

MAY 21, 2018
WILMETTE, IL
REGULAR MEETING

A regular meeting of the Board of Education was held on Monday, May 21, 2018 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, Gail Buscemi, Heather Glowacki, Katie Lee, Denise Thrasher

PLEDGE OF ALLEGIANCE

Dr. Romy DeCristofaro introduced Special Olympic Students along with Coach Jane Westendorf. Coach Westendorf, Kris Uhler, and Susan Imburgia highlighted the achievements of the Special Olympians who then lead the Pledge of Allegiance.

ARTWORK

The artwork on display in the Board room is from Jaime Berngard's Central students. First graders contributed their beautiful self-portrait collages, inspired by historic leaders studied in their classrooms. Third graders shared their colorful prehistoric landscapes, highlighting how to create depth by using a foreground, middle ground, and background. Fourth graders displayed their awesome self-portrait collages, inspired by Roy Lichtenstein.

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 loud conversations, cheering, clapping, or booing.

Mr. Steen noted a lightning strike recently occurred at the District office and as a result some of the media equipment was faulty. He stated the missing power points would be added to the video later.

APPROVE THE MINUTES

Mr. Panzica moved, seconded by Mrs. Schaff, to accept the minutes of the April 23, 2018 Regular and Executive Session Meetings. The minutes were approved as amended by **General Consent**.

PUBLIC COMMENTS

None

Board Reports

School Finance Committee – Mr. Panzica reported the committee met as part of the Committee of the Whole on May 14th. He noted the committee discussed many items being presented tonight so he highlighted the topics discussed; the 2018-19 tentative budgets for District 39 and WCSEA, the transfer of funds for accounts to match the FY19 budget needs, and the Illinois Prevailing Wage Act.

Mr. Panzica stated the committee discussed how and where the Board should discuss administrative benefit packages in general. All benefits once approved become public record. Members agreed discussion of individual benefits would remain in executive session. The committee also discussed Kindergarten Enrichment and the impact various options would have on budgets and reserves.

Facilities Development – Mrs. Schaff stated the committee met as part of the May 14th Committee of the Whole. She reported STR Architect Colby Lewis presented next steps for Phase II of Highcrest construction, with changes to the location of the learning commons. The original plan was to have the learning commons where the current main office and special education classrooms are, but he proposed that we leave the special education classrooms where they are and move the learning commons to the west side of the courtyard. This plan would include upgrades to special education classes to include a life skills center. The next meeting is June 11th.

Liaison Reports

Community Review Committee – Mrs. Schaff reported the CRC committee met May 7th and approved the audit report, which would be presented tonight. The committee finalized the primary CRC report, which will be presented at the June Board meeting. Discussion of officers and research topics for the coming year took place. The next meeting is June 4th.

Educational Foundation – Mrs. Schneider-Fabes reported the Foundation committee met May 16th. She reported the Gripp Grant Foundation awarded over \$28,000 in grants this year. Some awards included Harper river rocks, eighth grade microscope cameras, and several pedal desks. The foundation exceeded their fundraising goals collecting \$113,000. The committee approved its 2018-19 budget and welcomed 12 new board members. The committee thanked Liesel Brown for her services and welcomed Linda McKenzie as the upcoming chair.

WCSEA – Ellen Sternweiler stated the committee met earlier today and discussed leadership advisory board changes for 2018-19 due to retirements of Dr. Denise Thrasher and Gail Buscemi. Denise will be replaced by Romy DeCristofaro, and in June Ellen Crispino will be approved as WCSEA the Advisory Board Member replacing Gail Buscemi. The committee approved the fiscal year to date activity through April 2018. The committee also approved meeting dates for 2018-19, and a tentative budget and public hearing for FY19. The next meeting is on November 12th.

Legislative Update

Mrs. Kearney stated there was no activity to report.

INFORMATION ITEMS

A. Written Communication

Dr. Lechner stated the Board received written communication from Elizabeth Rosenfeld supporting a full day kindergarten enrichment program and from George Lind of Rauland/Ametek regarding Rauland's recent acquisition by Ametek and solicitation for District 39 communications equipment.

B. Administrative Announcements

Dr. Lechner and Principal Kelly Jackson recognized and honored students' achievements for Science Olympiad, Math Counts and Chess.

Dr. Lechner introduced Jeff Dees as the new 7th grade Assistant Principal replacing Douglas Wernet who accepted a Principal position in Frankfort. Mr. Dees was a social studies teacher from 2006-2012, first at School of St. Mary in Lake Forest and then at Loyola Academy. In 2012 Mr. Dees was promoted to Department Chair at Loyola Academy. He earned his Bachelors from Northwestern University in Social Policy and Masters in Education from John Carroll University in Ohio. He earned his administrative endorsement through DePaul University.

Mr. Dees thanked the board for the opportunity to serve and was extremely humbled and honored to join the Wilmette Junior High staff.

Dr. Lechner stated administrator salaries are indexed to Consumer Price Index (CPI). For FY19 recommended salary increases are CPI + .9%. However, with recent retirement aggregate administrator salaries actually decreased by 3.4%.

Mrs. Schneider-Fabes stated the Board contracted with SCHOOL EXEC CONNECT to conduct a superintendent search. She reported the search process would begin in September with parent and staff surveys, then eight focus group meetings will be held to develop a profile that will be shared at the October Board meeting. After the October Board meeting, a stakeholders committee of parents, staff, and community members will be formed to participate in the second round of candidate interviews. She stated the plan is to announce the final candidate at the December or January Board meeting. The District39 website will have the most current information on the search and will be updated as new information becomes available.

C. Strategic Plan Updates

1. Community Review Committee (CRC) Audit Report

Dr. Meg Kahdeman, CRC President, introduced Erin Stone to present the audit report. Ms. Stone stated two years ago the CRC audited itself and recommended adopting a cycle where all future CRCs audit the report that was produced three years prior to assess its impact. This year the committee audited the 2013-14 CRC Report, Developing a 21st Century Learning Infrastructure. Ms. Stone noted there were 13 recommendations in the 2013-14 report but highlighted three: to create state of the art learning commons at Central school that would act as a prototype for other D39 schools; develop grade level content standards and related curriculum in addition to or as part of a district technology planning effort and provide clearer guidance and recommendations on what students should know and be able to do with and within technology by grade level; innovation in the best practices of technology implementation and integration should be supported, encouraged, and recognized. Ms. Stone followed up with how each of these recommendations was fulfilled.

Board discussion ensued regarding if there were any recommendations that might have been underutilized, if another audit would be conducted, and the CRC's recommendation to develop a strategic plan.

2. Kindergarten Enrichment

Ms. Lee stated at the April Committee of the Whole and Board of Education meetings, the administration presented space and funding options for kindergarten enrichment and the potential impact on fund balances.

Mrs. Buscemi presented several graphs of kindergarten enrichment options. The first graph showed the impact of building classroom additions at each elementary with a \$6,500 tuition fee to cover construction and program fees. The second graph showed building classroom additions with the District covering construction costs and a \$4,145 tuition fee to cover program costs. The next graph showed building modular units with a \$5,325 tuition fee to cover all construction and program costs. The final graph showed building modular units with the District covering construction costs and a \$4,145 tuition fee to cover program costs. Mrs. Buscemi showed the impact on fund balances for each graph and noted program fees would need to be reviewed annually.

Ms. Lee presented results from two kindergarten enrichment surveys, one administered in January and another in May. Families with early childhood students and elementary aged children were asked to participate in the surveys. The first survey was to ascertain how many families might be interested in a sustainable, fee-based kindergarten enrichment option for a tuition fee of \$6,500 offered in the 2020-2021 school year. Results indicated 68.9% of respondents would participate in the proposed program. The second survey was geared to choose between two options: Option 1- to build classroom additions with a \$6,500 tuition fee per student per year; Option 2- to build modular units at each school with a tuition of \$5,325 per student annually. These options assume construction and program costs are covered through tuition fees. Ms. Lee reported 54.8% preferred having classrooms built at the \$6,500 tuition rate; 23.3% indicated they preferred modular units at the \$5,325 tuition rate; 16.1% (85 respondents) indicated neither as their preference. She noted the administration is recommending either Option 1 or Option 2 to accomplish the goal of providing a fee-based half-day kindergarten enrichment program.

Board discussion included cost variables being compared to the five-year projections; using a ten-year payback period when the District only has five-year visibility; the modular units resale value is dependent on age and condition plus an additional dismantling fee; spending almost \$6M to change all of the elementary schools for a half day program when installing modular units won't create any risk. Additional conversation ensued about answering the community's request for a full day kindergarten option for more than 30 years and that 89% of Illinois school districts offer it and all feeder districts have it; the burden of keeping District 39's fiscal house in order and not increasing the burden on taxpayers; having an option for kindergarten enrichment at the cost of the user just as the District does for music, iPads and busing; concern about building when there is much demand for capital; how additions affect each individual school building; how individual building survey results totaled; risk of Illinois mandating full day kindergarten; and the timeline for voting on kindergarten enrichment options.

D. Annual Business

1. Illinois Prevailing Wages

Dr. Lechner stated the Illinois Department of Labor establishes the prevailing rate of wages. Each public body is required to adopt, publicly post, and provide all construction contracts with a copy of the prevailing wages. Each year New Trier High School coordinates the prevailing wages process with the township.

Mrs. Kearney requested the Illinois Prevailing Wages vote be pulled from the Consent Agenda. She stated that the opportunity to adopt prevailing wage implies a choice and she would vote no.

2. Fiscal Year 2019 District 39 Tentative Budget

Dr. Lechner stated in order to abide by Truth in Taxation Statutes, it is necessary for the Board of Education to adopt a tentative budget. The Board is required to approve, and publicly display, a tentative budget thirty 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 24th.

Mrs. Buscemi reported the Operating Funds make up 98% of the budget. budgeted revenues are \$75,795,945 and budgeted expenditures are \$78,670,043. The budgeted year-end fund balance reflects \$32,581,390 or 55.7% of annual expenditures in fund reserve.

Mrs. Kearney stated as part of the ongoing deeper expense review she would like a draft savings plan be presented before August when the final budget is presented.

Mr. Steen noted the finance committee had completed six fund categories with many more to review and felt logistically this would be difficult to produce by August. He suggested areas to prioritize. Mrs. Kearney suggested administrator benefits and packages be reviewed as 84% of expenses are tied to salaries and benefits.

3. Fiscal Year 2019 WCSEA Tentative Budget

Dr. Lechner stated District 39 continues to serve as the fiscal agent for the special education coop that includes D39 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 calendar.

4. Budget Resolutions

- a. Fiscal Year 2019 Transfer Funds from the Operations and Maintenance (O&M) Fund to the Capital Projects Fund

Mrs. Buscemi explained that this resolution authorizes accounting transfers from O&M Fund to the Capital Projects Fund to eliminate expenditure spikes in the O&M Fund due to one-time construction projects for large dollar amounts.

- b. Fiscal Year 2019 Interfund Loan from the Educational Fund to the Operations and Maintenance Fund

Mrs. Buscemi stated this short-term interfund loan from the Educational Fund to the Operations and Maintenance Fund permits timely payments of construction expenses for Highcrest Middle School. The short-term loan is necessary to maintain adequate cash flow and fund balances and will be repaid by the end of Fiscal Year 2019.

- c. Fiscal Year 2019 Permanent Transfer of Funds from the Educational Fund to the Operations and Maintenance Fund

As reflected in the Tentative Annual Budget for Fiscal Year 19, District 39 plans to permanently transfer \$750,000 from the Education Fund to the Operations & Maintenance Fund to help finance 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 a hearing will be published in the newspaper prior to the public hearing in August 2018.

E. Board Policy Review

- 1. First Reading of Revised Board of Education Policies 6:280, 6:290, 6:340, 6:341, 6:342

Dr. Glowacki stated Policies 6:341 *Research* and 6:342 *Equal Educational Opportunity* were recommended for deletion as they are now incorporated in Policies 7:15 *Student and Family Privacy Rights* and 7:10 *Equal Educational Opportunities*, respectively.

Board members presented their suggested edits to policies for second reading.

PUBLIC COMMENTS

Greg Lasonde, Wilmette, suggested the Board review enrollment history when planning for the future and kindergarten enrichment. He felt modular units allow for enrollment fluctuations. He noted the issues in Illinois and the net decline in population would have a long-term effect on funding.

ACTION ITEMS

A. Consent Agenda

Mrs. Kearney requested Administrators 2018-2019 Contractual Salary Increases (Item IX.A.3), Illinois Prevailing Wages Resolution (Item IX.A.9), and the 2018 Non-Union Employee Benefits (Item IX.A.10) be removed from consent agenda.

Mr. Panzica moved, seconded by Mrs. Schaff, to approve the personnel report dated May 21, 2018 which included licensed part-time reemployment of **Shanshan Zhang**, effective August 28, 2018; licensed full-time employment of **Karin Bader**, effective August 28, 2018; **Megan Filip**, effective August 22, 2018; **Erin Kolba**, effective August 28, 2018; **Vanessa Kovachy**, effective August 22, 2018; **Michelle Lawniczak**, effective August 28, 2018; **John Lee**, effective August 28, 2018; **Britany Nelson**, effective August 28, 2018; educational support personnel full-time employment of **Patrick Miller**, effective June 11, 2018; temporary employment of **Lauren Ayala**, effective June 19, 2018; **Steve Layne**, Summer Technology Technician, effective June 14, 2018; **Elizabeth Serrata**, effective June 19, 2018; **Kerri Sustich**, effective June 19, 2018; **William Wisser**, effective June 19, 2018; **Anna Zeller**, effective May 22, 2018; licensed resignation of **Ben Baird**, effective June 22, 2018; **Teresa Dobson**, effective June 15, 2018; **Jennifer Less**, effective June 15, 2018; **Margaret Mroczkowski**, effective June 15, 2018; **Kristy Rieger**, effective June 15, 2018; **Melanie Stauner**, effective June 15, 2018; **Brittney Williams**, effective June 15, 2018; educational support personnel resignation of **John Lee**, effective June 15, 2018; **Marina Porter**, effective June 15, 2018; **Pawel Skrzypek**, effective May 18, 2018; **Kellie Truppa**, effective June 15, 2018; licensed retirement of **Michele de St. Aubin**, effective the end of the 2022-2023 school year; **Tina Honoré**, effective the end of the 2022-2023 school year; **Kathryn Rish**, effective the end of the 2021-2022 school year; **Beverly Taylor**, effective the end of the 2020-2021 school year: to approve the appointment of Jeff Dees as the 2018-2019 Wilmette Junior High School Assistant Principal: to adopt the FY19 Tentative Budget as contained in the report dated May 21, 2018 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 27, 2018: to approve the Wilmette Community Special Education Agreement FY19 Tentative Budget as contained in the report dated May 21, 2018 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 27, 2018: to approve the resolutions dated May 21, 2018 authorizing accounting transfers from the Operations and Maintenance Fund to the Capital Projects Fund; and, approve the resolution dated May 21, 2018 authorizing an interfund loan from the Educational Fund to the Operations and Maintenance Fund; and, approve the 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 27, 2018: to approve as first reading revised Board of Education Policies 6:280 *Grading and Promotion*; 6:290 *Homework*; 6:340 *Student Testing and Assessment Program*; 6:341 *Research*; 6:342 *Equal Educational Opportunities*: approve the accounts payable for bills listed between April 24, 2018 – May 21, 2018 in the following amounts: Educational Fund \$600,893.37; O&M Fund \$200,322.69; Debt Services \$35,838.29; Transportation Fund \$176,328.21; Capital Projects \$46,845.00; total all funds: \$1,060,227.56: to approve the manual checks issued between April 24, 2018 and May 21, 2018 in the following amounts: Educational Fund \$349,333.43; O&M Fund \$ 3,832.12; Transportation Fund \$5,498.09; total all funds: \$358,663.64.

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 the administrators’ 2018-2019 contractual salaries with aggregate increases at 3.0%.

Mrs. Kearney asked if she voted in favor of the salary increases, would it only apply to current 2018-2019 administrators and not for any new administrators. Dr. Lechner confirmed this motion is for 2018-2019 administrators’ salary increases.

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.

Mr. Panzica moved, seconded by Mrs. Schaff to adopt the resolution dated May 21, 2018 authorizing the adoption of the prevailing rate of wages for the State of Illinois effective May 21, 2018.

Mrs. Kearney stated she had voiced comments earlier regarding the Illinois prevailing wages.

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

Motion Carried.

Mr. Panzica moved, seconded by Mrs. Schaff, to approve the 2018 Non-Union Employee Benefits.

Mrs. Kearney reiterated her previous comments noting if she votes in favor of this motion, a new non-union hire would receive this benefit. Dr. Lechner stated although there are no new non-union personnel, if someone were to be replaced they would receive this benefit for the 2018-19 year.

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

Motion Carried.

Mr. Panzica moved, seconded by Mrs. Schaff, to approve the appointment of Dr. Heather Glowacki as the 2018-2019 Assistant Superintendent.

Dr. Lechner said following the retirement of Dr. Denise Thrasher, he recommended Dr. Heather Glowacki to serve as the next Assistant Superintendent. He stated Dr. Glowacki has a long history in District 39. He stated Dr. Glowacki has served as a special education teacher, a special education coordinator, an Assistant Principal (in 3 different schools), Principal of Romona, and Administrator of Human Resources. As is the practice in District 39, the Assistant Superintendent maintains their current position, but receives the added responsibilities of filling in for the Superintendent when needed.

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

Mr. Steen stated this time of year brings many administrative changes with hiring a new assistant superintendent, new assistant principals, and celebrating retiring administrators. He stated his pleasure at having deep discussions on various issues and having incredible consensus on the quality of our administrators. He thanked all of the administrators for their hard work and service.

Mr. Panzica thanked the technology staff who held an Innovation & Tech Expo at New Trier High School earlier this month. He was able to attend the expo, which he said was very worthwhile and interacted numerous District 39 staff.

Mr. Panzica moved, seconded by Mrs. Schaff, to adjourn to executive session to discuss safety & security, 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 9:00 p.m. and returned to the regular meeting of the Board of Education at 9:59 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 9:59 p.m. by **General Consent**.

President

Secretary