

**MAY 18, 2020
WILMETTE, IL
REGULAR MEETING**

REMOTE VIRTUAL MEETING

A regular meeting of the Board of Education was held on Monday, May 18, 2020. President Lisa Schneider-Fabes called the meeting to order at 7:00 p.m.

Members Present: Lisa Schneider-Fabes, Jon Cesaretti, Frank Panzica, Amy Poehling, Mark Steen, Erin Stone

Members Absent: Ellen Sternweiler

Administrators Present: Kari Cremascoli, Ellen Crispino, Tony DeMonte, Heather Glowacki, Katie Lee, Kristin Swanson

PLEDGE OF ALLEGIANCE

Principal Kelly Jackson introduced a video of Wilmette Junior High School students being recognized for their special accomplishments throughout the school year. The students led the Pledge of Allegiance.

ANNOUNCEMENT

President Schneider-Fabes read an announcement requesting everyone be respectful of each other, only speak when called upon, and refrain from distracting behaviors such as such as loud conversations, cheering, clapping, or booing.

APPROVE THE MINUTES

Mr. Panzica moved, seconded by Mr. Steen, to accept the April 27, 2020 Board of Education and Executive Session minutes. The minutes were approved as submitted by **General Consent**.

PUBLIC COMMENTS (email public comments to: PublicComment@wilmette39.org)

Sarah Squires Doyle, Wilmette, inquired about when schools might reopen with in-person instruction and who would be a part of that final decision.

Debbie L., Wilmette, as a teacher and a parent requested solutions regarding reopening schools for the fall.

BOARD COMMITTEE REPORTS

Facility Development Committee (FDC) – President Fabes stated the committee met May 7, 2020 and reviewed and discussed summer 2020 construction projects. These projects include construction at Highcrest, Harper and Central.

School Finance Committee (SFC) – Mr. Cesaretti reported the Finance Committee met as part of the Committee of the Whole on May 7, 2020. The FDC reviewed and discussed lunch fees for FY21 as well as an update from the Nutrition Committee's work this school year. The FDC also was presented with the District 39 and WCSEA Tentative Budgets. The Committee had the opportunity to review and discuss these budgets, which appear later on the agenda for presentation and formal approval by the Board. The FDC discussed the budget resolutions, which are also presented later on the agenda. These resolutions include the FY21 Capital Projects Resolution and the FY21 Interfund Transfer Resolution. Finally, the FDC received an update and provided input regarding the Transportation Contract Amendments in light of the COVID-19 pandemic as well as fees and related refunds. The approval of transportation amendments is presented on the agenda.

Liaison Reports

Educational Foundation – Dr. Cremascoli stated the Educational Foundation held a meeting of its trustees on Wednesday, May 13, 2020. At the meeting, a slate of new trustees was recommended and approved. Dr. Cremascoli noted the District’s appreciation for the generous donation from the Foundation to the District 39 Angel Fund. She provided a summary of the Remote Learning Program in District 39, of summer school opportunities, and of planning for the return to school in the fall. She highlighted the many end-of-year celebrations being planned to honor students and staff, and thanked everyone for their ongoing support for the District’s mission. A highlight of the meeting included the approval of several Gripp Grants for District 39 teachers.

INFORMATION ITEMS

A. Written Communication

Dr. Cremascoli reported the Board had not received any written communication.

B. Administrative Announcements

Remote Learning Update

Dr. Cremascoli provided a brief update on the District’s remote learning program, planning for the end of this school year, summer school planning, and planning for school in the fall. Programming continues to focus on strong connections between teachers and students. Calendar has been established. Special events planned for fourth quarter. Many schools planned remote field day events, concerts, and other fun activities. Graduation scheduled for Tuesday, June 9th, will be an outdoor event for special evening event with President Fabes representing the Board of Education. The graduation event will be live streamed and recorded for all to watch followed by car parade.

Dr. Cremascoli noted as administration plans for the conclusion of this school year they remain hopeful for the return to school in fall. Governor Pritzker’s phased reentry plan has the state currently in Phase 2. Phase 4 Revitalization allows gatherings of up to 50 people. Within Phase 4 schools will be allowed to reopen by Illinois Department of Public Health (IDPH) and Illinois State Board of Education (ISBE). The administration is in the process of planning contingency options utilizing a variety of factors, although there are more unknowns than knowns. Much depends on progress and guidance over the next several weeks and months. Some things considered are health and well-being of students and staff; social emotional needs of students upon return in the fall; working through physical restrictions and social distancing. She noted schools are designed for 25 or more students in classrooms and group areas such as cafeterias and learning commons. Administration is looking at the school day schedules, transitions to and from school, and a variety of hybrid approaches to instruction using in person instruction and remote learning. Additional considerations are the amount of Personal Protection Equipment (PPE) available for all individuals entering schools; cleaning; arrival and dismissal procedures; guidance and limitations by state and local authorities. Other considerations are staffing employment agreements, and how to staff schools with restrictions in place. All of this work will continue over the summer with plans to be flexible, adaptable, and focus on meaningful and manageable education. Dr. Cremascoli stated the District is governed by and must adhere to the governor, the health department, and ISBE. She noted the plans for summer school focus on remote academic programming, Extended School Year (ESY) for those students who qualify, and new this year, a “Jump Start to Fall” program designed to give students two weeks to refresh skills before the new school year begins.

2019-2020 School Year Calendar

Dr. Cremascoli stated the final end-of-year 2019-2020 School Calendar has been established. The last day of student attendance will be Tuesday, June 9th. Wednesday, June 10 and Thursday, June 11 will be used as Remote Learning Planning days. Each school district has been provided the opportunity to use five Remote Learning Planning days this school year to plan for remote learning, professional development, teacher collaboration, and curriculum alignment as a result of remote learning, and/or transition back to in-person instruction. District 39 used one Remote Learning Planning Day on April 13th. June 10th and 11th will be used for teacher collaboration, curriculum alignment, planning for the 2020-2021 school year and return to school, and other important end-of-year meetings and transition planning. Other adjustments noted on the final calendar include the use of an Emergency Day on March 13, which was the first day of school closure due to the coronavirus pandemic, and April 24, which was converted from a day when students were “Not in Attendance” for Institute Day activities and Parent-Teacher Conferences to an “Attendance Day” for remote learning.

Elementary Assistant Principal Appointments

Dr. Cremascoli stated the administration was proud to announce the appointment of two elementary assistant principals. Taylor Harvey is being appointed to the Assistant Principal position at Central. Lisa Anderson is being appointed to the Assistant Principal position at Romona. Both expressed their gratitude and excitement for their new positions.

Property Tax Assessment Appeals

Dr. Cremascoli stated the Board of Education approved a resolution on November 12, 2018 authorizing intervention in property tax assessment appeals filed with the PTAB and with the Circuit Court of Cook County in accordance with policies and limitations established by the Board of Education. The Property Index Number and the estimated refunds are listed for new property tax interventions at the PTAB and Circuit Court of Cook County this month.

Reflections

Dr. Cremascoli said unfortunately, with limitations on group gatherings, the District was forced to reconceptualize the end-of-year Reflections celebration. Annually, this event honors retirees as well as employees being recognized for milestone years of service. She stated there would be a remote celebration, including presentation of gifts and video recognition for all on Wednesday, May 27th.

Administrators' 2020-2021 Contractual Salaries

Dr. Cremascoli reported in keeping with the Board's philosophy of matching revenues to expenditures, the Board of Education has authorized the superintendent to increase aggregate administrator salaries indexed to Consumer Price Index (CPI), which is 1.9%.

Letter of Agreement (LOA) for Support Staff Union (SSU) Contract Extension

Dr. Cremascoli stated the Collective Bargaining Agreement between the Support Staff Union and the Board of Education expires at the end of July. Just prior to school closures this March, negotiations had begun. Both the SSU and the Board quickly recognized the difficulty in negotiating remotely. Therefore, a contract extension of two years was proposed and the SSU membership has agreed. The extension provides for salary increases of 4% for next year and CPI increase for the 2021-2022 school year.

B. Annual Business

1. Fiscal Year 2021 Lunch Fees

Dr. Cremascoli stated the lunch fees are typically approved earlier in the year with the rest of the school fees, however, the District was waiting until the Nutrition Committee had completed its review of the lunch program before submitting the 2020-2021 fees for approval.

Mrs. Crispino stated based on last year's parent/student survey results, the Nutrition Committee focused on providing desirable 'cleaner' menu items as well as increasing fresh fruit and vegetable options. In order to provide these healthier offerings, school cooks require an extra half hour per day for food preparation. Lunch fees have not increased since FY17-18 even though food costs continue to rise. The lunch program is a self-sustaining program and thus the lunch fees are designed to offset costs. The recommendation is to increase the 2020-2021 lunch fees to \$3.75 per day for kindergarten through sixth grades and \$4.15 per day for seventh and eighth grades. This is an increase of 15 cents per day for K – 6th grades and 20 cents per day for 7th & 8th grades.

2. Fiscal Year 2021 District 39 Tentative Budget

Dr. Cremascoli stated in order to abide by Truth in Taxation Statutes, it is necessary for the Board of Education to adopt a tentative budget. Laws require approval of a tentative budget for public display at least 30 days prior to adopting a final budget. The District is also required to hold a budget hearing prior to final adoption. Notice of the August public hearing will be published on May 21st.

Mrs. Crispino presented the District 39 and Wilmette Community Special Education Agreement budgets. She reported a draft of the budget was shared with the community in April. Due to the impact of COVID-19, the budget presented in April has been reduced by \$275K (.5 %) in property tax collections, \$316K in state revenue which includes a reduction in Evidence Based Funding and quarterly mandated categorical revenues, and \$49K (11%) in Corporate Personal Property Replacement Tax.

Mrs. Crispino stated the Operating Funds budget reflects an organization's day-to-day operations. This is the budget the state examines most closely to assess the over-all financial stability of each school district. In FY21, the tentative budget revenues are expected to exceed expenditures by \$22K, prior to Other Uses of Funds. After taking the \$7.5M in account transfers to the Capital Projects Fund for one-time planned construction projects and transfers to the Debt Service Fund for the repayment of Debt Certificates, the ending balance is estimated to be \$29.6M. The ending fund balance is 45.4% of operating expenditures.

Mrs. Crispino explained FY21 budget starts with the projected ending fund balances from the FY20 budget. The final budget presented in August will reflect the actual fund balances at the end of FY20 as the starting point. As a result of a higher than planned bond issuance (\$1M) and the impact of COVID-19, the District anticipates the FY20 Operating Fund Balance to be higher than budgeted, which could offset potential decreases in funding and increases in anticipated costs due to COVID-19 as schools reopen in the fall.

Mrs. Crispino stated the Capital Projects transfer are the cost of approved construction projects that will take place this summer at Central Elementary School to support the Kindergarten Enrichment program (KEEP39) and the addition of large space air conditioning in the cafeteria.

Also included in the budget are the approved construction projects at Highcrest Middle School to convert the old Library/Media Center to three classrooms and add large space air conditioning in the auditorium. In addition, the budget includes estimated construction costs to prepare for KEEP39 at Romona and McKenzie elementary schools, however, these plans are still under development.

Mrs. Crispino, upon request, noted the five-year financial projections would be clearer as summer progresses and more information about state funding is known. She stated the Tentative FY21 is based on current data and information available to date. As more information becomes available, adjustments will continue to be made as appropriate. Currently, the impact of COVID-19 is unknown. A reduction in the property tax revenue due to Consumer Price Index (CPI), new property growth and reduced property tax collections may impact future revenues for years into the future. State funding levels may also affect the financial position of the District. Funding may be reduced for both Evidenced Based Funding and Mandated Categoricals. As the potential financial implications of COVID-19 are monitored, Mrs. Crispino stated it is important to remember that 84% of operating revenue comes from property taxes. On the expenditure side, 80% of our operating expenditures are for salaries and benefits. There is also potential for increased expenses, including pension cost shift, health insurance premiums as well as any additional costs associated with reopening in-person instruction. Many of the financial implications of COVID-19 are simply unknown at this time. Mrs. Crispino noted any revisions to the tentative budget will be incorporated to reflect the most current information available prior to the approved budget in August.

3. Fiscal Year 2021 Wilmette Community Special Education Agreement (WCSEA) Tentative Budget

Mrs. Crispino stated District 39 serves as the fiscal agent on behalf of this cooperative with Avoca 37. This budget is a flow through entity with minimal activity now that the IDEA grant funds flow directly to each district.

4. Budget Resolutions

a. Fiscal Year 2021 Transfer of Funds from the Operations and Maintenance Fund to the Capital Projects Fund

Dr. Cremascoli stated this resolution authorizes the District to conduct accounting transfers from O&M fund to the Capital Projects Fund. The transfers will occur after Board approval of payments. This resolution removes expenditure spikes in the O&M fund due to one-time construction projects.

b. Fiscal Year 2021 Interfund Loan from the Educational Fund to the Operations and Maintenance Fund

Dr. Cremascoli stated this is a short-term interfund loan from the Educational Fund to the Operations and Maintenance Fund to permit timely payment of construction projects. The short-term loan maintains adequate fund balances and, if needed, will be repaid by the end of Fiscal Year 2021.

5. Amendment to the Student Transportation Contract Agreements

Dr. Cremascoli stated the District has an interest in ensuring bus drivers continue to be paid, both in accordance with the Board's direction issue in March when school first closed and in order to make sure the District has bus drivers and buses available when school returns to in-person instruction. The amendment to the transportation agreements will allow the District to continue to make partial payments to North Shore Transit during the school closure this year as well as reduced rate increases for FY21 and FY22.

Mrs. Crispino stated under Amendment to the Student Transportation Services Agreements with North Shore Transit (NST), District 39 will pay \$7,583.59 per day for each scheduled school day not in session during the statewide ordered school closure from March 17th – April 30th, 2020, and to pay \$3,507.41 per day for each scheduled school day not in session from May 1st – June 11th, 2020. This represents 80% of normal costs in March and April and 37% of normal costs in May and June. As part of this agreement NST reduced the rate increases in FY21 from 4% to 1.3% and decreased the rate increases for FY 22 from 4.25 to 2%.

2020-2021 Student/Staff Planning

Dr. Cremascoli stated each spring an update is provided to the Board regarding planning for the upcoming school year. Rather than waiting until April to open registration, it began in mid-February. This earlier date allowed better information as to the number of students attending District 39 next year. Elements that have been a part of next year's planning include kindergarten enrichment, additional staff for mental health support for students, and continuing summer construction. Finally, as administration continues to plan for the fall, administration will consider a variety of in-person and remote teaching and learning schedules. This organizational process of having a variety of planned options will better prepare the District once further guidance is issued from the state/federal authorities.

Dr. Glowacki stated kindergarten enrollment varies from school to school while middle school and junior high enrollment remains stable. She noted KEEP39 has 60 students registered at each Central and Harper schools equating to three sections for each school in the afternoons. She stated Curriculum and Instruction continues to design educational programming, while special education and related service personnel prepare to highlight the need for mental and emotional health of students as they return to school. She noted while adhering to the usual planning process, this year has not been usual and staffing adjustments may be required as a result of guidance from state and local authorities.

Dr. Glowacki explained upon request, staffing increases and decreases as cohorts of students move through grade levels.

PUBLIC COMMENTS

None

ACTION ITEMS

A. Consent Agenda

Mr. Panzica moved, seconded by Mr. Steen, to approve the personnel report dated May 18, 2020, which included administrative full-time appointment of **Taylor Harvey**, effective July 1, 2020; administrative full-time employment of **Lisa Anderson**, effective July 1, 2020; licensed full-time reemployment of **Samantha Marwick**, effective August 24, 2020; **Laura Resis**, effective August 24, 2020; **Gina Young**, effective August 24, 2020; licensed part-time reemployment of **Katie Brouman**, effective August 24, 2020; **Hilary Rosenthal**, effective August 24, 2020; licensed resignation of **Katherine Marr**, effective June 11, 2020; licensed retirement – revised date of **Beverly Taylor**, effective June 11, 2020; approve the administrators' 2020-2021 contractual salary increases indexed to Consumer Price Index (CPI), which is 1.9%; approve the 2019-2020 final school year calendar: to approve the fiscal year 2021 lunch fees as contained in "Exhibit A" of the report dated May 18, 2020; approve the FY21 Tentative Budget as contained in the report dated May 18, 2020 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 24, 2020: approve the Wilmette Community Special Education Agreement FY21 Tentative Budget as contained in the report dated May 18, 2020 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 24, 2020: approve the resolutions dated May 18, 2020 authorizing accounting transfers from the Operations and Maintenance Fund to the Capital Projects Fund; and, approve the resolution dated May 18, 2020 authorizing an interfund loan from the Educational Fund to the Operations and Maintenance Fund: approve the Amendment to the Student Transportation Services Agreements with North Shore Transit (NST) to pay \$7,583.59 per day for each scheduled school day not in session during the Statewide ordered school closure from March 17th – April 30th, 2020, and to pay \$3,507.41 per day for each scheduled school day not in session from May 1st – June 11th, 2020. In addition, approve amended Regular Transportation rate increases of 1.3% for FY 21 and 2% for FY 22: approve the accounts payable for bills listed between April 28, 2020 – May 18, 2020 in the following amounts: Educational Fund \$243,273.49; O&M Fund \$157,845.83; Debt Service \$11,676.31; Capital Projects \$5,756.00; total all funds: \$418,551.63: approve the manual checks issued between April 28, 2020 – May 18, 2020 in the following amounts: Educational Fund \$558,784.71; O&M Fund \$14,177.11; Transportation Fund \$35.46; Capital Projects Fund \$(117,703.00); total all funds: \$455,294.28.

On a roll call vote on the motion, voting “yea” – Jon Cesaretti, Frank Panzica, Amy Poehling, Mark Steen, Erin Stone, Lisa Schneider-Fabes; voting “nay” – none; absent – Ellen Sternweiler:

Motions Carried.

B. Approve the Letter of Agreement (LOA) for Support Staff Union (SSU) Contract Extension

Mr. Panzica moved, seconded by Mr. Steen, to approve the Letter of Agreement dated May 18, 2020 extending the contract for Support Staff Union members.

On a roll call vote on the motion, voting “yea” – Jon Cesaretti, Frank Panzica, Amy Poehling, Mark Steen, Erin Stone, Lisa Schneider-Fabes; voting “nay” – none; absent – Ellen Sternweiler:

Motion Carried.

CONFERENCE ITEMS

Old Business

None

New Business

None

Good and Welfare

Ms. Stone reflected on her children’s District 39 educational experiences which she felt was nothing short of phenomenal. She thanked District 39 staff, administration, and community.

Mr. Panzica congratulated eighth grade graduates noting his sadness at not having the privilege for students to have a normal graduation ceremony and Board members not being able to present diplomas to graduates this year. He also noted scouts would be placing over 5,000 flags across the community in honor of Memorial Day.

Mr. Panzica moved, seconded by Mr. Steen, to adjourn to executive session to discuss Collective Negotiating Matters Between the Public Body and Its Employees or Their Representatives, or Deliberations Concerning Salary Schedules for One or More Classes of Employees 5 ILCS 120/2(c)(2) and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body 5 ILCS 120/2(c)(1).

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

The meeting adjourned to executive session at 8:21 p.m. and returned to the regular meeting of the Board of Education at 9:28 p.m.

Being no further business, Mr. Panzica moved, seconded by, Mr. Steen, to adjourn the regular meeting of the Board of Education. It adjourned at 9:28 p.m. by **General Consent.**

President

Secretary