

FEBRUARY 27, 2017
WILMETTE, IL
REGULAR MEETING

A regular meeting of the Board of Education was held on Monday, February 27, 2017 at the Mikaelian Education Center, 615 Locust Road, Wilmette, Illinois. President Alice Schaff called the meeting to order at 7:00 p.m.

Members Present: Alice Schaff, Kimberly Alcantara, John Flanagin, Tracy Kearney, Cindy Levine, Frank Panzica, Mark Steen

Members Absent: None

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

PLEDGE OF ALLEGIANCE

Principal Kelly Jackson introduced Highcrest Green Team Leader Alison Eakley who presented two members of the Green team. The students spoke about their recycling efforts then led the Pledge of Allegiance.

ARTWORK

President Schaff noted Linda Peritz's Highcrest students created the artwork on display in the Board room this month. Students experimented with many mediums and art techniques. They learned color theory, blending, tinting, and shading with acrylic paints while connecting to artists and their styles of art. Fifth graders learned about anatomy and proportion in creating their surreal self-portraits.

APPROVE THE MINUTES

Mr. Steen moved, seconded by Mr. Flanagin, to accept the minutes of the January 23, 2017 regular meeting. The minutes were approved as submitted by **General Consent**.

AUDIENCE PRESENTATIONS

Joel Kurzman of Wilmette, introduced himself as a candidate for Wilmette Village Board of Trustees.

Board Committee/Liaison Reports

Strategy Committee – Ms. Levine stated the committee met on January 30, 2017. The committee discussed a variety of topics, including the new strategic initiatives and new initiatives for consideration for the 2017-2018 school year. The next meeting is April 3rd.

Facility Development and School Finance Committees – President Schaff stated a Committee of the Whole meeting was held on February 13th to discuss both FDC and SFC agenda items. The committee discussed summer construction bids for Romona and McKenzie learning commons and HVAC, Wilmette Junior High School (WJHS) boiler replacement, and McKenzie roof replacement. She stated the WJHS boiler project bids came in under budget, however the bids for the learning commons projects and large space HVAC were 50% over budget. The committee agreed to move forward with the boiler replacement and to refine the scope of the learning commons projects and reopen the bidding process. She noted the McKenzie roofing project would be bid out separately for approval in March.

President Schaff reported on the space study at Highcrest Middle School (HMS). She noted STR Architect Colby Lewis met with HMS educators to create a list of needs they then prioritized into proposed projects. There was an overwhelming consensus for classroom and small group instructional spaces.

President Schaff stated with the passing of the new water testing law, testing for lead in drinking water is required in all pre-school through eighth grade buildings by December 31, 2017. The State has not announced the final regulations but since the District had water tested through an authorized EPA testing center last fall, the District hopes those test results would satisfy this year's requirement. She noted there are 98 identified sources that would need to be tested costing about \$6,000.

President Schaff reported Technology Administrator Tony DeMonte is accepting quotes for a new phone system. He stated two options are for a premise based phone system onsite or a cloud based system. He believed the initial cost investment of the premise based phone system would be the best option. The Board discussed whether a physical phone in every classroom was necessary and considered the health and safety components regarding physical phones in classrooms.

President Schaff stated the 2018-2020 transportation bids were received February 9th from three different companies; AI Bus, Alltown, and North Shore Transit. Regular transportation bids are awarded to the company most able to provide safety and comfort for students, stability of service, and then price.

Finally, President Schaff stated the committee and administration reviewed proposed projects and created a prioritized list of capital projects. With limited budget resources, Dr. Lechner explained the four levels of projects; annual maintenance that is built into the O&M Budget; must do projects in each building; capital projects; other strategic plan based initiatives.

President Schaff noted these discussions would continue at the next Committee of the Whole meeting March 13th.

Insurance Advisory Committee – Mrs. Kearney stated the committee met earlier today. Committee discussed current claim expenses and open enrollment for early June. She noted the balance of the meeting focused on wellness screenings for District staff. The next meeting is May 1st.

Community Review Committee – Ms. Levine stated the committee met on February 6th. She stated the committee continues to work diligently toward their May presentation. The committee is focused on the ongoing audit of a previous CRC report, 2012 Technology and Learning Environments. She noted the school climate subcommittees are preparing to distribute surveys to parents, students and teachers. The next meeting is March 6th.

Educational Foundation – President Schaff stated the Foundation met on February 15th. Science Olympiad courses have been completed. The Fine Arts Committee is hosting a Swiss Artist in May to work with eighth grade students in 2D and 3D art classes. The artist will also work with social studies teachers to incorporate fourth quarter curriculum on courageous people into art projects. A community art show will take place to showcase the final artwork. The fundraising committee is preparing for the 10 Everyday Heroes Ceremony on Thursday April 27th at the Kenilworth Club. The next meeting is on March 15th.

WCSEA – Mrs. Kearney stated the next meeting is March 20, 2017 at Marie Murphy.

Board Agenda Items

Legislative Update

Mrs. Alcantara updated the Board regarding Governor Rauner's commission tasked with overhauling Illinois' current school funding formula by February 1, 2017. She reviewed the contents of the report noting issues that might affect District 39 included a hold harmless provision for school districts. The commission recognized the funding formula is outdated and does not demonstrate clearly that adequacy targets differ based on individual student needs. They acknowledged the State does not have the resources to ensure school districts are funded to their individual targets. They noted Illinois school districts are required to adhere to over 100 unfunded mandates, which reduce available dollars, increase bureaucracy, and decrease flexibility for teachers and administrators. The commission expressed interest in relieving mandates. She stated Governor Rauner and some commission members support the availability of school choice tax credits.

INFORMATION ITEMS

A. Written Communication

The Board received written communication from Dan Fogel regarding New Trier Caucus selection rules and process; Raquel Klibanoff and Brenda Werth regarding band/orchestra and proposed school start/end times.

B. Administrative Announcements

Dr. Lechner stated McKenzie Principal Denise Welter would retire in June. He announced Rachel Filippi as the new principal for McKenzie Elementary. He detailed her administrative experience as Assistant Principal at Walden Elementary School, at Shepard Middle School, and four years in Deerfield.

Dr. Lechner said District 39's practice is to have two school improvement (SIP) days on the calendar each year. The January draft calendar had only one school improvement day. The calendar has been revised to add February 2, 2018 as a SIP day.

Dr. Lechner reported New Trier Township hosted a Family Engagement Night at Central School in Glencoe for a panel discussion and screening of excerpts from the documentary, *Screenagers*. The evening was well attended and discussion ranged from what life was like before cell phones to setting limits on technology use for teens and adults. Resources were provided for families.

Dr. Lechner announced Assistant Director of Student Services Romy DeCristofaro finished her doctoral degree program from UIC last May. Her dissertation, titled "A Multi-Case Study Examining Reflection within Collaborative Teacher Inquiry" was recently announced as the winner of the Dissertation of the Year Award from the Leadership for School Improvement associated with the American Educational Research Association. Dr. DeCristofaro will receive her award in April at the AERA conference held in San Antonio.

Dr. Lechner also announced WJHS seventh grade science teacher Peter Ower earned his Doctorate of Education from DePaul University with a dissertation on Experiencing the Implementation of New Inquiry Science Curricula.

Dr. Lechner announced Katie Lee as the Administrator for Curriculum & Instruction. This past year she served in an interim capacity. The Board would approve her contract as part of the Consent Agenda.

Dr. Lechner stated enrollment for the 2017 Summer Enrichment Program is has begun. The first registration phase closes March 10th. Parents who haven't registered should register soon as classes are chosen based on enrollments. Once classes are finalized, registration reopens on March 20th through May 5th.

Dr. Lechner noted a longtime resident recently moved out of District and is requesting the Board to allow their student to remain at Wilmette Junior High to complete her eighth-grade education. The student began in kindergarten and would like to graduate with her class. The parent accepts responsibility for non-resident tuition costs and for transportation to/from school. The District has approved this in the past, but only for 8th graders heading to New Trier High School.

Dr. Lechner stated new Policy 2:150 refers to standing District committees required by law. The Parent-Teacher Advisory Committee and Behavioral Interventions Committee are permitted to join as one committee. The first meeting for this new committee (Parent/Teacher Behavior Advisory Committee) will be scheduled for May. A board member would to be appointed to this committee as a liaison.

FOIA

The District received three FOIA requests this month. Donna McShea requesting 2016 ERB/CTP4 student testing reports; Adriana Cardona of Univision Chicago requesting all asbestos management plans/actions for District 39 schools; Michael Day requesting long-term substitute positions for 2004, 2008, 2012, 2013, 2014, 2015-2016, 2016-2017; full names of teachers, salaries at hiring; full names of all persons applying for positions; dated emails, letters, memos from department heads, board members regarding persons selected for interviews whether hired/not hired; instructions to principals regarding hiring; names, titles, qualifications and lack thereof including notes/memos for persons in focus groups; certification stating records are true under oath showing of that experience.

C. Strategic Plan Updates

1. School Climate: Creating a Culture of Empathy

Dr. Lechner explained this report continues the mid-year update of the 2016-2017 District 39 Strategic Plan. One of the new strategic initiatives administration identified was school climate. District 39 reviewed current practices to develop short and long term plans to improve school climate and create a culture of empathy. He stated proactive measures have taken place especially in the areas of diversity, equity, and inclusiveness. Administrators from across the schools presented an update about the action steps that have been taken this year, and shared plans to address this goal going forward.

Ms. Lee stated. District 39 engaged stakeholders by developing empathy, instilling respect and promoting acceptance of responsibility while building positive school climates within each school community. Ms. Lee noted the administrative trainings and lectures held for staff.

Ms. Lee said administrators have been working collaboratively on establishing a consistent practice of behavior tracking. Next year, EduClimber, a data warehouse, has the capability of producing data reports geared to graphically show trends within a school or across the District.

Principals Littmann and Jackson detailed many actions and activities that were developed to promote a culture of empathy in schools.

Questions from Mrs. Kearney included requesting examples of social conflict and bullying; how consequences for each differ; whether the policies or practices need review to address these issues; what information will EduClimber program provide; definition of equity.

Ms. Levine requested the final report in June contain the intended outcomes of behavior tracking whether it be student attendance, decreasing negative behaviors or tracking positive outcomes.

2. School Attendance

Dr. Lechner stated the goal of obtaining 80% positive attendance rate would be met by the end of the 2017-18 school year. As of February 3rd, the District is at 74% of students being in attendance at least 95% of the total number of school days, meeting the definition of positive attendance. This was an increase from the baseline of 71%. He stated administration continues to monitor attendance monthly, sends reports home to parents, and has direct conversations with parents of students with chronic absences.

Ms. Lee, Dr. Thrasher, and Dr. DeCristofaro presented the report. They focused on the potential impact of school attendance and possible causes that influence attendance. Proactive measures included increased parent awareness of positive attendance, monitor and track tardiness and attendance data, work with parents to address concerns regarding excessive absences, train staff to recognize signs of school anxiety and avoidance, implement interventions for students who may be considered at risk or chronically absent, and develop plans to create school climate that is safe, positive and consistent with a culture of empathy.

Dr. Thrasher and Dr. DeCristofaro explained the use of the Response to Intervention approach using tiers and subsequent action steps. They will continue to review attendance patterns and collect information to determine the functions of chronic absences using the school avoidance assessment. A follow-up report will be presented in June.

Board discussion included reasons students are missing school, how students are identified and grouped into categories, what actions are taken to remedy those students identified, reviewing chronic students' absences for history of early age absences, and parent feedback toward attendance notifications.

3. Revised K-4 School Day Schedule

Dr. Lechner stated the K-4 scheduling committee was established as a result of the new WEA contract. The report reflects recommendations for changes to the K-4 schedule that reflect best practices as well as priorities for District 39. The recommended changes support both student learning as well as improved opportunities for teachers to collaborate, plan, and instruct.

Dr. Glowacki stated the scheduling committee met with a scheduling consultant to discuss strengths and challenges of current schedule. The committee ranked the challenges and addressed the top priorities. They discovered by adding 20 minutes of instruction time per day, they were able to provide uninterrupted blocks of time for core content instruction, morning and afternoon planning time for classroom teachers, dedicated intervention time for all students, common planning time for grade level teachers during the student day, more instruction time for students, and weekly organized planning time for K-4 staff. In order to establish consistent blocks of instructional time a sixty minute specials block will include all specials (except for physical education) and Spanish.

Dr. Glowacki stated teachers recommended Thursdays as the early release day for students. She noted the benefits of a weekly early release day would provide weekly collaboration time outside of the student day eliminating the cost of substitutes, increasing the amount of time students are with teachers, and providing additional time for professional development and curriculum training. The revised student schedule provides a net increase of 40 instructional minutes per week for

grades 1-4. The K-4 schedule change increases kindergarten instruction time by 15 minutes per week.

Ms. Levine asked about the implications of having 10 fewer minutes in Spanish per week and about not being able to include all seven priorities in the revised schedule.

4. Proposed School Start/End Times

Dr. Lechner stated for several years the District has considered issues impacting school schedules. The 2014-2015 CRC report recommended a review of student schedules. He noted while this report doesn't address every concern, it is a first step toward resolving many issues. This model is the latest hybrid which included research on adolescent sleep needs, concerns about early band practice, issues with bus schedules and long before school wait times (especially at Highcrest), and the need for more K-4 teacher plan time. He noted with a longer K-4 student day, it is possible to address all of these concerns. Dr. Lechner reviewed township area school start and end times, the revised K-4 schedule, early release day, substitute cost savings, bus schedule changes, band and orchestra schedules, New Trier Math, Park District program extensions, after school activities and before school child care.

Board discussion ensued regarding supervision for early release, park district offering more afterschool clubs onsite, band/orchestra students being pulled out of core class studies for sectionals, band being part of related arts courses, ability to provide supervision after the early release "transition phase", pulling students from academic classes undermines efforts toward positive attendance, and revamping the band survey for submission to all parents.

D. Annual Business

1. Summer 2017 Construction Project Bids

Dr. Lechner stated the planned construction projects for boiler, roof, and large space HVAC address the District's most immediate needs. The District recommended approval of the boiler replacement at Wilmette Junior High.

Dr. Lechner stated the initial bids came in significantly higher than estimated to renovate the library, technology and media spaces at Romona and McKenzie Elementary Schools. Architects are redesigning and the projects will be rebid in March.

Mrs. Buscemi noted bids for the roof project would be received in March and learning commons bids would be received in April.

2. Regular Student Transportation Contract FY2018-2020

Dr. Lechner stated an invitation to bid for regular transportation services was made available to the public January 26, 2017. The District received bids from three companies AI Bus, Alltown Bus, and North Shore Transit (NST). North Shore Transit (NST) was recommended for Board approval.

Mrs. Buscemi reported school code allows transportation bids to be awarded first considering the bidders most able to provide safety and comfort for students, stability of service, and factors set forth in the proposal regarding quality of service and then price. She explained the matrix used noting safety and comfort were the highest valued criteria. She added the lack of timeliness in arrival at bus stops creates safety issues which are exacerbated by poor parent communications. Mrs. Buscemi reported NST scored very high in the category of safety and comfort while AI Bus and Alltown Bus references indicated difficulties with being on time to bus stops and parent communications. She said AI and Alltown references also indicated high driver turnover rate, which carries the risk of having less experienced drivers with less training on a route.

High turnover leads to drivers who are less familiar with students. Mrs. Buscemi stated communication with parents and staff is a very high priority in District 39. She stated NST received the highest overall score on the matrix. After scores were determined, the cost factor was observed. She stated as NST decreased their cost by 13% based on economies of increased business at their Skokie location, it was decided NST was the best option based on all factors.

Mr. Flanagin noted transportation bids were discussed at the recent School Finance meeting. He added NST offered to provide newer buses with an average age of 5-10 years.

3. Revised Special Education Workload Plan

Dr. Lechner stated the Special Education Workload Plan was submitted to Illinois School Board of Education (ISBE) after Board approval in October 2009. This plan serves as a framework to evaluate a special education personnel workload.

Dr. Thrasher stated the plan addressed considerations for time spent on individualized instruction, consultive services and collaboration, attendance at Individualized Education Plan (IEP) meetings and other meetings, and case management, paperwork, and reporting. She said recently the plan was reviewed with more specific responsibilities listed under each component. In addition, crisis management and social emotional duties were added as a fifth component. The plan now includes all special education staff.

Mrs. Kearney's comments included the difference between workload and caseload, if the special education staff were involved in the review of the plan, what the typical case load is for an Learning Behavior Specialist (LBS).

E. Board Policy Review

1. First Reading of Revised Board of Education Policies 7:240; 7:260; 7:270; 7:280; 7:285; New Policies 7:250 and 7:275; Delete Policy 7:265

Dr. Glowacki highlighted several policies up for review. Policy 7:265 Pediculosis is recommended for deletion as it is not a required policy and guidance in managing head lice is given through the Illinois Department of Public Health (IDPH). She noted Board suggestions regarding the inclusion of concussion language in Policy 7:240 Code of Conduct for Extracurricular Activities. She noted Policy 7:305 is specific to extracurricular concussion while Policy 7:240 is specific to code of conduct. She explained new Policy 7:275 Orders to Forgo Life-Sustaining Treatment directs District staff when a family with a terminally ill child wishes to allow that child the ability to attend school for as long as possible. She also said Policy 7:285 should be kept separate from the Epi-pen policy as each life-threatening illness is specific to an individual and students with epi-pens have a protocol in place.

The Board had recommended edits for first read policies.

2. Third and final Reading of Revised Board of Education Policy 7:140

Dr. Lechner stated the Board had concerns regarding the soft language of "when feasible" preceding language guiding the process for conducting a student search. He stated in all situations, District staff would preserve and protect the dignity and rights of students, at the same time keeping all students as safe as possible. The language guiding the search practice is important for the student as well as the staff. The "when feasible" clause allows for staff to make decisions and judgments to keep all students safe.

Mrs. Kearney requested further clarification regarding the attorney’s suggested language of “when feasible”. Mrs. Kearney asked if the parents might be given a copy of the superintendent’s written report noted in the policy. Mr. Flanagin stated in a situation that had elevated to an investigation by law enforcement, the normal rights of parents would apply; school policy would not override the law.

AUDIENCE PRESENTATIONS

Ilene Porwancher, asked with regard to start/end times, how early would students be allowed entrance to the junior high in the mornings.

John Cesaretti, asked if park district after school care prices would increase.

Beth Feeley, commented about the equity team initiative. She requested good communication about the program, expectations, what students would be taught. She noted the importance of language and clear terminology of equity.

Emily Downs had several comments regarding the importance of being very careful regarding language of equity, race, and social emotional endeavors; explore avoidance and anxiety issues that may cause decreased attendance at schools; as teachers take on more responsibilities for students what programs are being removed.

Sylvie Legere asked when presenting programs, if the resources assigned to researching and developing the program could be associated. Also, the cost in terms of time and effort and implementation. She also asked what programs need to be removed as new programs are added.

ACTION ITEMS

Consent Agenda

Mrs. Kearney requested Policy 7:140 be pulled from the Consent Agenda.

Ms. Levine moved, seconded by Mr. Flanagin, to approve the personnel report dated February 27, 2017, which included licensed full-time employment of **Amanda Taylor**, effective January 31, 2017; educational support personnel full-time employment of **Daniel Trejo**, effective January 20, 2017; temporary employment of **Cosette Bergin**, effective January 27, 2017; **Veronica Doyle**, effective February 13, 2017; **Courtney Hack**, effective February 1, 2017; licensed resignation of **Jonathan Trebesch**, effective June 9, 2017; **Lauren Young**, effective June 9, 2017; tenured leave of absence of **Melanie Uteg**, for the 2017-18 school year; denial of licensed leave of absence request for **Suzanne Gayle**, for the 2017-18 school year: award base bid package, per bid specifications for the Wilmette Junior High School boiler removal and replacement to the following contractors for a total cost of \$643,108: the contract value below includes base bid only; Wilmette Junior High School Boiler Replacement, Amber Mechanical Inc. for an amount not to exceed \$552,700; Shoreline Electric Co. for an amount not to exceed \$90,408; total Wilmette Junior High project cost: \$643,108: approve the three-year contract for regular student transportation with North Shore Transit (NST). Award the base bid for FY18 regular education transportation as follows: cost per single shuttle tier: \$106.54 Per Bus, Per Day; cost per single tier – private: \$301.25 per bus, per day; cost per triple tier – WJHS/HMS/Elementary: \$319.62 per bus, per day; cost per quadruple tier: \$319.62 per bus, per day; midday routes: \$113.13 per bus, per day; with an estimated annual amount of \$735,016 for FY18; FY18 activities, charters and field trips as follows: rate per hour: \$60.72 per hour, with minimum trip charge of \$182.16; with an estimated annual amount of \$38,254 for FY18; FY18 athletic trips as follows: rate per hour: \$60.72 per hour, with minimum trip charge of \$121.44; with an estimated annual

amount of \$8,804 for FY18; FY18 summer school transportation as follows: cost per triple tier: \$319.62 per bus, per day; with an estimated annual amount of \$30,684 for FY18; FY19 and FY20 as follows: there will be a percentage increase of 3% for FY19 and 3% for FY20: approval of the revised Special Education Workload Plan: approve the revised 2017-2018 District 39 school calendar: approve the 2017-2018 administrators' contracts for McKenzie Principal and Administrator for Curriculum and Instruction: approve the application for Chloe Okninski to complete her education as an eighth grade tuition student at Wilmette Junior High School for the 2016-2017 school year: to approve as first read revised Board of Education Policies 7:240 Conduct Code for Extracurricular Activities; 7:260 Exemption from Physical Activity; 7:270 Administering Medicines to Students; 7:280 Communicable and Chronic Infectious Disease (renamed Communicable and Chronic Infectious Disease); 7:285 Food Allergy; and new Policies 7:250 Student Support Services and 7:275 Orders to Forgo Life-Sustaining Treatment; and deletion of Policy 7:265 Pediculosis: to approve the accounts payable for bills listed between January 24, 2017 – February 27, 2017 in the following amounts: Educational Fund \$410,020.65; O & M Fund \$232,634.52; Transportation Fund \$153,869.88; Tort Fund \$2,125.57; total all funds: \$ 798,650.62: to approve the manual checks issued between January 24, 2017 – February 27, 2017 in the following amounts: Educational Fund \$436,399.13; O & M Fund \$29,869.37; Transportation Fund \$51.13; Tort Fund \$61.94; total all funds: \$466,381.57.

On a roll call vote on the motion, voting “yea” – Kimberly Alcantara, John Flanagin, Tracy Kearney, Cindy Levine, Frank Panzica, Mark Steen, and Alice Schaff; voting “nay” – none; absent –none: **Motions Carried.**

Ms. Levine moved, seconded by Mr. Flanagin, to approve as third and final reading Policy 7:140 Search and Seizure.

On a roll call vote on the motion, voting “yea” – Kimberly Alcantara, John Flanagin, Cindy Levine, Frank Panzica, Mark Steen, and Alice Schaff; voting “nay” – Tracy Kearney; absent –none: **Motion Carried.**

CONFERENCE ITEMS

Old Business

None

New Business

None

Good and Welfare

None

Ms. Levine moved, seconded by Mr. Flanagin, to adjourn to executive session to discuss student discipline and specific personnel.

On a roll call vote on the motion, voting “yea” – Kimberly Alcantara, John Flanagin, Tracy Kearney, Cindy Levine, Frank Panzica, Mark Steen, and Alice Schaff; voting “nay” – none; absent –none: **Motion Carried.** The meeting adjourned to executive session at 9:21 p.m.

Being no further business, Mr. Flanagin moved, seconded by Mr. Panzica to adjourn the regular meeting of the Board of Education. The regular meeting adjourned at 9:53 p.m. by **General Consent.**

President

Secretary