

**MARCH 19, 2018**  
**WILMETTE, IL**  
**REGULAR MEETING**

A regular meeting of the Board of Education was held on Monday, March 19, 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,  
 Alice Schaff, Lisa Schneider-Fabes, Ellen Sternweiler

Members Absent: Frank Panzica

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

**PLEDGE OF ALLEGIANCE**

Assistant Principal Elena Ryan introduced Harper artists who contributed to the beautiful art on display at the MEC to celebrate Youth Art Month. The students then lead the Pledge of Allegiance.

**ARTWORK**

Mr. Steen noted the artwork on display this month was a wonderful sampling of 1st-8th grade student work from all six schools. Every March the District observes “Youth Art Month” by showcasing talented student artwork created across the District. “Youth Art Month” emphasizes the value of art education for all children and encourages quality school programs.

**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 booing or cheering.

**APPROVE THE MINUTES**

Mrs. Schaff moved, seconded by Mrs. Sternweiler, to accept the minutes of the February 26, 2018 Regular and Executive Session Meetings and the Minutes of the February 24, 2018 Special and Executive Session Meetings. The minutes were approved as submitted by **General Consent**.

**PUBLIC COMMENTS**

None

**BOARD COMMITTEE REPORTS**

School Finance Committee – Mr. Steen stated the committee met as part of the Committee of the Whole on March 12<sup>th</sup>. The committee discussed the special education transportation contract. Three vendors submitted bids that were measured using six criteria; safety and comfort, stability, quality, familiarity, references, and technical expertise with special education students. He noted only two contracts were considered complete. Of those two vendors, both received high marks, however, the lowest bid was from North Shore Transit (NST). The reason three bids were received was due to the requirement of having a bus yard within ten miles of the school district.

The committee also discussed non-operating funds and debt service fund noting this would be the third and last year for abatement in the debt service levy. The committee considered whether there would be another opportunity for abatement or alternate forms of debt finance in the future. The committee continued the detailed expenditure review by category including world languages, transportation, and food service. Mr. Steen noted while there has not been any identified significant savings to date in these areas, the group continues to review expenditures to find savings. The next meeting is April 9<sup>th</sup>.

Strategy – Mrs. Schaff stated the committee met as part of the Committee of the Whole on March 12<sup>th</sup>. The committee discussed instrumental music. Consultant Shannen Mitchell assisted with the parent/student surveys and presented feedback at the February meeting regarding pulling students from academic classes for sectionals. Mrs. Jackson and Ms. Lee worked together to provide three options to address the issue of band/orchestra sectionals. They reviewed current practice and options to improve the sectionals issue. She noted all options involve staff increases and therefore increased operating costs.

Mrs. Schaff stated the committee had been discussing ways to offer a kindergarten enrichment program in District 39. The committee and administration have calculated space issues and construction costs to offer programs at all four elementary schools. The group reviewed estimates of operating costs and surveyed parent interest. The administration presented an alternative idea to offer kindergarten enrichment sooner at a reduced, up front capital cost. Committee members discussed capital expenditures and timing, operating costs, and tuition options. The next meeting is April 9<sup>th</sup>.

Community Review Committee – Mrs. Sternweiler stated the committee met March 5<sup>th</sup>. Northwestern University's Learning Sciences Professor Reed Stevens presented his granted funded research program, *Used Studios*, which is a student lead STEAM learning program. The group discussed the program in relation to the District's personalized learning goals. The committee reviewed its definition of personalized learning and the possibility of utilizing the *Used Studio* program or something similar as a means to introduce personalized learning in District 39. The next meeting is April 9<sup>th</sup>.

WCSEA – Mrs. Sternweiler stated the committee met early today and approved the FY 2019 budget, budget calendar and guidelines, projected expenditures for FY19, and fiscal year to date activity through February. She noted the only expense for WCSEA is the cost for the annual yearly audit and publishing of the annual report, which is shared with District 39. Avoca will continue to partner with District 39 for summer education classes being held at Romona and Wilmette Junior High. The next meeting is May 21<sup>st</sup> at Marie Murphy. Dr. Lechner noted the committee approved the draft budget and the actual budget would be approved in August.

Parent Teacher Advisory Committee – Mrs. Schneider-Fabes stated the committee met March 13<sup>th</sup>. She explained this committee is State mandated for parents, teachers, administrators, and one Board member to meet twice a year and the agenda follows Illinois School Code. She said the committee reviewed disciplinary policies, bus safety procedures, and procedures for using behavioral interventions according to Board policy. The committee also reviewed the appendix to the 2017-2018 parent handbook and the transportation handbook. The committee recommended the District provide an annual report of bullying incidents at the end of the school year and share those incidents with staff at the beginning of the school year, aligning with Policy 7:180 requiring the District report incidents on bullying. The committee also recommended developing a procedure for handling discipline at PTO events when administrators are not present. The administration agreed to create guidelines and a code of conduct for students at PTO events and include a specific addendum to the parent handbook. The administration would also add information to the handbook regarding student conduct on the bus and guidelines for parents when buses do not arrive.

## **Board Agenda Items**

### **Legislative Update**

Mrs. Kearney reported the Senate had been in session this week while the House was not. Both chambers will be out of session the next three weeks for the General Primary election and spring break. She noted the House returns on April 9<sup>th</sup> and Senate on April 10<sup>th</sup>.

## **INFORMATION ITEMS**

### **A. Written Communication**

Dr. Lechner noted the Board received written communication from Kristen Dean of Youth Connection regarding the dissolution of Youth Connection, Sheila Proeve and Michelle Leonardo regarding full day kindergarten, and Evan Canel regarding instrumental music sectionals.

### **B. Administrative Announcements**

Dr. Lechner stated that the District office would be a polling place for Wilmette for the very first time tomorrow.

Dr. Lechner stated all District 39 schools were represented at the Go Green Wilmette event held on Sunday, March 11<sup>th</sup> at Michigan Shores Club. Green Teams/students, teachers, administrators and parents created displays of the District's sustainability efforts, a mini-composting station, and videos of student projects related to sustainability.

Dr. Lechner introduced Angela DeMay as the new Assistant Director for Student Services. Following the retirement of Dr. Denise Thrasher, Dr. Romy DeCristofaro was promoted as Interim Administrator for Student Services. Angela DeMay comes from Barrington School District 220 where she served as a Learning Behavior Specialist, a Special Services Coordinator, and currently as Assistant Department Chair of Special Services.

Dr. Lechner announced the June 25<sup>th</sup> Board of Education meeting has been rescheduled for June 18<sup>th</sup>.

Dr. Lechner stated the District received two FOIA this month; Paul Traynor of Hay Moon Media requested all correspondence for the past two years relating to school funding levies or district taxes, suggested or enacted programs regarding racial sensitivity training, anti-bullying measures, empathy training, or LGBTQ issues, along with any related FOIA requests; Stephen Chichelli of SmartProcure requesting all purchase records from November 8, 2017 to the present.

### **C. Strategic Plan Updates**

#### **1. Kindergarten Enrichment**

Dr. Lechner stated this report was a mid-year update regarding a new 2017 strategic plan goal, but had actually been a goal considered for nearly a decade. He acknowledged that District 39 is responding to broader parent requests for a full-day kindergarten program. He hoped to offer a fee-based kindergarten enrichment program as a first step toward a full day kindergarten program. He noted the process is not complete as the District continues to explore program options and related expenses.

Ms. Lee stated the Illinois State Board of Education (ISBE) does not mandate kindergarten programming. The Illinois School Code provides for optional kindergarten attendance but school attendance is not required until a child is six years old. She added Illinois School Code provides for either half of full day kindergarten programs, but where full day is offered, half day options must also be available.

Ms. Lee reviewed the history of full day program exploration in District 39 beginning with the Community Review Committee (CRC) report in 2008 which recommended a feasibility study for full day kindergarten. Reports in 2012 and 2015 continued to entertain a full day program but were tabled due to space and funding issues. Recently, many District 39 parents expressed interest in a fee-based kindergarten enrichment program that would be housed in their home schools. Mrs. Littmann reported the administration surveyed parents to identify the number of parents interested in a fee-based program. 70% of respondents indicated they had enrolled their child in an enrichment program and 68.8% of respondents indicated they would participate in the proposed kindergarten enrichment program.

Mrs. Buscemi reported the District had STR Architects conduct a space study at each elementary school. STR Architects estimated the total cost for classroom additions at all four schools at \$5,681,600. They stated the work would be completed for use by the 2021 school year. The space options presented were Scenario 1; building classroom additions at the cost of \$5.7M and Scenario 2; building modular units at a cost of \$1,056,036. The modular units would be ready for the 2019-2020 school year. She stated Funding Option A charges fees based on program costs of \$4,145. Funding Option B has parents assume all program and construction costs. For permanent classrooms the cost over ten years would be \$6,489 per year. For modular units over ten years the cost would be \$4,733 or over five years \$5,321 per year.

Board discussion included parents asking for full day kindergarten enrichment or full day kindergarten; inability to charge a fee for full day kindergarten; not clear that the long term goal is full day kindergarten; modular units keeping expenses lower and allowing kindergarten enrichment to be implemented sooner; use of modular units during classroom construction at elementary schools; how these fees affect the broader community; surveying the broader community for feedback; modular units having resale value; projections assume attendance of 300 students and program estimates used were 70% of that number for first year; greater than projected enrollments would reduce fees.

## 2. Instrumental Music

Dr. Lechner stated this report is also a mid-year update regarding a new strategic plan goal. He noted these are updates and recommendations as the work continues.

Mrs. Jackson stated District 39 currently offers an instrumental music program for grades 5-8. The program is shared with Avoca District 37 having 7<sup>th</sup> and 8<sup>th</sup> grade orchestra students participating at Marie Murphy School in District 37. Feedback over the years included requests for a self-sufficient District 39 program where both orchestra and band are housed in District. She added parents have expressed concern about students being pulled out of core content classes for sectionals and early morning rehearsal times. She stated parents have also asked the District to consider alternative options to the existing instrumental music program referred to as *Instrumental Music Light*. Mrs. Jackson reported the Year 1 goals in the 2017-18 Strategic Plan for the music program are to review and define the district's philosophy of the instrumental music program; gather input from all parents and students regarding the program; plan for the transition to independent band/orchestra program; investigate alternative options to the current program.

Mrs. Jackson addressed the program philosophy, which began with defining whether the program was enrichment (extra-curricular or co-curricular) or part of the related arts program (curricular). Feedback from the parent/student survey indicated instrumental music should not be part of the related arts program. The administration recommended the program be defined as co-curricular aligning with Policy 6:190, which was slated for approval on the Consent Agenda. She stated co-curricular activities are directly linked to a curriculum map.

Consultant Shannen Mitchel provided results of the parent/student survey regarding early morning rehearsals and pulling students from academic classes for sectionals. Overall results indicated morning rehearsals were preferred as opposed to being part of related arts. Parents and students felt sectionals were very important and requested alternatives to students missing core classes. Ms. Lee explained the current sectional practices occur on a five-day rotation with one sectional weekly except for WJHS Jazz Band students who have two sectionals weekly. Students miss both core and non-core classes and miss at least six classes in each content area over the year.

Mrs. Jackson proposed three options for consideration. Option A considers rotating sectionals through related arts (RA), world languages (WL) and physical education (PE) classes only, no core content classes. This rotation has students missing ten classes for each category per year. To facilitate this option, it would require an increase in Full Time Equivalent (FTE) staff of 2.05 costing \$151,792.25. Option B limits sectional rotations through RA and PE classes only. This option would have students missing fifteen classes each over the year. The required increase is the same as Option A; an FTE of 2.05. She noted scheduling difficulties may cause further increases in staffing for this option. Option C considers scheduling sectionals on an eight-day rotation through all classes, both core and non-core. This option reduces classes missed by half; students would miss three to four classes in each content area per year. This option would require an increase in FTE of 1.06 costing \$74,487.70.

Mrs. Jackson stated the next steps include a recommendation of options to improve sectionals, reviewing strategies and schedules, implement a District 39 Orchestra program, and explore options for an alternative instrumental music program. She stated administration recommends implementing Option C for the next school year as a first step towards addressing sectional concerns.

Ms. Lee explained District 39 has been preparing for the orchestra transition. Administration has reviewed space for rehearsals, sectionals, and instrument storage. She added once the instrumental music improvements have been established they would explore alternative offerings for instrumental music. The review would include the potential impact on fund balances for each space and funding option.

Board discussion ensued regarding defining philosophy, whether the District's goal is to have a program that serves excellent musicians or to serve and provide opportunities to more children, addressing students lack of participation, music instruction being taught at all grade levels, missing the co-curricular instrumental music philosophy, finding a balance of how much is asked of band/orchestra students versus the number of students participating, band being higher in the hierarchy having the ability to pull students from all classes except New Trier Math and What I Need (WIN), students with Individualized Education Plans (IEPs) already missing world language classes.

## **D. Annual Business**

### **1. Fiscal Year 2019 Non-Operating Funds Tentative Budget**

Mrs. Buscemi reviewed the Non-Operating Funds budgets beginning with the Debt Service Fund, which is used to pay debt obligations. She stated there is a planned deficit of \$64,728 due to debt service levy abatement. This is the third and last year of the abatement. She stated there would be a transfer of \$799,000 from O&M Fund to Debt Service to cover debt certificate payments for FY19. She reported the Capital Projects Fund covers costs related to approved construction and improvements. She said the Life Safety Fund can only be used for Life Safety work that is approved by Illinois State Board of Education (ISBE). She stated the ten-year life safety study has

been completed for FY18. The new list of identified life safety projects has been submitted to ISBE for approval. The life safety projects will be completed in FY19 using the operating funds. She reported the total Non-Operating Funds tentative budget projected fund balance for June 30, 2019 is \$1.4M.

## 2. Special Education Student Transportation Contract FY19-21

Mrs. Buscemi stated the District had three bidders submit proposals for the special education student transportation contract. One bid was eliminated due to being a partial bid, which was considered non-responsive, leaving two remaining vendors. The District used an evaluation matrix, ranking the two vendors based on information provided in their proposals. Both companies received high scores for these criteria. The District then reviewed costs. She stated North Shore Transit (NST) was the lowest bid for FY 18-19 by \$61,000. The percentage increase for FY20-21 was the same for both companies. She noted NST kept their rates the same from FY18 for FY19. Mrs. Buscemi said the District recommends approval of the three-year contract with NST as the District has been very satisfied with level of service from NST for the past five years.

## E. Board Policy Review

### 1. First Reading of Revised Board of Education Policies

Dr. Glowacki stated the few policies left in section six are up for review. She requested the Board's feedback for these policies. Dr. Lechner said he would share the timeline for edits.

### 2. Third and Final Reading of Revised Board of Education Policy 6:190

Dr. Glowacki stated this policy had been revised many times and represents current practices. Mr. Steen appreciated the extra work on the policy.

## PUBLIC COMMENTS

Erin Stone, Wilmette, spoke in support of extended day or full day kindergarten.

## ACTION ITEMS

### A. Consent Agenda

Mrs. Schaff moved, seconded by Mrs. Sternweiler to approve the personnel report dated March 19, 2018 which included educational support personnel full-time employment of **Michelangelo Ibarra**, effective March 2, 2018; licensed resignation of **Kimberly Farris**, effective the end of the 2017-18 school year; **Arlene Imburgia**, effective the end of the 2017-18 school year; **Pamela Wylangowski**, effective the end of the 2017-18 school year; educational support personnel resignation of **Michelangelo Ibarra**, effective March 5, 2018; administrative retirement of **Raymond Lechner**, effective June 30, 2019; tenured leave of absence of **April Breidenbaugh**, for the 2018-19 school year; **Sara Frank**, for the 2018-2019 school year: to approve the resolution dated March 19, 2018 authorizing the honorable dismissal of teachers: to approve the three-year contract covering fiscal years 2019-2021, for special education student transportation services with North Shore Transit (NST) as follows: award the base bid for FY19 for in-District special education transportation as follows: rate per day: \$310.23 per bus, per day, with an estimated annual amount of \$273,002 for FY19; award the base bid for FY19 for out of District special education transportation as follows: rate per round trip: \$236.29 per bus, per round trip, with an estimated annual amount of \$415,870 for FY19; rate per round trip: \$310.23 per air-conditioned bus, per round trip, with an estimated annual amount of \$54,600 for FY19; FY19 activities, charters and field trips as follows: rate per hour: \$56.00 per hour, with minimum trip charge of \$112.00, with an estimated annual amount of \$35,280 for FY19; FY19 athletic trips as follows: rate per hour: \$56.00 per hour, with minimum trip charge of \$84.00, with an estimated annual amount of \$896 for FY19; FY19 summer school transportation as follows: cost per triple tier: \$310.23 per bus, per day, with an

estimated annual amount of \$14,891 for FY19; FY20 and FY21 as follows: there will be a percentage increase of 3% for FY20 and 3% for FY21: to approve the 2018-2019 Assistant Director for Student Services Contract: to approve as first reading of revised Board of Education Policies 6:235 *Access to Electronic Networks*; 6:240 *Field Trips and Community Service*; 6:241 *Student Government*; 6:250 *Volunteers*; 6:255 *Assemblies and Ceremonies*; and 6:260 *Complaints About Curriculum, Instructional Materials, and Programs*: to approve as Third and Final Reading of Revised Board of Education Policy 6:190 *Extracurricular and Co-Curricular Activities*: to approve the accounts payable for bills listed between February 27, 2018 – March 19, 2018 in the following amounts: Educational Fund \$488,075.10; O&M Fund \$181,661.31; Transportation Fund \$155,592.29; Capital Projects \$126,961.42; total all funds: \$952,290.12: to approve the manual checks issued between February 27, 2018 – March 19, 2018 in the following amounts: Educational Fund \$343,828.60; O&M Fund \$2,984.21; Transportation Fund \$128.46; Tort Fund \$905.00; total all funds: \$347,846.27.

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

**Motions Carried.**

### **SUPERINTENDENT SEARCH FIRM SELECTION**

Mr. Steen stated following Dr. Lechner’s retirement announcement, the Board began the process for seeking search firms to assist with finding a new superintendent. Three firms submitted proposals and the Board agreed to invite all three firms to interview.

### **CONFERENCE ITEMS**

#### **Old Business**

None

#### **New Business**

None

#### **Good and Welfare**

None

Mrs. Schaff moved, seconded by Mrs. Sternweiler to adjourn to executive session to discuss student discipline, specific personnel, and review Executive Session Minutes for Release and Executive Session Recordings for Destruction in accordance to Policy 2:220.

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

The meeting adjourned to executive session at 8:27 p.m. and returned to the regular meeting of the Board of Education at 9:13 p.m.

Being no further business, Mr. Cesaretti moved, seconded by Mrs. Sternweiler, to adjourn the regular meeting of the Board of Education. It adjourned at 9:14 p.m. by **General Consent.**

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President

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Secretary