



Oak Park Elementary School District 97

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TO: Members, District 97 Board of Education
Dr. Carol Kelley, Superintendent

FROM: Michael Arensdorff, Senior Director of Technology
Amanda Siegfried, Director of Communications

SUBJECT: Video Recording/Streaming of Board Meetings

DATE: May 12, 2020

In an effort to increase access to school resources and information, the Board of Education has requested that the administration research and present options for video recording meetings that are conducted in the boardroom of the District 97 Administration Building. We have included a summary of our research below, as well as information about our virtual meetings during the COVID-19 pandemic, which may be relevant to the board's discussion.

Options and Associated Costs

Option 1 (Pace Systems): Pace Systems, Inc., is the vendor that completed the work in the current boardroom, per the bidding process in 2016. They were significantly lower priced than any other vendor and have substantial experience in our current system. Pace has provided two options in their [proposal here](#). Their proposal will provide one or two cameras and encoder/recording hardware in the boardroom to record video, along with the audio that is currently being recorded and done so with the current system in place.

Cost Estimate ([see attached proposal here](#)) - \$25,800 option, with lower priced and restricted camera functionality option for \$15,400. The third option that is listed would be an additional cost if there is not conduit already installed for this type of solution. This would be an additional \$5,700. If this is the selected option by the board, we will have the vendor come in prior to finalizing to confirm. From Pace they would range from about \$30,000 to \$15,400 to complete this project. The main difference will be the quality and functionality of the cameras from the two options.

- System:
 - Camera: Included in proposal above
 - Installation of camera: Included in proposal above

- Streaming: No cost (YouTube, with a possible move to Google Enterprise)
- District 97 logo decal for white wall: \$200
- Yearly staffing (post-production indexing):

Option 2 (In-House): As part of our research, we reached out to our counterparts at Oak Park and River Forest High School District 200 to learn about the process and cost associated with filming their board meetings. They currently pay a communications coordinator a yearly stipend to record all meetings (plus other school events) with a handheld camera that cost about \$2,200 (paid by OPRF Booster Club). Their meetings are recorded and posted to YouTube within 48 hours of the meeting. The total time cost per meeting is approximately six to six and a half hours (meeting time plus editing and posting). Their meetings get approximately 90 views on average.

Due to the time and cost associated with this solution, and considering the current capacity/workload of the communications department, the administration is not recommending this option for District 97.

Option 3 (Hybrid): This option would require a third-party vendor to complete the installation of equipment District 97 purchases from separate vendors and then installed and configured. Doing the project in this manner may lead to issues with current audio and video configurations if not done by Pace Systems.

Cost Estimate - \$8,099 (one time); \$2,760 ongoing, plus maintenance costs

- System: \$8,099
 - Camera: \$899
 - Installation of camera and configurations: \$5,000-8,000
 - Streaming: No cost (YouTube, with a possible move to Google Enterprise)
 - Encoder (Teradek cube): \$2,000
- District 97 logo decal for white wall: \$200
- Yearly staffing (post-production indexing): \$2,760 each year

Board Meetings During COVID-19 Pandemic

As a result of the COVID-19 pandemic, Illinois Gov. JB Pritzker issued an executive order that waived the portion of the Open Meetings Act (OMA) that requires a quorum of members of a public body be physically present at a meeting location. District 97 has been holding virtual meetings via Zoom since March 17, 2020.

In accordance with the state's new OMA requirements, the district has been posting Zoom links and dial-in numbers with meeting agendas no later than 48 hours prior to each meeting. Recordings of the meetings are posted the following day at <https://www.op97.org/boe/virtual-meeting-recordings>. The meeting in March was attended by approximately 85 individuals, while the April meetings had about 20 to 25 participants (including board members and district staff). According to Google Analytics,

the web page with the recordings has had 11 views since being shared in two district newsletters.

The district's ability to return to in-person board meetings will depend on guidance from the governor's office, the Illinois Department of Public Health (IDPH), the Centers for Disease Control (CDC), and the local Oak Park Department of Public Health. Based on the five-phase framework released on May 5 ("[Restore Illinois](#)"), the entire state is currently in Phase 2 (no gatherings permitted). The timeline for each phase is still unclear, as it depends on our region's rate of infection and ability to test and begin contact tracing.

Based on current guidance, District 97 will continue to publicize information for all virtual board meetings and provide timely access to those meeting recordings until further notice.

Next Steps

The administration is seeking direction from the board of education on the next steps for this project. If there is interest in pursuing cameras for the boardroom at this time, we will need to determine which option the board prefers and include the item for approval at a future meeting. We will also need to include the additional cost in the district's budget for SY21.