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Board of Education Meeting Recap

The Township High School District 211 Board of Education met on Thursday, June 15, 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

The Board of Education recognized students who earned honors in statewide athletic competitions, including boys gymnastics from Palatine, William Fremd, and Schaumburg High Schools; badminton from Fremd High School; and boys and girls track & field from Palatine, Fremd, Schaumburg, and Hoffman Estates High Schools. A complete list of state award winners recognized is available [here](#).

The Board recognized two District 211 coaches who were recently inducted into the Illinois Softball Coaches Association Hall of Fame – Conant High School Special Education Teacher and Softball Coach **CathyAnn Smith**; and Fremd High School English Teacher and Softball Coach **James Weaver**.

Resolutions Directing Interfund Transfers for Capital Projects, Life Safety Projects, and Debt Abatement

Following a hearing to hear public input on interfund transfers, the Board of Education approved resolutions providing for the following interfund transfers:

- \$19 million from the Educational Fund to the Operations and Maintenance Fund, and then from the Operations and Maintenance Fund to the Capital Projects Fund, effective during the 2017-2018 fiscal year
- \$4 million from the Operations and Maintenance Fund to the Capital Projects Fund, effective during the 2017-2018 fiscal year
- \$500,000 from the Educational Fund to the Working Cash Fund, effective during the 2016-2017 fiscal year
- \$500,000 from the Working Cash Fund to the Life Safety Fund, effective during the 2017-2018 fiscal year
- \$2.7 million from the Working Cash Fund to the Debt Service Fund, effective during the 2017-2018 fiscal year

Additional information on the public hearing is available [here](#), and information on

the interfund transfers is available [here](#).

Presentation: 60-Acre Property Update

Beginning in January 2017, the Board of Education reviewed reports on the 60 acres of undeveloped land owned by District 211 for the past 45 years. The District's multi-year Strategic Plan emphasizes a priority on optimizing the District's assets and includes specific reference to consideration of the undeveloped land.

A first report was shared with the Board at its January 19, 2017 meeting that included a summary of over 1,400 community responses offering ideas as to possible uses of the land. Ideas were sorted into four main categories: 1.) retain the land as is; 2.) develop the land with a District 211 facility; 3.) sell the land; and 4.) lease the land.

At its March 16, 2017 meeting, the Board received information on possible analysis parameters to assist in formulating a relative comparison index among the four main categories and to assist in narrowing the list of community ideas. The Board also received correspondence from the Village of Schaumburg surrounding zoning and best-use parameters for the vacant property. During discussions at the March 16 meeting, the Board requested additional information to better understand the useable portion of land, jurisdiction and delineation of designated wetlands on the property, and analysis of the land relative to the list of possible future uses.

At its May 25, 2017 meeting, the Board received a summary of the findings from an investigative report conducted over two months by the civil engineering firm Manhard Consulting. A due diligence analysis of the 60-acre property included an American Land Title Association (ALTA) survey of the land, land title survey, a report of wetlands delineation, site investigation, review for endangered species, and an environmental site assessment report.

With the information gained from the ALTA survey and feasibility study, the engineers possess information to analyze many of the ideas gathered via the community survey to determine whether any existing limitations or other features of the land may determine the feasibility of a given idea. Chief Operating Officer **Lauren Hummel**, along with Manhard Consulting Associate Vice President **Jesse Conrad**, presented the Board with findings made in the ALTA survey and feasibility study and provided further information surrounding potential use of the land.

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

Approval of Minutes

The Board of Education approved the minutes from its meeting on [May 25, 2017](#).

Annual Review of Safety Plans, Protocols, Procedures, and School Safety Drills

Public Act 94-0600 requires school districts to submit a report to the Regional Office of Education indicating that an annual meeting was held to review safety plans, protocols, procedures, and school safety drills. The Public Act also requires school districts to invite all emergency response units to this yearly meeting in order to evaluate the school's emergency response plans and to document and file results of the evaluation with the Regional Superintendent's office. A Minimum Component Checklist developed by the Illinois State Board of Education is used to guide the review.

Staff at each District 211 school conducted a minimum of the following required safety drills: three school evacuation (fire) drills, one bus evacuation drill, and one severe weather/shelter in place (tornado) drill. Staff also coordinated two law enforcement (lockdown) drills at each of the seven schools, which is beyond the single drill that is required. All of these safety drills involved both staff members and students.

Yearly meetings to review safety drills conducted by staff members in each of the seven facilities were completed in full collaboration with representatives from both police and fire departments of each municipality in which schools are located. Required drills were properly conducted and documented as required.

The 2016-2017 school year was the eighth year the District implemented the standardized, comprehensive emergency procedures and response protocols. Representatives from both the fire and police departments from each village serving the District were closely involved with District personnel in developing the response plan. District 211 continues to benefit from a collaborative and effective relationship with local police and fire departments.

The Board of Education reviewed and accepted the Annual Review of Safety Plans, Protocols, Procedures, and School Safety Drills Report, and authorized the Superintendent to complete and submit the required paperwork to the Regional Office of Education or other office as designated.

Illinois High School Association Letter of Appreciation Recognition

Illinois High School Association Assistant Executive Director Susan Knoblauch

[expressed thanks](#) to principals, athletic directors, and tennis coaches at Palatine, Fremd, and Hoffman Estates High Schools for the use of the tennis courts during the recent boys state tennis tournament. District 211 works cooperatively with Districts 214 and 220 to provide outstanding experiences for all student-athletes who participate in the state tennis tournament.

Workers' Compensation Insurance Program

The Board of Education received information on the District's workers' compensation insurance program. State law requires employers to provide workers' compensation insurance for all employees. Workers' compensation insurance provides salary and medical benefits to employees who become sick or injured in the course of their employment. The Board provides employees with workers' compensation benefits through a modified self-insured program structure with the Secondary School Cooperative Risk Management Program (SSCRMP).

Since 2007, District 211 has benefited from the SSCRMP workers' compensation structure by accessing comprehensive claims administration and loss control services, with a self-insured retention (or deductible) per occurrence of \$350,000 per claim. This structure allows SSCRMP member districts (High School Districts 207, 211, 214, and 225) access to an additional pool layer of workers' compensation coverage of \$250,000, and SSCRMP excess insurance provides for specific stop-loss coverage for claims in excess of \$600,000.

The SSCRMP workers' compensation structure has provided comprehensive program services in a cost-effective manner. For 2017-2018, District 211's cost allocation for workers' compensation insurance under SSCRMP will increase from \$289,880 to \$302,495, or 4.35%. The change in cost allocation is primarily due to an increase in reinsurance services based largely on claims experience from the prior year.

Following years of greater volume that utilize funds available in the SSCRMP loss layer, the pool must replenish its funding sources. The increase amount for District 211 to contribute to the additional funding needs of the SSCRMP loss layer is \$12,000 for the current renewal. The renewal allocation will be included in the 2017-2018 budget.

Additional information on the workers' compensation insurance program is available [here](#).

Post Bond Issuance Compliance Report

In December 2012 and January 2013, the District closed on the sale of General Obligation Life Safety Bonds. As part of the new bond covenants, the District is required to monitor certain tax compliance obligations related to the tax-exempt status of the bonds.

The Internal Revenue Service (IRS) has an active audit program and regularly audits tax-exempt bond issues. As part of these audits, the IRS generally demands extensive records concerning post issuance use of the bond proceeds and all bond documents. Adopting, maintaining and complying with bond record keeping policies will ensure that District 211's bonds are in compliance with federal tax and securities laws.

The Board of Education received a [report](#) with a summary demonstrating the District's compliance with all bond covenants and expectations to date.

Request for Information for the Student Readiness Plan

The Board of Education engaged residents in a discussion about the future of District 211 schools during the Community Engagement initiative of 2015-2016. One component of the initiative was discussion surrounding how to prepare graduates for their futures after high school, and this information was used as the impetus for the 2016-2017 development of the Student Readiness Plan.

The Student Readiness Plan, designed to represent a comprehensive four-year plan that will help students navigate to their post-high school endeavors, has five main components: academic readiness, college and career exploration, global competitive skills, student involvement, and wellness. Each component includes multiple goals and data points for students and parents to track and monitor.

The Student Readiness Plan pilot is planned for a group of students and parents in the fall of 2017. The 2017-2018 school year will be used to modify the plan as needed prior to a more complete implementation beginning in 2018-2019.

The Plan, with its focus on preparing students for both college and career exploration, is a focal point of the District 211 partnership with the Great Lakes College and Career Pathways Partnership. In March 2016, Districts 211, 214, and Harper College became the Northwest Suburban region of the Great Lakes College and Career Pathways Partnership, and District 211 is part of a two-year grant from the Joyce Foundation striving for every student to be college and career ready upon high school graduation. The Joyce Foundation Funding available through the partnership will be used for the development of the Student Readiness Plan.

The interface for the Student Readiness Plan was initially designed by a group of faculty and students. Three design options were presented to groups of faculty,

parents, and students and a combined design concept was created. This phase II concept was presented to additional focus groups and the feedback was used to create the phase III concept that was presented to potential vendors as a Request for Information (RFI). The RFI was made available to four website development companies, and posted on the District 211 website for any interested vendor. The District received four vendor responses to the RFI and each one was evaluated and scored against the project scope definition and requirements as detailed in the RFI. This process determined that Americaneagle.com, a web design, development, and hosting company based in Des Plaines, Ill., was the best qualified to develop the Student Readiness Plan.

The Board approved the District entering into a contract with Americaneagle.com to develop the website interface for the Student Readiness Plan at a cost not to exceed \$300,000. The cost of the project will be funded from grant funding of \$170,000 committed from the Great Lakes College and Career Pathway Partnership for the initial grant in effect through December 2017. Based upon current discussions with the Great Lakes College and Career Pathways Partnership, the Joyce Foundation is pleased with the progress of the Northwest Suburban region toward college and career success for all students, and the Northwest Suburban team is hopeful that the grant will be available for additional funding requests beginning in the 2018 calendar year. Should this additional grant funding not be secured, an expenditure of up to \$130,000 from District 211 will be needed to complete the project. The duration of the development of the project is expected to span 12 months.

Additional information on the RFI for the Student Readiness Plan is available [here](#).

Title I District Plan

The federal government provides funding to schools under a variety of programs. The Title I Federal Grant Program is designed to support schools with student populations identified to be at high risk of academic failure. Specifically, Title I funds are designated to support schools with significant numbers of economically challenged students in the areas of mathematics and communication skills, most notably reading improvement.

The use of Title I funds is governed by a comprehensive set of regulations and restrictions. The main legislative regulations are contained within the Every Student Succeeds Act (ESSA). Adopted in December 2015, ESSA created a noteworthy departure from the terms of No Child Left Behind (NCLB) and required individual states to develop plans to implement ESSA within each state's public education framework. The ESSA State Plan for Illinois was verified by the U.S. Department of Education (ED) on May 4, 2017, and underwent a peer review between May 22-24, 2017.

District 211 has participated in the Title I Grant Program for several years. Based on past regulatory provisions, Palatine and Hoffman Estates High Schools have received Title I grant allocations each year of participation. Schaumburg High School was included in the Title I grant program for a two-year period ending in June 2016, but the school's proportion of economically disadvantaged students was not sufficient to maintain participation for the 2016-2017 school year and still remains below the eligibility threshold. Neither Fremd nor Conant High Schools are eligible to receive Title I funds.

District 211's specific grant allocation amount for 2017-2018 under Title I has not been identified at this time. The allocation is expected to be slightly reduced from the previous year's allocation of approximately \$1.6 million resulting from changes in funding formulas under ESSA. In order to submit the grant application and secure the Title I funds, the local Board of Education must approve the Title I District Plan which describes the academic assessments, instructional programs, professional development, and other resources toward which the District will apply the Title I grant funds. Filing the Title I plan does not obligate the District to expend these funds; rather, the plan indicates how the funds will be used based on the current assessment of needs at the eligible schools. The plan can be amended later if the District's needs change.

The Board approved the [Title I District Plan](#) as presented and authorized the Superintendent to submit the plan as required.

Resolution: Prevailing Rate of Wages

The Prevailing Wage Act (820 ILCS 130/) requires state contractors and subcontractors to pay laborers, workers, and mechanics employed on all State and Local public works projects no less than the general prevailing rate of wages of a similar character in the county where the work is performed.

As it does each June, the Board of Education adopted the [Prevailing Rate of Wages Resolution](#) as presented.

Site Lease Amendment with SBA Communications and Eco-Site Second Cellular Carrier Addition

At its February 9, 2006 meeting, the Board of Education approved a site-lease agreement with Nextel for cellular antennae to be installed on a stadium light pole at Conant High School. Through mergers of cellular providers, the space is now occupied by Sprint, with the contractual agreement held through SBA Communications. The current contract is for a period of 20 years, and is in effect until June 30, 2026. Current rental income from SBA Communications for this

site is \$14,095 per year and provides for an escalation in rental income of 3% annually.

The District is under contract with cellular service providers at each of its schools with contract terms extending through 2038-2040. According to the existing contract with SBA Communications at Conant High School, the ability to extend the contract to a date that aligns with other contracts was examined.

The Board authorized the Superintendent to enter into the proposed site lease amendment with SBA Communications to extend the terms of the current contract to June 30, 2036, as presented.

Additionally, at the June 11, 2015 meeting, the Board approved a site-lease agreement with Eco-Site, Inc. for a cellular antenna location at Palatine High School. The agreement accounted for one cellular carrier to be initially installed, with the option to add a second carrier at a future date. The antennae were installed and became active during the 2016-2017 school year. Eco-Site has notified the District that a second carrier, Verizon Wireless, has been identified to occupy the additional space on the tower at Palatine High School. No action was required by the Board.

Additional information is available [here](#).

Request for Proposal – Athletic Training Services

District 211 provides comprehensive athletic training services at each high school. All athletic trainers are both certified by the National Athletic Trainers Association and licensed in the state of Illinois. Each school is staffed with the equivalent of one head trainer and two assistant trainers to cover all athletic seasons to all levels of the District's 29 sports, including practices, contests, summer camps, and special events. Head trainers are full-time staff members and will be retained in their current positions for the next school year. To support the remaining athletic training needs at each school, the District contracted with area athletic training service providers on an annual basis.

The District's current contract for athletic trainer services is with Athletico Physical Therapy, and expires June 30, 2017, necessitating the solicitation of new proposals for trainer services.

Requests for proposals were sent to five athletic training service providers, with two proposals submitted for consideration. The Board approved a three-year contract with Athletico Physical Therapy to provide assistant athletic training services at a cost of \$25 per hour for school year athletic trainers, and \$30 per hour for summer camp athletic trainers for each of the years ended June 30, 2018; June 30, 2019; and June 30, 2020, with total costs not to exceed \$264,400

annually for each of the three years.

Additional information is available [here](#).

Food Service Beverage Vendor Request for Information

High School District 211's food service department provides a variety of services in addition to operating the federally reimbursed breakfast and lunch meal programs. The department remains part of the National School Lunch Program (NSLP) which is regulated by the U.S. Department of Agriculture (USDA). For the past seven years, the USDA has introduced rules impacting schools that participate in the NSLP. One of the most significant impacts to the school nutrition program was the USDA's Smart Snack regulations, setting standards for all foods, snacks, and beverages sold as part of the District's a la carte and vending programs. The department manages its own vending operations with over 30 machines district-wide, and half being beverage machines.

The food service department purchases beverages from multiple vendors for which contracts end June 30, 2017. Due to the change in regulations, the department evaluated the benefits of contracting with a single vendor to provide the majority of its beverages for vending, staff dining, and a la carte needs. Working with a sole beverage provider would allow District 211 to receive better pricing, improve inventory management, and improve efficiency. The District spends approximately \$180,000-\$200,000 annually with the current beverage providers.

An invitation to submit information and pricing was sent in May, and three vendors submitted proposals. Based upon the information and pricing submitted, PepsiCo would provide the District with the most financially favorable contract, with an estimated 7-10% savings.

The Board of Education approved entering into a contract agreement with PepsiCo as the sole beverage provider for the food service department, beginning July 1, 2017, with the option to renew the contract for the 2018-2019 and 2019-2020 school years at a 3% increase per year.

Additional information is available [here](#).

Illinois Association of School Boards Annual Membership – 2017-2018

The Illinois Association of School Boards (IASB) provides services for its membership such as policy services, in-district and regional workshops, the IASB website, FAQs and guidelines on open meetings, lobbying and consultations with staff, materials to assist new board members, reduced fee-for-service programs,

and the annual conference. In addition, division meetings provide opportunities for professional development, networking, peer recognition, and participation in association governance. Currently, 843 school districts (99% participation rate) are members of the IASB.

The Board of Education approved renewal of its membership in IASB for 2017-2018 and authorized the Superintendent to pay the annual dues of \$22,274. Membership dues are based on three variables: Base Charge + (Weighted Factor x Operating Expense). The base charge and weighted factor are dependent on the District's enrollment. Membership dues for IASB for 2016-2017 were \$21,974.

Next Board of Education Meeting

The next scheduled regular Board of Education meeting will be held on Thursday, July 20, 2017, beginning at 7:30 p.m. in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center.

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