

Board of Education Meeting Recap

The Township High School District 211 Board of Education met on Thursday, February 16, 2017, 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.

Recognitions

Two High School District 211 students were recognized by the Board of Education for recently earning a score of 36 on the American College Test (ACT) exam, the highest possible composite score: William Fremd High School student **Kevin Chen** and Palatine High School student **Sarah Gonwa**. On average, less than one-tenth of one percent of all ACT test takers earns a top score. Since 1998, High School District 211 has had 96 students accomplish this outstanding achievement. A complete list of those District 211 students earning a 36 on the ACT is available [here](#).

The Board recognized four District 211 students who were named to the *Daily Herald* Leadership Team for 2016-2017: **Matthew Aberman** from Schaumburg High School, **Elizabeth Einig** from James B. Conant High School, **Victor Estrada** from Palatine High School, and **Parin Shah** from Hoffman Estates High School. This honor recognizes students who are among the top in leadership through their involvement in school, church, and community organizations.

The Board honored School Bus Driver **Kenneth Feeley** for providing support in a life-saving situation. Mr. Feeley requested a well-being check at a student's house that led to an emergency response team saving a life. His familiarity with students on his bus route played a key role.

The Board recognized local businesses that partner with District 211 to provide worksites for students with special needs. Through these partnerships, the District is able to provide students with true-to-life work experiences that help prepare students for their lives after high school. The following businesses received Board recognition:

- Advanced Preschool, Inc.
- Advocate Good Shepherd Health & Fitness Center
- Alfred Campanelli YMCA
- Barnes & Noble
- Buehler YMCA
- eWorks Electronic Services, Inc.
- Friendship Village of Schaumburg
- GFS Marketplace of Palatine
- GFS Marketplace of Schaumburg

- GiGi's Playhouse
- Harper College Child Learning Center
- Harper College Sodexo Dining Services
- Holiday Inn Express of Chicago-Schaumburg
- HomeGoods of Schaumburg
- HomeGoods of Palatine
- IKEA
- Innovative Components
- Nordstrom Rack
- Partners for Our Communities
- Renaissance Hotel & Convention Center
- Richelieu Hardware
- Rosewood Care Center
- Savers
- Subway
- Tamarack – Holiday Retirement
- T.J. Maxx of Palatine
- T.J. Maxx of Hoffman Estates
- Underground Autosports
- Willow Creek Care Center

Presentation: Facilities and Capital Improvement Update

It has been the long-standing commitment of District 211 to provide safe, functional, and adaptable facilities that contribute to the educational program and have a positive impact on student achievement. As a component of the District's financial and operational goals, the long-range capital outlay plan is designed to align with the District's Strategic Plan, building utilization, improvement and maintenance schedule, and serve the educational goals. The District is in year four of its current five-year capital improvement plan and has developed its next 10-year capital improvement plan, consistent with the Strategic Plan. The capital improvement plan is reviewed and updated annually to reflect the District's progress and considers changes due to financial, demographic, technological, or energy-related conditions.

As the District completes capital improvement projects, the Board of Education will continue to be provided with project status and financial updates for each project. The administration also will continue to provide planning recommendations for the remainder of the capital improvement plan and for the upcoming 10-year capital improvement plan recommended for future years.

Chief Operating Officer **Lauren Hummel**, Controller & Treasurer **Barbara Peterson**, and Director of Facilities & Business Services **Christopher Kontney** presented a report to the Board of Education that summarized the work

completed to this point relative to both mandated life safety improvements and capital improvement projects. The presentation and report also included a summary of the progress relative to life safety projects and the five-year capital improvement project timeline scheduled through 2018, in addition to a list of future improvement projects that will be recommended as part of the 10-year plan through 2027.

Additional information is available [here](#), along with a copy of the [presentation](#).

Approval of Minutes

The Board of Education approved the minutes from its regular meeting on [January 19, 2017](#).

In-District Professional Learning Opportunities Spring 2017

The Board of Education approved offering the following professional learning opportunities for staff for in-district credit: “Poor Students, Rich Teaching: Mindsets for Change” (Book Study); “Grit: The Power of Passion and Perseverance” (Book Study); and “Emotional Intelligence 2.0” (Book Study).

Additional information on the approved professional learning opportunities is available [here](#).

Class Size Committee Report

The Board of Education received a [report](#) from the Class Size Committee.

2017-2018 Budget Sequence and Development

The Board of Education received information about the budget sequence and development. The 2017-2018 budget sequence occurs over several months prior to the budget recommendation to the Board in August. Development of the annual budget for the 2017-2018 fiscal year began following the adoption of the 2016 levy at the December 8, 2016 Board meeting. Property tax revenue based upon the approved 2016 levy amount will provide the majority of the District’s revenue source.

Expenditures for the 2017-2018 budget will begin to be developed by schools and departments over the next several months for textbooks, supplies, purchased services, and capital replacement needs. These will then be reviewed by administration and the superintendent prior to inclusion on the budget plan.

The expenditure budget will include budget reductions and will be aligned with the District's strategic priorities.

The Board also received the Budget Calendar, incorporating the levy and budget process. The calendar identifies various steps in the development and date for completion.

The following budget parameters and considerations will be incorporated into the 2017-2018 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 an estimated \$2.7 million of existing Working Cash reserves to make payment on Life Safety bonds in lieu of the need to levy debt service funds
- Safeguard a minimum 33.3% fund balance with the Educational Fund and combined operating funds
- Allocate salary costs based on negotiated contracts
- Allocate benefit and insurance costs based on projections developed in coordination with the District's consultant, HUB International
- Allocate an estimated \$1 million in the Life Safety Fund for approved projects
- Execute an inter-fund transfer estimated at \$15 million for capital improvement projects
- Continue the one-to-one program for a portion of new devices purchased for FY18
- Transfer approximately \$400,000 to Debt Service Fund to make lease payment on existing iPad devices
- Make an additional payment estimated at \$2 million to IMRF to reduce the District's unfunded IMRF pension liability

The District's operating funds include the Educational, Operations and Maintenance, Transportation, Illinois Municipal Retirement/Social Security, and Working Cash Funds, and are used to support the academic, facility, and operational priorities outlined in the Strategic Plan. During the 2017-2018 fiscal year, District 211 will make its final payment on outstanding Life Safety bonds through the use of existing operating funds. Following the final bond payment in December 2017, the District will be free of bonded debt. Continued budget reductions and operational efficiencies will be included in the 2017-2018 operating fund budget.

The District's non-operating funds include Debt Service, Life Safety, and Capital Projects Funds. For the 2017-2018 fiscal year, the Debt Service fund will account for the final payment on principal and interest for the 2012-2013 Life Safety bonds. The Board approved utilization of \$3.1 million in existing reserves

to eliminate the Debt Service levy to taxpayers through the adoption of the 2016 levy.

Life Safety projects will continue with roof repairs and window, door, and glazing improvements at William Fremd High School during the summer of 2017. Life Safety bond proceeds from the 2012-2013 bond issuance were completely expended during the 2016 fiscal year; the District will continue to pay for projects through reserves and its annual Operations and Maintenance Fund operating budget.

District 211 will complete its first five-year capital improvement plan during the 2017-2018 school year with renovations to the Fremd and Hoffman Estates High Schools media centers and renovations to improve drainage, grading, and field layout at Fremd High School. District 211 also will begin work on projects outlined in its second 10-year capital improvement plan during the 2017-2018 year, with renovations to Schaumburg High School's locker rooms, restrooms, and cafeteria schedule for completion. Additional carry-over project expenses from the District's 2016-2017 projects including swimming pool renovations also will be budgeted during the 2017-2018 fiscal year. Payment for all projects will be made through current reserves and operating fund surpluses from the 2016-2017 fiscal year, and an additional \$15 million is estimated to be transferred during the 2017-2018 budget year to complete these projects.

Additional information on the 2017-2018 budget sequence and development is available [here](#), as well as the budget calendar.

D211 Cares Campaign Report

For over 30 years, High School District 211 employees have participated in an annual charity drive in the fall, raising hundreds of thousands of dollars and helping support countless charitable organizations. Last year marked the inaugural year of a new employee giving campaign, *D211 Cares*, with 100 percent of contributions going directly to school and District sponsored charities or organizations.

This past November, the District again offered a chance for individual employees to contribute to local needs, many chosen by school staff, with each employee's entire donation going directly to their chosen cause.

High School District 211 employees contributed \$11,270 to the 2016-2017 "D211 Cares" campaign. The top local charitable causes selected by District 211 employees included: *Cougars in Need*, *Hawk's Nest*, *Palatine Family Crisis Fund*, *Ray Mills Fund*, *Saxon Magic Closet*, *Victor Viking Fund*, *District 211 Foundation*, *Excel Beyond 211*, *Partners for Our Communities (POC)*, and *Illinois Special Olympics*.

Proposed Policy Revisions

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

After initially reviewing proposed policy revisions at its January 19 meeting, the Board approved revisions to Board policy files: [BD School Board Meetings](#), [BHD Board Member Expenses](#), and [DLC Expense Reimbursements](#).

Proposed Resolution: Travel Expenses

On July 22, 2016, Illinois Governor Bruce Rauner signed into law the Local Government Travel Expense Control Act. The new law requires all school districts, community colleges, and units of local government other than homerule municipalities to regulate by resolution or ordinance the reimbursement of all travel, meal, and lodging expenses for its officers and employees by: 1) adopting a resolution or ordinance to regulate expenses; 2) listing the types of official business that are permitted for expense reimbursements; 3) requiring the use of a standardized form for expense reimbursements; and 4) setting a maximum allowable expense reimbursement amount.

After initially reviewing a [proposed resolution](#) at its January 19 meeting, the Board of Education approved the resolution as presented. The approved resolution has parameters for Board members and District 211 employees for travel expenses: the maximum allowable expense reimbursement is set at \$3,000 per individual, per event; or \$5,000 per year.

Driver Education Behind-the-Wheel Fee for 2017-2018

The Illinois School Code (105 ILCS 5/27-24.2) provides that school districts may charge a fee, not to exceed \$50, for participation in the driver education behind-the-wheel course unless a waiver is approved by the Illinois General Assembly for an additional fee amount. Since the 2004-2005 school year, the driver education fee has been established at the requested and previously approved waiver amount of \$350 per student. At its January 19, 2017 meeting, the Board of Education took action to file a waiver with the Illinois General Assembly seeking approval for the ability to charge a fee for driver education behind-the-

wheel up to an amount of \$400 during the period from the 2017-2018 school year through the 2021-2022 school year.

The waiver was filed with the General Assembly on January 20, 2017, and the General Assembly has since notified the District that review and approval of the waiver is not expected until April 2017. Until the waiver is adopted by the General Assembly, the District may charge an amount up to \$350. The Board approved keeping the driver education behind-the-wheel fee at \$350 for the 2017-2018 school year.

Purchase of Human Resources Software Packages

The most critical resources in a school district are the people who serve students, and how these resources are allocated and managed ensures efficiency and responsive service. As District personnel have refined their skills and the level of services through the District's schools has evolved, the systems to manage human capital and allocate time have remained the same for decades.

The Board of Education approved the purchase and implementation of the *Absence and Time* software package and the *VeriTime* software package at a total cost of \$39,841.90. *Absence and Time* is the leading automated online substitute placement software system with over 6,000 school districts and 2 million educators using it in all 50 states. *VeriTime* is a web-based time and attendance management system built specifically for K-12 school districts. District 211 can implement both software applications at a reduced cost when compared to the salary and benefits for a central substitute caller. Both software packages will integrate seamlessly with the District's existing human resources applications.

Additional information is available [here](#).

Next Board of Education Meeting

The next scheduled regular Board of Education meeting will be held on Thursday, March 16, 2017, beginning at 7:30 p.m. in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center.