

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

**July 15, 2019**

**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 15, 2019 at 7:00 p.m.

**Members Present**

Ms. Cathy Albrecht, President  
Mr. Keith Dronen  
Ms. Carol Ducommun  
Dr. Marc Glucksman, Vice President  
Ms. Jean Hahn  
Mr. Brad McLane

**Administrators Present**

Dr. Paul Sally, Superintendent  
Dr. Timothy Hayes, Assistant Superintendent for Student Services  
Mr. Christopher Johnson, Assistant Superintendent for Finance & Operations  
Dr. 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

**Absent**

Mr. Greg Robitaille

**Also Present**

Mr. Myron Spiwak, Director of Business Services; Ms. Gail Gamrath, Assistant Principal of the Northfield Campus; Mr. Scott Williams, Assistant Principal for Student Services; Mr. Dave Conway, Director of Physical Plant Services; Dr. Stephanie Helfand, Chief Technology Officer; Dr. Chimille Dillard, Director of Curriculum and Instruction; Ms. Renee Zoladz, Director of Human Resources; Ms. Jen Karakosta, Applied Arts faculty; Ms. Liz Mayer, Executive Director, New Trier Educational Foundation; Mr. David Buyer, Chair of the Board of Directors, New Trier Educational Foundation; Ms. Lindsey Ruston, Board of Education Secretary; Mr. Mike Hill, Technology Department; Mr. Eric Johnson, Technology Department; and members of the press and community.

**BUSINESS MEETING**

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

Ms. Albrecht called the Regular Meeting of July 15, 2019 of the Board of Education to order at 6:04 p.m. in Room C234. Roll call was taken and all members were present, except for Mr. Robitaille. Ms. Albrecht asked for a motion to move to Closed Session. Ms. Ducommun moved that the Board of Education 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; security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; and discussion of 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: Ms. Ducommun, Dr. Glucksman, Ms. Hahn, Mr. McLane, Mr. Dronen, Ms. Albrecht

NAY: none

ABSTAIN: none

The motion passed.

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

**III. BUSINESS MEETING**

**Open Session – 7:00 p.m. – C234**

Ms. Albrecht called to order the Open Session, Regular Business Meeting of the New Trier High School Board of Education of July 15, 2019, at 7:05 p.m. All members were present, except for Mr. Robitaille.

#### **IV. Minutes**

Ms. Albrecht asked for any comments or adjustments on the Minutes for the Regular Meeting on June 10, 2019 (open and closed sessions). Ms. Albrecht had one adjustment to the closed session minutes that was corrected prior to the meeting. Ms. Hahn moved and Dr. Glucksman seconded, the motion to approve the minutes of the Regular Meeting of June 10, 2019 (open and closed sessions). Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Hahn, Mr. McLane, Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Albrecht

NAY: none

ABSTAIN: none

The motion passed.

#### **V. Communications**

Ms. Albrecht 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 the following information about events and programs at that campus:

- Athletic practices for summer school are underway.
- Construction is also ongoing.
- The Freshman Adventure Program took place from Monday, June 17<sup>th</sup> through Thursday, June 20<sup>th</sup>. There were over 40 incoming freshman students who participated this year. The group traveled to Devils Lake, Wisconsin. The program is designed to assist in the transition to New Trier. A successful trip overall, where students connected with each other and New Trier teachers.
- Freshman Adviser Chairs, Mr. Mark Howard and Ms. Sue Ellen Haak, put together adviser rooms. Students received their 'Welcome to the Adviser Program' mailing in early July which informed families who their Freshman Adviser will be for the upcoming year.
- Ms. Gail Gamrath, Assistant Principal at the Northfield Campus, and her assistant, Ms. Natalia Katsinis, have done wonderful work on the master schedule and those will be mailed in the near future.

Mrs. Denise Dubravec, Principal for the Winnetka Campus, shared the following student events and program updates from that campus:

- Summer school continues at the Winnetka Campus. Mrs. Dubravec noted that Mr. Scott Williams, Assistant Principal for Student Services and Summer School Supervisor, has been doing a great job running summer school.
- Two summer travel trips recently returned home, one group traveled to China and another group went to Peru. Both trips went well and even had their own blogs as a way to keep families informed of their travels.
- The Class of 1989 took an alumni tour which was conducted by some of New Trier's Student Ambassadors. This class was the first class to complete all four years at the East Campus (Winnetka Campus) after the West Campus (Northfield Campus) closed.

##### **FOIA Report**

Mr. Chris Johnson, Assistant Superintendent for Finance and Operations, noted that there were three FOIA requests received since the last Board of Education Regular Meeting. Two requests have been closed and one is in progress. They were:

1. One request was for construction project records, which has been completed.
2. One request was for charter school application, which has been completed.
3. One request was for building related information, which is still pending.

## **B. Tentative FY20 Budget Approval**

Mr. Chris Johnson, Assistant Superintendent for Finance and Operations, presented on the tentative fiscal year 2020 budget, which was presented for approval at this meeting. Each year, the Board of Education is required to adopt a budget before the conclusion of the first quarter. Over the past several months, Mr. Johnson and the Business Office have prepared the tentative budget. The budget is based on historical assumptions, projections, planned staffing levels, and other variables.

The operating budget is balanced, with revenue exceeding expenditures by \$126,000 for the year, with the exception of two one-time payments: the transfer of prior year surplus to the capital projects fund to be used at the Board's discretion for future capital projects and a one-time pay down of the IMRF Unfunded Actuarial Accrued Liability to reduce future pension liability for the District. On the revenue side, highlights include the levy which was based on a 2.1% increase in CPI, new property was higher than the \$25 million projection at \$57 million, generating more revenue than planned for this category. State and Federal funding expected to grow modestly by 1.73% and 3.13% respectively.

On the expenditure side, salaries and benefits continue to make up the bulk of the budget, projected to be 79% of the total budget. He explained that purchased services are expected to increase by 3.89%, driven primarily by increased transportation costs, supplies and materials will increase more modestly by less than 1%. Over the next several months, the budget will continue to be fine-tuned and presented for approval at the September Board of Education meeting. Mr. Johnson requested that the tentative budget be approved at tonight's meeting, and explained that it will then be made available on the District's website, as well as at various locations for the public's inspection in advance of the approval at the September meeting. Mr. Johnson then welcomed any questions or comments.

Ms. Ducommun noted that the Finance Committee had an opportunity to review and ask questions regarding the tentative budget at their meeting a couple of weeks ago, which was very helpful.

Dr. Glucksman moved that the Fiscal Year 2020 Tentative Budget be approved and that a Public Hearing date be set for September 16, 2019. It is further recommended that the FY 2020 Tentative Budget be placed on public display from July 16th through September 16th, 2019. Ms. Hahn seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. McLane, Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Hahn, Ms. Albrecht

NAY: none

ABSTAIN: none

The motion passed.

Mr. Johnson thanked Mr. Myron Spiwak, Director of Business Services, for all of his work on the budget over the past several months, which Ms. Albrecht echoed.

## **C. Long-Range Facilities Plan Update**

Dr. Sally presented an update on the long-range facilities plan. He thanked Mr. Dave Conway, Director of Physical Plant Services, Mr. Johnson, and Mr. Steve Cashman, President/Principal Architect at the Cashman Stahler Group, as well as many others for their work on putting the plan together. Dr. Sally noted that the District's facilities work is never done, and it is important to maintain current facilities so as to meet the needs of students. The role of facilities in education as well as the history of investment in them were presented. Dr. Sally thanked the community for their support of the referendum that made the addition at the Winnetka campus possible.

Moving forward, one important piece is the stewardship of the District's financial resources. As part of the New Trier 2030 strategic plan, one of the core values focuses specifically on this. The long-range plan should meet student needs in a fiscally sound manner. A facility assessment was conducted over the past year and from it, the District has a 15-year framework or roadmap that will guide facility discussions. More information will be presented at the August Board Meeting as the District works towards the first year of implementation. Dr. Sally went on to share about the roadmap and how the District arrived at its conclusions. A period of assessment took place, during which, the District's classroom spaces, as well as the infrastructure and mechanical systems including athletic facilities both on and off campus were evaluated. This assessment will assist the District in determining if the facilities are meeting

current and/or future needs. The plan will need to be flexible as needs and priorities change over the years. There were needs identified in several areas including academics, athletics, mechanical/infrastructure as well as safety and environmental which Dr. Sally discussed. He went on to highlight several principles and findings along with the reasoning for implementing the plan in phases and funding. Dr. Sally stated that there would be no facilities referendum anticipated in the foreseeable future. He wanted to ensure the community that the District honors the investment that has been made in the buildings and these changes will be managed within the resources that the District has. Finally, Dr. Sally discussed the schedule for moving forward with a presentation of the roadmap at the August Board of Education meeting with the approval for the first year of work (during summer 2020) occurring at the September Board meeting. This is as late as the District can go to properly prepare for work to begin in the summer. Dr. Sally explained why this timeline for approval was needed with Mr. Johnson adding his thoughts. Ms. Ducommun noted that it was important also for competitive bids, Dr. Sally concurred. Dr. Sally then asked for any questions or comments from the Board.

Mr. Dronen commented that the flexibility of the plan is important as priorities change. The District is not calling for a capital referendum and will work within its means as both campuses continue to need improvements. Mr. McLane, a fellow member of the Facilities Steering Committee, concurred, adding that the degree of thoughtfulness and thoroughness, the constituent group on the committee, and the input received, has been impressive.

Ms. Ducommun spoke to the financial piece of the plan noting that there is some debt capacity as the District allows the debt for the renovation of the Northfield campus to roll off. As long as not too much is done at any one time, the District is able to manage it with its existing forecasted resources to which Dr. Sally agreed.

Ms. Hahn inquired if the priorities being discussed are all “must do” items or if the list also includes some items that the District would like to do. Dr. Sally responded that there will always be “must dos” on the list such as infrastructure and mechanical needs. At a certain point the work required for classrooms and athletics reaches the “must do” point in order to deliver the curriculum and experiences that the District wants for its students. He went on to share further comments on this question with Mr. Dronen adding his thoughts.

Ms. Ducommun inquired if these projects could be done during the summer or if any of this work spans an entire year. Mr. Johnson responded by stating that the default is that these are summer projects. Some of the athletic improvements may require more time, however, care will be taken for planning how those projects proceed while school is in session, similar to the management of the Winnetka Campus project, so as to not be a detriment to students. Ms. Ducommun reminded everyone that as a Board, they are only allowed to approve the funds that they are being asked to approve at the current time, they do not commit future Boards to funding future projects. The roadmap will be beneficial to future Boards in order to help them determine which needs should be funded as priorities change.

Ms. Albrecht noted that during the week of August 19<sup>th</sup>, there will be tours of the Winnetka campus for Board Members. She also shared additional thoughts. Ms. Ducommun inquired if it will be trickier to make some of the necessary upgrades at the Northfield campus. Dr. Sally responded that there are some structural pieces that make it difficult and highlighted some of those. Mr. Johnson and Mr. Waechter shared their thoughts on this topic as well.

Ms. Hahn inquired if the anticipated improvements to the athletics facilities were intended to expand opportunities for student participation or if they were to simply enhance the experience for those students who already participate, to which Dr. Sally responded. He also noted any changes will also enhance the Kinetic Wellness curriculum thereby impacting every single student. Ms. Albrecht requested that the tour include some of these spaces as well to which Dr. Sally agreed. He also noted that more information will be shared in August and tour information will also be communicated.

## **VII. Administrative Items**

### **A. Treasurer’s Report for June 2019**

Mr. Johnson presented the June 2019 Treasurer’s Report, which is the last month of the fiscal year. Both reports should not be read as the final results for FY 19 as this information is only for June. Bills are still being paid through the accrual process in July and August for expenses that occurred in June. The audit will finalize the year.

On the revenue side, receipts continued to be strong, with \$1.4 million in revenue, including over \$200,000 in interest income, bringing the total for the year to \$2.4 million, which is double the amount of interest income from the previous year. Remaining state and federal payments have been made as well. The District is tracking well on the

revenue side with those payments. Expenditures in the education fund appear higher in June, as remaining faculty paychecks are issued as many faculty members choose to be paid in July and August. Those checks are issued in June so it appears as if the District has higher expenditures than normal. This is the District's standard practice each year.

### **B. Financial Reports for June 2019**

Mr. Johnson reviewed the Financial Reports for June 2019. Unaudited operating revenues were \$114,147,000 for the fiscal year, or approximately 5.86% higher than last year. Some revenue will be deferred from the last fiscal year to the current fiscal year, such as property taxes, student fees, student transportation and some summer school costs. This will lower the revenue number as the District goes through the audit. As mentioned previously, the District interest income exceeded projections. Operating Expenditures were \$106,730,000 through June, or 1.13% higher compared to last year, which is presently lower than the budgeted amount of 2.8%. Expenditures will increase as additional payments for expenses that occurred last year are paid in July and August. Final results for the year will be presented to the Board after the Audit is completed in October. Mr. Johnson then invited any questions or comments.

Ms. Ducommun inquired if the Board will see this information again at the August Board Meeting as the October Board Meeting, when the audit is presented, feels late. Mr. Johnson responded that typically the information is not seen again as the Business Office focuses on the audit process. Ms. Ducommun inquired if a report could be created once deferred items were booked. Dr. Sally, Mr. Johnson and Mr. Spiwak noted that they would discuss this topic further to determine if there was additional information that could be reported accurately. This will be a topic at the August Finance Committee.

Ms. Albrecht clarified that although the fiscal year ends June 30<sup>th</sup>, the District is still paying bills that relate to the past fiscal year, which means that reviewing expenses as of June 30<sup>th</sup>, are not for the end of the fiscal year as they still need to be booked. Mr. Johnson concurred and gave further details. Dr. Sally also provided further explanation. Conversation continued amongst Ms. Albrecht, Mr. Johnson and Ms. Ducommun.

### **C. Northfield Security Improvements Bid Package 2 Approval: Selective Demolition, Cement, Metal Fabrication, Thermal and Moisture Protection, Carpentry, Painting, Flag Pole, Fire Suppression, Electrical, Plumbing, HVAC, Landscaping**

Mr. Johnson presented on the Northfield Security Improvements Bid Package 2 Approval: Selective Demolition, Cement, Metal Fabrication, Thermal and Moisture Protection, Carpentry, Painting, Flag Pole, Fire Suppression, Electrical, Plumbing, HVAC, and Landscaping. At last month's Board Meeting it was discussed that the District was undertaking a project to improve the security at the Northfield campus. The first set of bids were approved at that meeting. He explained that the bulk of the bids are up for approval at this meeting, while there may be a small bid for the remainder of the work at the August meeting. This project will provide secure entry vestibules on the east and west sides of the campus to welcome visitors and provide controlled access while bringing the campus to the District standard that was successfully implemented at the Winnetka campus last year. Due to the unique nature of the campus, perimeter fencing is required to route visitors to these new access points. The work is projected to be under-budget. Mr. Johnson also provided final illustrations of the improvements along with construction progress pictures of the fence and vestibules. He provided the schedule for completion as well. Mr. Johnson then invited any questions or comments.

Ms. Hahn inquired about access during hours of no student attendance such as if someone wanted to attend a Board Meeting. Mr. Johnson responded along with Dr. Sally, who noted that the gates will be open for those who are attending a meeting or event. Security personnel will also be present during those off hours when activities are taking place on the campus. Mr. Johnson noted that the number of evening security personnel has been increased over the past year. Dr. Sally mentioned building isolation and that if a person is at the campus for athletics, they will only be allowed in that area.

Ms. Albrecht mentioned that the bricks that are part of the fence prototypes between the B and F buildings do not currently match, but they will.

Mr. McLane moved that the Board of Education approve Bid Package #2 as submitted and presented tonight. Dr. Glucksman seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Hahn, Mr. McLane, Ms. Albrecht

NAY: none

The motion passed.

### VIII. **Consent Agenda**

- Bill List for the Period, June 1 – 30, 2019
- Personnel Report (Appointments, Resignations, Stipends and Termination)
- Resignation, Retirement Agreement and General Release
- Approve contracts with Sentinel Technology and CRW Inc. as presented and authorize the Assistant Superintendent of Finance and Operations to execute the agreements.
- That the Board ratify, approve, and authorize the Assistant Superintendent of Finance and Operations and his assistant to execute and attest the Tax-Exempt Lease/Purchase Agreement and related documents with Key Government Finance, Inc., for the lease of certain technology services and equipment not to exceed \$400,000.
- That the Board ratify, approve, and authorize the Assistant Superintendent of Finance and Operations and his assistant to execute and attest the Tax-Exempt Lease/Purchase Agreement and related documents with Key Government Finance, Inc., for the lease of certain technology equipment not to exceed \$550,000.
- Approve a contract with Sentinel Technology for managed services as presented and authorize the Assistant Superintendent of Finance and Operations to execute the agreement.
- That the Board agrees to open the Closed Session Records for January 22, 2019, February 19, 2019 and April 29, 2019 and the destruction of the Closed Session Meeting tapes of July 2017 through December 2017.

Mr. Johnson explained that there are several technology memos in the consent agenda and are for routine expenditures that are part of the technology budget. Mr. Johnson and Dr. Helfand, Chief Technology Officer, provided a memo to the Finance Committee which was also included in the Finance packet for the entire Board, that gave context as to how these purchases fit in the overall technology budget. The budget has stayed relatively level over the years, aside for one or two years where it was higher than normal due to the large investment of technology during the construction at the Winnetka campus. Mr. Johnson asked for any questions.

Ms. Albrecht asked if any Board member would like to remove items from the Consent Agenda for separate discussion. No one chose to do so. Ms. Ducommun moved that the Board of Education approve the Consent Agenda, which includes: the Bill List for the Period, June 1 – 30, 2019; Personnel Report (Appointments, Resignations, Stipends and Termination); Resignation, Retirement Agreement and General Release; approve contracts with Sentinel Technology and CRW Inc. as presented and authorize the Assistant Superintendent of Finance and Operations to execute the agreements; that the Board ratify, approve, and authorize the Assistant Superintendent of Finance and Operations and his assistant to execute and attest the Tax-Exempt Lease/Purchase Agreement and related documents with Key Government Finance, Inc., for the lease of certain technology services and equipment not to exceed \$400,000; that the Board ratify, approve, and authorize the Assistant Superintendent of Finance and Operations and his assistant to execute and attest the Tax-Exempt Lease/Purchase Agreement and related documents with Key Government Finance, Inc., for the lease of certain technology equipment not to exceed \$550,000; approve a contract with Sentinel Technology for managed services as presented and authorize the Assistant Superintendent of Finance and Operations to execute the agreement; that the Board agrees to open the Closed Session Records for January 22, 2019, February 19, 2019 and April 29, 2019 and the destruction of the Closed Session Meeting tapes of July 2017 through December 2017. Ms. Hahn seconded the amended motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Dronen, Ms. Ducommun, Dr. Glucksman, Ms. Hahn, Mr. McLane, Ms. Albrecht

NAY: none

The motion passed.

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

Mr. Dronen noted that the **Facilities Steering Committee** met on July 1<sup>st</sup> and was previously covered in detail during the meeting.

Mr. Dronen attended a newly formed committee, the **Legal Subcommittee**, which met for the first time on June 18<sup>th</sup> with a follow-up meeting on July 1<sup>st</sup>. Mr. Dronen, Mr. Johnson, Dr. Sally and Ms. Joanne Panopoulos, Assistant Superintendent for Special Education, comprise the subcommittee. The purpose of the committee is to develop an understanding of how the District uses legal services, review and understand legal costs for the District, understand comparison legal rates for other districts, develop strategies to monitor and contain costs, and ensure that the District is receiving the best possible legal representation. During the first two meetings, the subcommittee reviewed historical legal costs for the District over the past ten years, coverages provided by the District's insurance co-op (Collective Liability Insurance Corporation), discussed competing insurance co-ops and discussed changes in the District's current co-op regarding panel attorneys. The next meeting will take place in August. Mr. Dronen also noted that Mr. Johnson did a comparison of legal rates. A law firm can represent different districts and the chart showed that the legal billing rate for the same law firm doing the same type of work was lower at New Trier compared to other districts meaning that the administration is doing its job.

Ms. Albrecht attended the **New Trier Foundation Executive Committee** meeting in Mr. Dronen's absence. It was the Foundation's Annual Meeting of the Board of Directors. There was a nomination of Directors for re-election that will be voted on when the Board Members transition to the Members of the Educational Foundation after the current meeting. There were also interim results for the fiscal year 2019 budget that is still being finalized from budget to actuals. The tentative budget for fiscal year 2020 was also reviewed. Grants were reviewed and approved. There will be a special meeting after the August Board of Education Meeting in order to receive the Foundation's 2019 Annual Report and the Budget and Annual Plan for 2020.

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

Calendar of Events: Dr. Sally highlighted the following dates:

- August 2<sup>nd</sup>: Summer school concludes. Dr. Sally thanked Mr. Scott Williams, Assistant Principal for Student Services, for his oversight and management of summer school.
- August 12<sup>th</sup>: Fall Sports begin.
- August 15<sup>th</sup>: Leaders return from summer break.
- August 19<sup>th</sup>: New Teachers begin orientation.
- August 22<sup>nd</sup>: All teachers return from summer break.
- August 26<sup>th</sup>: First day of student attendance and the next Board Meeting.

Ms. Ducommun inquired as to how many new teachers the District will have this year. Dr. Chimille Dillard, Director of Curriculum and Instruction, responded that there are 20 new teachers.

There were no requests for Staff Research and Future Agenda Items.

**XI. ADJOURNMENT**

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

The meeting adjourned at 8:02 p.m.

Respectfully submitted,

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Lindsey Ruston, Secretary

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Cathleen Albrecht, President