



**AVOCA SCHOOL DISTRICT 37**

MAXIMIZING THE UNIQUE POTENTIAL OF EACH CHILD

## **BOARD OF EDUCATION Minutes**

January 19, 2017

The Board of Education met in regular session on January 19, 2017, at 6:32 p.m. in the Gymnasium at Marie Murphy School, 2921 Illinois Road, Wilmette, Illinois. The President called the meeting to order and asked the Board Recorder to call the roll.

The following members were present:

Louise Dechovitz  
Jeffrey Greengoss, President  
Joel Raynes  
Sheryl Swibel  
Rosanne Ullman  
Rick Zelinsky, Vice President

Absent:

William Bazianos

Also Present:

Debbie Cotter, Video Recorder  
Beth Dever, Chief School Business Official  
Suzanne Harris, Board Recorder  
Jessica Hutchison, Avoca West Principal  
Dr. Kevin Jauch, Superintendent/Board Secretary  
Matthew Palcer, Marie Murphy Principal  
Terry Sofianos, Director of Pupil Services  
Jennie Winters, Curriculum and Instruction Coordinator

Registered Visitors:

Dan Garbis  
Gil Gibori  
Jun Yoshitani



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## RECOGNITIONS

Students from both Avoca West Elementary School and Marie Murphy School were recognized for their contribution to and achievement in the following categories:

- Advanced Learners**
- Avoca West Story Tellers**
- Cross Country**
- Girls' Volleyball**
- iOnAvoca**
- Junior Varsity Soccer**
- Orchestra**
- Running Club**
- Spirit Assembly Ambassadors**
- Varsity Soccer**

Following a presentation of certificates of recognition, President Greengoss called a short break in the meeting, during which refreshments were offered to the students and their family members. The meeting resumed in the Joseph M. Porto Community Room.

## APPROVAL OF CONSENT AGENDA ITEMS

Joel Raynes moved that:

THE BOARD APPROVES THE FOLLOWING CONSENT AGENDA ITEMS:

❖ **APPROVAL OF MINUTES:**

- BOARD FINANCE COMMITTEE MINUTES FOR DECEMBER 15, 2016
- BOARD OF EDUCATION MINUTES DECEMBER 15, 2016
- BOARD OF EDUCATION CLOSED SESSION MINUTES FOR DECEMBER 15, 2016
- BOARD COMMITTEE OF THE WHOLE MINUTES FOR JANUARY 5, 2017
- BOARD OF EDUCATION CLOSED SESSION MINUTES FOR JANUARY 5, 2017

❖ **FINANCIAL STATEMENT**

• DECEMBER TOTAL FUND BALANCE OF	\$	11,692,916.36
• DECEMBER PAYROLL	\$	847,173.45
• DECEMBER FIXED CHARGES	\$	150,065.78
• JANUARY EDUCATION FUND	\$	237,992.08
• JANUARY O&M FUND	\$	59,503.68
• JANUARY TRANSPORTATION FUND	\$	11,088.89
• JANUARY TORT FUND	\$	68.00
• JANUARY FIRE PREVENTION & SAFETY FUND	\$	11,592.00
• JANUARY DEBT SERVICE FUND	\$	200.00

❖ **DECEMBER ENROLLMENT REPORT**

Mr. Zelinsky seconded the motion. Upon roll call, members voted as follows: Mr. Zelinsky, aye; Ms. Swibel, aye; Ms. Dechovitz aye; Mr. Raynes, aye; Mr. Greengoss, aye and Ms. Ullman, aye. Motion carried.



## **DISCUSSION ITEMS**

### ◆ **District Goals 2016-2017 Update**

Superintendent Kevin Jauch gave the Board an update regarding the current progress of the 2016-2021 Strategic Plan. Dr. Jauch began by presenting the new Strategic Action Plan website, which is currently an internal site designed for the professional staff to access aligned strategy resource materials. This tool will be used as a place where all of the progress regarding the Strategic Plan is documented and shared to unify the process between both schools and all staff members and will serve as a model for a public site in the future. Dr. Jauch then led the discussion to outline the status of the strategic plan based on the five goals as follows:

#### **GOAL 1: Provide a rigorous, comprehensive, personalized education to ensure success for all students at Avoca District 37 and beyond.**

The first aligned strategy to achieve this goal is to define, execute and communicate rigorous PK-8 curriculum with an aligned system of assessments to evaluate the performance of each student compared to expected outcomes. In order to achieve this strategy, tasks have been developed for 2016-2017. The first is to develop a common K-8 vocabulary between staff members at both schools and then how that will translate to the students and the curriculum. Curriculum and Instruction Coordinator, Jennie Winters spoke about the ground work to develop a common K-8 language/vocabulary between the two schools. Ms. Winters indicated that the professional development day on January 17, 2017 was an opportune occasion to start assessing what language is being used and how it is understood individually.

The next task for 2016-2017 is to identify essential K-8 standards for Math and to conduct a mathematics study to identify anchor and supplemental resources that align with the previously identified essential standards. Currently, Ms. Winters and the Math Team at Avoca West are working on selecting appropriate math resources to meet the essential K-5 math standards. Work continues to find resources that meet the needs of our population and the essential standards. As the state of Illinois is deeply rooted in Common Core, Ms. Winters is confident that taking our time to select appropriately aligned resources is the right path to take in order to fill our gaps and meet the Common Core standards.

The fourth task is to identify essential standards and study formative assessment practices aligned to the Next Generation Science Standards (NGSS) for grades 6-8. Marie Murphy Principal, Matthew Palcer, gave an update on the work of the Science Team at Marie Murphy. The Science team is appraising their current assessment tools to develop formative assessment practices to best capture student progress as it relates to the NGSS vertical curriculum alignment.

Next, the Core, Encore and Allied Arts teams are all working on assessing their curriculum and identifying essential standards K-8 compared to the national standards.

The final task for the first aligned strategy for goal 1 is to introduce the Social Studies C3 framework for grades 6-8. Social Studies C3 framework is a new national standard. The Social Studies team is comparing their current curriculum and essential standards to the C3 national standards to see what aligns and where there may be room to bolster the Avoca curriculum.



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Aligned strategy 2 for Goal 1 is to deliver high-impact, engaging instruction with an aligned system of interventions and enrichments and to close current achievement gaps among subgroup student populations with a focus on student growth. In order to tackle this strategy, Director of Pupil Services, Terry Sofianos, formed the Multi-Tier System of Support (MTSS) Committee and gave an overview of their current focus. The MTSS Committee has dissected the mission and vision of the Strategic Plan and how that applies to a MTSS. They developed defining beliefs about what the role of MTSS will be moving forward and have determined a framework to meet the goal of differentiate learning.

The third aligned strategy for Goal 1 is to make appropriate use of technology to expand both teaching and learning to advance inquiry-based, problem-solving, instruction. Dr. Jauch indicated that this strategy touches each of the strategies above and is a large element of focus for the Technology and Innovation Committee, which is currently being formed.

### **GOAL 2: Support Professional Learning Communities to ensure coherence, collaboration, innovation and accountability.**

The first aligned strategy for Goal 2 is to provide PK-8 collaborative teams with, differentiated professional development, and other appropriate support to function as effective Professional Learning Communities (PLC). This strategy has been in progress since early in the 2016-2017 school year, with a presentation from Solution Tree, which reviewed the function and development of effective educational teams. Now, the professional staff is working on the vertical curriculum alignment and formative assessment framework.

The second task for Goal 2 is to develop a multi-year, district-wide professional development plan for the implementation of the PLC philosophy district-wide. Based on results from a survey given to staff after the last institute day, the educational staff is excited about the types of internal professional development they have been provided this year. This aligned strategy task will build off of the momentum of the last institute day as the professional staff are reaching a deeper level of instruction.

The second aligned strategy for Goal 2 is to be responsive to staff needs to keep them inspired, passionate and collaborative in their work, address levels of stress and improve staff satisfaction, promote teacher leadership opportunities and provide opportunities to recognize and celebrate accomplishments. To address this strategy, leadership teams were given a questionnaire to records the things that the district is doing that alleviate stress, suggestions to alleviate more stress and those things that are creating stress for the professional staff. In the spring, the district will conduct a staff satisfaction survey.

### **GOAL 3: Establish data-driven systems to facilitate ownership, growth and continuous improvement.**

The first aligned strategy for Goal 3 is to utilize data-driven, decision-making structures and processes to grow and improve performance to a higher level. This strategy directly aligns with the first aligned strategy of Goal 2, to provide differentiated professional development and support to function as effective PLC and is being reached through the tasks outlined above.

The second aligned strategy for Goal 3 is to set goals and targets, develop action plans, monitor progress, make adjustments and report results and to celebrate growth and achievement. The first task is to systematically implement the student growth component into the Avoca Professional Growth and Assessment System.



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### **GOAL 4: Establish trust, respect, engagement and satisfaction among our families and communities.**

Dr. Jauch gave an overview of the continuing work of the Communication and Engagement Committee highlighting that the President of the Illinois Chapter of the National School Public Relations Association will be presenting at the next meeting of the committee.

The district is seizing opportunities to improve current practices regarding communication and engagement in the community, examples include the new format for the Avoca Weekly Newsletter and Avoca West's efforts on social media and improved newsletters to parents and staff.

### **GOAL 5: Responsibly manage district resources including people, time and money to achieve our mission, vision and goals.**

The first aligned strategy for Goal 5 is to explore creative personnel opportunities to motivate, recognize and foster passion and leadership among district personnel. The tasks for 2016-2017 consist of setting up a framework to develop evaluation and professional goal setting for the non-certified staff. Non-certified staff evaluations will take place at the end of the year and will have a deliberate reflection of the successes and areas of improvement, as well as goal setting for the next year.

The second aligned strategy for Goal 5 is to explore creative use of time and space to maximize learning and teaching opportunities. This is an ongoing process to plan ahead for staffing and utilizing the space available to best meet instructional needs.

The third aligned strategy for Goal 5 addresses the financial aspect of implementing the various aspects of the strategic plan and optimizing our current resources.

#### **◆ Board of Education Policy Update- 2<sup>nd</sup> Reading**

Superintendent, Kevin Jauch, gave the board an overview of the Board of Education policy updates from the October 2016 PRESS release, which were previously reviewed by the Board at the January 5, 2017 Committee of the Whole Meeting. This PRESS issue contained 38 policies that were applicable to Avoca. There were many policy updates that did not substantially change the intent or spirit of the policy itself. Three policy changes included internal staff updates and four were changed to reflect new legislation regarding the education and rights of foster care children. The Board had requested that portions of policies 2:125 and 5:60 regarding the Local Government Travel Expense Control Act be rephrased regarding the types of reimbursements included in the resolution to include the registration fee for the event and rephrasing the definition of amounts of reimbursements for meals and lodging to align with the General Services Administration per diem rate. The Board was also presented with a Resolution to Regulate Expense Reimbursements that will be approved during this meeting along with the suggested policy updates.

#### **◆ 2017-2018 Budget and Finance Guideline and Direction to CSBO to begin Budget Process**

Chief School Business Official, Beth Dever, presented the 2017-2018 Budget and Finance Guideline, which includes key district financial tasks and deadlines that maintain the district's compliance with state law and the necessary notification periods required by the county. Ms. Dever indicated that the 2016 CPI was recently released, which is a key element in long term



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planning and therefore she can begin the work on the budget process for the next year. The 2017-2018 Budget and Finance Guideline was approved at this meeting.

### ◆ **One Hope United Rental Rate at Avoca West**

Chief School Business Official, Beth Dever, reviewed the document reflecting a new rental rate for One Hope United based on their agreement for facility use at Avoca West. The rental rate is calculated based CPI of the preceding year. The CPI for 2016 was 2.1% changing the rate from \$28,681 in 2016 to \$29,283 for 2017. Ms. Dever reminded the board that the rental agreement had been renegotiated last year for a facility use agreement for 10-months, as One Hope United does not use the facility during the summer. The Board approved the 2017 One Hope United Rental Rate at Avoca West during this meeting.

### ◆ **Bus Lease**

At the January 5, 2017, Committee of the Whole meeting, the board had requested that Chief School Business Official, Beth Dever, inquire as to whether the bus leases could be extended longer than 5 years. Ms. Dever confirmed with representatives from Midwest Transit and the district attorney, Howard Metz, that according to the Illinois School Code, buses cannot be leased longer than a 5 year period. No other changes were made to the lease presented at Committee of the Whole and the documents were reviewed and approved by Mr. Metz. The Board approved the presented bus lease at this meeting.

### ◆ **Glenview Park District Lease**

At the January 5, 2017, Committee of the Whole meeting, the board had requested that Chief School Business Official, Beth Dever, inquire as to what the terms regarding "tree pruning" included in the new lease for shared buildings and grounds space at Avoca West with the Glenview Park District. Jim Warnstedt, Superintendent of Park Services and Facilities indicated that the tree pruning would be limited to low hanging branches that may interfere with the regular maintenance of the property. No other updates or changes were made to the Lease presented on January 5, 2017. The Board approved the presented lease with Glenview Park District at this meeting.

### ◆ **FOIA- Smart Procure**

On Friday, December 30, 2016, Chief School Business Official, Beth Dever, received an FOIA request from Gabriella Lauricella of SmartProcure requesting any and all purchasing records from September 20, 2016 to the present date. Business Office employee, Stella Menegas, responded with the requested information on December 30, 2016.

## **ACTION ITEMS**

### ◆ **Adoption of Board of Education Policy Updates**

Mr. Raynes moved that:

THE BOARD ADOPT THE UPDATED BOARD OF EDUCATION POLICIES AS PRESENTED.

Ms. Ullman seconded the motion. Upon roll call, members voted as follows: Mr. Zelinsky, aye; Ms. Swibel, aye; Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye, and Ms. Ullman, aye. Motion carried.



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◆ **Adoption of Resolution to Regulate Expense Reimbursements**

Mr. Zelinsky read the entirety of the presented Resolution to Regulate Expense Reimbursements and Ms. Dechovitz moved that:

THE BOARD ADOPT THE RESOLUTION TO REGULATE EXPENSE REIMBURSEMENTS AS PRESENTED.

Mr. Raynes seconded the motion. Upon roll call, members voted as follows: Ms. Swibel, aye; Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye; Ms. Ullman, aye; and Mr. Zelinsky, aye. Motion carried.

◆ **Adoption of 2017-2018 Budget and Finance Guideline**

Mr. Zelinsky moved that:

THE BOARD APPROVE THE 2017-2018 BUDGET AND FINANCE GUIDELINE AS PRESENTED.

Mr. Raynes seconded the motion. Upon roll call, members voted as follows: Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye; Ms. Ullman, aye; Mr. Zelinsky, aye; and Ms. Swibel, aye. Motion carried.

◆ **Approval of One Hope United Rental Rate for Facility Use at Avoca West**

Ms. Ullman moved that:

THE BOARD APPROVE THE ESTABLISHED RENTAL RATES FOR ONE HOPE UNITED FOR FACILITY USE AT AVOCA WEST FOR 2017 AS PRESENTED.

Ms. Swibel seconded the motion. Upon roll call, members voted as follows: Mr. Raynes, aye; Mr. Greengoss, aye; Ms. Ullman, aye; Mr. Zelinsky, aye; Ms. Swibel, aye; and Ms. Dechovitz, aye. Motion carried.

◆ **Approval of Bus Lease**

Mr. Raynes moved that:

THE BOARD APPROVE THE BUS LEASE AS PRESENTED.

Mr. Zelinsky seconded the motion. Upon roll call, members voted as follows: Mr. Greengoss, aye; Ms. Ullman, aye; Mr. Zelinsky, aye; Ms. Swibel, aye; Ms. Dechovitz, aye; and Mr. Raynes, aye. Motion carried.

◆ **Approval of Glenview Park District Lease**

Ms. Swibel moved that:

THE BOARD APPROVE THE GLENVIEW PARK DISTRICT LEASE AS PRESENTED.

Ms. Ullman seconded the motion. Upon roll call, members voted as follows: Ms. Ullman, aye; Mr. Zelinsky, aye; Ms. Swibel, aye; Ms. Dechovitz, aye; Mr. Raynes, aye; and Mr. Greengoss, aye. Motion carried.



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### ◆ **Approval of Destruction of Closed Session Audio Recordings**

Ms. Dechovitz moved that:

THE BOARD APPROVE THE DESTRUCTION OF THE 66 LISTED CLOSED SESSION AUDIO RECORDINGS THAT PREDATE JULY 2015 ACCORDING TO BOARD POLICY 2:220 (SCHOOL BOARD MEETING PROCEDURE).

Mr. Raynes seconded the motion. Upon roll call, members voted as follows: Mr. Zelinsky, aye; Ms. Swibel, aye; Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye; and Ms. Ullman, aye. Motion carried.

### ◆ **Approval of Revised 2017-2018 Calendar**

Ms. Swibel moved that:

THE BOARD APPROVE THE REVISED 2017-2018 SCHOOL YEAR CALENDAR AS PRESENTED.

Mr. Zelinsky seconded the motion. Upon roll call, members voted as follows: Mr. Zelinsky, aye; Ms. Swibel, aye; Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye; and Ms. Ullman, aye. Motion carried.

## **CLOSED SESSION**

Rick Zelinsky moved that the Board move into Closed Session for the purpose of:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1)

Mr. Raynes seconded the motion. Upon roll call, members voted as follows: Ms. Swibel, aye; Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye; Ms. Ullman, aye and Mr. Zelinsky, aye. Motion carried.

Following a short break, the Board moved into closed session at 8:40 p.m. and reconvened in open session at 10:52 p.m.

Mr. Raynes moved that the Board return into open session, and Ms. Dechovitz seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried.





## **MEETING ADJOURNS**

Mr. Raynes moved to adjourn the meeting, and Ms. Ullman seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried. The Board meeting adjourned at 10:52 p.m.

  
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Board President  
Jeffrey Greengoss

  
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Secretary  
Kevin Jauch