

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
REGULAR MEETING OF THE BOARD OF EDUCATION
July 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, July 16, 2018 at 7:00 p.m.

Members Present

Mr. Greg Robitaille, President
Ms. Cathy Albrecht, Vice President
Mr. Keith Dronen
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
Ms. Joanne Panopoulos, Assistant Superintendent for Special Education
Mr. Peter Tragos, Assistant Superintendent for Curriculum & Instruction
Mrs. Denise Dubravec, Principal – Winnetka Campus
Mr. Paul Waechtler, Principal – Northfield Campus

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; Dr. Stephanie Helfand, Chief Technology Officer; Mr. Mike Lee, Assistant Principal for Administrative Services at the Winnetka Campus; Ms. Chimille Dillard, Director of Curriculum and Instruction; Mr. Paul Moretta, Athletics Coordinator, New Trier Education Association President; Mr. Dave Conway, District Director of Physical Plant Services; Ms. Lindsey Ruston, Board of Education Secretary; Mr. Mike Hill, Technology Department; Mr. Eric Johnson, Technology Department; David Buyer, Chairman of the New Trier Educational Foundation; Chris West, Member – Board of Directors, New Trier Educational Foundation; and members of the press and community.

BUSINESS MEETING

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

Mr. Robitaille called the Regular Meeting of July 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 student disciplinary cases and the discussion of minutes 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: Ms. Albrecht, Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Goldstein, Mr. O’Donoghue,
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 July 16, 2018, at 7:00 p.m. All members were present.

IV. Minutes

Mr. Robitaille asked for any comments or questions on the Minutes for the Regular Meeting on June 11, 2018. Mr. Dronen noted that he was not present in the Regular Meeting, but did attend via telephone in closed session. Noting that change, Mr. O'Donoghue moved and Ms. Goldstein seconded, the motion to approve the minutes of the Regular Meeting of June 11, 2018, open and closed sessions with modifications. 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.

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

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

- **Freshman Adventure Program:** The program took place June 18 – June 21. Forty incoming freshman participated in the overnight guided trip to Wisconsin Dells. Due to rain, the group went bowling instead of rock climbing. The program is a good opportunity for students to work on their transition to New Trier, as well as build friendships and leadership skills. The program is offered in June as a way to encourage students to continue to connect throughout the summer.
- **Adviser Assignments:** All freshmen have received their adviser assignments and senior helper letters. Mr. Waechtler thanked Ms. Gail Gamrath, Assistant Principal at the Northfield Campus and Ms. Natalia Katsinis, administrative assistant to the Assistant Principal at the Northfield Campus, for their work on the master schedule and balancing classes, especially in regards to the transition to PowerSchool.
- **Brief Construction Update:** The tennis courts, concessions stand and other construction projects are making good progress.

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

- **Summer School:** Summer School is currently in session. Mrs. Dubravec thanked Mr. Scott Williams, Assistant Principal for Student Services at the Winnetka Campus, who has been supervising and coordinating the program.
- **Comment to Board Members:** Mrs. Dubravec hopes that the Board Members and their families are enjoying the summer.
- **Neighboring Schools Tours:** Several area schools will be touring the new portion of the Winnetka Campus as they have just passed referendums.
- **The Class of 1988 toured** the Northfield and Winnetka Campuses.
- **Graduate of the class of 1954:** The graduate reached out recently noting that he has never received his diploma. There are diplomas from over the years that were never retrieved and the Principal's Office has been reaching out to those graduates. The office returned the 1954 diploma to the graduate.
- **Transition Teachers:** Mrs. Dubravec has been working with the transition teachers researching the possibility of bringing a greenhouse to the Winnetka Campus. This would be a wonderful opportunity for our transition students to have jobs and to work with Biology and Culinary teachers.
- **Staff Professional Development:** Mr. Jeff Markham, English teacher, was one of 25 summer scholars who participated in a two-week summer institute, in New Bedford, Massachusetts, where he was able to focus on Herman Melville's *Moby Dick*.
- **New Administrator:** Mrs. Dubravec welcomed Mr. Mike Lee, Assistant Principal for Administrative Services at the Winnetka Campus, who began his position July 1st.

Mr. Robitaille then welcomed Ms. Joanne Panopoulos, Assistant Superintendent for Special Education and Ms. Chimille Dillard, Director of Curriculum and Instruction, who each began with the District on July 1st. Ms.

Panopoulos thanked the Board for the opportunity to serve at New Trier and updated them on her first couple of weeks noting the warm welcome she has received from administrators and staff. She also thanked Dr. Sally for the transition time with the Interim Directors of Special Education and attended the two-day Admin Retreat in June. Ms. Panopoulos has visited special education's learning spaces at the New Trier Learning Center and the Winnetka Campus and has met some of our ELS and transition students. She has been networking within the township with NSSRA and NSSED, and spent time with a parent group.

FOIA Report

Mr. Chris Johnson, Assistant Superintendent for Finance and Operations, welcomed Mr. Dave Conway, who started July 1st as the District Director of Physical Plant Services. He also mentioned how fortunate the District is to have Mr. Steve Linke continuing in his role of managing the Winnetka Campus. Both bring strong leadership to the Physical Plant Services department.

Mr. Johnson then went on to note that there were five FOIA requests received since the last Board of Education Regular meeting. All five requests have been closed. One was related to special education graduation requirements, two were in regards to employment agreements, a fourth requested the number of students eligible for special education services over the past several years and the final one was a copy of a vendor agreement.

B. Teacher Evaluation Overview and Update

Mr. Tragos also welcomed Ms. Panopoulos, Ms. Dillard, Mr. Lee and Mr. Conway to their new positions. Mr. Tragos began his presentation by noting, he too, had spent time talking with Mr. Jeff Markham about his attendance at the summer institute on *Moby Dick* and tied that into his report on Teacher Evaluation. Mr. Tragos gave an overview of his report which was divided into three sections: an overview of New Trier's evaluation system and outlines the philosophical beliefs underlying that system, summary data of ratings for the past two years broken down by where teachers are in their career and finally, the last section discussed how summative evaluations and the Characteristics of Professional Practice are used to support teacher growth. Mr. Tragos went on to thank George Sanders, Director of Human Resources, along with his staff for tracking and collecting the data for this report.

Mr. Tragos discussed New Trier's philosophical beliefs about teacher evaluation. The evaluation system is structured around identifying and retaining only those teachers who have the capacity to become an excellent teacher and that all of New Trier's faculty have the ability to attain the designation of Scale IV – Master Teacher. Data collection is crucial to evaluating teachers and New Trier focuses on four components: classroom observations, non-classroom observations, teacher reflection and measures of student growth. Mr. Tragos then noted the steps of evaluation throughout a teacher's career which begins during hiring, then moves along to non-tenure, decision to tenure, tenured (Scale I, II, III), movement to Scale IV – Master Teacher and Scale Review and Beyond, expanding on each step. One highlight is New Trier's New Teacher Induction program. Mr. Tragos discussed ratings over the past two years for non-tenure teachers as well as tenured teachers not yet designated a master teacher. Merit Pay was also discussed in conjunction to obtaining and remaining on Scale IV and V.

The data shows that the evaluation process is rigorous and that New Trier teachers are earning the ratings the process expects them to obtain. Further refinement will focus on norming around summative evaluations, ratings and observations. Another area for additional development is in domains three and four of the Characteristics of Professional Practice. Human Resources will continue to track which characteristics are most and least used. A final area of review is around student growth. Mr. Tragos then welcomed questions and discussion. Discussion centered around the review cycle, teacher mentors, state and federal measurements, student feedback, part-time teachers and tenure, average time spent going from Scale III to Scale IV and compensation. Significant staff time is committed to the evaluation process as 55-60% of teachers are evaluated each year. Board discussion continued about those who may not be able to maintain Scale IV or V and the remediation process. Finally, Mr. Tragos suggested two areas where he thought growth could happen: more formative feedback and student feedback. Dr. Sally noted that the balancing of time spent with each teacher in a large department can be a struggle. Discussion then centered around how it is determined if a teacher is proficient or needs improvement.

C. FY 2019 Tentative Budget Approval

Mr. Johnson presented on the Fiscal Year 2019 Tentative Budget. He noted that the Tentative Budget is

balanced with revenues exceeding expenditures and operating funds by \$594,679. Mr. Johnson presented a brief overview with a more comprehensive presentation to the Board coming in September. Overall revenues are expected to rise about 3%. On the expenditures side, updated totals for staffing are available and the budget is based on the actual staff employed for the 18-19 school year. Staffing has been allocated to improve support in special education and social work, although there was a net increase of 42 total students, there was only a modest increase to 0.95 in faculty FTEs. Noncertified staffing remains level, with a decrease in noncertified staff by one position, but additional part-time employees added to our evening security staff. In the benefits category, they are up a modest 0.21% due to a flat health insurance renewal and a 2% drop in the IMRF rate for noncertified employees. That is due to the IMRF UAAL paydown in 2016 and strong investment returns from that pension fund. Several transfers were also presented for planned projects and for bond payments. Including all categories expenditures at this time are expected to rise about 2.8%. Mr. Johnson then welcomed questions. Board discussion centered around the increase in the number of total students and the increase in evening security staff. Mr. Robitaille inquired what it was that we do not know as most of the revenues and the expenditures are fixed. Mr. Johnson responded that numbers would continue to be refined as information becomes available such as the actuals from last year are finalized. At this time, there are no major open categories. There is a \$581,000 contingency, an increase of 1.91% across all funds from last year. Board discussion followed regarding the healthcare holiday and possible volatility beyond our control in the future. Dr. Sally thanked Mr. Johnson and Mr. Myron Spiwak, Director of Business Services, for their leadership and the business office for their work. Mr. Johnson then went on to thank Mr. Peter Tragos, Dr. Tim Hayes, Mr. George Sanders and Ms. Kim McDermott for their work on staffing. Mr. Robitaille echoed Dr. Sally's gratitude.

Ms. Ducommun moved that the Board of Education approve the Fiscal Year 2019 Tentative Budget and that a Public Hearing date be set for September 17, 2018. It is further recommended that the FY 2019 Tentative Budget be placed on public display from July 17th through September 17th, 2018. Dr. Glucksman 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. Campus Security Updates – Phase I

Mr. Johnson provided an update on campus security for phase I of planned security improvements. He requested approval for two capital expenditures over \$50,000 related to phase I improvements. The first amount is \$205,000 for shatterproof film installed on both campuses and then \$370,000 for three secure vestibules entrances at the Winnetka campus. Ms. Ducommun inquired about details regarding the expenses. Board discussion followed and Mr. Dave Conway, District Director of Physical Plant Services, provided further details of the work. Ms. Ducommun requested that the administration provide more details in advance for subsequent projects of this type that require significant expenditures.

Mr. O'Donoghue moved that the Board of Education approve the capital expenditures for over \$50,000 as presented in Chart A, lines three and seven. Ms. Ducommun 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.

VII. Administrative Items

A. Treasurer's Report for June 2018

Mr. Chris Johnson presented the June Treasurer Report. He highlighted that the weighted portfolio yield continues to rise to over 2.0%. Interest income for the year is at \$1.2 million which is \$500,000 higher than the previous year. On the revenue side, receipts are low as expected as property taxes have already been collected, but there are some state payments as the state continues to make their payments on time. On the expenditure side, an adjustment of \$6 million has occurred. This is due to the summer payrolls that are run in June and distributed over July and August for 10-month faculty and staff. He explained that this adjustment allows the cash to be recorded in the prior year when the expenditure occurred. The cash balances bar graph shows a typical distribution at this time as payments from property taxes have been received and revenue is dipping, resulting in the overall cash balance is decreasing slightly.

B. Financial Reports for June 2018

Mr. Johnson reviewed the Financial Reports for June 2018. The numbers on the fiscal report are preliminary pending the fiscal year 2018 audit. The District has posted summer payroll in June, the District is still paying accrued expenses related to goods and services this month that were received in the previous fiscal year. Adjustments will still be made to the bottom line numbers in the report based on these expenditures. The audit, which will be completed over the next few months, will defer some revenue from last year to this year. In particular, revenue was collected last year for summer school, but summer school occurs over two fiscal years. Revenue will also be deferred in regards to student transportation, as we collected money from parents last year in order to plan for this year's buses, but since it is expended this year, the revenue is deferred. Overall operating revenue totaled \$108,849,545 through June. Exclusive interfund transfers totaled \$101,363,830. With transfers included, \$3,570,666, revenues exceeded expenditures by \$3.9 million. This will be lowered significantly due to deferred revenues and the upcoming audit. This is well within the range of a budget this size to have a 3-4% window as we close the fiscal year. Mr. Johnson invited and responded to Board members' comments. Ms. Albrecht noted that footnote four was missing – the reclassification of community services.

C. Board Policy – First Reading (6-300, 6-305, 6-310, 8-30)

Dr. Sally noted that there were three Board Policies from section six for first reading and one policy for a second reading, policy 2-230. He gave a brief explanation for the review of these policies, mainly that these policies have not been updated in 12 years and education is in a much different place with online courses and personalizing a student's school experience. Mr. Tragos went on to further discuss the changes to these policies. A review of policy 6-310 was needed in order to provide guidance and clarity to administrators about the rules for accepting credits from other learning environments. It was determined that the original 6-310 policy should be divided into two parts: 6-305 *Transfer Credits Toward Graduation Requirements*, a brand new policy, and 6-310 *Credit and/or Placement For Non-District Courses and Programs While Enrolled* with the only changes to policy 6-300 being the additional cross-references to other policies. These proposed changes ensure the integrity of New Trier's transcript and ensure that students are prepared for an advanced class in which they enroll. Board discussion followed regarding how families will be informed of these changes. Policy 8-30: *Visitors to and Conduct on School Property* was then presented. The changes to this policy focused on clarifying the registration procedures for visitors. Board discussion followed regarding data integrity and types of identification that can be used. Dr. Sally recommended that policy 8-30 go back to the Policy Committee for further review based on the concerns raised by Board Members.

VIII. Consent Agenda

- Bill List for the Period, June 1-30, 2018
- Personnel Report (Appointments, Change of Status, Resignations, Retirements and Terminations)
- Construction Change Order #34
- Closed Session Records Review
- ED-RED Membership Renewal
- Printer/Copier Lease
- Technology Network Managed Services Contract Renewal
- Technology Network Equipment Service Contract
- Board Policies – Second Reading and Approval (2-230)
- Canvas Instructure Contract

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. Albrecht moved that the Board of Education approve the Consent Agenda which includes: the approval of the Bill List for the Period, June 1 – 30, 2018; the approval of the Personnel Report (Appointments, Change of Status, Resignations, Retirements, and Terminations); that the Board of Education of New Trier Township High School District 203 ratifies Budget Change Order #34 to the contracts managed by Pepper Construction Company; and furthermore, deducts the amount of \$45,818 from the West Side Project Owner’s Contingency line item, all in the best interest of the District. That the Board agrees to open the Closed Session Records for June 6, 2016; August 22, 2016; November 30, 2017; January 22, 2018; February 19, 2018, March 12, 2018 and March 19, 2018 and the destruction of the Closed Session Meeting tapes of July 2016 through December 2016; the ED-RED Membership Renewal; the printer/copier lease contract with Dell Financial Services as presented and authorize the Assistant Superintendent of Finance & Operations to execute the agreement; the contract with Sentinel Technology for managed services as presented and authorize the Assistant Superintendent of Finance & Operations to execute the agreement; the contract with Sentinel for HANS renewal as presented and authorize the Assistant Superintendent of Finance and Operations to execute the agreement; Board Policy 2-230 as presented; and the contract with Instructure as presented and authorize the Assistant Superintendent of Finance and Operations to execute the agreement. 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.

IX. Board Member Reports

Mr. Robitaille noted the *Finance Committee* met last week on Monday. The main topic was the tentative budget, which was already discussed earlier in the meeting. Mr. Robitaille hopes to have an update on the Duke Childs Project with the Winnetka Park District and the Village of Winnetka at an upcoming Board meeting.

Dr. Glucksman noted the effort of the *Policy Committee* as it works to update and organize many policies.

Ms. Goldstein noted that *NSSED* will have a special meeting next week as they have some administrative staff changes.

Ms. Albrecht began by noting that some of the information on the *Facilities Steering Committee* has already been discussed in the security update. She also mentioned the update on budget priorities with discussion continuing regarding securing the perimeter for the Northfield campus. The Committee continues to discuss cost sharing on the Duke Childs Project. Additional landscaping proposals were looked at to better match the new feel of the campus. Ms. Albrecht also noted that The Raise the Stage families visited to see the new donor wall and were very pleased with the results.

Mr. Dronen reported that last Thursday, the leaders of the *Special Education Parent Group*, Ms. Ann Dronen, along with Ms. Corinne Guarraia, met with Dr. Sally, Ms. Panopoulos, and Mr. Dronen, The parents reviewed possible topics for the upcoming school year. Mr. Dronen welcomed Ms. Panopoulos to the District and noted that the group looks forward to working with her.

Ms. Ducommun noted the *Strategic Planning Committee* is not meeting this summer, but that the staff is working on the frameworks for the Strategic Plan. She gave a brief timeline of the upcoming meetings, noting the next one is August 30th with the work wrapping up at the January Board meeting.

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

Calendar of Events: Dr. Sally highlighted the following dates for the summer, which included:

- Six weeks until the next Board meeting;
- Three weeks of summer school remaining with August 3rd being the last day;
- Football and Golf begin August 6th with the remaining fall sports starting on August 8th;
- August 16th is when our leaders return;

- All Staff return on August 23rd;
- The next Board meeting is August 27th, which is also the first day of student attendance;
- Dr. Sally also highlighted some early September dates such Board Policy, Facilities Steering Committee, and Parents Association.
- He also noted the Strategic Plan Community Engagement Event on October 18th which will be conducted as a Special Board Meeting.

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 none.

Regular Meeting – Recess

Board discussion followed about Robert’s Rules of Order and how to adjourn to the Special Meeting. Mr. O’Donoghue moved that the Board of Education place the current Regular Meeting of the Board of Education on hold. Mr. Dronen 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

The motion passed.

The Regular Meeting of the Board of Education was recessed at 9:08 p.m.

Regular Meeting – Reconvened

Mr. Robitaille reconvened the Regular Meeting of the Board of Education at 9:30 p.m.

Adjourn 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 student disciplinary cases. Mr. O’Donoghue 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 at 9:32 p.m.

Ms. Albrecht also noted the Educational Foundation’s Golf Outing is September 24th at the Glen Club.

Regular Meeting – Reconvened

Mr. Robitaille re-called to order the Open Session, Regular Business Meeting of the New Trier High School Board of Education of July 16, 2018, at 10:21 p.m. All members were present.

XI. ADJOURNMENT

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

The meeting adjourned at 10:23 p.m.

Respectfully submitted,

Lindsey Ruston, Secretary

Gregory Robitaille, President