

Board of Education Meeting Recap

The Township High School District 211 Board of Education met on Thursday, March 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 16 [Illinois Music Educators Association](#) (ILMEA) all-state honorees from James B. Conant, William Fremd, and Schaumburg High Schools. These students earned all-state honors in band, chorus, and orchestra.

The Board recognized four District 211 students who were named to the *Daily Herald* Leadership Team for 2018-2019: **Maegan Jong** from Fremd High School, **Lidia Mena** from Palatine High School, **Rajat Mittal** from Conant High School, and **Megan Pasquarelli** from Schaumburg High School. This honor recognizes students who are among the top in leadership through their involvement in school, church, and community organizations.

The Board also recognized two District 211 staff members. Palatine High School Counselor and former Conant High School Girls Gymnastics Coach **Michelle Calisch** was honored for being inducted into the Illinois High School Gymnastics Coaches Association Hall of Fame. Conant High School Athletic Director **John Kane** was recognized for being inducted into the Illinois Wrestling Coaches and Officials Association Hall of Fame.

Presentation: Facilities and Capital Improvements 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. Later this year, the District will complete all projects in its former five-year capital improvement plan that was developed in 2014. In addition, the District has begun completing projects in its next 10-year capital improvement plan developed in 2018, 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. 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** 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 capital improvement project timeline scheduled over the next several years in conjunction with financial planning considerations as the District operates debt-free.

A complete copy of the Board report is available [here](#), along with a copy of the [presentation](#).

Approval of Minutes

The Board of Education approved the minutes from its its regular meeting on [February 14, 2019](#).

Enrollment Projections

The Board of Education received information on enrollment projections through the 2026-2027 school year. Enrollment projections are based on fall data received from School Districts 15 and 54, and assume attendance boundaries as defined in October 2001, with no significant shifts of families within the District. The projections include students who will attend the District's five high schools. Off-campus projections are based on enrollments at District 211 North Campus, Higgins Education Center, and private facilities for the 2018-2019 school year and on a five-year average for the remaining years. Not included in the projections are the number of students who may enroll in District schools based upon their families specifically moving into District 211 boundaries for its educational excellence.

Projections indicate that the District's enrollment at its five high schools will remain relatively stable for the upcoming school year, increasing 1.1% in 2019-2020. District 211 will continue to experience increases in enrollment with a 2.9% increase over the previous year projection in 2021-2022. Enrollment at the District's five large high schools is projected to increase to a high of 12,340 in 2026-2027, with a total District enrollment approaching 12,598.

Additional information on enrollment projections is available [here](#).

Illinois High School Association Letter of Appreciation Recognition

Illinois High School Association Assistant Executive Director Tracie Henry expressed the IHSA's [thanks and gratitude](#) to Palatine High School Principal Gary Steiger, his staff, and students who give their time, talents, and energies to continually make the state finals for girls gymnastics a true success and memorable experience for all competitors and fans. Palatine High School has hosted the IHSA girls gymnastics state finals since 1979.

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.

The Board of Education approved the recommended revisions to Board policy files: [ICA School Calendar](#) and [GCBF Procedure for Pay Deduction](#) as presented, after initially reviewing the proposed policy revisions at the February 14, 2019 meeting.

In-Service Dates for 2019-2020

At its February 14, 2019 meeting, the Board of Education adopted a revised school calendar for 2019-2020, with 180 student attendance days; and four institute days on: Thursday, August 8 2019; Friday, August 9, 2019; Tuesday, October 15, 2019; and Monday, January 6, 2020.

Shortened days for in-service training of staff have been used and are consistent with the allowances under school code. The principal at each school has determined which days will be used for in-service training, with no more than five

shortened days allowed per school. According to state guidelines, students must be in attendance for at least three hours during a shortened day. For designated shortened days in District 211, students attend classes for 4½ hours.

The Board approved in-service programs for staff on Thursday, August 29, 2019 (Parent Open House) and Wednesday, October 23, 2019 (District 211 College Night), as students will attend school for 4½ hours on these days and the remainder of time staff will focus on continuing work to increase student achievement. In addition, each school has a shortened day on the national administration of the SAT in April. The Board also approved the following shortened days for in-service training and special events: October 23, 2019; November 8, 2019; February 14, 2020; February 21, 2020; and May 15, 2020, of which each school may choose a maximum of two days for the 2019-2020 school year.

2019-2020 Tentative Budget: Debt Service, Capital Projects, Working Cash, and Fire Prevention & Life Safety Funds

The Board of Education received for review the Fiscal Year 2019-2020 tentative budget for the following funds: Debt Service Fund, Capital Projects Fund, Working Cash Fund, and Fire Prevention & Life Safety Fund.

The 2019-2020 tentative budget for these funds was developed in accordance with the Illinois Program Accounting Manual and presents revenue and expenditures by category and fund.

The following budget parameters were established and incorporated into the 2019-2020 budget development process for the District's non-operating funds:

- Allocate costs associated with achieving District academic goals and Strategic Plan
- Fund all projects in the Fire Prevention & Life Safety Fund through transfers of reserves from the Working Cash Fund
- Fund all projects in the Capital Projects Fund through transfers of existing reserves from the Operations and Maintenance Fund

The District has no outstanding bonded debt or outstanding capital leases, therefore there will be no tax levy revenues into this fund. However, it is anticipated that the District will need to issue refunds against prior year tax levies, resulting in a negative balance in 2019-2020 for property tax revenue. To avoid a negative balance in this fund, allocation of TIF dollars is budgeted to offset tax levy refunds for the year.

Final projects mandated in the 2010 life safety study have been completed and a new life safety survey with projects totaling \$24 million has been filed with the Illinois State Board of Education (ISBE). Approval of the survey by ISBE is

expected later this spring, and work on the approved projects must begin within six months. Although the approval amount is unknown at this time, \$3.2 million has been budgeted for next year to begin work on approved projects. All Life Safety Fund projects will be funded through a transfer of reserves from the Working Cash Fund in the amount of \$3 million.

Projects for the 2019-2020 fiscal year include a number that were identified under the Strategic Plan and will be completed primarily during the summer of 2019. Hoffman Estates High School will be closed this summer and several improvements will take place, including bathroom renovations. At Palatine and Hoffman Estates High Schools this summer, stadium renovations will take place, including synthetic turf and track replacement. Planning will begin for project work that will take place in the summer of 2020. All capital improvements will be funded through use of existing funds, as well as a transfer from the Operating and Maintenance Fund in the amount of \$5 million.

Revenue for the Working Cash Fund will consist of local property tax revenue and interest earnings. The Fund will transfer \$3 million to the Fire Prevention and Life Safety Fund for summer 2019 projects. The ending fund balance shall be retained at a rate of 0.05% of the prior year Equalized Assessed Valuation in compliance with minimum balance requirements, which currently equates to \$3.8 million.

Additional information is available [here](#).

Benefit Consulting/Brokerage Services

High School District 211 provides a range of benefits to its employees and retirees, including five self-funded medical insurance plans, dental, vision, and group life options, flexible spending accounts, and long-term disability. Given the size of the insurance group, the need to evaluate benefit components, plan design and renewal structure, and navigate complex mandates associated with the Affordable Care Act is a high priority and placed valued demand on qualified third-party insurance consulting and resources.

District 211 utilizes consulting and brokerage services to assist with the review and evaluation of benefit design, funding, claims administration, renewal negotiations with applicable carriers, and access to day-to-day member advocacy services for employees and retirees. The District's five-year agreement with Hub International Limited (Hub) for benefit consulting services expires March 31, 2019.

The Board approved retaining Hub International Limited to provide insurance consulting and brokerage services for a period beginning April 1, 2019 through June 30, 2022, at an annual cost of \$85,800. Additional information is available [here](#).

Auditing Services for Fiscal Years 2019, 2020, 2021

As of June 30 each year, the Board of Education shall initiate an audit of its financial statements by a person lawfully qualified to practice public accounting as regulated by the Illinois Public Accounting Act. The audit will be conducted in accordance with auditing standards generally accepted in the United States, Governments Auditing Standards issued by the Comptroller General of the United States, the provisions of the Single Audit Act, and Office of Management and Budget Circular A-133.

The Board has utilized the auditing services of Baker Tilly Virchow Krause, LLP (Baker Tilly) for the past nine years, having built a solid relationship whereby the audit is conducted efficiently, yet independently, and the District gains valuable consultation on technical issues. For the past 11 years, the District has prepared its own financial statements and Comprehensive Annual Financial Report in coordination with the auditing firm. The cost for auditing services for fiscal year 2018 was \$28,500.

The Board approved hiring Baker Tilly Virchow Krause, LLP to provide auditing services for fiscal year 2019 in an amount not to exceed \$30,250; for fiscal year 2020 an amount not to exceed \$31,150; and for fiscal year 2021 an amount not to exceed \$32,050.

Board of Education Negotiations Process

Following a request from the February 14, 2019 meeting, the Board of Education discussed the process of negotiations.

Ratification of Master Contract with United Support Staff Union

At last night's meeting, the Board of Education approved the Tentative Agreement as the Master Contract between the Board of Education and the United Support Staff Union, effective July 1, 2018 through June 30, 2022.

Next Board of Education Meeting

The next scheduled regular Board of Education meeting will be held on Thursday, April 4, 2019, beginning at 7:30 p.m. in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center.