

**School District U-46**  
Elgin, Illinois

May 6, 2019

The Facilities Committee of the Board of Education met at 5:00 p.m. in Room 140 of the Educational Services Center, 355 East Chicago Street, Elgin, Illinois, to discuss and present the Capital Planning and Facilities Study. In attendance were Board members Sue Kerr and Melissa Owens. Also in attendance were Tony Sanders, Chief Executive Officer, Dr. Jeff King, Deputy Superintendent of Operations, Dr. Suzanne Johnson, Deputy Superintendent of Instruction, Lela Majstorovic, Assistant Superintendent of Secondary Schools Instruction and Equity, and Sheila Downs, Director of Plant Operations.

1. Open Meeting and Introduction

Ms. Owens opened the meeting at 5:00 p.m. and those present stated their names.

2. Discussion and Presentation of the Capital Planning and Facilities Study

Dr. King began the presentation by discussing the scope of services. He stated the first item would begin with what infrastructures needed to be replaced, when and what the estimated cost will be.

The list provided is not all inclusive. It will exclude an evaluation of pavement and concrete surfaces as those surfaces have already been done. The District will have a consultant conduct the study as well as the life safety amendments as the District is required by law to keep them up to date every 10 years. In response to Ms. Kerr, Dr. King stated the consultant will provide a general estimate. An inflation factor will be placed in the general estimate in order to see what the estimated cost would be if the District did not begin the work for three years of five.

Steve Burger, Assistant Superintendent of Elementary Schools Instruction and Equity, and Dr. Ushma Shad, Assistant Superintendent of Elementary School Instruction and Equity joined the meeting at 5:04 p.m.

Dr. King stated the next item would be to provide a plan that will create a consistent and conducive teaching and learning environment for all of the District's students and staff. The consultant will be asked to address our learning spaces in buildings and whether they are setup appropriately. Dr. King stated the elementary schools still have desks lined up in rows in a classroom and indicated the best practice renderings are similar to the way the District has been setting up the high school libraries wherein you have individual, small group and large group learning spaces. This plan would discuss the internal spaces in the classroom from the furnishings to the design of the room itself. In response to Ms. Owens, Dr. King stated equipment costs are not being looked into at this point. In response to Mr. Sanders, Dr. King stated the District is setting the standard of what the spaces should look like at this point. There is a 15 person facility committee in place that will review this plan after this meeting. That committee will work on developing what the standard would look like for an elementary classroom, secondary classroom, science lab, etc. In response to Ms. Kerr, Dr. King stated the facilities committee consists of building administrators. This committee would serve as the master committee with subcommittees which will

incorporate members of the public, potentially, teachers and other individuals from the district.

Donna Smith, Board Member, and Kate Thommes, Board Member, joined the meeting at 5:09 p.m.

Dr. King stated after the consultant has determined the deficiencies in the buildings, a recommendation would be made as to whether the District should invest in the building. If a building required \$15 million worth of improvements, the District could build a new school for \$15 million. Dr. King stated Garfield Elementary School, as an example, was not designed to accommodate specialized student services in their buildings. Most of the District's buildings were not designed to accommodate those services which all of the buildings now need. In response to Ms. Kerr, Dr. King stated the standard class size that will be accommodated will be up the Teaching and Learning Department and further stated classes on average for regular core instruction are typically 850 square feet with kindergarten classrooms typically on average 1,050 square feet. The District's older buildings have a little variation as those buildings tend to be smaller. In response to Mr. Sanders, Dr. King stated the plan will incorporate a standard for each school regarding the location of the school office as most of the District's buildings were built at a time prior to the age of heightened security for school buildings. The school offices would ideally have a double vestibule with the inside door being locked which would allow communication with the school office without entering the building. Mr. Heiderscheidt, Director of Safety and School Culture, would weigh in as to how that should be designed.

Dr. King stated the District would also be asking the consultant to develop an infrastructure plan to shift sixth grade to the middle school with at least two options to include estimated costs. The District would provide the demographic data necessary along with five and ten year projections. Dr. King stated there is a software he uses which would allow him to make projections and indicated the last time the District looked to make changes, a demographer was used. Dr. King stated he is comfortable using the software the District already has but stated if the Board would feel more comfortable hiring an outside service to do this work, the District would need another RFP to find a demographer to also help the District with shifting the sixth grade. The demographer could also look at the boundaries. Dr. King stated the software he has allows him to do all of this work in real time. Dr. King would like to know if the Board is comfortable with the District using the tools they have to complete this work. In response to Ms. Owens, Dr. King stated if the Board wanted to use an independent demographer he would ideally need to be made aware with the next few months. In response to Ms. Thommes, Dr. King stated the software could provide all of the information a demographer could. In response to Ms. Owens, Dr. King stated he didn't foresee any challenges using the software. Mr. Sanders asked if one benefit was just having an outside firm come in and do the 5 year projection broken down along racial and income lines to verify we are ensuring equity of access to levels of facilities for all students. Dr. King stated it has not been done by income and is already being done by demographics. Dr. King stated the information that is in the student system is also in the software. In response to Mr. Sanders and Ms. Kerr, a significant change in enrollment would also be reflected in the software as would free and reduced lunch students.

In response to Mrs. Smith, Dr. King stated when the demographer was given the project the last time, it was at least a six month process. The District's goal was to have this done in 18 months so that administration had something solid to work from. Dr. King stated the last time the District went through this process, the cost was in excess of \$600,000.00 which did not include the cost of the demographer. Dr. King estimates the cost, at this point, would be close to \$750,000.00 due to the number of buildings and amount of time that is going to be required to walk every space in every building and access it. In response to Ms. Owens, the last time this work was completed was roughly 10 years ago.

Dr. King stated the other piece with the shift to sixth grade would be attempting to provide at least two preschool classes inside of every elementary school. If sixth grade were to convert the shift should be pretty easy. When you convert a room to preschool only, there needs to be restrooms as is done for kindergarten classrooms so modification would be required at most sites. Garfield Elementary School would not be able to convert at all as preschool and kindergarten students are preferred by the ROE to remain on the ground floor. Lowrie, Garfield and McKinley all consist of the multi-level layout. Mr. Sanders stated one of the benefits if the space was available would be to have universal preschool at the child's home school. The state will likely be moving in this direction in the coming years. Dr. King as well as the Board committee members agreed.

In response to Ms. Kerr, Dr. King stated the District plans to start their own Ombudsman program this fall. The space has already been refurbished in the Educational Services Center. Room 220 is going to be their classroom space. The District will be providing transportation for these students.

Dr. King stated what they are looking for in the final plans are infrastructure, optimal classroom and support design for each school, a plan addressing moving preschool and sixth grade and helping with the introduction of pathways. It is anticipated this work will take approximately 18 months. In response to Ms. Owens, Dr. King stated we would structure the RFP in a manner that the District plans for them to do their evaluations and have them begin at the elementary level so that once pathways gets underway the District can then structure the buildings with the design that works best for pathways. In response to Ms. Owens, Dr. King stated they will go back to the District's facilities committee. If no changes are requested, the plan will be presented to the full Board at the July Board meeting or the first August Board meeting.

3. Public Participation

There was no public participation.

4. Adjournment

The May 6, 2019 meeting of the Facilities Committee was adjourned at 5:40 p.m.

Approved this 17th day of June, 2019.

  
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President

  
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Secretary