

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

June 11, 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 June 11, 2018 at 6:00 p.m.

Members Present

Mr. Greg Robitaille, President
Ms. Cathy Albrecht, Vice President
Ms. Carol Ducommun
Dr. Marc Glucksman
Ms. Lori Goldstein
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 Waechter, Principal – Northfield Campus

Member Absent

Mr. Keith Dronen

Also Present

Mr. Myron Spiwak, Business Services Director; Mr. George Sanders, Director of Human Resources; 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; Ms. Niki Dizon, Director of Communications; Mr. Jason Dane, Kinetic Wellness Department, New Trier Education Association President; Mr. Dave Conway, Facilities Manager, Northfield Campus; Ms. Lou Anne Kelly, Board of Education Secretary; Ms. Lindsey Ruston, Board of Education Secretary Elect; Mr. Mike Hill, Technology Department; Ms. Stacy Kolack, Student Activities Coordinator, Winnetka Campus; Mr. John Gridley, Science Department, Winnetka Campus; Ms. Linda Hanson, School Exec Connect; Mr. Alan Hatchett, Mr. Mike Kelly; 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 June 11, 2018 of the Board of Education to order at 5:29 p.m. in Room C234. Roll call was taken and all members were present except for Mr. Dronen. 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 the placement of individual students in special education programs and other matters relating to individual students; and for the purpose of discussing student disciplinary cases. Mr. O'Donoghue 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. Robitaille

NAY: none.

The motion passed.

II. CLOSED SESSION – 5:30 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 June 11, 2018, at 7:13 p.m. All members were present except Mr. Dronen.

IV. Minutes

Mr. Robitaille asked for any comments or questions on the Minutes for the Regular Meeting on May 21. Ms. Ducommun moved and Ms. Albrecht seconded the motion to approve the minutes of the Regular Meeting of May 21, 2018, open and closed session. Upon a roll call vote being taken, the members voted as follows:

AYE: Dr. Glucksman, Ms. Goldstein, Mr. O'Donoghue, Ms. Albrecht, Ms. Ducommun,
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. Mr. Alan Hatchett presented a letter to the Board on behalf of Healing Everyday Racism in Our Schools (HEROS).

VI. Special Orders of Business

A. Report from Campus Principals

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

- **Shakespeare Festival:** Over 800 English students from forty different sections participated in the festival at five venues throughout the campus.
- **Particle Physics experiments:** Retired physics teacher and AAC tutor, Nate Unterman, has his own Cosmic Ray detector, and invited student visitors to the AAC to conduct experiments. Three students: Paul Graham, Amanda Alpert and Ellie Winkler collected millions of data points on life span of a neuron. That data has been shared with teachers at Fermilab and other teachers who have their own Cosmic Ray detectors. The students' work will continue over the summer.
- **Yearbooks:** Distributed on May 25th.
- **Final Exams:** Occurring Friday, June 8th; Monday, June 11th and Tuesday, June 12th.
- **Adviser Assignments:** Mark Howard and Sue Elle Haak are arranging adviser rooms and will be delivering those assignments to incoming freshman families.

Mrs. Denise Dubravec, Principal of the Winnetka Campus continued sharing student events and programs at the Winnetka Campus, which included:

- **Board Recognition Program:** Mrs. Dubravec extended her gratitude to the Board for the program and noted how appreciative parents were as well.
- **Commencement:** Mrs. Dubravec also thanked the Board for attending graduation. She thanked senior adviser chairs: Susie Paunan and Chris Pearson; Stacy Kolack, Student Activities Coordinator at the Winnetka campus; and the Physical Plant Services department. Commencement will be returning to Northwestern University next year and a contract is being finalized. Mrs. Dubravec also thanked the Parents' Association for the successful grad party. No problems arose and students were kept safe and fun on a night they should be celebrating.
- **Summer School:** The campus is preparing for Summer School.
- **Newbies:** Mrs. Dubravec also spoke about the student transfer group, Newbies. There are 70 transfer students who meet weekly with sponsors and advisers to assist new transfer students to New Trier. The group is planning to connect current students with transfer students over the summer. The Parents' Association is planning a transfer family day in the fall. Former transfer students will lead the student portion while Mrs. Dubravec will do the same with the parents. Mrs. Dubravec would like the students to present to the Board in the fall.

FOIA Report

Mr. Chris Johnson, Assistant Superintendent for Finance and Operations notes there were three FOIA requests received since the last Board of Education Regular meeting. All three requests have been closed. One was related to records from the Seminar Day last year, the second was about the policy and procedure around visitors to the campus and the third was regarding the school's visitor management screening system.

Dr. Paul Sally and the Board of Education took a few minutes to honor Ms. Lou Anne Kelly, secretary to the Superintendent and the Board of Education, as she is set to retire on June 30th. In return, Ms. Kelly thanked the Board and noted it was a privilege to work for this governing body.

B. Strategic Plan and Annual Planning Update

Dr. Sally introduced Dr. Linda Hanson, consultant, who presented on the Strategic Plan, New Trier 2030. He also noted that there is a core committee made up of thirty members of staff, Board members, students and community members that met in May. Dr. Hanson's presentation focused on the mission and vision statements; she noted that some work will be used from previous strategic plans. The comprehensive frameworks for New Trier will encompass all work done in the school. Core values will be created around the frameworks followed by strategies and priorities for planning. Instead of having many strategies at once, only a few will be selected based on the frameworks. The plan will be fluid to account for those items that arise that were not part of the original plan as well as when one strategy is completed, another one will be selected as the next priority. The plan will be monitored by the Superintendent and is on-going with an evaluation conducted annually by the Superintendent and the Board of Education. Dr. Hanson also noted community outreach will include a survey and an engagement event. Dr. Sally noted the importance of the frameworks in the communication of priorities to the community. The timeline is to have the frameworks apply to goals for the 2019-2020 school year. Ms. Albrecht announced that Mr. Robitaille and Ms. Ducommun are the Board Members on the Strategic Planning Committee. Dr. Sally also noted that the community engagement piece will be critical to prioritizing the work of the strategic plan. In late fall, the number of staff and community members involved will increase as those people begin to actively work on the plan.

C. Security Planning Update

Mr. Johnson, Assistant Superintendent for Finance and Operations, introduced Athena Arvanitis, Director of Student Life and Dave Conway, Facilities Manager – Northfield. Ms. Arvanitis updated the Board on what has taken place since March in regards to security planning and Mr. Conway informed the Board of updates to both facilities. Ms. Arvanitis' presentation focused on the work of the security consultants, lockdown drill/response, student feedback, security training and staffing and facility projects and timeline. Consultants for the security firms include William Sako, Vice President of Security Risk Consulting with Telgian Engineering and Consulting and Paul Timm, Vice President of Facility Engineering Associates. Ms. Arvanitis discussed the second enhanced lockdown response drill. Student Alliance hosted a forum as a way to hear student feedback. Security staff underwent training provided by security consultant, Mr. Randy Bravermen, who works with Mr. Timm. This training focused on procedures, response protocol and identifying suspicious behaviors. Future training sessions will include the new visitor management system, the implementation of secure vestibules at the Winnetka campus, and perimeter supervision. Ms. Arvanitis noted the need for the change in visitor

management systems due to the current provider inconsistencies in their service and slow response to our needs. The new vendor is the leading provider in school visitor check-in systems and also provides a larger set of tools for facility management such as panic buttons at entry points and emergency management. Ms. Arvanitis thanked Ms. Jessica Diaz, Administrative Assistant to the Chief Technology Officer, for her research on the visitor management systems. Beginning in the 2018-19 school year, evening security staff will be increased by four positions. The security facility work has been divided into two phases with the first phase set to be completed during the summer of 2018 and the second phase starting in the fall of 2018. Mr. Robitaille inquired how the phasing and planning align with best practices for security in public schools today. Board discussion followed with Ms. Arvanitis and Mr. Conway responding to members' questions. Ms. Arvanitis noted that a committee has been created to work with both consultants in conjunction with the Winnetka Police Department. Consultants have also spent time at New Trier to better understand daily life and how the school functions. Mr. Robitaille replied that he would like a formal plan for strategy of security management presented to the Board. The committee is working on a presentation to the Board with recommendations and costs.

D. Facilities Steering Committee Update

Mr. Conway then presented an update on the facilities project for the summer of 2018. Projects at Northfield include track replacement, tennis court expansion, and visitor press box, among other items. Mr. Johnson noted the excitement about the funding from the private foundation. The storm traps are costly, but will significantly help with flood mitigation.

Mr. Johnson then reported on several items. The first was an update on the Duke Childs Field in relation to storm water planning. Work continues between the New Trier committee, the village, and the park district. A more formal plan will be presented in the future; no action is necessary now. The second item was the closing out of the Winnetka Campus project. Mr. Johnson, Mr. Conway and Mr. Linke, Facilities Manager at Winnetka have been working with Pepper Construction to determine final payments. Board discussion followed on Duke Childs Field. Dr. Glucksman inquired about the timeline and Mr. Johnson responded that the project would start next summer with work being completed in a year. Mr. O'Donoghue and Mr. Robitaille noted that this plan helps to solve many problems with numerous benefits. Mr. Johnson also discussed continued progress on closing out the Winnetka Campus Project. He reported that the district experienced an HVAC equipment failure over winter break due to an equipment failure. Based on an investigation of the cause of the incident, retainage funds are being reallocated from Fitzgerald's Electric to YMI Mechanical to pay for the repairs.

E. Public Hearing FY 2018 Amended Budget

Mr. Robitaille called to order the Public Hearing on the Fiscal Year 2018 Amended Budget at 8:19 p.m. Mr. Myron Spiwak, Director of Business Services, provided the update on the budget. There were three main categories that were proposed in April for amending. The first was recognizing the actual amount received from the bond sale in February and subsequent movement of those funds, the second was the recognition of the foundation gift for the tennis courts, and finally an amendment to the capital projects budget as it was still being determined which items would go toward last fiscal year versus this fiscal year. Additionally, to better report our per pupil expenditure, the district reviewed expenditures to ensure they were placed in the correct category: instruction, support services and community services. The business office, along with the physical plant services, met to determine if any funds could be reclassified. It was determined that \$260,000 could be reclassified from instructional and support services to community services. Board discussion followed. Mr. Robitaille invited anyone from the public to comment. No one came forward. Board discussion then focused on New Trier Extension as their expenses are classified as community services. Mr. O'Donoghue moved to adjourn the public hearing at 8:31 p.m. Ms. Goldstein seconded the motion. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none

The motion passed.

F. FY 2018 Amended Budget Approval

Mr. Robitaille asked for a motion to approve the 2018 annual amended budget. Mr. O'Donoghue moved to approve the resolution to adopt the Annual Amended Budget for the 2017-18 fiscal year and the School District Budget form. Dr. Glucksman seconded the motion. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none

The motion passed.

VII. Administrative Items

A. Treasurer's Report for May 2018

Mr. Chris Johnson presented the May Treasurer Report. He highlighted that the weighted portfolio yield continues to rise to 1.992%. Interest income for the year is at \$1.1 million which is significantly higher than previous years, thanks to higher rates and the investment strategy the District has in place. The final portion of the first installment of tax payments have occurred at approximately \$1 million dollars. Cook County provided this 55% pay out in record time. The Historical Cash Balances chart does show a small decline, due to end of year expenses and salaries. Mr. Johnson responded to Board members' questions.

B. Financial Reports for May 2018

Mr. Johnson reviewed the Financial Reports for May 2018. He noted that revenue exceeded the budget for the year by 1% or \$1.1 million in the operating funds. This result was driven by late state payments for FY 2017, which were so late from the state that the payments could not be recorded as revenue in FY 2017 and needed to be counted in FY 2018. For expenditures, he noted that 81% of the budget has been expended. Mr. Johnson noted this is fairly typical as 80% is salary and benefits and we pay out summer payroll in June. It is expected that the year will close on budget with a smaller surplus than in previous years. This is based on an increase in precision in budgeting in using Skyward and other tools. Mr. Johnson invited and responded to Board members' comments.

C. Board Policy Review – First Reading

The Board Policy committee met on Friday, June 8th to review several policies. It was determined that only one policy was ready for a first reading. This review stemmed from a community member who addressed concern about public participation at Board meetings. The policy was reviewed by District counsel Franczek Radelet, P.C. and a few changes were recommended. The main change is that the board cannot compel a visitor to provide their name, address, or other identifying information when giving public comment. New Trier asks for these items as a way to respond to the commenter/speaker. In 2010, a change was made that the Board would acknowledge any new communications to them at the following board meeting. In addition, the weekly letters and Board packets will now include a summary of any communication with the board. Board discussion followed with Ms. Ducommun suggesting clarity is needed in regards to the amount of time a person may speak, that the amount of time may be reduced based on the number of requests to speak, as well as, the total time of the public comment section, at the discretion of the presiding officer. Board discussion continued. Two decisions were made, the first being the additional clarity around the amount of time a person may speak as well as the total time of public comment, with the second decision striking the phrasing that the correspondence may be acknowledged by the Board. All were in agreement with these changes, which will be brought to the July Board Meeting for a second reading.

VIII. Consent Agenda

- Bill List for the Period, May 1-31, 2018
- Personnel Report (Appointments, Change of Status, Resignations/Retirements, Stipends, Administrative Contract for Director of Physical Plant Services)
- Construction Change Order #33
- Naming Recommendation
- North Cook Intergovernmental Agreement
- Mac Hardware Replacement Lease
- Desktop Computer Replacement Lease
- Intergovernmental Agreement Regarding the Placement of Individual Student

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 items. Ms. Ducommun moved that the Board of Education approve the Consent Agenda which includes: the approval of the Bill List for the Period, May 1 – 31, 2018; the approval of the Personnel Report (Appointments, Change of Status, Resignations/Retirements, Stipends and the Administrative Contract for Director of Physical Plant Services); that the Board of Education of New Trier Township High School District 203 ratifies Budget Change Order #33 to the contracts managed by Pepper Construction Company; and furthermore, deducts the amount of \$30,603 from the West Side Project Owner's Contingency line item. The Board of Education also approves Capital Expenditures of \$522. The approval of the Naming Recommendation for the new Athletic concession stand at the Northfield Campus for Jane McNamara. The approval of the North Cook Intergovernmental Agreement for the North Cook Young Adult Academy Program; the approval of the capital lease contract with Apple Financial Services as presented and authorize the Assistant Superintendent of Finance & Operations to execute the agreement; the approval of the capital lease contract with Dell Financial Service as presented and authorize the Assistant Superintendent of Finance & Operations to execute the agreement; the approval of the Intergovernmental Agreement Regarding the Placement of Individual Student, as presented. Mr. O'Donoghue seconded the motion. Upon a roll call vote being taken, the members voted as follows:

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

NAY: none

The motion passed.

IX. Board Member Reports

Dr. Glucksman noted the *Policy Committee* met last week on Friday. The discussions were already talked about earlier in the meeting.

Ms. Goldstein noted that *NSSSED* will meet later this week and that the *Community Engagement Committee* is busy working on the Strategic Plan. Ms. Goldstein also praised the many and various pursuits displayed by students at the annual Senior Project Exhibition.

Ms. Albrecht began by noting that information on the *Facilities Steering Committee* has already been discussed. She reported for the *New Trier Educational Foundation Committee* and the *Liaison Committee* which met last week. They are discussing sponsoring the speaker for the Community Engagement Event. At the next Regular Board of Education meeting, they will be presenting a list of directors to be approved by the

Board. At the same time, they will be developing an annual plan to be included in their by-laws, also to be presented at the July 16 Board meeting.

Ms. Ducommun highlighted the amazing job of the *New Trier Parents Association* for providing the Graduation Party for a thousand students. The event had no problems, thought of everything to engage the attendees and all students were safe.

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

- Calendar of Events: Dr. Sally highlighted the last days and events of the 2017-2018 school year which included:

- second semester, final exams end on Tuesday, June 12;
- Wednesday, June 13 is the last day of student attendance;
- Thursday, June 14 the expanded leadership teams from both campuses, as they come together to review the past year and look ahead to next year;
- Summer School starts Monday, June 18;
- the Administrative Team will meet on Wednesday and Thursday, June 20 and 21, at Hackstudio in Evanston for their annual Administrative Retreat.
- The next Regular Board of Education meeting is on July 16.

-Requests for Staff Research & Future Agenda Items: Mr. Robitaille asked members for any new items for staff research or for a future agenda. Ms. Ducommun requested an official response to the New Trier News article on ACT testing and accommodations. Noting parent concerns on testing accommodations as well, she feels a formal Board Report would address the issue with context and background. Dr. Sally noted the information could also be incorporated in the annual Testing Report in September.

XI. ADJOURNMENT

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

The meeting adjourned at 8:53 p.m.

Respectfully submitted,

Lindsey Ruston, Secretary

Gregory Robitaille, President