

**OCTOBER 22, 2018**  
**WILMETTE, IL**  
**REGULAR MEETING**

A regular meeting of the Board of Education was held on Monday, October 22, 2018 at the Mikaelian Education Center, 615 Locust Road, Wilmette, Illinois. President Mark Steen called the meeting to order at 5:00 p.m.

Members Present: Mark Steen, Jon Cesaretti, Tracy Kearney, Frank Panzica (5:03 p.m.),  
 Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler (5:04 p.m.)

Members Absent: None

Administrators Present: Ray Lechner, Ellen Crispino, Romy DeCristofaro, Heather Glowacki,  
 Katie Lee

**CALL TO ORDER**

President Mark Steen called the meeting to order at 5:00 p.m.

Mrs. Schaff moved, seconded by Mr. Cesaretti to adjourn to executive session to discuss collective bargaining and specific personnel.

At 6:53 p.m. Mr. Panzica moved, seconded by Mr. Cesaretti, to adjourn to the regular Board of Education meeting.

**CALL TO ORDER**

President Steen resumed the regular meeting at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

Principal Becky Littmann introduced two third grade teachers, Anthony Haduch and Lindsay Shea, who piloted flexible furniture in their classrooms. Mr. Haduch and Ms. Shea noted the new environment promotes self-regulation for students and offers flexible spaces. They then presented third grade students who each spoke about why they liked having optional seating choices and workspaces to meet their learning needs. The students then lead the Pledge of Allegiance.

**ARTWORK**

Mr. Steen stated Emilie Stevenson's Romona students learned the art of quilting by studying contemporary quilter and designer Corinne Sovey. He noted Sovey's quilts are filled with geometric shapes, vivid colors, and high contrast combinations of pattern and color. Romona students created their own unique quilt square. Fourth graders worked together assembling the squares to form this large collaborative collage. Each square represents an individual student but they fit so well together, just like the Romona community.

**APPROVE THE MINUTES**

Mr. Panzica moved, seconded by Mrs. Schaff, to accept the minutes of the September 24, 2018 Board of Education Meeting and September 24, 2018 and October 15, 2018 Executive Session meetings. The minutes were approved as submitted by **General Consent**.

## **ANNOUNCEMENT**

Mr. Steen reminded everyone that this is a public meeting and all are among neighbors and fellow residents. He stated appropriate conduct is expected from everyone. He asked that people speak only when called upon, that everyone treat each other kindly and with proper respect, and refrain from distracting behaviors such as such as loud conversations, cheering, clapping, or booing.

## **PUBLIC COMMENTS**

None

## **BOARD COMMITTEE REPORTS**

School Finance – Mr. Panzica reported the committee met on October 15<sup>th</sup> as part of Committee of the Whole. He noted the committee discussed in great detail fund balance reserves necessary to avoid financial risk. He reported the two types of risk were uneven revenue payments affecting cash flow and external risks such as potential new laws or legal issues. He reported the study of cash flow showed a necessity for a higher reserve guideline. He stated the committee continues to evaluate what a more appropriate low-end guideline would be and would evaluate a new concept for the district: establish an upper guideline for reserves, after which analysis and/or action to reduce reserves must be considered. The discussion on lower and upper guidelines would continue at the next meeting. Additional topics addressed included the 2018 tentative tax levy, long term financial projections assumptions, and the funding timeline for required projects such as roof replacement and phases of construction for kindergarten enrichment.

Facility Development – Mrs. Schaff reported the committee met on October 15<sup>th</sup>. They discussed Highcrest Phase II construction which includes a Learning Commons and renovation of special education classrooms. The committee reviewed refined designs for interior spaces and the integration of a courtyard and garden. She noted the Ad Hoc garden committee met to advise on the outdoor classroom redesign. The committee reviewed budget estimates and construction designs for Kindergarten enrichment classrooms at Harper and Central. They also discussed large space air conditioning. The committee authorized funding for a study to better understand current air conditioning systems and how much it would cost to air condition more large space areas in schools. The next meeting is November 5<sup>th</sup>.

Community Review Committee – Mrs. Sternweiler stated the committee met October 1<sup>st</sup>. She stated the CRC is developing an approach to reviewing what 1:1 learning is for students in grades K-4. They've established two subcommittees; one to review current practices in District and the second to review instructional approaches in other districts. She stated the next meeting is on November 5<sup>th</sup> and would host a presenter from Leap Innovation to present instructional approaches to personalized learning.

Educational Foundation – Mrs. Schneider-Fabes stated the Foundation met on October 17<sup>th</sup>. She reported the Taste of Wilmette event yielded \$250. Other Foundation events: Science Olympiad registration opens October 24<sup>th</sup> at 9:00 a.m.; Gripp grant deadline is October 26<sup>th</sup>; Fashion show will be held November 7<sup>th</sup> from 7:00-9:30; Bingo night is March 1<sup>st</sup>; and Trivia night is February 2<sup>nd</sup>. Mrs. Fabes reported the Foundation is expanding ways to donate such as allowing for corporate matching. Other events are a "Giving Tuesday" promotion to be held the Tuesday after Thanksgiving and possibly a Fine Arts photography challenge.

## **Board Agenda Items**

### **Legislative Update**

Mrs. Kearney stated the focus has been on a push to override the Governor's veto of Senate Bill 2892 which mandates a minimum teacher salary of \$40,000. She noted this would affect over two-thirds of Illinois school districts.

**Superintendent Search Update** – Mrs. Schneider-Fabes introduced Gary Zabilka and Harry Rossi of SCHOOL EXEC CONNECT, the search firm hired to search for a new superintendent. They presented results from online surveys and focus groups to create a superintendent profile to guide the candidate selection process. They stated the next steps are to screen and recommend candidates for the Board to interview in November and select finalists for the stakeholder committee to interview. The Board will select the final candidate and announce the new superintendent around or after winter break.

Mrs. Schneider-Fabes explained a Stakeholder Committee would be formed of eleven members: two from the Wilmette Education Association (WEA), two from Support Staff Union (SSU), three administrators, two parents, and two community members. Mrs. Schneider-Fabes said there were two current options for selecting the two parents and two community members. The first is to send an all call to the community and parents to offer themselves to be on the committee and draw names randomly. The second option is to have the Board submit recommendations to Dr. Lechner and have him compile a list from which the Board would review and choose committee members. The Board discussed at great length how to appoint parent and community members.

Mr. Steen requested a motion to decide on how to choose parent and community members.

Mrs. Kearney moved, seconded by Mr. Panzica, to invite any interested District 39 community members and parents to submit their names via email to the Board and randomly draw names at a public meeting.

Mr. Steen requested a voice vote: in favor - Tracy Kearney; against - Jon Cesaretti, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler, Mark Steen. **Motion Failed.**

Mrs. Schneider-Fabes moved, seconded by Mr. Panzica, to request Board members submit nominees and allow parents and community members to self-nominate by emailing Board members. The Board would then review the list of nominees and come to a consensus on candidates for the stakeholders committee. If no consensus is reached, the Board would discuss nominees at a public meeting.

Discussion ensued and some members were not comfortable openly discussing nominees at a public meeting. Mrs. Schaff noted the district would require a communication plan to reach out to the greater Wilmette community.

Mr. Steen requested a voice vote: in favor - none; against - Jon Cesaretti, Tracy Kearney, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler, Mark Steen. **Motion Failed.**

Mrs. Schaff attempted a motion and then revised it. Mrs. Schaff moved, seconded by Mr. Panzica, to select the four open stakeholder committee positions by having Board members submit recommendations to Dr. Lechner and advertise to the Wilmette community for interested parties to submit their names for consideration. The Board would then review nominees and make recommendations to Dr. Lechner for the four open positions on the superintendent selection committee.

Mrs. Kearney requested to redact the names she previously suggested if this motion passed.

Mr. Steen requested a voice vote: in favor - Jon Cesaretti, Frank Panzica, Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler, Mark Steen; against - Tracy Kearney. **Motion Passed.**

## **INFORMATION ITEMS**

### **A. Written Communication**

The Board received written communication from Scott Dawson, Wilmette, regarding safety and security in schools; a reissued written communication from Karen Glennemeier originally sent June 13, 2018 regarding the Highcrest outdoor classroom; Amanda Nugent regarding the Highcrest outdoor classroom.

### **B. Administrative Announcements**

Dr. Lechner stated October is National Principals' Month honoring the essential role of principals in creating quality schools. He said, "we cannot thank our principals enough for their passion, commitment, vision and leadership to our schools. Not to mention the countless hats they wear each and every day."

Dr. Lechner stated the District received a FOIA from Dave Sylvester, marketing representative for Sheet Metal Workers' LU73, requesting information for new construction, renovation and/or maintenance work planned for any District buildings including various scopes and current contracts awarded, with names and contact information for contractors/subcontractors.

### **Strategic Plan Updates**

#### 1. 2018-2019 Superintendent/District Goals

Dr. Lechner stated this action item outlines the superintendent goals to support district initiatives. The superintendent's contract/goals require Board approval. The goals reflect the strategic plan initiatives.

### **D. Annual Business**

#### 1. Review the Tax Year 2018 Estimate of Levy and Approve the Public Hearing

Dr. Lechner stated the estimated Levy for 2018 represents a total increase of 2.1% for CPI plus New Property Growth. He reported the significant uptick for new construction in Wilmette, as there are 45 brand new homes under construction, which would also bring new students to the District.

Mrs. Crispino reviewed the levy calendar and process. She stated the 2018 levy estimate is the amount requested by a governmental entity to be raised from property taxes. The amount of levy requested is not amount the District receives. She noted the estimates are based on unknown variables. She explained the County Clerk determines the Equalized Assessed Value (EAV) and is not available at this time. She noted the District is estimating no increase in EAV for the 2018 estimate of levy. The next variable, she noted, was Consumer Price Index (CPI). She stated the December 2017 CPI of 2.1% was used for the 2018 estimate of levy. Under the Property Tax Extension Limitation Law (PTELL) the base levy increase cannot exceed the lesser of prior year CPI or 5% + new property growth. The purpose is to limit revenue growth from property tax to the rate of inflation plus allowance for new property. Increasing the levy by CPI allows for ongoing inflationary costs. New property growth has not been released. Mrs. Crispino explained new property growth estimates were made using a twelve-year historical average plus \$4M for Mather Place, plus another projected \$17.7M in new property. She summarized the estimate for total new property at \$37.3M though the actual assessed value for new property would be received next spring.

Mrs. Crispino stated the EAV, CPI, and new property growth are all combined to create the Limiting Rate Calculation, which is estimated at 2.8602%. She reviewed the new property growth effect on the levy. The amount of the levy request is \$54.1M in capped funds. The Bond & Interest levy amount is \$1,498K for a total aggregate levy request of \$55.6M.

Mrs. Crispino reported that a public hearing is required by law when the levy request is above the 5% prior years extension. District 39 is not required to hold a public hearing, but has historically done so for transparency purposes. The hearing will be held in December prior to the regular Board of Education meeting.

Mrs. Kearney had several questions. She asked for the definition of “new construction” and if it included large improvements/additions. She noted the expectation of the levy for 2017 came in higher than anticipated and operating revenue also came in \$1.1M higher as a result of catch up on state payments and evidence-based funding. She also noted the final 2017 budget was balanced as Operating Expenditures were under budget by \$2.8M. She also referred to declining enrollments and noted the expense review had not been completed. She requested the expense review be a priority. She stated her intention to pull the levy from the Consent Agenda and vote against the 2018 levy extension.

Mr. Steen stated that the expense review began last December and agreed hadn’t been completed. He noted the Board felt the review wasn’t achieving expectations and the Board decided to get outside consultation, which has yet to be accomplished.

Mr. Ceseretti noted while he shared concern about levy increases, he felt the levy process should continue following District tradition. He looked forward to exploring upper boundaries for reserves and deal with the levy from a reserve perspective.

## 2. Fall Housing Report

Dr. Lechner stated each year, District 39 conducts a Fall Housing report that captures the number of students attending District 39’s schools.

Dr. DeCristofaro stated there are 3,549 students as of September 30<sup>th</sup> attending one of the six District 39 schools. She noted comparing enrollment to fall of 2017, there are slight decreases in kindergarten, second, and sixth grades, while first, fourth, fifth, and seventh grade classes had increases. She added that third and eighth grade classes remained stable and the largest classes are in seventh and eighth grades.

Dr. DeCristofare reported Fall Enrollment examines the number of students the District has a responsibility to educate. District 39’s fall enrollment number is 3,588 students. She noted both housing and enrollment numbers are useful for projections, planning, and analyzing trends.

Board discussion included watching the enrollment numbers for seventh and eighth grades, how many new students to expect with 45 new construction homes, and other trends to consider.

## 3. Select Student Fees

Dr. Lechner reported a handful of student fees require early approval, as parents need information to make decisions about summer programs. He stated summer programs are to be fiscally self-sustaining. He noted as presented last month, the 2018 Summer Enrichment Program fees continue to cover expenses, therefore, there is no recommended change in fees.

Dr. Lechner stated Connecting Kids preschool tuition is reviewed annually as well. This fee review compares charges made by other local preschools, private and public. He noted the District continues to remain competitively low. Therefore, there are no recommended fee changes this year.

#### 4. 2018 Fall Assessment Report

Dr. Lechner stated the 2018 Fall Assessment report is an executive summary of Northwest Evaluation Association's Measure of Academic Progress (known as MAP) and the State of Illinois PARCC assessment results from spring of 2018. He noted District 39 students continue to outperform the State average percentage of students meeting or exceeding expectations on the PARCC assessment.

Ms. Lee stated the 2018 Fall Assessment report is an annual executive summary of Northwest Evaluation Association's Measure of Academic Progress (MAP Growth) and PARCC assessment results from spring of 2018. The presentation included achievement results from MAP Growth and PARCC. In addition, she shared an "Achievement Status and Growth Summary" which applied a student growth percentile model to display students according to four achievement and growth rankings:

- high achievement/high growth
- high achievement/low growth
- low achievement/high growth
- low achievement/low growth

Mr. Panzica asked about future assessments, longitudinal studies, more separation of categories for high performing students, and a more aggressive target for the student growth component. Mrs. Schneider-Fabes agreed with the higher target for student growth and asked how students who scored 1, 2, 3 on PARCC are addressed and if parents are contacted. Mrs. Kearney noted past reports compared year to year District scores and township assessment comparisons, rather than a comparison to State scores. Mr. Cesaretti asked about the drop in percentage total for meets/exceeds in math from 72% in 5<sup>th</sup> grade to 52% in 6<sup>th</sup> grade and working way up.

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

5. First Reading of Board of Education Policies 2:240, 3:30, 3:100, 3:110, 3:120, 3:130, 4:05, 4:07, 4:10, 4:15 and 4:16

Dr. Glowacki stated the remaining section 3 policies were reviewed. Most of the policies were recommended for deletion as required content of these policies is stated in other board policies. Policy 3:30 is the District Organizational Chart, which was reviewed in great detail to accurately reflect current structures and responsibilities. The first five policies in section 4 have been reviewed as well. The remaining, planned policy review will focus on section 4 policies.

### **PUBLIC COMMENTS**

None

### **ACTION ITEMS**

#### **A. Consent Agenda**

Mrs. Kearney pulled Item XII.A.2., Review the Tax Year 2018 Estimate of Levy as per "Exhibit A" dated October 22, 2018 and approve a *Public Hearing on the Proposed Levy* scheduled to immediately precede the regular December 17<sup>th</sup> meeting of the Board of Education.

Mr. Panzica moved, seconded by Mrs. Schaff, to approve the personnel report dated October 22, 2018 which included educational support personnel full-time employment of **Karmen Athanasakos**, effective September 25, 2018; **Katherine Black**, effective September 26, 2018; **Connor Godfrey**, effective October 9, 2018; **Kathy Tsang**, effective October 22, 2018; **Edwin Zamora**, effective October 5, 2018; temporary employment of **Debra Cooper**, effective October 15, 2018; **Maria Garces**, effective October 9, 2018; **Kelly Isom**, effective October 10, 2018; **Vivian Zapata**, effective October 2, 2018; educational support personnel resignation of **Michelle Harris**, effective October 12, 2018; **Arbella Jando**, effective October 8, 2018; **Panagiota Radaios**, effective October 26, 2018; **Hope Rambo**, effective October 15, 2018; licensed retirement of **Colleen Rosen**, effective the end of the 2023-2024 school year: approve the 2018-2019 Superintendent/District Goals: approve the student fees schedule dated October 22, 2018: approve as First Reading of Board of Education Policy 2:240 *Board of Education Policy Development*; 3:30 *Organizational Chart*; 3:100 *Councils, Cabinets and Committees*; 3:110 *Policy and Regulations Systems*; 3:120 *Research, Evaluation, Planning*; 3:130 *Consultants*; 4:05 *System of Accounts*; 4:07 *Fund Balances*; 4:10 *Fiscal and Business Management*; 4:15 *Budget Planning*; and 4:16 *Identity Protection*: approve to release to the public the executive session minutes of February 24, 2018; February 26, 2018; April 23, 2018; May 14, 2018; May 21, 2018: approve to dispose of executive session audio recordings pursuant to District policy for the following dates: June 6, 2016; June 27, 2016; August 29, 2016; September 26, 2016; October 24, 2016: approve the accounts payable for bills listed between September 25, 2018 and October 22, 2018 in the following amounts: Educational Fund \$543,835.31; O&M Fund \$261,485.40; Transportation Fund \$ 157,997.43; Capital Projects \$414,009.00; Tort Fund \$305.00; total all funds: \$1,377,632.14: approve the manual checks issued between September 25, 2018 and October 22, 2018 in the following amounts: Educational Fund \$554,366.82; O&M Fund \$5,184.88; Transportation Fund \$101.73; total all funds: \$ 559,653.43.

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

Mr. Panzica moved, seconded by Mrs. Schaff to approve Item XII.A.2., Review the Tax Year 2018 Estimate of Levy as per “Exhibit A” dated October 22, 2018, and approve a *Public Hearing on the Proposed Levy* scheduled to immediately precede the regular December 17<sup>th</sup> meeting of the Board of Education.

Mrs. Kearney, voting yes, acknowledged this was a vote to review the levy and approve a public hearing, not a vote to extend the levy.

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

## **CONFERENCE ITEMS**

### **Old Business**

None

### **New Business**

None

### **Good and Welfare**

None

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, Mark Steen; voting “nay” – none; absent –none: **Motion Carried.**

The meeting adjourned to executive session at 9:03 p.m. and returned to the regular meeting of the Board of Education at 10:39 p.m.

Being no further business, Mr. Cesaretti moved, seconded by Mrs. Schaff to adjourn the regular meeting of the Board of Education. It adjourned at 10:39 p.m. by **General Consent.**

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President

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Secretary