

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
September 21, 2018
6:00 PM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

DISTRICT GOALS:

Demonstrate increased academic achievement for all students.

Improve communications among all stakeholders in the Putnam County School District and communities.

Maintain strong fiscal responsibility in the Putnam County School District.

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. ADJUSTMENTS TO AGENDA
- IV. OLD BUSINESS
 - A. Letter of Intent for a Solar Renewable Project (action) 2
- V. EXECUTIVE SESSION FOR APPOINTMENT, EMPLOYMENT, 6
COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF
SPECIFIC EMPLOYEES OF THE DISTRICT AND SAFETY CONCERNS AND
UPDATES IN THE DISTRICT
- VI. ACTION ITEMS FOLLOWING EXECUTIVE SESSION
 - A. Superintendent Goals (action)
- VII. ADJOURNMENT

September 18, 2018

Gregory Williams
Building Performance & Sustainability Mgr
Siemens Industry, Inc.
Building Technologies Division
1000 Deerfield Parkway
Buffalo Grove, IL 60089

Re: Letter of Intent (“LOI”) For Solar Photovoltaic Renewable Energy Generation Project at the Putnam County CUSD #535 facilities

Dear Greg,

This document is to serve as a Letter of Intent (the “LOI”) between Siemens Industry, Inc., through its Building Technologies Division (“you”) and Putnam County CUSD 535 (“we” or “us”)

This LOI authorizes you to conduct a detailed energy and site study necessary to provide us with a document for a project that will identify how you will provide us with solar generated electricity and will be contingent on the design, engineering, and installation of solar photovoltaic system(s) (the “PV System(s)”) at our site(s) (a “Term Sheet”):

PC Intermediate School, Located at 400 E. Silverspoon, Granville, IL
PC High School, Located at 402 E. Silverspoon, Granville, IL
PC Jr High School, Located at 13183 N. 350th Rd, McNabb IL
PC Elementary School, Located at 326 S. 5th St, Hennepin IL

It is understood that we will purchase all the power generated by the PV System(s).

You shall submit a Term Sheet within ninety (90) days of receipt and acceptance of this LOI that includes the following:

1. Electricity rate schedule analysis and demand study to determine optimum PV System size;
2. Evaluation of mounting locations including roof, covered carport, ground mount, etc. to include a preliminary design; and,
3. Recommendations that correspond to the Project Criteria that are defined in the attached Exhibit A-Project Criteria.

We will assist you in your efforts to develop the Term Sheet by providing information deemed necessary and appropriate to conduct a thorough survey. This information shall include, but is not limited to:

- ◆ Financial information required by you;
- ◆ Full set of building architectural drawings as available, if roof mounted solar system is requested as part of this detailed energy and site study.
- ◆ Electrical Engineering drawings as available;
- ◆ Building operating schedules;
- ◆ Electrical interval data to the extent you are not allowed direct access to this data;
- ◆ Electrical single line drawing(s) for the building(s);

- ◆ Access to the sites where the PV Systems will be installed; and,
- ◆ Any and all information requested by you reasonably necessary in order for you to complete the assessment.

Contingent upon the recommendations in the Term Sheet corresponding to the Project Criteria in Exhibit A, it is our intent to enter into an agreement for you to implement the Term Sheet's recommendations in which we will purchase the electricity produced by the PV System. The cost of the detailed energy and site study of \$75,000 and development of the Term Sheet ("Study Cost") will be factored into the calculation of the pricing for electricity that will be included in the agreement.

If the Term Sheet identifies recommendations that correspond to the Project Criteria and we choose not to enter into an agreement where you will implement the Term Sheet's recommendations, we shall pay the Study Cost to you.

If at any time prior to the presentation of the Term Sheet, you determine that you cannot provide a project that includes recommendations corresponding to the Project Criteria, then you shall notify us of the same, our respective obligations under this LOI shall terminate, and you shall not receive any payment for your work.

If, however, you cannot provide a Term Sheet that includes recommendations corresponding to the Project Criteria due to events outside of your control, then you shall terminate your work, notify us of the circumstances preventing completion of your work, and we shall pay you the pro-rata portion of the Study Cost calculated up to the date of termination. Such events include but are not limited to our acts or omissions or of those under our control, unfavorable geotechnical or structural conditions found during the proposal's development, costs or restrictions imposed by regulatory agencies, roofing warranty limitations, if applicable, and material changes in the applicable regulatory framework.

You will invoice us within sixty (60) days following the delivery of the Term Sheet or, if applicable, the termination date. Amounts due to you shall be paid within thirty (30) days from the date of your invoice.

Any information concerning you or us that is designated as proprietary and or disclosed in confidence to the other during the term of this LOI is considered confidential. The receiving party shall not publish or disclose such confidential information to any other entity or person without the prior written approval of the disclosing party. To the extent that we have entered into a confidentiality agreement with you, or enter into such an agreement with you during the term of this LOI, then the terms contained in the confidentiality agreement shall be incorporated by reference herein and shall supersede these confidentiality terms.

Sincerely,

Putnam County CUSD #535

Name

Title

Acknowledged and accepted:
For Siemens Industry, Inc.

Date:

Exhibit A

Project Criteria for Putnam County CUSD 535

Proposed Project Structure:

1. Project size criteria as defined in installed kilowatts (kW) solar array full rated output:
 - a. PC Intermediate School 279.5kW
 - b. PC High School 509.9kW
 - c. PC Jr High School 216.3kW
 - d. PC Elementary School 114.9kW
2. Expected Year 1 Output criteria as defined in installed kilowatts Hours (kWh):
 - a. PC Intermediate School 370,100 kWh
 - b. PC High School 676,200 kWh
 - c. PC Jr High School 283,200 kWh
 - d. PC Elementary School 142,700 kWh
3. Pricing criteria: equal to or better than existing average energy cost from current service provided
 - a. \$0.0873/kWh is the current basis for the cost of electricity
4. Expected agreement term criteria: 20 years
5. Annual rate escalation: 3%

SUPERINTENDENT EVALUATION

Date of Review: _____

Superintendent Goals

June 22, 2017

Evidence Presented, _____

1. The superintendent will continue to lead the administrative team to provide clear, user-friendly reports of student achievement data, indicating formative and/or summative outcomes of student/district progress. This achievement data will be reported to the Board of Education at least 3 times during the school year.
 - Reported Fall Benchmarking data at the October 16, 2017 Board Meeting
 - Plan to report Winter Benchmarking data at the February 20, 2018 Board Meeting
 - Plan to report Spring Benchmarking data at the May/June Board Meeting

Was this performance requirement met?

Yes_____ No_____

2. The superintendent will continue to work closely with the Board of Education, administrative team, and district office to develop, implement, and monitor the district budget. State funding updates and investment reports will be provided for the Board at monthly meetings.
 - A tentative budget was presented at the August 21, 2017 Board of Education Meeting.
 - The final budget was approved at the September 18, 2017 Board of Education meeting.
 - A mid-year budget review was presented at the January 16, 2018 Board of Education Meeting.
 - The tentative tax levy was approved at the November 20, 2017 Board of Education meeting. The finalized tax levy was approval at the December 18, 2017 Board of Education Meeting.
 - As digitally accessible on Boardbook, documentation is evidenced as to monthly updates on state funding. Unfortunately, the normal report shared is money that is continued to be owed to the district in mandated categorical payments. However, the good news is that state aid payments through the new funding formula remain paid as scheduled.
 - Investment updates have been given as needed. The most recent update was a CD being bid out as required and hopefully approved at the March

19, 2018 Board of Education Meeting. I continue to explore alternate means of possible investment options in order to maximize higher returns. The return rate on the last CD was almost a full percentage point higher which is good news compared to the interests the past several years.

Was this performance requirement met?

Yes____ No____

3. The superintendent will continue to provide the Board of Education an updated 5 year budget projection, reflecting the latest changes from the State of Illinois and federal government. The Board of Education will be invited to participate in this process.

I am continuing to work through this process the best as possible. The difficulty with this goal remains the same challenge as last year in not knowing for sure the financial climate of the state. As I prepare for entering into negotiations, I plan to have a general projection for expenditures in particular due to the education fund being the biggest fund balance for the district. Once I am able to complete some initial projections I will make those available. The negotiations committee received a projected salary schedule per staff member with a tentative percentage increase for discussions purposes.

Was this performance requirement met?

Yes____ No____

4. The superintendent will continue to participate in professional development activities related to district issues, leadership, or current events. He will provide information/documentation to the Board from at least three of those activities.

- IASA New Superintendent's Mentoring Mtg. August 10, 2017
- IASA Superintendent's Conference Sept. 27-29, 2017
- ISDLAF + School Finance Preparing Tax Levy Seminar October 11, 2017
- IIRC – Report Card Webinar Oct. 16, 2017
- Evidence Based Funding Model – Heartland CC October 18, 2017
- Joint Annual Conference – Chicago November 17-20, 2017
- IASA New Superintendent's Mentoring Mtg. Nov. 30, 2017
- IASA EBFM Workshop in Peoria Jan. 17, 2018
- IASA ESSA Workshop in Peoria Feb. 8, 2018
- Attended monthly ROE #35 Superintendent Meetings
- Attended monthly VOICE meetings with local superintendents
- Serve as Executive Board Member for SRVATE and ACC

- Serve as Executive Board Member for BEST, Inc. both in Dixon and IVCC
- Attend Rotary meeting as often as possible – which is difficult because I put my school and family obligations first.

Was this performance requirement met?

Yes_____ No_____

5. The superintendent will continue to organize and implement Board/administration retreats (a minimum of two per year) to foster productive working relationships. The retreats will be a reflection of the Board’s requested topics.

On Saturday, March 3, 2018, we conducted our first board retreat of the year. The request was made by the board to conduct a self-evaluation conducted by a representative from IASB. My suggestion for the second retreat would be to have an in-depth analysis of the New Evidence Based Funding Model (EBFM) and the Every Student Succeeds Act (ESSA). I attended two very detailed seminars on these topics. The next phase if for me to educate our school board members as our administrative team will work together to move forward for our district. I would like to get a date set for this prior to school letting out for the summer. It will be important to be familiar with this because it will be topics our media will cover closely.

Was this performance requirement met?

Yes_____ No_____

6. The superintendent will lead the administrative team and staff to continue improvements in assessment preparation regarding PARCC, PSAE, SAT and other local assessments. Updates regarding those assessments will be provided to the Board of Education as results are received.

- PARCC Scores Reported at the November Board Meeting
- Illinois Report Card (IRC) update reported at December Board Meeting
- High School Administration has placed an emphasis on SAT preparation. I have formally observed Mr. Theisinger during a monthly faculty meeting providing in-house professional development on ways to prepare and improve. The high school has also formed a school improvement team that is reviewing practices and curriculum more aligned with the SAT experience. This topic continues to be revisited throughout the year.
- Mr. Olson at the Junior High was formally observed at a TEAM meeting providing professional development to the staff about strategies for

improving test taking skills and ways to better prepare for PARCC testing. One of the noted issues with scores on this test is the lack of time students spend on the actual test and being able to navigate the online toolkits. The staff and students worked through practice problems in preparation for the upcoming assessments. This actually took place at both the high school and the junior high school.

- Mrs. Cross and Mrs. Balestri continue to monitor and focus on the recently adopted AIMSweb Plus. This year was the second year of provided data and has been plugged into spreadsheets to provide longitudinal tracking. I have formally observed both principals during staff meetings provide training on how to use the program, how to monitor data collection, and now the two buildings begin to transition into interpreting the data.
- All four buildings are analyzing the data and applying to classroom instruction, improving the RTI program, etc. This process takes a great deal of time and thankfully many of our 2:00 dismissals are used for this process.

Was this performance requirement met?

Yes_____ No_____

7. The superintendent will lead district efforts toward the implementation of the new teacher evaluation process (2nd Year), with an emphasis on specific professional development plans for staff. Also, the superintendent will lead district efforts for implementation of the new Extracurricular Policy Handbook and Coaching Evaluations. Evaluations of those activities shall be available for review by the Board of Education.
 - July 1st and 2nd, 2017 Administrative Team Retreat we collaborated on our Professional Development Calendar for the school year. Data team meetings were established as outlined for the progress monitoring requirement of RTI. Conversations took place regarding specific needs for staff determined by a variety of student needs such as sensory training, additional autism training, recommendations were made for staff to attend other workshops to enhance their performance.
 - November 8th & January 18th – Coordinated two guest speakers for both students and staff on the topic of Anti-Bullying and Self-Worth. These two events were sponsored by several local groups such as Rotary, Parent Advisory Committee, and Putnam County Education Foundation. The support from our local groups and parents was tremendous. These two events targets a district wide need based on feedback from stakeholders.

- During the Administrative team retreat held in June, a detailed professional development plan / calendar was created for all the early 2:05 dismissals. That professional development plan is reviewed monthly at our administrative team meetings.
- Professional development opportunities are approved through the use of allowable Title, EPIC, building based funds to attend professional development opportunities related to assigned teaching duties. The approval of PD attended has to reflect ways in which it will benefit instruction, classroom management, or address areas of concern from evaluations. The whole administrative team closely monitors and communicates quality professional development opportunities for each staff member.
- The overall process for the new teacher evaluation has gone very well. This concludes the second year of the tool which is actually one complete cycle. Non-tenured staff have been evaluated twice each year while the tenured staff have all been formally evaluated once as required per statute. We conducted our annual PERA Review Committee meeting on March 14, 2018. The meeting went very well and both groups provided some feedback into making the process even more productive. The ultimate goal for evaluations is to promote growth and improvement within the craft.
- As directed by the board of education, a committee was formed to develop a board approved coaching evaluation process and handbook. That committee met on two occasions to discuss and develop the draft. After several reviews by all committee members, a finalized proposal was presented to the school board and approved (May/June 2017).
- To date, coaches are following the outlined handbook and evaluation process. Mr. Newsome, District AD, has been conducting evaluations as required per the board approved evaluation tool.

Was this performance requirement met?

Yes____ No____

8. Over the course of the school year, the superintendent will provide clear, consistent, and timely information to all the members of the Board of Education.
 - Friday Fliers are emailed to all board members highlighting events from the past week and what to look forward to in the days ahead.

- Emails/text messages have been sent out in a timely manner in the event or need for important information to be shared as soon as possible.
- I have made an effort to provide as much pertinent information for recommendations to the board in documents posted to Boardbook.
- I have provided updates on new personnel hired, reported on progress made within the mentoring program, Parent Advisory Committee, and getting our newly formed PTO committee up and running. The alert system available through our new website/school app has been very helpful in communicating with the community regarding items as well.

Was this performance requirement met?

Yes ____ No ____