

NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
REGULAR MEETING OF THE BOARD OF EDUCATION
January 22, 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, January 22, 2018 at 5:30 p.m.

Members Present

Mr. Greg Robitaille, President
Ms. Lori Goldstein, Vice President
Ms. Cathy Albrecht
Mr. Keith Dronen
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 Campus

Members Absent

Ms. Carol Ducommun

Also Present

Mr. Myron Spiwak, Business Services Director; Mr. Gerry Munley, Assistant Principal, Winnetka Campus; Mr. George Sanders, Director of Human Resources; Ms. Niki Dizon, Director of Communications; Mr. Dave Conway, Northfield Campus Facilities Manager; Mr. Steve Linke, Winnetka Campus Facilities Manager; Mr. Jason Dane, Kinetic Wellness Department, New Trier Education Association President; Mr. Scott Williams, Assistant Principal for Student Services; Ms. Gail Gamrath, Assistant Principal of the Northfield Campus; Ms. Athena Arvanitis, Director of Student Life; Ms. Stephanie Helfand, Chief Technology Officer; Mr. Colby Vargas, Social Studies Department; Ms. Sarah Kropski, NTESPA Co-President, Music Department & Media Speech & Theatre Department; Ms. Mary Beth Barrett, Science Department; Mr. Paul Moretta, Athletics Department; Mr. Michael Napoleon, Kinetic Wellness Department, Mr. Mike Hill, Technology Department; Mr. Eric Johnson, Technology Department; Mr. Rob Martinelli, Pepper Construction Co.; Mr. Chris Rintz, Village of Winnetka, Mr. Joe DiCamillo, and members of the press and community.

BUSINESS MEETING

I. CALL TO ORDER – 5:30 p.m. – Rm. C234

Mr. Robitaille called the Regular Meeting of January 22, 2018 of the Board of Education to order at 5:30 p.m. in Room C234. Roll call was taken and all members were present except Ms. Goldstein and Ms. Ducommun. Mr. Robitaille asked for a motion to move to Closed Session. Mr. O’Donoghue 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 the purpose of discussing the 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. Dr. Glucksman seconded the motion. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none.

The motion passed.

II. CLOSED SESSION – Rm. A201A
(Ms. Goldstein arrived in time for the Closed Session.)

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 January 22, 2018, at 7:00 p.m. All members were present except Ms. Ducommun.

IV. Minutes

Mr. Robitaille asked for any comments or questions on the Minutes of December 18, 2017. He asked for a motion to approve the minutes. Mr. O’Donoghue moved and Ms. Goldstein seconded the motion to approve the minutes of the Regular Meeting of December 18, 2017 open 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, 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. No one came forward to address the Board.

VI. Special Orders of Business

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

Mr. Paul Waechtler, Principal of the Northfield Campus, shared events currently taking place at the Freshman Campus which included:

- Doug Collins, coach emeritus of the Chicago Bulls spoke in the Cornog Auditorium to approximately 800 students on resiliency and grit;
- First Semester Exams are this week on Monday through Wednesday, Grading Day is on Thursday, which is a no school day for students, and Friday is the last day of First Semester;
- Mr. Waechtler expressed special thanks to the Senior Helpers, whose last day is also Friday;
- Second Semester begins Monday, January 29;
- Northfield Dance Day is the first week of February with the Dance Ensemble Showcase is Friday, February 2, 2018;
- Welcoming events for the Class of 2022 and their families;
- He thanked the Northfield leaders and Lori Worth, the freshman transition coordinator for their assistance with Academic Life; and
- Martin Luther King Day observances included the Library’s Timeline of the Civil Rights Movement and Art students created a large mosaic of tiles also displayed in the Library.

Ms. Denise Dubravec, Principal of the Winnetka Campus, noted the activities at the Winnetka Campus that included:

- Similar expressions of honor to Dr. King and the Civil Rights Movement with videos in the Student lounge as well as Art Department displays of student work that hung in the Concourse Area;
- She noted meetings with the NTPA, NTFAA and the All School Forum which provided supportive feedback on having the two weeks off for winter break with no homework or major projects due;
- The IGSS final exam extravaganza in which projects included research and papers and documentary films; and
- She concluded with noting the FAN event on January 17 with Carter Cast, author of “The Right (and Wrong) Stuff: How Brilliant Careers Are Made and Unmade”. Sixty students enjoyed a Q & A with the author prior to the event. Ms. Dubravec was pleased and grateful for the partnership with FAN and allowing these opportunities for our students.

Dr. Timothy Hayes, Assistant Superintendent for Student Services, reported on Dr. Martin Luther King Day as well. He noted there were a variety of activities in the student lounge and art displayed in the libraries. The two artists on display in the Concourse are Kara Walker and Kerry James Marshall, two African American artists whose work focuses on the black experience in American History. Dr. Hayes noted the feedback was positive. Students were excited and felt they learned something new during the course of the day. Some departments and classes were able to weave Dr. King's influence into their curricula, whereas other classes with less of a connection used the time for semester exam study. Dr. Hayes stated next year Dr. Martin Luther King's day is a holiday and conversations have begun on how to acknowledge Dr. King in the days leading up to January 21.

Mr. Chris Johnson, Assistant Superintendent for Finance and Operations reported that two FOIA requests were received since the last regular meeting of the Board of Education. He noted the first was a request for employee information that was determined to be unduly burdensome and it was closed. The second request was for information on the bonds related to the construction project. It has been responded to and closed also.

B. Monthly Construction Report and Facilities Steering Committee Report

Mr. Chris Johnson provided a report on the close-out for the Winnetka Campus Facility Project. The Administration is working with Pepper, Wight and the subcontractors to complete the final punch lists. Phase II alone had over 2500 items on the punch list and to date only 341 still remain open. Over Winter Break contractors completed work in most areas and on all floors. Some items will continue into spring such as sodding, the temporary parking lot and materials to be replaced on the roof. Efforts continue on closing out with the Project Budget as over half of the contractors have been paid. Close out with Pepper has been negotiated and a resolution has been reached. The District and Wight continue to meet to for a final resolution which is expected by February. A total close out is expected to be reported to the Board at the February meeting.

Mr. Johnson reviewed the monthly Construction Budget and noted that Change Order 29 totals \$213,092. He noted the Pepper and Wight are working together to close out the remaining change orders, hopefully by February. Mr. Johnson invited questions or comments from Board members. Mr. Rob Martinelli of Pepper Construction and Mr. Johnson responded to the question on the payment process and verification, replacement of materials, the energy credit, and the LEED certification.

Mr. Johnson also reported on the financing of the Summer 2018 construction projects. Last month the Board gave approval to proceed with a bond sale for the \$7M General Obligation Bonds. In the ensuing weeks the bond market has undergone some uncertainty. Liz Hennessey, of William Blair is recommending to hold a public sale for the bonds, as that would save the District \$250,000. Moody's has rated the District Aaa. The sale will occur later this week.

Lastly, Mr. Johnson provided an update report on the Winnetka Stormwater project which will affect the Duke Childs Athletic Fields. The Village has asked the District to work together on the process with regards to our athletic fields. Mr. Johnson noted Dave Conway, Steve Linke, Steve Cashman and the Facilities Steering Committee have been working on ideas for the fields and how best to use the area for our students' long term needs. Mr. Robitaille added the Village has requested the District form an ad hoc committee to work on the plans for Duke Childs. Mr. Robitaille invited Mr. O'Donoghue to join the committee as his work experience would be beneficial to the project. Board discussion followed on the bond issue council fees and kudos was given to the Administration and Liz Hennessey for their work on the District's behalf.

C. Village of Winnetka TIF Discussion

Mr. Robitaille introduced the next agenda item by noting that the District and the Village of Winnetka felt that it was important to hear from the Village about a proposed TIF District for the Elm Street business district to the Board of Education. Mr. Johnson provided background information on TIFs and what the impact would be on the District. A TIF allows a municipality to freeze the Equalized Assessed Value (EAV) of property in a designated area at existing levels for other taxing bodies, and set aside the incremental increases to pay for authorized expenditures to improve the TIF area. Law allows municipalities to create TIFs for 23 years with an optional 12-year extension. If adopted, the District may

lose an estimated \$1.3M in additional revenue from new property in years 2019-23 based on current projections. Taxpayers outside the TIF area will see a small increase in their New Trier taxes to offset lost revenue from the TIF area. Mr. Chris Rintz, President of the Village of Winnetka was invited to discuss the Village's plans. Mr. Rintz noted the Village had long looked to modernize the downtown Winnetka area. The EAV for this downtown district has been declining since 2009. However, storm water damage for Winnetka took a higher priority in the years after the July 2011 storms. With little reserves, the \$70M Storm-Water Project and the continued decline of the infrastructure in the Elm Street Business district, the Village began to research other avenues of funding for this area. The Village hired a consultant, who performed a study of the area and found that it does qualify as a TIF zone. Further study by the Village has brought the project budget related to the TIF to about \$12M for pipes and plumbing, electrical upgrades, lighting, and streetscape. Mr. Rintz stated they were not interested in a 23-year program and felt the limit would be more like 8-10 years. He listed other north shore communities that have used TIF funds for projects including Highland Park, Lake Forest, Glenview and Evanston. He was appreciative of the time to address the Board and is eager to keep the dialogue open and collaborative. Board discussion followed as Mr. Rintz responded to Board members' questions on locations, private investment, TIF rules, and the benefit of re-developing the area to the Village and the District.

D. 2018-2019 Administrative Structure

Dr. Paul Sally presented an overview of the Administrative changes planned for the 2018-19 school year. Through his PowerPoint presentation he highlighted a new organizational chart with new positions of Assistant Superintendent for Special Education and the Assistant Principal for Student Programs and Operations. Dr. Sally noted the new Assistant Superintendent for Special Education was formerly the Director of Special Education and its increased position emphasizes a strategic vision for Special Education and the school. Additional resources will be allocated to the department to support outplaced students. This enhanced position, along with the other Assistant Superintendents for Curriculum & Instruction, Student Services, and Finance & Operations will be charged with consistently looking at all decisions through the lens of supporting each and every student. He noted this shift is an important philosophical shift that will inform all students at the center of decision making. The second change in Administration is within Winnetka Campus Leadership. The Director of Student Life, Athena Arvanitis, will become the Assistant Principal for Student Programs & Operations. Her position has always been working with the Assistant Superintendent of Student Services and with the Principal of the Winnetka Campus. This adjustment in title redistributes responsibilities among administrators to create efficiencies within the allocated administrative resources. This change will consolidate oversight of operations at the Winnetka Campus as well as District and Campus Emergency Planning. Responsibilities for summer school and district research will be moved to the office of Curriculum & Instruction. Board discussion followed on the timing, the organizational chart, and the benefit of increased emphasis on Special Education.

E. Board Annual Planning Cycle – Discussion

Dr. Sally began the discussion on an annual planning cycle by referring back to the Special Workshop meeting of November 30 with the IASB representative for Superintendent and Board relations. The guiding principles from that meeting on annual planning will keep the District on track as it progresses on Strategic Planning objectives. The annual planning cycle will guide the Superintendent goals and evaluations, as well as guides Administrator goals and evaluations. It can also provide coherence and clarity to District efforts and be a vehicle for communicating with the school and community. Dr. Sally reviewed the proposed process in a PowerPoint presentation, noting the various tasks for the Board, the Superintendent and the Administration throughout the year. Board discussion followed as Mr. Robitaille shared his thoughts on the need for planning and goal setting. General Board consensus was positive to implement this Annual Planning Cycle.

F. Foundations for a New Strategic Plan

Dr. Paul Sally provided a report to the Board as consideration of a New Strategic Plan process begins. He reflected on the last Strategic Plan which was implemented from 2005-2010 and the lessons learned from that plan and that process. He reviewed the components of that plan which included the Mission Statement (inclusive of the School Motto), Belief Statements, Parameters and Objectives. These brought forward six strategies or themes, 41 action plans and 2 overall connecting themes.

The Six Strategies of the 2005-2010 Plan are:

- Climate of Exploration;

- Connection among Experiences;
- Ethical Conduct and Global Citizenship
- Healthy, Balanced Life
- Intrinsic Value of Learning
- Optimal Use of Time

Through the last strategic planning process, the district developed 41 Action Plans within these themes to implement in the short term (less than 2 years), long term (less than 5 years, and plans for focused research. In reflecting on the lessons learned from this plan Dr. Sally noted that:

- The District has a strong foundation in place from the last strategic plan and the core themes, strategies, mission, and beliefs need to be revisited not reinvented. The District must commit to annual evaluations of progress in meeting the objectives of the strategic plan.
- Similar to the last strategic plan, the new strategic plan will offer opportunities for leadership development.
- The last strategic plan overwhelmed the system by implementing too many action plans in a short period of time. Prioritizing outcomes is needed to not overload the system and promote coherence of our actions and fidelity to a rigorous evaluation.

Dr. Sally reviewed the next steps toward a new strategic plan would be to hire a strategic planning consultant who would engage all constituencies of students, staff, Board and community and to create a core committee from those groups. He proposed defining themes and identifying gaps, developing strategies to close the identified gaps, prioritizing and then implementing action plans with annual evaluation to guide the new plan into future years. Board discussion followed with members commenting on timing, the long term facility plan, the six core themes, consistent analysis and evaluations of goals.

VII. Administrative Items

A. Treasurer's Report for December 2017

Mr. Chris Johnson highlighted the Treasurer Report which includes three years of Cash Flow Statements, December's Financial Statement, the Cash and Investments Report and the December Investment Statements, as well as the graph of Historical Cash Balances. He noted the receipts were and are typically low at this time of year as it falls between property tax payments. A significant payment of \$251,000 was received from the State, which completes their payments. Expenditures are typically more significant at this time as it is the time to pay the semi-annual debt service payment. Mr. Johnson highlighted that investment interest is higher than normal. The Cash Balances are lower at this time due to the Construction spending.

B. Financial Reports for December 2017

Mr. Johnson reviewed the Financial Reports for December 2017 reviewing the Operating Revenue which is slightly lower as compared to last year by 1.95%. The Operating Expenditures are leveling out as compared to last year. Operating expenditures are actually only 0.29% higher than last year, exclusive of the Fund transfers. He invited and responded to Board member's questions. Discussion followed on the changes to the tax laws that brought many homeowners to pay their property taxes before January 1, 2018.

C. Budget Assumptions & Parameters for FY2019

Mr. Johnson provided a report on the 2018-2019 Budget Assumptions and Parameters as well as the 5-Year Plan. He noted the budget process begins in January using the information in the five-year financial projections and the tax levy approved in the fall. These projections have been updated based on the actual expenditures. The Budget Calendar that is included proposes that the Tentative Budget would be approved in July 2018 and the Public Hearing and approval of the Final Budget would occur in August 2018. These Assumptions and Parameters have been reviewed by the Board's Finance Committee. He reviewed two possible scenarios for the plan with one continuing the status quo and the other which shows the impact of a two-year property tax freeze, should the state legislature follow that path. Several variables are part of the plan which include salaries for faculty, support staff and physical plant services personnel, Special Education tuition, and the reduced IMRF rate. Mr. Johnson noted FY2019 is projecting a deficit of \$966,472. This is often typical for the budget to show a deficit at this time, and then through cost containment and replacing projections with actual numbers as the information as it becomes available, the budget will be balanced by July/August 2018. He then reviewed the variables that make up the budget parameters which included the CPI, Property Tax Revenues, State Funding, the Annual Financial Report for revenues and expenditures, Salaries and Benefits, Capital Outlay, Special Education Tuition, Purchased

Services, Supplies, Contingency, and Cost Containment. Board discussion followed as Mr. Johnson responded to comments and questions on the Budget, new property, Special Education and Skyward. Mr. O'Donoghue moved and Ms. Albrecht seconded the motion that the Board of Education approves the budget calendar as presented and authorizes the administration to begin the budgeting process. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none

The motion passed.

D. 2018-19 Calendar

Dr. Sally began the discussion on the 2018-2019 School Year Calendar, noting the Calendar Review Committee will be conducting further surveys on the placement of first semester exams. This is the last of the "construction" calendars. Each of the last three years has had a different schedule of start dates, end dates and exam times. The Calendar Review Committee would like to implement one of the principals learned from the trial of the three calendars into the 2018-19 calendar. Specifically, if first semester exams are after winter break, there should be two full weeks of school before exam days. This will allow for Winter Break to be a time to relax for students as well as faculty. Dr. Sally presented modifications to the 2018-2019 School Year Calendar that would allow for two weeks of school in January before first semester exams. To balance the number of days per semester he proposes changing the start date for staff from Monday, August 20 to Thursday, August 23. The first day of student attendance would be Monday, August 27 instead of Wednesday, August 22. This would push back the last day of school to Thursday, June 13. One advantage of this change for families is that it will better match most sender school calendars. The Calendar Review Committee will again survey preferences on any future calendars later this spring and will report back to the Board at that time. Board discussion followed on school holidays, healthy balanced life, and reducing stress. Mr. O'Donoghue moved and Dr. Glucksman seconded the motion that the Board of Education approves the modifications to the 2018-2019 School Year Calendar, as presented. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none

The motion passed.

VIII. Consent Agenda

- Bill List for the Period December 1-31, 2017
- Personnel Report (Appointment, Changes of Status, Resignations, Retirements, Administrative Contracts for Assistant Principal for Administrative Services and Director of Curriculum & Instruction)
- Ratification of Change Order #29
- Alltown Transportation Contract Extension
- Closed Session Records Review

Mr. Robitaille asked if any Board member would like to remove items from the Consent Agenda for separate discussion. No one requested any items for separate discussion. Ms. Albrecht moved that the Board of Education approves the Consent Agenda which includes: the Bill List for the Period, December 1-31, 2017; the Personnel Report the Personnel Report (Appointments, Change of Status, Resignations, Retirements, Administrative Contracts for Assistant Principal for Administrative Services and Director of Curriculum & Instruction); that the Board of Education of New Trier Township High School District 203 ratifies Budget Change Order #29 to the contracts managed by Pepper Construction Company; and furthermore, deducts the amount of \$213,092 from the West Side Project Owner's Contingency line item. The Board of Education also approves Capital Expenditures of \$23,667; that the Board of Education extend the Alltown Bus Service Transportation Agreement for the 2018-2019 and 2019-2020 school years and authorize the Assistant Superintendent of Finance and Operations to execute the agreement; that the Board agrees to open the Closed Session Records for August 24, 2015 and July 25, 2016 as redacted and that the Board approves the destruction of the Closed Session Meeting tapes of January 2016 through June 2016. Mr. O'Donoghue seconded the

motion. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none

The motion passed.

IX. Board Member Reports

Ms. Albrecht noted that the *New Trier Educational Foundation* will be meeting twice next week. The Liaison Committee will meet on Tuesday, January 30 and the Executive Committee will meet on Wednesday, January 31. She also highlighted that the Board will be voting as members of the New Trier Educational Foundation for the addition of two new members of their Board of Directors.

Ms. Goldstein reported for the *Communications Committee*, which met last week to discuss the publication of the Annual Report. She also noted there were discussions on the process of community engagement for strategic planning. Ms. Goldstein also reported for *NSSSED*, which is working on their Strategic Plan. She asked fellow Board members to respond with feedback on the Draft NSSSED Strategic Plan, which was previously shared with the Board. NSSSED will be voting on their Strategic Plan at their next meeting which is February 7.

Mr. Keith Dronen reported that *All School Forum* met last Wednesday, January 17. He noted discussions focused on time management and the benefits of the two-week Winter Break.

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

- Calendar of Events

Dr. Sally noted final exams were going on this week. He reviewed the calendar events of the coming weeks. He noted the Northfield Dance Day and the Northfield Dance Ensemble Showcase is on February 2. The 35th Annual Jazz Fest and Concert is on February 3. Kinesis Dance Concert is on February 8 and 9. He also highlighted that the Choraliers Concert is on February 22. First and Final Round Interviews for the Assistant Superintendent of Special Education will be next week and February 7 and 13. The next Regular meeting of the Board is on Monday, February 19, which is also President's Day and Institute Day. There will be no school for students on that day.

-Requests for Staff Research & Future Agenda Items

Dr. Glucksman inquired about the results of the Hanover Research Survey and what resource requirements may be needed for such programs as IGSS. Mr. Tragos responded the survey results have been received and he was looking forward to sharing those results with the team leadership. Mr. Tragos also mentioned that resource allocation planning is a few months away. Dr. Sally noted that the new facilities at the Winnetka Campus already provide a number of areas that would accommodate these programs.

XI. ADJOURNMENT

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

The meeting adjourned at 9:01 p.m.

Respectfully submitted,

Lou Anne Kelly, Secretary

Gregory Robitaille, President