

## **Board of Education Meeting Recap**

The Township High School District 211 Board of Education met on Thursday, February 14, 2019, in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center. The following is a recap of items that were acted upon at the meeting.

### **Recognitions**

The Board of Education recognized 26 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:

- Alfred Campanelli YMCA
- Barnes & Noble
- Baskin Robbins
- Buehler YMCA
- Elizabeth Blackwell School Schaumburg
- Friendship Village of Schaumburg
- GFS Marketplace of Palatine
- GFS Marketplace of Schaumburg
- Harper College Child Learning Center
- Harper College Sodexo Dining Services
- HomeGoods of Palatine
- HomeGoods of Schaumburg
- IKEA
- Innovative Components
- Lifetime Fitness
- Partners for Our Communities
- Renaissance Hotel & Convention Center
- Richelieu Hardware
- Rosewood Care Center
- Savers
- Subway
- The Grand at Twin Lakes
- T.J. Maxx of Palatine
- T.J. Maxx of Hoffman Estates
- Village of Palatine
- Willow Creek Care Center

**Presentation: Special Education Transition Planning**

Much of what special education does is highly governed by federal mandates and state regulations such as the Individuals with Disabilities Education Act (IDEA). One mandate is the development of a transition plan designed to prepare students to lead independent, meaningful adult lives, to the greatest degree possible. Ten years ago, High School District 211 created the D211 Adult Transition Program to help students with special needs transition seamlessly from high school to adult life. Transition plans are individualized according to each individual's abilities and interests. While all transition plans address post-secondary education or training, employment and independent living, for some students receiving special education services, skill development in the areas of healthy recreation and leisure engagement, accessing and navigating the community, self-determination and self-advocacy also are addressed. Each year, nearly 1,200 students throughout District 211 are aided by transition plans.

Associate Superintendent for Student Services **Mark Kovack**, Director of Special Education **Renée Erickson**, and Higgins Education Center Special Education Teachers **Peter Capra** and **Rebecca Macatangay** presented information on special education transition planning to the Board. A copy of the presentation is available [here](#) and additional information on special education transition planning is available [here](#).

### **Approval of Minutes**

The Board of Education approved the minutes from its its regular meeting on [January 17, 2019](#).

### **In-District Professional Learning Opportunities**

The Board of Education received a report highlighting professional learning opportunities available for District 211 certified staff. The report included information about graduate coursework, conferences and workshops, administrator academies, and required trainings. Also included in the report was information about established workshops/programs facilitated by District 211 faculty and staff, including instructional coaches, the four-year new teacher induction program, the new administrator workshop, the annual summer administrative leadership workshop, the annual training of leadership teams in the selection and hiring of professional staff, revolving meetings, institute days and morning work sessions, time grants, Apple trainings, and in-district courses.

The Board authorized the superintendent to offer the following professional learning opportunities for in-district credit: *Big Potential* (Book Study); *Drive* (Book Study); *How We Learn: The Surprising Truth About When, Where, and*

*Why It Happens* (Book Study); *The Culture Code* (Book Study); *Why Are All of the Black Kids Sitting Together in the Cafeteria? – And Other Conversations About Race* (Book Study); and *Why Don't Students Like School* (Book Study).

A copy of the report is available [here](#).

## **Class Size Committee Report**

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

## **2019-2020 Budget Sequence and Development**

The Board of Education received information about the budget sequence and development. The 2019-2020 budget sequence occurs over several months prior to the budget recommendation to the Board in August 2019. Development of the annual budget for the 2019-2020 fiscal year began following the adoption of the 2018 levy at the December 13, 2018 Board meeting. Property tax revenue based upon the approved 2018 levy amount will provide the majority of the District's revenue source.

Expenditures for the 2019-2020 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 recommendations will then be reviewed and prioritized by administration and the superintendent prior to inclusion in the budget plan. The expenditure budget will be aligned with the District's strategic priorities and will include budget efficiencies.

The Board also received a copy of 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 are planned to be incorporated into the 2019-2020 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
- Safeguard a minimum 33.3% fund balance within 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 \$3.0 million in the Life Safety Fund for approved projects on the life safety survey recently filed with the Illinois State Board of Education
- Execute an inter-fund transfer estimated at \$13 million for future years' capital improvement (\$10 million) and life safety projects (\$3 million)
- Continue the one-to-one program for a portion of new devices purchased in the 2019-2020 fiscal year
- 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. The District is operating free of bonded debt, and it will rely on funds allocated in the annual operating fund budget to continue with completion of its strategic priorities, including continuation of the one-to-one program, payment for capital improvement projects, and completion of future health and life safety projects without the need to issue debt. Continued budget reductions and operational efficiencies will be included in the 2019-2020 operating fund budget. Operating budget surpluses (revenue in excess of expenditures) calculated as of the end of the fiscal year will be used as a continued funding source for life safety and facility improvement projects as outlined in the Strategic Plan.

For the 2019-2020 fiscal year, salary and benefits costs will be budgeted according to contractual agreements and projected healthcare cost trends. The District will continue to review and allocate supply, purchased services, equipment, and other expenditures over the coming months based upon strategic priorities and overall District need. In addition to the planned operating fund expenditures, the District plans to allocate a portion of its existing IMRF fund balance reserves to make an additional contribution to IMRF in order to lessen the current pension obligation and lower the employer contribution rate, generating additional savings to the District.

The District's non-operating funds include Debt Service, Life Safety, and Capital Projects Funds. For the 2019-2020 fiscal year, the Debt Service fund will have little activity, as the District has no bonded debt or capital leases. Activity will be limited to property tax refunds processes for years in which the District levied into this fund.

Life Safety projects mandated in the 2010 survey are now completed, and the District has recently filed its new survey with the Illinois State Board of Education. Approval is expected on this by the end of the current fiscal year. Projects filed on the life safety survey will begin this summer at all schools, with the majority of improvements planned at Hoffman Estates, Conant, and Palatine High Schools.

These projects will be paid for through a transfer of funds from the Working Cash fund to the Life Safety fund.

District 211 also will continue work on projects outlined in its second, 10-year capital improvement plan during the 2019-2020 school year. Projects scheduled for completion include renovations to Hoffman Estates High School bathrooms, replacement of aging mechanical equipment at multiple buildings, and replacement of stadium turf and tracks at Palatine and Hoffman Estates High Schools. Payment for all projects will be made through current reserves and transfers from operating funds. Seven million dollars will be transferred during the current budget year in order to complete the aforementioned projects in the fund.

Additional information on the 2019-2020 budget sequence and development is available [here](#), as well as a copy of the budget calendar.

### **Property Tax Relief Grant and Resolution Authorizing the Abatement of a Portion of Taxes Levied**

Effective November 8, 2018, the Board of Education took action to approve application for a Property Tax Relief Grant (PTRG) with the Illinois State Board of Education. District 211 applied for a maximum property tax relief grant in the amount of \$5 million, and was notified in late January 2019 that grant funds totaling \$1,284,516.64 were awarded.

District 211 was awarded grant funds equal to 65.4% of total property tax relief provided to taxpayers, up to a maximum grant of \$1.285 million. Therefore, in order for the District to receive \$1.285 million in property tax relief grant funds, it must abate its levy by \$1.965 million. Abating the levy by \$1.965 million will reduce the total levy extended to taxpayers. The District's 2018 total levy as approved and filed was \$228.7 million, or a 2.4% increase over the prior year. By filing an abatement of \$1.285 million, the 2018 levy will reduce to \$226.7 million, or a 1.5% increase over the prior year. The difference between the total abatement and the grant award is approximately \$700,000, and will be lost revenue for this taxing year.

The District must file an abatement with the Cook County Clerk by March 29, 2019 seeking reduction in the 2018 levy amount filed. The Board approved a resolution authorizing abatement of the 2018 taxes levied by \$1,965,445.

It is anticipated that grant funds will be paid out in May 2019. In subsequent years, the amount of the grant award would be added to the District's base funding minimum (hold harmless amount) and paid as state revenue. As the law presently exists, Districts that receive the PTRG once will continue to receive this same amount of funding provided through the grant (\$1.285 million) each year.

The law also provides a unique situation for school districts with a tax levy that falls under the Property Tax Extension Limitation Law, which applies to District 211. In the year following receipt of the grant assistance, the aggregate levy of any school district receiving the grant shall include the amount of the tax relief the school district provided in the previous taxable year. Therefore, an abatement of the aggregate operating levy would impact only one tax year, and would not have a compounding effect on levy losses each year thereafter.

Additional information on the PTRG is available [here](#), along with a copy of the approved resolution.

### **Revised School Calendars for 2019-2020 and 2020-2021; Proposed School Calendars for 2021-2022, 2022-2023, and 2023-2024; and Proposed Summer School Calendars for 2022, 2023, and 2024**

In October 2017, the Board of Education approved the 2019-2020 school calendar. This calendar was structured to provide three consecutive teacher institute days at the start of the school year in August 2019. The same three-day sequence was utilized at the start of the current 2018-2019 school, and based on experiences during the current school year, the recommendation was that the 2019-2020 school calendar be revised to begin the year with a two-day set of teacher institute days on Thursday, August 8, 2019, and Friday, August 9, 2019. Providing an institute day within the body of the school year more optimally supports teachers' ability to utilize student assessment data to guide instruction, provides timely training and support relative to on-going initiatives, and supports development of meaningful curricular improvements that can be implemented with the current school year.

The Board approved a [revised 2019-2020 school calendar](#). The revised 2019-2020 school calendar begins with a two-day set of teacher institute days on August 8 and August 9, 2019, with the first day of classes for students on August 12, 2019. The revised calendar also includes a teacher institute day on October 15, 2019. The last day of school is May 22, 2020.

The Board also approved a [revised 2020-2021 school calendar](#), as well as proposed school calendars for the [2021-2022 school year](#), the [2022-2023 school year](#), and the [2023-2024 school year](#). In addition, the Board approved proposed calendars for [Summer School 2022](#), [Summer School 2023](#), and [Summer School 2024](#).

### **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 Member **Robert LeFevre**, Associate Superintendent **Lisa Small**, Director of Administrative Services **Matthew Hildebrand**, and Assistant to the Superintendent **Kathe Lingl**.

In 2016-2017, District 211 began following a collegiate-style school calendar, with the school year beginning in early August, first semester finishing prior to winter break, and the school year ending by Memorial Day in May. With this type of calendar, it has become challenging to schedule a school term of 185 days. Illinois School Code states that students must attend school at least 176 days per school year, and it is recommended that District 211 change the number of required school days in a school year from 185 to 184.

Based on this recommendation, revisions are recommended to Board policy files: [ICA School Calendar](#) and [GCBF Procedure for Pay Deduction](#). The Board initially reviewed proposed policy revisions, and no action was taken at the meeting.

### **Sale of Surplus School Property**

Per Board Policy DN School Property Disposal, property owned by the District with a market value of more than \$300 may be disposed of to the best advantage of the District with condition of equipment reviewed by the Board of Education prior to its disposal. District 211 has surplus vehicles that are no longer required to support programs or operations, as well as a piano that requires extensive repairs exceeding the cost of purchasing a used replacement.

The Board authorized the sale of used, surplus vehicles and a piano by way of public sealed bid, public auction site, or company trade-in. Additional information is available [here](#).

### **Potential Topics for Future Discussion**

After discussion, the Board of Education agreed to include an agenda item for the March 14, 2019 Board meeting that will provide 20-30 minutes to discuss the negotiations process.

### **Administrative Appointment**

The Board of Education approved the appointment of **Kirk Macnider** as 10-month assistant principal at Schaumburg High School, effective July 31, 2019. Mr. Macnider

has taught English at Hoffman Estates High School since 2003, and in 2016, also began teaching automotive classes in the applied technology department. He was appointed as the school's dean of students for the 2010-2011 school year. Mr. Macnider has served the school in various committees, including the College and Career Pathways Team, Response to Intervention Team, and the PBIS (S.O.A.R.) Leadership Team. He also has been head girls cross country coach since 2004 and head girls track and field coach since 2014. Mr. Macnider earned a bachelor's degree in English Literature from North Central College in 2002, a master's degree in Reading from Roosevelt University in 2006, and an additional master's degree in Educational Administration from Northern Illinois University in 2012.

### **Next Board of Education Meeting**

The next scheduled regular Board of Education meeting will be held on Thursday, March 14, 2019, beginning at 7:30 p.m. in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center.