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Board of Education Meeting Recap

The Township High School District 211 Board of Education met on Thursday, August 13, 2015, in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center. The following is a recap of important items that were acted upon at the meeting.

Introduction of Newly Appointed, Promoted, and Transferred Administrators

Newly appointed, promoted, or transferred administrators were introduced to the Board of Education:

Colene Brockman, 10-month assistant principal, William Fremd High School

Miriam Castro, dean of students, Palatine High School

Karl Craddock, dean of students, William Fremd High School

James Fleischman, director of transportation

Amy Friel, program administrator, Higgins Education Center

Brian Harlan, 12-month assistant principal, Hoffman Estates High School

Nicholas Jahnke, facilities engineer

Mark Langer, 12-month assistant principal, James B. Conant High School

Stacy Lenihan, director of food & nutrition services

Martin Manning, athletic director, Schaumburg High School

Hamid Mehreioskouei, dean of students, Schaumburg High School

Thomas Mocon, 10-month assistant principal, Palatine High School

Justin Onayemi, dean of students, Hoffman Estates High School

Presentation: Tentative Budget for 2015-2016

Chief Operating Officer Lauren Hummel and Controller and Treasurer Barbara Peterson presented an overview of the 2015-2016 Tentative Budget to the Board of Education.

Approval of Minutes

The Board of Education approved the minutes from a special meeting on [July 13, 2015](#), and its regular meeting on [July 16, 2015](#).

Acceptance of District 211 Foundation Donations: Innovation Grants

The Board of Education formally accepted the donation of \$28,950.00 in Innovation Grants from the High School District 211 Foundation. Innovation Grants are intended to assist teachers and staff in developing ideas and best practices, and are awarded for innovative projects or programs that are not normally funded with the regular school budget, yet have a direct impact on student learning.

A complete listing of the 2015-2016 District 211 Foundation Innovation Grants awarded is available [here](#).

Acceptance of Donation: Incubator Program

The Board of Education formally accepted the donation of \$40,000.00 from the High School District 211 Foundation to assist with the implementation of the Business Incubator course at each of the District's five high schools. This course is designed to simulate a business environment instead of a typical high school classroom and prepares student teams to create and fully develop their own product or service.

Additional information on the District 211 Foundation donation is available [here](#).

Facilities and Construction Update

The Board of Education received an update on facilities and construction projects within the District over the past year. This update included information on the following Life Safety projects approved by the Illinois State Board of Education and Capital Improvement projects approved by the District 211 Board of Education:

- Conant High School Life Safety and Connecting Corridor
- Higgins Education Center
- Student Media Centers and Learning Commons
- Incubator Classrooms
- Swimming Pools
- Adult Transition Program – North
- Paving and Concrete
- Athletic Field Renovation

A complete copy of the report the Board received on the facilities and construction update is available [here](#).

Performance Evaluation Reform Act Update

The Board of Education received an update on the Performance Evaluation Reform Act (PERA).

In 2010, Illinois Governor Pat Quinn signed the Performance Evaluation Reform Act (PERA), which changed how teachers' and principals' performances are measured in the state. This past year, the Teacher Evaluation Joint Committee updated the teacher evaluation document to include the required PERA component of student growth. A teacher's summative evaluation now reflects 70% of the teacher's performance on the standards for professional practice and 30% on the ability of students to demonstrate academic growth in the teacher's classroom. Non-teaching faculty - such as counselors, librarians, nurses and therapeutic specialists, etc. - are exempt from the student growth requirement of the PERA legislation and will continue to be evaluated on the current system.

Tenured teachers are evaluated on a two-year cycle, while non-tenured teachers are evaluated every year. For the 2015-2016 school year, some tenured teachers will be finishing the second year of their two-year evaluation cycle on the old system. Non-tenured teachers and tenured teachers beginning a new two-year cycle will be starting the new evaluation system. Professional development for this new system began last school year and will continue through the beginning of this school year.

Parent Open House Dates

The Board of Education received information on Parent Open House dates and times for District 211 schools. Open Houses will be held on Thursday, September 10, 2015, at the following times:

Academy-North: 5:00 - 7:00 p.m.
Higgins Education Center: 5:00 - 7:00 p.m.
James B. Conant High School: 7:00 - 9:00 p.m.
William Fremd High School: 7:00 - 9:00 p.m.
Hoffman Estates High School: 7:00 - 9:00 p.m.
Palatine High School: 7:00 - 9:00 p.m.
Schaumburg High School: 7:00 - 9:00 p.m.

Community Engagement and Strategic Plan Update

At the July 16, 2015 meeting, the Board of Education authorized the Superintendent to issue a Request for Proposal (RFP) to identify firms capable of facilitating a community engagement and strategic planning initiative for District 211. The Board was updated on the RFP process. The District mailed RFPs to

eight firms, and received proposals from four (4) firms including one unsolicited proposal. Proposals received will be reviewed and evaluated, with a recommendation for Board consideration to be presented at the September 17, 2015 meeting.

Proposed Policy Revisions/Deletions

As part of its ongoing Policy Manual review, the Board of Education reviews proposed policy revisions, policy deletions, and proposed new policies from the Administrative Board Policy Group. The Group is comprised of Board President **Mucia Burke**, Vice President **Robert LeFevre**, Associate Superintendent **Lisa Small**, Director of Administrative Services **Matthew Hildebrand**, and Assistant to the Superintendent **Kathe Lingl**.

The Board approved revisions to policy files: [IFA Local Wellness Policy](#), [GCAB/CDEH Department Chair](#), and [GEK School Nurse Work Schedule](#). The Board also approved deletions to Board policy files: [EH Data Management](#), [GBQ Roster of Personnel](#), [GCABA Qualifications for Department Chair](#), and [GHCA Posting of Custodian/Maintenance Vacancies](#). Proposed revisions and deletions were initially reviewed at the July 16, 2015 Board meeting.

2015-2016 Tentative Budget

The Board of Education approved the 2015-2016 Tentative Budget as presented. The Tentative Budget is available on the District 211 website for public inspection for a minimum of 30 days. Further, a public hearing will be held at the September 17, 2015 Board of Education meeting, and adoption of the budget must be completed by September 30, 2015.

The Tentative Budget represents the finance and operations plan that supports District 211's instructional program. The Tentative Budget was developed in accordance with the revised Illinois Program Accounting Manual and presents revenue and expenditures by category and fund.

The following budget parameters were established and incorporated into the 2015-2016 budget development process:

- Maintain a balanced budget in accordance with the School Code (105 ILCS 5/17-1)
- Allocate costs associated with achieving District academic goals
- Allocate staffing costs based on enrollment and instructional programs
- Utilize \$2.0 million of existing Working Cash reserves to reduce the levy in the Debt Service Fund

- Safeguard a minimum 33.3% fund balance within the Educational Fund and combined operating funds
- Allocate salary costs based on negotiated contracts and Board approved percentage increases
- Allocate benefit and insurance costs based on projections developed in coordination with the District's consultant
- Allocate \$2.6 million in the Life Safety Fund for approved projects
- Allocate \$900,000 for contingency to accommodate any unanticipated expenditures (Education - \$500,000; Operations/Maintenance - \$200,000; Transportation - \$100,000; Municipal Retirement/Social Security - \$100,000).

For 2014-2015, operating budgets are balanced and fund balances remain stable. Primary operating funds of the District include the Educational, Operations/Maintenance, Transportation, Municipal Retirement, and Working Cash Funds. These operating funds account for approximately 89% of the total budget expenditures and 99% of the budgeted revenues. The District accounts for three restrictive funds that include debt service, capital projects, and life safety. Expenditures for these restrictive funds include payment of principal and interest on outstanding debt, ongoing construction and site improvement projects, and State-approved life safety work. Property taxes and transfers from other funds are the primary source of revenue for the Debt Service Fund, while bond proceeds and transfers from other funds serve as the revenue source for Life Safety and Capital Projects.

Overall, the cumulative 2015-2016 budget is projected to be \$24.7 million over in expenditures compared to revenue due to timing matters regarding the payment of capital improvement projects. The planned capital improvement projects include swimming pool renovations, updated media centers, and significant building renovations taking place at the District 211 Higgins Education Center. The budget also includes the purchase of the Higgins Education Center this fall, as well as a new Adult Transition Program building at Palatine High School. No additional fund balance transfers will be needed for the 2015-2016 budget as the funds were previously transferred upon approval of the projects. Additional factors contributing to a deficit budget include a recommendation to again reduce the debt service levy, completion of mandated life safety projects, and the continuation of iPad lease payments. This projected budget deficit forecast also assumes the use of all contingency funds included in the budget; historically, the District has not needed to utilize these emergency funds.

The District's operating funds (Educational, Operations and Maintenance, Transportation, Illinois Municipal Retirement, and Working Cash Funds) are projected to finish the 2015-2016 fiscal year in a favorable position with a projected surplus of \$400,000. Positive surplus budgets are projected in the Educational Fund (\$500,000); Illinois Municipal Retirement Fund (\$300,000); and Working Cash Fund (\$700,000). The Operations and Maintenance Fund is projected to have a flat ending budget position with no projected surplus or

deficit. The Transportation Fund is projected to end the year with a deficit of \$1.2 million due to the anticipated receipt of only three of four quarterly categorical payments from the State of Illinois. The restrictive funds will recognize the planned fund deficits in the Debt Service Fund (\$4.5 million), Capital Projects Fund (\$18 million), and Life Safety Fund (\$2.6 million).

All school districts in Illinois must submit a balanced budget or adopt a deficit reduction plan to balance the budget within three years. The District projects a budget surplus of \$100,000 in the aggregate of operating funds (Educational, Operations and Maintenance, Transportation, and Working Cash). This reflects the District's commitment to maintaining balanced budgets in accordance with the Illinois School Code and keeping expenditures at or below projected revenue.

The projected \$4.5 million budget deficit in the Debt Service Fund is due to a levy reduction plan that has been in place since 2007 and lease payments for iPad devices through the One-to-One iPad Program. As part of a positive multi-year levy reduction (abatement) strategy to benefit District taxpayers, the Board approved the reduction of \$2 million as part of the 2014 debt service levy adopted last December. The debt service levy reduction strategy provides for the ongoing use of reserves to pay a portion of principal and interest on outstanding bonds and subsequently, reducing the Debt Service levy by that same amount. This results in a lower overall tax rate for taxpayers due to the planned proportionate reduction in property taxes in the Debt Service levy. Since 2007, the Board of Education has reduced its overall levy by \$28.3 million.

The reported \$18.0 million budget deficit in the Capital Projects Fund reflects planned capital improvements to the swimming pools for all five high schools (\$14 million), media center renovation and planning costs for Schaumburg, Palatine, Fremd, and Conant High Schools (\$1.6 million), renovations to the Higgins Education Center for special and alternative education programs (\$2 million), and improvements to playing fields at multiple schools. Many of these projects are planned over multiple years with associated costs spanning multiple budget years.

Total direct revenue is projected to be \$242.7 million, an increase of 0.4% from the 2014-2015 actual revenues. On a budget to budget comparison, the 2015-2016 budget projects an increase of 0.8% compared to the revenues budgeted in 2014-2015. This slight increase is due primarily to increased local property tax revenue.

Total direct expenditures are projected to be \$267.4 million, an increase of \$7.3 million or 2.8% from the 2014-2015 actual expenditures, and includes planned capital improvements and renovations. On a budget to budget comparison, total expenditures are projected to increase \$3 million or 1.2% from 2014-2015 primarily due to planned salary and benefit costs, increased health insurance costs, and additional supplies and materials costs. The budget also provides for

\$900,000 of contingency funds spread over the four operating funds and reflected in the operating expenditure total.

Additional information is available [here](#) and a copy of the 2015-2016 Tentative Budget is available [here](#).

Purchase of the Higgins Education Center

In July 2014, District 211 entered into a lease agreement, with the option to purchase, with the 1030 West Higgins Building Partnership, and Illinois General Partnership Landlord. Since then, the 26,350 square-foot building has been fully renovated and will open its doors as the new home to multiple special education programs later this month.

The facility's location directly adjacent to Hoffman Estates High School affords benefits that could not be created in another location, particularly given the exceptional characteristics of the students who will attend the Higgins Education Center. Students in the Academy-South alternative school program previously attended school in a small building in an industrial park outside the District 211 boundaries. This facility did not have sufficient space to serve student needs adequately, particularly the space needed to conduct counseling sessions within a therapeutic environment. Students who will be served in the New Endeavors program, all of whom display some degree of autism or similar communication weaknesses, previously were transported to Arlington Heights. The new facility will allow students to travel less and they will be able to better experience transitional training in their home school within their community. Both the Academy-South and New Endeavors programs will be housed on the second floor of the two-story building. The lower level of the Higgins Education Center will house students in the Adult Transition Program-South (ATP-South). Since 2009, the students in the ATP-South program have been housed in trailers located in the parking lot at Hoffman Estates High School. The new facility will meet the standards for students with disabilities and provide a permanent, safe location for the ATP-South program. Once the regular school day ends, the building will continue to serve a range of needs as a "community school."

The structure of the lease agreement allows District 211 to purchase the property at any point during the 20-year lease. Under the terms of the agreement, District 211 is currently responsible for a monthly rent payment, as well as annual property tax payments. If purchased, the District would no longer be responsible for the cost of annual rent or the property tax payment, as the property would be removed from the tax rolls. If the building were to be purchased during the 2016 fiscal year, the purchase price would be \$1,510,000 and would provide the District with a six- to seven-year payback period. Under the current agreement, the purchase price increases 4.8% to 7.4% in future years.

At the September 17, 2015 Board meeting, a recommendation will be presented to purchase the Higgins Education Center using funds that are included in the District's annual budget for 2015-2016.

Additional information on the purchase of the Higgins Education Center is available [here](#).

Board of Education Self-Evaluation Agreements

Responsible for governing the school district, the Board of Education works on behalf of the entire community as one entity, with clarity of purpose and a clear direction. The Board operates as one single entity responsible for itself, its processes and contributions, while refusing to surrender to special interest or partisan political groups.

On April 30 and July 16, 2015, the Board and the Superintendent met with a representative from the Illinois School Board Association (IASB), a state-wide association, for the purpose of self-evaluation and to discuss governance practices of the Board of Education. From these discussions, the Board and Superintendent compiled a list of agreements and expectations by which to work together in order to conduct the work of the Township High School District 211 community.

The Board reviewed the initial draft of agreements and practices prepared thus far in anticipation of a future meeting already unanimously planned.

Administrative Appointment

The Board of Education approved the appointment of **Tony Medina** as 10-month assistant principal at Palatine High School, effective August 17, 2015. Mr. Medina is currently a world language teacher at Fremd High School, a position he has held since the 2006-2007 school year. In addition, he has served as the world language department chair since 2013. Mr. Medina received his undergraduate degree in business administration and Spanish from Benedictine University in Lisle, Ill., in 2004. In 2012, he earned a master's degree in Spanish from Northeastern Illinois University in Chicago. Mr. Medina completed a second master's degree in 2014 as part of the Illinois Principal Preparation program at Concordia University in River Forest, Ill.

Next Board of Education Meeting

The next scheduled regular Board of Education meeting will be held on Thursday, September 17, 2015, beginning at 7:30 p.m. in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center.

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