

# Board of Education Meeting Recap

The Township High School District 211 Board of Education met on Thursday, July 21, 2016, 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.

## Progress Toward Meeting District Goals

Academic Goals for the 2015-2016 school year were established in 2012 under the Illinois State Board of Education's (ISBE) Multiple Measures of Accountability. The goals include defining academic areas of graduation, academic growth, college and career readiness, and proficiency on the critical learning standards. Throughout the past four years, the goals are used to evaluate academic progress of students. Though State-required standardized testing has typically been presented, the absence of a clearly defined junior assessment for the Class of 2017 has left a gap in this year's data. The Class of 2018 will be assessed using the State-required Scholastic Aptitude Test (SAT). Academic Goals are assessed at multiple levels including District, school, course, and subgroup. This information is used to not only target areas needing improvement, but also as an indicator of success of new interventions.

The Board of Education received a [report](#), including an [appendix](#), and a presentation was made by District administrators summarizing the measures of progress and data specific to the targets toward achieving District goals. Included in the report were District academic goals for the 2016-2017 school year.

## Approval of Minutes

The Board of Education approved the minutes from its regular meeting on [June 16, 2016](#).

## Comprehensive School Climate Inventory

In December 2014, the Board of Education authorized the District to use the Comprehensive School Climate Inventory (CSCI) as an alternative to the Illinois State Board of Education mandated 5Essentials Survey to measure the quality of life as it relates to norms and values, interpersonal relationships and social interactions, and organizational processes and structures. These factors can be predictive of students' ability to learn and develop in positive ways. The scientifically developed and researched-based CSCI measures the shared perceptions of the school community among students, school personnel, and parents to reveal the community's perceptions of the school environment.

The most recent CSCI survey window spanned from January 25, 2016 to March 11, 2016 and marked the second consecutive year the CSCI was administered to District 211 students, parents, and school personnel. Participation results for the respondent groups were as follows:

- Students: 8,185 individuals (70% of student population)
- School Personnel: 1,427 individuals (84% of school personnel)
- Parents: 1,664 individuals (17% of parent population)

The Board of Education received a summary of survey results and analysis, including a comparison between 2015 and 2016 and areas for improvement. A complete copy of that report is available [here](#).

## **Employee Wellness Program Update**

For many years, High School District 211 has supported an employee wellness program that provides for an annual physical examination benefit. In an effort to promote prevention and early detection of health concerns, the Board of Education has supported policy that encourages employees and spouses to have physical examinations on a regular basis. As an alternative, employees may elect to receive a comprehensive wellness screening provided through the District wellness provider.

In November 2013, the Board approved the District's participation in a wellness program administered by Interactive Health Solutions that provides for an annual on-site biometric screening and health assessment, health coaching for at-risk individuals, six-month additional screening, and access to useful on-line tools and resources for all participants. Employees who participate in the wellness program receive a current health assessment at a rate that is less expensive than a similar screening in a standard healthcare physician's office.

Under the current wellness plan structure, approximately 90% of employees and 115 spouses covered by the District's medical insurance plan have participated in the Interactive Health Solutions wellness screenings.

Each year following the annual screening process, District 211 receives a summary report with its employee wellness statistics. From the initial screening data collected for the 2015 plan year, 26% of District employees improved their health score assessment of their laboratory screening results and health risk assessment questionnaire over a one-year period. Of the total District participants, 78% achieved a total health score indicating low risk compared to 62% of peer participants for Interactive Health Solutions' clients nationwide.

In June 2016, District 211 was named one of the *Healthiest Companies in America* by Interactive Health Solutions. Of the more than 1,400 agencies eligible for the award across the country, District 211 was named as one of the 154 companies to receive the 2015 award. Recipients were chosen based upon specific achievements including having participation in excess of 70% of eligible employees and achieving a low-risk health score for total population screening results.

The next round of wellness screenings will be scheduled for the fall of 2016 for wellness incentives toward 2017 health insurance premium costs. Employees also will have the opportunity to receive a six-month follow-up screening in spring of 2017.

Additional information on the employee wellness program update is available [here](#).

## **Community Connections Newsletter – Finance Edition**

District 211 recently distributed an informational newsletter called “*Community Connections*.” This issue is the first in a series of communications designed to provide additional information for the community surrounding events taking place within District 211.

The *Community Connections* newsletters will cover a range of topics, most directly linked to the priorities and direction to be defined within the components of the Strategic Plan. Given that property tax bills were recently mailed to residents and businesses, the first issue centered on the topic of property taxes requested by District 211. Last December, the Board of Education took action not to request additional property taxes relative to the previous year. Additionally, the Board took action to use existing reserve funds to decrease the amount of property taxes requested compared to the amount that was authorized by Cook County.

As efforts continue for District 211 to foster deeper partnerships through informed communication, similar periodic newsletters that are responsive to suggestions from community members will be produced to communicate information about the District.

A copy of the Community Connections Newsletter – Finance Edition is available [here](#).

## **Strategic Plan Development**

Since January 2016, the Board of Education and administration have sought public input through a comprehensive community engagement initiative to gather information. The citizen-led community engagement process included four different vehicles for seeking information from local community members, parents, students, and staff. The information gathered was presented to the Board at its June 16, 2016 meeting, and all the information gathered, as well as the presentations shared, are available on the District website.

On July 18-19, 2016, the Board meet with a facilitator and administrators for approximately 12 hours to develop a multi-year strategic plan using the information gathered from the community engagement initiative. With the assistance of the facilitator, the Board devised a proposed new mission statement, identified a proposed set of defining District values, and drafted a proposed strategic action plan in the areas of life readiness, professional responsiveness, organizational effectiveness, and community partnership.

These materials will be presented to the Board for approval and adoption at its August 18, 2016 meeting. Regular updates describing progress on components of the plan will be communicated through various platforms.

## **Negotiations Chapter One: Legal Framework**

At the May 12 Board of Education meeting, the Board requested information regarding negotiations practices, including legal and regulatory information, to be presented at a

future Board of Education meeting. Information surrounding collective bargaining, as it pertains to educational employees, will be presented over the next several meetings.

Collective bargaining relations between educational employees and employers in Illinois are regulated by statute as the Illinois Educational Labor Relations Act (IELRA). The IELRA establishes requirements for mandated areas of bargaining, good faith bargaining, and provides governance under the Illinois Educational Labor Relations Board (IELRB) for interpretation of the Act and to resolve labor disputes. Collective bargaining requirements under the IELRA are mandated for all educational employers and establish the legal framework by which negotiations may occur between educational employees and employers. [The legal framework information](#) that has been provided serves as the first chapter of information surrounding the educational collective bargaining process.

### **Proposed Policy Revisions**

As part of its ongoing Policy Manual review, the Board of Education reviews proposed policy revisions 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 at its June 16, 2016 meeting, the Board of Education approved the proposed revisions to Board policy files: [IKFD Diploma for Veterans](#), [JGD Student Suspension](#), [JGE Student Expulsion](#), [JE Eligibility and Responsibility for Student Attendance](#), [JEC School Admissions](#), and [JECE Student Withdrawal from School](#).

### **2016-2017 Tentative Budget: Operations & Maintenance Fund, Transportation Fund, and Working Cash Fund**

The Board of Education approved the 2016-2017 tentative budgets for the Operations & Maintenance Fund, Transportation Fund, and Working Cash Fund. The 2016-2017 tentative budget for these funds was developed in accordance with the Illinois Program Accounting Manual.

The following budget parameters were established and incorporated into the 2016-2017 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.
- Utilize \$2.0 million of existing Working Cash reserves to reduce the levy in the Debt Service Fund as approved with the 2015 levy.
- Allocate salary costs based on negotiated contracts and Board approved percentage increases. Utilize reserves in the amount of \$12.5 million from the Educational Fund and \$1.5 million from the Transportation Fund for capital improvement and \$3 million in Working Cash Funds for the completion of life safety projects.
- Plan an expenditure budget that does not exceed the expenditure budget from 2015-2016.

The 2016-2017 Operations & Maintenance Fund budget reflects a decrease in

expenditures of 5% from the 2015-2016 actuals. The decrease is primarily related to capital purchases, specifically related to the purchase of the Higgins Education Center in 2015-2016. The 2016-2017 Operations & Maintenance Fund budget reflects a decrease in revenue of approximately 1% from the 2015-2016 actuals. The decrease is due primarily to the elimination of rental income from North Cook Young Adult Academy and the decrease in expected TIF revenue as budgeted in miscellaneous revenue.

Revenue in the Transportation Fund is received primarily from local sources including local property taxes and student ridership fees and state income including categorical reimbursements for regular and special education transportation services. For the 2016-2017 budget year, a decrease in revenue is anticipated primarily due to property taxes. Expenditures for the Transportation Fund are budgeted to increase by 3% for the 2016-2017 year. Gas and oil prices are expected to increase and is reflected in supplies and materials. Special education transportation costs are expected to increase due to projected enrollment changes and costs for the installation of the new two-way communication system has been budgeted within the transportation fund as reflected in purchased services. Both salaries and benefits for transportation employees are projected to increase by 2%. A transfer of existing reserves in the amount of \$1.5 million is budgeted for transfer to the Capital Projects Fund for completion of several capital improvement projects.

The Board approved an abatement of the Debt Service levy for the 2015 levy. The source of funds for the debt abatement is existing reserves available in the Working Cash Fund. A transfer of \$2 million is budgeted to the Debt Service Fund for 2016- 2017 to make payment on bond principle and interest. The District has exhausted all bond proceeds for the completion of Phase I of the required life safety projects. To avoid the issuance of Phase II of previously planned life safety bonds, the District is recommending a transfer of \$3 million in reserves from the Working Cash Fund to the Life Safety Fund for the completion of Phase II life safety projects during the coming year. Revenue for the Working Cash Fund will significantly decrease from the 2015-2016 year because the District did not levy property taxes in this fund as a part of the 2015 levy.

Additional information on the 2016-2017 tentative budgets is available [here](#).

### **Interfund Transfers for Capital Improvements, Life Safety Projects, and Debt Abatement**

At its April 28, 2016 meeting, the Board of Education approved the 2016-2017 tentative budget for the District's non-operating funds, including the Capital Projects Fund, Life Safety Fund, and Debt Service Fund. Interfund transfers presented in the tentative budget for the Capital Projects Fund and Life Safety Fund will serve as the source of funding for both capital improvement and life safety projects through the use of existing reserves for the 2016-2017 school year. Additionally, as approved with the 2015 levy, existing reserves transferred to the Debt Service Fund will be utilized to abate a portion of the Debt Service levy. Presently, the District plans to pay its remaining debt and not issue the second phase of Life Safety bonds as previously planned. Transfers from existing and future reserves will fund future capital improvement and life safety projects without the need for additional debt.

Section 105 ILCS 5/17-2A of the Illinois School Code authorizes a school district, by proper resolution and following a public hearing, to permanently transfer monies from and between its three primary operating funds (Educational Fund, Operations & Maintenance Fund, and Transportation Fund) for non-recurring expenses.

The Board approved a resolution providing for an interfund transfer of \$2 million from Working Cash to Debt Service, and the transfer of \$3 million from Working Cash to the Life Safety Fund.

The Board also directed publication of a notice of a public hearing at its August 18, 2016 meeting to consider the permanent interfund transfer of \$12.5 million from the Transportation Fund to the Operations & Maintenance Fund.

Additional information on interfund transfers and a copy of the approved resolution are available [here](#).

### **Purchasing Card Program**

District 211 administration reviewed Purchasing Card (P-Cards) programs issued by four large commercial lenders. After consideration of card acceptance, flexibility of administration, fraud protection, rebate percentage and payment terms, the Harris Bank (Bank of Montreal) program was recommended to the Board of Education. Illinois Association of School Business Officials (IASBO), Bank of Montreal, and over 300 Illinois school districts have partnered to provide a purchasing card solution utilizing MasterCard. Working as a consortium allows card services and rebate returns in excess of what could be achieved by an individual district. This card program can be administered online, providing great flexibility for individual credit limit changes, card issuance and cancellation, reporting, and monitoring. The terms of the Bank of Montreal P-Card returns 1% cash back on annual purchases with 21-day payment terms. The District will continue to identify areas of expenditures that can be paid using a P-Card without additional processing fees in order to receive the applicable rebate for purchases

The Board of Education approved the resolution as presented and authorized the Superintendent to enter into an agreement with the Bank of Montreal for a purchasing card program on its behalf.

Additional information on P-Cards and a copy of the approved resolution are available [here](#).

### **Mastery Manager Software Subscription Renewal**

Beginning with the 2012-2013 school year, District 211 has used an assessment management system, Mastery Manager, to analyze student academic performance. Mastery Manager is a web-based system and allows teachers to produce customized assessment answer documents, online assessments, performance-based assessments, instant scoring, item banking, and access specialized reporting tools.

The Board of Educations authorized the District to engage in a three-year subscription agreement with Goldstar Learning to use the Mastery Manager software application at

an annual cost of \$63,430.36.

Additional information on Mastery Manager is available [here](#).

### **Illinois Association of School Boards Annual Membership – 2016-2017**

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 are members of the IASB, a 99% participation rate.

The Board of Education approved renewal of its membership in IASB for 2016-2017 and authorized the Superintendent to pay the annual dues of \$21,974. 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.

### **2016-2017 Education Research Development/Legislative Renewal**

Education Research Development (ED-RED) was formed in 1971 as a suburban high school advocacy organization. Over the years, ED-RED has evolved and developed into a strong and united voice that advocates for the particular needs of suburban school districts, including high school districts, elementary districts, special education cooperatives, and intermediate service centers.

ED-RED's goals are to research, develop, and initiate legislation that is advantageous to member districts; to actively advocate for or against legislation affecting member districts; to engage school districts in the legislative process; to communicate proactively with member districts; and to develop and nurture collaborative relationships with state agencies, advocacy groups, state legislators and legislative staffs, and other organizations to accomplish mutual objectives.

The Board of Education approved renewal of its membership in ED-RED for 2016-2017 at a fee of \$5,000.00. ED-RED has established a dues structure for elementary and high school districts. Elementary districts are assessed on a student population, while high school districts are assessed a fixed amount, regardless of student enrollment.

### **National School Boards Association National Connection Fees**

The Board of Education approved the National Connection fees of the National School Boards Association (NSBA) for a period of one year, beginning October 1, 2016, at a cost of \$5,335. There is no increase in fees from the previous year. District 211 has been a member of NSBA since 1971.

NSBA's National Connection is a partnership of state school boards associations and

NSBA, and it offers benefits that will keep school administrators and school board members informed of national education issues. A list of additional benefits for NSBA members is available [here](#).

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

The next scheduled regular Board of Education meeting will be held on Thursday, August 18, 2016, beginning at 7:30 p.m. in the Anne Koller Board Meeting Room at the G.A. McElroy Administration Center.