

**MAY 22, 2017**  
**WILMETTE, IL**  
**REGULAR MEETING**

A regular meeting of the Board of Education was held on Monday, May 22, 2017 at the Mikaelian Education Center, 615 Locust Road, Wilmette, Illinois. President Mark Steen called the meeting to order at 7:00 p.m.

Members Present: Mark Steen, Jon Cesaretti (via phone), Tracy Kearney, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler

Members Absent: None

Administrators Present: Ray Lechner, Gail Buscemi, Heather Glowacki, Katie Lee, Denise Thrasher

**PLEDGE OF ALLEGIANCE**

Principal Kelly Jackson introduced Special Olympians Jimmy Harrison, Kiiri McCarthy and Katia Crawford who led the Pledge of Allegiance.

**ARTWORK**

President Steen noted Paige Lunde's seventh and eighth graders provided the artwork in the boardroom this month. Ms. Lunde's students developed a visual vocabulary using images for communication. This exhibit represents projects from seventh grade 2D Art, eighth grade Drawing and Printmaking, and eighth grade Painting. Throughout these projects, students studied techniques to engage them with their surroundings and question different viewpoints allowing them to express their own voice and ideas.

**APPROVE THE MINUTES**

Mr. Panzica moved, seconded by Mrs. Schaff, to accept the minutes of the April 25, 2017 Regular, Reorganizational, and Executive Session meetings. The minutes were approved as submitted by **General Consent**.

**PUBLIC COMMENTS**

Heather Oliver, Wilmette, spoke in support of the District expanding social emotional learning and interpersonal relationships to allow students to be successful in society and develop appropriate relationship skills and responsible decision making.

Carol Ann Enright, Wilmette, regarding iPad and Chromebook usage. She also, questioned the intervention of property tax appeals.

Beth Feeley, Wilmette, regarding the equity team initiative. She expressed concern about the materials for employee training on empathy and diversity at school and any affiliation with the Seeking Educational Equity and Diversity (SEED) organization or the Southern Poverty Law Center (SPLC).

Ann Stevens, Wilmette, in support of the education on equity and empathy at school. She noted the scenarios in which children need to find empathy transcend race, gender, and class and there are many learning moments in the school day.

## **Board Committee/Liaison Reports**

Strategy Committee – Mrs. Schaff noted the next meeting is June 5<sup>th</sup> as Committee of the Whole.

Facility Development and School Finance Committees – President Steen noted a Committee of the Whole meeting was held on May 15<sup>th</sup>. Elizabeth Hennessy from William & Blair reviewed finances, bond debt, and refunding existing bonds to generate savings. A Health Life Safety Survey update from Colby Lewis from STR Architects included a Health Life Safety Survey update in preparation for a new life safety plan. The committees also discussed Fiscal Year 2018 District 39 and Wilmette Community Special Education Agreement (WCSEA) Tentative Budgets. The members reviewed the budget resolutions, Capital Project resolution, and interfund loan and permanent interfund transfer for planned construction costs. Mr. DeMonte presented a phone replacement plan. The committee also reviewed upcoming meeting dates, property tax intervention update, and the Illinois prevailing wages. Mr. Steen noted the next Committee of the Whole meeting is June 5<sup>th</sup>.

Insurance Advisory Committee – Ms. Schneider-Fabes stated the committee met on May 1<sup>st</sup>. They discussed a variety of insurance topics. The majority of the conversation was about joining the Cooperative 90's health plan. The committee was highly supportive of the membership noting increased health options for employees and the reduced costs for the District.

Community Review Committee – Mr. Panzica reported the committee is finalizing their report for presentation at the next Board meeting. The next meeting is June 5<sup>th</sup>.

WCSEA – Mrs. Sternweiler stated the committee met today. The committee set up meeting dates for the 2017-2018 school year. The committee approved the tentative budget for 2017-18 school year which would be voted on in the Consent Agenda. The next meeting is in November.

Parent Teacher Behavior Advisory Committee – Ms. Schneider-Fabes stated the committee held its initial meeting on May 2<sup>nd</sup>. The committee reviewed and accepted its policies. The next meeting will be next fall.

## **Board Agenda Items**

### **Legislative Update**

Mrs. Kearney stated the legislature comes to a close May 31<sup>st</sup>. Representatives discussed moving forward on comprehensive State budget and components of Grand Bargain were resurrected. Negotiations continue on advance versions of evidence based funding model, funding reform bills, and mandate relief. Senate Bill 16 regarding pension reform passed out of the Senate.

## **INFORMATION ITEMS**

### **A. Written Communication**

The Board received many written communications supporting the Culture of Empathy Initiative; Stephanie and Rajeev Khanna, Sarah Chandraraj, Jill Antolini, Hiranda Donoghue, Chip Hinshaw, Kate Rivera, Suning, Matt Krupski, Laura Smith, Ling-Jenny Zhang and Sheetal Shah. The Board also received two written communications from Emily Downs requesting additional information regarding racial incidents, religion and gender identity, social emotional learning curriculum, and the National SEED Project.

## **B. Administrative Announcements**

Dr. Lechner introduced Kelly Jackson to announce the groups of students to be recognized. Mr. Jeff Yasumoto introduced State Chess champions from Romona, Highcrest, and Wilmette Junior High schools. Mr. Huyhn introduced Science Olympiad winners. Mrs. Jackson and

Ms. Erin Schwarz introduced DAR award winners, Village of Wilmette's Black History Summary winners, and Letters about Literature Summary.

Dr. Lechner introduced Demetra (Dana) Nasiakos as the new Assistant Principal for Central School. Mrs. Nasiakos has a background in both elementary and middle school teaching, along with various leadership roles in both the Glenview and Northbrook where she taught for over 15 years. She obtained her Bachelor of Arts in Elementary Education from the University of Illinois, Master of Education in Language, Literacy, and Specialized Instruction from DePaul University. She also received her Master of Arts in Educational Leadership from Northeastern Illinois University.

Dr. Lechner stated due to comments made at the last Board meeting he wanted to make an announcement to clarify how property tax appeals are addressed by the District. He noted the local governments joined into an intergovernmental board that includes all impacted school districts, park district, and village to intervene in property tax appeals of \$100,000 or more.

Dr. Lechner stated at the April Board meeting several community members spoke about the District's focus on Empathy. He stated the District established a strategic goal last fall titled School Climate: Creating a Culture of Empathy. The goal addressed reports of bullying, racial and religious tension, and inappropriate use of social media. Dr. Lechner noted being proactive in the areas of empathy, diversity, and inclusiveness fosters an empathetic climate in the classroom that leads to positive classroom culture, stronger community and higher levels of academic and social success for students.

Mrs. Kearney adamantly expressed her opposition in intervening in property tax appeals.

Dr. Lechner announced the Board would be approving Laura Nieder, Matthew Pietrafetta and Anne Sullivan as the Community Review Committee's (CRC) Members-at-Large for the next school year.

### *FOIA*

The District received three FOIA this month: Gabriella Lauricella of SmartProcure requesting all purchase records from January 18, 2017 to the present: Dan Fogel requesting all correspondence private or official (via mail, email, fax, text, messenger, or IM service) received by District 39 employees and Board members regarding the intervention in property tax appeals on or after April 25, 2017: James Bachman of Illinois Retired Teachers Association (IRTA) for names, district email addresses for retiring educators and district email addresses for all district employees.

## **C. Strategic Plan Updates**

### **1. Community Review Committee (CRC) Audit Report**

Dr. Lechner introduced CRC President, Erin Stone. She thanked the audit subcommittee, Mimi Rodman, Joe DiCamillo, Katie Lee, and Matthew Pietrafetta for their hard work on the report. She noted the Audit Report would be presented tonight and School Climate would be presented in June.

Matthew Pietrafetta presented the audit report. He stated they began with a review of last year's report on reflection of research, best practices, and qualities of a sound CRC report. The group took a historical perspective and looked at the past 130 CRC reports and chose three that represented a diverse and variable sampling. The reports ranged from 27 – 97 pages with 5-90 recommendations.

Mr. Pietrafetta said they then highlighted timelines, and created templates and tools to create a more productive and efficient report. The subcommittee refined its purpose statement noting the CRC would periodically conduct an audit of past reports to assess implementation of recommendations. The committee then "road tested" the new report template, workflow, and audit process using the 2012-2013 Review of Technology and Learning Environments report. They then produced a reporting lifecycle and rubric to narrow the work product to limit page length and variability and make recommendations in a more finite and effective manner.

Mrs. Kearney requested clarification of improvement on measures or recommendations. Board members thanked the subcommittee for their efforts and appreciated the tools for creating more concise reports.

## 2. Review of the 2016-2017 District 39 Strategic Plan: Annual Business

Ms. Lee reported on the status of each goal and/or outcomes as of mid-May, for English language arts curriculum, world language curriculum, progress reporting/report card review, Kindergarten Individual Development Survey (KIDS) Implementation, library media technology curriculum review, summer writing project, technology infrastructure, grade 5 1:1 learning program roll out, grade 5 teaching endorsements, and teacher evaluation. She then provided a summary update and any applicable next steps

Board members' questions included the option for students to handwrite lessons in class; the effectiveness of the KIDS survey; recognizing the 5-8 campus as Apple distinguished schools; use of the reading assessment as part of student growth for teacher evaluations; KIDS assessment replacing another formal assessment; comments portion still intact on report cards.

Mrs. Sternweiler made a suggestion for the world language fourth grade articulation presentation regarding Individualized Education Program (IEP) students.

## **D. Annual Business**

### 1. Health Insurance Renewal

Dr. Lechner noted on Tuesday, May 16<sup>th</sup>, the District received news that Cooperative 90's invited the District to participate in the health insurance benefits cooperative. As discussed and reviewed through the Insurance Advisory Committee, it is expected that the District and most employees will realize savings on premium costs. Overall, Cooperative 90's offers more insurance options, better benefits at competitive prices.

Dr. Glowacki reviewed the Blue Cross Blue Shield (BCBS) plans offered in the District. Catherine Loney of GCG Financial, the District's benefits consultant, suggested participating in the Cooperative 90's. Being part of the cooperative offers more stability in premium increases due to larger populations. Since 2013, Cooperative 90's has experienced a premium rate increase from 0% – 2 %. In District 39 over the last nine years insurance premiums have fluctuated ranging from -4.5% to over 21%. Cooperative 90's has invited the District to join the coop beginning September 1<sup>st</sup>. The coop offers BCBS HMO and PPO with the same or better benefits. Dr. Glowacki reviewed the plans offered. She stated the Board of Education pays

premium costs between 70-90% depending on type of insurance chosen. She reviewed the District's net savings for each type of coverage using the District's current plan versus the Cooperative 90's. She then reviewed the cost savings for the District.

Dr. Glowacki noted that membership to the Cooperative 90's Health plan requires language changes to Wilmette Education Association and Support Staff Union contracts. Two letters of agreement are part of the consent agenda to be approved following approval of membership to the coop.

Board members questioned how the coop is run and if the District would have a seat at the Cooperative Board table; what percentage of participation the District would be in the cooperative. Board comments included the proportional and refundable cost for membership and having an option where both staff and District benefit.

Mr. Steen thanked administrators and employees support for the cooperative. He asked that the administration look at numbers in one year to capture the true savings and determine estimates for the future.

## 2. Phone System Replacement

Dr. Lechner stated the District's aging phone system is in need of replacement. The administration vetted phone systems and recommended CCC Technologies be approved for the project.

Mr. DeMonte reviewed the process of selecting different types of phone systems and the companies that support them. He noted the work would begin this summer and be completed before school starts.

## 3. Illinois Prevailing Wages

Dr. Lechner announced the Illinois Department of Labor establishes the prevailing rate of wages. Each public body is required to adopt, publicly post, and attach to all construction contract specifications, a copy of the prevailing wages. New Trier High School coordinates this process with the township by publishing in a local newspaper for the whole township, the Department of Labor, and the Secretary of State.

Mrs. Kearney questioned the requirement of adopting the prevailing wages.

## 4. Fiscal Year 2018 District 39 Tentative Budget

Dr. Lechner stated in accordance with Truth in Taxation Statues it is necessary for the Board to consider the adoption of a tentative budget.

Mrs. Buscemi noted the law requires the Board of Education to approve a tentative budget for public display at least 30 days prior to adopting a final budget and also requires a public budget hearing to be held prior to final adoption. She stated adopting the tentative budget this evening will allow ample time to display the budget and announce an August public hearing, as more than thirty days separate the regular May and August board meetings. Notice of the public hearing will be published on May 25<sup>th</sup>. Operating Funds budgeted revenues are \$72,066,602 and budgeted expenditures are \$75,319,882. The budgeted year-end fund balance reflects \$32,345,094 or 50.9% of annual expenditures in fund reserve.

Mr. Cesaretti asked historically why the fund balance is \$35-\$36M. Mrs. Buscemi stated Board policy states the District maintain a fund balance of 30%. ISBE requires a 25% fund balance due to the District's financial profile. She added along with conservative spending, the District keeps reserves level in order to budget for a possible State financial crisis.

Mrs. Kearney asked if the five-year projections were still on track. She added having those reserves allows the District to borrow at the best rates. Mrs. Kearney also asked with anticipation of the fund balance slightly decreasing in 2022, would that be the earliest time to expect another referendum.

#### 5. Fiscal Year 2018 WCSEA Tentative Budget

Dr. Lechner stated District 39 continues to serve as the fiscal agent on behalf of the coop that includes District 39 and Avoca School District 37. The Illinois State Board of Education Funding and Disbursement Services Division requires WCSEA to keep separate accounting records and to follow the same Illinois State budget guidelines that are required of District 39 and all other Illinois school districts. Mrs. Buscemi presented the flow through account details and budget development calendar.

Mrs. Schaff commented that while the District's five-year projections are on track, the fund balance is always fluctuating and doesn't necessarily mean the District will have to go to a referendum in 2022.

Mrs. Kearney asked what would happen if a referendum doesn't pass. Dr. Lechner stated budget cuts would be implemented.

#### 6. Budget Resolutions

Dr. Lechner explained the three resolutions to be approved support the funding of approved construction projects.

##### a. Fiscal Year 2018 Transfer Funds from the Operations and Maintenance (O&M) Fund to the Capital Projects Fund

Mrs. Buscemi noted Board approval of this transfer would allow authorization for the District to do accounting transfers from O&M fund to the Capital Projects fund. This action will remove the expenditure spikes in the O&M fund due to one-time construction projects for a more accurate reflection of expenditures in this fund.

##### b. Fiscal Year 2018 Interfund Loan from the Educational Fund to the Operations and Maintenance Fund

Mrs. Buscemi explained this short-term interfund loan from the Educational Fund to the O&M Fund is necessary to permit timely payments for construction related expenses at Wilmette Junior High, Romona and McKenzie Schools. The District receives tax levy receipts twice a year, in July and March. The construction started in June and will be substantially complete by the end of August. The short-term loan is necessary to maintain adequate cash flow and fund balances and will be repaid in Fiscal Year 2018.

##### c. Fiscal Year 2018 Permanent Transfer of Funds from the Educational Fund to the Operations and Maintenance Fund

Mrs. Buscemi stated as reflected in the Tentative Annual Budget for Fiscal Year 2018, District 39 plans to permanently transfer \$500,000 from the Education Fund to the O&M Fund to help fund approved construction projects. Pursuant to Section 17-2A of the School Code, the School District by resolution may authorize the Treasurer to make permanent interfund transfers. In keeping with the District's due diligence policy, a Public

Hearing will be held and notice of such hearing will be published in the newspaper prior to the public hearing.

President Steen noted all of these reports were discussed multiple times in School Finance committee.

#### **E. Board Policy Review**

1. Second and Final Reading of Revised Board of Education Policies 7:60, 7:305, 7:310, 7:325, 7:340; New Policies 7:300 and 8:20; Delete Policies 2:115

Dr. Lechner stated the Board questions raised at last month's meeting were reviewed by legal counsel. Revisions were made according to counsel recommendations. He noted Policy 7:340 is still under review and would be presented in June for second read.

#### **PUBLIC COMMENTS**

Julie Chow, Wilmette, commented about having a clear curriculum for the empathy and equity initiative.

Jasmina Hauser, Wilmette, spoke about her child's bullying experience and felt the school climate initiative may be considered an over-reaction. She also commented on the District not participating in property tax appeals.

Jennifer Manning, Wilmette, supportive of making empathy a regular part of teaching and agreed the results build positivity and strength in the community and contributes to academic success. She also felt the District shouldn't require parent approval for source materials.

#### **ACTION ITEMS**

##### **Consent Agenda**

Mrs. Kearney requested the Illinois Prevailing Wages be pulled from the Consent Agenda.

Mr. Panzica moved, seconded by Mrs. Schaff, to approve the personnel report dated May 22, 2017, which included licensed resignation of **Monique Gostine**, effective June 9, 2017; **Alex Leventhal**, effective June 9, 2017; **Andrew Wallace**, effective June 9, 2017; educational support personnel resignation of **Erin Kelp**, effective June 9, 2017; **Mirna Imseih**, effective June 9, 2017; educational support personnel retirement of **Holly Goldin**, effective June 30, 2019; certified leave of absence of **Danielle Kalb**, for the 2017-18 school year; denial of educational support personnel leave of absence request for **Margaret Donner**, from January 8, 2018 to June 15, 2018; to approve the new administrators contract; adopt the FY18 Tentative Budget as contained in the report dated May 22, 2017 for immediate public display; and further, approve the publication of notice of a Public Hearing on the Tentative Budget to be held at 7:00 p.m. prior to commencing the regularly scheduled Board of Education meeting on Monday, August 28, 2017; adopt the Wilmette Community Special Education Agreement FY18 Tentative Budget as contained in the report dated May 22, 2017 for immediate public display; and further, approve the announcement of a public hearing on the tentative budget to be held at 7:00 p.m. prior to commencing the regularly scheduled Board of Education meeting on Monday, August 28, 2017; approve the resolutions dated May 22, 2017 authorizing accounting transfers from the Operations and Maintenance Fund to the Capital Projects Fund; and, approve the attached resolution authorizing an interfund loan from the Educational Fund to the Operations and Maintenance Fund; and approve a hearing to discuss a permanent interfund transfer from the Educational Fund to the Operations and Maintenance Fund; and further, approve the publication of notice of a public hearing on the permanent interfund transfer to be held at 7:00 p.m. prior to commencing the regularly scheduled Board of Education meeting on Monday, August 28, 2017; approve contract with CCC Technologies for a phone system replacement in the amount of \$258,879.31; to execute the Cooperative 90's Health Plan

Agreement: approve the Wilmette Education Association (WEA) Letter of Agreement dated May 22, 2017 for insurance benefit contract language as a result of the District joining Cooperative 90's: approve the Support Staff Union (SSU) Letter of Agreement dated May 22, 2017 for insurance benefit contract language as a result of the District joining Cooperative 90's: approve Laura Nieder, Matthew Pietrafetta and Anne Sullivan to serve as a members-at-large on the Community Review Committee (CRC): approve as second and final reading of revised Board of Education Policies 7:60 Residency renamed Residence; 7:305 Student Athlete Concussions and Head Injuries; 7:310 Restrictions on Publications; 7:325 Student Fundraising Activities; New Policies 7:300 Extracurricular Athletics and 8:20 Community Use of School Facilities; Delete Policies 2:115 Duties of the President and Vice President and 2:116 Duties of the Secretary of the Board: to approve the accounts payable for bills listed between April 26, 2017 – May 22, 2017 in the following amounts: Educational Fund \$331,278.06; O & M Fund \$204,784.00; Debt Service Fund \$77,307.50; Transportation Fund \$156,692.63; Capital Projects Fund \$73,877.13; Tort Fund \$1,242.00; total all funds: \$845,181.32: to approve the manual checks issued between April 26, 2017 – May 22, 2017 in the following amounts: Educational Fund \$455,826.84; O&M Fund \$33,304.15; Transportation Fund \$5,016.69; total all funds: \$494,147.68.

On a roll call vote on the motion, voting “yea” – Jon Cesaretti, Tracy Kearney, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler, and Mark Steen; voting “nay” – none; absent –none:  
**Motions Carried.**

Mr. Panzica moved, seconded by Mrs. Schaff, to adopt the resolution dated May 22, 2017 authorizing the adoption of the prevailing rate of wages for the State of Illinois effective May 22, 2017.

On a roll call vote on the motion, voting “yea” – Jon Cesaretti, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler, and Mark Steen; voting “nay” – Tracy Kearney; absent –none:  
**Motion Carried.**

## **CONFERENCE ITEMS**

### **Old Business**

None

### **New Business**

None

### **Good and Welfare**

Mrs. Schaff noted the annual Reflections event was held last week honoring five, fifteen, and twenty-five year employee anniversaries and retirees. She noted it's a joyful event and a wonderful way to celebrate staff.

Mr. Panzica moved, seconded by Mrs. Schaff, to adjourn to executive session to discuss specific personnel.

On a roll call vote on the motion, voting “yea” – Jon Cesaretti, Tracy Kearney, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler, and Mark Steen; voting “nay” – none; absent –none:  
**Motion Carried.** The meeting adjourned to executive session at 9:39 p.m.

Being no further business, Mrs. Schneider-Fabes moved, seconded by Mrs. Sternweiler to adjourn the regular meeting of the Board of Education. The regular meeting adjourned at 10:15 p.m. by **General Consent.**

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President

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Secretary