

JANUARY 28, 2019
WILMETTE, IL
REGULAR MEETING

A regular meeting of the Board of Education was held on Monday, January 28, 2019 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, Tracy Kearney, Frank Panzica,
 Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler

Members Absent: None

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

CALL TO ORDER

President Mark Steen called the regular meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Principal Sue Kick introduced Harper fourth grade geography bee students who introduced themselves and quizzed Board members with geography questions. Students then led the Pledge of Allegiance.

ARTWORK

President Steen stated Sarah Quinn shared the abundance of artwork from McKenzie students. First graders created line projects and line monsters using paper, crayons and watercolors. The line lions were made with India ink for bold emphasis and skinny markers for texture. Students used diffusing paper and liquid watercolors to create self-portraits.

Second graders studied ROYGBIV color order and rainbows to create collages using layers of construction paper. They also created color monsters after reading “Monsters Love Colors”. The autumn leaves were made using observation, symmetry and colorful painting techniques.

Third graders learned about using lines and value to create depth for their Op Art Tunnels.

Fourth graders created fall trees using India ink, tempera paint, and liquid watercolors. They also studied warm and cool objects for their Warm & Cool Compositions.

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.

APPROVE THE MINUTES

Mr. Panzica moved, seconded by Mrs. Schaff, to accept the Board of Education and Executive Session minutes for December 17, 2018 and the minutes of December 21, 2018 Special Board of Education meeting. The minutes were approved as submitted by **General Consent**.

PUBLIC COMMENTS

None

BOARD COMMITTEE REPORTS

School Finance – Mr. Panzica reported the committee met as part of Committee of the Whole on January 14th. He said during the District’s unsuccessful search for a finance firm to review District finances, a software program called *Forecast5* was identified. *Forecast5* is used by other districts and is capable of generating reports to analyze expense areas. The District is expecting results from *Forecast5* in two months. The District received its financial audit in December. He noted the auditing firm has been used for several years and the District has the opportunity to extend their contract for one more year. He noted at the end of that contract the District would submit an RFP for competitive audit firms. The next meeting is February 11th.

Facility Development – Mrs. Schaff reported the committee met as part of Committee of the Whole on January 14th. The committee discussed Highcrest Middle School Phase II construction. The District went out to bid on January 21st with completed bids expected on February 13th. Bids will be reviewed at the February Board meeting with a vote on continued construction starting in June. The committee also reviewed Harper construction. The construction manager continues to review budget estimates for first phase of proposed kindergarten enrichment at Harper. He noted bids would go out in March and be presented for approval in April with scheduled construction to begin in June. Therapeutic Intervention Program (TIP) classrooms would be renovated in summer of 2020, then moved to Harper for the 2020-2021 school year. The next meeting is February 11th.

Strategy Committee – Mrs. Schaff reported the committee met as part of Committee of the Whole on January 14th. They discussed current Strategic Plan updates. Ms. Lee walked through the developing strategic initiatives and progress made thus far. The committee also discussed 2019-2020 suggested Community Review Committee (CRC) topic. The Strategy committee agreed to recommend the CRC consider studying sustainability as its topic for next year.

Educational Foundation – Mrs. Kearney stated the committee met on January 16th. She reported the upcoming events include Trivia Night February 2nd, Bingo Night March 1st and the Wilmette Chamber Pub Crawl is scheduled for May 16th. The next meeting is February 13th.

Illinois Association of School Boards (IASB)/ED-RED

Mrs. Sternweiler, noted the Board recently decided to include updates on IASB and ED-RED. She noted school boards benefit from certification courses and services IASB provides. She stated IASB’s recent vote on the resolution to allow the arming of teachers in schools was almost missed. The Board felt it was best to appoint a Board member as an IASB liaison to attend and vote at delegate assemblies held the Saturday before the Triple I conferences. She presented the IASB timeline and resolution process.

ED-RED – Mrs. Sternweiler reported Education Research and Development (ED-RED) is another organization in which the Board has taken interest. She said ED-RED was established in 1971 as a research and lobbying group to be the voice of suburban schools. They now represent over 75 suburban school districts mainly in North Cook, Lake, and DuPage counties. She reported their most recent meeting summarized potential activities in Springfield this legislative season. She noted the Board would continue to monitor and report ED-RED news.

Board Agenda Items

Legislative Update

Mrs. Kearney stated 101st General Assembly was sworn in on January 19th. She noted over 300 bills were presented to the House and Senate with focused attention on bills for minimum teacher salary and minimum hours for a school day.

INFORMATION ITEMS

A. Written Communication

The Board received written communications from Cindy Levine supporting the extension of the levy and from Dzmityr Asinski regarding Thomas R. Guskey's presentation to parents about grading systems.

B. Administrative Announcements

Dr. Lechner stated eighth grade students have participated in the League of Women Voters Student Government Program for nearly 50 years at Wilmette Junior High. In this program students are assigned a local official and learn about local government and civil service. Their local official could be a Village Trustee, a School Board Member, or a District 39 administrator. Before tonight's Board meeting students interviewed their governmental counterpart to prepare for a mock board meeting where students demonstrate their knowledge of current issues and debate the merits of each topic. The mock board meetings will be televised in March.

Dr. Lechner stated Ellen Crispino and Romy DeCristofaro have served in Interim positions for the past year. The District recommended them for permanent positions as Business Manager/CSBO and Administrator for Student Services for the 2019-2020 school year.

Dr. Lechner stated the Board meeting scheduled for Monday, April 22nd would be moved to Tuesday, April 23rd to allow the canvassing of electoral votes from the April election. He noted three Board seats are open for election and outgoing Board members would be honored at the April meeting.

Dr. Lechner stated The Board received three FOIA this month: Nathan Mihelich of the Illinois Retired Teachers Association (IRTA) requesting names and email addresses for District 39 2019 retiring staff: Jennifer Smith Richards of Chicago Tribune and Jodi S. Cohen of ProPublica Illinois requesting all logs/records and details relating to student incidents from August 1, 2017 to present for timeout, seclusion, confinement, restraint including student behavior, parent notification, injuries, school personnel involved and staff training materials: Bethany Simpson of SmartProcure commercial FOIA request for any/all purchase orders and vendor names and contact information from July 1, 2018 to present.

C. Strategic Plan Updates

1. 2018-2019 Strategic Plan Updates: Annual Business Section

On September 24, 2018, the Board of Education approved the implementation of the 2018-2019 District 39 Strategic Plan. This executive summary report focused on mid-year updates of the Annual Business section: School Safety, Standards-based Learning and Reporting, Instrumental Music Program, Science Curriculum Review, and Sustainability Planning and Practices.

Ms. Lee shared mid-year updates on School Safety. She noted Phase 1 involved process/procedural changes that were addressed immediately. Phase 2 required additional planning and budgeting for items such as additional security cameras and door locks. Phase 3 items are under further consideration due to substantial cost or unrealistic implementation.

Ms. Lee stated, as part of Standards-based Learning and Reporting, the District planned to use revised progress reporting documents and report cards for fifth and sixth grades, however parent feedback paused the implementation plan. She stated middle school students would receive non-updated report cards and curricular achievement would be noted by letter grades as in the past.

Other process behaviors that promote learning such as homework completion and class participation, would be divided into three descriptors: engaged, prepared, and self-directed.

Ms. Lee stated administration recommended an improved sectional rotation that ensures band/orchestra students not miss more than four classes per content area for Instrumental Music instruction. She reported the new rotation schedule was implemented this fall. She said student and parent surveys were created to obtain feedback on sectional changes and results would be provided once data was collected.

Ms. Lee said the last science curriculum review concluded in spring of 2012. A typical cycle for review of curriculum in school districts is six-eight years. She said Curriculum & Instruction has assembled teachers from all grade levels and special education to collaborate in a two-year science and engineering review.

Ms. Lee reported, as part of Sustainability Planning and Practices, District 39 continues to ensure positive environmental practices during construction projects through the use of sustainable materials, grant funding, and cost analysis. The two current renovation/addition projects at Highcrest Middle School and Harper Elementary are being designed to meet and exceed rigorous energy codes and standards.

Board discussion included congratulating the administration on identifying and implementing safety measures quickly; if parent focus group meetings were scheduled regarding follow up to Standards-based Learning and Reporting; types of descriptors considered to express progress towards standards; educating junior high students on curriculum that aligns with New Trier High School's curriculum tracks; the Illinois Science assessment is given to fifth and eighth graders in addition to Partnership for Assessment of Readiness for College and Careers (PARCC); consider solar lighting, non-toxic carpeting, rain gardens to be included for future construction; student progress as a real measurement of change rather than achievement relative to scale of standards.

D. Annual Business

1. 2020 Fiscal Year Budget Calendar and Resolution

Dr. Lechner stated each year the Board is required to establish its fiscal year and appoint a person to prepare a tentative budget. In addition, a budget calendar is developed and shared with the public.

Mrs. Crispino noted a budget calendar is developed to ensure all the publications, hearings, and formal adoption of the budget are in accordance with State statute, and the budget calendar meets all state requirements.

Mr. Cesaretti asked, and Mrs. Crispino confirmed, the levy approval would be moved from December to November.

2. January Special Education Child Count

Dr. Lechner stated a Child Find Count report is generated every year in January for the Illinois State Board of Education (ISBE) to appropriate special education funding and to monitor trends in disability identification. The overall number of students who qualify for special education services in District 39 has increased from 504 students in 2018 to 559 students in 2019. The percentage of students with disabilities has also increased from 13.97% to 15.72%.

Dr. DeCristofaro reported 559 students currently receive special education services in District 39. She stated with the decline in student enrollment and increase in students receiving special education, the overall percentage of students with Individualized Education Plans (IEPs) has increased to 15.72%, which is slightly above the state average of 15%. She presented the percentage of students with disabilities since 2010. She provided a breakdown of various disability categories noting a 17% increase in students with Autism and Emotional Disabilities, an 11% increase in students with Developmental Delay, and a 20% increase in students with Other Health Impairment (OHI). Dr. DeCristofaro also noted increased numbers for outplaced students in therapeutic settings. She reported that over the past five years, 280 students with IEPs moved into District 39 for services. This move-in population accounts for 50% of the current enrollment of students with IEPs.

Board discussion included showing the impact of the excellent services provided by the progression of students into general education classes; difference between emotional disorder versus OHI; request to see disabilities by grade level; two schools having significant increases in students with disabilities due to various programs offered at each school; point where capital improvements are needed for operational structural changes at elementary schools; increase in autism as a national trend.

3. Proposed 2019-2020 School Calendar

Dr. Lechner stated based on input from administration, teachers and the township, the final calendar is ready for Board approval. The calendar would then be submitted to ISBE for final approval.

4. 2019-2020 Student Fees

Dr. Lechner noted there were three changes to student fees. A \$10 increase to the eighth grade instructional material fee for iPad insurance, a 10% increase in athletic programs to cover increasing costs, and the elimination of the \$4.95 transaction fee for Instructional Material payments made through RevTrak.

Mrs. Kearney noted she looked forward to reviewing fees overall.

5. Financial Auditing Firm Contract Extension

Dr. Lechner stated the Illinois School Code annually requires public school districts to submit a Board approved independent audit. In December 2014, the Board of Education approved a three-year contract with Klein Hall CPAs with the option to extend the contract annually, for up to five years. Following completion of the FY17-18 audit, the District has completed four years of Klein Hall CPAs contract.

The District recommended extending the contract for an additional year for the completion of the FY 2019 audit.

E. Board Policy Review

1. First Reading of Board of Education Policies 2:80, 4:35, 4:40, 4:45, 4:46, 4:47, 4:50, 4:51, 4:60, 4:61 and 4:62

Dr. Glowacki stated policy 2:80 from section 2, *Member of the Board of Education Oath and Conflict*, requires oath language changes driven by legal statutes. The other ten policies presented for revision are from section 4.

Board members gave suggested edits to policies.

PUBLIC COMMENTS

None

ACTION ITEMS**A. Consent Agenda**

Mr. Panzica moved, seconded by Mrs. Schaff, to approve the personnel report dated January 28, 2019, which included licensed full-time employment of **Becky Dolinko**, effective January 28, 2019; **Amanda Gehrls**, effective January 14, 2019; **Megan Keeney**, effective January 14, 2019; educational support personnel full-time employment of **Brendan Igoe**, effective January 10, 2019; **Brian Raith**, effective January 9, 2019; temporary employment of **Genevieve Wert**, effective January 21, 2019; administrative resignation of **Meghann Young**, effective June 30, 2019; licensed resignation of **Chanel Pike**, (leave of absence), effective January 14, 2019; educational support personnel resignation of **Becky Dolinko**, effective January 27, 2019; **Tracy Dubose**, effective February 1, 2019; **Isaac Ewuoso**, effective January 23, 2019; **Sean Reidy**, effective February 14, 2019; tenured leave of absence for **Robyn Konecnik**, from approximately April 24, 2019 to the end of the 2018-19 school year; licensed retirement of **Linda Peritz**, effective the end of the 2023-2024 school year; licensed request from sick leave bank for **Employee 6671**, grant 19 days from WEA sick leave bank; personnel agreement, motion to approve the personnel agreement between **Employee 16519** and District 39 dated January 28, 2019; adopt the resolution dated January 28, 2019, establishing the school district 2020 fiscal year and direct the superintendent to prepare a tentative budget; and, approve the budget-planning calendar dated January 28, 2019 as written: approve Ellen Crispino as Business Manager/CSBO and Ramona DeCristofaro as the Administrator for Student Services for the 2019-2020 school year: approve the 2019-2020 school calendar: approve the fiscal year 2020 student fees as contained in “Exhibit A” of the report dated January 28, 2019: approve the FY19 year-end audit services from the financial auditing firm of Klein Hall CPAs for a fee not to exceed \$26,000: approve as first reading Board of Education Policies 2:80 *Member of the Board of Education Oath and Conduct*; 4:35 *Revenue and Investments*; 4:40 *Budget As Spending Plan*; 4:45 *Insufficient Fund Checks*; 4:46 *State and Federal Funds*; 4:47 *Incurring Debt*; 4:50 *Paying for Goods and Services*; 4:51 *Tuition Fees*; 4:60 *Purchases*; 4:61 *Local Purchasing*; and 4:62 *Requesting Goods and Services*: approve the accounts payable for bills listed between December 18, 2018 and January 28, 2019 in the following amounts: Educational Fund \$399,537.18; O&M Fund \$381,820.15; Debt Service \$120,830.00; Transportation Fund \$130,627.94; Capital Projects \$216,185.00; total all funds: \$1,249,000.27: approve the manual checks issued between December 18, 2018 and January 28, 2019 in the following amounts: Educational Fund \$587,519.16; O&M Fund \$13,656.14; Transportation Fund \$80.67; Tort Fund \$480.00; total all funds: \$601,735.97.

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.

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 student matter, collective bargaining and 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 8:25 p.m. and returned to the regular meeting of the Board of Education at 11:30 p.m.

Being no further business, Mr. Panzica moved, seconded by Mrs. Schaff, to adjourn the regular meeting of the Board of Education. It adjourned at 11:32 p.m. by **General Consent.**

President

Secretary