\$ 1,349,039	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ 197,723</b>	<b>\$ 297,900</b>	<b>\$ (87,221)</b>	<b>\$ (230,546)</b>	<b>\$ (132,091)</b>	<b>\$ (145,448)</b>	Deficit is ok, we do not want large FB
<b>Fund Transfers/Loans</b>							
BALANCE, BEGINNING:	\$ 140,654	\$ 338,377	\$ 636,277	\$ 549,056	\$ 318,509	\$ 186,418	
BALANCE, END-OF-YEAR:	\$ 338,377	\$ 636,277	-13.7% \$ 549,056	-42.0% \$ 318,509	-41.5% \$ 186,418	\$ 40,971	

## Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
<b>WORKING CASH FUND:</b>												
<b>REVENUES:</b>												
Taxes, Ad Valorem	\$ 517,402		\$ 557,900		\$ 544,500		\$ 544,500		\$ 544,500		\$ 544,500	
Prior Year Refunds	(5,292)		(6,000)		(6,000)		(6,000)		(6,000)		(6,000)	
Interest	136,197		147,200		150,000		150,000		150,000		150,000	
Misc. Revenue												
Refund Prior Year Expenditures												
<b>TOTAL REVENUE</b>	<b>\$ 648,307</b>		<b>\$ 699,100</b>		<b>\$ 688,500</b>		<b>\$ 688,500</b>		<b>\$ 688,500</b>		<b>\$ 688,500</b>	
<b>EXPENDITURES:</b>	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ 648,307</b>		<b>\$ 699,100</b>		<b>\$ 688,500</b>		<b>\$ 688,500</b>		<b>\$ 688,500</b>		<b>\$ 688,500</b>	
<b>Fund Transfers/Loans</b>	<b>\$ (4,500,000)</b>				<b>\$ (2,000,000)</b>							
<b>BALANCE, BEGINNING:</b>	<b>\$ 9,764,872</b>		<b>\$ 5,913,179</b>		<b>\$ 6,612,279</b>		<b>\$ 5,300,779</b>		<b>\$ 5,989,279</b>		<b>\$ 6,677,779</b>	
<b>BALANCE, END-OF-YEAR:</b>	<b>\$ 5,913,179</b>	11.8%	<b>\$ 6,612,279</b>	-19.8%	<b>\$ 5,300,779</b>	13.0%	<b>\$ 5,989,279</b>	11.5%	<b>\$ 6,677,779</b>		<b>\$ 7,366,279</b>	

## Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
<b>TORT LIABILITY FUND:</b>												
<b>REVENUES:</b>												
Taxes, Ad Valorem	\$ 560,039		\$ 584,200		\$ 445,366		\$ 517,562		\$ 517,562		\$ 517,562	
Prior Year Refunds	(7,920)		(8,000)		(8,000)		(8,000)		(8,000)		(8,000)	
Interest	5,135		8,500		8,500		8,500		8,500		8,500	
Misc. Revenue												
Refund Prior Year Expenditures	16,059											
<b>TOTAL REVENUE</b>	<b>\$ 573,313</b>		<b>\$ 584,700</b>		<b>\$ 445,866</b>		<b>\$ 518,062</b>		<b>\$ 518,062</b>		<b>\$ 518,062</b>	
<b>EXPENDITURES:</b>	<b>\$ 650,141</b>		<b>\$ 653,038</b>		<b>\$ 672,629</b>		<b>\$ 692,808</b>		<b>\$ 713,592</b>		<b>\$ 735,000</b>	
<b>EXCESS(DEFICIT) FOR YEAR</b>	<b>\$ (76,829)</b>		<b>\$ (68,338)</b>		<b>\$ (226,763)</b>		<b>\$ (174,746)</b>		<b>\$ (195,530)</b>		<b>\$ (216,938)</b>	Deficit is ok, we don't want a FB here
<b>Fund Transfers/Loans</b>												
<b>BALANCE, BEGINNING:</b>	<b>\$ 988,020</b>		<b>\$ 911,192</b>		<b>\$ 842,854</b>		<b>\$ 616,091</b>		<b>\$ 441,345</b>		<b>\$ 245,815</b>	
<b>BALANCE, END-OF-YEAR:</b>	<b>\$ 911,192</b>	-7.5%	<b>\$ 842,854</b>	-26.9%	<b>\$ 616,091</b>	-28.4%	<b>\$ 441,345</b>	-44.3%	<b>\$ 245,815</b>		<b>\$ 28,878</b>	



## Park Ridge Niles School District 64

Five-Year Financial Projections  
2/22/18

	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	NOTES
<b>TOTAL OPERATING FUNDS</b>												
	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	
TOTAL REVENUES	\$ 73,535,175	3.3%	\$ 75,948,853	0.2%	\$ 76,088,140	2.9%	\$ 78,283,256	3.4%	\$ 80,916,727		\$ 79,863,985	
TOTAL EXPENDITURES	\$ 70,915,122	4.5%	\$ 74,086,505	2.2%	\$ 75,708,184	2.5%	\$ 77,594,084	2.6%	\$ 79,649,743		\$ 81,606,742	
EXCESS (DEFICIT) FOR YEAR	\$ 2,620,053		\$ 1,862,348		\$ 379,956		\$ 689,172		\$ 1,266,984		\$ (1,742,757)	
<b>Fund Transfers/Loans</b>												
Other Financing Sources(Uses)	- 4,853,702		- 1,037,510		- 3,031,059		- 949,320		- 897,631		- 897,631	
BALANCE, BEGINNING:	\$ 48,111,767		\$ 45,878,119		\$ 46,702,957		\$ 44,051,854		\$ 43,791,706		\$ 44,161,058	
BALANCE, END-OF-YEAR	\$ 45,878,119	1.8%	\$ 46,702,957	-5.7%	\$ 44,051,854	-0.6%	\$ 43,791,706	0.8%	\$ 44,161,058		\$ 41,520,670	
OPERATING FUND BALANCE:	64.69%		63.04%		58.19%		56.44%		55.44%		50.88%	
DAYS CASH ON HAND	236		230		212		206		202		186	

# Financial Projections

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**Board of Education  
February 26, 2018**

**Mrs. Luann Kolstad**  
**Chief School Business Official**

# Assumptions – Revenue

## 1 | CPI

- Actual 2016: 2.1%
  - Impacts 2016-17 & 2017-18 Rev.
- Actual 2017: 2.1%
  - Impacts 2017-18 & 2018-19 Rev.
- Future Years: 1.5%

## 2 | State and Federal Funding

- State EBF: \$3.7M
- Federal
  - Idea: \$1.1M
  - Title I: \$250K
  - Title II: \$60K
  - Medicaid: \$250K
  - Trans.: \$850K
  - Fed Milk: \$25K

# Assumptions – Expenditures

## 1 | Additional Staffing - Enrollment

- Cohort Survival projections
- Classroom teachers
- Specials areas

## 2 | Additional Staffing - Other Requests

- Student learning support /other staff

## 3 | Salaries Adjusted Based on CBAs

- Per Labor Contracts by year

# Assumptions – Expenditures

## 4 | Salaries - Retirement Incentive

- Retirements/PREA
  - 2017-18: 10
  - 2018-19: 5

## 5 | O&M & Capital Projects

- O&M Continuing \$500K/year
- \$2M from WC to Capital Projects

## 6 | Debt Certificates

- \$800K/year

# Conservative Approach

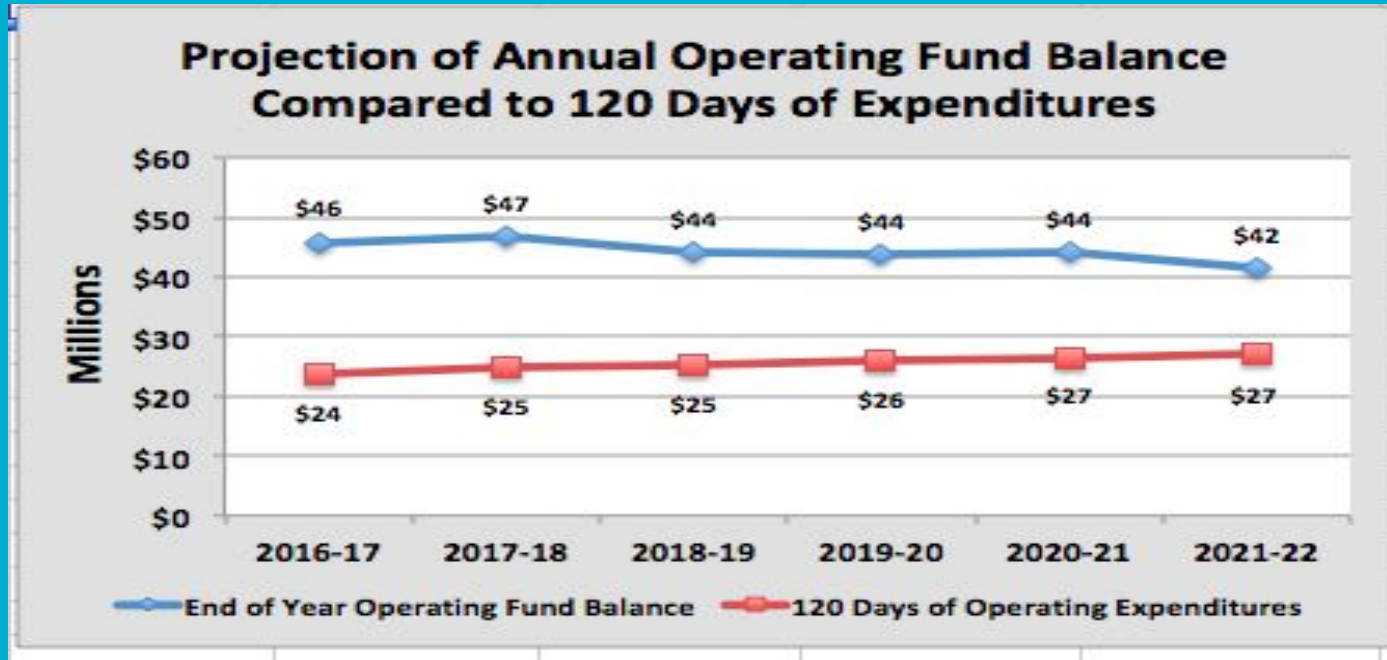
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- **Pension cost shift:** 0.5% first year of certified salaries and increasing 0.5% annually.
- **This is built into our projections.**

# Summary of Financial Projections

TOTAL OPERATING FUNDS												
	Audited Actuals 2016-17		Adopted Budget 2017-18		Projected Budget 2018-19		Projected Budget 2019-20		Projected Budget 2020-21		Projected Budget 2021-22	
TOTAL REVENUES	\$ 73,535,175	3.3%	\$ 75,948,853	0.2%	\$ 76,088,140	2.9%	\$ 78,283,256	3.4%	\$ 80,916,727		\$ 79,863,985	
TOTAL EXPENDITURES	\$ 70,915,122	4.5%	\$ 74,086,505	2.2%	\$ 75,708,184	2.5%	\$ 77,594,084	2.6%	\$ 79,649,743		\$ 81,606,742	
EXCESS (DEFICIT) FOR YEAR	\$ 2,620,053		\$ 1,862,348		\$ 379,956		\$ 689,172		\$ 1,266,984		\$ (1,742,757)	
Fund Transfers/Loans												
Other Financing Sources(Uses)	- 4,853,702		- 1,037,510		- 3,031,059		- 949,320		- 897,631		- 897,631	
BALANCE, BEGINNING:	\$ 48,111,767		\$ 45,878,119		\$ 46,702,957		\$ 44,051,854		\$ 43,791,706		\$ 44,161,058	
BALANCE, END-OF-YEAR	\$ 45,878,119	1.8%	\$ 46,702,957	-5.7%	\$ 44,051,854	-0.6%	\$ 43,791,706	0.8%	\$ 44,161,058		\$ 41,520,670	
OPERATING FUND BALANCE:		64.69%		63.04%		58.19%		56.44%		55.44%		50.88%
DAYS CASH ON HAND		236		230		212		206		202		186

# Operating Fund Balance compared to 120 Days





# Conservative Approach: Other Unknowns?

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- Possible **property tax freeze?**
  - *Which budget year and how much?*
- **Changes in federal and/or state funding?**

# What Questions Do You Have?

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To: Board of Education  
Dr. Laurie Heinz, Superintendent

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

Date: February 26, 2018

Subject: Approval of Summer Construction Bids: ESC Entry Stair and ADA Ramp; Roosevelt: HLS Classroom/Office, Plumbing Replacement, Corridor Flooring Replacement

As authorized at the October 23, 2017 Board of Education meeting, District 64 prepared construction documents and sought bids for:

- Replacement of the Educational Service Center (ESC) stair and addition of ADA Ramp
- Completion of Health Life Safety (HLS) projects and Classroom and Main Office Relocation with Secure Vestibule installation at Roosevelt School
- Replacement of galvanized water piping at Roosevelt School
- Replacement of Roosevelt School corridor flooring

Below are the analysis and recommendations for each project. Overall, Studio GC had estimated that the combined cost of the projects would be \$5,142,585; the recommended bids to be awarded total \$3,084,069 including alternates. This represents a savings of \$772,223 from the original projections. (Attachment 1)

### **Replacement of ESC Stair and Addition of ADA Ramp**

Bids for the Replacement of ESC Stair and Addition of ADA Ramp Project were received at 9:00 a.m. on February 20, 2018. The District received bids from 10 contractors. The apparent low bidder is ATP Enterprise Group with a bid in the amount of \$175,000. As a follow-up to the bid opening, Studio GC is meeting with ATP Enterprise Group to review the scope of the project. The recommendation will be sent to the Board and posted as soon as it is received by administration.

The Replacement of ESC Stair and Addition of ADA Ramp Project is a Health Life Safety (HLS) project. The initial estimate from Studio GC for the project was \$168,950. The bid for the ESC Stair and Addition of ADA Ramp Project represents a difference of \$19,950. The administration added to this project as an alternate the addition of a snow melt system for the ADA ramp and a new flag pole at the ESC. The bid amount for these two alternates is \$26,000. The total contract to be awarded to the apparent low bidder ATP Enterprise Group is \$175,000.

Related to this work, the District will incur architectural (7.5%) and construction management (2.0%) fees of \$16,625 for this project.

### **Completion of Health Life Safety (HLS) Projects, Classroom and Main Office Relocation with Secure Vestibule installation at Roosevelt School**

Bids for the Completion of Health Life Safety (HLS) projects, Classroom and Main Office Relocation with Secure Vestibule installation at Roosevelt School were received at 10:00 a.m. on February 20, 2018. The District received bids from three contractors. The lowest responsible base bid was from Construction Solutions of Illinois (CSI) in the amount of \$1,472,723. Studio GC met with CSI to review

the scope of the project and has recommended to administration that the bid be awarded to CSI (Attachment 2). CSI successfully completed the work at Lincoln Middle School during summer 2017.

This project had multiple estimates:

HLS Projects	\$ 411,426	- HLS
Classroom and Main Office Relocation	\$1,289,090	- Capital Projects
Secure Vestibule	\$ 83,000	- Capital Projects
Learning Resource Center	<u>\$ 228,311</u>	- Capital Projects
Total Estimates	\$2,011,827	

The initial estimate from Studio GC for the project was \$2,011,827. The bid to be awarded represents a **savings of \$539,104 from the original estimate.**

Related to this work, the District will incur architectural (7.5%) and construction management (2.0%) fees of \$139,909 for this project.

### **Roosevelt Plumbing Replacement**

Bids for Plumbing Replacement at Roosevelt School were received at 11:00 a.m. on January 18, 2018. The District received bids from four contractors. The lowest responsible bid was from D’Kersey in the amount of \$261,623. Studio GC met with D’Kersey to review the scope of the project and has recommended to administration that the bid be awarded to D’Kersey (Attachment 3).

The initial estimate from Studio GC for the project was \$423,722. The bid to be awarded represents a difference of \$162,099. The administration added to this project as an alternate the addition of new art room sinks in the Roosevelt art room at a cost of \$4,700. This cost is included in D’Kersey’s bid of \$261,623.

Related to this work, the District will incur architectural (7.5%) and construction management (2.0%) fees of \$24,854 for this project.

### **Roosevelt Flooring Replacement**

Bids for Flooring Replacement at Roosevelt School were received at 10:00 a.m. on January 18, 2018. The District received bids from two contractors. The lowest responsible bid was from Michael Kautz Flooring in the amount of \$402,500. Studio GC met with Michael Kautz Flooring to review the scope of the project and has recommended to administration that the bid be awarded to Michael Kautz Flooring (Attachment 4).

The initial estimate from Studio GC for the project was \$479,571. The bid to be awarded represents a difference of \$77,071 for this project.

Related to this work, the District will incur architectural (7.5%) and construction management (2.0%) fees of \$38,238 for this project.

### **ACTION ITEM 18-02-5**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Replacement of ESC Stair and Addition of ADA Ramp to ATP Enterprise Group in the amount of \$175,000.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

ACTION ITEM 18-02-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Completion of Health Life Safety (HLS) projects, Classroom and Main Office Relocation with Secure Vestibule installation at Roosevelt School to Construction Solutions Illinois (CSI) in the amount of \$1,472,72.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

ACTION ITEM 18-02-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Roosevelt Plumbing Replacement Project to D’Kersey in the amount of \$261,623.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

ACTION ITEM 18-02-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Roosevelt Flooring Replacement Project to Michael Kautz Flooring in the amount of \$402,500.

The votes were cast as follows:

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

AYES:

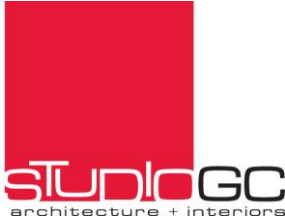
NAYS:

PRESENT:

ABSENT:

2/26//18

Construction Item	Category	Estimate	Actual Bid	Variance	BOE Approval
<b>Identified Summer 2018 Projects - Approved</b>					
Lincoln & Franklin Tuckpointing	CI	\$88,153	\$175,000	-\$86,847	1/22/2018
Emerson & Franklin Roofs	CI	\$2,418,970	\$1,698,000	\$720,970	1/22/2018
<b>Identified Summer 2018 Projects - To Be Approved 2/26/2018</b>					
Roosevelt HLS Projects	HLS	\$411,426		\$411,426	2/26/2018
Roosevelt Classroom & Main Office Relocation	CP	\$1,289,089		\$1,289,089	2/26/2018
Roosevelt Secure Vestibule	CP	\$83,000		\$83,000	2/26/2018
Roosevelt LRC	CP	\$228,311		\$228,311	2/26/2018
<b>Subtotal Roosevelt</b>		<b>\$2,011,826</b>	<b>\$1,472,723</b>	<b>\$539,103</b>	
ESC Stair and Addition of ADA Ramp	HLS	\$168,950	\$175,000	-\$6,050	2/26/2018
Roosevelt Plumbing Replacement	CI	\$423,722	\$261,623	\$162,099	2/26/2018
Roosevelt Flooring	CP	\$479,571	\$402,500	\$77,071	2/26/2018
<b>Identified Summer 2018 Projects - To Be Approved 4/23/2018</b>					
Emerson & Jefferson Site Detention, Drainage & Asphalt, Washington Playlot	CP	\$ 2,058,515			4/23/2018
Asbestos Abatement Roosevelt School	CP				4/23/2018
Lincoln Mechanical Piping	CP	\$442,922			4/23/2018
Carpenter LRC Remodeling	CP	\$105,023			4/23/2018
<b>Total Summer 2018 Construction</b>		<b>\$8,197,653</b>	<b>\$4,184,846</b>	<b>\$1,406,346</b>	
NOTE: Architectural & Engineering Fees (7.5%) and Construction Management Fees (2.0%) applied to the actual bids received through 2/26/18 total about \$398,000.					



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

February 21, 2018

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

RE: 2018 Health Life Safety, Classroom & Office Remodel  
Roosevelt Elementary School  
Project No. 17097

Dear Luann:

Bids for the above referenced project were received at 10:00 a.m. on Tuesday, February 20, 2018. There were 11 bidders of record; four (4) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for 2018 Health Life Safety, Classroom and Office Remodel at Roosevelt Elementary School be awarded to the lowest responsible, responsive bidder, **Construction Solutions of Illinois, Inc.** in the amount of their base bid proposal of **\$1,472,723.00**.

Please note that the total bid amount includes a total of \$110,000.00 in contingency allowance monies. Any unused allowance money will be credited back to the school district at the conclusion of the project.

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

Sincerely,

Richard Petricek, AIA  
Senior QA and QC Manager

Enclosure – Bid Tabulation

cc: Ron DeGeorge, Park Ridge-Niles SD 64  
Vicki Luczynski, StudioGC





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

**Client:** Park Ridge-Niles School District 64  
**Project Name:** 2018 HLS, Classroom & Office Remodel  
 Roosevelt Elementary School  
**Project No.:** 17097  
**Bid Date:** Tuesday, February 20, 2018 @ 10:00 a.m.  
**Project Architect:** Rick Petricek

### BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum		Bid Bond	Remarks
		No. 1	No. 2	No. 3	No. 4	#1	#2		
ATP Enterprise 847-656-3436	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
Blue Yonder, Inc. 630-701-1492	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
Boller Construction 847-662-5566	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
Construction Solutions of IL 708-239-0001	\$1,472,723.00	No. 1	No. 2	No. 3	No. 4	X	X	X	
		(\$14,418.00)	(\$30,177.00)	(\$21,529.00)	(\$5,250.00)				
		No. 5	No. 6	No. 7	No. 8				
		(\$9,177.00)	(\$16,634.00)	No Bid	No Bid				

Alt. No. 1: Eliminate Office 126 and display case from scope.  
 Alt. No. 2: Eliminate Learning Walls in Rooms 120 & 122.  
 Alt. No. 3: Eliminate Special Ed Room 114A & Toilet 114B remodeling from scope.  
 Alt. No. 4: Eliminate work in Art Room 208 for removal and install of existing casework and sinks.

Alt. No. 5: Eliminate installation of closet doors at Field.  
 Alt. No. 6: Eliminate work for Teachers Lounge 315, Workroom 316 Clrsm 311 at Field.  
 Alt. No. 7: Eliminate installation of outside drinking fountain.  
 Alt. No. 8: Eliminate modification of plumbing work at Field.



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**Client:** Park Ridge-Niles School District 64  
**Project Name:** 2018 HLS, Classroom & Office Remodel  
 Roosevelt Elementary School  
**Project No.:** 17097  
**Bid Date:** Tuesday, February 20, 2018 @ 10:00 a.m.  
**Project Architect:** Rick Petricek

### BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum		Bid Bond	Remarks
		No. 1	No. 2	No. 3	No. 4	#1	#2		
D Kersey Construction Co. 847-919-4980	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
Dimensional Enterprises, Inc. 630-279-7878	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
Frontier construction 708-460-9669	\$1,540,000.00	No. 1	No. 2	No. 3	No. 4	X	X	X	
		(\$24,843.00)	(\$24,755.00)	(\$29,757.00)	(\$9,139.00)				
		No. 5	No. 6	No. 7	No. 8				
		(\$9,489.00)	(\$16,753.00)	(\$22,000.00)	(\$7,500.00)				
Kandu Construction 847-436-4014	\$2,000,097.00	No. 1	No. 2	No. 3	No. 4	X	X	X	
		(\$8,900.00)	(\$12,000.00)	(\$5,700.00)	(\$8,700.00)				
		No. 5	No. 6	No. 7	No. 8				
		(\$4,200.00)	(\$11,500.00)	(\$2,800.00)	(\$3,240.00)				

Alt. No. 1: Eliminate Office 126 and display case from scope.  
 Alt. No. 2: Eliminate Learning Walls in Rooms 120 & 122.  
 Alt. No. 3: Eliminate Special Ed Room 114A & Toilet 114B remodeling from scope.  
 Alt. No. 4: Eliminate work in Art Room 208 for removal and install of existing casework and sinks.

Alt. No. 5: Eliminate installation of closet doors at Field.  
 Alt. No. 6: Eliminate work for Teachers Lounge 315, Workroom 316 Clrsm 311 at Field.  
 Alt. No. 7: Eliminate installation of outside drinking fountain.  
 Alt. No. 8: Eliminate modification of plumbing work at Field.



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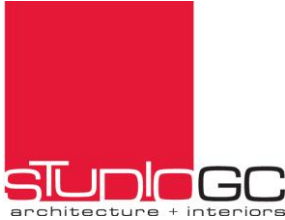
**Client:** Park Ridge-Niles School District 64  
**Project Name:** 2018 HLS, Classroom & Office Remodel  
 Roosevelt Elementary School  
**Project No.:** 17097  
**Bid Date:** Tuesday, February 20, 2018 @ 10:00 a.m.  
**Project Architect:** Rick Petricek

### BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum		Bid Bond	Remarks
		No. 1	No. 2	No. 3	No. 4	#1	#2		
Manusos General Contracting 847-973-0600	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
Structures Construction 773-598-8698	\$1,540,000.00	No. 1	No. 2	No. 3	No. 4	X	X	X	
		(\$8,900.00)	(\$18,150.00)	(\$7,700.00)	(\$3,500.00)				
		No. 5	No. 6	No. 7	No. 8				
		(\$8,160.00)	(\$16,385.00)	(\$3,500.00)	(\$3,500.00)				
Tori Construction 708-389-1530	NO BID	No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				
		No. 1	No. 2	No. 3	No. 4				
		No. 5	No. 6	No. 7	No. 8				

Alt. No. 1: Eliminate Office 126 and display case from scope.  
 Alt. No. 2: Eliminate Learning Walls in Rooms 120 & 122.  
 Alt. No. 3: Eliminate Special Ed Room 114A & Toilet 114B remodeling from scope.  
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February 21, 2018

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

RE: 2018 Plumbing Replacement  
Roosevelt Elementary School  
Project No. 17098

Dear Luann:

Bids for the above referenced project were received at 11:00 a.m. on Thursday, January 18, 2018. There were six (6) bidders of record; four (4) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for 2018 Plumbing Replacement at Roosevelt Elementary School be awarded to the lowest responsible, responsive bidder, **D Kersey Construction Co.**, in the amount of their base bid proposal of \$256,923.00 plus the Alternate to add new sinks of \$4,700.00 for a **total contract amount of \$261,623.00.**

Please note that the total bid amount includes a total of \$65,000.00 in contingency allowance monies. Any unused allowance money will be credited back to the school district at the conclusion of the project.

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

Sincerely,

Richard Petricek, AIA  
Senior QA and QC Manager

Enclosure – Bid Tabulation

cc: Ron DeGeorge, Park Ridge-Niles SD 64  
Vicki Luczynski, StudioGC



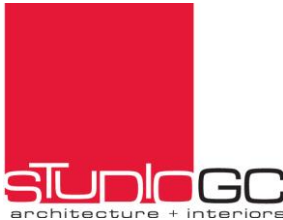
223 W. Jackson Blvd., Suite 1200  
 Chicago, IL 60606  
 P: 312.253.3400 F: 312.253.3401

**Client:** Park Ridge-Niles School District 64  
**Project Name:** 2018 Plumbing Replacement - Roosevelt

**Project No.:** 17098  
**Bid Date:** Thursday, January 18, 2018 @ 11:00 a.m.  
**Project Architect:** Rick Petricek

### BID TAB WORKSHEET

Contractor	Total Bid Amount	Addendum	Bid Bond	Remarks
		#1		
Cryer + Olsen	\$280,000.00	X	X	
D Kersey	\$256,923.00	X	X	Add Alternate: Provide new sinks, Type S-2 in Art 208 per drawing P1.15. Add: \$4,700
DeFranco Plumbing	\$287,393.00	X	X	Add Alternate: Art Room 208 sinks (2) as listed on PD1.15 & P1.15 Add: \$6,675
Metropolitan	NO BID			
MPI	\$529,000.00	X	X	
Unique Plumbing	NO BID			



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February 21, 2018

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

RE: Flooring Replacement  
Roosevelt Elementary School  
Project No. 17096

Dear Luann:

Bids for the above referenced project were received at 10:04 a.m. on Thursday, January 18, 2018. There were three (3) bidders of record; two (2) bids were received. A bid tabulation sheet is herein attached for your review.

We have analyzed the bids and the qualifications of the bidders and recommend that the contract for Flooring Replacement at Roosevelt Elementary School be awarded to the lowest responsible, responsive bidder, **Michael Kautz Carpets & Designs**, in the amount of their base bid proposal of **\$402,500.00**.

Please note that the total bid amount includes a total of \$60,000.00 in contingency allowance monies. Any unused allowance money will be credited back to the school district at the conclusion of the project.

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

Sincerely,

Richard Petricek, AIA  
Senior QA and QC Manager

Enclosure – Bid Tabulation

cc: Ron DeGeorge, Park Ridge-Niles SD 64  
Vicki Luczynski, StudioGC



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

**Client:** Park Ridge-Niles School District 64  
**Project Name:** Flooring Replacement - Roosevelt Elementary

**Project No.:** 17096  
**Bid Date:** Thursday, January 18, 2018 @ 10:04 a.m  
**Project Architect:** Rick Petricek

### BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates		Addendum	Bid Bond	Remarks
		No. 1	No. 2	#1		
Johnson Floor	\$434,985.00	(\$30,135.00)	(\$15,123.00)	X	X	
Loera	NO BID					
Michael Kautz	\$402,500.00	(\$34,075.00)	(\$17,640.00)	X	X	

Alt. 1: Deduct to continue finishes from LRC 114 into space as indicated.  
 Alt. 2: Deduct to provide no work in Classroom 122, Office 126, Toilet 120A, and Classroom 120.

To: Board of Education  
Dr. Laurie Heinz, Superintendent

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

Date: February 26, 2018

Subject: Approval to Prepare Carpenter HVAC Construction Documents and Award Contract for Classroom Mechanical Units not to Exceed \$120K

Most recently at the February 20, 2018 Committee-of-the-Whole meeting, administration, Rick Petricek of Studio GC Architects and Jeff Chamberlain of 20/10 Engineering reviewed with the Board the first step in replacing the Heating, Ventilating and Cooling (HVAC) system at Carpenter School.

The District has spent four years trying to identify and fix problems with the system in the hopes that a minimum 20-year useful life could be accomplished. Based on current information from 20/10 Engineering, and continued malfunctions of the system, it is highly unlikely that this goal can be met without significant changes to the current system. Therefore, administration is recommending that zones 2 and 3 be replaced in summer 2018 with a new system. These zones are located in the school's long east hallway running north/south along Hamlin Avenue, and encompass classrooms (used by grades 3-5 daily) and the main office that have consistently experienced the most problems.

The work will be done in a manner to accommodate the potential office reconfiguration in summer 2019, so that work does not need to be redone at that time. In summer 2019, administration will be recommending the replacement of zones 1 and 4.

The estimated total cost to retrofit zones 2 and 3 is \$1,360,362 including fees. Administration is recommending that an alternate be added to replace the lighting in zones 2 and 3 with high efficiency LED fixtures. The estimated total cost with fees to replace the fixtures with high efficiency LED fixtures is \$141,255. The total to be bid out, therefore, is \$1,501,617. Prior to bringing the bids back for approval, administration will have information on ComEd rebates for the replacement of the light fixtures so that the Board will have a clear picture of the cost of this alternate. As discussed with the Board in the past, if we have an area torn open, we should complete the remodel of that area if time and funds allow. Going back to replace the fixtures at a later date will be at a higher cost since the ceiling will not be open at that time.

In order for this project to be completed prior to school beginning in August, it is important that we pre-order the classroom mechanical units. The current lead time is nine weeks on the units. Pre-ordering also saves the District the markup that would be added on by a contractor. Since time is of the essence, administration is asking that CSBO Luann Kolstad be allowed to accept the lowest responsible bid with a cost not to exceed \$120K. The bid would then be brought to the Board at the April 23, 2018 meeting for ratification of the award.



ACTION ITEM 18-02-09

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the administration's request to prepare bid documents for the replacement of zones 2 and 3 at Carpenter School, and approve the awarding of the contract to the lowest responsible bidder for the mechanical units to be used in the classrooms/office areas of zone 2 and 3 not to exceed \$120K.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

2/26/18

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Ron DeGeorge, Director of Facility Management  
Date: February 26, 2018  
Subject: Approval to Prepare Construction Documents and Bid Emerson LRC  
Classroom Addition and Renovation

At the February 20, 2018 Committee-of-the-Whole meeting, administration and Rick Petricek of Studio GC Architects reviewed with the Board the recommended addition of a classroom in the LRC at Emerson Middle School needed to accommodate actual enrollment. The Board asked that administration bring back a basic plan to add a classroom to the LRC at Emerson. Tonight, the administration and Rick Petricek will present to the Board a basic classroom addition for consideration.

ACTION ITEM 18-02-10

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the administration's request to prepare bid documents for the addition of classroom space in the LRC at Emerson Middle School.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

2/26/18

To: Board of Education  
Dr. Laurie Heinz, Superintendent  
From: Luann Kolstad, Chief School Business Official  
Date: February 26, 2018  
Subject: Discussion on Student Fees 2018-19

Administration has updated the student fee analysis for 2018-19 using the same format as the prior two years. (Attachment 1) The informational flyer shows how the revenue generated from the fees is used to support education. The first page of the document provides a visual pie chart representation of the major categories of expenditures covered by student fees for both elementary and middle school students. The second and third pages provide a comprehensive list of expenses that the Board may legally charge as student fees and a cost per student for each expense category. The pie charts are color-coded to match the descriptions on the in-depth fee sheets for easier understanding. Expense figures have been updated to reflect the budget adopted for the 2017-18 school year. Enrollment figures have been updated, too.

This year's in-depth analysis of student fees show that at the Elementary and Middle School levels, fees paid by parents/guardians cover 40% and 47% respectively, of the total expenditures that the Board may legally charge as student fees. Park Ridge-Niles District 64 taxpayers, therefore, are paying 60% and 53% respectively, of the expenditures that can be allocated as student fees.

### **Recommendations for 2018-19**

Attachment 2 is the schedule of proposed school fees for 2018-19. Administration is recommending that the general student fee be kept at the same level as 2017-18: \$84 for preschool and kindergarten, \$227 for elementary, and \$315 for middle school.

In the category of participatory fees, a comparison of the District's expenses for Interscholastic Sports and Cross Country to student fees collected indicates these programs are running a deficit of \$17,800. At this time, administration is recommending increasing the fee for all Interscholastic Sports to \$120 and the Cross Country fee to \$30; the previous fees were \$100 and \$25, respectively.

Attachment 3 is a financial projection for the Extended Day Kindergarten program at Jefferson School. The Extended Day Kindergarten program is a tuition-based enrichment program for parents who need full-day programming for their kindergarten student. Because the program is not mandated, the District has historically set the fees at a rate that ensures the program will

break even or operate at a small profit. Cost projections for 2018-19 dictate that the fee for next year should be set at \$24 per day for the regular program. Students that attend Extended Day Kindergarten in the morning also have the option to register for early childcare services beginning at 7:00 a.m. for \$12 per day. Both of these rates are an increase of \$1 per day from the current year's rates. If the Board approves these proposed rates, the program is projected to operate at a surplus of \$23,170 in 2018-19.

Attachment 4 is a financial projection for the Community Preschool program at Jefferson School. The District operates a preschool program that is a blend of special education students and regular education (community) students. As required by the State, tuition can only be assessed to the community students. Unlike EDK, program fees for the Community Preschool are not set with the purpose of breaking even. The non-financial benefits of providing early childhood education to students along with the desire to operate the program at full capacity drive the tuition rates set by the District. Community students that are 3 years old attend three days per week while 4 year olds have the option of registering for 4 or 5 days per week. To assist with staffing, the tuition is structured so that the 5 day per week program is offered at a lower daily rate. Administration is recommending a \$1 increase in the daily tuition rate for the program. Proposed rates for 2018-19 are \$24 per day for 3 days per week, \$23 per day for 4 days per week, and \$22 per day for 5 days per week. Preschool fees have been constant over the past two years.

### **Next Steps**

The approval of student fees will occur at the March 12, 2018 Board of Education meeting.

Once the Board approves the 2018-19 student fees, we will update the District website with the new documents. We will also continue to include this information in the InfoSnap online registration form that will be available beginning in April.



## What makes up required 2018-19 student fees?

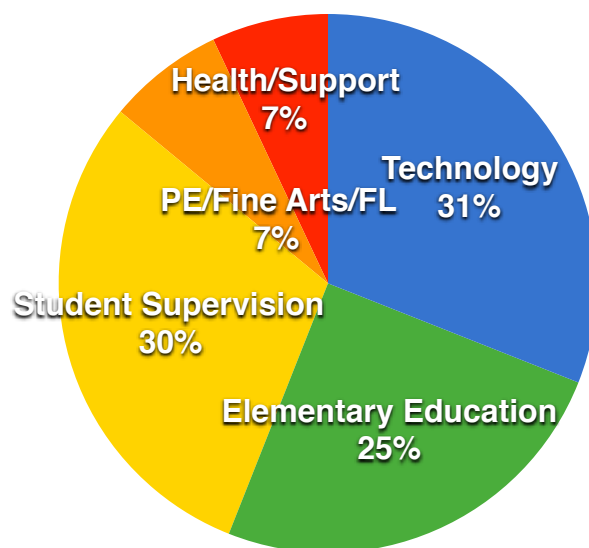
As guided by Illinois law, District 64 charges an annual student fee to support learning by *partially* offsetting expenses for instructional materials, supplies and technology. Student fees have remained the same for 10 years.

Student fees do *not* cover salaries to deliver education, such as teachers and teacher assistants, or for other staff, such as office/health assistants, custodians, principals, or District administration. The only staff salaries that can be included in fees are for student supervision.

### ELEMENTARY SCHOOL: \$570 value provided for \$227 fee

- ◆ Students receive materials, supplies and technology valued at \$570.
- ◆ The student fee for grades 1-5 is \$227.
- ◆ The cost split is 40% paid by parents of current students and 60% carried in the District's budget paid by all local property taxpayers.

Elementary School: \$570 Value

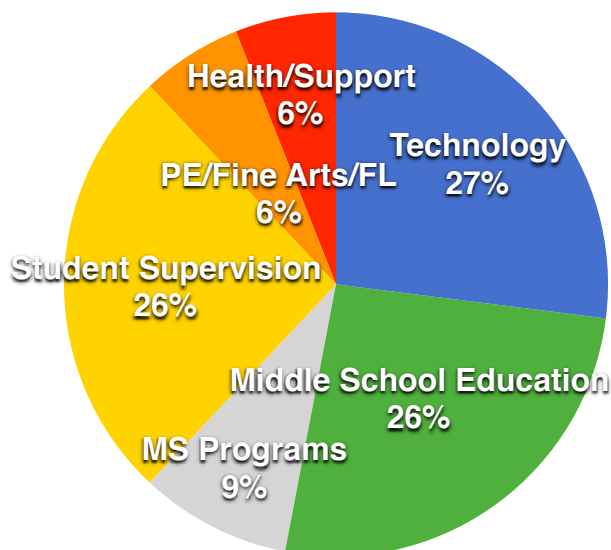


Please refer to the accompanying fee list on pages 2 and 3 for a detailed breakdown by each expense category. Pie chart colors correspond to the fee list.

### MIDDLE SCHOOL: \$670 value provided for \$315 fee

- ◆ Students receive materials, supplies and technology valued at \$670.
- ◆ The student fee for grades 6-8 is \$315.
- ◆ The cost split is 47% paid by parents of current students and 53% carried in the District's budget paid by all local property taxpayers.

Middle School: \$670 Value



**Park Ridge Niles School District 64  
2018-19 Fee Breakdown**

Note: Fee list colors correspond to pie charts on page 1

Function	Description	2017-18 Adopted Budget Expenses	Grant Revenues (Deduct)	Extra Fees Received (Deduct)	Total by Function	Cost per	
						Elementary Student	Middle School Student
						2,994	1,555 Enrollment
<b>2225</b>	<b>Student Technology:</b>				\$ 811,846	\$ 178	\$ 178
	- Chromebooks (new devices, licenses, cases, etc.)	\$ 335,240		-\$ 92,760			
	- Student iPad and laptop refresh, cases, charge stations	\$ 492,985					
	- Classroom projectors	\$ 52,740					
	- Equipment (3D printers, touch screens)	\$ 23,641					
<b>1110</b>	<b>Elementary Education (K-5 Grade):</b>				\$ 412,352	\$ 138	
	- Online licenses/subscriptions	\$ 91,580					
	- Math supplies (workbooks, licenses, activity kits, etc.)	\$ 5,000					
	- Language arts supplies (reading texts, novels, etc.)	\$ 28,000					
	- Science supplies (science kits, lab supplies, curric materials)	\$ 26,925					
	- Social studies supplies and repair of texts	\$ 6,860					
	- Office and classroom supplies and student planners	\$ 53,540					
	- Consumables and workbooks	\$ 1,800					
	- Textbooks and teacher materials	\$ 181,597					
	- Magazine subscriptions	\$ 17,050					
<b>1120</b>	<b>Middle School Education (6-8 Grade):</b>				\$ 253,596		\$ 163
	- Online licenses/subscriptions	\$ 55,578					
	- Repair/maintenance of classroom equipment	\$ 2,383					
	- Math supplies (workbooks, licenses, activity kits, etc.)	\$ 1,380					
	- Language arts supplies (reading texts, novels, etc.)	\$ 6,000					
	- Social studies supplies (maps, posters, reading materials, etc.)	\$ 1,000					
	- Science lab supplies	\$ 44,300					
	- Office and classroom supplies and student planners	\$ 32,060					
	- Textbooks and teacher materials	\$ 107,895					
	- Magazine subscriptions	\$ 3,000					
<b>2190</b>	<b>Graduation Expenses:</b>				\$ 17,700		\$ 11
	- Facility rentals	\$ 1,200					
	- Printing expenses (brochures and ceremony materials)	\$ 6,000					
	- Supplies (diplomas, gowns, etc.)	\$ 10,500					
<b>2550</b>	<b>Transportation:</b>				\$ 8,000	\$ 2	\$ 2
	- Curriculum-related field trips	\$ 8,000					
<b>1410</b>	<b>Industrial Arts:</b>				\$ 36,700		\$ 24
	- Repair/maintenance of wood shop equipment	\$ 830					
	- Supplies for wood shop class projects	\$ 35,870					
<b>1412</b>	<b>Family &amp; Consumer Science:</b>				\$ 33,600		\$ 22
	- Instructional Professional Services	\$ 2,000					
	- Repair/maintenance of sewing machines, cooking equipment	\$ 3,000					
	- Classroom supplies (food, cookware, sewing materials, etc.)	\$ 28,600					
<b>1510</b>	<b>After School Clubs:</b>				\$ 10,400		\$ 7
	- Club supplies	\$ 10,400					
<b>1520</b>	<b>Athletics:</b>				\$ 17,800		\$ 11
	- Referees	\$ 7,800		-\$ 7,800			
	- Staff supervisors and score keepers at athletic events	\$ 13,500					
	- Supplies (uniforms, scorebooks, balls, etc.)	\$ 4,500		-\$ 4,500			
	- Tournament fees	\$ 1,000		-\$ 1,000			
	- Transportation to athletic events	\$ 15,000		-\$ 10,700			
<b>2191</b>	<b>Student Supervision:</b>				\$ 786,545	\$ 173	\$ 173
	- Lunchroom Supervision	\$ 634,300					
	- Outside Supervision	\$ 142,000					
	- Employee benefits	\$ 6,245					
	- Supplies (disinfecting wipes, recess equipment, etc.)	\$ 4,000					

**Park Ridge Niles School District 64  
2018-19 Fee Breakdown**

Note: Fee list colors correspond to pie charts on page 1

Function	Description	2017-18 Adopted Budget Expenses	Grant Revenues (Deduct)	Extra Fees Received (Deduct)	Total by Function	Cost per Elementary Student	Cost per Middle School Student
<b>1113</b>	<b>Art Program:</b>				\$ 59,400	\$ 13	\$ 13
	- Repair/maintenance of classroom equipment	\$ 1,500					
	- Project supplies (paint, glaze, glue, ink, clay, yarn, etc.)	\$ 57,900					
<b>1114</b>	<b>Band/Orchestra Program:</b>				\$ 4,000	\$ 1	\$ 1
	- Instructional professional services	\$ 4,000		-\$ 4,000			
	- Online licenses/subscriptions	\$ 6,000		-\$ 6,000			
	- Repair/maintenance of musical equipment	\$ 3,500					
	- Classroom supplies (music stands, sheet music, etc.)	\$ 12,000		-\$ 12,000			
	- Music instruments/equipment	\$ 11,000		-\$ 11,000			
	- Transportation to performances	\$ 3,500		-\$ 3,000			
<b>1115</b>	<b>General Music:</b>				\$ 38,157	\$ 8	\$ 8
	- Repair/maintenance of pianos/musical equipment	\$ 3,500					
	- Classroom supplies (recorders, keyboards, guitars, etc.)	\$ 27,821					
	- Performance equipment (flipforms, instrument carts)	\$ 6,836					
<b>1116</b>	<b>Physical Education Program:</b>				\$ 49,300	\$ 11	\$ 11
	- Towel cleaning service	\$ 11,000					
	- Online licenses/subscriptions	\$ 2,300					
	- Repair/maintenance of fitness equipment	\$ 2,000					
	- Sporting goods supplies, equipment, P.E. uniforms	\$ 34,000					
<b>1117</b>	<b>Chorus Program:</b>				\$ 2,000	\$ 0	\$ 0
	- Transportation to performances	\$ 3,500		-\$ 1,500			
<b>1119</b>	<b>Foreign Language Program:</b>				\$ 16,554	\$ 4	\$ 4
	- Textbooks and workbooks	\$ 16,154					
	- Classroom supplies	\$ 400					
<b>1111</b>	<b>Response to Intervention (Education for Struggling Students):</b>				\$ 5,250	\$ 1	\$ 1
	- Online licenses/subscriptions	\$ 250					
	- Classroom supplies/textbooks/workbooks	\$ 5,000					
	- Summer school enrichment tuition	\$ 12,000	-\$ 12,000				
<b>1200</b>	<b>Special Education Program:</b>				\$ 135,500	\$ 30	\$ 30
	- Professional consulting services	\$ 20,000					
	- Online Subscriptions	\$ 44,400					
	- Classroom supplies, materials, and equipment	\$ 148,238	-\$ 77,138				
<b>1413</b>	<b>Health Program:</b>				\$ 27,080	\$ 6	\$ 6
	- Textbooks and teacher manuals	\$ 25,353					
	- Magazine subscriptions	\$ 627					
	- Classroom supplies and materials	\$ 1,100					
<b>1650</b>	<b>Channels of Challenge:</b>				\$ 22,306	\$ 5	\$ 5
	- Supplies (calculators, teaching materials, graph pads, etc.)	\$ 1,850					
	- Testing materials	\$ 13,256					
	- Textbooks	\$ 7,200					
<b>1800</b>	<b>Bilingual Program:</b>				\$ 1,500	\$ 0	\$ 0
	- Supplies (dictionary cards, language review materials, etc.)	\$ 1,500					
	<b>Total Costs</b>	<b>\$ 2,992,984</b>	<b>-\$ 89,138</b>	<b>-\$ 154,260</b>	<b>\$ 2,749,586</b>	<b>\$ 570</b>	<b>\$ 670</b>
					Fee Charged	\$ 227	\$ 315
					Student Share	40%	47%
					District Share	60%	53%

Note: Student fees are deposited in the Education Fund, which is the origin of all itemized fee-related expenses shown above except transportation. Per the Illinois Program Accounting Manual, all transactions not accommodated by another fund shall be recorded in the Education Fund.

**Park Ridge Niles Community Consolidated School District 64**  
**2018-19 School Fees**

	<b>Proposed</b>				
	<b>2018-19</b>	<b>2017-18</b>	<b>\$</b>	<b>%</b>	<b>Comments</b>
			<b>Change</b>	<b>Change</b>	
<b>Required Fees</b>					
Preschool/Kindergarten	\$84	\$84	\$0	0.0%	
Elementary Grades 1-5	\$227	\$227	\$0	0.0%	
Middle School	\$315	\$315	\$0	0.0%	
<b>Participatory Fees</b>					
Instrumental Music					
Beginner	\$40	\$40	\$0	0.0%	
Advanced	\$40	\$40	\$0	0.0%	
Chorus - Elementary					
Chorus - Elementary	\$5	\$5	\$0	0.0%	
Chorus - Middle School					
Chorus - Middle School	\$15	\$15	\$0	0.0%	
Chromebook Maintenance					
Elementary (Grades 3-5)	\$30	\$30	\$0	0.0%	
Middle School	\$30	\$30	\$0	0.0%	
Athletics					
Basketball	\$120	\$100	\$20	20.0%	
Wrestling	\$120	\$100	\$20	20.0%	
Volleyball	\$120	\$100	\$20	20.0%	
Cross Country	\$30	\$25	\$5	20.0%	
<b>Bus Fees</b> <i>(State Reimbursement does not cover the cost of students who are transported and reside within 1 1/2 miles of the attendance center)</i>					
All Year	\$510	\$510	\$0	0.0%	
Cold Weather	\$305	\$305	\$0	0.0%	



**PARK RIDGE-NILES SCHOOL DISTRICT 64**  
**FINANCIAL ANALYSIS OF EXTENDED DAY KINDERGARTEN PROGRAM**

	Actual <u>2016-17</u>	Projected <u>2017-18</u>	Proposed <u>2018-19</u>
Revenues	\$409,383	\$437,429	\$442,800
Expenses			
Admin Salaries	\$68,727	\$70,541	\$63,876
Program Salaries	\$186,724	\$206,216	\$212,609
Admin Benefits	\$20,573	\$20,931	\$18,541
Program Benefits	\$108,938	\$115,966	\$120,605
Supplies	\$3,665	\$4,000	\$4,000
Total Expenses	<u>\$388,627</u>	<u>\$417,654</u>	<u>\$419,630</u>
Net Profit/(Loss)	<u>\$20,756</u>	<u>\$19,775</u>	<u>\$23,170</u>
Daily Tuition Rate - Regular Program	\$23.00	\$23.00	\$24.00
Daily Tuition Rate - Early AM Care	\$11.00	\$11.00	\$12.00
Days Registered - Regular Program	16,720	17,142	16,900
Days Registered - Early AM Care	2,499	4,154	3,100

**Notes:**

All benefits projected to increase 4%

Admin salaries projected to increase 2%. However, current secretary is retiring in summer 2018

Program salaries projected to increase 3.1% based on TA salary schedule

Experienced significant increase in participation in early AM care in 2017-18. Conservatively reduced expected participation for 2018-19.

**PARK RIDGE-NILES SCHOOL DISTRICT 64**  
**FINANCIAL ANALYSIS OF COMMUNITY PRESCHOOL PROGRAM**

	Actual <u>2016-17</u>	Projected <u>2017-18</u>	Projected <u>2018-19</u>
<b>Revenues</b>			
Tuition	\$173,907	\$161,596	\$189,624
Registration Fees	5,712	5,040	5,292
Grant Funds	2,247	60,317	40,000
<b>Total Revenues</b>	<b>\$181,866</b>	<b>\$226,953</b>	<b>\$234,916</b>
<b>Expenses</b>			
Admin Salaries	\$34,363	\$35,271	\$31,938
Program Salaries	224,223	258,884	266,909
Admin Benefits	10,287	10,466	9,399
Program Benefits	63,888	63,662	66,208
Supplies	17,473	7,867	10,000
<b>Total Expenses</b>	<b>\$350,234</b>	<b>\$376,150</b>	<b>\$384,455</b>
<b>Net Profit/(Loss)</b>	<b>-\$168,368</b>	<b>-\$149,197</b>	<b>-\$149,539</b>
			Proposed
<b>Daily Tuition Rate:</b>			
3 days per week	\$23	\$23	\$24
4 days per week	\$22	\$22	\$23
5 days per week	\$21	\$21	\$22
<b>Annual Tuition Rate:</b>			
3 days per week	\$2,346	\$2,346	\$2,448
4 days per week	\$3,036	\$3,014	\$3,174
5 days per week	\$3,675	\$3,654	\$3,850
<b>Number of Students</b>	<b>68</b>	<b>60</b>	<b>63</b>

**Notes:**

All benefits projected to increase 4%

Admin salaries projected to increase 2%. However, current secretary is retiring in summer 2018

Program salaries projected to increase 3.1% based on TA salary schedule

Approval of Side Letter to the 2016-2020 Collective Bargaining Agreement between the Board of Education and the PREA regarding Unused Sick Leave Upon Retirement

ACTION ITEM 18-02-11

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Side Letter to the 2016-2020 Collective Bargaining Agreement between the Board of Education and the PREA regarding Unused Sick Leave Upon Retirement.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Side Letter to the 2016-2020 Collective Bargaining Agreement between the Board of Education and the PREA regarding Voluntary Early Retirement Incentive Plan

ACTION ITEM 18-02-12

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois approve the Side Letter to the 2016-2020 Collective Bargaining Agreement between the Board of Education and the PREA regarding Voluntary Early Retirement Incentive Plan.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Recommended Personnel Report

ACTION ITEM 18-02-13

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  
February 26, 2018

Jessica Cowie	Employ as Teaching Assistant at Field School effective January 22, 2018- \$15.65 hr.
Shalla Lakhani	Employ as Lunch Program Supervisor at Washington School effective February 5, 2018 - \$14.00 hr.
Brittney Angileri	Resign as Special Education Resource Teacher at Field School effective June 1, 2018.
William (Steve) Fajardo	Resign as Night Custodian at Roosevelt School effective February 2, 2018.
Sarah Fies	Resign as District Student Services Coordinator effective June 13, 2018.
Jacob Kuchta (Szczesniak)	Resign as Teacher Assistant at Emerson School effective February 2, 2018.
Shalla Lakhani	Resign as Lunch Program Supervisor at Washington School effective February 7, 2018.
Emily Lech	Resign as Assistant Principal at Carpenter/Franklin School, effective June 13, 2018.
Susan Douglass	Retire as 3rd Grade Teacher at Carpenter School, effective June 1, 2018.
Charlotte Franzen	Retire as Special Needs Assistant at Jefferson School, effective June 1, 2018.
Susan Miller	Retire as 3rd Grade Teacher at Franklin School, effective June 1, 2018.
Timothy Moore	Retire as Industrial Technology teacher at Lincoln Middle School, effective at the end of the 2018 – 2019 school year (subject to approval of Appendix 11, Side Letter to the 2016-2020 Collective Bargaining Agreement between PREA and Board of Education).

Consent Agenda

ACTION ITEM 18-02-14

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda February 26, 2018 which includes Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending January 31 2018; Approval of Contract for Audit Services; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

2/26/18

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 1,202,103.93
20 - Operations and Maintenance Fund -----	\$ 356,401.28
30 - Debt Services -----	\$ 6,652.48
40 - Transportation Fund -----	\$ 289,889.03
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 8,446.00
61 - Capital Projects - 2017 Debt Certificates -----	\$ 332,883.54
80 - Tort Immunity Fund -----	\$ 178.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 129107 - 129256  
ACH's Numbered: 171800182 - 171800229

Total: \$ 2,196,554.26

Payroll and Benefits for Month of January, 2018

10 - Education Fund -----	\$ 4,086,462.38
20 - Operations and Maintenance Fund -----	\$ 239,110.33
40 - Transportation Fund -----	\$ 984.10
50 - IMRF/FICA Fund -----	\$ 78,456.28
51 - SS/Medicare -----	\$ 93,608.74
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 13822 - 13885

Direct Deposit: 900128879 - 900130525

Total: \$ 4,498,621.83



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To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Brian Imhoff, Assistant Chief School Business Official

Date: February 26, 2018

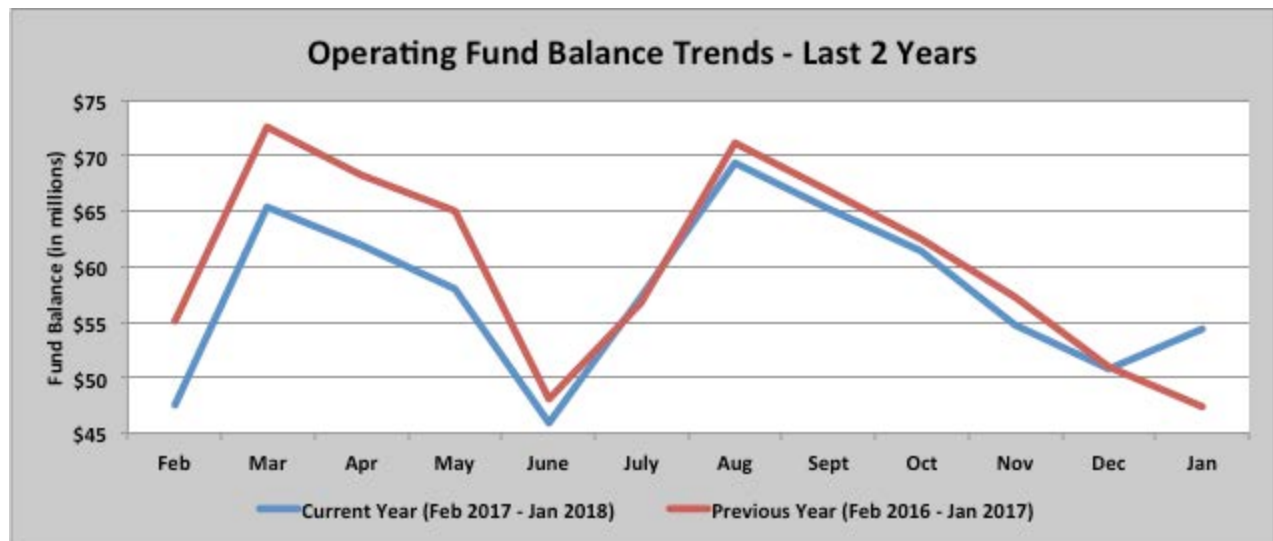
Subject: Financial Update for the Period Ending January 31, 2018

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

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

Fund balance in the Operating Funds increased \$3.7 million in January to a total of \$54.4 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 February/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 typically scarce.



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

- 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.
- November and December – Fund balance in the current year (blue line) took a sharper dip in November and then realigned with the previous year (red line) in

December because of a payroll timing difference. The District runs payroll biweekly, so there were 3 payrolls in November 2017 and only 2 payrolls in November 2016. The reverse occurred in December with 2 payrolls in 2017 and 3 payrolls in 2016.

- January – The District’s fund balance typically decreases each year in January. However, the current year’s fund balance (blue line) increased because of a timing variance involving the District’s tax revenues. When the new federal tax law was approved, homeowners were encouraged to prepay their 2018 spring property taxes in calendar year 2017. As a result, the District received \$7.9 million (23%) of its spring tax revenue installment in January, which is 1-2 months earlier than normal. The District will still receive the same amount of overall spring tax revenue, so the current year’s line on the graph is expected to realign with the previous year’s line by the end of March when the majority of property taxes have been collected.

From a macro-level perspective, the District is still on pace to finish the year with a similar amount of fund balance in the Operating Funds as the previous year. This was one of the Board’s priorities when the budget for 2017-18 was adopted and is a testament to the District’s commitment to contain costs and operate within its means.

### **Revenue Summary - January**

Total revenue for the District was 59% of budgeted revenues as of January 31. This exceeds last year’s pace (48%) because of the early receipt of spring property taxes described in the previous section.

State revenue was limited to the two monthly installments of Evidence Based Funding totaling \$305,000. The District has not yet received any of the quarterly categorical payments for 2017-18. The State Comptroller attended a meeting of school business officials in January and announced that she expected to make the first quarter of payments by the end of February. She could not commit to a timeline for the remaining quarters because of the State’s \$8.5 billion backlog of unpaid bills. District 64 is currently owed \$758,000 by the State.

The District received \$490,000 of federal reimbursements in January for previously incurred grant expenditures. Federal revenue is trending favorably to date with 86% of the federal revenue budget already received. Federal grant awards provide additional programs and services for special education and at-risk students as well as professional development opportunities for teachers.

### **Expenditure Summary - January**

After seven months of activity (or 58% of the fiscal year), the District has expended 53% of its overall budget. It is customary for spending to run slightly behind the average monthly budget pace because the first payroll for ten-month employees (teachers, teacher assistants, etc.) does not occur until late August.

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

**Table 1: Payroll Expenditures**

Month	YTD Percent of Budget Spent	
	2017-18	2016-17
January	48%	48%
December	40%	40%
November	33%	29%
October	21%	20%
September	13%	13%
August	6%	6%
July	1%	1%

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

**Table 2: Accounts Payable Expenditures**

Month	YTD Percent of Budget Spent	
	2017-18	2016-17
January	66%	60%
December	60%	54%
November	56%	50%
October	41%	35%
September	34%	29%
August	27%	23%
July	14%	14%

Accounts payable spending is running ahead of last year's budget pace for two reasons. The District's capital project work from the summer of 2017 is being completed and paid out at a faster rate than the previous summer's work. 92% of the Capital Projects Fund budget has been expended to date as compared to 57% at this point last year. This year's expenses also include final payouts for work done during the 2016-17 fiscal year, so last year's construction budget was underspent. Secondly, one of the private schools that the District uses to outplace special education students charged the full year of tuition upfront for the first time this year. This shifted about \$400,000 of expenses to August that had previously been paid evenly throughout the year. Despite the quicker pace, total accounts payable expenditures are in line with the budget as of January.

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

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 January 31, 2018**

Fund	Audited 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 January 31, 2018
(10) Education	\$ 26,522,419	\$ 35,952,443	\$ 29,778,744	\$ 6,173,699	\$ -	\$ 32,696,118
(20) Operations & Maintenance	\$ 8,559,168	\$ 3,923,912	\$ 3,245,138	\$ 678,774	\$ -	\$ 9,237,942
(40) Transportation	\$ 2,800,917	\$ 2,651,539	\$ 1,486,477	\$ 1,165,062	\$ -	\$ 3,965,979
(50) Retirement (IMRF)	\$ 832,865	\$ 604,806	\$ 547,031	\$ 57,775	\$ -	\$ 890,640
(51) Retirement (Social Security)	\$ 338,377	\$ 1,043,974	\$ 607,107	\$ 436,867	\$ -	\$ 775,244
(70) Working Cash	\$ 5,913,179	\$ 381,399	\$ -	\$ 381,399	\$ -	\$ 6,294,578
(80) Tort Immunity	\$ 911,192	\$ 277,003	\$ 647,171	\$ (370,168)	\$ -	\$ 541,024
<b>Total Operating Funds</b>	<b>\$ 45,878,117</b>	<b>\$ 44,835,076</b>	<b>\$ 36,311,668</b>	<b>\$ 8,523,408</b>	<b>\$ -</b>	<b>\$ 54,401,525</b>
(60) Capital Projects	\$ 4,051,425	\$ 51,644	\$ 579,366	\$ (527,722)	\$ -	\$ 3,523,703
(61) Capital Projects - 2017 Debt Certificates	\$ 8,985,462	\$ 36,473	\$ 3,817,689	\$ (3,781,216)	\$ -	\$ 5,204,246
(30) Debt Service	\$ 3,984,231	\$ 1,606,839	\$ 3,093,209	\$ (1,486,370)	\$ -	\$ 2,497,861
<b>Total Non-Operating Funds</b>	<b>\$ 17,021,118</b>	<b>\$ 1,694,956</b>	<b>\$ 7,490,264</b>	<b>\$ (5,795,308)</b>	<b>\$ -</b>	<b>\$ 11,225,810</b>
<b>Total All Funds</b>	<b>\$ 62,899,235</b>	<b>\$ 46,530,032</b>	<b>\$ 43,801,932</b>	<b>\$ 2,728,100</b>	<b>\$ -</b>	<b>\$ 65,627,335</b>

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<u>Account Number</u>	<u>Account Description</u>	<u>2017-18 Original Budget</u>	<u>January 2017-18 Monthly Activity</u>	<u>2017-18 FYTD Activity</u>	<u>Encumbered Amount</u>	<u>2017-18 FYTD Remaining Balance</u>	<u>2017-18 FY % Spent</u>	<u>2016-17 FYTD Activity</u>	<u>2016-17 FY % Spent</u>
Grand Revenue T		2,037,510.00				2,037,510.00			
Grand Expense T		2,037,510.00				2,037,510.00			
Grand Totals									

Number of Accounts: 10

\*\*\*\*\* End of report \*\*\*\*\*

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official  
Brian Imhoff, Assistant Chief School Business Official

Date: February 26, 2018

Subject: Approval of Contract for Audit Services in 2017-18

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District 64 is required to have audits performed on its financial statements, State financial report, and federal grants on an annual basis. According to the Illinois School Code, audit services are exempt from bidding requirements. However, the Board of Education is responsible for the selection and retention of the independent, external auditor.

In 2011, District 64 joined together with Districts 62 and 63 and the Maine Township School Treasurer's Office to package audit services for all entities in order to obtain the best possible pricing. At that time, a three-year contract was awarded to Klein Hall CPAs. Since the expiration of the initial contract, the District 64 Board has elected to renew the contract with Klein Hall for a one-year term in each of the last four years.

At the December 11, 2017 Board meeting, Board members discussed their preferences for obtaining audit services going forward. The Board's consensus was to renew the contract with Klein Hall for one additional year for 2017-18, and then solicit proposals from audit firms in advance of the 2018-19 financial audits.

Enclosed is a contract from Klein Hall CPAs to perform the District's required annual audits for fiscal year 2017-18 at a price of \$27,300. This is a \$500 increase in fees from the previous year.





3957 75<sup>th</sup> Street, Aurora, IL 60504  
Phone 630.898.5578 | Fax 630.225.5128  
KleinHallcpa.com

January 24, 2018

Luann Kolstad  
Park Ridge-Niles School District No. 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Business Office

FEB 06 2018

Received

Dear Luann:

We are pleased to confirm our understanding of the services we are to provide Park Ridge-Niles School District No. 64 (the District) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the District as of and for the year ended June 30, 2018.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to The District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Schedule of Changes in the Employer's Net Pension Liability and Related Ratios - Illinois Municipal Retirement Fund
- Schedule of Employer Contributions - Illinois Municipal Retirement Fund
- Schedule of the District's Proportionate Share of the Net Pension Liability - Teachers' Retirement System
- Schedule of Employer Contributions - Teachers' Retirement System
- Schedule of Changes in Total OPEB Liability and Related Ratios
- Schedule of Revenues, Expenditures, and Changes in Fund Balance - General Fund and Major Special Revenue Funds (if applicable)
- Notes to Required Supplementary Information

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements:

- Combining and Individual Fund Financial Statements and Schedules
- Schedule of Expenditures of Federal Awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Schedule of Property Tax Rates and Extensions
- Operating Cost and Tuition Charge

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

The Government Auditing Standards report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting

policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the school district or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, Government Auditing Standards, and the Uniform Guidance.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Park Ridge-Niles School District No. 64 in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards.

Other nonattest services expected to be performed during our audit are as follows:

- Prepare and file the ISBE annual financial report
- Prepare the Data Collection Form for the Single Audit and file with the Federal Audit Clearinghouse
- Perform the cash-to-accrual conversion

The other services are limited to those identified above. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that school district programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of

the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the school district from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the applicable basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the applicable basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies

of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all workpapers, schedules, and source documents we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Klein Hall CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to granting agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation

will be provided under the supervision of Klein Hall CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by any applicable cognizant agency, oversight agency for audit, or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2018 and to issue our reports no later than October 2018.

Our fee for these services, including expenses (such as report reproduction, word processing, postage, travel, copies, telephone, etc.), will not exceed \$27,300. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Park Ridge-Niles School District No. 64 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Klein Hall CPAs

RESPONSE:

This letter correctly sets forth the understanding of Park Ridge-Niles School District No. 64.

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

Title: \_\_\_\_\_

Chief School Business Official

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

Approval of Minutes

ACTION ITEM 18-02-15

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Committee-of-the-Whole: Special Education Parent Meeting on February 7, 2018; Regular Board Meeting on January 22, 2018 and the Closed Meeting on January 22, 2018.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

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**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64  
Minutes of the Committee-of-the-Whole:  
Special Education Parent Meeting  
held at 6:00 p.m. February 7, 2018  
Lincoln Middle School - Learning Resource Center  
200 S. Lincoln, Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:00 p.m. Other Board members in attendance were Larry Ryles and Rick Biagi. Board members Mark Eggemann, Eastman Tiu, Fred Sanchez and Tom Sotos were absent.

Board President Borrelli announced that because a quorum of Board members was not present (at least four members), the special meeting could not begin.

Board members present then stayed to attend the Special Education Parent Group meeting. Also present were Superintendent Laurie Heinz, Interim Director of Student Services Mike Padavic, Assistant Director of Student Services Vasiliki Frake, Public Information Coordinator Bernadette Tramm, and approximately 75 members of the public and D64 staff.

The Special Education Parent Group meeting was videotaped and is available on the website at <http://www.d64.org> along with the presentation slides, meeting highlights, and information about upcoming meetings.

The Special Education Parent Group meeting was adjourned at 8:00 p.m.

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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 7:00 p.m.  
January 22, 2018  
Jefferson School - Multipurpose Room  
8200 Greendale Avenue, Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order at 6:32 p.m. Other Board members in attendance were Eastman Tiu, Rick Biagi, Tom Sotos, Fred Sanchez, and Larry Ryles. Board member Mark Eggemann was not in attendance. Also present were Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent for Human Resources Joel T. Martin; Public Information Coordinator Bernadette Tramm; Board legal counsel Tony Loizzi of Hodges, Loizzi; and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at: <http://www.d64.org>. The agenda and all reports for this meeting are also available on the website, or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge.

**BOARD RECESSES AND ADJOURNS TO CLOSED SESSION**

At 6:33 p.m., it was moved by Board President Borrelli and seconded by Board member Sanchez to adjourn to closed session to discuss collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)]; student disciplinary cases [5 ILCS 120/2 (c)(9)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2(c)(11)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

The Board adjourned from closed session at approximately 7:26 p.m. and resumed the regular meeting at 7:30 p.m.. In addition to those mentioned above, also present were: Assistant Superintendent for Student Learning Lori Lopez; Interim Director of Student Services Mike Padavic; Director of Facility Management Ron DeGeorge; and approximately 30 members of the public.

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Reporting on negotiations with support staff employees, Board President Borrelli announced that the Board had discussed a tentative agreement with Support Staff during the closed session. He then extended sincere sympathies on behalf of the Board and entire District community to the Gardiner and Sondgerath families for the untimely loss of loved ones recently. He then reviewed upcoming meeting dates, and reminded Board members to schedule their yearly 1:1 meetings with Dr. Heinz. He reported that the CPI-U for 2018 had been announced as 2.1%, and noted that this rate would become the tax cap used under PTELL for the District's December 2018 tax levy and also is referenced as the baseline for increases within the contracts with teachers, teacher assistants, and potentially with support staff.

**PLEDGE OF ALLEGIANCE**

Board member Larry Ryles led the Pledge.

**PUBLIC COMMENTS**

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

- Joan Sandrik, District 64 resident, addressed the Board regarding adhering to meeting start times and order of items placed on the agenda.
- Miki Tesija, Field parent, addressed the Board regarding her continuing concerns for improvements to the District's special education program.
- George Monical, District 64 parent, addressed the Board regarding the status of the Superintendent's 2017-18 Focus Group for Social Emotional Learning.
- Ginger Pennington, District 64 parent, addressed the Board regarding the status of the intergovernmental agreements for the School Resource Officer pilot program at the middle schools.
- Lorena Fisher and Tom Fisher, District 64 parents, read an email to the Board as requested from Corey Welsh, a Roosevelt and Lincoln parent, regarding her family's experiences with the District's special education program.

**RECAP OVERVIEW OF FINANCIAL FRAMEWORK WITH ELIZABETH HENNESSY**

CSBO Kolstad introduced Elizabeth Hennessy, managing director of Raymond James & Associates, Inc. (previously with William Blair). Ms. Hennessy began by providing a complete market update for the Board, including the implications of the newly enacted federal tax laws. She noted that the Tax Reform Bill signed into law on December 22, 2017 has potentially significant municipal market implications, and reviewed the potential impacts of tax reform on both investors and issuers, such as District 64, and discussed the trends in interest rates. She noted that issuers like District 64 will need to work carefully with their finance teams to customize solutions to meet their financial goals under the new market conditions. Ms. Hennessy then reviewed the District's five-year financial framework established in spring 2017 to fund capital projects from summer 2017 through summer 2021 through the District's 10-year Health Life Safety survey and the District's Master Facilities Plan. She reviewed the current framework to provide up to \$32 million in capital projects, including issuing \$9.25 million in debt

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certificates to be repaid from the District's existing cash flow over 15 years; spending \$3.75 million directly from the District's existing operating fund balance; and issuing up to \$20 million in limited bonds. She pointed out that the District had issued the Debt Certificates as planned last year, and would be using the remaining proceeds from the certificates as well as drawing down the operating fund balance to finance summer 2018 projects. Looking toward 2019 and future years, Ms. Hennessy then reviewed how the District could issue limited bonds in spring 2019 and 2020, each under \$10 million to maintain bank qualification, which could be paid back over 10-12 years to allow future Boards the flexibility in the Debt Service Extension Base (DSEB) beginning in 2024 for additional capital projects. She noted this debt plan would also utilize about \$2 million in accumulated fund balance in the bond and interest fund to pay debt service according to a proposed repayment schedule. The schedule also was designed to fill in after the retirement of the 2014 Field School bonds, so that the projected debt service portion of the tax rate would be very similar to the current rate throughout the repayment period ending in 2030. CSBO Kolstad and Ms. Hennessy provided clarifying information in response to questions about the funding framework, and reaffirmed that the Board at present has the authority to issue bonds but would need to take specific action to issue them in the future as the need arises to fund capital projects in summer 2019 and beyond. CSBO Kolstad also noted that the Board would be receiving updated long-range financial projections at the next meeting, which would add further insights into available fund balance beyond what is currently included in the framework that could also potentially be earmarked for capital projects.

#### **HISTORY AND UPDATE OF CARPENTER HVAC**

Board President Borrelli noted that the Board had discussed the topic in closed session, and that the administration and Board are actively seeking every possible way to solve and rectify ongoing HVAC issues at the school; will continue to explore and investigate several different avenues; and will provide further updates to the community.

#### **INTRODUCTION OF INTERIM DIRECTOR OF STUDENT SERVICES AND SPECIAL EDUCATION UPDATE**

Board President Borrelli recapped for the Board Interim Director Padavic's lengthy career in special education and student support services before welcoming him officially to District 64. He noted that Mr. Padavic retired in June from Oak Park Elementary School District 97, and will serve District 64 through the remainder of the current school year. Dr. Heinz then provided an overview of the many activities undertaken since Mr. Padavic joined the District on December 12, 2017. She reported on the meet and greet sessions conducted with the special education staffs at all D64 schools to provide an opportunity to share what they are proud of and identify concerns relative to their work. Dr. Heinz noted that she and Mr. Padavic were assembling both short- and long-term action plans to address key improvement areas. She noted that she and Mr. Padavic had begun exploring how best to conduct a special education audit, which would provide a helpful baseline of the current operation of the District's student services, and would identify areas of strength and potential items for improvement. She noted that initial conversations had been conducted with a number of firms and cooperatives that do this specialized work

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in an effort to gain an understanding of the scope of work that could be provided for D64 and the potential costs involved. Dr. Heinz reported that during the building meetings, some staff members had suggested that additional professional development would be helpful in Individualized Education Program (IEP) writing, co-teaching and goal-setting among other areas, and noted that the District is working to secure a trainer and establish a calendar for this training. Dr. Heinz then announced that the District would be launching a support group similar to a PTO for special education parents, and that the inaugural meeting for this group would be on Wednesday, February 7 at Lincoln Middle School (Learning Resource Center), with an informal meet and greet from 6-6:30 p.m. followed by the meeting from 6:30-7:30 p.m. She noted that all special education parents would be directly emailed an invitation, and that the meeting would be publicized through the D64 eNews and on the website as well. She affirmed that the intention is to create a welcoming environment for special education parents to come together for conversation, explore topics of mutual interest, and build collaborative relationships with the District. Dr. Heinz also noted that Mr. Padavic was now conducting regular department meetings to open lines of communication with staff, and that he had also been attending some IEP meetings to help facilitate discussions around student IEP goals.

Mr. Padavic then focused on key improvement initiatives already underway during the short time he has been with District 64. He noted that his goal is to be visible, accessible and approachable as he reaches out to special education parents and as he works with staff members in special education and related support services. He emphasized that he is working to build collaborative relationships that are focused on doing what is best for students, first and foremost. Mr. Padavic then reported on opportunities to build partnerships between special education parents and educators, and related the very positive experiences that he had with an approach, called Parents and Teachers Talking Together (PT3), which is a facilitated conversation at a half-day workshop between parents and teachers focusing on outcomes for students. He noted that following the dialogue, there is a process for identifying common priorities that assists with the development of an action plan. He said in Oak Park District 97, the facilitated, PT3 workshop had included 15 parents and 15 teachers, and that it had been a very powerful, collaborative process. Mr. Padavic noted that he would like to recommend considering implementing this workshop for District 64 and would introduce the concept at the upcoming new D64 Special Education Parent Support Group meeting. Mr. Padavic and Board members discussed the concept further.

Turning to another key improvement initiative, Dr. Heinz and Mr. Padavic reviewed plans to have an audit of the current special education program conducted by an outside firm or organization. Dr. Heinz noted the positive experience of the system-wide assessment by the Consortium for Educational Change (CEC) conducted in winter 2015 that had identified areas of strength and opportunities for growth in the District and ultimately laid the groundwork for development of the *2020 Vision* Strategic Plan. During Board conversation about a proposed audit, Dr. Heinz and Mr. Padavic noted that the review would provide a baseline for improvement initiatives and that it would offer an extensive opportunity for staff and community input similar to what the CEC assessment had done. Dr. Heinz noted that in addition to the high level of participation by staff, parents and community members, the CEC audit results had been

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shared extensively with all stakeholders creating an additional opportunity for dialogue. Mr. Padavic outlined the components of the audit, and noted the wide range of components included in the Illinois State Board of Education (ISBE) model, such as vision and mission; family and community engagement; learning standards and expectations; current instructional practices and educational outcomes; professional development; and resource allocations and finances, among possible areas. Dr. Heinz and Mr. Padavic reported that they had begun identifying individuals, companies and organizations, such as cooperatives, that conduct special education audits to gain an understanding of the scope of services that could be provided, the timeline, and the cost. The ensuing discussion with the Board focused on the need to provide extensive opportunity for parent and staff participation so that their thoughts and views will be heard about the current program as well as their hopes and expectations for the future, especially in light of the parent comments received by the Board at recent meetings. Mr. Padavic affirmed that parent outreach is fundamental to his current efforts, and that at the upcoming Special Education Parent Group meeting would expand these efforts. He noted that he intends to invite parents to volunteer for several subcommittees of this larger group to offer parents ways to volunteer, including a PT3 initiative and the audit.

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

- Tom Fisher, District 64 parent, addressed the Board concerning the audit process.
- Joan Sandrik, District 64 resident, addressed the Board concerning opportunities for regular education students to be more supportive of students with special needs.
- Miki Tesija, Field parent, addressed the Board concerning how the audit results will be utilized to affect changes to the special education program.
- Lorena Fisher, District 64 parent, addressed the Board concerning having an independent group conduct the audit.

Dr. Heinz and Mr. Padavic reconfirmed that the purpose of the audit is to provide a baseline about the current program, to identify strengths and identify where there are areas for improvement, so that action plans can be developed to move the program forward. Following further Board member discussion, Board President Borrelli noted that the administration's recommendation for the individual or company selected to conduct an audit would be brought to the Board for approval and that public comment would be invited at that time as well. The Board also reached consensus to publicly notice the Special Education Parent Meeting on February 7, 2018 as a Special Board meeting, so that Board members would be free to attend the inaugural meeting of this new support group in conformance with the Open Meetings Act.

### **CONTINUED DISCUSSION REGARDING THE DISTRICT 64 MIDDLE SCHOOL SCHOOL RESOURCE OFFICER (SRO) PROGRAM**

In a written report for the meeting, administration reviewed the current status of the intergovernmental agreements (IGA) with the City of Park Ridge and Village of Niles needed to launch a School Resource Officer (SRO) pilot program in 2017-18 at the District's two middle schools as approved by the Board at

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its August 28, 2017. It was noted that over the Winter Recess period, the District’s legal counsel Hodges, Loizzi had reported that it had received a report prepared at the Board direction by Ekl, Williams & Provenzale LLC to add further insights into the draft IGA, but that it was not in the form of a “red line” draft but rather provides concepts to consider when introducing an SRO program.

Board members then discussed and shared their views on a series of questions about if and how to proceed at the present time, as posed by legal counsel Tony Loizzi of Hodges, Loizzi. The first step was affirming that there was a consensus of the Board to continue discussion of the SRO pilot program and the required IGA. Turning next to the Ekl, Williams memo, Mr. Loizzi noted that there is nothing within the memo that would be prohibited from disclosure and that it contains no private, confidential information, and therefore, he advised as the Board’s legal counsel that Board members would not be prohibited from waiving the Board’s privilege of attorney-client product for this Ekl-Williams memo only. Board members then reached a consensus to waive attorney-client privilege specifically for this document only. With the decision made to make the Ekl, William memo public, Board members then reached consensus to release to the public the current draft of the District’s IGA. In addition to these items, it was also agreed to also share via the District 64 website other documents and resource materials that provide additional background about SRO programs and provide guidance about IGAs related to such programs, which would be helpful for the community to also have available. Finally, the Board scheduled a special meeting on February 20, 2018 to provide an opportunity to question a representative of Ekl, Williams in person about the memo and to hear further public comment, before providing direction to administration regarding the draft IGA. Park Ridge Police Chief Frank Kaminski was then invited to make a brief statement about the SRO program. He described the successful track record of the program in operation for many years at Maine South High School and affirmed the benefits for introducing an SRO presence at the District’s middle schools.

**DISCUSSION REGARDING 2018-19 REGISTRATION AND RESIDENCY VERIFICATION PROCESS**

CSBO Kolstad reviewed the District’s annual registration process and verification of student residency. She recommended that for the 2018-19 school year, the District utilize a new screening tool, called Clear Batch, to reduce staff time and the burden on families to produce residency paperwork annually, while also providing a thorough evaluation of a student’s residency. She reported that all returning families would be submitted through Clear Batch, and if passed, would not be required to submit residency paperwork for the coming school year via the Infosnap online registration system. CSBO Kolstad reported that Maine Township High School District 207 had used the Clear Batch processing during its 2017-18 registration process, and had very positive outcome in terms of identifying potential out of District families. In response to Board member questions, she provided additional details on how the residency verification is conducted and the current process. She reaffirmed that all newly enrolling families would still be required to submit full documentation prior to their registration being complete. Board members concurred with the recommended plan as a pilot for the 2018-19 school year.

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**APPROVAL OF CONSTRUCTION BIDS FOR SUMMER 2018**

CSBO Kolstad along with Facility Management Director DeGeorge and Rick Petricek of Studio GC architects reviewed the scope of work and bids received for critical infrastructure projects slated for summer 2018, including total roof replacement at Emerson Middle School and approximately 90% of the roof at Franklin School; and tuckpointing work at Lincoln Middle School and Franklin School, which will bring both schools up-to-date. They noted that these projects are part of an estimated \$8.4 million in work the Board had approved for bidding for the upcoming summer.

**Emerson/Franklin Roofing Replacement**

Regarding the roofing replacement, they pointed out that core sampling had determined that the insulation of large portions of the roofs were not damaged and would not need to be replaced, lowering the estimated cost of the work to be completed. Director DeGeorge and Mr. Petricek reported that the District had received bids from nine contractors, and that the lowest responsible base bid was from National Roofing, which had also satisfactorily completed other roofing projects for District 64 over the last two years. Responding to Board questioning, they affirmed that roofing is a prevailing wage project.

ACTION ITEM 18-01-01

It was moved by Board member Sotos and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Roofing Bid to National Roofing Corporation in the amount of \$1,698,000 for the Emerson/Franklin Roofing Replacement.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

**Lincoln/Franklin Tuck Pointing**

Director DeGeorge and Mr. Petricek reported that the District had received bids from 10 contractors, and that the lowest responsible base bid was from Construction Consulting & Disbursement Services. It was noted that one of the bidders had withdrawn its bid because it had failed to acknowledge an addendum.

They noted that Studio GC’s original estimate for the project was for a smaller scope of work, but that additional tuckpointing had been identified for Franklin that was deemed prudent to complete at this time.

ACTION ITEM 18-01-02

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It was moved by Board member Sotos and seconded by Board member Tiu that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Tuckpointing Bid to Construction Consulting & Disbursement Services, Inc. (CCDS) in the amount of \$175,000 for the Lincoln/Franklin Tuck Pointing.

The votes were cast as follows:  
AYES: Tiu, Biagi, Borrelli, Sotos, Ryles, Sanchez  
NAYS: None.  
PRESENT: None.  
ABSENT: Eggemann  
The motion carried.

**APPROVAL OF SETTLEMENT AGREEMENT WITH METALMASTER/ROOFMASTER INC.**

CSBO Kolstad reported that additional modifications had been requested by Metalmaster; the agreement is being held and will be presented for Board review and approval at the next regular meeting.

**ADOPTION OF RESOLUTION #1197 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 105 ILCS 5/17-1**

CSBO Kolstad noted that the Board’s formal action this evening is required to begin the annual process of preparing a budget for the upcoming school year.

ACTION ITEM 18-01-4

It was moved by Board member Sanchez and seconded by Board member Biagi that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt Resolution #1197, directing 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* 105 ILCS 5/17-1.

The votes were cast as follows:  
AYES: Sanchez, Ryles, Sotos, Borrelli, Biagi, Tiu  
NAYS: None.  
PRESENT: None.  
ABSENT: Eggemann  
The motion carried.

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**RECOMMENDATION AND APPROVAL OF PERSONNEL REPORT**

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

Craig Hoffman - Employ as Special Education Teacher at Washington School effective January 8, 2018 - Base, Step 1, \$26,106.94 (Prorated from 96.5 days out of 185 days).

Andie Karras - Employ as LRC Assistant at Field School effective January 12, 2018 - \$15.65 hr.

Suzana Taipovic - Employ as Teaching Assistant at Field School effective December 18, 2017- \$15.65 hr.

Elise (Lisa) Wright - Resign as Lunch Program Supervisor at Washington School effective December 22, 2017.

Diane Kravets - Retire as Teacher Assistant at Jefferson School effective June 2018.

ACTION ITEM 18-01-5

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

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

**CONSENT AGENDA**

ACTION ITEM 18-01-6

It was moved by Board member Biagi and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of January 22, 2018 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending December 31, 2017; Adopt Final Calendar for 2018-19 and Tentative Calendar for 2019-20; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

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NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

## **APPROVAL OF MINUTES**

### ACTION ITEM 18-01-7

It was moved by Board member Tiu and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Regular Board Meeting on December 11, 2017 and the Closed Meeting on December 11, 2017.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

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

Dr. Heinz reviewed upcoming agendas for the two February meetings, and confirmed that an additional meeting has now been added for February 20 for the SRO discussion. She reviewed recent FOIA requests received by the District. Dr. Heinz announced that District 64 employees had contributed more than \$11,100 to the 2017-18 Park Ridge Community Fund campaign to be used within our community to fund direct services to families in need. She thanked current and former employees for their generous support of this worthwhile cause. Dr. Heinz noted that the Elementary Learning Foundation (ELF) had met and all was in readiness for the annual casino night benefit on Saturday, January 27. She noted that many D64 teachers and administrators would be volunteering at the event, and encouraged all Board and community members to join her in showing their support for ELF as it raises funds to award 2018-19 innovation grants. She thanked and praised the ELF Board for their work on behalf of our schools. Dr. Heinz also reported that the Traffic Safety Committee had met, and had begun talking about the upcoming summer construction and Worlds of Wonder summer school program in addition to focusing on specific concerns at several schools. Dr. Heinz noted that the District was continuing to receive applications for the permanent Director of Student Services, and noted that the pool of respondents has not been large at this point. She reported that the District would use the Humanex screening tool as part of its review process for candidates. Dr. Heinz announced that response had been very strong for volunteers for her new 2017-18 Superintendent's Focus Group on Social Emotional Learning, with 35 selected from 70 community members who had applied. She noted the group would have its first of three planned meetings through the spring on January 22. In addition, she pointed out that announcements would be going out shortly for a new Special Education Parent Support Group that is

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being convened for the first time in District 64 on February 7, as discussed earlier in tonight’s Board meeting. Finally, Dr. Heinz noted that spelling bees are underway across all D64 schools this month, leading up to the District-wide bee planned for January 29 to select an overall D64 winner.

Dr. Heinz requested that all Board members please notify her or her Administrative Assistant of their selected time for the 1:1 annual conversations with the Superintendent. Board President Borrelli and Board members agreed to conduct a closed session on February 26 at 6:00 p.m. in advance of the regular meeting for discussion of the Superintendent’s mid-year evaluation.

Board President Borrelli shared information about the opportunity for Board members to participate in school law seminars. Board President Borrelli also asked whether the Board wanted to potentially explore the formation a Board Finance Committee; Dr. Heinz will contact the permanent replacement for the District’s Illinois Association of School Boards representative to see whether additional training or materials on the operations of official Board committees could be provided to assist the Board in evaluating this initiative. Board member Ryles suggested that the District consider a subcommittee for ongoing conversation with the local Go Green Park Ridge group and others interested in conservation topics. CSBO Kolstad and Dr. Heinz reported that the District has worked directly with this organization and others on inquiries raised in recent years regarding lawn care practices and other topics, and has worked directly with them to provide information. Board President Borrelli also noted that the previous Board had addressed many concerns regarding the District’s approach to lawn care maintenance. Dr. Heinz was requested to work with her team and report on options for the Board to consider in the future.

**ADJOURNMENT**

At 11:12 p.m. it was moved by Board member Tiu and seconded by Board member Sanchez to adjourn.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Eggemann

The motion carried.

\_\_\_\_\_  
President

\_\_\_\_\_  
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, March 12, 2018  
Carpenter School – South Gym  
300 N. Hamlin 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

7:00 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> <p>• <b>Pledge of Allegiance and Welcome</b> -- Mr. Brett Balduf, Principal Carpenter School</p> <p>• <b>Public Comments</b></p> <p>• <b>Recognition of Teacher Achieving National Board Certification</b> <span style="float: right;">A-1</span> -- Superintendent</p> <p>• <b>Mid-Year Update on 2020 Vision Strategic Plan Year 3 Implementation and Superintendent Evaluation Mid-Year Update</b> <span style="float: right;">A-2</span> -- Superintendent</p> <p>• <b>Begin Discussion on 2018-19 Administrative Salaries</b> <span style="float: right;">A-3</span> -- Superintendent</p> <p>• <b>Discussion of New Radio System in District</b> <span style="float: right;">A-4</span> -- Chief School Business Official</p> <p>• <b>Discussion of Child Care with Confidence Lease/Jefferson Space</b> <span style="float: right;">A-5</span> -- Chief School Business Official</p> <p>• <b>Board Authorizes 2017-18 Staffing Plan</b> <span style="float: right;">A-6</span> -- Chief School Business Official/ Assistant Superintendent for Human Resources <b>Action Item 18-03-1</b></p>
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- **Approval of Lincoln School Mechanical Equipment Bid** A-7  
-- Chief School Business Official Action Item 18-03-2
  
- **Approval of Construction Bids for Summer 2018:** A-8
  - Emerson/Jefferson Paving Action Item 18-03-3
  - Carpenter LRC Remodeling Action Item 18-03-4
  - 2018 Sealcoating Multiple Schools Action Item 18-03-5
  - Approval of Summer 2018 Asbestos Abatement Projects Action Item 18-03-6
-- Chief School Business Official/Director of Facility Management
  
- **Approval to Purchase Lawnmower and Bobcat** A-9  
-- Chief School Business Official/  
Director of Facility Management Action Item 18-03-7
  
- **First Reading of Policies from PRESS Issues** A-10  
-- Superintendent
  
- **Recommendation and Approval of Personnel Report** A-11  
-- Board President Action Item 18-03-8
  
- **Consent Agenda** Action Item 18-03-09 A-12  
-- Board President
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending February 28, 2018
  - Approval of Student Fees for 2018-19
  - Review of Audio Closed Minutes
  - Destruction Audio Closed Minutes (none)
  
- **Approval of Minutes** Action Item 18-03-10 A-13  
-- Board President
  - Committee-of-the-Whole: Special Education -----March 7, 2018
  - Regular Board Meeting -----February 26, 2018
  - Closed Session Meeting -----February 26, 2018
  - Special Board Meeting -----February 20, 2018
  - Committee-of-the-Whole: Finance -----February 20, 2018
  
- **Other Discussion and Items of Information** A-14  
-- Superintendent
  - Upcoming Agenda
  - District Committee Update (Elementary Learning Foundation and PTO/A Presidents Meeting)
  - Memorandum of Information (None)
  - Minutes of Board Committees (None)
  - Other
  - Discipline Data Report
  
- **Adjournment**

Next Meeting: **April 11, 2018**  
Committee-of-the-Whole: Special Education Parent Meeting - 6:30 p.m.  
**Lincoln School-LRC**  
200 S. Lincoln Avenue  
Park Ridge, IL 60068

Next Regular Meeting: **April 23, 2018**  
Regular Board Meeting – 7:00 p.m.  
**Roosevelt School-North Gym**  
1001 S. Fairview Avenue  
Park Ridge, IL 60068

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

FREEDOM OF INFORMATION REQUEST

Date 21 JAN 18

To:

Name: F.O.I.A. OFFICER  
Entity: PARKE RIDGE/NILES SCHOOL DIST  
Fax #: 1-847-318-4357

Requester: **David C. Stachura**  
10130 Berteau Ave.  
Schiller Park, IL 60176-1870

PHONE: [REDACTED]  
CELL: [REDACTED]  
E-MAIL: [REDACTED]

Number of Pages (including this one) 1

I would like to obtain copies of these records in [REDACTED]-electronic format.

REQUESTED RECORDS: Please supply the TAX LEVY rate for total property taxes including bonds that were not abated for the following years 2017, 2016, 2015, 2014, 2013.

I understand that the ACT permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search review of the records. 5 ILCS 140/6. I am willing to pay fees for this request up to a maximum of \$10.00. If you estimate that the fees will exceed this limit, please inform me first.

I look forward to hearing from you within five working days, as required by Act 5 ILCS 140(3). (Note: Will not be used for commercial purposes.)

Sincerely,

[REDACTED]

David C. Stachura

[REDACTED]

If you do not receive legible copies please call.

**"Government is not the solution to our problem, Government is the problem."  
Ronald Reagan**





Madelyn Wsol <mwsol@d64.org>

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**Re: FOIA Bid Results**

1 message

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Valentina Stanke [REDACTED]  
Reply-To: Valentina Stanke [REDACTED]  
To: "mwsol@d64.org" <mwsol@d64.org>

Mon, Jan 22, 2018 at 4:01 PM

Good Afternoon,

My name is Valentina Stanke and I work for Chicagolandconstruction.com

I am looking for Bid Results/Tabulations or Award for:

All 01/18/2018

Park Ridge-Niles School District No. 64 - 2018 Plumbing Replacement at Roosevelt Elementary School
Park Ridge-Niles School District No. 64 - Flooring Replacement at Roosevelt Elementary
Park Ridge-Niles School District No. 64 - Masonry Tuckpointing Lincoln at Middle School and Franklin Elementary School
Park Ridge-Niles School District No. 64 - 2018 Roofing Replacement at Emerson Middle and Franklin Elementary Schools

This information is being requested for Commercial purposes.

If you would please have these results faxed or emailed to me I would appreciate it very much.

Fax: [REDACTED]

Email: [REDACTED]

Thank you for your time.

Valentina Stanke

Chicagolandconstruction.com

5628 W. Timber Oak Court

Peoria, IL 61615

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

From: Illinois Retired Teachers Association [REDACTED]  
Date: Mon, Jan 22, 2018 at 9:23 AM  
Subject: FOIA Records Request - January 22, 2018  
To: lhein@d64.org

Freedom of Information Act  
2018-3

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act.  
Today's date is January 22, 2018



RECORDS REQUESTED: Please provide the name and email address of all teachers or administrators who are retiring in 2018.

Please provide the requested records electronically. Please email to [nmihelich@irtaonline.org](mailto:nmihelich@irtaonline.org).

This is a request by the Illinois Retired Teachers Association, a 501c4 not-for-profit Illinois organization.

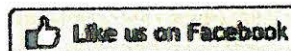
Thank you,

Nathan Mihelich  
IRTA

Nathan Mihelich  
Director of Membership & Marketing, Illinois Retired Teachers Association  
217-523-8488 | [nmihelich@irtaonline.org](mailto:nmihelich@irtaonline.org) | [www.irtaonline.org](http://www.irtaonline.org)  
828 S. 2nd St. Springfield, IL 62704 | Skype: amihelich

**ILLINOIS RETIRED TEACHERS ASSOCIATION**  
**828 S. Second Street, 4th Floor**  
**Springfield, IL 62704**  
**1.800.728.4782**

Stay In Touch



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Illinois Retired Teachers Association, 828 S Second St FL 4, Springfield, IL 62704

SafeUnsubscribe™ [lhein@d64.org](mailto:lhein@d64.org)

[Update Profile](#) | [About our service provider](#)

Sent by [nmihelich@irtaonline.org](mailto:nmihelich@irtaonline.org) in collaboration with

# Freedom of Information Act 2018-4



Madelyn Wsol <mwsol@d64.org>

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## FOIA request

1 message

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George Monical <[REDACTED]>

Thu, Jan 25, 2018 at 7:54 AM

To: Madelyn Wsol <mwsol@d64.org>, Laurie Heinz <lheinz@d64.org>, Tramm <btramm@d64.org>

To the D64 administration,

I am requesting items under the FOIA act.

Following up on my Sept 2017 FOIA request. I am looking for all additional information that have been considered in the formation of the Student Resouce Officer program. This includes but is not limited to:

- The Ekl, Williams and Provenzale report for which the board elected to terminate attorney-client privileges and to share with the public.
- Any additional exemplar IGA documents from other districts
- Any additional reporting or analysis that was conducted to bring the program into alignment with the Department of Justice and Department of Education's joint rubric.

Digital copies of the above items will suffice.

Regards,

George Monical

--

George Monical  
[REDACTED]



Madelyn Wsol <mwsol@d64.org>

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## Re: Illinois Freedom of Information Act Request

1 message

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**Madelyn Wsol** <mwsol@d64.org>

Tue, Feb 6, 2018 at 7:57 AM

To: Janessa Nikols [REDACTED]  
Cc: Laurie Heinz <lheinz@d64.org>, Tramm <BTramm@d64.org>  
Bcc: Madelyn Wsol <mwsol@d64.org>

Dear Ms. Nikols:

This email acknowledges receipt of your request for information pursuant to the Illinois *Freedom of Information Act*.

Sincerely,  
Madelyn Wsol

*Madelyn Wsol*  
*Administrative Assistant to the Superintendent/ FOIA Officer*  
*Park Ridge-Niles School District 64*  
*164 S. Prospect Avenue, Park Ridge, IL 60068*  
*847.318.4302*

On Tue, Feb 6, 2018 at 2:06 AM, Janessa Nikols [REDACTED] wrote:

FOIA OFFICER:

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting public records pertaining to any decisions and findings issued during the previous five years by the Illinois State Board of Education Request regarding complaints and/or investigations file for possible IDEA violations within School District 64. Also requested are records pertaining to any compliance complaints, conflict resolutions, mediation, and due process hearings filed within School District 64 during the previous five years. No identifiable student or family information is requested.

Please provide records to:

[REDACTED]  
Janessa Nikols  
[REDACTED]

Thank you,  
Janessa Nikols

Freedom of Information Act  
2018-6

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

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

Date Requested: 2-7-2018

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

Name of Requester: Amy Bartucci

Street Address: [REDACTED]

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

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

Fax (Optional):     

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

Food service provider contract  
with Quest which reflects  
services at DB4 lunchrooms  
and kitchens for current school  
year.

Do you want copies of the documents?  YES or NO  
--Do you want electronic copies or paper copies? paper  
--If you want electronic copies, in what format?     

Is this request for a Commercial Purpose? YES or  NO  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver?  YES or NO  
If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-  
Date Requested       
Date Due

Freedom of Information Act  
2018-7

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

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

Date Requested: February 16, 2018

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

Name of Requester: Amu Bertucci

Street Address: \_\_\_\_\_

City/State/County Zip (required): \_\_\_\_\_

Telephone (Optional): \_\_\_\_\_ E-mail (Optional) \_\_\_\_\_

Fax (Optional): \_\_\_\_\_

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

Hauling contracts for current and one previous agreement which reflects waste, recycling and composting services for all elementary schools in D64 through Lakeshore Recycling Services.

Do you want copies of the documents? YES or NO YES  
--Do you want electronic copies or paper copies? Paper  
--If you want electronic copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose? YES or NO  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or ~~NO~~  
If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-  
Date Requested \_\_\_\_\_  
Date Due \_\_\_\_\_

Freedom of Information Act  
2018-8

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

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

Date Requested: 2-7-2018

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

Name of Requester: Amy Bartucci

Street Address: [REDACTED]

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

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

Fax (Optional): \_\_\_\_\_

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

Lunch Supervisor responsibilities and contract language. What are current lunch supervisors who are hired in the district doing on a daily basis. This includes lunch supervisor managerial positions as well as standard employees.

Do you want copies of the documents?  YES or  NO  
--Do you want electronic copies or paper copies? paper  
--If you want electronic copies, in what format? \_\_\_\_\_

Is this request for a Commercial Purpose? YES or  NO  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver?  YES or  NO  
If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-  
Date Requested \_\_\_\_\_  
Date Due \_\_\_\_\_

Freedom of Information Act  
2018-9

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

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

Date Requested: Feb 8, 2018

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

Name of Requester: Amy Bertucci

Street Address: [REDACTED]

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

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

Fax (Optional): \_\_\_\_\_

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

Looking for accurate numbers that report how many lunch accounts are used for HOT LUNCH program on the weekly basis. I'm looking for #'s of users of HOT LUNCH for 2017 - present

Do you want copies of the documents? YES or  NO  
--Do you want electronic copies or paper copies? yes  
--If you want electronic copies, in what format? email is fine

Is this request for a Commercial Purpose? YES or  NO  
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or  NO  
If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-  
Date Requested \_\_\_\_\_  
Date Due \_\_\_\_\_





Madelyn Wsol &lt;mwsol@d64.org&gt;

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**FOIA - Bartucci**

1 message

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**Amy Bartucci** [REDACTED]  
To: Mwsol@d64.org

Wed, Feb 14, 2018 at 8:20 PM

Hello Madelyn,

I am resubmitting a FOIA request for the following with the additional language:

- 1) Food service provider contract with Quest which reflects services **and all documents evidencing payments pursuant** to D64 lunchrooms and kitchens for the current school year.
- 2) Hauling contracts and **all documents evidencing payments and agreements pursuant** to D64 which reflect waste, recycling, and **composting** services for all elementary schools in D64 through **Lakeshore Recycling Services**.

(The info I was given regarding hauling shows the reason Lakeshore was chosen - low bidder - but does not reflect any current contract language with **service requirements between Lakeshore and D64**. Also, what D64 provided me with is from **2008 - therefore it is my understanding that this is the most recent** agreement for recycling, solid waste, and now composting between D64 and Lakeshore and remains through SWANCC's Joint School District evaluation efforts.)

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amy bartucci



Madelyn Wsol <mwsol@d64.org>

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## FOIA - Bartucci #2

1 message

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**Amy Bartucci** [REDACTED]  
To: Mwsol@d64.org

Wed, Feb 14, 2018 at 9:36 PM

Hello again, Madelyn -

I am adding an additional FOIA request.

Requested: Total amounts received by the District from the Paper Retriever program over the last 7 years. I would like the totals to be organized by year.

Please include the pickup schedule as well.

2011  
2012  
2013  
2014  
2015  
2016  
2017

Additionally, please confirm which schools have a Paper Retriever bin and which schools do not. I have been told that Field School does not have a bin.

Thank you!

--

amy bartucci

To: Board of Education  
 Dr. Laurie Heinz, Superintendent

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

Date: February 26, 2018

Re: Illinois Science Assessment Results 2016 and 2017

The Illinois Science Assessment (ISA) is an online statewide assessment that aligns to the Illinois Learning Standards for science. The Illinois Learning Standards for science reflect the national Next Generation Science Standards (NGSS). District 64 students take the ISA once per year in the spring of fifth grade and the spring of eighth grade. The test is untimed and takes approximately 40-60 minutes to complete. It includes items aligned to Physical Science, Life Science, Earth/Space Science, and Engineering.

The Illinois Science Assessment has been administered for the past two years in District 64. We will administer the 2018 assessment in April. Budgetary uncertainty at the state level delayed the scoring of the 2016 and 2017 assessments. Results for the 2017 assessment were released in January 2018; results for the 2016 assessment were released in mid-February.

ISBE has approved two performance levels for the ISA: *Proficient* and *Not Proficient*. The ISA provides us with additional data to inform **broad curriculum adjustments** over time in order to better align instruction with the science standards. The results are not intended to support teaching decisions for individual students. District 64's results can be found below:

**Illinois Science Assessment:  
 Percentage of Students with a Score of Proficient**

	2016		2017	
	Grade 5 (current 7th Graders)	Grade 8 (current 10th Graders)	Grade 5 (current 6th Graders)	Grade 8 (current 9th Graders)
STATE	57.5	61.1	54.1	58.9
District 64	71.7	80.0	77.5	72.6

We currently have Individual Score Reports for the 2016 ISA. We expect to receive 2017 Individual Score Reports in March and will mail both reports home at that time. The score

reports contain the student's individual performance level (*Proficient* or *Not Proficient*) and scale score compared to average scale scores at the school, District 64, and state levels.

Parents of 9th and 10th grade students who are interested in their child's 2016 or 2017 ISA score report may contact the Department for Student Learning before June 1, 2018. We are partnering with District 207 to share this invitation through their school newsletters.

This year's Illinois Report Card does not include our 2016 ISA performance. However, next year's Illinois Report Card will incorporate the 2017 ISA results.

The ISA is only one part of how we measure student learning in District 64. In addition to this assessment information, our classroom and District assessments provide our teachers with real-time information on student mastery of the Illinois Learning Standards for science.

Park Ridge-Niles School District 64  
Board of Education Policy Committee  
Jefferson School – Plimpton  
8200 N. Greendale Avenue  
Niles, IL 60714

January 17, 2018 at 4:00 p.m.

Committee Members:

Dr. Laurie Heinz, Superintendent  
Eastman Tiu, Board Member  
Larry Ryles, Board Member

The Board Policy Committee meeting began at approximately 4:06 p.m. The committee reviewed and discussed the Board policies listed below. The District Policy Committee previously reviewed these Board policies.

The policies are:

- 2:210 School Board – Organizational School Board Meeting
- 2:260 School Board – Uniform Grievance Procedure
- 5:70 General Personnel – Religious Holidays
- 5:80 General Personnel – Court Duty
- 5:120 General Personnel – Employee Ethics; Conduct; and Conflict of Interest
- 6:180 Instruction – Extended Instructional Programs
- 6:210 Instruction – Instructional Materials
- 6:235 Instruction – Access to Electronic Networks
- 6:290 Instruction - Homework
- 7:80 Students – Release Time for Religious Instruction/Observance
- 7:160 Students – Student Appearance
- 7:305 Students – Student Athlete Concussions and Head Injuries
- 8:70 Community Relations – Accommodating Individuals with Disabilities

These policies will be presented for First Reading at the March 12, 2018 regular Board of Education meeting, followed by approval at the April 23, 2018 regular Board meeting with any additional revisions.

Meeting adjourned at 5:15p.m.

2/26/18