

**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel  
Dr. Kim Ptak

**Date:** Monday, June 13, 2022

**Re:** Award of Professional Services Agreement for the School Health Center

### **Recommendation**

It is recommended that the Board of Education authorize the administration to work with legal counsel to negotiate and finalize a five-year Professional Services Agreement for a School Based Health Center with Advocate Aurora Healthcare at a first-year annual price not to exceed \$430,000 with annual increases based on CPI. The contract term will follow the school district's fiscal year (July 1 - June 30), and the first year will be prorated based on the actual start of services.

### **Background**

At the Monday, May 9, 2022 Board of Education meeting, the Board authorized the administration to create and solicit a request for proposal (RFP) for a professional services agreement to operate a school health center at an estimated annual cost of \$445,536. The RFP was made available to all interested parties. The school district received three inquiries for the RFP including:

- Advocate Aurora Healthcare (operating Maine Township High School District 207);
- Everside Health (operating onsite health centers for self-funded employee health plans); and
- NorthShore University Health System (operating at Evanston Township High School District 202).

The RFP specifically asked vendors to provide the following:

- An estimated annual staffing budget assuming the following FTE during the hours of 7:30 AM - 4:00 PM, 239 days a year for the following:
  - 0.2 Medical Director
  - 1.0 Advanced Nurse Practitioner
  - 1.0 Social Worker
  - 1.0 Medical Assistant
- An estimated annual budget for all other costs such as lab work, software licensing, supplies and materials, immunizations.
- Staffing and implementation plan and timeline assuming an October 1, 2022 start date.
- Health care options for students after hours and/or non-school days when the SBHC is closed.
- Options for telehealth services to be provided to students at Glenbrook North high school.
- Proposed professional services agreement.
- Liability, malpractice, workers compensation, and property insurance coverage.

On Monday, June 6, 2022, Dr. Gravel and Dr. Ptak interviewed representatives from the three prospective service providers, reviewed cost proposals, provided clarification of services, and discussed the overall

proposals. Of the prospective service providers, Advocate and NorthShore submitted budget and operational proposals. Each service provider's proposal reflected the current model implemented at their existing school health center, which included both the staffing and materials/supplies components of operating a health center. After reviewing both options, Advocate's proposal most fulfilled the school district's operational needs within the proposed budget.

Table 1 outlines the annual budget estimate submitted by the recommended service provider. The cost structure shown in Table 1 is estimated based on a mid-price range for personnel and will be trued up once actual hiring is complete. Additionally, certain non-personnel expenses such as lab work and immunizations are variable costs and will depend on actual usage.

**Table 1**  
**Budget Estimate**

Category		Advocate
Personnel (Salary, Benefits, Insurance)	Cost includes the salary and benefits of all personnel to manage and operate the clinic. Sick days and vacation days are back-filled and the cost also includes liability, malpractice, workers compensation, and property insurance.	\$348,836
Laboratory Fees	The majority of testing expected to be performed in the clinic is "point-of-care testing" which involves performing a diagnostic test outside of a laboratory that produces a rapid and reliable test result. It is expected that most tests will be rapid strep, COVID-19, and blood sugar tests.	\$39,840
Immunizations	Immunizations that are required for high school students will be available at the clinic (e.g., TDap, Td, Polio, Hepatitis B, MMR, Varicella, Meningitis, hepatitis A, HPV, meningitis B, and influenza).	\$10,000
Office Supplies	This includes the general stocking of over-the-counter medication, gloves, tongue depressors etc.	\$4,500
Software Licensing	Software licensing provides access to the Advocate medical system.	\$3,000
<b>Total</b>		<b>\$406,176</b>

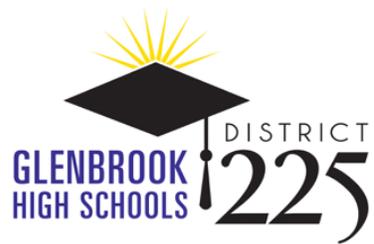
Advocate Aurora Healthcare is one of the largest providers of community health care, outreach, and education in Illinois. Addressing the health needs of our communities is a priority for the organization. All Advocate Aurora Health hospitals participate in community health needs assessments and health improvement planning within a collaborative framework guided by a belief that complex community needs are best impacted through a collective impact model. Advocate believes that a partnership with Glenbrook High School District 225 will further their overall mission of providing essential health services to the community. They are excited to support the establishment of another school health center and will leverage their prior experience establishing an operating Maine Township High School District 207's

clinic for the past 20 years, as they help us launch the Glenbrook School Health Center for students and staff.

***Timeline***

- Monday, June 13, 2022 - Board authorizes the administration to work with legal counsel to negotiate and finalize a five-year professional services agreement for Advocate Health Care to operate a school health center with Advocate Health Care at a first-year annual cost not to exceed \$430,000 inclusive of staffing and materials/supplies.
- Monday, June 27, 2022 - Professional services agreement is executed, and Advocate Health Care begins the recruitment and hiring process for staff. District and building leadership will engage in this process and be included in the recommendation of candidates.
- Monday, August 15, 2022 - All school health center personnel are hired, and begin establishing operational procedures for the school health center in partnership with school district Student Services personnel.
- Monday, October 3, 2022 - School health center begins operation.

# Historical Board of Education Memo



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel  
Dr. Kim Ptak

**Date:** Monday, May 9, 2022

**Re:** School Health Center Capital Project

## **Recommendation**

It is recommended that the Board of Education authorize the administration to:

1. Finalize the school district's application for Congressionally Directed Spending projects with the U.S. Department of Health and Human Services;
2. Develop bid specifications for the construction of a school health center at Glenbrook South High School during the summer of 2022; and
3. Prepare and distribute a request for proposal for professional services to operate the school health center at Glenbrook South High School beginning Fall, 2022.

## **Background**

Over the past two years, we have learned about the benefits of offering basic health services such as COVID-19 testing and vaccinations to our students and staff in our school facilities. Providing convenient access to students and staff before, during, and after school has contributed to keeping our school community healthy and keeping students and staff in school for in-person learning.

In addition to our COVID-related services, we have also experienced success offering health physicals and immunizations required for student attendance. However, limited resources from local community agencies result in much greater demand than capacity. Every year there are approximately 300 students who have not completed a health physical before the first day of school, and an equivalent number who have not received required immunizations. Additionally, many students experience a mid-year expiration of their athletic physical, requiring prompt action to remain eligible to participate in athletics.

As the school district prepares for the 2022-23 school year, we believe that there are considerable benefits to continuing to offer these health services to our students and staff within the district. After evaluating options to fulfill these services, we propose establishing a school health center next school year.

The health center would serve as a hub of care for all students and staff to receive basic health care services, such as:

- Required physical exams for all freshman and transfer students;
- Athletic physical exams for students participating in interscholastic athletics;
- Required immunizations;
- COVID-19 testing and vaccinations;
- General health care exams (e.g., sore throat, nausea, eye irritation); and

- Supplemental mental health services, similar to those offered by community health agencies.

With parental consent, students would be able to access the health center through:

1. A referral from the school nurse;
2. Visiting the health center during operating hours as a walk-in patient; or
3. Scheduling an appointment for services (e.g., physical, immunization, vaccination appointment).

By offering services in the school district, students and staff will be able to seek support from a nurse practitioner during the school day, without the challenge of seeking an appointment from their primary care physician, who often requires a visit during the school day. Most importantly, when a student is not feeling well, we want to make sure that they can access care that will enable them to (1) receive a diagnosis and an action plan to address their illness and (2) keep them in school or get them back to school as quickly as possible.

With summer school taking place at Glenbrook North, the school health center would be located at Glenbrook South. To support students at Glenbrook North, a shuttle bus that serves a variety of purposes during the school day will be made available so that all students can access the health center's services. Additionally, we are pursuing telehealth-based solutions to support students who are enrolled in other attendance centers (e.g., Glenbrook Off Campus, transition program). We are also pursuing the implementation of a school health center at Glenbrook North for the 2023-24 school year.

All basic health care services would be provided at no charge to students. Staff members who participate in the school district's health benefits program would have the ability to utilize their insurance benefits at the health center.

To operate the health center, the school district would enter into a professional services agreement with a local health services organization. The agreement would provide for all of the staffing, services, and supplies necessary to operate the clinic. In preparation for this agreement, we have engaged with Mr. Justin Petrarca, the school district's legal counsel, and SSCRMP, our liability consortium, to address potential liability concerns that may arise from this professional services agreement. We are confident that any liability exposure can be adequately addressed through the professional services agreement that will be created.

In developing the proposal, the finance and facilities committees met on Monday, April 18, 2022. At the two separate meetings, members of the Board of Education asked clarifying questions and offered feedback. With that feedback, the administration refined the proposal and offers the following timeline:

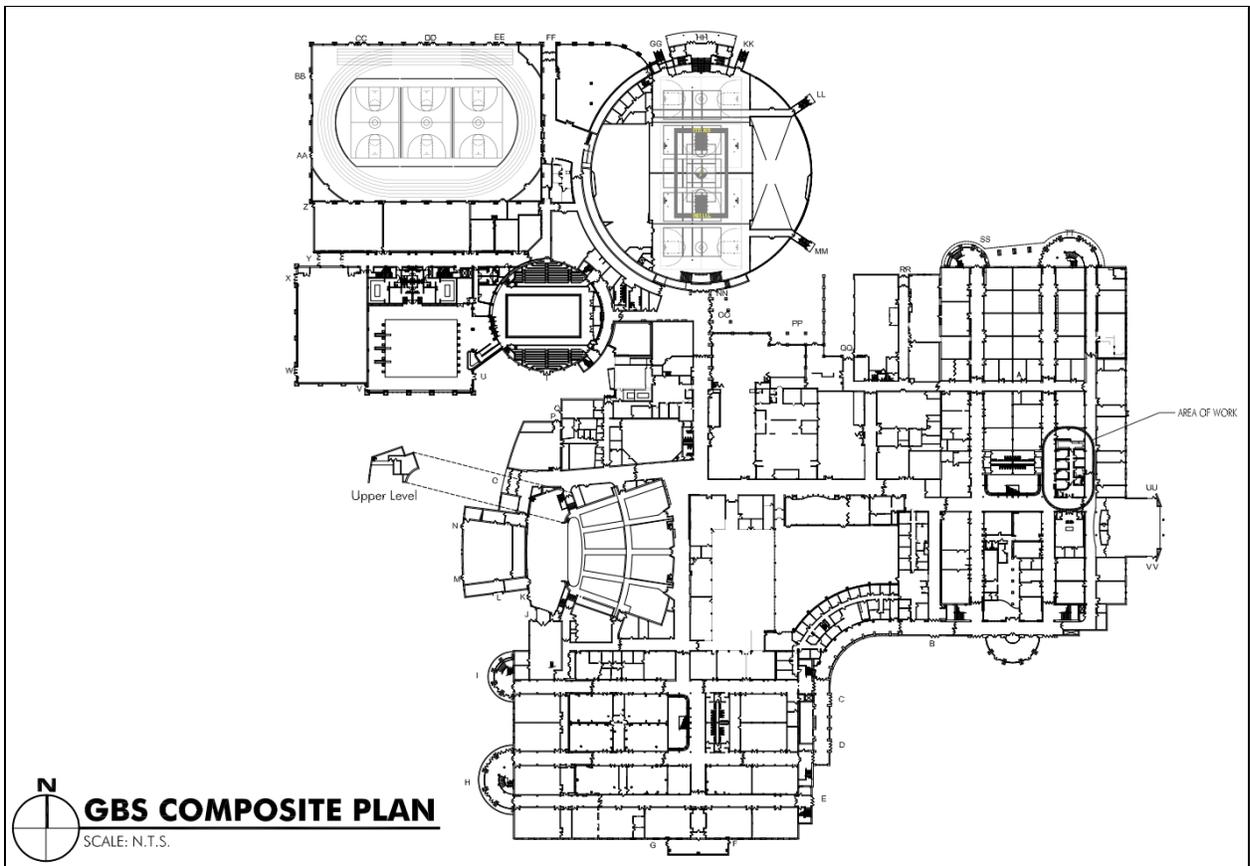
- Monday, May 9, 2022 - Presentation to the Board of Education
- Monday, May 23, 2022 - Board of Education approves School Health Center proposal
- Monday, May 24, 2022 - District releases capital projects bid specifications and professional services agreement request for proposal
- Tuesday, June 7, 2022 - Capital projects bids and professional services agreement RFP responses due to the District
- Monday, June 13, 2022 - Board of Education approves capital projects bid and professional services agreement

To offer a visual perspective of the clinic's location and structure, Figures 1 and 2 have been prepared by our architects.

**Figure 1**  
**Artistic Rendering of the School Health Center at Glenbrook South**



**Figure 2**  
**Location of the School Health Center at Glenbrook South**



This project will have two expenses:

1. A one-time cost for the construction and purchase of furnishings for the school health center space at Glenbrook South; and
2. An annual cost to pay for the operating costs of the health center.

**One-time costs**

Through the support of Congresswoman Jan Schakowsky and State Senator Laura Fine, the school district has been awarded a one-time grant for \$250,000 for facilities and equipment expenses. This funding was made possible through Congress's 2021 Community Project Funding process and was recently approved as part of the recent Omnibus spending bill. Additionally, the school district received unanticipated, unbudgeted reimbursements from FEMA for \$1.09M, for previously submitted COVID-19 expenses, which can supplement the one-time construction costs for a school-based health center.

**Table 1**  
**One-Time Costs for the School Health Center**

Trade	Items Included	Cost Estimate
General Trades	General construction, demolition.	\$165,000
Mechanical, Electrical, Plumbing	Heating and cooling, sinks, drinking water tie-in, sanitary sewer, bathrooms, fixtures, lights, fire protection.	\$240,000
Other (finishes)	Acoustical ceiling, painting, glazing, doors, casework, furniture	\$185,000
<b>Total</b>		<b>\$590,000</b>

**Ongoing costs**

Except for providing general janitorial/maintenance and technology support, the costs to District 225 of operating a health center are limited to general supplies and personnel. It is estimated that running a health center will cost between \$350,000 and \$450,000 per year. This estimate has been developed after an extensive financial review of Evanston and Maine’s health center budgets. It should also be noted that the administration intends to seek grants from the Illinois Department of Public Health, the federal government, and community-based organizations to support the operation of the health center.

**Table 2**  
**Ongoing Operational Costs for the School Health Center**

Expense Category	Cost Estimate	
Salaries and Benefits	\$438,836	
Medical Supplies and Equipment	\$3,500	
Medications and Lab Tests	\$3,200	
<b>Total</b>		<b>\$445,536</b>

**Reference Materials from Neighboring School Health Centers**

5/14/22, 1:19 PM Health Center / Physical Exam Information

 MENU

## Evanston Township High School

DISTRICT 202

Inspiring a lifelong passion for learning








Calendar Contact Us Menus Staff Directory Web Store Donate

[+ EXPAND TO VIEW POPULAR LINKS](#)

---

### Physical Exam Information

The ETHS Health Center offers physical exams as follows:

- **Physical Exams for Incoming Freshmen (Grade 8)** - The ETHS Health Center offers physical exam appointments to eighth graders who will be attending ETHS.
- **Sports Physical Exams for Students In Grades 9-12** - The ETHS Health Center offers sports physical exam appointments to current ETHS students in grades 9-12.
- **Routine Physical Exams:** Annual, Camp, Work, College, and Sports.

You can also choose to schedule your student's physical exam with your family health care provider. If you would like your student to receive services at the ETHS Health Center such as a physical exam, please call to schedule your exam. For more information or to schedule an appointment, call 847-424-7265.

**Physical Exam Fee Schedule**  
Please note – No student will be turned away because of inability to pay.

**Regular Fee\***  
Physical Exams: \$33.00  
Immunizations (each): \$7.00

**Students Qualified for Free or Reduced Rate Lunch Program**  
Physical Exams: \$12.00  
Immunizations (each): \$3.00

**Federal Vaccines for Children Program**  
Free or low cost immunizations are available to students meeting criteria for the federal Vaccines For Children program (including medically uninsured, Illinois Department of Healthcare and Family Services Health Plan recipients or American Indian or Alaska Native). Please provide the All Kids card at time of the visit.

*Please note: The ETHS Health Center does not provide routine vaccines to children with private health insurance. If your student is uninsured, contact us at 847-424-7265 to discuss your eligibility for Illinois Department of Healthcare and Family Services Health Plan.*

<https://www.eths.k12.il.us/Page/533> 1/2

5/14/22, 1:19 PM

Health Center/ Physical Exam Information

**\*A receipt will be provided at time of payment. ETHS Health Center receipts are acceptable for submitting reimbursement requests to private Insurers.**

**ETHS**

1600 Dodge Avenue  
Evanston, IL 60201

Phone: 847-424-7000

f t y i m U2E ↕ in

**LINKS**

- Contact Us
- Virtual Tour
- Employment at ETHS
- Site Map
- Web Store

**STAFF LINKS**

- Employee Access Center
- ETHS Network Password Portal
- Staff Hub
- Staff Email (Cloud Mail)

POWERED BY **schoolwires**

Terms of Use Schoolwires Privacy Policy (Updated)  
Copyright © 2012 - 2022 Schoolwires, Inc. All rights reserved.

→

5/14/22, 1:22 PM

Maine Township High School District 207 - Accessing Health Care

# ACCESSING HEALTH CARE

## STEPS FOR ACCESSING GENERAL CARE SERVICES

Parental authorization is required before a student receives most services at the School-Based Health Center

Student or parent makes an appointment with the School-Based Health Center, either by phone or in person.

Student is seen by School-Based Health Care professionals for the scheduled appointment.

Every student seen at the Maine Township High School District 207 School-Based Health Center completes a risk assessment for drugs, alcohol, sexual activity, diet, and depression. This not only allows the clinician to identify problem areas but also provides a template for counseling and treatment. With regards specifically to mental health care, the student may be referred by school staff (i.e., teachers, counselors, or social workers) or identified as benefiting from additional care by School-Based Health Center professionals after needs are identified during a general care appointment. Of course, students or parents may also initiate care by making an appointment by phone or in person.

## INSURANCE AND FEE INFORMATION

5/14/22, 1:22 PM

Maine Township High School District 207 - Accessing Health Care

Most services available at the SBHC are free to any student regardless of insurance status or the ability to pay.

There is a charge for school and sport physicals.

Students with private insurance or who are uninsured are charged \$25.00. Cash or check is accepted and payment is required at time of services. This fee can be waived or reduced for those who qualify for free/reduced lunch.

Students who have AllKids insurance through the State of Illinois will not have to pay the \$25. They are asked to bring in their AllKids medical card, and the State is then billed for their physicals. The School-Based Health Center does not bill any private insurance companies.

Immunizations are free for students who are uninsured or have AllKids insurance. These vaccines are provided through the Vaccines for Children Program (VFC) which has strict guidelines on who can receive the VFC vaccines. Due to the requirement from the State of Illinois regarding the Tdap vaccine, the School-Based Health Center has purchased this vaccine to be used on privately insured students. The fee for this vaccine is \$45 payable by cash or check. The School-Based Health Center also purchases a limited amount of flu vaccine which is offered to the privately insured student at no charge. No other vaccine is available in the School-Based Health Center for the privately insured student.

We do require that parents fill out insurance information on the consent form, but this information is only for reporting purposes.