

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
REGULAR MEETING OF THE BOARD OF EDUCATION**

July 21, 2014

**New Trier Township High School
7 Happ Road, Room C234
Northfield, IL 60093**

A **Regular Meeting** of the Board of Education of New Trier Township High School District 203, Cook County, Illinois was held at New Trier High School – Northfield Campus, 7 Happ Road, and Room C234 on Monday, July 21, 2014 at 6:30 p.m.

Members Present

Mr. F. Malcolm Harris, Vice President
Mr. Peter Fischer
Ms. Lori Goldstein
Mr. Patrick O’Donoghue
Mr. Greg Robitaille

Administrators Present

Dr. Linda L. Yonke, Superintendent
Ms. Cheryl Witham, Assistant Superintendent
for Finance & Operations
Mr. Timothy Hayes, Assistant Superintendent
for Student Services
Mr. Paul Sally, Assistant Superintendent
for Curriculum & Instruction
Ms. Denise Dubravec, Principal – Winnetka Campus
Mr. Paul Waechtler, Principal – Northfield Campus

Members Absent

Mr. Alan Dolinko, President
Mr. John Myefski

Also Present

Ms. Niki Dizon, Director of Communications; Mr. George Sanders, Director of Human Resources; Ms. Ellen Ambuehl, Director of Special Education; Mrs. Linda Knier, Director of Academic Services; Mr. Gerry Munley, Assistant Principal, Winnetka Campus; Mr. Peter Tragos, Assistant Principal, Northfield Campus; Mr. Christopher Johnson, Director of Technology; Mr. Christopher Wildman, Director of Business Services; Mr. Todd Maxman, President, New Trier Township Education Association; Mr. Terry Phillips, Mathematics Department; Mr. Steve Shearing, Pioneer Press; press and community.

BUSINESS MEETING

I. CALL TO ORDER – 6:30 p.m.

Mr. Harris called the Regular Meeting of the Board of Education of July 21, 2014 to order at 6:32 p.m. Roll call was taken. Mr. Dolinko and Mr. Myefski were absent. Mr. Harris asked for a motion to move to Closed Session. Mr. Fischer moved and Ms. Goldstein seconded the motion that the Board adjourn to closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity; and for the purpose of discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. Harris, Mr. O’Donoghue, Mr. Robitaille, Mr. Fischer,

NAY: None

The motion passed.

Adjournment to Closed Session – 6:34 p.m.

II. Closed Session – 6:30pm — A201A

The Closed Session meeting adjourned at 7:21 p.m.

III. Reconvene to Open Session – 7:30 p.m. – C234

Mr. Harris re-called to order the meeting of July 21, 2014 of the New Trier High School Board of Education at 7:30 p.m. and welcomed those in attendance. A roll call was taken and two Board members were absent, Mr. Dolinko and Mr. Myefski.

IV. Minutes

Mr. Harris requested a motion to approve the minutes of the June Regular meeting on June 9, 2014 open and closed session. Mr. Fischer moved and Ms. Goldstein seconded the motion to approve minutes of the Regular Meeting of June 9, 2014 open session and closed session. Mr. Robitaille asked that there be a change to the minutes of the open session. He requested word changes in the discussion of the Community Engagement Committee Update under the Special Orders of Business. Mr. Hanley was referred to as a *public relations* consultant. Mr. Robitaille stated Mr. Hanley was hired as a *community engagement* consultant. He was hired to provide community engagement services and we should be consistent and accurate in referencing him. Board consensus agreed with Mr. Robitaille and the minutes were amended as stated. Mr. Fischer moved to approve the word change and Ms. Goldstein seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. O’Donoghue, Mr. Robitaille, Mr. Fischer, Ms. Goldstein, Mr. Harris

NAY: None

The motion passed.

V. Communications

Mr. Harris noted that if anyone wished to address the Board during the Citizens' Comments part of the agenda, he or she would need to fill out a yellow Communications Request Form found on the table at the back of the room and pass it up to the Board table. Mr. Harris invited members of the Community to address the Board. There was no one who wished to speak.

VI. Special Orders of Business

A. Report from Campus Principals and Assistant Superintendents

Mr. Paul Waechtler, Principal of the Northfield Campus, reviewed the summer activities on the freshman campus which include preparing student schedules and assigning advisor rooms, meetings with advisors, advisees, and senior helpers; and planning a picnic for later in the summer. Mr. Waechtler thanked Peter Tragos, Natalia Katsinis and Laurae Nielsen for all their hard work on student scheduling and new student registrations. He noted that everything was going well and fall sports will soon be starting to mark the beginning of the new school year.

Mrs. Denise (Hibbard) Dubravec reported how quiet the Winnetka Campus is without Summer School, yet the office is busy sending out the summer mailings to students and families. She noted she was conducting exit interviews with a group of sixty parents and students and that she finds it to be very helpful and informative, providing an opportunity to hear from parents and students with their vital feedback. Discussion followed between Board members and Administrators on the benefits of conducting exit interviews. Mrs. Dubravec also shared information on the New Leaders Induction program that is being developed for this year's new school leaders. It focuses on development of self-awareness and leadership skills. She also shared good news from the Athletic Training Department. Dale Grooms said the department received the Safe Sports School Award – First Team for our Athletic Training Program.

Mr. Tim Hayes, Assistant Superintendent for Student Services noted the summer to be the quiet time of year that affords him time to be proactive in planning, reflecting, and goal-setting for next year.

Mr. Paul Sally, Assistant Superintendent for Curriculum and Instruction reported that many teachers were involved in the professional development on the Mobile Learning Initiative and the PERA Student Growth pilots. He also wanted to thank Chris Johnson and the Tech Department for the enormous amount of training for students and teachers with the iPad program, which now has 100% participation.

Dr. Linda Yonke reported on the Leadership Training Conference that she, Paul Sally, Tim Hayes, Denise Hibbard and Paul Waechtler attended at Dartmouth University. The Training was presented by the Tuck School of Business with a focus on Educational Leadership. She noted it was a very valuable experience with much to bring back and share with our leaders and Administrative Team.

Ms. Cheryl Witham, Assistant Superintendent for Finance and Operations reported that there were three FOIA requests since the last Regular meeting of the Board and they all have been responded to and closed out.

B. Test Score Analysis

Mr. Sally presented the ACT Test Score Analysis for the Class of 2014, sharing highlights of this year's findings. He noted that the depth of performance on the ACT continues to average incredibly high at a 27.5 composite score. The New Trier student college readiness benchmarks are well over the national averages. The average number of ACT tests taken has increased from 2.8 to 3.1 in 2014. Tracking growth in learning with this class differed from others in the past as this was the first class that all sophomores were required to take the PLAN test which was administered on a school day. Forty percent of students exceeded the projected ACT range. Mr. Sally also addressed gender differences in test scores, noting that significant differences persist in a few areas. He noted however that while each individual English level does not have a gender difference that is statistically significant, the school does show gender differences overall because of the distribution of genders by level. This will continue to be monitored to gain a better understanding of these differences and to better support both genders. Mr. Sally invited questions and comments from the Board. General Board discussion followed on the future changes coming to the Illinois testing requirements; concern for the number of students taking AP English; comparisons to the National averages versus peer schools; gender differences at both the elementary level and high school level; teachers' research pilot on student growth; and component measures of college readiness.

C. Update on State Testing

Mr. Sally reviewed his memo regarding the status of the PARCC (Partnership for Assessment of Readiness for College and Career) Testing. These new tests, as mandated by the Illinois State Board of Education, are replacing the Prairie State Achievement Exams (PSAE) as the measure used by the state for school accountability. Unfortunately, little information has been forthcoming from the state making it difficult to plan for the number of hours needed for testing and scheduling this into the school calendar. To date, high schools have been informed that testing will be end-of-subject assessments for English and Algebra 2. This creates further testing challenges as Algebra 2 students span freshman, sophomores, juniors, and a few seniors. General Board discussion followed on the PARCC changes. Mr. Sally noted there will be a revised calendar presented to the Board at the August Regular meeting incorporating these changes in testing, specifically that the ACT will be administered on March 3 and there will not be the PSAE testing in April or the PLAN testing in October as before.

VII. Administrative Items

A. Financial Reports for June 2014

Ms. Cheryl Witham reviewed the financial reports and statements as of June 30, 2014. She noted total cash on hand on June 30 was \$84.6M. Total receipts for June were \$2.4M and expenditures were \$15.5M. Total investments in both CDs and Government Securities were \$63.1M. The portfolio investments are divided between PMA at 40%, North Shore at 29% and RBC at 14%. Ms. Witham stressed that these are preliminary figures and may vary slightly after the Year-End Audit for FY 2014 that takes place in September. She noted that after adjusting for bond proceeds, revenue for all funds exceeded expenditures by \$3.7M, compared to a budget of \$1.8M. She reviewed the variances in the different funds as of June 30, and tracked the District-issued bonds of \$4.2M for the Summer 2014 ADA construction projects. Ms. Witham responded to Board members' queries on budget items such as the New Trier Extension, Summer School, RevTrack and student fees.

B. 2014-2015 Tentative Budget

Ms. Witham reviewed the Budget process, including the fact that the Preliminary Budget had been presented to the Board in May 2014 and an update of it was provided at the June Board Regular meeting. The next step on the Budget Calendar is to present to the Board today the Tentative Budget for FY 2015. She noted that this Tentative Budget will be on display in the District offices until the September 15 Board of Education Regular meeting when there will be a Public Hearing on the 2015 Budget and final approval by the Board. She also pointed out that it is presented in the new long range projection format and is different in appearance from previous reports. Since the June meeting, revenues and expenditures have increased primarily due to the change in accounting procedures for student fees, which are now recorded in the Education Fund. The surplus for all the funds now is \$282,000. She reviewed the changes in the non-Operating Funds which show the revenue for the Life Safety and Capital ADA projects as being received in FY2014 and being expended in the next fiscal year, FY2015. There also was a transfer of funds to meet the costs of the Winnetka Campus projects of slightly over \$1M. State and Federal revenue has also been increased \$135,000 based on the final allocations. She summarized other changes in expenditures in the area of purchased services for Workers Comp Insurance and additional band width to accommodate the increase of iPad users. Special Education tuition decreased as we now have more information on student placements. Ms. Witham invited questions and comments from the Board members. Discussion followed on Student fees and Departmental budgets, the use of Reserves to pay Wight & Pepper, and the Special Education Overview Report for the September meeting.

Mr. Fischer moved that the Board approve the Fiscal Year 2015 Tentative Budget and that a Public Hearing date be set for September 15, 2014. It is further recommended that the FY 2015 Tentative Budget be placed on public display from July 22 through September 15, 2014. Mr. Robitaille seconded the motion. Upon a roll call vote being taken, members voted as follows:

AYE: Mr. Robitaille, Mr. Fischer, Ms. Goldstein, Mr. Harris, Mr. O'Donoghue

NAY: None

The motion passed.

VIII. Consent Agenda

- Bill List for the Period June 1-30, 2014
- Personnel Report and Addendum
- Review Closed Session Minutes/Tapes
- ED RED Renewal 2014-2015
- No. Cook Young Adult Academy Intergovernmental Agreement
- ARAMARK Contract Extension
- Financial System Replacement
- Image Tec Copier Contract

Mr. Harris asked Board members if there were any items on the Consent Agenda that should be addressed in a separate discussion. Mr. Robitaille requested the Financial System Replacement for separate discussion. Mr. O'Donoghue asked for the ARAMARK Contract Extension to be discussed separately. Mr. Fisher moved that the Board approve the remaining items of the Consent Agenda which were the Bill List for the period June 1-30, 2014; the Personnel Report and Addendum; to open the Closed Session minutes as redacted for the following dates – May 16, 2011, June 6, 2011, June 27, 2011, July 18, 2011, August 22, 2011, September 19, 2011, December 12, 2011, January 17, 2012, February 21, 2012, March 19, 2012, April 16, 2012, June 4, 2012, July 16, 2012, November 19, 2012, January 22, 2013, February 19, 2013, July 15, 2013, September 30, 2013, October 21, 2013, April 21, 2014 and May 19, 2014 and to destroy the Closed Session Meeting tapes of July 2012 through December 2012; to approve the ED RED Renewal for 2014-2015; the North Cook Young Adult Academy Intergovernmental Agreement; and the ImageTec Copier Contract. Mr. O'Donoghue seconded the motion. Upon a roll call vote being taken, members voted as follows:

AYE: Mr. Fischer, Ms. Goldstein, Mr. Harris, Mr. O'Donoghue, Mr. Robitaille

NAY: None

The motion passed.

Mr. O'Donoghue asked about any feedback regarding the food service from students or staff. Ms. Dubravec responded that a faculty and student survey was conducted and fewer complaints have been

received. She noted that continued improvement is seen as ARAMARK staff listens to the needs and concerns of New Trier students and staff. Student Alliance members worked with ARAMARK managers to develop menus and collaborate on fundraising programs. Mr. Waechtler agreed and Dr. Yonke added that there has been an increase in student sales of 13%. Mr. Fischer moved that the Board approve the ARAMARK contract extension. Ms. Goldstein seconded the motion. Upon a roll call vote being taken, members voted as follows:

AYE: Ms. Goldstein, Mr. Harris, Mr. O'Donoghue, Mr. Robitaille, Mr. Fischer

NAY: None

The motion passed.

Mr. Robitaille inquired about the Financial System Replacement item as he felt the memo was somewhat vague on the business systems involved and wondered if there would be an attempt to see a return on this investment. Ms. Witham responded by noting the types of programs used by other schools and that the current system needs to be upgraded. Skyward School Business Suite will accommodate payroll, inventory, substitute scheduling, and payroll; elimination of paper processes; and integration of all timecards. The entire program will be fully implemented by spring of 2015 and the new system will be monitored along the way to determine its success. Mr. Fischer moved that the Board approve the Financial System Replacement. Mr. Robitaille seconded the motion. Upon a roll call vote being taken, members voted as follows:

AYE: Mr. Harris, Mr. O'Donoghue, Mr. Robitaille, Mr. Fischer, Ms. Goldstein

NAY: None

The motion passed.

IX. Board Member Reports

Mr. O'Donoghue and Mr. Harris did not have a report for July as their committees did not meet since the last regular Board meeting.

Mr. Robitaille reported that the *Finance Committee* met to discuss the possible release of additional reserve funds for the Winnetka Campus Facility Project. It is the recommendation of the Finance Committee to release between \$11M and \$13.5M for the campus project. The Committee also received an update on the credit markets and the 2013 Levy. More information will be presented to the Board at the Special Meeting on July 24. Mr. Robitaille also attended the *Facilities Steering Committee* meeting. The committee discussed current updates from Wight & Co. and Pepper Construction. Well-developed layouts, renderings, and a new model will be presented to the Board at the July 24 meeting. Mr. Fischer was also very positive on the progress of the work and the positive collaboration between our staff and the staff of Wight and Pepper.

Ms. Goldstein mentioned that the *Citizens' Task Force* met once or twice since the last regular Board meeting and they are meeting again tomorrow. She noted that a report will be presented to the Board on Thursday at the Special Meeting.

Mr. Fischer noted that the *New Trier Education Foundation* Golf Outing will be Monday, September 8. It will again be at Westmoreland Country Club, and more golfers and dinner attendees are welcome.

X. Board Members' Calendar of Events

- Calendar of Events

Dr. Yonke reviewed the meetings and events that remain for the summer which include the Citizens' Task Force meeting tomorrow, Tuesday, July 22; the Special Meeting for the Board on Thursday, July 24; a second Special Meeting of the Board on Thursday, August 14 to deliberate on the ballot question for the Winnetka Campus Project; the District Leadership Group meeting on that Thursday; new teacher orientation beginning on Monday, August 18; Opening Institute Day on Thursday, August 21 at the Winnetka Campus; and the first day of student attendance for the 2014-15 school year on Monday, August 25, also the Board's Regular August meeting.

- Board Members' Request for Staff Research and Future Agenda Items

Mr. Robitaille proposed two topics to be added to the list for staff research which were a presentation of the scope and functionality of the business enterprise systems and an update report on the teacher performance evaluations. Mr. O'Donoghue also requested an update of the technology listing of projects.

Mr. Harris reiterated that the Tentative Budget which was approved this evening will be on public display July 22 through September 15, 2014; and that there will be a Public Hearing on the Tentative Budget at the September Regular Board meeting.

XI. ADJOURNMENT

Mr. O'Donoghue moved to adjourn the meeting. Mr. Robitaille seconded the motion. Upon a voice vote being taken, all members indicated they were in favor.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,