

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

**January 16, 2017**

**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, in Room C234 on Monday, January 16, 2017 at 6:00 p.m.

**Members Present**

Mr. Greg Robitaille, President  
Ms. Lori Goldstein, Vice President  
Ms. Cathy Albrecht  
Mr. Alan R. Dolinko  
Mr. John Myefski  
Mr. Patrick O’Donoghue

**Administrators Present**

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

**Members Absent**

Mr. F. Malcolm Harris

**Also Present**

Mr. Peter Tragos, Assistant Principal, Northfield Campus; Ms. Stephanie Helfand, Chief Technology Officer; Mr. Myron Spiwak, Business Services Director; Mr. Gerry Munley, Assistant Principal, Winnetka Campus; Mr. Scott Williams, Assistant Principal, Winnetka Campus; Ms. Athena Arvanitis, Director of Student Life; Ms. Ellie Ambuehl, Director of Special Education; Mr. George Sanders, Director of Human Resources; Mr. Colby Vargas, President New Trier Education Association, Social Studies Department; Mr. David Heineman, Social Studies Department; Mr. Jason Dane, Kinetic Wellness Department; Ms. Amy Offenbach, Social Work Department; Ms. Hilerre Kirsch, Media, Speech and Theatre Department; Mr. Mike Hill, Technology Department; Mr. Eric Johnson, Technology Department; Mr. Dave Conway, Facilities Manager, Northfield Campus; Mr. Rob Martinelli, Pepper Construction Co.; Mr. Marty Platten, Pepper Construction Co.; Mr. David Powell, Wight and Company; Ms. Gayle Curl; Ms. Amy Budin; Ms. Jeanine McCarthy; Ms. Betsy Hart; Mr. Vincent Lim; Mr. Max Rice; Mr. Art Ellingsen; Mr. Wataku Yasahama; Mr. Jason Lee; Ms. Eunmi Lee; Mr. Jason Han; Mr. Inchul Choi; Ms. Jasmine Hauser; and members of the press and community.

**BUSINESS MEETING**

**I. CALL TO ORDER – 6:00 p.m.**

Mr. Robitaille called the Regular Meeting of the Board of Education to order at 6:01 p.m. in Room C234. Roll call was taken. All members were present except Mr. Harris. Mr. Dolinko moved to 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 to discuss Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes and to discuss student discipline and for the purpose of discussing 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. Ms. Goldstein seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Dolinko, Ms. Goldstein, Mr. Myefski, Mr. O’Donoghue, Ms. Albrecht, Mr. Robitaille

NAY: None

The motion passed.

**Adjournment to Closed Session – 6:01 p.m.**

**II. Closed Session – 6:00 p.m. — A201A**

**BUSINESS MEETING**

**III. Open Session – 7:30 p.m. – C234**

Mr. Robitaille re-called to Order the meeting of January 16, 2017 of the New Trier High School Board of Education at 7:33 p.m. All members were present except Mr. Harris. Mr. Robitaille noted that the Board had returned from Closed Session.

**IV. Minutes**

Mr. Robitaille asked for a motion to approve the minutes. Mr. O'Donoghue moved and Mr. Myefski seconded the motion to approve the minutes of the Regular Meeting of the Board of Education held on December 12, 2016, open and closed session. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. Myefski, Mr. O'Donoghue, Ms. Albrecht, Mr. Dolinko, Mr. Robitaille

NAY: None

The motion passed.

**V. Communications**

Mr. Robitaille invited anyone from the audience who wished to address the Board to please come forward and fill out a communications request form from the back table. Seven members of the audience wished to address the Board on the All School Seminar Day and six members of the audience spoke regarding a suspension appeal.

**VI. Special Orders of Business**

**A. Report from Campus Principals, Assistant Superintendents & Associate Superintendent**

Mr. Paul Waechtler, Principal of the Northfield Campus, reported on events of the freshman campus which included the end of the first semester, final exams and Grading Day. Second semester begins on Wednesday and planning for next year has begun with students meeting with their advisers for their course selections. The Northfield Dance Day is on January 27 during the day in periods five through nine and the Northfield Dance Ensemble will perform in the evening at 7:30 p.m. in the Cornog Auditorium. Events for the Class of 2021 began this month with Academic Life nights in early January, Understanding the Placement Process on January 12, and the All About Electives presentation on January 18. Mr. Waechtler highlighted a proposal by the Freshman Student Senate to explore the use of both doors at building entrances where there are security personnel. It was determined that new hardware for the doors would allow use of both doors and freer access through the entrances, thus expediting students' travel time between classes.

Ms. Denise Dubravec, Principal of the Winnetka Campus, shared information on activities at Winnetka which included first semester finals and the early release day for tomorrow. She also relayed athletic news for Winter and Spring Sports and a new application process from Student Alliance to assist in finding clubs on campus. This program will be piloted in the spring and become effective in the fall. The Environmental Club is encouraging students to recycle by distributing reusable water bottles to each student. Senior Institute Day is on January 25 focusing on successful transitions to college. Senior student Jason Yang was honored as one of 300 semi-finalists in the National Science Talent Search, winning award money for both himself and the Math and Science Departments. Student radio station, WNTH's Radiothon took place this past weekend by hosting 50 shows with 100 disc jockeys. Funds raised are for WNTH. Ms. Dubravec reminded the Board that Commencement this year will take place at the Sears Center in Hoffman Estates. Commencement planning for the new site is almost completed. The change in venue is due to renovation of the Welsh-Ryan Arena at Northwestern University. She highlighted the annual Jazz Fest will take place on Saturday, February 4. Three-time Grammy winner, Arturo O'Farrill will perform at 7:30 p.m. in the Gaffney Auditorium.

Dr. Tim Hayes, Assistant Superintendent for Student Services reported that ECGC is hosting a program on January 31 for parents on “Perceptions vs. Reality”. He noted discussions will focus on dispelling myths and preconceptions on student health risks and behaviors.

Dr. Paul Sally, Associate Superintendent for Curriculum and Instruction provided updates on the progress of the Student Information System upgrade and the Administrative hiring process. Dr. Sally noted the SIS Steering Committee is interviewing vendors between now and the February meeting and hopes to report to the Board in April or May on the responses of the Requests for Proposals. He stated that hiring committees are working on filling the positions of Assistant Superintendent for Curriculum and Instruction, Assistant Athletic Director, Special Education Department Chair, and Director of Academic Services. Dr. Sally noted two appointments should be presented to the Board for approval at the February meeting and hiring in all leadership positions will be completed by the March Regular Board meeting.

Mr. Christopher Johnson, Assistant Superintendent for Finance & Operations reported that four FOIA requests were received since the December Regular Board meeting. Two have been responded to and completed on Board meeting videos and ACT scores. Two requests are in process and remain open, one on the All School Seminar Day and the other on plumbing fixtures.

#### **B. All School Seminar Day Report**

Dr. Tim Hayes presented an update report on the All School Seminar Day planned for February 28, 2017. He noted the focus for the day is today’s struggle for racial civil rights. The seminar committee of thirty-five staff and student members have invited two keynote speakers, Colson Whitehead, National Book Award winner for *The Underground Railroad* and Andrew Aydin, National Book Award winner for *March*. There are 70 workshops to be facilitated by teachers and students, with another 35 sessions to be facilitated by outside speakers. Part of the day’s goals are to present a history of the struggle for civil rights in the U.S., an opportunity for students to explore these issues and sharing their own ideas in a safe environment. Mr. Hayes outlined a typical schedule for the day that included the speakers, a common lesson with their advisers, two workshops of their choice and lunch. He reviewed the expectations for the presentations and presenters. Board discussion followed with questions and comments on race in politics; dialogue and debate; forming the planning committee; planning for next year on Martin Luther King Day; Congressman John Lewis; Board meetings on Martin Luther King Day; parameters for outside speakers; Student Voices in Equity; and sharing feedback with the Board;

#### **C. Monthly Construction Report & Facilities Steering Committee Report**

Mr. Christopher Johnson presented the Construction Update Report for January as well as an update from the last Facilities Steering Committee meeting. He invited Dave Conway and Marty Platten of Pepper Construction Co. and David Powell of Wight & Company to assist with the update. Mr. Johnson noted the Facilities Steering Committee discussed the Winnetka Campus construction budget and schedule; Change Order #17 and the Change Order process; the Owner Cost Alignment; the Black Box Studio Theatre and the Green Roof; and the Five-Year Plan including the summer 2017 projects approved this past November. He reviewed the Winnetka Project phase 2 progress which included the steel erection to be completed in early February; concrete slab placement in progress where steel is completed; part of the concourse slab and mast stair installed; work on the skylight to begin in early February; and MEP coordination complete in the lower level, first, second and fourth floor. Regarding the Construction Budget, he noted the District completed an Owner’s Cost Alignment, which seeks to reconcile the budget with actual owner expenses. Mr. Johnson shared information on items that have come in under budget, including \$130,000 savings in utility hookup fees; a reduction in final cleaning of \$150,000 (due to utilizing Physical Plant Services staff); and asbestos abatement, lead, and signage all being under budget. The total positive variance of \$415,777 is reflected in the Project Contingency Summary. Mr. Platten provided narration to the photos of work at the construction site last week. Mr. Johnson responded to Board members’ questions and comments. Discussion followed on projected cost estimates, Construction Consultants, project managers, Change Order #17, the need for a highlighted summary of budget change orders, and the projects’ schedule being on track for completion on time.

#### **D. Phase II – Studio Theatre + Green Roof Recommendation to Proceed**

Mr. Chis Johnson provided a report on two components of the original design for the Winnetka Project that were decided to be design alternates during the bid process. The Black Box Studio Theatre and the Phase II Green Roof would not proceed unless their costs were substantially underwritten by outside donations. The Hayes/McCausland Theatre Committee was formed to raise money for the theatre and the New Trier

Education Foundation is fundraising for the Green Roof. The Phase I north green roof was completed due to a generous donation from two of New Trier's clubs, TriShip and Girls' Club. Mr. Johnson reviewed the current status of funding for these projects, noting there has been significant progress for the theatre, as the Black Box Committee has reached 95% of its \$1M goal. The Education Foundation has collected over 50% of its goal for the Phase II Green Roof; existing pledges bring the amount to 77% of the target cost. Mr. Johnson also noted there will be an additional \$400,000 cost for equipment and technology for the theatre that can be covered by either the Winnetka Project Budget or paid for by the District's Capital Expenditure budget. He is recommending that because both of the projects' fundraising is so close to completion and that the construction schedule for implementing these projects needs to begin, the Board should proceed with the installation of the two alternates. Mr. Robitaille reported that the Finance Committee concurred with the conclusion and wants to move forward with the projects. Board discussion followed noting confidence that the needed funds would be raised; that any funds in excess of the goal for the theatre could be used to offset the \$400K needed for equipment and technology; and that the costs should be included in the Projects budget. Mr. Dolinko moved and Ms. Goldstein seconded the motion that the Board of Education authorize the Administration to proceed with the Black Box Studio Theatre and the Green Roof, including the issuance of a Construction Change Directive. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. Myefski, Mr. O'Donoghue, Ms. Albrecht, Mr. Dolinko, Mr. Robitaille

NAY: None

The motion passed.

## **VI. Administrative Items**

### **A. Treasurer's Report for December 2016**

Mr. Christopher Johnson presented the December monthly Treasurer's Report which includes three years of Cash Flow Statements, the December Financial Statement, the Cash and Investment Report, and the December Investment Statements. Mr. Johnson noted the reduction in cash balances because there is little tax revenue for December while there is a full month of the normal expenses of payroll and debt service payments. Revenues will pick up again in February as the semi-annual tax payments come due.

### **B. Financial Reports for December 2016**

Mr. Johnson reviewed the Financial Report for December reporting that the Operating Revenues are trending lower than this time last year due to the Bond classification. Overall Operating Expenses are 2.3% lower than a year ago largely due to timely purchases.

Mr. Robitaille asked Mr. Johnson to provide an update on the Bond Placement to fund the Five-Year Projects Plan. Mr. Johnson noted work on the \$5M Bond issuance began in December by comparing costs of using a Public Bond Sale versus a private placement. Discussions with the Board Finance Committee led to the decision to follow a private placement due to the added costs of a public sale and the increased risk of the current volatile markets. The sale will take place on February 10, 2017.

### **C. Budget Assumptions & Parameters for FY 2018**

Mr. Johnson presented the report for the Budget Assumptions and Parameters for the Fiscal Year 2018. He noted this process begins every January when the Administration uses the five-year projections and the recently approved tax levy to develop the Preliminary Budget for FY 2018. The District budget includes district operating funds for Education, Operations and Maintenance, Transportation, IMRF and working cash. The Budget Calendar for 2017-2018 was included, showing the Tentative Budget approval for July 2017 and the Final Budget approval for August 2017. The Finance Committee will meet in February to discuss the CPI and other variables that impact the budget. He noted these are initial projections and more exact forecasts will be possible once further variables are known. Mr. Johnson also noted the Administration continues to monitor the situation with the State Budget and its potential impact on the District Budget. Mr. Dolinko noted that the Board normally approves and adopts the Budget Calendar for the next FY. He recommended the Budget Calendar be placed on the Consent Agenda of the February Regular meeting. Mr. O'Donoghue inquired about the assumptions used for the health care benefits, to which Mr. Johnson responded with an explanation about the consolidation of the health plans in the recent labor agreements and the annual benefits renewal that will take place in February; Mr. Johnson indicated that these projections use the preliminary figure of 6%. Mr. Johnson anticipates that benefit costs will go

down or flatten out in the coming years.

#### **D. Board Policies – First Reading**

Dr. Linda Yonke presented first reading policy revisions on thirteen policies involving personnel, instruction, students, and local government travel and entertainment expenses. She noted the Policy Committee met twice since the last Regular December Board meeting to consider revisions due to changes in existing law, staff contracts or adjustments to graduation requirements. Policies under consideration include Policy 5-10 Equal Employment Opportunity and Minority Recruitment; 5-20 Sexual and Other Harassment; 5-30 Hiring Process and Criteria; 5-70 Family and Medical Leave; 5-250 Leave of Absence/Sick Days; 5-280 Noncertified Personnel; 6-300 Graduation Requirements; 7-140 Search and Seizure; 7-190 Substance Abuse, Administrative Procedures and Documentation Form; 2-125 Board Member Expenses; 5-110 Regulation of Employee Expenses. Dr. Yonke responded to Board members' questions and comments on the added information and the use of breathalyzers at school or at school events. Discussion followed on the proposed policy changes, the random or reasonable use of breathalyzers and their consequences. Conversation and Board member questions ensued on the new state law regarding Board and Employee expenses. Mr. Johnson will review the documentation needed for Board approval regarding the expenses. Mr. Dolinko asked if a policy on sick days is needed, if it is already set by contract. Dr. Yonke noted it will be reviewed and presented back at the February meeting. All the presented Policies will be brought back to the Board for a Second Reading and approval at the next Regular Board meeting in February.

#### **VIII. Consent Agenda**

- Bill List for the Period December 1-31, 2016
- Personnel Report
- Ratification of Change Order #17
- Closed Session Records Review
- Student Discipline Appeal
- Amendment of Paul Sally's Superintendent's Agreement

Mr. Robitaille asked if any Board member would like to remove any items from the Consent Agenda for separate discussion. No one requested any Consent Agenda items needing further discussion. Mr. Dolinko moved and Mr. Myefski seconded the motion that the Board of Education approves the Consent Agenda which includes the Bill List for the Period of December 1-31, 2016; the Personnel Report; the Board of Education of New Trier Township High School District 203 ratifies Budget Change Order #17 to the contracts managed by Pepper Construction Company, and furthermore deducts the amount of \$321,045.00 from the West Side Project Construction Contingency line item, all in the best interest of the District; that the Board agrees to open the Closed Session Records for 10/20/2014, 1/20/2015, 1/18/2016, 8/12/2016, 10/4/2016, 10/18/2016, 10/19/2016, 11/1/2016, 11/2/2016, 11/3/2016, and 11/9/2016 and authorizes the destruction of the Closed Session Meeting tapes of January 2015 through June 2015; and the Board approve the Resolution Modifying Suspension of Student A, and approves the Amendment of Paul Sally's Superintendent's Agreement as presented. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Myefski, Mr. O'Donoghue, Ms. Albrecht, Mr. Dolinko, Ms. Goldstein  
Mr. Robitaille

NAY: None

The motion passed.

#### **IX. Board Member Reports**

Ms. Albrecht reported for the *New Trier Education Foundation* that met on December 13. Members reviewed grants and approved a number totaling approximately \$20,000. Ms. Albrecht noted the *Policy Committee* met and prepared policies for the first reading discussion and presentation. The *Communication Committee* met on January 5 to review the information for the 2016 Annual Report. Planning began for the superintendent transition and the next ribbon cutting ceremony for the Winnetka Campus.

Ms. Goldstein noted the *New Trier Parents Association* met in December at Holiday Party and will next meet on Wednesday, January 18. The Association's District Dialogue will take place on January 24 at 9:00 a.m. at

Winnetka in room 336. Dr. Yonke will present a Book Talk. The *Associate Superintendent Interview Committee* met to prepare for interviews next week. The *NSSSED* meeting included a first reading of their Articles of Agreement. Their professional development schedule includes meeting all the member districts' superintendents. The Policy Committee reviewed their policy on travel expenses. The North Shore Academy elementary school will be adding staff for the enrollment increase of twelve students.

Mr. Robitaille reported for the *Booster Club* on their main event coming up on Saturday, January 21 at 7:30 p.m. The "Booster Bash" will be at the Field's BMW dealership in Northfield on Frontage Road. All are invited to come to this benefit fundraiser for the NT Booster Club.

Mr. O'Donoghue attended the *Facilities Steering Committee* meeting which in addition to the Construction Report update, discussed the initial planning on the Five-Year Review of Projects.

**X. Calendar of Events & Board Members' Requests for Staff Research and Future Agenda Items**

- Calendar of Events

Dr. Linda Yonke reviewed the calendar events of January which included the end of the first semester, tomorrow, on January 17<sup>th</sup>; the Booster Club's "Booster Bash", an annual fundraiser on Saturday, January 21, 2017 at 7:30 p.m.; and the Jazz Fest on Saturday, February 4. The all staff Institute Day is on February 24, and the IHSA Swim Meet is to be held on February 24 and 25 at the Winnetka Campus.

-Requests for Staff Research & Future Agenda Items

There were no requests by Board members for staff research or future agenda items.

**Adjournment to Closed Session – 10:05 p.m.**

Mr. Dolinko moved to 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 to discuss Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes and to discuss student discipline. Mr. Myefski seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Dolinko, Ms. Goldstein, Mr. Myefski, Mr. O'Donoghue, Ms. Albrecht, Mr. Robitaille

NAY: None

The motion passed.

**Closed Session – 10:12p.m. — A201A**

**XI. ADJOURNMENT**

Mr. O'Donoghue moved that the Board adjourn the Regular Meeting. Mr. Dolinko seconded the motion. Upon a voice vote being taken, all members indicated they were in favor.

The meeting adjourned at 10:38 p.m.

Respectfully submitted,

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Lou Anne Kelly, Secretary

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Gregory Robitaille, President