

**MINUTES**  
**BOARD OF EDUCATION MEETING**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**January 26, 2022**

The second regular meeting of the month of January of the Board of Education of Community Unit School District 200, DuPage County, Illinois, was called to order at the Hubble Middle School, 3S600 Herrick Rd, Warrenville, IL by Board President Chris Crabtree, on Wednesday, January 26, 2022, at 7:00 PM. The meeting included a business meeting and a Committee of the Whole discussion.

**ROLL CALL**

Upon the roll being called, the following were present:

Board Members:       Mrs. Chris Crabtree  
                              Mr. Rob Hanlon  
                              Mr. Dave Long  
                              Mrs. Angela Blatner  
                              Mrs. Susan Booton  
                              Mr. Brad Paulsen  
                              Dr. Mary Yeboah

Also in Attendance:  Dr. Jeff Schuler, Superintendent  
                              Dr. Charlie Kyle  
                              Mrs. Melissa Murphy  
                              Dr. Brian O’Keeffe  
                              Dr. Chris Silagi  
                              Mr. Jason Spencer

**PLEDGE OF ALLEGIANCE**

Board President Crabtree led the Board in the Pledge of Allegiance.

**MODIFICATIONS TO THE AGENDA**

None

**PUBLIC COMMENTS – Agenda Items & Non-Agenda Items**

In accordance with Board Policy 2.230, members of the public wishing to offer public comment had the opportunity to do so. A public comment sign-up sheet was made available until 7:00 p.m. at the meeting site. The Board Meeting was available for viewing via live-stream on the District’s YouTube channel at [www.youtube.com/communityunitschooldistrict200](http://www.youtube.com/communityunitschooldistrict200).

- There were no comments received from the public.

**ACTION ITEMS**

Acceptance of Playground Bid Proposals and Approval to Award the 2022 Playground Renovations for Lincoln and Johnson Elementary to Innovation Landscape, Inc. of Plainfield Illinois

In the Fall of 2021, The Board of Education committed to creating a base funding model and playbook to help replace aging playgrounds at many of the District's elementary schools. The

playgrounds at Lincoln Elementary and Johnson Elementary were identified as a priority for replacement in the summer of 2022.

Bids for the playground renovation work at Lincoln Elementary and Johnson Elementary were released to the public on December 28, 2021. Bids were due at 10:00 am on January 14, 2022. Five bid proposals were received and opened. Bid pricing was reviewed by Upland Design and Innovation Landscape, Inc. was confirmed as the low bidder. CUSD 200 will be purchasing all playground equipment and safety surfacing directly.

Upland Design has provided the district with a playground renovation playbook that will be used as a guideline for future playground renovations. Contained within the playbook is a schedule for future playground replacements at each of our elementary schools.

A bid summary letter from Upland Design, a budget summary of the playground renovation projects, and the playground renovation playbook were attached to the board item.

Dr. Brian O’Keeffe, Assistant Superintendent of Business Services, provided a recap of the playground bid process, details of the bids, and a summary of the playground renovation budget.

There was additional information/comments on the following:

- This information was reviewed with the Board Facilities Committee last week.
- There were two alternate bids, specifically for engineered wood fiber.
- The District will be purchasing the equipment through a national cooperative. This will establish a relationship going forward as additional playgrounds are renovated.
- Lincoln PTA has been raising funds for approximately two years and their donation of \$51,870 has been put toward their playground equipment.
- There is a 7% construction contingency built into the budget.

Dr. O’Keeffe also reviewed a draft of the playground renovation playbook, which included information on the following:

- Federal and State and Guidelines for Playground Design
  - Includes resources that align with guidelines, standards & laws for playground design
- Planning Process and Milestones
  - Pre-Planning
  - Concept Planning & Public Engagement
  - Construction Documents
  - Bidding
  - Construction
- Planning Timeline
  - July (year one) – August (year two)
- Design Guidelines and Self Evaluation Checklist
  - Incorporate elements of dynamic play, including space, diversity, circuits, seating, safety, nature, social inclusion, imagination
- Playground Replacements by Year
  - District 200 elementary playground replacements from summer 2022 - 2027
- Playground Manufacturer and Local Representative Contacts
  - Manufacturers that have submitted proposals to the school district
  - Includes the play equipment manufacturer and the local representative
- 2022 Elementary Playground Review

- Updated document from the August review shares playground information for D200 elementary buildings including the number of students, playground manufacturer, year installed/updated, playground description, playground age range, current estimated condition, estimated replacement date, link to the inspection report, and comments.

There was additional information/comments on the following:

- As we are working on one set of playground replacement projects, discussions will begin on the next planned projects. This cycle will continue through the summer of 2027.
- The goal of the playbook is to have a specific process and procedure in place that is known. Minor adjustments may occur depending on what is happening at each of the schools/locations.
- Two of the Pleasant Hill playgrounds are managed by the Carol Stream Park District (both behind the building). Pleasant Hill also has a small K-2 playground in front of the building).
- The schedule of playground replacements by year is based on the playground inspections, the age, and the look of the playgrounds.

There were questions/comments/discussions on the following:

- PTA Fundraising for future playground projects – the District budget will fund the playground, but allow for individual PTAs to fundraise for outdoor learning features, specific equipment, etc.
- Contingency fee as it relates to exposure of anything underground (drainage).
- The online school community survey listed in the planning timeline for August – may be difficult to engage the parent groups during that time as they are focused on getting back to school. It was noted that school curriculum nights/open houses may be a good time to do that.
- Choice of color and materials for slides should be taken into consideration as it relates to extreme heat. Upland Design provided palettes of suggestions that factored in heat, sun, shade, etc.
- Consideration of inflation and material costs over the next five years.
- Explanation of alternate bids. The District will get the engineered wood fiber for the two playgrounds, just not from the contractor.
- Appreciation for the playbook, which will benefit the District for planning purposes and can be used by the schools, PTA's, and the community.
- The Facilities Committee also looked at the 2017 master facility plan to see where the District is at in terms of implementation and set some priorities for the next couple of years moving forward.
- There is a great opportunity through one of our local Representatives for a \$100,000 grant focused on the Library Learning Center. The only building that is located in the District is Johnson Elementary School. There was discussion on developing a playbook for the LLC renovations and using the grant opportunity for Johnson to build a model and use that to develop a playbook for the LLCs and some of those flexible use spaces across the District. All of this ties into the strategic plan development as well as the Portrait of a Graduate.
- The Facilities Committee also prioritized the capital improvements and the planning of the three middle school projects.
- There has been significant progress made in tackling the projects identified in the master facility plan.

The Business office recommended the following items to the Board of Education:

1. Based on the submitted bids and bid review, the hiring of Innovation Landscape, Inc. of Plainfield, Illinois to renovate the playgrounds at Lincoln Elementary and Johnson Elementary in the summer of 2022.
2. The direct purchase of all playground equipment and safety surfacing by CUSD 200.
3. Acceptance of the playground renovation playbook from Upland Design.
4. Approval of the playground replacement schedule listed in the playground renovation playbook.

### **MOTION**

Member Paulsen moved, Member Hanlon, seconded to accept the playground bid proposals, approve the 2022 playground renovation award for Lincoln and Johnson Elementary to Innovation Landscape, Inc., accept the playground renovation playbook, and approve the playground replacement schedule as presented. Upon a roll call vote being taken, the vote was AYE 7, NAY 0. **The motion carried 7-0.**

### **SUSPEND THE RULES AND ADJOURN TO WORKSHOP SETTING**

### **MOTION**

Member Booton moved, Member Long seconded to suspend the rules and adjourn to a workshop setting. Upon a roll call vote being taken the vote was AYE 7, NAY 0. **The motion carried 7-0.**

### **BUSINESS SERVICES**

#### Five-Year Financial Forecast

Dr. Brian O’Keeffe, Assistant Superintendent of Business Services, provided the 5 Cast five-year financial forecast for the District. A draft of the presentation was attached to the Board report which included the following information:

- Financial Forecasting
  - What is a five-year financial forecast?
  - How do we use the plan?
- Fiscal Metrics
- Data Elements
  - FY 22 Budget, AFR for past five years, CPI, Tax Levy/Extensions/Rates, EAV and New Construction, EBF and Categorical Reimbursements, Salary and Benefits Information, Enrollment/Staffing, Additional District Assumptions
- 5 Cast Financial Planning Tool
- Revenue Assumptions
  - Consumer Price Index (CPI)
  - CPI Ten-Year History
  - New Property Growth
  - Investment Income
  - EBF Funding
  - Categorical Funding
  - Federal Funding
  - Corporate Personal Property Replacement Taxes (CPPRT)
  - All Other Revenue
- Expenditure Assumptions
  - Salaries/Staffing
  - Medical/Dental

- Contracted Services
- Supplies & Energy
- Additional Assumptions
  - Technology
  - Capital Projects
  - Other
- Aggregate Revenue and Expenditure Projections
- Debt Service Fund Projections
- Fund Balance History and Projections
- 5-Year Fund Balance Projections

There was additional information/comments on the following:

- This forecast is brought to the Board every January.
- The average daily attendance impact on operating expense per student (\$14,446) – the District continues to be below the state average.
- Fund balance at the end of FY 21 – 33.33%
- Bond-rating – AA+ (2<sup>nd</sup> highest rating)
- State Board of Education designation for FY 21 – Financial Recognition.(6<sup>th</sup> consecutive year)
- FY 22 Balanced budget (12<sup>th</sup> consecutive year)
- The biggest driver of new revenue inside of a school district is CPI.
- Levy for 2021 – 1.4%; Levy for 2022 – 7% but school districts are limited to a PTELL (tax cap) rate of 5%; Levy 2023 – 3%; Levy 2024 and beyond – 2%.
- The levy always impacts two financial years – the second half of one financial year and the first half of the next financial year.
- TIF #2 in Wheaton – the biggest of the two downtown TIFs in Wheaton is set to expire and equates to \$1.8 Million in revenue.
- How a TIF works and what it will mean for the District – the final information is expected from the City of Wheaton later this year.
- Once the TIF closes, it gets built into our operating tax levy year after year; the impact on EAV as a result of the TIF expiring.
- New construction/new growth estimate – the impact of the new Arden development in Warrenville reduction by the tax assessor by \$12 million on levy year 21.
- The need to understand what is happening in our communities to ensure we do not miss out on any new growth. Once missed, it is missed forever.
- There is quite a bit of growth in the southern portion of our district – including Arden, Lexington Trace, Everton, and Naper Commons (just coming onto the market).
- Categorical funding – reimbursement for the prior year expenditures (made up of reimbursement of special education costs specific to outside placement and reimbursement for transportation – both regular and special education).
- Federal funding – there are no ESSER funds after FY 24.
- CPPRT – performing much better this year than it has in past years.
- There are no expected changes in registration and tuition fees – fees were reduced last year. There have been no changes in registration fees factored into the model.
- Waiting on the USDA as to what the lunch program is going to look like next year – currently, meals are free for all students through June 30, 2022.
- Salaries expenditure was based on the current WWEA and CEA contracts and CPI information; the administrative & non-union classified staff placeholder for FY23 is 3%.

- Staffing – the ARP ESSER positions will require a new funding source for FY 25 and subsequent years.
- Benefits (Medical/Dental) – noted the numbers can change very quickly and the model may have to be adjusted. November and December claims were not great for the NIHIP co-op.
- The impact of the minimum wage increases and wage pressures on the outsourced Contracted services (food service, custodial, and transportation services). There have also been FTE shortages within the contracted services.
- There have been initial conversations with transportation providers regarding contract extensions and rates.
- A placeholder has been built in for a one-time infrastructure (capital) expense for technology in FY 23. This will be further discussed at the February meeting as part of the technology update.
- Playground renovation expenditures have been built into the forecasting model.
- Additional assumptions include no legislative changes in school funding, no change in PTELL (tax cap), does not include potential TRS pensions shift, and assumes the current FY 22 budget is an accurate basis for projections.
- Based on the forecasting model and using conservative assumptions, the projections show a surplus in FY 23 and FY 24, a small deficit in FY 25, and larger deficits in FY 26-27.
- Debt service fund and whether or not there is an opportunity for the District to consider doing something on the abatement side as an option.
- The last actual debt payment is October 1, 2025. That debt payment is attributed to LY 24.
- Fund balance left in the debt service fund – do we have the opportunity to look at abatement?
- If all of the assumptions held true in the forecasting model would have to address the projected deficits in the transportation fund, which would involve a transfer from the Ed fund.
- The model assists Dr. O’Keeffe and the business office in identifying any potential structural issues on the operating side.

There were questions/comments/discussions on the following:

- The benefit to the individual taxpayer when TIFs expire.
- The timing of ESSER funds – there will be two more budgets with ESSER. The plan now is to be done with ESSER funds by the end of FY24. The development of the FY25 budget would assume there are no ESSER funds.
- USDA free lunch – not revenue from a paid lunch perspective, it is revenue that comes directly from the fed.
- The reduction from the Ferry Road (Arden) development was not factored into the 5-cast model projections as this was new information. This is a relatively small number and represents a shift to levy year 22.
- Clarification on the surplus/deficit line in the aggregate revenue and expenditure projections. The biggest factor in the FY25-27 deficit is attributed to the reduction of CPI.
- Also adding to the deficit in FY 25-27 in this model - as we get out of FY 25, the revenue from the ESSER grants is gone, but the salaries of those added positions are included in the numbers.
- The connection of expenditures included in the ESSER grant to the upcoming strategic planning this spring. The assumption is the Board will likely want to keep some level of



support in place (reading and math interventions, reading and math coach supports, mental health/SEL support pieces).

- The Board does have a policy that the budget is balanced annually.
- The importance of the tax levy, CPI, understanding, and capturing it when it rolls off. Think about community messaging and education around the tax levy. It is going to be critically important that we capture all of that growth and take advantage of it to keep the resources we have been able to add.
- Continue to commit to the capital improvements (\$7.2 million annually) to maintain and improve our buildings.
- The impact on the numbers if the District did not capture the full levy and what that means in real dollars.
- Clarification on the meaning of abating a debt service fund.
- When would the decision be made to abate?
- There is a lot of time to work through the abatement concept – from now until November.
- Clarification on the TIF – a shift from the City of Wheaton to the District and confirmation this is not a one-time shift.
- Food service – assuming an increased cost, whether or not this would be covered by federal funds will be dependent on the program (NSLP from pre-pandemic or USDA program operating under today).
- Technology infrastructure hardware – will be further discussed at the February meeting.
- What are other Districts doing with CPI assumptions?
- The budget process/timeline – forecast model in January (forecasts what is likely to go into the budget) featured in the tentative budget in July. This will be the detailed budget for the next fiscal year. The budget development process is from July through September.
- Trying to capture in the model any known new expenditures (such as tech infrastructure and playground replacements).
- Transportation and fuel cost – there is a fuel escalator in the contract with IL Central; the potential for de-escalation in cost related to fuel in renewal contracts.
- Sherman Dergis - when the \$7.2 million in annual capital improvements will be fully loaded into the District operating budget – FY 24.
- Debt service fund - drop-offs and when they occur.
- Fund balance – when it is calculated and how it is calculated are part of the Board policy.
- As a public school district, there are limited short-term borrowing options.

## ADJOURNMENT

### MOTION

There being no further business to come before the Board in Open Session, Member Booton moved, Member Yeboah seconded to adjourn the meeting. Upon a voice call being taken, all were in favor and **the motion carried 7-0.**

The meeting adjourned at 8:39 PM.

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**Dave Long, Secretary**

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**Chris Crabtree, President**