OAK PARK AND RIVER FOREST HIGH SCHOOL
201 North Scoville Avenue
Oak Park, IL 60302

Committee of the Whole
December 13, 2016

An Instruction Committee meeting was held on December 13, 2016. Mr. Weissglass called the meeting called to order at 10:15 p.m. in the Board Room. Committee members present were Fred Arkin, Jennifer Cassell, Thomas F. Cofsky, Dr. Steve Gevinson, Dr. Jackie Moore, Sara Dixon Spivy, and Jeff Weissglass. Dr. Joylynn Pruitt, Interim Superintendent, and Gail Kalmerton, Executive Assistant/Clerk of the BOE and FOIA Officer.

Also present were Tod Altenburg, Chief School Business Officer; Amy Hill, Director of Assessment and Research; Michael Carioscio, Chief Information Officer; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Nathaniel L. Rouse, Principal; Karin Sullivan, Director of Communications and Community Relations; Dr. Gwen Walker-Qualls, Director of Pupil Support Services.

Visitors: Sheila Hardin, Faculty Senate Executive Committee Chair; Fred Preuss, Director of Buildings and Grounds; Ronald Johnson, Director of Transportation; Jeff Bergmann, Construction Manager; and Robert Wroble of Legat Architects.

Public Comments
None

Minutes
Mr. Weissglass moved to approve the Instruction Committee minutes of November 7, 2016; seconded by Ms. Cassell. A voice vote resulted in motion carried.

Finance
Board/Finance Committee Goals Update

1. Compensation: Dr. Pruitt, Ms. Horton, and Mr. Altenburg have reconvened this administrative work group and plan to present an update at tonight's Committee of the Whole Meeting.
2. Metrics: This conversation continues as the Board's goals for the Strategic Plan have not been finalized.
3. Cost Containment: The first DLT Budget Retreat took place on November 29, 2016. The topic of cost containment was presented and the DLT will bring a working definition of "cost containment" to the January 17, 2017, Committee of the Whole Meeting.
4. Facilities: The Administration will recommend suggestions for restarting community deliberation about an alternative plan at tonight's special board meeting.

Presentation of Construction Bids
On Monday, October 24, 2016, the District started the public bidding process for the projects listed below. Eight (8) contractors submitted bids at the November 15, 2016 public bid opening. A Scope review meeting was held with by the District's construction supervisor, Legat Architects, Amsco engineering and the lowest bidder to confirm their proposal on November 17, 2016. The bid tabulation forms were developed with the lowest responsible bid amounts. The total amount of all projects constructions costs in the base bid plus all alternates and professional fees came to $3,499,191. The total amount of all projects constructions costs in the base bid plus all alternates except alternate 5 (Visitor Bleachers/Baseball Field Improvements) and professional fees came to $3,202,461. The School Board approved a budget of $4,713,000 on Thursday, May 26, 2016.

The scope of the work will include:

1. Replacement of Air Handlers: AHU-F1, B2, B3, B4, B5, and the Heat Exchanger HX-A1 in the North Attic. The reconfigured MDF room will be getting new cooling units.
2. Replacement of Sump and Ejector Pumps: F1-SE,SP, A1-SE,SP C1-SE,SP C2-SE,SP.
3. Replace Electrical Feeder Wiring in the original part of the building: power feeding Load Center #5 will get new grounding. Distribution Panel #6 will be getting new feeders and breakers. Room 291 electric panel will be receiving new main feed conductors.
4. Window and Door Replacement: Office 125, and 141.
5. Masonry Restoration: The west 4-story building elevation from the south corner to the north stopping at the 45-degree bay joint will receive restoration which involves grinding, tuckpointing, cleaning and re-sealing the exterior masonry of this building elevation.
6. Baseball Field Backstop Replacement.

For the Committee of the Whole to review and recommend the selected work to proceed and award the recommended bids plus all alternates for the summer 2017 Capital Improvements and move forward to the Board of Education for approval at the December 22, 2016 meeting. Or For the Committee of the Whole to review and recommend the selected work to proceed and award the recommended bids plus all alternates except alternate 5 (Visitor Bleachers/Baseball Field Improvements) for the summer 2017 Capital Improvements and move forward to the Board of Education for approval at the December 22, 2016 meeting.

Mr. Johnson asked whether Alternate 5, work on the baseball field in the amount of $278,000, should be included at this time. The administration's recommendation is to hold off as the referendum had failed. Mr. Arkin noted that the Board of Education had approved this work. The bleacher work is on the visitor side and it affects the baseball field, so the pitching mounds would move and the bullpens. Mr. Weissglass observed that even including Alternate 5, the bids came in $1.2 million below the budgeted amount and asked why. It was explained that the bidding was very aggressive. Bids went out before the failure of the referendum and companies may have wanted to be considered for that work. And, because the bidding was so aggressive, there are many extras in this proposal. One item that the Board of Education can now do is consider the auditorium sound system which will cost approximately $560,000 to $570,000. It was observed that each year the project cost is less than the projected budgeted. These numbers are after the construction costs.

Mr. Bergmann noted that he mistakenly put in the baseball backstop repairs, but it should be an alternative. This will be corrected at the regular meeting when it is brought for approval.

Discussion ensued about variances and that the administration has tried to scale contingencies downward. If the project is continuously over or under budget significantly, the way budgeting is looked at may need to be reviewed. Mr. Johnson noted that the work on the chimney was over budget and bids were non-responsive and thus there was no contingency money.

Mr. Weissglass requested a more user-friendly 5-year capital improvement plan instead of the existing spreadsheet form in order to know what projects are to be completed in the future.

Mr. Cofsky moved to recommend the selected work to proceed and award the recommended bids plus all alternates except Alternate 5 (Visitor Bleachers/Baseball Field Improvements) for the summer 2017 Capital Improvements and move forward to the Board of Education for approval at the December 22, 2016 meeting; seconded Ms. Cassell. Discussion ensued. Mr. Arkin felt that Alternate 5 should be included in the bids, as it had already been approved. He felt the administration was bringing this forward because there might be concern that something would be done on the west field. He did not believe west field pool options were high. As such, Mr. Arkin moved to amend the motion to include Alternative 5. No second. A voice vote resulted in motion carried.

IGA with District 200 and the Park District of Oak Park

Mr. Cofsky moved to forward the IGA with District 200 and the Park District of Oak Park forward to the full Board of Education for approval at its regular December Board of Education meeting; seconded by Ms. Dixon Spivy. A voice vote resulted in motion carried. The Oak Park and River Forest High School District 200 and the Park District of Oak Park have had an IGA (Intergovernmental Agreement) in place for a number of years regarding cooperative planning and the shared use of facilities. Recently, Dr. Joylynn Pruitt, Interim Superintendent for OPRFHS, and Ms. Jan Arnold, Executive Director of the Park District, worked on revisions to the agreements.

The agreement includes only two revisions. The first revision clarifies the procedures for requests in writing for facilities usage along with the responses to those requests. The other revision describes the desire of both agencies to reduce costs when utilizing each other's facilities. The proposed IGA will be in place effective December 2016 thru December 2021.

- Section 2A is to formalized the process for requests. Building principal or athletic director, superintendent of recreation and executive director
- Section 2B respond within 10 days.
- Section J, minimize out of pocket costs to minimize and for maintenance and upkeep during activities.
- Park District Board has approved.

When the Park District uses the pool, it will provide its own staff to clean up. However, if they do not, the District has people on duty that can be utilized. The District will not provide supervision of students for program participants.

Tri-District Consortium Agreement

Mr. Cofsky moved to forward the Tri-District Consortium Agreement to the full Board of Education for approval at its regular December meeting; seconded by Mr. Weissglass. A voice vote resulted in motion carried. The technology teams at Districts 90, 97, and 200 have crafted an agreement as a foundation to sharing services and resources. This agreement has been reviewed by counsel of all three districts and will be presented at each respective board meeting in December 2016. The primary driver of this agreement is to allow the three districts to act as a single entity for the purpose of obtaining e-Rate funding. E-rate funding will provide us 40-50% discount on equipment and services. E-rate funding is available to all three districts individually. This agreement does not change that. However, for us to connect our networks or to purchase hardware or software together, we must have a consortium agreement.

The administration would use this agreement to connect the networks of the three districts and share services, resources, etc. Although e-Rate funding cannot be used for backup and redundancy, the interconnect of the networks would allow greater flexibility in delivering services. This interconnection would also provide an opportunity to share resources that would not be possible without it. This also opens up the possibility of sharing facilities between the districts.

What does interconnecting mean? Having the networks look like the same network with credentials. It is another layer of security and ease. Mr. Carioscio was not concerned about security as the connection will be locked down and the same level of credentialing used now will be needed to get into the network.

Resolution abating the District's Working Cash Fund and abating taxes levied for the year 2016 to pay the District's General Obligation Limited Tax School Bonds, Series 2005

Mr. Cofsky moved to forward the resolution abating the District's working cash Fund and abating taxes levied for the 2016 to pay the District's General Obligation Limited Tax School Bonds, Series 2005 to the

Board of Education for approval at its regular December meeting; seconded by Ms. Cassell. A voice vote resulted in motion carried.

For the past four tax levy years, the Board of Education has approved a resolution to abate the Bond and Interest Levy that is necessary to make the annual payments for principal and interest for debt service. In other words, rather than levy a direct tax, the Board of Education has abated this amount and made the payments from the district's Working Cash Fund rather than the County Clerk extending the necessary amount via the property tax levy to make these payments.

The payment associated with the 2016 tax levy is $1,023,415. Also attached is the Resolution that was prepared by Chapman and Cutler, LLP, attorneys at law who specialize in finance. The Administration recommends continuing this practice again this year. This is the final abatement that can be made as the district will no longer have any bonded indebtedness on the books. The levy in December is for next year. The final payment will be made December 2017.

Update on Preliminary 2016 Tax Levy

Nothing has changed since the Preliminary (Estimated) 2016 Levy was adopted on November 17, 2016. A Truth in Taxation Hearing will be held at the regularly scheduled Board Meeting on December 22, 2016. The Board of Education will adopt the 2016 Levy at that same meeting. Based upon Board deliberation and discussion, the Board may direct the administration to amend the 2016 Preliminary Levy prior to adopting the final tax levy at its December 22, 2016 Board of Education meeting. Last year, the 2015 levy request (the amount of money that the district requested) was $65,019,413. The 2015 actual tax extension (the amount of property tax money that the district received) was $65,586,065. When the 2015 levy was presented to the Board of Education on December 15, 2016, the Board also adopted a resolution directing Cook County to add its loss and cost factor of 3% for general operating funds and 5% for bond and interest fund tax levies. However, due to the fact that the Board of Education also adopted a resolution to abate the bond and interest fund levy in the amount of $2,466,675 and pay for it out of existing district funds in the Working Cash Fund. Thus, the 5% loss and cost factor became null and void. This Preliminary 2016 Levy does not bind the Board of Education in any way from formally approving a lesser amount, if necessary, at its December 22, 2016 meeting. It merely meets the legal requirement of approving a preliminary levy as stated in Illinois School Code (35 ILCS 200/18-60 and 35 ILCS 200/18-101.15) which reads that "not less than 20 days prior to the adoption of its aggregate tax levy" the District must estimate the amounts necessary to be raised by property tax. This information will be included the Forecast 5 model.

NJPA Joint Powers Agreement

Mr. Cofsky moved to forward the agreement with National Joint Powers Alliance to the full Board of Education for approval at its regular December meeting; seconded by Dr. Moore. A voice vote resulted in motion carried.

(NJPA) is a public agency and political subdivision of the State of Minnesota. As a service cooperative, NJPA provides regional support programs and national cooperative purchasing contracts to all levels of government, E-12 schools, higher education institutions and nonprofit entities across North America. An eight-member board of directors comprised of elected public officials is the governing body of NJPA. Cooperative purchasing contracts are awarded at the conclusion of a procurement process following Minnesota's municipal contracting law. NJPA's cooperative purchasing program offers competitively solicited purchasing contracts available for use by any government and non-profit entity through joint powers/cooperative purchasing laws in their respective jurisdictions. Currently, has vendors that the District has already used.

In the interest of being economically responsible and utilizing the purchasing powers of NJPA Contracts for procuring supplies, materials, and equipment, we are looking to use cooperative purchasing contracts in the following instances: When market research shows that the economy of scale provided through the cooperative purchasing agreement is the most cost effective way to make the procurement When time is of the essence using cooperative agreements save a minimum of 30 days in acquisition time compared to issuing an Invitation to Bid When re-bidding by Procurement Services will not result in additional value or savings The District is able to utilize two statutes to be able to use NJPA contracts. 1. (5 ILCS 220/) Intergovernmental Cooperation Act a. § 2. Definitions. For the purpose of this Act: i. (1) The term "public agency" shall mean any unit of local government as defined in the Illinois Constitution of 1970, any school district, any public community college district, any public building commission, the State of Illinois, any agency of the State government or of the United States, or of any other State, any political subdivision of another State, and any combination of the above pursuant to an intergovernmental agreement which includes provisions for a governing body of the agency created by the agreement; ii. For the purposes of this Act, "public agency" includes the Mid-America Intermodal Authority Port District created under the Mid-America Intermodal Authority Port District Act. iii. The term "state" shall mean a state of the United States. b. ILL. COMP. STAT. ANN §220/3. Intergovernmental cooperation. Any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State and jointly with any public agency of any other state or of the United States to the extent that laws of such other state or of the United States do not prohibit joint exercise or enjoyment and except where specifically and expressly prohibited by law. This includes, but is not limited to, (i) arrangements between the Illinois Student Assistance Commission and agencies in other states which issue professional licenses and (ii) agreements between the Department of Healthcare and Family Services (formerly Illinois Department of Public Aid) and public agencies for the establishment and enforcement of child support orders and for the exchange of information that may be necessary for the enforcement of those child support orders. 2. (30 ILCS 525/) Governmental Joint Purchasing Act

Summer School Dates and Budget

Mr. Cofsky moved to recommend that the Board of Education approve the proposed dates and stipend amounts at its next regular Board of Education meeting, December 22, 2016; seconded by Ms. Spivy.

A similar schedule was proposed for 2017 as was used in 2016. Summer school would begin on Monday, June 12, 2017, and end on Friday, July 21, 2017. Five different track options will be offered. Two tracks will offer students a concentrated experience for 14 days, and three tracks will offer students the opportunity to learn over a 28-day session. Students will start the second 14 days session on June 30. Consistent, everyday attendance is crucial. A wide selection of general, special education, enrichment, and credit recovery classes in our summer school program will be offered. No school will be held on Monday, July 3 and Tuesday, July 4, 2017. Stipends paid to teachers will remain at $2,500 per section. Tuition will remain at $185 per class. The October 2016 summer school report listed recommendations for the 2017 summer school program. Supports to students during summer school will include counseling, study table tutoring, and direct intervention services. The total expenditure for providing these supports is anticipated to be $15,233. These expenditures have been incorporated into the draft budget for the 2016 summer school program.

Discussions are continuing on class offerings, so the budget was maintained as last year. Course offerings are due December 19 and Dr. Walker-Qualls will over the break on this endeavor. ADA will discuss summer school offering and teacher coverage. A rationale will be provided as to why health is not being offered.

Variable Rate/Administrative Evaluation

The Committee discussed variable rate and administration evaluation. This discussion will continue at the January Committee of the Whole meeting.

Ms. Horton, Mr. Altenburg, and Dr. Pruitt reviewed the documents related to administrator evaluations: 1. District Administrator Performance Criteria with Descriptors 2. District Administrator Summative Evaluation Report 3. District Administrator Performance Improvement Plan Also included is a Performance – Variable Pay Plan Model and a Performance Rating Calculator. The Variable Pay Plan Model provides recommendations for annual salary increases for non-affiliated employees based upon performance evaluation ratings and salary position on the Hay salary schedule. The Performance Rating Calculator was included to provide a visual for the evaluator on the impact of rating/salary decisions to alignment within the Hay Salary Range. The evaluator reserves the right to adjust percentages up, down, or settle on an amount in between based upon observable evidence-based performance factors.
Dr. Pruitt noted that administrators have a tool that will show where they are with their goals and what their barriers are. At the end of the year, goals will be identified that are tied to their areas in the upcoming year. In August, a determination will be made at what should be looked at over the course of the year. Check-ins will occur throughout the year. No one should be caught off guard with concerns about his/her performance with this tool. An improvement plan would be done collaboratively and include target dates.

Mr. Cofsky applauded this work, noting that he was used to seeing a range (0 to 2%) as it is a continuum and it is banded. It is about performance and variable pay. He would not include retirement information, as that is not performance management driven. This is predicated on a normal distribution of the performance spectrum, so if everyone shows up as an exceptional, it does not work. If everyone shows up unsatisfactory, it does not work. Dr. Moore stated that given the expectation there are many companies and institutions where the goal is to exceed, means that it is above and beyond and that is listed under the categories. While meets sound average, it could mean that one was doing a good job. The language may be revised as feedback is received from the teachers association, etc., so that it is more clearly defined. Another area to receive input on is cultural competency.

Presentation of Monthly Treasurer's Report

Mr. Cofsky moved to forward the Monthly Treasurer's Report to the full Board of Education for approval at is regular December meeting.

Policies

Ms. Dixon Spivy moved to recommended that the Board of Education approve the following policies for First Reading at its regular December meeting; seconded by Mr. Weissglass. A voice vote resulted in motion carried.

Action and Policy	Explanation
Policy 2:210 Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-226(c-5), amend PA 99-456 (SB 100, with the new optional subhead, Professional Development; Ad Consequences of School Exclusion; Student Behavior.
Policy 2:215 Board Membe Compensation; Expenses	RENAMED and REWRITTEN. The policy implements the Local Government Tra Expense Contract Act. It prohibits reimbursements for entertainment expenses and requires school districts to regulate expenses and pass a resolution regulating how tr meal, and lodging expenses are reimbursed for officers and employees. The Policy amended to inform the general public that school board members are volunteers and

	serve without compensation to help remedy a common misconception that school bo members are paid. The rest of the policy outlines the logistics of implementing the law. This will be brought for approval for first reading on December 22, 2016 and brought for amendment at the Special Board Meeting in January.
Policy 2:200, Types of Sch Board Meetings	The policy is updated to reflect new language in the Open Meetings Act removing disclosable payments to Illinois Municipal Retirement Fund (IMRF) employees fror exception in 5 ILCS 120/2©(1), amended by P.A. 99-646.
Policy 2:220 School Board Meeting Procedure	The Policy and footnotes are updated. And the text is amended in the Minutes and Verbatim Record of Closed Meetings subheads.
Policy 4:60, Purchases and Contracts	The Policy is updated to incorporate amendments to criminal history records check requirements under 105 ILCS 5/10-21.9and 5/21B-80, amended by PA 99-667. Als incorporates 105 ILCS 5/10-20-.21 (b-10, added by PA 99-552, which prohibits sch districts from entering contracts to purchase food with a bidder or offeror if the bidd offeror's contract terms prohibit the district from donating food to food banks.
4:110, Transportation	The Policy reflects new foster care student transportation requirements under ESEA all districts receiving Title I funds. Districts must collaborate with the Illinois DCFS develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin when in their best interest wil provided, arranged, and funded for the duration of the time in foster care.
5:125, Personal Technology Social Media: Usage and Conduct	The policy, Cross references and footnotes are updated in response to ongoing PRES Advisory Board feedback that the policy should cite 5:100 Staff Development becau in-service requirements (teacher-student conduct, and school employee-student conc
5:60, Expenses	REWRITTEN in response to the Local/Government Travel Expense Control Act.

SAY Data Sharing Agreement

The discussion of the SAY Data Sharing Agreement was postponed to the regular December Board of Education meeting.

Recap of ETHS-D202 Site Visit

The recap of the Evanston Township High School D202 Site Visit was postponed to the regular December Board of Education meeting.

New Business

IGOV

Ms. Dixon Spivy noted that IGOV was considering holding a candidates workshop for all taxing bodies in January.

Adjournment

At 11:30 p.m., Mr. Weissglass moved to adjourn the meeting; seconded by Mr. Cofsky. A voice vote resulted in all ayes.

Submitted by Gail Kalmerton
Clerk of the Board