

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203  
REGULAR MEETING OF THE BOARD OF EDUCATION  
April 16, 2018  
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, April 16, 2018 at 6:00 p.m.

**Members Present**

Mr. Greg Robitaille, President  
Ms. Lori Goldstein, Vice President  
Ms. Cathy Albrecht  
Mr. Keith Dronen  
Ms. Carol Ducommun  
Dr. Marc Glucksman  
Mr. Patrick O'Donoghue

**Administrators Present**

Dr. Paul Sally, Superintendent  
Dr. Timothy Hayes, Assistant Superintendent  
for Student Services  
Mr. Christopher Johnson, Assistant Superintendent  
for Finance & Operations  
Mr. Peter Tragos, Assistant Superintendent for  
for Curriculum & Instruction  
Mrs. Denise Dubravec, Principal – Winnetka Campus  
Mr. Paul Waechtler, Principal – Northfield Camp

**Also Present**

Mr. Myron Spiwak, Business Services Director; Mr. Gerry Munley, Assistant Principal, Winnetka Campus; Mr. George Sanders, Director of Human Resources; Mrs. Linda Knier, Director of Academic Services; Ms. Gail Gamrath, Assistant Principal of the Northfield Campus; Mr. Scott Williams, Assistant Principal for Student Services, Winnetka Campus; Ms. Athena Arvanitis, Director of Student Life; Dr. Stephanie Helfand, Chief Technology Officer; Mr. Colby Vargas, Social Studies Department; Mr. Dave Conway, Northfield Campus Facilities Manager; Mr. Mark Howard, Freshman Boys Adviser Chair; Ms. Susie Paunan, Senior Girls Adviser Chair; Mr. Chris Pearson, Senior Boys Adviser Chair; Mr. Alf Estberg, Mathematics Department; Mr. Paul Moretta, Athletics Department; Mr. Brian Van Mersbergen, Kinetic Wellness Department; Mr. Mike O'Connor, Post High School Counseling Department; Mr. Dan Lawler, English Department; Mr. Angel Villaluz, Technology Department; Mr. Jason Dane, Kinetic Wellness Department, New Trier Education Association President; Mr. Peter Rosheger, Music Department; Mr. Matt Temple, Music Department, Ms. Sarah Kropski, NTESPA Co-President, Music Department & Media Speech & Theatre Department; Ms. Lindsey Ruston, Board of Education Secretary Elect; Ms. Natalie Critchley, Cashman-Stahler Group; Mr. Tim Lumpp, Pepper Construction Co.; Mr. Mike Hill, Technology Department; Mr. Eric Johnson, Technology Department; New Trier students Sela Cornell, Owen Eskandari, Mia Cavalier, Max Rosen, Hunter Brinkley, Kelly Olvany, Chris Shelton and members of the press and community.

**BUSINESS MEETING**

**I. CALL TO ORDER – 6:00p.m. – Rm. C234**

Mr. Robitaille called the Regular Meeting of April 16, 2018 of the Board of Education to order at 6:00 p.m. in Room C234. Roll call was taken and all members were present. Mr. Robitaille asked for a motion to move to Closed Session. Ms. Ducommun moved 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 discussing Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and for the purpose of discussing 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 for the purpose of discussing the placement of individual students in special education programs and other matters relating to individual students. Mr. O'Donoghue seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Dr. Glucksman, Ms. Goldstein, Mr. O'Donoghue, Ms. Albrecht, Mr. Dronen, Ms. Ducommun, Mr. Robitaille

NAY: none.

The motion passed.

**II. CLOSED SESSION – 6:00 p.m. – Rm. A201A**

**BUSINESS MEETING**

**III. Open Session – 7:00 p.m. – C234**

Mr. Robitaille re-called to Order the Open Session, Regular Business Meeting of the New Trier High School Board of Education of April 16, 2018, at 7:01 p.m. All members were present.

**IV. Minutes**

Mr. Robitaille asked for any comments or questions on the Minutes of March 19. Mr. Dronen noted a correction to his comments on Student Fees. He requested the change to the minutes include “Mr. Dronen had no issue with fees for driver education, marine biology, transportation, parking, Parents Association and activity fee. He queried if Board discussion ever considered a freeze on the general fee at it relates to the curriculum, as he felt that parents should not have to pay twice, through taxes and then additional fees for educating their child under the general fee.” Ms. Goldstein moved and Ms. Albrecht seconded the motion to approve the minutes of the Regular Meeting of March 19, 2018, open session with corrections and closed session. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. O’Donoghue, Ms. Albrecht, Mr. Dronen, Ms. Ducommun, Dr. Glucksman  
Mr. Robitaille

NAY: none

The motion passed.

**V. Communications**

Mr. Robitaille invited anyone from the audience who wished to address the Board to come forward and fill out a yellow communications request form from the back table. Ms. Mary Eileen McLaughlin shared her thoughts on opportunities New Trier could provide students through the athletics and intramural programs. She gave a copy of her remarks to Ms. Kelly.

**VI. Special Orders of Business**

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

Mr. Paul Waechtler, Principal of the Northfield Campus, shared programs and events happening at the freshman campus, which included:

- Random Acts of Kindness Week, sponsored by the Pep Club, Tri-ship and the Girls’ Club. Students greeted staff in the morning with hot chocolate and coffee to express their thanks and appreciation.
- Student Service Learning Initiative included a student assembly on April 10 highlighting ‘Hunger in Chicagoland’. It is a 100% student run with student videos, student speakers, a canned food drive, Spring Fest and #lunchbag on May 12. Proceeds go to combating hunger.
- The work to bring in the next incoming freshman class continues. Special thanks to Gail Gamrath and Natalia Katsinis. The *After the Academics* program is on May 7 where freshman can learn of the many opportunities available to them next year that are outside the classroom.

Mrs. Denise Dubravec, Principal of the Winnetka Campus continued with sharing events and programs at the Winnetka Campus as seen through the students’ voices. The New Trier Concert Wind Ensemble, the Symphonic Wind Ensemble and the Symphony Orchestra performed at Carnegie Hall over the Spring Break. New Trier Students Sela Cornell and Owen Eskandari shared their impressions of New York, Carnegie Hall and their performances and clinics. Mrs. Dubravec thanked Matt Temple and Peter Rosheger of the Music Department for their integral part of the Carnegie Hall trip.

While the month of April brought a testing day on April 10 for juniors, two Institute Days were planned for sophomores and seniors. Mrs. Dubravec thanked Peg Stevens, Linda Knier and their test proctors for their management of the exam day. The sophomore institute day followed the school motto by providing three

thousand lunches and hygiene kits for the homeless and hungry. New Trier sophomores Mia Cavalier and Max Rosen shared their day of collaboration and service to area shelters. Mrs. Dubravec thanked Julie Smith, Ted Koulentes and Peggy Ono for organizing the day.

The senior institute day focused on students developing a plan for life after high school. The day included large group presentations, panels and activities to assist the conversations and discussions on the world students will soon enter. Speaker, C.L. Lindsay, Professor from Penn State University, spoke to parents the night before the institute as well as to seniors on the institute day. New Trier seniors Hunter Binkley, Kelly Olvany and Chris Shelton shared their experiences of the day.

Mr. Chris Johnson, Assistant Superintendent for Finance and Operations noted there were eight FOIA requests received since the last Board of Education Regular meeting. Information was requested on:

- A list of people employed by the District.
- The elevator service contract and its cost
- How testing accommodations are processed
- How resource officers are being used for the District
- The number of resource officers for the District
- Testing data
- Copies of Physical Plant Services work orders.

## **B. Adviser Program**

Dr. Tim Hayes, Assistant Superintendent for Student Services, presented a summative report of the Adviser Program Study which began in 2015 and concluded this year, 2018. The program's formal beginning was in 1928, although its roots are in the New Trier Sponsor System which began in 1917. The last significant review of the system took place in 1965 and it affirmed the importance of the Adviser Program.

The Adviser Program's goals for students are personal growth, academic guidance, communication, and Administration. The current program includes 162 Advisers, 122 are at the Winnetka Campus and 40 are at the Northfield Campus. There are eight Adviser Chairs who oversee the program and disciplinary issues. The FTE allocation is greater than what other schools provide in the standard guidance model. The program costs the District \$5.9M for staffing and related costs. The cost benefit is evident in the ability to provide the school with a guidance ratio of 1:25 as compared to the standard model's ratio which is at least 1:200 in most schools. Dr. Hayes reviewed the structure of the Adviser Program study which included a literature review, staff, student, and parent surveys, and focus groups with each of those constituencies. The analysis of the program's impact on the academic and social emotional development of students provided insight into areas of challenge and areas of possible improvement. Other important areas to follow up on include parent communication, effective use of Adviser Room time, addressing variability between individual advisers, examining academic and social emotional skill development, and the program's gender-specific advising model.

Dr. Hayes invited questions from Board members. Discussion followed about various aspects of the report which included a commitment to not wait forty plus years for the next review. Board queries and comments were on topics which included the value New Trier and the system places on positive adult relationship with students, the time commitment and expectations of advisers, how advisers handle advisees in crisis, the positives and negatives of adviser autonomy, and overall program goals.

## **C. PowerSchool Update**

Dr. Stephanie Helfand, Chief Technology Officer, updated the Board on the progress the school has made in implementing PowerSchool over the last twelve months. The focus over that time has been to improve access for all users and reduce system complexity. She thanked her technology team that included Director of Technology Systems, Angel Villaluz and Enterprise Application Manager, Niha Janagama, as well as the Administrative Services team, the Assistant Principals and the student services team. She highlighted the enormity of the change effecting all student information systems and the benefits provided by switching to PowerSchool. The ability to customize the application to meet our needs is highly valuable in this transition.

Full implementation will occur with the 2018-2019 school year. Dr. Helfand reviewed the rollout and training process. Current rollouts this year have included the Adviser Portal, Master Schedule, Grade

Reporting, 504 and Response to Intervention, and Attendance. The PowerSchool rollout schedule for 2018-19 includes Student Fees, Health Services, Social Work, Student Discipline, Transcripts, and State Reporting. Dr. Helfand noted PowerSchool assessments and analytics will come further down the line after initial implementation is complete. Board discussion followed with Board questions on the Canvas application compared to PowerSchool, the streamlining of tasks, grade books and the customization with New Trier.

#### **D. Strategic Planning Update**

Dr. Paul Sally provided an update report on Strategic Planning, which was discussed with the Board at the January 2018 meeting. He was pleased to announce that Dr. Linda Hanson will be working with the Administration to facilitate a new plan and engage the community and other stakeholders. Dr. Hanson is highly qualified as a former Superintendent in the area. She has worked with the District on our superintendent search and has facilitated many strategic plans for schools, including most recently for NSSED. Dr. Sally reviewed a timeline noting a more thorough update will be provided to the Board in June. Currently, planning will continue on through August, as a Core Planning Committee of parents, staff, Administration and students comes together to report to the Board at the June 11<sup>th</sup> Board meeting. The Board will be asked to approve it at the January 2019 meeting, to line up with the District Budget Planning cycle. Dr. Sally noted the Long Term Facilities Plan will be incorporated into the Strategic Plan.

#### **E. Facilities Steering Committee Update**

Mr. Chris Johnson provided an update report on work discussed by the Facilities Steering Committee at their April 5<sup>th</sup> meeting. He reviewed the 2018 Summer Projects on which work has started at Northfield on the new tennis courts and the restroom/concession building. At the Winnetka Campus asbestos abatement has begun in some offices. Mr. Johnson also reviewed the 2<sup>nd</sup> Bid Package for the Summer Projects which is \$411,000 over budget at the moment, however there is also a \$1M allowance and contingency line item so he is expecting the projects to end on budget. Mr. Johnson highlighted the tennis court donation of \$1,264,521 which was received from a private foundation.

The 2019 and Beyond Assessment continues with Steve Cashman recently conducting over 35 meetings with students, faculty and staff on how the facilities can support the educational program. Evaluation of the mechanical systems, roofs and boilers is also underway. The District has also undertaken an energy efficiency study at both campuses. The summary report of the 2019 and Beyond Assessment will be presented to the Board at the June or July 2018 meeting.

Mr. Johnson also noted the ongoing work on Campus Security. Enhancements to security are planned for both campuses with some occurring this summer. This includes added layers of security at the vestibules at the Winnetka Campus as well as additional window coverings and shatterproof film. The Administration and Facilities Staff have started interviews with engineering firms to install fully automated security systems. Mr. Johnson responded to Board members' comments and questions on the bid packages and lighting.

### **VII. Administrative Items**

#### **A. Treasurer's Report for March 2018**

Mr. Chris Johnson presented the March Treasurer Report which includes three years of Cash Flow Statements, March's Financial Statement, the Cash and Investments Report, and the March Investment Statements. Mr. Johnson highlighted that the significant property tax collections continue, noting \$23M has been received. State payments are averaging \$230,000 per month. The new state funding formula is providing \$1.50 per student, which equals about \$6,000. The District's investments continue to perform well with the weighted portfolio yield increasing to 1.882% as compared to 1.561% from the previous month.

#### **B. Financial Reports for March 2018**

Mr. Johnson reviewed the Financial Reports for March 2018. He noted the Operating Revenue is 2.73% higher than last year at this time and interest income is at \$600,000. Mr. Johnson highlighted that 97.7% of the Operating Fund Revenue has been collected by March. On the Expenditure side of the Budget he noted that we are still ahead of last year at the same time, however the variance is close and it is expected that the District will close out the year on Budget. Mr. Johnson invited comments or questions from the Board members and he responded to Dr. Glucksman's query on the management of the early tax receipts.

**C. Tentative 2018 Amended Budget**

Mr. Myron Spiwak noted that on occasion, the District is required to amend the budget for the current fiscal year after it is adopted due to new information or unanticipated changes that were not known at the time the budget was prepared. The reasons for the changes to the 2018 Budget are to record the Bond proceeds from the sale in February 2018, to increase the amount allocated to the Capital Projects Fund to account for the final phase of the Winnetka Campus Project and the 2018 Summer Projects, to record an interfund transfer from working cash to capital projects, and to account for the Theodore Eckert Foundation donation. The amended budget is expected to be balanced and all changes have been previously discussed by the Board. Mr. Spiwak reviewed the process to amend the budget which needs to be approved by the Board and put on public display for thirty days and to set a date for a Public Hearing on the 2018 Amended Budget. After the Public Hearing, the Tentative Budget will be approved by the Board as the 2018 Budget. Mr. Johnson and Mr. Spiwak responded to Board members' questions. Ms. Ducommun moved that the 2018 Tentative Amended Budget be approved and that a Public Hearing be set for June 11, 2018. Ms. Albrecht seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. O'Donoghue, Ms. Albrecht, Mr. Dronen, Ms. Ducommun, Dr. Glucksman  
Mr. Robitaille

NAY: none

The motion passed.

**D. Public Hearing - Reduction in Force**

Mr. Robitaille opened the Public Hearing on the Reduction in Force at 9:02 p.m. He invited anyone in the public audience to come forward to address the Board on this issue. No one came forward to speak. Mr. Robitaille invited Mr. Peter Tragos to provide background on the necessity of the Public Hearing. Mr. Tragos noted that according to Illinois School Code a public hearing is required whenever the number of honorable dismissal notices based upon economic necessity exceeds five (5), or 150% of the average number of teachers honorably dismissed in the preceding three (3) years, whichever is more. He stated that there are eight (8) teachers who will be receiving Honorable Dismissal notices. This is due to a combination of reasons that include shifts in student enrollment, staffing, and teacher assignments. There were no Board questions or further discussions. Mr. O'Donoghue moved that the Board adjourn the Public Hearing on the Reduction in Force. Ms. Goldstein seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. O'Donoghue, Ms. Albrecht, Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Goldstein,  
Mr. Robitaille

NAY: none

The motion passed.

**E. Resolution for Honorable Dismissal**

Ms. Albrecht moved that the Board of Education approves the Resolution for Honorable Dismissal as presented. Ms. Goldstein seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Albrecht, Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Goldstein, Mr. O'Donoghue,  
Mr. Robitaille

NAY: none

The motion passed.

**F. Board Officer Elections**

Board Secretary, Lou Anne Kelly, opened nominations for the office of Board President for the period of May 1, 2018 through the April 2019 Regular Board meeting. Ms. Ducommun nominated Greg Robitaille for the office of President. Ms. Goldstein seconded the nomination. There being no further nominations for

President, Mr. Robitaille will be President for the period of May 1, 2018 through April 2019 by acclamation.

Mr. Robitaille asked for nominations for the office of Vice President for the coming year. Ms. Ducommun nominated Cathy Albrecht for the office of Vice President. Ms. Goldstein seconded the nomination. There were no further nominations for Vice President. Ms. Albrecht will be the Vice President by acclamation for the period of May 1, 2018 through the April 2019 Regular Board meeting.

Mr. Robitaille asked for nominations for the office of Secretary for the Board of Education for the period of May 1 through June 30, 2018 (due to Ms. Kelly's retirement date of June 30, 2018). Ms. Ducommun nominated Lou Anne Kelly for the office of Secretary for the Board of Education for the period of May 1, 2018 through June 30, 2018. Ms. Albrecht seconded the motion. There being no further nominations for the office of Secretary, Mr. Robitaille declared Lou Anne Kelly as the Secretary for the Board of Education by acclamation for the period May 1 through June 30, 2018.

Mr. Robitaille asked for nominations for the office of Secretary for the Board of Education for the period of July 1, 2018 through the April 2019 Regular Board meeting. Ms. Ducommun nominated Lindsey Ruston for Secretary of the Board of Education for the period of July 1, 2018 through the April 2019 Regular Board of Education meeting. Ms. Goldstein seconded the motion. Mr. Robitaille asked for any further nominations. There being no further nominations for the office of Secretary, Mr. Robitaille declared Lindsey Ruston as the Secretary for the Board of Education by acclamation for the period July 1, 2018 through the April 2019 Regular Board of Education meeting.

#### **G. Resolution to Appoint District Treasurer**

The Resolution to Appoint the District Treasurer is a biennial administrative task. Mr. O'Donoghue moved that the Board approves the appointment of Mr. Christopher T. Johnson, Assistant Superintendent for Finance and Operations, District Treasurer. Ms. Goldstein seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Goldstein, Mr. O'Donoghue, Ms. Albrecht, Mr. Robitaille

NAY: none

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

- Bill List for the Period March 1-31, 2018
- Personnel Report (Appointment, Changes of Status, Resignations, Retirements, Stipends, Administrator's Contracts for Director of Business Services, Director of Communications, Director of Human Resources, Assistant Principal for Student Services, and Assistant Principal of the Northfield Campus, Tenure Recommendations) & Addendum
- Notice to Remedy
- Ratification of Change Order #32
- Board Policies – 2<sup>nd</sup> Reading
- Bid Package #2 – Summer 2018 Construction

Mr. Robitaille asked if any Board member would like to remove items from the Consent Agenda for separate discussion. There were no requests for separate discussion. Ms. Ducommun moved that the Board of Education approve the Consent Agenda which includes: the Bill List for the Period, March 1-31, 2018; the Personnel Report and Addendum that includes Appointments, Changes of Status, Resignations, Retirements, Stipends, Administrator Contracts for Director of Business Services, Director of Communications, Director of Human Resources, Assistant Principal for Student Services, Assistant Principal of the Northfield Campus; the Notice to Remedy; that the Board of Education of New Trier High School District 203 ratifies Budget Change Order #32 to the contracts managed by Pepper Construction company; and furthermore, deducts the amount of \$16,024.00 from the West Side Project Owner's Contingency line item. The Board of Education also approves Capital Expenditures of \$2,540.00; the Revised Board of Education Policies 4-160, 6-40, 6-210, 6-220 and 6-260 as presented; and that the Board of Education approve Bid Package #2 and award the prime trade contracts for the 2018 Renovations Project to those contractors as recommended by Pepper Construction. Dr. Glucksman seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Ducommun, Dr. Glucksman, Ms. Goldstein, Mr. O'Donoghue, Ms. Albrecht, Mr. Dronen  
Mr. Robitaille

NAY: none

The motion passed.

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

Dr. Glucksman attended the April 10 meeting of the *Technology Planning Committee*. He noted much of the discussions have been shared by Dr. Helfand in her report on PowerSchool. The draft of the Tech Talk Newsletter was reviewed and Dr. Glucksman suggested it also be distributed to Board members as a way to keep up with New Trier Technology.

Ms. Albrecht reported on the most recent *New Trier Education Foundation* fundraiser, 'Texas Hold'em' on April 6. Fifty-three attendees enjoyed the event with some alumni coming from as far away as California. It was a special community building event. Also the Liaison Committee between the Foundation and the Board met as they continue to discuss and seek further funding opportunities.

Ms. Goldstein noted the *NSSSED* meeting last week covered many issues, which included:

- A Reduction in Force of five (5) teachers;
- A Transportation Contract renewal with Septran;
- The purchase of the Rubloff Building from United Cerebral Palsey;
- The implementation of their Strategic Plan is starting, with five or six committees each assigned to a different portion
- They also held Board Officer elections. Ms. Goldstein was re-elected their Secretary.

Ms. Ducommun reported for the *New Trier Fine Arts Association* and the *New Trier Parents Association*, which both had meetings last week. She noted attendees of both meetings were concerned about the security topic from the March Regular Board meeting. Discussions at the Parents Association meeting were on student IDs and the use of lanyards for student identification. The Fine Arts parents had concerns about the entrances being restricted for performances. The parent groups will be responding to both Dr. Sally and Ms. Arvanitis regarding their concerns.

Mr. Dronen reported for the *All School Forum* which also met last week. He was unable to attend, however he learned that constructive discussions took place on the impact of and the opportunities surrounding extra-curricular activities.

Mr. O'Donoghue noted the issues from the *Facilities Steering Committee* have already been discussed. The *Booster Club* met last week and he was happy to promote the Club's fundraising event, the 'Booster Bash' will be this Friday, April 20. He encouraged all to participate.

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

- Calendar of Events: Dr. Sally reviewed annual happenings before the next Regular Board meeting in May, which included AP testing and the Recognition Dinner on Friday, May 18 at the Orrington Hotel in Evanston. Dr. Sally highlighted that the Board's group photo will be taken at the May Regular meeting on May 21.  
-Requests for Staff Research & Future Agenda Items: Mr. Robitaille asked members for any new items for staff research or for a future agenda. There were no new suggestions.

#### XI. **ADJOURNMENT**

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

The meeting adjourned at 9:16 p.m.

Respectfully submitted,

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Lou Anne Kelly, Secretary

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Gregory Robitaille, President