



Community Unit School District

Tuesday, June 9, 2020

BOARD OF EDUCATION WORKSHOP MEETING

**D300 Central Office
2550 Harnish Drive
Algonquin, IL 60102
6:30 PM**

1. Call to Order (6:00 pm)
 1. Roll Call
2. Closed Session
 1. Motion to go into closed session for the purpose of to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, negotiations, real estate and litigation
 2. Motion to adjourn closed session
3. Reconvene in Open Session (6:30 pm)
 1. Roll Call
4. Pledge of Allegiance
5. Approval of the Agenda
 1. Motion to approve the agenda for June 9, 2020
6. Board Announcements
 1. Good News
7. Superintendent Report 3
 1. Diversity and Equity
 2. School Re-opening Scenarios
 3. Graduation 2020
8. Legislative Update
9. Public Participation

Members of the public, especially residents of District 300, are welcome to contribute during public participation.

To do so, you must EMAIL prior to 6:30 pm, the start of the meeting; be 18 or older or have a parent/legal guardian present with you, give your full name and respectfully state your comments, and you are not permitted to mention the names of specific staff members or students. The Board will not respond in this forum but will thoughtfully consider your statements.
10. Discussion Items
 1. Board Meeting Minutes
 2. Permission to destroy closed session recordings
 3. Disposal Items
 4. Treasurer's Report
 5. Off-Cycle Bills Payable Request
 6. Depositories and Investment Manager Resolution
 7. Treasurers Bond
 8. Administrator Handbook
 1. 2019-2020 Administrator Handbook - Revision

2. 2020-2021 Administrator Handbook
9. Non Union Group Handbook
10. Lunch Fees & Food Service Management Contract (Extension)
11. Copier Paper Bid
12. Document Scanning Services Contract (Extension)
13. Hazardous Routes Resolution
14. E Sports Equipment Bid
15. Ed Services IEP Software Agreement - Renewal
16. Psychological Services Contract
17. Elgin Community College Memo of Understanding
18. Freedom of Information Act Report
11. Consent Items
 1. Approval of Bills Payable
12. Roll Call Action Items
 1. Student Discipline Case #11
 2. Acceptance of LITH Demolition Flooring Bid Alternate
13. Board Discussion
 1. Board Committee Reports
 1. Board Finance Committee
 2. Board Construction & Facility Oversight Committee
 3. Board School Utilization and Capacity Committee
14. Board Discussion
15. Adjournment
 1. Motion to adjourn

46

AGENDA

- Call to Order
- Closed Session
- Pledge of Allegiance
- Approval of the Agenda
- Superintendent's Report
- Legislative Update
- Public Participation
- Discussion Items
- Consent Items
- Roll Call Action Items
- Board Discussion
- Adjournment



CALL TO ORDER



Motion To Go Into Closed Session



PLEDGE OF ALLEGIANCE



APPROVAL OF THE AGENDA





SUPERINTENDENT'S REPORT

June 9, 2020



300 Central Office
2550 Harnish Road
Community Unit School District

DIVERSITY AND EQUITY

Fred Heid, Superintendent

Over the last two weeks, we have witnessed our community and our nation engage in protests to express their beliefs regarding social injustice, discrimination, and inequality.

District 300 remains focused on ensuring students, families, staff, and community members feel safe, valued, and welcomed within our community.

District 300 reaffirms our commitment to ensure our campuses are free of prejudice and discrimination and that our students learn to find value in each other as they become citizens of a diverse community, nation, and world.



DISTRICT EDUCATIONAL BELIEFS AND OBJECTIVES

1. Foster self-discovery, self-awareness, and self-discipline
2. Develop an awareness of and appreciation for cultural diversity
3. Stimulate students' intellectual curiosity and growth
4. Provide fundamental career concepts and skills
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential
7. Encourage students to become lifelong learners
8. Provide an educational climate and culture free of bias



ACTIONS TO DATE

- District 300's curriculum is dedicated to promoting equity and inclusiveness with these topics woven throughout our social science courses
- District 300 promotes equity and inclusiveness through various student clubs, student leadership groups, assemblies, and guest speakers
- Our district has successfully trained and implemented restorative justice /practices, diversity, and cultural competency training
- Host Parent University seminars on various topics including equity and bullying
- Have adopted policies or practices to promote equity for students and their families
- Have worked to provide a variety of instructional resources that reflect the needs and interests of our diverse student population and various social issues.
- Revised the student dress code to eliminate perceived gender bias



RECOMMENDED NEXT STEPS – DISTRICT LEVEL

- Hire a Director of Diversity and Inclusion
 - Identifies and leads Diversity and Inclusion training for staff, students, and families
 - Identifies disparities in students data to target actionable change (e.g., participation and enrollment)
 - Chairs the district Diversity and Inclusion Panel
 - Assists schools with investigations involving race, discrimination, or bias
- Create a district Diversity and Inclusion Panel consisting of school leaders, community leaders, local university staff, and parents
 - Panel will review school and district data to identify areas of focus along the lines of the district and schools having an Inclusive Pedagogy, Inclusive Culture/Climate, and Equitable Student Code of Conduct
 - Resulting plan will outline annual objectives and metrics to be reviewed



RECOMMENDED NEXT STEPS – SCHOOL LEVEL

- Review existing curriculum to ensure that the topics of race, diversity, and equity continue to be addressed explicitly
- Review Black History Month and Hispanic Heritage Month to ensure that lessons and activities are meaningful and relevant
- Review existing curriculum resources to ensure that our materials are appropriate and allow teachers to incorporate materials that are current and relevant to the topics of discrimination, prejudice, equity, equality, and bias
- Create and support Staff and Student Diversity and Inclusion Panels
- Review the use of early release days to focus on schoolwide activities to focus on Kindness/Acceptance, Problem Solving/Conflict Resolution, Diversity, Cultural Competency, Implicit Bias, Race, and Equity
- Explore Development of Citizenship In a Diverse World and Life Skills Class for middle (6th grade) and high school students (9th grade)



RECOMMENDED NEXT STEPS – SCHOOL LEVEL

- Update training on Diversity and Inclusion (previously completed in 2018/19)
- Provide training on student code of conduct with a specific focus on how to properly classify and report instances of discrimination, bias, or bullying
- Continue to support training for Cultural Competency, Adverse Childhood Experiences, and Restorative Practices
- Continue to provide students with information as to who they can report issues to and how. Ensure that these issues are being documented



RECOMMENDED NEXT STEPS – PARENTS

- Continue to offer opportunities for parents to receive information on Diversity/Inclusion, Inherent Bias, Cultural Competency and others via D300 Parent University or other community based organizations
- Provide parent “Tool Kit” to promote discussions in the home. These may also include a summary and questions families can discuss following a school wide activity or event





SCHOOL RE-OPENING SCENARIOS

Fred Heid, Superintendent

Community Unit School District 300 continues to develop contingency plans for four possible school reopening scenarios.

Doing so ensures that we are prepared to address the countless logistical issues in order to minimize frustrations for our students, staff, and families.

The following four scenarios are not finalized and each provides us with some flexibility depending upon local conditions in August.

THINGS TO CONSIDER

- Transportation
- Screening/Safety
- Cleaning - Daily/Hourly
- Food Service
- Social Distancing Precautions
- Academic Schedule/Priorities
- Staffing Issues
- Evaluation
- SPED Services and Supports
- Bilingual/EL Services and Supports
- Pre- K Programs
- PPE Procurement and Distribution
- Assessments
- Professional Development
- Technology Hardware/Software
- MOU's
- Family School Events/Engagement
- Extra-curriculars



SCENARIO 1 - REOPEN WITH NO RESTRICTIONS

- Schools are authorized to reopen with no contact restrictions
- Precautions will still be put in place (screening) as well as enhanced cleaning strategies to promote the health, safety, and welfare of our staff and students

Note: Some families may yet require a remote learning option due to specific medical issues or concerns.



SCENARIO 2 - REOPEN WITH SIGNIFICANT SAFETY PRECAUTIONS

- Schools are allowed to reopen but contact and social distancing guidelines remain
- This plan will require:
 - Modified school schedules
 - Changes to lunch procedures
 - Changes to transportation routing
 - Possible implementation of flex/intermittent schedule to rotate students between e-Learning and physical presence at school

Note: Some families may yet require a remote learning option due to specific medical issues or concerns.



SCENARIO 3 - REOPENING FOR SOME STUDENTS (TARGET GROUPS)

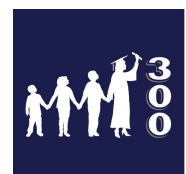
- Schools are authorized to reopen with significant restrictions
- This plan may focus on reopening to targeted students groups
- Need will emphasize:
 - Age
 - Need
 - Resource Availability

Note: Virtual/synchronous instruction will be provided for all other students



SCENARIO 4 - REOPEN WITH VIRTUAL INSTRUCTION ONLY

- The district will implement remote e-Learning for all students
- Delivery will be modified based on feedback from staff, students, and families



SCHEDULE CHANGE

- There is a possibility that we may look to alter the proposed school calendar
- For example, we may look to start school after Labor Day for the 20-21 school year if it is felt that the additional time would benefit our ability to reopen school
- We may also explore other options that differ from a traditional school schedule

Note: Changing the schedule does not preclude the implementation of Scenarios 1-4



TIMELINE FOR NEXT STEPS

May/June

- Present options to the Board
- Communicate planning options to staff, students, and families

June

- Transition from planning to implementation team structure with collective bargaining groups, district admin, school level admin, business partners, community partners

July

- Expect guidance from ISBE and/or the Governor regarding opening of schools





300 Central Office
2550 Harnish Road
Community Unit School District

GRADUATION UPDATE

Fred Heid, Superintendent

BACKGROUND

- Until recently we have struggled to get a graduation ceremony approved
- Phase 3 and Phase 4 include restrictions that prevent in-person graduations
- Our graduation events align with existing Phase 3 restrictions and social distancing requirements
- Our graduation events will take place at the Sears Centre on June 26th and 27th
- In order to host these graduation events we had to make several adjustments to our schedule, number of attendees, and procedures to ensure that we abide by state and local county government guidelines
- Classes were split to allow for a better experience for our students and their immediate family members



DUNDEE-CROWN HIGH SCHOOL

- Date: June 26th
- The ceremony will split the graduation class into two groups according to their last name

Last Names	Parking Lot Entry Timeframe	Ceremony Timeframe	Parking Lot Exit Timeframe
A - L	9 - 9:45 a.m.	10 - 11:30 a.m.	11:31 a.m. - 12:11 p.m.
M - Z	12:30 - 1:15 p.m.	1:30 - 3 p.m.	3:01 - 3:41 p.m.



HAMPSHIRE HIGH SCHOOL

- Date: June 27th
- The ceremony will split the graduation class into two groups according to their last name

Last Names	Parking Lot Entry Timeframe	Ceremony Timeframe	Parking Lot Exit Timeframe
A - L	8 - 8:45 a.m.	9 - 10 a.m.	10:01 - 10:41 a.m.
M - Z	11 - 11:45 a.m.	12 - 1 p.m.	1:01 - 1:41 p.m.



JACOBS HIGH SCHOOL

- Date: June 27th
- The ceremony will split the graduation class into two groups according to their last name

Last Names	Parking Lot Entry Timeframe	Ceremony Timeframe	Parking Lot Exit Timeframe
A - J	2 - 2:45 p.m.	3 - 4 p.m.	4:01 - 4:41 p.m.
K - Z	5 - 5:45 p.m.	6 - 7 p.m.	7:01 - 7:41 p.m.



GENERAL EVENT OVERVIEW

- Graduates and their guests will be directed where to park by attendants
- Graduates will be provided with a name card for them to write their name on to allow the speaker to announce their name
- Graduates will exit their vehicle when directed to by a school usher
- Graduates will stand at the right front bumper of their car (this ensures social distancing from a neighboring vehicle)
- Graduates will then move to the next bumper and so on until they reach the end of the row. Once the graduate arrives at the end of the row we will have traffic cones to serve as spacers leading up to the stage stairs



GENERAL EVENT OVERVIEW (Continued)

- Graduates will step on stage and present their card to the reader at the podium
- Once a graduates name has been called, he/she will walk across the stage and retrieve their graduation portfolio/folder and exit the stage via the center stairwell
- Graduates will then follow directions to the photographers station and then return to their vehicle



SHARING THE GRADUATION EXPERIENCE

- It is important to remind families that guests may not exit their vehicle during the event. However, knowing that families want pictures and the opportunity to see their graduate cross the stage, the district has taken extra steps to help make the event enjoyable for everyone (including those who cannot be in attendance)
 - FM broadcast – the entire event will be broadcast via FM radio (The actual station will be provided closer to the date of the event)
 - Photographers – D300 will have multiple photographers on site to capture your graduate as they graduate
 - Two photographers will capture graduates as they cross the stage
 - Two photographers will be immediately off stage to capture portraits of our graduates
 - Large LCD screens/jumbotrons will be placed in the lot to allow families to see their graduate
 - The graduation event will be live streamed for families to view (both onsite and off site)



GENERAL GUIDELINES

- Any individual that does not feel well should stay home for the benefit of all in attendance
- Only one vehicle will be allowed per graduate. The graduate must be in the vehicle
- Drivers must wear a mask when entering the Sears Centre lot and when receiving programs and other materials
- Students must attend their assigned ceremony only
- Students must arrive in and wear their cap and gown
- Students must wear a mask when outside their vehicle until they arrive at the stage



GENERAL GUIDELINES (Continue)

- Please bring a pen to fill out a name card, which will be used when students walk across the stage
- In order to adhere to social distancing guidelines and safety regulations, we respectfully request attendees remain inside their cars during the National Anthem
- Students must remain in their car until it's their turn to line up
- Due to state and local county guidelines, families must remain in the cars at all times. There is no outdoor seating or standing permitted. Exceptions are if someone needs to use the restroom (portable restrooms will be available). Individuals must wear a mask and maintain social distance in this case



GENERAL GUIDELINES (Continued)

- As a courtesy to those around you, we ask that guests refrain from engine revving and unnecessary engine use
- Vehicles should be limited to personal automobiles only; no limos, busses, recreational or oversized vehicles, etc.
- Larger vehicles (trucks, vans, large SUV's) will be parked in back rows
- To prevent disrupting the graduation experience for others, vehicles must stay for the entire ceremony
- We ask that guests leave promptly after the ceremony to allow our team time to set up for the next event
- The Sears Centre has clarified that there will not be opportunity to stay around for photos and socializing after the event. Also, no tailgating before or after the ceremony will be permitted

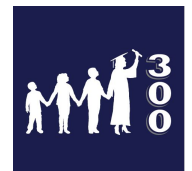


ADDITIONAL DETAILS

- We will provide an update to families that includes an FAQ designed to address common questions or concerns



LEGISLATIVE UPDATE



PUBLIC PARTICIPATION



DISCUSSION ITEMS

10. 1. Board Meeting Minutes
10. 2. Permission to destroy closed session recordings
10. 3. Disposal Items
10. 4. Treasurer's Report
10. 5. Off-Cycle Bills Payable
10. 6. Depositories and Investment Manager Resolution
10. 7. Treasurer's Bond
10. 8. Administrator Handbook
 10. 8. 1. 2019-2020 Administrator Handbook - Revision
 10. 8. 2. 2020-2021 Administrator Handbook
10. 9. Non Union Group Handbook
10. 10. Lunch Fees & Food Service Management Contract (Extension)



DISCUSSION ITEMS (Continued)

- 10. 11. Copier Paper Bid
- 10. 12. Document Scanning Services Contract (Extension)
- 10. 13. Hazardous Routes
- 10. 14. E Sports Equipment Bid
- 10. 15. Ed Services IEP Software - Renewal
- 10. 16. Psychological Services
- 10. 17. Elgin Community College Memo of Understanding
- 10. 18. Freedom of Information Act Report



CONSENT ITEMS

11. 1. Approval of Bills Payable



ROLL CALL ACTION ITEMS

12. 1. Student Discipline Case #11

12.2. Acceptance of LITH Demolition Flooring Bid Alternate



BOARD DISCUSSION

13. 1. Board Committee Reports

13. 1. 1. Board Finance Committee

The next meeting is scheduled for Tuesday, July 7, 2020, at 4:30 p.m.

13. 1. 2. Board Construction & Facility Oversight Committee

The next meeting is scheduled for Tuesday, July 7, 2020, at 5:15 p.m.

13. 1. 3. Board School Utilization and Capacity Committee

13. 2. Board Discussion



ADJOURNMENT



**Community Unit School District 300
2020 Summer Renovations
Bid Release 2 –
Lake in the Hills Elementary and Perry Elementary

Bid Form

Bid Package – 02A-2 – Demolition**

FROM: BREK TRAV
315 EISENHOWER LN SOUTH
LOMBARD IL 60148

TO: Community Unit School District 300
Buildings and Grounds Building
Attn: Ms. Diane White, Director of Purchasing
2605 Bunker Hill Drive
Algonquin, IL 60102

The undersigned, having inspected the site and familiarized ourselves/myself with the local conditions affecting the cost of the work and all the Contract Documents included in the Project Manual, the Specifications, and the Drawings as scheduled on the Title Sheet all dated November 18, 2019, and Addenda No. 1, 2, , , all as prepared by and on file in the office of the Construction Manager, Lamp Incorporated, 460 N. Grove Avenue, Elgin, Illinois, 60120, and in the offices of the Architect, Dewberry Architects, 132 North York St. Suite 2C Elmhurst, IL 60126, hereby propose to perform everything required and to provide all labor, materials, tools, insurance, expendable equipment, and transportation, all as necessary to complete the **Trade Package – 02A-2 – Demolition** work for the 2020 Summer Renovations – Bid Release 2, Carpentersville and Lake in the Hills, IL, and doing all work shown on the Drawings and described in the Project Manual under one Trade Contract for the lump sum of:

BASE BID BREAKDOWN		
02A-2 – Demolition Total	\$	<u>41,300</u> (A)
Allowance	+ \$	<u>10,000.00</u> (B)
BASE BID	\$	<u>51,300</u> (C)

BASE BID: (SAME AS LINE "C" ABOVE) Fifty one thousand three hundred

_____ DOLLARS (\$ 51,300)

ALLOWANCES:

This Trade Contractor is to include in their base bid an allowance of **\$10,000.00 for unforeseen conditions**, to be used at the discretion of the Construction Manager and the Owner. This amount has already been filled in, see the breakdown box above, and is to be included as part of the Base Bid (line "C"). Allowances are to be included in the Trade Contractor's base bid as a line item with Overhead and Profit applied; therefore, invoices for overhead and profit on allowances is not permitted.

COMBINATION BIDS:

A Lump Sum Combination Bid of multiple Trade Packages will be accepted by the Owner. The undersigned proposes to complete the following Trade Packages according to the Contract Documents.

Trade Package # _____	_____	(\$ _____)
Trade Package # _____	_____	(\$ _____)
Trade Package # _____	_____	(\$ _____)

For the Total Lump Sum Combination Bid of: _____ Dollars (\$ _____)

ALTERNATES:

Review the 02A-2 – Demolition Scope of Work for complete a description and for this trade's responsibility for this alternate. If this contractor feels any of the Alternates listed below has no impact on their bid enter a value of \$0.00

Alternate #5 – Room Flooring at LITH Addition	ADD \$	<u>16,800⁰⁰</u>
Alternate #6 – Gymnasium Flooring at LITH Elementary	ADD \$	<u>19,700⁰⁰</u>

UNIT PRICES:

To be used for **additions or deletions** to the Contract Sum per the 02A-2 – Demolition Scope of Work. Refer to the scope of work for detailed explanations of required Unit Prices.

UP-DM1	Carpet Demo	\$	<u>2.47</u>	ISF
UP-DM2	VCT Demo	\$	<u>2.43</u>	ISF

BONDING CERTIFICATION:

The undersigned agrees and hereby certifies that his's/her's/their's Company is 100 percent bondable for performance as well as material and labor payment bonds for said project.

**COMMUNITY UNIT SCHOOL DISTRICT NO. 300
BOARD of EDUCATION MEMO**

DATE: May 26, 2020

TO: Fred Heid, Superintendent
Board of Education

FROM: Dan Opels, Executive Direct of Facilities

RE: Acceptance of LITH Demolition Flooring
Bid Alternate

		Presented at the following Board Meetings:	
			On:
X	Construction/Facility		June 9, 2020
	Finance		
	Policy/Legislative		
	School Utilization		
X	BOE 1st Reading		June 9, 2020
X	BOE 2nd Reading		June 23, 2020

Background

The original plan for demolition of the existing flooring replacement in the 1995 Addition at Lake in the Hills Elementary School, was to be performed by D300 maintenance staff. As initial demolition occurred, it was noted that we will need to grind the floor slab to remove the adhesives and imperfections so that the floor is prepped properly to receive the new tile which is beyond the scope of our D300 maintenance staff.

During bidding of this project, we requested alternate pricing to complete this work from the demolition trade contractors. The alternate bid price by the demolition contractor currently under contract, Break-Thru Enterprises, is \$16,800, which was the lowest alternate price offered by the four bidders.

Following our CFOC change in work procedures, Lamp staff notified Dan Opels of the proposed additional work. Mr. Opels discussed the alternatives and presented the information to Susan Harkin. Ms. Harkin was in agreement that this work needs to happen. At that point, Mr. Opels contacted Dr. Scarpino, the chair of the CFOC, and explained the situation with proposed cost. Dr. Scarpino gave the approval to proceed with the work and accept the alternate.

Because we had this work as an alternate, we do not consider this a change in scope and are proposing to accept the alternate bid at this time due to unforeseen existing conditions.

Recommendation

Administration recommends awarding the LITH bid alternate of \$16,800 to Break-Thru Enterprises.

Community Unit School District 300

2020 Summer Renovations - Bid Release 2

Tuesday, December 10th at 2:00pm

02A-2 Demolition



Trade Contractor	Base Bid	Alternate #5 - Room Flooring at LITH 1995 Addition	Alternate #6 - Gymnasium Flooring at LITH Elementary	Addenda 1,2 Bond or Cert. Check Labor Rate Sheet Public Certificates				Combination Bid	Notes
Alpine Demolition Services, LLC	\$ 136,875.00	\$ 33,900.00	\$ 35,300.00	x	x	x	x		
Break Thru Enterprises, Inc.	\$ 51,300.00	\$ 16,800.00	\$ 14,700.00	x	x	x	x		
Green Demolition	\$ 144,800.00	\$ 38,000.00	\$ 23,800.00	x	x	x	x		
Fowler Enterprises LLC	NO BID								
High Efficiency Professional Abatement, Inc	NO BID								
Johler Demolition Inc.	NO BID								
Kinsale Contracting Group, Inc.	NO BID								
Shawn Brown Enterprises, Inc.	NO BID								
U.S. Dismantlement LLC	\$ 86,000.00	\$ 18,000.00	\$ 12,000.00	x	x	x	x		