

AGENDA

The Second Meeting of the Month of March
of the Board of Education of Township High School District 214
will be held on Thursday, March 18, 2021
in Room D100/101 of the Forest View Educational Center
2121 S. Goebbert Road, Arlington Heights, IL
at 7:00 p.m.

The Board of Education meeting will be conducted in person in Room D100/101 with a maximum of 50 people allowed in that meeting area. Any additional attendees will be accommodated in other meeting spaces in the Forest View Educational Center with audio feed from the meeting room.

- I. CALL TO ORDER
President Petro
- II. ROLL CALL
Mrs. Knoepfle
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
Workshop Meeting of March 4, 2021
Closed Session Meeting of March 4, 2121
- V. PUBLIC COMMENTS
- VI. SUPERINTENDENT'S REPORT
Freedom of Information Act Report
COVID – The Year in Review and Looking Ahead
- VII. BOARD MEMBER UPDATES
- VIII. CONSENT CALENDAR
2021-029 Accounts Payable
2021-030 Personnel Transaction Report
2021-031 Destruction of Closed Minutes Audio Recordings
2021-032 PHS – CTE Project – HVAC Mechanical Equipment – Bid
2021-033 Community Education Course Catalogues – Bid
2021-034 Multi-Function School Activity Buses (MFSAB) – Bid
2021-035 Audio Equipment for Prospect High School – Bid
2021-036 Keystone Purchasing Network – Membership Agreement
2021-037 Copier Lease
2021-038 Registration Fees 2021-22
- IX. ACTION ITEM (The public may comment on each item after Board discussion.)
2021-039 2021-22 Preliminary Budget Guidelines and Assumptions
2021-040 2021 Summer School Program
- X. DISCUSSION ITEM (The public may comment on each item after Board discussion.)
2021-041 Student Ridership and Navigation System

XI. CLOSED SESSION

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the district, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine validity. 5ILCS 120/2(c)(1), as amended by P.A. 93-0057;
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

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XII. RECONVENE IN OPEN MEETING

Immediately following the Closed Session, the Board of Education will reconvene in Open Session and may take action deemed necessary as a result of the Closed Session discussions.

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district or legal counsel for the district, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine validity. 5ILCS 120/2(c)(1), as amended by P.A. 93-0057;
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

XIII. ADJOURNMENT

MINUTES

The Minutes of the Workshop Meeting
of the Month of March of the Board of Education
Township High School District 214 held on March 4, 2021
at the Forest View Educational Center,
2121 S. Goebbert Road, Arlington Heights, Illinois
at 6:32 p.m.

At 6:32 p.m., the Workshop Meeting of the Board of Education was called to order by President Petro with Notices to Board Members and Members of the Press sent on February 22, 2021, reading as follows:

NOTICE OF CHANGE OF MEETING LOCATION

You are hereby notified that the location for the workshop meeting of the Board of Education of Township High School District 214, scheduled for Thursday, March 4, 2021, has been changed. The meeting will begin at 6:30 p.m. The meeting will be held at the Forest View Educational Center, 2121 South Goebbert Road, Arlington Heights, Illinois, rather than at Wheeling High School:

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF MINUTES
 - Regular Meeting of February 11, 2021
 - Closed Session Meeting of February 11, 2021
- V. PUBLIC COMMENTS
- VI. CONSENT CALENDAR
 - 2021-025 Accounts Payable
 - 2021-026 Personnel Transaction Report
- VII. BOARD WORKSHOP
 - A. WHS Update
 - B. Finance Update
 - C. Facilities Update
- VIII. CLOSED SESSION
 - The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
 - The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);

- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

IX. RECONVENE IN OPEN SESSION

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;
- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10).

X. ADJOURNMENT

Signed,

F. Daniel Petro
Board President

The following members were present:

William Dussling	Vice President
Mark Hineman	Member
Alva Kreutzer	Member
Dan Petro	President
Leonard Walker	Member
Todd Younger	Member

Absent at roll call:

Mildred Palmer	Member
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Also present at the meeting were: D. Schuler, superintendent; C. Johnson, associate superintendent for finance and operations; L. Lopez, associate superintendent for teaching and learning; M. Johnson, assistant superintendent for student services; G. Sisson, principal, JHHS; J. Cook, principal, WHS; J. Aponte, assistant principal, Newcomer; D. Weidner, associate principal, WHS; M. McCullough, assistant director of operations; P. Mogge, director of community engagement and outreach; K. Roiland, director of operations; T. Schlorff, director of instructional technology and technology services; R. Knoepfle, executive assistant to the school board and superintendent; staff members; parents; students; and citizens.

1. PLEDGE OF ALLEGIANCE

President Petro led the Board and audience in the Pledge of Allegiance.

2. APPROVAL OF MINUTES

It was moved by Kreutzer and seconded by Dussling that the Board of Education approve the minutes of the Regular Meeting of February 11, 2021 and the Closed Session of February 11, 2021.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Walker, Younger, Petro
Nays: None

3. APPROVE CONSENT CALENDAR 2021-025 through 2021-126

Items 2021-025 through 2021-026 appearing on the Consent Calendar were presented for the Board's consideration.

It was moved by Kreutzer and seconded by Dussling that the Board of Education approve Items 2021-025 through 2021-026 appearing on the Consent Calendar as presented.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Walker, Younger, Petro
Nays: None

A. Approve Accounts Payable 2021-025

Actual February 18, 2021 listing:

Educational Fund Listing	\$1,359,148.46
Operations and Maintenance	142,478.02
Transportation Fund	128,751.62
Capital Projects 62	302,331.30
TOTAL	<u>\$1,932,709.40</u>

Checks Dated: February 18, 2021
Check Numbers: 741806 through 742075

B. Personnel Transaction Report 2021-026

Approved Personnel Transaction Report attached to these minutes.

4. BOARD WORKSHOP

A. Wheeling High School Update

J. Cook, principal, and D. Weidner, associate principal, of Wheeling High School updated the Board on #theWheelingWay, with the mission statement developed three years ago of "Empowering students and staff to explore, care, connect and grow in a changing world." Students J. O'Grady, A. Herazy, Y. Arellano, B. Szamaranszky, K. Hayes, and B. Martinez each shared their own story of what their high school experience has done for them to embody college, career and life readiness and the opportunities it opens for their post-secondary plans. D. Weidner outlined the "Portrait of a Wildcat" program developed with the BatteleforKids and ConnectEd philosophies that include components that the school tries to

develop in all students: problem-solver, purposeful collaborator, cultural advocate, effective communicator, persistent contributor, and a creative innovator. The success of the efforts depends on the staff, parents, industry and community partners and the students themselves.

Board discussion included:

- students taking advantage of the opportunities and the need for those opportunities to be available to all students;
- the amount of work it takes from the administration and the staff to give meaningful support to students;
- WHS gives each student an opportunity to find their voice and develop from that.

B. Diversity, Equity and Inclusionary Practices Update

L. Lopez updated the Board of Education on the Diversity, Equity and Inclusion initiatives highlighting the priorities for this year and the future. He provided a snapshot of the types of professional development that is occurring throughout the year for all employees; the work within each curricular area to review and revise course content through the lens of equity, including the Instructional Media and Materials Program Team adding an equity component to the curriculum evaluation process; and the other types of interventions that are occurring for students, such as the Next Generation Pathway to Completion, the Work Based Learning Program, and the availability of social wellness support groups.

L. Lopez noted that the Board demonstrated its public commitment in November to these efforts with passage of the *Anti-Racist, Diversity, Equity and Inclusionary Practices Resolution*. As a result of this prioritization, all stakeholders have been engaged through several advisory councils and regular dialogue with administration and all supervisor and administrative job descriptions have been updated to reflect this prioritization. To sustain these practices, a new, focused leadership position has been proposed, the Director of Diversity, Equity and Inclusion.

The District is committed to eliminating equity gaps in academic programs. L. Lopez reported that this year the demographics of the early college dual credit programs mirrors that of the district's demographics with 92% of students graduating with some college credit and 40% of graduates leaving with 15 semester hours or more of college credits. L. Lopez noted that the most important impact we have on students is on what is referred to in research as self-efficacy. As a student leaves high school knowing they can actually be a successful college student, giving them a head start with confidence, the result is what's called the momentum effect.

Board discussion included:

- the demographics of dual credit mirror the school demographics;
- the future needs will include looking at adaptive instruction in real time and embedding assessment within that instruction;
- the schools each had their own selection committee for their staff equity groups, most allow any student to join the student equity groups;
- the business community and business partners are aware of the work of our schools and the strength of the student's education, but the rest of the community is not as aware of what is being done.

C. Finance Update

C. Johnson provided a brief update on the financial projections through 2026. She reviewed the influences on revenues and expenditures and historical State and federal revenue trends as well as CPI

trends that impact the development of the annual budget. Future capital outlays will concentrate on infrastructure and maintenance. She explained the importance of the financial profile score on future funding capability. She noted that the District is in the “people business” and the district uses enrollment projections to determine staffing levels. The goal is to continue to streamline expenditures and find additional revenue sources to maintain the 50% fund balance through 2026 and beyond. D. Schuler noted that by maintaining the balanced operating budget as directed by the Board, that will continue to “flatten out the red line” extending the number of years with a positive fund balance of over 50%.

Board discussion included:

- the change in State funding over the last 30 years has had a direct inverse impact on local property tax funding;
- how is the enrollment projected, since it has been reported that the elementary schools are seeing a significant increase? That increase is in the early grades that are not yet showing up in the five-year enrollment projections and the enrollment projection tool tends to be less accurate for years four and five of the projection.

D. Facilities Update

K. Roiland and M. McCullough provided a brief review of last year’s accomplishments based on the plans presented to the Board last spring, including updated roofing and curtain wall construction, updated health services offices at two schools, CNA classroom renovation, parking lot repairs and repaving, field turf replacement, implementation of a new work order and scheduling software system and a new cleaning measurement app, as well as a new training program for all CMA staff. M. McCullough described the in-house design process for some of the construction projects and the use of in-house maintenance staff to do the construction and construction management functions, at a savings to the District. K. Roiland outlined the plans for this summer’s construction program which continues to focus on roofing, curtain walls and paving with some room remodels for instructional programs. Additionally, this coming year, the District will bring snow and ice removal in-house as the department continues to enhance efficiencies with centralizing operations to capitalize on greater flexibility of scheduling and staffing.

Board discussion included:

- the percentage of the budget for preventative maintenance, and the need for proactive versus reactive action to maintain the facilities;
- the staff level of training to handle the in-house construction;
- the cleanliness of the schools is the best in Illinois!
- there are projects that will be extended into next year due to the staging of construction projects;
- the department offers internal internships to students during the summer and the school year. Currently a student is doing an internship in HVAC.

5. CLOSED SESSION

It was moved by Kreutzer and seconded by Dussling that the Board of Education convene in Closed Session for the purpose of discussing:

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity.

However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 101-459;

- The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10);
- Collective negotiating matters between the district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Walker, Younger, Petro
Nays: None

The Board convened in Closed Session at 8:12 p.m.

6. RECONVENE IN OPEN SESSION

It was moved by Kretuzer and seconded by Walker that the Board of Education reconvene in Open Session.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Walker, Younger, Petro
Nays: None

The Board reconvened in Open Session at 9:03 p.m.

7. MATTERS PERTAINING TO AN INDIVIDUAL STUDENT 2021-027

It was moved by Younger and seconded by Kreutzer that the Board of Education approve the resolution regarding residency of student #2624034521 determining that the Board fully considered the “Report of the Hearing Officer” of February 10, 2021, that the Board disagrees with the report for reasons outlined in the resolution, that the Board adopts the Hearing Officers report notwithstanding these concerns, and that the Board determines that the student is a resident for the purposes of the 20-21 school year and will give notice to the parents by providing a copy of the resolution.

Upon roll call, the motion carried.

Ayes: Dussling, Hineman, Kreutzer, Walker, Younger, Petro
Nays: None

8. PERSONNEL TRANSACTION REPORT II 2021-028

It was moved by Kreutzer and seconded by Hineman that the Board of Education approve Personnel Transaction Report II, including the following appointments, effective July 1, 2021:

- Panagiota (Patty) Grow, Associate Principal, John Hersey High School
- Miguel (Mike) Vargas, Director of Business Services, Forest View Educational Center

- Linda Keyes, Executive Assistant to the Board of Education and the Superintendent

9. ADJOURNMENT

It was moved by Kreutzer and seconded by Hineman to adjourn. The motion carried.

The meeting adjourned at 9:08 p.m.

F. Daniel Petro, president

William J. Dussling, vice president

PERSONNEL TRANSACTION REPORT

CHANGE IN STATUS

<u>Name</u> ALEXANDER, CATHERINE	Librarian - JHHS
<u>Remarks</u>	Resignation - Change in Effective Date From last day of school, 2022 To May 28, 2021
MUGNOLO, NICHOLAS	World Languages - PHS
<u>Remarks</u>	Resignation Effective May 28, 2021
YAMATE, LAURA	School Nurse - EGHS
<u>Remarks</u>	Resignation Effective May 28, 2021
MANOS, SARAH	World Languages - BGHS
<u>Remarks</u>	Resignation Effective May 28, 2021
PAK, POLINA	English/EL - EGHS
<u>Remarks</u>	Resignation Effective May 28, 2021

Voluntary Retirement Program Education Association - 2025

<u>Name</u> RIEDY, MICHAEL	Math - PHS
<u>Remarks</u>	Intent to Participate Effective: Last day of school, 2025

ITEM NO: 2021-031
DATE: March 18, 2021
FILE: Meetings

Subject: Destruction of Closed Meeting Audio Recordings

BACKGROUND INFORMATION:

The Illinois Open Meetings Act (5 ILCS 120/2.06) requires that Boards of Education keep a verbatim record of their closed meetings in the form of an audio or video recording. After 18 months have passed since being made, the audio or video recording of a closed meeting may be destroyed, provided the Board approved: 1) its destruction; and, 2) minutes of the particular closed meeting.

ADMINISTRATIVE CONSIDERATION:

The Board of Education approved the following minutes of the closed meetings as indicated:

<u>Date of Meeting</u>	<u>Date of Approval</u>
August 7, 2019	August 15, 2019
August 15, 2019	September 12, 2019

RECOMMENDED ACTION:

That the Board of Education approve the destruction of closed session audio recordings for the following meetings:

August 7, 2019
August 15, 2019

ITEM: 2021-032
DATE: March 18, 2021
FILE: Capital Projects Program

Subject: **PHS CTE Project – HVAC Mechanical Equipment - Bid**

BACKGROUND INFORMATION:

The renovated Career Tech Ed (CTE) area at Prospect High School (PHS) requires a new HVAC rooftop unit. The existing space was controlled by two separate dated units that do not provide adequate amounts of air to the larger areas being served. The HVAC unit will be designated to the CTE area to allow for efficient function, and the current existing units will be reworked to service adjacent areas.

ADMINISTRATIVE CONSIDERATIONS:

Bids were received after newspaper advertisement. Additionally, bids were sent to 11 vendors. Funds are budgeted in the Operations and Maintenance Fund.

<u>Vendor</u>	<u>Bid</u>
1 Source Mechanical, Inc. (DeKalb, IL)	\$160,500
Amber Mechanical Contractors, Inc. (Alsip, IL)	\$148,500
AMS Mechanical Systems, Inc. (Burr Ridge, IL)	\$186,800
F.E. Moran, Inc. (Downers Grove, IL)	\$157,200
Mechanical, Inc (Freeport, IL)	\$186,600
MG Mechanical Contracting, Inc. (Woodstock, IL)	\$152,100
Oak Brook Mechanical Services, Inc. (Elmhurst, IL)	\$168,200
Voris Mechanical, Inc. (Glendale Heights, IL)	\$194,150

The total of recommended Bid plus Alternate 1 is \$148,500.

RECOMMENDED ACTION:

The Board of Education accept the bid from Amber Mechanical Contractors, Inc. in the amount of \$148,500 for the mechanical unit for the PHS CTE project.

The Board hereby authorizes its Superintendent or designee to approve and execute contracts on behalf of the Board for services related to the project, and to approve and execute change orders.

With respect to change orders that necessitate an increase in the cost of contracts by 10% or more, or which will change the time of completion by a total of 30 days or more, the Board hereby authorizes its Superintendent or designee to make the written determinations required by 720 ILCS 5/33E-9, that: (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the District and is authorized by law.

ITEM: 2021-033
DATE: March 18, 2021
FILE: Budget

Subject: **Community Education Course Catalogs - Bid**

BACKGROUND INFORMATION:

Community Education annually publishes a course brochure that is issued in the winter, spring and fall. The course brochure traditionally consists of 48 full pages with approximately 100,000 copies per issue. Bids were solicited for the Fall 2021, Winter 2022 and Spring/Summer 2022 issues with an option to renew for an additional year of brochures.

ADMINISTRATIVE CONSIDERATIONS:

Prices shown do not include postage, which will be paid by Community Education at the third-class bulk rate. Bids were received following newspaper advertisement. Additionally, bids were sent to five vendors. Funds will be budgeted in the 2021-2022 Community Education Program.

<u>Vendor</u>	<u>Bid Amount</u>
Indiana Printing & Publishing, Inc. (Indiana, PA)	\$ 40,924.00
K.K. Stevens Publishing (Astoria, IL)	\$ 37,204.03
American Litho (Milwaukee, WI)	\$ 40,187.00
John S. Swift Co., Inc. (Buffalo Grove, IL)	\$ 52,547.00
XanEdu Publishing (Ann Arbor, MI)	\$ 117,040.00

A rubric was created to score submissions on overall price, additional charges and fees, the price increase for a second year contract extension, and the ability of the vendor to meet the District's specifications. After receiving the highest score, the references and samples for Indiana Printing & Publishing, Inc. were reviewed and accepted. An optional second year will include a 2% increase if the district elects to renew.

RECOMMENDED ACTION:

That the Board of Education accept the bid from Indiana Printing & Publishing, Inc. in the amount of \$40,924.00 to print and distribute the Fall 2021, Winter 2022 and Spring/Summer 2022 Community Education Course Catalogs.

ITEM: 2021-034
DATE: March 18, 2021
FILE: Budget

Subject: Multi-Function School Activity Buses (MFSAB) - Bid

BACKGROUND INFORMATION:

Research indicates that school buses are the safest form of student transportation due to the state and federal legislation that governs their design. Fourteen-passenger Multi-Function School Activity Buses (MFSAB) are constructed with a dual rear wheel axle assembly, rollover protection, body joint strength, and multiple horizontal and vertical steel beams. The MFSAB are used to transport students to co-curricular activities after school hours and on weekends.

On an annual basis vehicles are evaluated for trade in accordance with the District's vehicle replacement program. The need for MFSABs has continued to grow over the last several years. To meet this need, the District is purchasing six (6) additional MFSAB vehicles, one for each comprehensive high school. The price includes delivery, registration, title, and a municipal plate. Delivery is expected by June 30, 2021.

ADMINISTRATIVE CONSIDERATIONS:

Southern Bus & Mobility was awarded Illinois State Contract #20-416CMS-BOSS4-P-18131 for MFSAB vehicles in November 2020 through a competitive bidding process. The contract pools anticipated purchases throughout the State to leverage volume discounts, providing the District an opportunity to purchase MFSAB at a price lower than it could achieve through an independent bid.

Purchase will be funded from the 2020-21 transportation program.

<u>Vendor</u>	<u>Total Price</u>
Southern Bus & Mobility (Breese, IL)	\$334,074

RECOMMENDED ACTION:

That the Board of Education approve the purchase of six MFSAB vehicles from Southern Bus & Mobility for a total of \$334,074.

ITEM: 2021-035
DATE: March 18, 2021
FILE: Budget

Subject: Audio Equipment for Prospect High School - Bid

BACKGROUND INFORMATION

In an effort to focus on Career Pathways, the Prospect High School show choir is shifting to an A cappella program. New audio equipment, including microphones and a mixing board, will allow students to rehearse outside of the choir room and perform in competitions, as teams are often required to provide their own audio equipment. The equipment specified in the bid is compatible with the Prospect theater sound system, broadening its use to concerts and performances of multiple kinds. Installation and training for staff and students was also requested.

ADMINISTRATIVE CONSIDERATIONS

Bids were received after newspaper advertisement. Additionally, bids were submitted to ten (10) vendors. Funds are available in the school's 2020-21 Board and Student Activity budgets.

As there were significant variations in what each vendor included for training and installation and, a rubric was used for evaluation purposes. The winning bidder was determined using both pricing and rubric evaluation.

<u>Vendor</u>	<u>Total</u>
Sonic Audio (Longmont, CO)	\$ 43,816.74
Guitar Center Stores Inc (Farmers Branch, TX)	\$ 39,616.00
Romeo Music (Coppell, TX)	\$ 40,223.00
McCormick's Group (Wheeling, IL)	\$ 40,318.12
HRP Chicago, LLc (Chicago, IL)	\$ 42,335.00
Accutrack Recording & Sound, Inc. (Mount Prospect, IL)	\$ 42,705.55
CESMG (Knoxville, TN)	\$ 43,993.00
IVCi, LLC (Hauppauge, NY)	\$ 44,082.99
Gand Sound Installation (Elk Grove Village, IL)	\$ 44,531.57
Renaissance Communication Systems (Franklin Park, IL)	\$ 45,110.00
Advanced Communications (Michigan City, IN)	\$ 47,751.90
Pentegra Systems, LLC (Addison, IL)	\$ 47,973.38

RECOMMENDED ACTION

That the Board of Education accepts the bid totaling \$43,816.74 from Sonic Audio for the purchase of audio equipment, installation, and training for Prospect High School.

ITEM: 2021-036
DATE: March 18, 2021
FILE: Budget

Subject: Keystone Purchasing Network - Membership Agreement

BACKGROUND INFORMATION:

The Keystone Purchasing Network (KPN) was founded by the Central Susquehanna Intermediate Unit (CSIU 16) of Pennsylvania in 1974. This cooperative offers an option for school districts to maximize purchasing power by taking advantage of the reduced costs of goods and services associated with economies of scale.

ADMINISTRATIVE CONSIDERATIONS:

The Joint Purchasing Act (30 ILCS 525/1) permits school districts and governmental bodies to join together to improve operational efficiencies and preserve public resources. The KPN meets all legal requirements to qualify as a joint purchasing cooperative. Membership is free of charge and would give the District access to competitively bid goods and services.

RECOMMENDED ACTION:

That the Board of Education accept the membership agreement and become a member of the Keystone Purchasing Network.

ITEM: 2021-037
DATE: March 18, 2021
FILE: Copiers

Subject: Copier Lease

BACKGROUND INFORMATION:

While it is not required by School Code to bid copier leases, 105 ILSC 5/10-23.4a requires an affirmative vote of two-thirds of the members of the Board of Education in order to enter into an equipment lease “for a period of not to exceed 5 years for such equipment and machinery as may be required for corporate purposes.”

The District implemented a unified zone printing solution with Konica Minolta in 2015-16. Zone printing provides secure printing by using the District ID badges as the authentication mechanism. Print jobs can be accessed from any printer across the District.

The current Konica Minolta/American Capital lease is coming to term, the devices are aging and incurring more frequent service calls.

ADMINISTRATIVE CONSIDERATIONS:

District administration evaluated the current multifunction device usage and vendors presented an appropriate fleet refresh plan. The evaluation of usage determined solutions to consolidate smaller more costly tabletop devices into medium sized high-volume devices. Additionally, the new plan creates the ability to route printing to specific devices depending on volume as well as allow students to print directly from iPad tablets.

This proposal includes a significant reduction in the per copy price for both black/white and color prints. Currently District 214 is paying \$.006 per black/white page and \$.045 for color. Under the new proposal, the price drops to \$.0035 per black/white page and \$.035 for color.

COVID-19 and remote learning has lowered total print count however, this proposal would still result in an annual savings of approximately \$44,000. If the district returns to pre-COVID print volumes, the savings would be closer to \$90,000 a year.

In addition to the annual savings, Konica will buy out 2020-21 and 2021-22 lease payments in the amount of \$235,500.

The annual cost of the lease through Konica Minolta is \$246,085.92, for a five-year total cost of \$1,230,429.60 for 164 units. An optional buyout of 10% of fair market value will be available at the end of lease period.

RECOMMENDED ACTION:

That the Board of Education accept the Konica Minolta Lease contract and direct the Associate Superintendent for Finance and Operations to execute the related documents.

ITEM: 2021-038
DATE: March 18, 2021
FILE: Registration Fees

SUBJECT: Registration Fees 2021-22

BACKGROUND

Student registration fees are assessed on a regular basis. Registration fees of \$420 remained constant from 2017-2020. For the 2020-21 school year, the registration fee was eliminated to assist families due to the global COVID-19 pandemic.

The Board of Education and Administration are cognizant that the pandemic continues to create additional financial burdens on our school community.

ADMINISTRATIVE CONSIDERATION

While the District intends to be fully reopened this coming fall, pending public health guidance, the student registration fee and co-curricular fee would be eliminated for all District students for the 2021-22 school year only due to the continued financial burdens the pandemic has had on our school community.

The registration fee includes such things as: textbooks rental, instructional materials, digital learning, school calendars, one physical education shirt per year, one physical education lock when entering district, a pass to regular season home activities, iPad Protection Plan and the school newspaper.

The parking lot fee would remain at \$190.

The bus transportation fee would remain at \$675 for those students living less than 1.5 miles from school. For children in the same family, the fee would remain at \$550 for the additional students beyond the first child.

The fee for the Behind the Wheel portion of Drivers Education would remain at \$350, consistent with the waiver granted by the General Assembly.

A student on a fee waiver would have fees waived per School Code.

RECOMMENDATION

That the Board of Education approve the 2021-22 registration fee recommendations as presented.

ITEM: 2021-039
DATE: March 18, 2021
FILE: Budget

Subject: 2021-22 Preliminary Budget Guidelines and Assumptions

BACKGROUND INFORMATION:

Budgets are estimates of projected revenues and projected expenditures for a specified period of time. For school districts this is a one-year period (fiscal year), which runs from July 1 through June 30.

In December 2020, the Board of Education approved its 2020 property tax levy. Projected operating and working cash fund revenues for the 2021-22 budget are currently estimated at \$270 million. Projected operating and working cash fund expenditures for the 2021-22 budget are currently estimated at \$270 million. The district will continue cost containment initiatives as the 2021-22 budget is prepared. These projections are preliminary and may be adjusted as data becomes available.

With ongoing uncertainty in the Illinois State Budget and federal funding, along with the many factors associated with the global COVID-19 pandemic, the District 214 budget may face necessary adjustments and/or reductions during preparation. As financial data is updated, we will adjust the District 214 budget accordingly.

ADMINISTRATIVE CONSIDERATIONS:

The Board of Education authorizes the development of the district's budget for the 2021-22 fiscal year. Based on changes in economic conditions at the local, state, and federal level, these estimates are subject to change since many factors that impact the new budget are unknown during the early stages of its development.

Listed below are the guidelines, assumptions, and parameters that will be used in developing the 2021-22 budget:

REVENUE

- The Equalized Assessed Valuation (EAV) for 2019 was \$10.0 billion. The EAV for 2018 was \$8.6 billion. The EAV for 2017 was \$8.6 billion. The EAV for 2016 was \$8.5 billion.
- Next year's overall tax receipts are based on the Consumer Price Index (CPI), the estimated new growth to the tax base, the impact of tax caps, and refunds.
- The Consumer Price Index (CPI) reported as of December 31, 2020 is 1.4%
- During 2021-22, it is anticipated that interest rates on investments continue to remain low. District 214 continues to receive less interest income based on deferred and delayed state and local revenues.
- Property taxes are the district's largest source of revenue for 2021-22.
- Administration will continue to explore and review revenue options.

ENROLLMENT

- The two-year cohort survival enrollment projections will be used in calculations for enrollment related budget allocations. The enrollment report projects a slight enrollment decrease for 2021-22.

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SALARIES

- Education Association (EA) employee base salaries will increase based on the current agreement.
- Custodial Maintenance Association (CMA) employee base salaries will increase based on the current agreement.
- The Educational Support Personnel (ESP) employees and Administration are currently in negotiations.
- The Food Service employee base salaries generally increase by CPI.
- Administrator and supervisor employee salaries will increase based on the current agreement.

STAFFING

Education Association (EA) Staffing

- The staffing calendar identifies the dates that staffing decisions are scheduled. As specific staffing decisions are made, adjustments will be incorporated in the budget.
- For the purposes of the development of the preliminary 2021-22 budget, staffing will be determined based on estimated student enrollment, program needs, and funding sources.
- Preliminary staffing recommendations will be determined during the staffing process. Recommendations on staffing adjustments will be made at that time.
- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 15 EA staff will retire at the end of the 2021-22 school year.

Custodial Maintenance Association (CMA) Staffing

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, no CMA staff will retire at the end of the 2021-22 school year.

Educational Support Personnel (ESP) Staffing

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 14 ESP staff will retire at the end of the 2021-22 school year.

Administrators/Supervisors

- Review and plan for reallocation, attrition, and efficiency of operations based on program needs and funding sources. At this time, 2 Administrators and 1 Supervisor will retire at the end of the 2021-22 school year.

BENEFITS / INSURANCE

- Due to the pandemic, insurance rates are unstable. A 6% increase in property and casualty costs is estimated, while health insurance costs are projected at less than a 3% increase. Insurance rules and regulations may be enacted which may cause potential changes to occur. Unemployment claims have increased.

ITEM: 2021-039
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FILE: Budget

BUDGET ADJUSTMENTS

- In general, line items for purchased services, supplies, and equipment will be frozen. Some line items may be increased based on current economic conditions such as utilities, gas, and postage.
- There is a need to continue cost containment initiatives as the 2021-22 budget is prepared.

TUITION INCENTIVE PROGRAM (TIP)

- In 2021-22, per the Education Association contract, professional development will be funded based on the current agreement.

SPECIAL EDUCATION

- 2021-22 NSSEO tuition costs and programs are being reviewed by NSSEO. Final NSSEO program costs will reflect necessary changes.

CAPITAL PROJECTS PROGRAM (CPP)

- Approved capital projects will be included in the budget.

TECHNOLOGY

- Technology Services is anticipating continued replacement and updates of equipment and applications during 2021-22.

TRANSPORTATION

- Transportation is estimated to be budgeted at a 3% - 4% increase based on contracts, fuel costs and usage
- At this time, we have not heard of transportation pro-rations. Transportation revenues continue to be a concern based on possible state transportation revenue pro-rations and reductions.
- Continue to review options for student transportation cost containment.

TRANSFERS, LOANS, AND ACCOUNTING RECOMMENDATIONS

- Transfer working cash interest income to other funds may be recommended to address cash flow needs.
- Transfer from Operations and Maintenance to Capital Project Fund for funding of future Capital Projects.
- Due to delayed and deferred property tax revenue and state and federal revenue, inter-fund loans may be recommended to address cash flow needs.

RECOMMENDED ACTION:

That the Board of Education approve the proposed guidelines and assumptions relative to the preparation of the 2021-22 fiscal year budget.

Subject: 2021 Summer School Program

BACKGROUND INFORMATION

Township High School District 214 offers a comprehensive summer school program of academic and enrichment opportunities for all students. District 214 administration believes it is important for students to complete an aligned, skills-focused core curriculum during the school year. Core courses taken during the school year give students an opportunity to gain a deeper understanding of the course content and prepare students to be successful. The administration also believes it is important to provide opportunities for students to advance in a course sequence and maximize the ability for access to courses in a student's career pathway of interest.

As our schools embark on implementing career pathway programs of study, expanding summer offerings to facilitate equitable access to programs across the district will continue to be a focus. By positioning summer school as an opportunity to advance as well as remediation, experience early college, and explore career pathways, we can fully engage students in the relevancy of their High School District 214 experience.

The summer program includes a two-semester schedule of core and elective courses.

- The summer school program hosts course offerings through asynchronous and synchronous learning.
- Courses are offered for students to explore a subject that interests them, want to advance in a course sequence, or provide opportunities in a student schedule to access courses within a career pathway of interest.
- The bridge courses help keep students on track for learning success.
- The tuition free, Transition Language Arts and Transition English as a Second Language courses are offered to incoming freshmen students who have been invited to enhance their basic knowledge and skills.
- Summer school offers on and off campus dual-credit, career orientation exploration, internship/workplace learning opportunities, as well as blended learning experiences.

ADMINISTRATIVE CONSIDERATIONS

The summer program design team developed a plan for the 2021 Summer School Program that will deliver a comprehensive summer program to our students.

Included with this agenda item is the general proposal for the 2021 Summer School Program. The proposal establishes the sites, calendar, tuition, and fees for the 2021 Summer School Program.

RECOMMENDED ACTION

That the Board of Education approve the proposed 2021 Summer School Program.

attachments

TOWNSHIP HIGH SCHOOL DISTRICT 214
Summer School Program 2021

I. Summer Program Sites

A. Regular Summer Program

The regular summer program consists of two semesters during which a selection of approved courses and a variety of other programs are offered to students. The 2021 Summer School Program will be held at the following sites:

1. *Elk Grove High School* will host the summer school *academic* and ~~Bridge-Transition~~ course offerings for Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows and Wheeling High Schools at Elk Grove High School and *special programs* such as EL/Newcomer, ~~Long-Term EL~~, Career Academy, Extended School Year, Skills Training, Summer Internship, and Driver Education **including traditional and online options**.
2. *Forest View Education Center/YAP* will host *online credit recovery* for Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows and Wheeling High Schools.

B. Driver Education Summer Program

The summer driver education program is a two-phase blended program providing each student a minimum of 30 hours of online classroom instruction and a minimum of six hours of behind-the-wheel practice.

- *Elk Grove High School* will host the behind the wheel driver education program for Buffalo Grove, Elk Grove, John Hersey, Prospect, Rolling Meadows and Wheeling High School students.

The summer school driver education program offers a 24-day blended class at *Elk Grove High School* will offer three classes per day: 7:30 a.m. to 10:00 a.m. or 10:00 a.m. to 12:30 p.m. **or 3:30 p.m. to 6:00 p.m.**

C. ~~Bridge to High School Transition Language Arts~~ Summer Program

The district provides a **bridge to high school** ~~transition language art~~ summer program to incoming ninth grade students who are identified by placement test scores and teacher recommendation. The **Bridge to High School** ~~Transition Language Arts~~ Program serves students in two three-week sessions.

D. ~~Bridge Transition~~ English Language Learners (EL) Summer Program

The district provides a ~~bridge-transition~~ EL summer program to incoming and current students who are identified by ESL placement as level 1 or below. ~~D214 is also offering a Long-Term EL Career Academy to engage all students in experiences leading to expanded post-secondary opportunities. This three-week course is for incoming 10th, 11th and 12th grade students as well as students recently exited from the ESL program.~~
The ~~Bridge Transition~~ English Language Learner Summer Program serves students in a ~~six-week~~ **two three-week** sessions.

E. Bridge Newcomer Center Program

The district provides a summer program for students at the Newcomer Center. Placement test scores and interview identify students.

1. The **Bridge** Newcomer Center Program services students in a six-week session.
2. The program will be held at **Forest View Education Center**.

F. Blended Learning/Online Virtual School

This district provides an online instructional program tailored to meet the individual student's needs when not able to attend a traditional summer school program.

G. Special Needs

The summer school administration will explore summer school programs for students with special needs.

II. Registration

Walk in registrations and regular portal registration will open on Monday, March ~~30~~ **15**, 2021. The deadline for first semester registration is Friday, April 30, 2021, except for second semester failures.

Driver Education registration begins on Monday, April 13, 2021. The deadline for enrolling in the first term is Friday, April 30, 2021. The deadline for enrolling in second term is Thursday, June 28, 2021.

III. Calendar

A. Regular Summer School, **Bridge to High School** ~~Transition Language Arts~~, and **Bridge** ~~Transition~~ English as a Second Language.

The regular summer school program, the **Bridge to High School** ~~Transition Language Arts~~, and **Bridge** ~~Transition~~ English as a Second Language program consist of two academic semesters. Each semester consists of 60 hours of instruction delivered as 12 five-hour days for varying units of academic credit.

First Semester: June 7 to June 24, 2021

Week 1: Monday, June 7 to Thursday, June 10, 2021

Week 2: Monday, June 14 to Thursday, June 17, 2021

Week 3: Monday, June 21 to Thursday, June 24, 2021

Second Semester: June 28 to July 15, 2021

Week 1: Monday, June 28 to Thursday, July 1, 2021

Week 2: Monday, July 5 to Thursday, July 8, 2021

Week 3: Monday, July 12 to Thursday, July 15, 2021

B. Driver Education

The summer driver education program consists of one blended 24-day semester. The program provides each student with a minimum of 30 hours of online classroom and six hours of behind-the-wheel practice.

One 24-day Semester (EGHS)

Times: 7:30 a.m. to 10:00 a.m. **OR** 10:00 a.m. to 12:30 p.m. **OR** 3:30 p.m. to 6:00 p.m.

Week 1: Monday, June 7 to Thursday, June 10, 2021

Week 2: Monday, June 14 to Thursday, June 17, 2021

Week 3: Monday, June 21 to Thursday, June 24, 2021

Week 4: Monday, June 28 to Thursday, July 1, 2021

Week 5: Monday, July 5 to Thursday, July 8, 2021

Week 6: Monday, July 12 to Thursday, July 15, 2021

IV. Tuition, Fees, and Refunds

A. Processing Fee (per student, nonrefundable)

Fee(s)

\$ 20.00

B. Transportation Fee

1. Bus per semester

\$ 42.00

Driver Education students may request morning bus service to arrive at 7:30 a.m. and leave at 12:30 p.m. Students will be expected to remain in a study/supervised area when not in class

2. Bus fee per semester for Transition Programs

\$ 0.00

C. Tuition

1. In-District

a. One Semester Course: 0.5 credit

\$187.50

b. Online/Credit Recovery One Semester Course: 0.5 credit

\$130.00

c. Driver Education: classroom & behind-the-wheel

\$350.00

d. Driver Education: classroom only (online) - 0.250 credit

\$177.50

e. One Semester **Bridge to High School**: 0.5 credit

~~Transition Language Arts Program~~

\$ 0.00

f. Two Semesters **Bridge** ~~Transition~~ ESL Program &

Bridge Newcomer Center: 0.5 credit per semester

\$ 0.00

g. Dual Credit Course Work	\$ 00* TBD
2. Out-of-District	
a. One Semester Course: 0.5 credit	\$375.00
b. Driver Education: classroom & behind-the-wheel	\$350.00
c. Driver Education: classroom only – 0.250 credit	\$177.50
(Out-of-District students are eligible to register for Driver Education only after all D214 students have registered and seats are available.)	

D. Tuition Waiver

Students who qualify for the District 214 tuition waiver program are eligible to apply, fees are not waived.

E. Refunds

1. Academic Summer School

- a. Refunds are processed after July 15, 2021, and checks are mailed after the first Board of Education meeting in July.
- b. First Semester
 - (1) The \$20.00 processing fee is nonrefundable unless a course is dropped by the administration.
 - (2) A full tuition refund is issued if a student drops a course before the end of the business day* Monday, June 7, 2021.
 - (3) No tuition refund is issued if a student drops a course after the end of the business day* Monday, June 7, 2021.
 - (4) No transportation refund is issued after the end of the business day* Monday, June 7, 2021.
- c. Second Semester
 - (1) The \$20.00 processing fee is nonrefundable unless a course is dropped by the administration.
 - (2) A full tuition refund is issued if a student drops a course before the end of the business day* Monday, June 28, 2021.
 - (3) No tuition refund is issued if a student drops a course after the end of the business day* Monday, June 28, 2021.
 - (4) No transportation refund is issued after the end of the business day* Monday, June 28, 2021.

3. Driver Education Summer Program

- a. All refunds are processed after June 28, 2021, and checks are mailed after the first Board of Education meeting in July.
- b. Driver Education tuition is nonrefundable except in the following cases:
 - 1. an administrative decision that precludes the student from taking driver education (e.g., canceled session);
 - 2. the student is ineligible due to second semester final grades; or
 - 3. the approval of a written request by the program director.
- c. The \$20.00 processing fee is nonrefundable unless a course is dropped by the administration.

*Note: Beginning June 7, 2021, summer business day = Monday through Thursday, 7:00 a.m. to 4:00 p.m.

V. Summer School Budget Allocation

The administration recommends a budget of \$180,000.00 to cover summer school costs in excess of revenues for personnel, staff development, tuition waivers, transportation, materials, and supplies.

ITEM: 2021-041
DATE: March 18, 2021
FILE: Transportation

Subject: Student Ridership and Navigation System

BACKGROUND INFORMATION:

District 214 has been using routing software to create and assign bus routes for many years; however ensuring students board the correct bus, tracking which students are physically in a vehicle at any given time, and navigation have remained paper-based processes. Relying on these manual processes causes delays in accessing information in times of an emergency, distracts drivers, and leaves a vulnerability to human error. New student ridership and navigation solutions are now available that allow for automation of these functions, providing the following benefits:

- **Student Ridership Information**
Students use a radio-frequency identification (RFID) card to scan on and off a bus with virtually no delay. School and district administrators can instantly access this data, along with rider's emergency contact information, greatly reducing the district's response time in the case of an emergency. Historical records can be utilized to assist in contact tracing, addressing conduct issues, and creating more efficient bus routes.
- **Increased Student Safety**
Drivers can be immediately alerted if a student attempts to board an incorrect bus or get off at the wrong stop. Should a student lose their ID, the card can be deactivated and made unusable. Drivers can also verify a rider's identity by checking a digital route sheet.
- **Navigation System**
Mounted tablets provide navigation, including course corrections, customized for a school bus's maneuverability and road accessibility. This reduces driver distractions by eliminating the need for paper route sheets and assists drivers unfamiliar with a route. Late arrivals are decreased by allowing dispatchers to send re-routed trips directly to the tablets to avoid road closures, construction, and congested traffic.
- **Increased Parent Communication**
The Transportation Department and school administrators can instantly send a customized email, text, or in-app notification to parents that opt-in. This will allow parents and students to quickly access their route information and be notified of changes and delays.

Student ridership and navigation systems consist of three parts: physical equipment on each bus, RFID-compatible student ID cards, and software to tie the equipment and cards to the District's routing system.

Tyler Driver is the only student ridership and navigation solution that provides both equipment and software that fully integrates with our current routing system. The equipment consists of portable, rugged tablets; mounting brackets for buses with integrated charging capabilities; and RFID card scanners installed near each bus door. All equipment can be moved to different vehicles as needed. The Tyler Drive software seamlessly adds additional functions within the District's current routing system.

Student ID cards must be RFID compatible to work with Tyler Drive, which requires both a physical RFID card and specialized printing. CI Solutions works with districts to ensure cards are printed and programmed to work seamlessly with Tyler Drive while also remaining compatible with other District applications. The use of RFID cards is expanding, as the technology is more secure and faster than barcodes. The cards will be used for food service and it is anticipated that additional District applications can utilize the scanning system moving forward.

ADMINISTRATIVE CONSIDERATIONS:

It will take approximately six to nine months for planning, training, and implementation. It is anticipated that the CI Solutions Student ID service will be in place for the beginning of the 2021-22 school year and the Tyler Drive system will be in place for the second semester of the 2021-2022 school year.

The cost of the equipment, installation, training, and first year of Tyler Drive service is \$377,620. Each subsequent year is \$60,000. The annual cost for CI Solutions including RFID cards, printers, and printer maintenance is \$40,478. Both the Tyler Drive and CI Solutions contracts will be for the 2021-22, 2022-23, and 2023-24 school years. Funds will be planned for in the Transportation Budget.

RECOMMENDED ACTION:

That the Board of Education discuss the purchase of the Tyler Drive real-time student ridership data and navigation system and CI Solutions RFID card printing and programming service.