

# ACROSS THE BOARD

April 2023 Committee Meetings

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This issue of Across the Board provides an overview of the following meetings:

**April 24:** Policy Meeting

**April 24:** Business Services Meeting

Agendas, minutes, documents, and recordings from all meetings are available to view on [BoardDocs](#).



## Policy

Monday, April 24

### Policy Updates

Revisions have been made to the following policies to align with language in state legislation.

#### 7:250 Student Support Services

Language has been revised to align with Erin's Law (Illinois Public Act 097-1147).

## 7:285 Anaphylaxis Prevention, Response, and Management Program

Per the Illinois State Board of Education (ISBE), the policy has been renamed. In addition, the ISBE will review and update the policy at least once every three years.

## Student Handbooks

The Student Handbooks and Discipline Addendum are annually reviewed by a committee comprised of teachers, school-based mental health professionals, parents, and administration. The following changes would apply to the 2023-2024 handbooks.

### Handbooks

These sections have been added to comply with state legislation.

- **Student Online Personal Protection Act (SOPPA):** SOPPA (105 ILCS 85) is a data privacy law that regulates and protects student information when collected by educational technology companies. A definition has been added to all handbooks.
- **Illinois Play Time Requirement:** Public Act 102-0357 requires all elementary schools to provide 30 minutes of supervised, unstructured play time every day. A definition has been added to the elementary handbook only.

Language in these sections are updated to match PRESS Policy and the Illinois School Code.

- **Bullying, Intimidation, and Harassment Prevention** to align with 105 ILCS 5/27-23.7
- **Education of Children with Disabilities** to align PRESS 7:340-AP1 and PRESS 8:70
- **Education of Homeless Children** to align with the McKinney-Vento Homeless Assistance Act
- **Search and Seizure** to align with PRESS 7:140

Updates have been made to the sections **Emergency School Closing**, **Student Identification Cards**, and **Visitors** to provide clarity and consistency of current practices across all buildings.

### Discipline Addendum

Language has been updated in these sections.

- **Absences:** Redefined excused absence, unexcused absence, truancy, and chronic absence
- **Bus Transportation:** Guidance provided to how seating arrangements will be defined
- **Prohibited Student Conduct:** Refined definitions to provide clarity and consistency

A section titled **Isolated Time Out, Time Out, and Physical Restraint** has been added in compliance with Public Act 102-0339.

These updates will go to the Consent Agenda during the **May 8** Regular Board Meeting. Updated handbooks for 2023-2024 can be found online at [district.d303.org/handbooks](https://district.d303.org/handbooks) upon approval.

## Statement Before Citizen Comments

The Board discussed possible additions to the statement recited before Citizen Comments at every Board meeting. These revisions include:

- A reminder to participants that personal information shared during Citizen Comments are livestreamed and recorded for public view
- A notice that participants must end their comment at the sound of the alarm of a three-minute timer

Further discussion on this topic will be held in a future Policy meeting.

# Future Agenda Items

- PRESS Packet

The next Policy Committee Meeting is **to be determined**. Dates for future committee meetings will be posted on [the website](#) once they are scheduled.

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## Business Services

Monday, April 24

### Financial Reports

#### District 303

Expenses are trending very close to prior year; revenue is trending slightly ahead. There are no areas of concern at this time.

#### Mid Valley

Both revenue and expenses are trending slightly behind. A revenue increase is expected for April. There are no areas of concern at this time.

### Facility Master Plan

The elementary standards that received consensus by the Board on April 10 have been shared with RSP & Associates. They will provide an updated capacity study by June.

### Overview of Compass Academy

Dr. Christine Igoe and Director Sharon Stanley presented an overview of Compass Academy as it relates to space utilization and student opportunities. Compass Academy is a District 303 high school of choice that opened in the fall of 2021 at the Haines Center.

#### Background

In September 2019, the District began exploring additional services through the Alternative Learning Opportunities Program (ALOP), through which state funding is available for services that support the needs of students who are at risk of academic failure. Specifically, the Learning and Teaching Department sought to redesign the framework of the traditional comprehensive high school experience to better support each student.

- Proposed NorthEast Academy | Fall 2019
  - Flexible, personalized, and responsive learning outside the tradition high school environment
  - More student collaboration opportunities through competency- and project-based learning

- Multiple modalities for learning in self-selected pathways that support students in college, career and future readiness
- Expand work-based learning and community partnerships
- Changed name from NorthEast Academy to Compass Academy | Fall 2020
  - Updated goals for this service and structure
  - Defined the program by services provided and not by the student served
  - Expanded beyond ALOP services to a school of choice available to all District 303 students
- Compass Academy launched | Fall 2021
  - Operates inside Haines Center
  - Mission is to ignite creativity and innovation, inspire personalized learning, and prepare students for multiple paths to success

#### Current Operations

- Enrollment
  - 2022: 99 | 2023: 119 | 2024 (Projected): 125
- Services Over 3-Year Span
  - Over 75% of students qualify for ALOP services
  - Between 18-22% of students have IEPs
  - Between 23-30% of students have 504 Plans
  - Students may be in more than one category

#### Competency-Based Education

- Learning Pathways: Students can create their own learning path
- Small Learning Environment: Fewer students and smaller physical space
- Flexible Schedule: 75-minute block scheduling enables students to split time at home high school or respond to other needs
- Work-Based learning: Each Wednesday, students can engage in blended learning through internships, job shadowing and service projects
- Personal Success Skills: Daily advisory opportunities for post-secondary planning
- Responsive Learning Environment: Access to onsite Wellness Center

#### Success Indicators

- Tracking graduation rates, SAT scores, climate and culture, student success plans

#### Financial Impact

- Majority of the program is covered by State funding for ALOP services. Cost to the District is \$380,000
- Cost per pupil is \$16,082

#### Summary

Compass Academy is nearing completion of its second year, and the District will continue to measure its overall impact. To meet the needs of each student, District 303 needs to have both a comprehensive high school experience and non-traditional high school experience. In order to effectively achieve its mission, Compass needs a separate facility to allow for smaller learning environments, flexible scheduling, and for students to have voice and choice in their climate and culture.



### Working Cash Transfer

The District's working cash fund acts, in essence, as a savings account. Before the District receives revenue from property taxes in the spring, a specified amount of money needs to be taken out of the working cash fund into other funds to cover payroll, bills, and operating costs. Once taxes are received, the funds will be transferred back to working cash. This year, \$7,000,000 are slated for transfer.

Recommendation: Approve the transfer of \$7,000,000 from the working cash fund.

### Capital Projects Transfer

It is regular practice to transfer money from the Operations and Maintenance fund to the Capital Projects Fund to cover the costs of projects in the five-year Capital Improvement Plan. This year, approximately \$3,000,000 are slated for transfer. This money will cover pool replastering at St. Charles North and boiler replacement at Wredling, St. Charles East, and St. Charles North.

Recommendation: Approve the transfer of funds into the Capital Projects Fund.

### Participation in the Child Nutrition Program for School Year 2023-2024

The National School Lunch Program offers free and reduced lunch to families who qualify. Policy [4:130 Free and Reduced-Price Food Services](#) must be renewed annually to continue participation in the program for elementary and middle schools.

Recommendation: Approve the renewal of Policy 4:130

### School Meal Pricing for School Year 2023-2024

School districts are required to maintain school lunch prices so money received from paid lunches are approximately equal to to money reimbursed for free and reduced lunches. This year a few prices were raised due to the rising cost of food. [View list of 2024 school lunch prices.](#)

Recommendation: Approve the school lunch prices for 2024 as listed.

### Renewal of High School Food Service Contract with Quest for 2023-2024

Quest Food Services currently provides food service for the high schools. Quest receives all revenue from the program and absorb all direct costs. In turn, District 303 receives 7.5% of all sales (excluding reimbursable milk sales) to cover any District costs and to reinvest into the program. The contract proposal for 2023-2024 is consistent with previous contracts.

Recommendation: Approve the 2023-2024 contract with Quest Food Services.

### Renewal of Actuarial Contract Fiscal Year 2024-2027

MWM Consulting has been preparing the annual actuarial valuation of the District's Other Postemployment Benefits (OPEB) obligation since June 30, 2020. The current contract will expire

on June 30, 2023. MWM proposed a contract renewal of an additional four years for a maximum total cost of \$25,400.

Recommendation: Approve the contract with MWM for a total cost of \$25,400 for four years.

## **Electricity Supply Request for Proposal**

The City of St. Charles provides electricity to all schools within the city limits. For all other schools, Administration regularly puts together a Request for Quotes (RFQ) to ensure competitive pricing. The current agreement is priced at \$0.0556 per kWh, an estimated annual cost of \$288,111, and expires in December 2023. Nania Energy Advisors has determined the best time to engage in the RFQ process will likely be in the next month.

Recommendation: Authorize Administration to engage in the RFQ process for electricity supply.

## **Boiler Replacement Labor Bid Results**

During the off season, leaks were found in multiple hot water boilers at Wredling Middle School, St. Charles East High School, and St. Charles North High School. During the April 10 Regular Board meeting, the Board approved of a contract with Barr Mechanical Sales in the amount of \$969,660 for boiler equipment, and a contract with Bornquist, Inc. in the amount of \$77,000 for pump equipment.

An additional bid was held in April for the installation of the equipment.

- Premier Mechanical, Inc. can install equipment at St. Charles East for \$618,000.
- Cyril Regan Heating can install equipment at Wredling and St. Charles North for \$1,318,500.

Installation of boilers at all three schools is expected to complete by the end of October.

Recommendation: Award the bid to Premier Mechanical, Inc. for \$618,000 and to Cyril Regan Heating for \$1,318,500.

## **Digitization of Blueprints**

District 303 currently catalogues and maintains all hard copies of building blueprints, including records of additions and renovations. BHFX Simple can provide services that includes document scanning, tagging, and organization/consolidation to ensure no documents are damaged or lost over time. Digitization through BHFX will also provide easy access for architects to streamline the development of future construction drawings. The first year will cost \$35,200 for initial setup, then \$2,400 annually for maintenance of the system in all subsequent years.

Recommendation: Accept the proposal from BHFX for the digitization of all District blueprints.

## **Backup and Data Recovery System Refresh**

The District's backup and data recovery system is nearing the end of its support. Services from Rubrik Labs will provide support and maintenance for 5 years at a total cost of \$246,455.00. The system provides tools for on- and off-site encrypted backup and data recovery, detection and mitigation of major data changes, and alerts for potential data leakage.

Recommendation: Approve the purchase of Rubrik Labs system for a total 5-year cost of \$246,255.

## Annual Student Device Rotation

Chromebooks issued to students in 2020-2021 are now due for replacement according to a 3-year rotation cycle. These devices are slated to be replaced by Acer Spin 511 R756T 11.6" Touchscreen 2-in-1 Chromebooks from Heartland Business Systems, which would include the Chromebook device, Google Chrome Management licenses, and a 3- year self-maintainer warranty. The total replacement cost is \$1,149,207.50 and is within the ITS budget.

Recommendation: Approve the purchase of replacement devices for a total cost of \$1,149,207.50.

## Annual IT Renewals

Several technology and web services are now up for annual renewal. These services are all part of the ITS budget.

- **Gaggle:** Gaggle manages student digital communication and provides alerts of any safety concerns. Cost: \$80,750
- **eSchool:** eSchool is the student information system for record management. Cost: \$98,518.47
- **Securly:** Securly filters inappropriate content on student devices. Cost: \$56,320
- **Classlink:** Classlink integrates multiple digital applications to allow for single sign-on, increased security, and system interoperability. Cost: \$49,025
- **Schoology:** Schoology is the learning management system used in all grade levels. Cost: \$81,390

Recommendation: Approve the renewal of the above items for a total cost of \$366,003.47.

## Future Agenda Items

- Facility Master Plan Update
- Organic Life Contract
- A La Carte Meal Prices
- Budget 101
- Draft 1 of the FY24 Budget

The next Business Services Committee meeting is scheduled for **Thursday, May 25 at 5:30 PM.**

## BOARDDOCS

Agendas and meeting minutes from the School Board meetings are accessible online via BoardDocs.



**Community Unit School District 303**  
district.d303.org



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