



Information and Action Item Memo: Crow Island Space Recommendation

TO: School Board

FROM: Trisha Kocanda, Superintendent
Greg Kurr, CFO

March 15, 2016

Overview & Background

Administration has continued working towards gaining approval for the installation of modular classroom units on the southwest corner of the Crow Island School property during the summer of 2016. This effort has included the filing of a detailed application with the Village of Winnetka for the approved installation of the units. Public meetings with the various Village review committees were held in February and March. The meeting with the Village Council is anticipated for April 5, 2016.

Administration has also held six community outreach meetings to share information and gain input from parents and Crow Island neighbors. At the sessions, the rationale and proposed timeline for the installation for the temporary classrooms were presented.

Factors Considered in Determining Recommendation

Feedback Received from Constituents:

- General consensus on space needs
- Varying viewpoints on placement of possible kindergarten day program
- Request to evaluate alternative placements for the temporary classrooms
- Input regarding aesthetics (i.e. windows, color selection, surface material of units, etc.)
- Landscaping ideas

Alternatives Considered/Already Implemented at Crow Island to Relieve Space

- Program Moves
In the summer of 2015, the District's Extended Resource Program was moved from Crow Island School to Hubbard Woods School. The Publications

Department was moved to Carleton Washburne School. No additional District programming is housed at Crow Island School.

- **Internal Reconfiguration**
In the summer of 2015, one of the computer labs was replaced with three small instructional spaces.

Specials Offerings

- The District has committed to offering a consistent program across all schools, inclusive of instructional time dedicated to fine arts, kinetic wellness, Spanish, and resource center. Deviating from this commitment would diminish the exposure and limit student access to this valued programming.
- Currently, there are specials classes that are double-scheduled requiring either shared use of space with two teachers (KW) or using grade-level classroom space for specials instruction (Spanish). In addition, there are double classes in the Resource Center at the same time and kindergarten art classes are taught in the lunchroom. Any further modifications like this are viewed to be detrimental to programming and potentially cause working condition issues with the WEA.

Class Size

- The District has class size guidelines at K-2 of 20 students and grades 3-4 at 21 students. Due to the commitment to meeting personalized student needs and offering consistent programming, the District has not pursued altering class size guidelines for Crow Island.

Alternative Placement

- Moving the 4th grade students to The Skokie School would offer space relief at Crow Island School, however, The Skokie School is set up to serve the adolescents of middle school and their specific needs. Introducing younger students to the school would adjust the experience for both the elementary school and middle school students.
- With the Kindergarten day study underway, it is possible to consider offering extended day programming at Hubbard Woods and Greeley Schools to offset the current enrollment bump.

Voluntary Transfer Request

- Although the District could solicit voluntary transfer requests of Crow Island School families to the other two elementary schools, the outcome would likely result with little impact, given the research (most families prefer to remain at neighborhood school). It would also be unlikely that the impact would be concentrated enough at one grade level to decrease a section, offering the greatest space relief. In addition, a voluntary request may also cause confusion and concern about district boundaries, without a long-term plan.

Long-Term Solutions for Considerations

- Self-correction of enrollment: This requires conducting additional demographic studies and monitoring of enrollment and the housing market to determine if the population at Crow Island School will self-correct.
- Redistricting: This necessitates additional demographic and geographic studies to determine if long-term adjustments are warranted and sustainable.
- Building Construction: This warrants additional demographic and geographic studies to determine if long-term investment in infrastructure is warranted and sustainable.

March Update

Recently, the Crow Island staff met to determine the use of the temporary classrooms. After discussion and analysis, it was determined that music and Spanish classes would be housed in these classrooms. At this time, no class of students would be placed in the temporary classrooms all day long. Every child would have an opportunity to visit the new space (including the air conditioning) throughout the week. This would open up two classrooms spaces inside of Crow Island School to relieve some of the space constraints.

Additionally, Administration has been meeting with a landscape architect in order to determine a landscaping plan that includes input from neighbors.

Other activities that are in process include completion of the bid process for the leasing of the units and for their delivery and installation. Bids also address the infrastructure work needed to appropriately equip the units and finish the groundwork related to the modular installation. For the economic benefit of using one general contractor, the modular infrastructure work has been incorporated as a bid alternate in the bid for the other life safety work being performed over the summer. This approach also provides flexibility in completing or not completing the work related to the modulares. There will also be a separate bid process and opening for the landscaping work. As part of the installation costs, the bid will address landscaping of the modular location and site lines. It will also separately address landscape maintenance of the berms surrounding the CI field.

The bid openings are scheduled for various times in March with the last bid opening anticipated for March 28, 2016. In order to meet the installation timeline requirements, Administration recommends that a Special Meeting of the Board be held on March 31, 2016, to review the bid results with the desire of having the contracts approved for implementation. The intent is to have the various actual cost elements related to the modular installation and leasing available for review and evaluation by the Board before formally approving the project.

The current cost estimate for the installation of the first modular unit is approximately \$250,000. An additional \$100,000 is budgeted for furniture, playground relocation, landscaping, and other amenities. The annual lease cost is approximately \$27,000 or \$108,000 over a maximum four year term. The installation cost estimate includes an

addition of a sprinkling system for approximately \$100,000; an item not normally included for modular classrooms but considered an appropriate safety feature by the District. These costs will be refined through the bid process.

As of the March 15, 2016, and the March 31, 2016, Board Meetings, anticipated approval of the modular project will not yet have been received from the Village. This approval is expected to be received at the April 5, 2016, Village Council meeting. Therefore, the Board's award of the modular project contracts on March 31, 2016, will be contingent upon receipt of project approval by the Village. It is anticipated that approval of the contracts will include the Board providing authorization to the Administration to provide a letter to the contractors confirming removal of the contract contingency based on receipt of project approval by the Village. This process and timing will provide the Village with the full commitment of the District to proceed with the project as designed before taking a vote to approve the project.

It is anticipated that at the March 15, 2016 Board Meeting, the Board will discuss the concept and need of the temporary classrooms at Crow Island School, with the intent of having the concept of installation and use of approved. The approval will be contingent upon review and approval of the final bids and receipt of project approval from the Village. In order to ensure timely construction and installation of the first modular unit, the bidding distributor will need a letter from the District indicating that it is the lowest qualified bidder. The bidder will provide the letter to the manufacturer in order to get our unit in their production queue. A copy of the letter drafted by the District's attorney is attached to this memo. The letter was drafted in a manner to insure it is non-binding to the District until the contract is approved with all contingencies removed.

At the March 15, 2016 meeting of the Board, Administration recommends that the Board authorize Administration to issue the non-binding letter identifying the lowest qualified bidder for the lease and installation of the modular units, to such bidder. It is anticipated that the determination of the lowest qualified bidder for the lease and installation of the modular units will be completed by March 18, 2016.

Recommendations

Administration recommends the School Board approve the Phase 1 space relief concept of leasing and installing temporary classrooms in summer 2016, including landscape enhancements at Crow Island school as presented by Administration and authorize Administration to issue a Lowest Qualified Bidder Letter, as prepared by District counsel, to such bidder for the lease and installation of the modular units.

Attachments

[Community Presentation](#)

[Lowest Qualified Bidder Letter](#)

[Landscape Design](#)