

**MEETING NOTES**  
**FACILITIES COMMITTEE**  
**COMMUNITY UNIT SCHOOL DISTRICT 200**  
**January 20, 2022**

A meeting of the Facilities Committee of the Board of Education of Community Unit School District 200, DuPage County, Illinois, was called to order at the School Service Center, 130 W Park Ave, Wheaton, IL at 8:00 AM on Thursday, January 20, 2022.

**PRESENT**

Board Members: Ms. Chris Crabtree  
Mr. Brad Paulsen

Staff: Dr. Jeff Schuler, Superintendent  
Dr. Brian O’Keeffe, Asst. Superintendent of Business Operations  
Mr. John Robinson III, Director of Facilities  
Ms. Kim Funkhouser, Comptroller/Treasurer  
Mr. Colin Wilkie, Energy Operations Manager

**Review of Bids for Playground Replacement**

Dr. Brian O’Keeffe reviewed the bid process for playground replacements at Johnson Elementary School and Lincoln Elementary School. The actual bid results were shared with the committee, as was the budget summary for the playground projects.

There was discussion on the following:

- The bids are for playground construction and include installation. The District will purchase the playground equipment from a national cooperative.
- The alternate bids were for engineered wood fiber surfaces.
- The low bid was from Innovation Landscape out of Plainfield, IL.
- Lincoln PTA donation has been put toward their playground equipment (\$51,870).
- Creating a standard for a playground approximately the size of these two playgrounds.
- The District is projected to come in below budget on both projects.
- There is no concern over the shipping of equipment.
- Landscaping and not disturbing any existing root structures.
- Building a communication platform for both playgrounds.
- Communication with neighbors regarding a tree that is causing issues at Lincoln that will be removed.

**Discussion of Playbook and Future Playground Replacement**

Dr. O’Keeffe reviewed a draft of the playground renovation playbook for District 200. This included information on the following:

- Federal and State Guidelines for Playground Design
- Planning Process and Milestones
- Planning Timeline
- Design Guidelines and Checklist
- Playground Replacements by Year
- Playground Manufacturer and Local Representative Contacts

There was discussion on the following:

- A review meeting will take place with school district staff at the time the construction documents are 95% complete for each project.
- There is approximately a year from the pre-planning phase to the construction being complete – conversations need to begin in the summer to get things done and have construction complete by the first day of school in the following year.
- Feedback on additional information to be included and/or clarify in the playbook.
- Dr. Schuler has provided updates on the process, with information on the advanced fundraising option, to the PTA council for the District.
- The Design Guidelines and checklist is a great self-evaluation tool for each of the buildings to review the year before the process begins for their playground.
- The Elementary Playground Review document has been updated and will be added as an appendix to the playbook.

### **Discussion of Master Facility Plan**

Dr. Schuler noted that IL State Representative Janet Yang-Rohr opened an opportunity for a grant allocation that will allow us to access \$100,000 to support renovations for the Johnson Elementary School Library Learning Center (LLC). Johnson is the only school that sits inside of the representative's boundaries. The LLC renovations were a part of the District Master Facility Plan in 2017. An initial conversation and walkthrough raised some questions – what does the renovation of an elementary school LLC look like? Does this allow us to look at developing a playbook for the LLCs (similar to the playbook being developed for playgrounds)?

There was information/discussion on the following:

- Having a playbook creates an easier way for consistency, gives some standardization to the process, yet there is an opportunity for autonomy.
- Similar to playgrounds, the size and space of all LLCs are not the same, so the cost will not be the same. Some may require reconfiguration of space.
- The upcoming strategic plan and Portrait of a Graduate would factor into the playbook.
- This would include LLCs across our district, not just at the elementary level.
- We will not lose the investment of work that has occurred in the LLCs through the PTA's.
- A playbook helps the staff become a part of the planning process.
- Checking in with comparative districts that have done studies or renovations of LLCs in recent years (Barrington 220 was noted).
- Timing of the design of the playbook as it relates to future construction/capital projects.
- Recommend talking to individuals that understand furniture and interior design specifically in LLCs.

There were other aspects of the Master Facility Plan (MFP) discussed, including the following:

- The major focus areas in the MFP – Library Learning Centers, Middle School projects, playgrounds, capital work.
- Dr. Schuler noted the Middle School projects that were a part of the original master facility plan (Edison, Franklin, and Monroe). Conversations are needed with the Middle School administrators to reassess and see if the needs for their buildings are different from what was identified in 2017.
- Continue to commit to the \$7.2 million per year in capital improvements in the master facility plan.
- Coming back to the capital plan as we do the 5-year look. What major projects do we see in front of us?
- Collaborative spaces.
- Other middle school projects (such as performing arts at Monroe).
- HVAC projects – the ones that are completed are great.
- High School level – buildings are interested in outdoor facility improvements (such as bleachers and press boxes).

- HVAC – would be helpful to communicate what the energy consumption was pre/post replacement of systems (at Johnson, Washington, Jefferson). Energy savings and impact on the building itself for staff and students are important information.
- Taking a fresh look at the Master Facility Plan – does it make sense.
- Request for the following: look through and prioritize five-year facilities work plan, work on developing an LLC playbook, HVAC energy savings, and survey input from staff.
- Look at what learning needs to look like five years from now – taking into consideration blended learning, virtual learning, etc., and what we have learned in these last few years.
- The link between discussions in the Finance and Facilities Committees as it relates to capital work to be done and the funding of the projects. It all ties together.

**Public Comment**

None

The meeting was adjourned at 9:11 AM.