

**GLENCOE PARK DISTRICT**  
**Committee of the Whole Meeting**  
**Tuesday, September 6, 2022 | 7:00pm**  
**Takiff Center**

Consistent with the requirements of the Illinois Compiled Statutes  
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.  
Location of the meeting Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

**A G E N D A**

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. West Park OSLAD Grant Discussion
- V. Children’s Circle Restructuring Plan Discussion
- VI. Executive Session
  - a. Personnel 5ILCS 120/2(c)(1)
- VII. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: [lsheppard@glencoeParkDistrict.com](mailto:lsheppard@glencoeParkDistrict.com)

**The Board of Park Commissioners welcomes public comments during all meetings.**

**Key rules governing participation**

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.

## **IV. West Park OSLAD Grant Discussion**

Glencoe Park District  
September 2022 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**FROM:** Lisa Sheppard, Executive Director and Kyle Kuhs, Director of Parks and Planning  
**SUBJECT:** West Park 2023 OSLAD Update  
**DATE:** 9/1/2022

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On July 12, we received a letter from IDNR notifying us that we did not receive the 2021/2022 OSLAD Grant. The letter cited that the reason was the language in the lease agreement with District 35, which granted priority use to the school on the school district leased portion of the property. A follow up conversation with IDNR made it clear that they couldn't fund a project that had that stipulation in the lease agreement. Unfortunately, this was the first time the District and Hitchcock were made aware of this potential roadblock.

After internal discussions and consultation with Hitchcock Design, as well as other industry professionals, it was determined the best course of action is to resubmit for the 2023 grant cycle without including any work on the School District leased portion of property. This would effectively allow us to complete major elements of the project within the grant scope and separate the elements on the leased land to satisfy IDNR's concerns about funding school property.

While there are no major changes to the masterplan for the park including new baseball/softball fields, new dugouts and backstops, ADA pathways, rain gardens with interpretive signs, two pickleball courts, and picnic shelter; we have added in a couple additional elements to account for the removal of the walking loop as a qualifying amenity. The recommended additional elements are a bocce ball court, shuffle board court and ADA accessible picnic tables to be placed near the picnic shelter. These additional elements will help further utilize/create a picnic/gathering/games space just west of the pickleball courts. We envision these being enjoyed by groups attending a baseball game, playing tennis/pickleball, or those just looking for a unique place to gather.

The OSLAD match limit increased from \$400,000 in 2022 to \$600,000 in 2023 which will help reduce the overall direct cost of the project to the District. The new estimated project cost is \$1,282,626 with the District covering \$682,626 and OSLAD's maximum match amount of \$600,000 covering the balance.

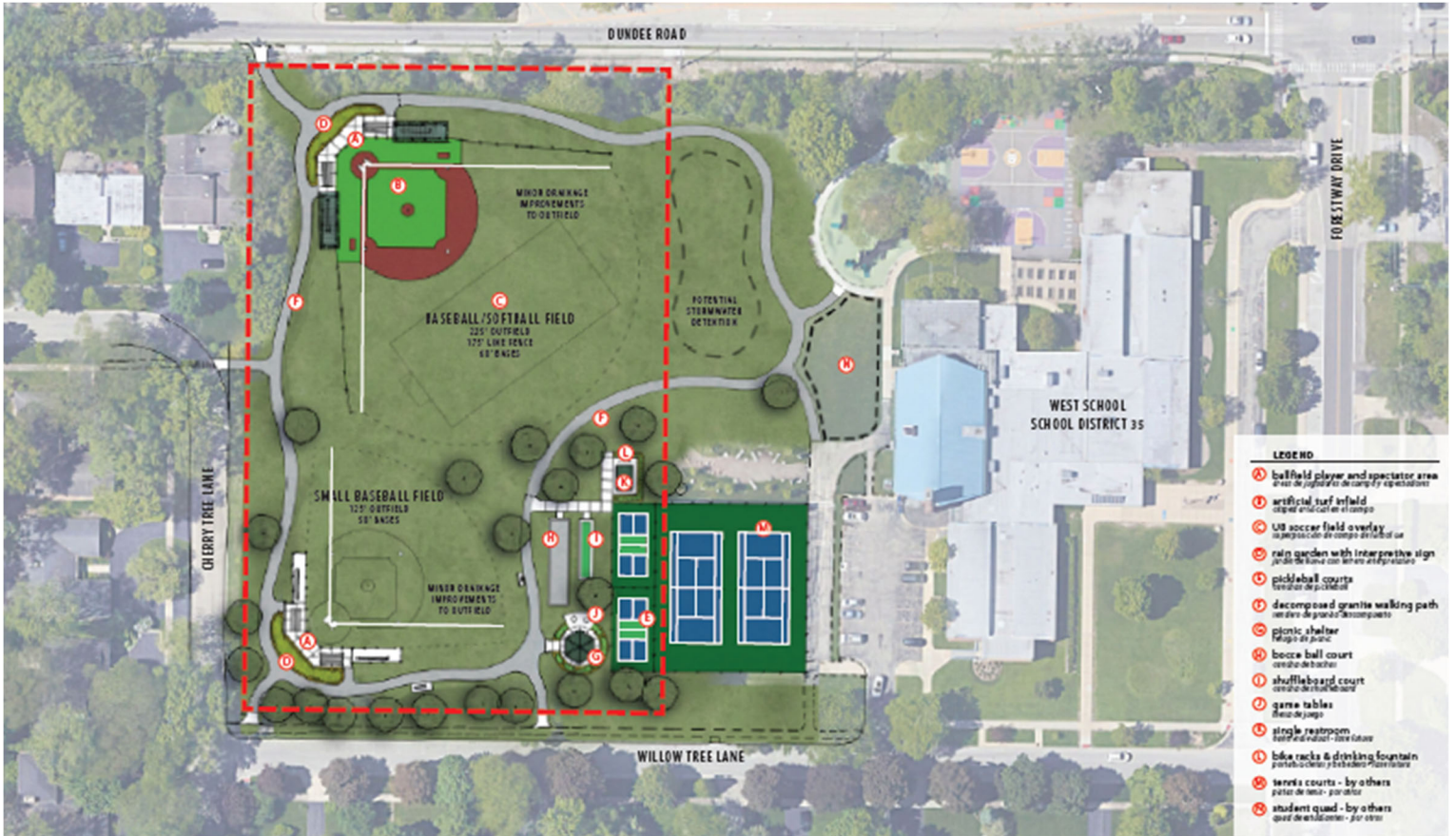
The deadline for submission is September 30, 2022 which puts us on a pretty tight timeline. We are looking for feedback/discussion from the community and Board tonight to help us wrap up the application in the coming weeks. At next week's regular Board meeting, we will present a new resolution for the Board to review as required by OSLAD. After our application is submitted, we would expect to hear back in 6-8 months on whether or not we are awarded the funding.

Attached to this memo are:

- Original project plan/scope
- Updated project plan/scope
- An aerial photo of the property highlighting the leased portion of land as a reference

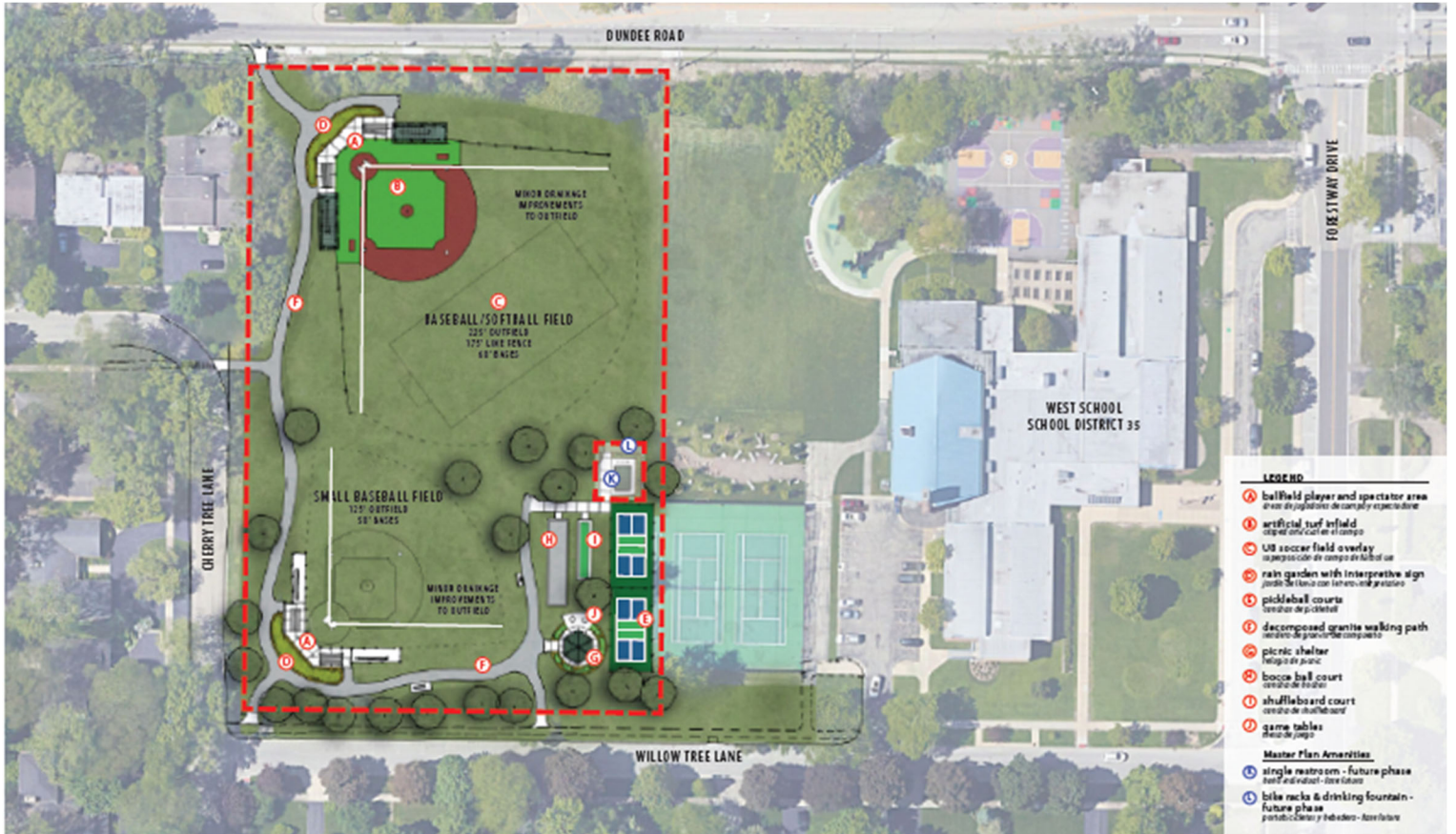
# MEMORANDUM

## Attachment #1: Master Plan for West Park Site



# MEMORANDUM

Attachment #2: West Park OSLAD 2022 Project



# MEMORANDUM

Attachment #3: Aerial photo of leased property from District 35, which is not included in the OSLAD Grant Submission.



# **V. Children's Circle Restructuring Plan Discussion**

Glencoe Park District  
September 2022 Committee of the Whole Meeting

# MEMORANDUM

**TO:** Board of Park Commissioners  
**CC:** Lisa Sheppard, Executive Director  
**FROM:** Bobby Collins, Director of Recreation and Facilities and Jessica Stockl, Early Childhood Director  
**SUBJECT:** Children's Circle Benefit and Pay Structure  
**DATE:** August 26, 2022

## Nationwide Childcare Crisis

The early childhood field is in crisis. Employment remains 12.1% below its pre-pandemic level. Labor shortages continue to affect early childhood at a higher rate than any other field. Former childcare workers and current program directors say the departures are often for jobs with better pay and benefits. (Source: BSL Data Labs)

Between January 2020 and January 2022, around 120,000 childcare workers left the industry, while 16,000 childcare programs closed permanently between December 2019 and March 2021.

According to a Wells Fargo Economic Report, a ½ million families are estimated to be stranded without reliable childcare. They also suggest that the result of program and classroom closures is that parents, especially mothers, leave the labor force. "The estimated number of families affected by reduced capacity at childcare centers is equal to a little over half the drop in the labor force since COVID began."

Although parents pay high fees, programs cannot offer competitive compensation because of exceptionally high fixed costs arising from necessarily low child-to-adult ratios. Childcare workers in the United States make a median wage of about \$13 an hour. Public funding is only about \$1,500 a year per child under the age of 5 (by comparison, the average per-child expenditure in public schools is over \$13,000).

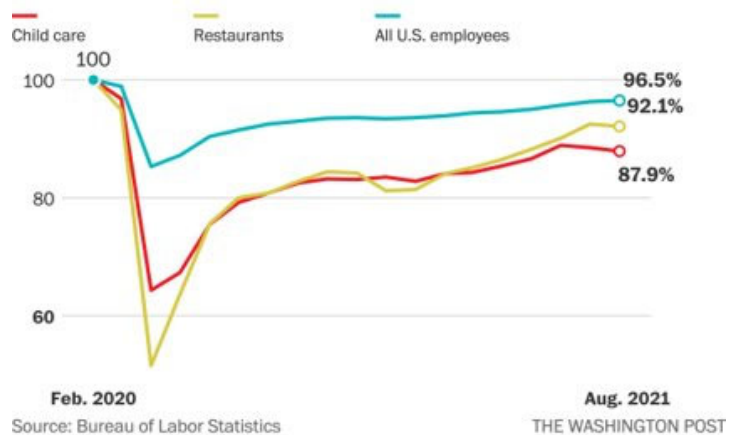
## Children's Circle Staffing Crisis

As the Board knows, Children's Circle is not immune from this crisis. Due to our staff shortages, we have had to send children home without care, have had our early childhood management team in the classroom each day, and have had to pull other district program managers into classrooms. This is not sustainable long-term.

The program is currently 29% understaffed, all part-time positions. Currently, Children's Circle has six full-time lead teachers and 19 assistant teachers. Pre-crisis, the program would have 25-40 assistant teachers for the current level of students.

## Child care is struggling to hire more than restaurants

Chart shows how much employment in each sector is down compared to February 2020. After a big decline, restaurants have rebounded to 92 percent of pre-pandemic staffing levels. Child care is still below 88 percent.





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Staff measured teacher absenteeism over a 72 school days span. During the period, there were 170 call-outs (an average of 2.36 per day). Of the 170 call-outs, eight were full-time staff members, and 162 were part-time. We continue to see inconsistencies with our part-time staff, including poor retention and high call-out rates.

Over the past year, the district has extensively researched area childcare centers and preschools. Of the areas full-day schools, we have the lowest number of full-time staff. We have seen 14 staff leave our school in the past six months. Only one of those was a full-time staff member. The majority of staff left for full-time employment and benefits.

Below is a table comparing health insurance benefits offered by neighboring childcare centers.

Preschool	Eligible for Health Insurance	Single*	Employee & Child*	Employee & Spouse*	Family*	Employee & Children*	Notes:
Botanic Gardens	29hrs+/week	Unknown	Unknown	Unknown	Unknown	Unknown	Spouse cannot be on insurance if they have other access
Bright Horizons NB	30hrs+/week	\$160	\$240	-	\$350	-	Vision \$16/month, Dental \$14/month
HP Community Nursery	All Employees	Covers 80% of an individual premium though ACA exchange and 50% of the dental premium.					
KinderCare	All Employees	\$223	-	\$943	\$1,178	\$458	
Children's Circle	40hrs/week	\$20	\$105	\$145	\$205	\$140	Includes: Dental, Vision, Life, Buy-Out

\*Monthly Employee contribution

## Children's Circle Benefit Structure

Below is a table outlining the benefits offered to the three categories of staff working in our Children's Circle program.

Children's Circle	Health Insurance	Dental	Vision	Vacation	Personal Days	Sick Time	Pension/IMRF	Other	COVID Pay
FT (Grade 1)	x	x	x	10 Days	4 Days	12 Days	x	x	x
PT < 20/week	-	-	-	-	3-4 Days	-	x	x	x
PT >20/week	-	-	-	-	-	-	-	x	x

## Full-Time (FT)

Currently, our full-time teachers are in the same grade as all full-time district staff (Grade 1) and have access to three plans ranging from single coverage to family. The district's full-time benefits, especially health insurance, are excellent but have minimal reach and impact on the overall Children's Circle program as they only support six employees.

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Full-Time Teachers	HDHP PPO	PPO w/HRA	HMO
Single Coverage	2	1	2
Employee & Child	0	0	0
Employee & Spouse	0	1	0
Family	0	0	0
Employee & Children	0	0	0

Additionally, five of the six full-time teachers utilize only single coverage, with one utilizing employee plus spouse. Historically, most of these staff have only used single coverage, but the district still has the potential liability of offering family coverage should their situations change. For example, an employee changing coverage from a spouse's health insurance plan to the district's family coverage can cost more than \$30,000 per employee.

Per Board policy, Children's Circle is expected to cover direct and 90% of indirect expenses. The current full-time benefit structure creates a significant financial liability to the District should an employee's family status change. The policy and the benefits cost limit our ability to offer a more employee-inclusive benefits package.

## **Part-Time (PT)**

With our current benefit structure, offering the Grade 1 benefits to part-time staff is not financially viable for the District or program. Under our existing staffing structure, part-time teachers are typically limited to an average of 30 hours per week or 1,500 hours per year. Any employee working above this threshold may trigger an ACA penalty. Part-time teachers are not eligible for health, vision, or dental benefits. Their PTO is also very limited.

## **Proposed Changed**

The restructuring plan's scope includes adding nine full-time assistant teachers while significantly reducing the reliance on part-time staff. This would primarily be achieved by promoting current high-performing part-time employees. Staff not promoted or interested in full-time would be moved to part-time 'floater' positions and support multiple classrooms.

After consultation with district attorneys, we would create a new benefit grade (Grade 7) that offers a BCBS HMO plan for health insurance, dental, and vision, and PTO. The Grade 7 classification will be determined based on a generalized skilled set and job qualifications in the early childhood field. These benefits would be available for all full-time Children's Circle teachers. We would grandfather all current full-time staff who have been with the district for more than 90 days as Grade 1. These Grade 1 staff could also be offered a financial incentive to transfer to the new Grade 7, reducing the District's potential financial liability.

Employee Cost	Single*	Employee & Child*	Employee & Spouse*	Family*	Employee & Children*
Grade 1	\$20	\$105	\$145	\$205	\$140
*New* Grade 7	\$0	\$100	\$715	\$1,361	\$653

\*Monthly Employee contribution

# MEMORANDUM

The Grade 7 coverage would offer excellent benefits at a highly subsidized rate for 'single' and the 'employee & child' coverage. Although the coverage is expensive for spouses and family, this plan would give us the ability to offer excellent coverage that would meet the needs of most staff at an exceptional value to the employee. While some of these rates are significantly higher than our current Grade 1 rates, they are comparable to area full-day schools, allowing us to compete for talent. As mentioned above, out of our six current full-time employees, only one is not on single coverage.

## Budget Implications

With the new proposed structure, the District will benefit from a reduction in overlapped staffing hours and reduce the total overall number of teachers needed to staff the program adequately. The hourly savings from the fully staffed model equate to approximately \$145,000 per year if the program is fully staffed. Below is a comparison of weekly staff hours for our current staffing levels, if we are fully staffed, and the new proposed structure.

## Program Staffing Hours

	Current	Fully Staffed	Proposal
Leads	240	240	240
Assistants	521	677	360
Floater	0	120	255
TOTALS:	761	1037	855

The District's maximum out-of-pocket cost for a Grade 7 employees coverage would be approximately \$11,000 per year compared to over \$30,000 for Grade 1 coverage. **The nine additional positions would cost roughly \$100,000 per year.**

We are seeing significant wage pressure and will need to make an additional market adjustment to our pay ranges to maintain our current staff. **We expect that cost to be approximately \$100,000 per year.**

**Adding the nine Grade 7 positions and wage adjustment due to market adjustments will add \$200,000 in annual operating expenses as we advance.**

When Children's Circle Day Full Day Preschool was created in 1988 it was noted that this program was to meet all the direct and indirect expenses of the program and that no tax dollars should be used in its operations. Moving forward, it is unlikely that Children's Circle will meet the Board's goal of covering all indirect expenses of the Children Circle program. Staff wants to be fully transparent that the program may need to be taxpayer subsidized and will probably be unable to be self-supported and contribute to future capital needs, as it has in the past. Although grants may continue to prop up the childcare industry, we cannot guarantee that they will be available or that the District will receive them.

## Consensus

While this plan will not solve all of our issues, it will go a long way. Our school is at a critical point and will likely have to reduce the level of service to the community unless staffing

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improves immediately. Our children, staff, and families will significantly benefit from this restructuring as it will increase staff retention, provide stability throughout the day and week, and offer staff growth in early childhood.

**Staff is looking for board consensus to continue moving forward with the proposed framework discussed above.**

## Current Staff Schedule

	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	
<b>JELLYFISH</b>		Lead 8a-5p										
Ratio 1:4	Assistant 7a-1p											
Max 12 Students	Assistant 7:30a-1:30p						Assistant 12p-6p					
						Assistant 12p-6p						
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	
<b>FROGS</b>		Lead 8a-5p										
Ratio 1:5	Assistant 7a-1p											
Max 15 Students	Assistant 7:30a-1:30p						Assistant 12p-6p					
						Assistant 12p-6p						
									Assistant 4-6p			
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	
<b>TURTLES</b>		Lead 8a-5p										
Ratio 1:5	Assistant 7a-1p											
Max 15 Students	Assistant 7:30a-1:30p						Assistant 12p-6p					
						Assistant 12p-6p						
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	
<b>STARFISH</b>		Lead 8a-5p										
Ratio 1:8	Assistant 7:30a-12p											
Max 16 Students						Assistant 12p-6p						
						Assistant 12p-6p						
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	
<b>DOLPHINS</b>		Lead 8a-5p										
Ratio 1:10	Assistant 7a-12p											
Max 20 Students	Assistant 7:30a-1p						Assistant 12p-6p					
						Assistant 12p-6p						
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	
<b>BELUGAS</b>		Lead 7a-4p										
Ratio 1:10	Assistant 8a-1p											
Max 20 Students	Assistant 8a-1:30p						Assistant 12p-6p			Assistant 3p-6p		
									Assistant 3p-6p			

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## New Staffing Structure

	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
<b>JELLYFISH</b>		Lead 8a-5p									
Ratio 1:4	Assistant 7a-4p										
Max 12 Students		Assistant 9a-6p									
	Floater 7a-1p										
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
<b>FROGS</b>		Lead 8a-5p									
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	Floater 7a-12p										
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
<b>TURTLES</b>		Lead 8a-5p									
Ratio 1:5	Assistant 7a-4p										
Max 15 Students		Assistant 9a-6p									
	Floater 7a-12p										
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
<b>STARFISH</b>		Lead 8a-5p									
Ratio 1:8	Assistant 9a-6p										
Max 16 Students	Floater 8a-1p										
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
<b>DOLPHINS</b>		Lead 8a-5p									
Ratio 1:10	Assistant 9a-6p										
Max 20 Students	Floater 8a-1p										
	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
<b>BELUGAS</b>		Lead 7a-4p									
Ratio 1:10	Assistant 9a-6p										
Max 20 Students	Floater 8a-1p										