



BOARD OF EDUCATION

Minutes

March 23, 2017

The Board of Education met in regular session on March 23, 2017, at 6:31 p.m. in the Joseph M. Porto Community Room in 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:

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

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
Jamie Taylor

APPROVAL OF CONSENT AGENDA ITEMS

Mr. Raynes moved that:

THE BOARD APPROVES THE FOLLOWING CONSENT AGENDA ITEMS:

- ❖ **APPROVAL OF MINUTES:**
 - BOARD FINANCE COMMITTEE MINUTES FOR FEBRUARY 16, 2017
 - BOARD OF EDUCATION MINUTES FEBRUARY 16, 2017
 - BOARD OF EDUCATION CLOSED SESSION MINUTES FOR FEBRUARY 16, 2017
 - COMMUNICATION AND ENGAGEMENT COMMITTEE MINUTES FOR FEBRUARY 28, 2017
 - COMMITTEE OF THE WHOLE MINUTES FOR MARCH 6, 2017
 - COTW CLOSED SESSION MINUTES FOR MARCH 6, 2017
- ❖ **FINANCIAL STATEMENT**

● FEBRUARY TOTAL FUND BALANCE OF	\$	11,416,160.87
● FEBRUARY PAYROLL	\$	871,656.54
● FEBRUARY FIXED CHARGES	\$	154,473.22
● MARCH EDUCATION FUND	\$	169,395.65
● MARCH O&M FUND	\$	55,267.21
● MARCH TRANSPORTATION FUND	\$	22,510.06
● MARCH FIRE PREVENTION & SAFETY FUND	\$	6,986.98
- ❖ **MARCH PERSONNEL REPORT**
- ❖ **FEBRUARY ENROLLMENT REPORT**

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

ADDITIONAL ITEMS TO BE PLACED ON AGENDA

Ms. Swibel requested that the PTC Innovation Grants be added as a discussion item. President Greengoss agreed to add this item as Discussion Item A.

DISCUSSION ITEMS

A. PTC Innovation Grants

Board Member, Sheryl Swibel, recognized the PTC Innovation Grant Committee and the work of the PTC in the district. Ms. Swibel commended the PTC on their efforts in finding new volunteers and looking closely at current PTC programs. Ms. Swibel indicated that the PTC is trying to prioritize the current programs they support with the goal of promoting community building and fundraising. The newest effort by the PTC is the addition of the Innovation Grants, which supports and encourages teachers to look outside of their current teaching resources for innovative mediums to meet instructional needs. Eleven teachers and/or grade level teams applied for grants, seven of which will be awarded on March 24th during the teacher institute day at Marie Murphy School. Ms. Swibel commended the hard work of the Innovation Grant



Committee in their efforts through the grant application and selection process, the PTC for contributing the funds to support the endeavor and the teachers and teams receiving the grants.

B. Staffing Plan 2017-2018

Superintendent Jauch presented an update on the Staffing Plan for the 2017-2018 school year. Dr. Jauch presented a very similar draft at the February Board meeting and at the March Committee of the Whole meeting. One variation is the addition of a second French section at 6th grade to accommodate the 32 students who enrolled in the program. The presented plan allows for 51.02 FTE for Avoca West teaching staff, 13.5 FTE for Avoca West support staff, 27.93 FTE for Marie Murphy teaching staff, 9.19 FTE for Marie Murphy support staff. Dr. Jauch indicated that this may need to be modified depending on the number of incoming Kindergarteners. Currently, the district is aware of 48 registered Kindergarteners, and will likely know by May whether or not an extra section will need to be added. The other factor that may add to the total FTE would be if there is a justifiable need to add staff to maintain compliance for the English Learners (EL) program. Terry Sofianos, Director of Pupil Services, informed the Board that the State of Illinois recently raised the standards of proficiency for students to be able to exit out of the EL program, which may affect the number of students that will need to continue receiving services. Dr. Jauch indicated that he would like to begin screening of incoming Kindergarteners as soon as possible to try and get a better idea of the number of expected EL students represented by that cohort. The Board will be asked to approve the staffing plan as presented at this meeting, knowing that if need arises, they will be asked to amend the two sections mentioned above at a future meeting.

C. Administrative Staffing 2017-2018

Superintendent, Kevin Jauch, presented a recommendation regarding the Administrative Staffing for the 2017-2018 school year. Dr. Jauch recommends offering Terry Sofianos a second one-year contract as the Director of Pupil Services and Beth Dever another three-year contract as the Chief School Business Official. Matt Palcer, Marie Murphy Principal, and Jessica Hutchison, Avoca West Principal, will be in their second year of a two-year contract, so no action will need to take place regarding those positions. The Curriculum and Instruction Coordinator position was new to Avoca for the 2016-2017 school year and was approved as a 100-day contract. Dr. Jauch indicated that due to the assertive nature of the 2017-2018 school year strategic action plan as it relates to curriculum, instruction, assessment and professional development, there is either a need to expand the contract for the Curriculum and Instruction Coordinator to a 210-day contract or revisit the expectations for year two of the strategic plan. The increase in days would make the Curriculum and Instruction Coordinator a full time employee and would increase salary and benefits by approximately \$75,000. Dr. Jauch indicated that since this is a major decision for the district, he would not expect for a newly seated Board to vote on this until May. Mr. Zelinsky asked whether extending the contract would guarantee the ability to achieve all of the goals for year two of the strategic plan. Ms. Dechovitz asked about deliverables and how we can measure the ability to achieve those goals. She also asked about the implementation, training and continuity of standards for implementing new curriculum, especially in the case of employee turn-over. Ms. Dechovitz also contributed that the finances would need to be looked at on a global level and prioritized accordingly.

D. Building Project Bids- Asbestos, Roof and Life Safety and Facilities Bid

Chief School Business Official, Beth Dever, presented information regarding the bids that



Avoca received for the summer 2017 life safety and facilities projects. DLA Architects charges 10% of the construction costs as their fee to make the plans and oversee the projects. For the Life safety and Facilities Plan Projects, the district hosted a pre-bid meeting on February 14, 2017; two contractors came to this meeting. As a result, the district decided to host another pre-bid meeting on February 21, 2017, resulting in two bidding contractors, Chicago Commercial Construction (CCC) and Happ Builders, Inc. CCC was the lowest, responsible bidder. The base bid of \$636,058 includes the work to be completed to raise the walls to the roof deck to fire-seal between rooms and upgrades to flooring and cabinetry, post asbestos abatement, in the fourth grade wing, room 51 and front hallway at Avoca West. This bid also includes other alternative projects including: Alternative 1, upgrading flooring and cabinetry in room 25, post asbestos abatement, CCC bid \$33,448; Alternative 2, replacing carpet in the ITC hallway surrounding room 25, CCC bid \$21,950; and Alternative 3, replacing the ceiling tile and frames in the entire construction area, CCC bid \$92,255. Ms. Dever recommends approving the base bid, and the bids for Alternative 1 and Alternative 3. Ms. Dever recommends that instead of accepting the bid for Alternative 2 that the district should proceed with ordering the carpet, but do so as a change order at the unit price. The Board will be asked to approve this bid recommendation at this meeting.

Next, Ms. Dever reviewed the bid information regarding the asbestos abatement project for summer 2017. The district will be working with MKA Environmental on design, project management and air sampling, their fee is \$11,180. The district held a walk through on February 1, 2017, quotes were due February 8, 2017. Three contractors submitted bids, all of which have previously done abatement work in the district. EHC Industries, Inc. is the lowest responsible bidder with a base bid of \$38,500 and a bid of \$5,850 for Alternate 1, for asbestos abatement in room 25 at Avoca West. The Board will be asked to approve this bid recommendation at this meeting.

Ms. Dever also presented information regarding the final portion of roof replacement at Marie Murphy School. The district will be working with Tremco, Inc. on the design with a fee of \$2,450 and a daily on-site fee of \$700 to oversee the project. A pre-bid meeting was held on February 24, 2017 and the bid opening was March 6th. Eight contractors attended the meeting and the district received six bids. Malcor Roofing of Illinois, Inc. is the lowest responsible bidder with a base bid of \$210,000. The Board will be asked to approve this bid recommendation at this meeting.

E. Food Service Bid

Chief School Business Official, Beth Dever, provided an update regarding the Food Service Bid. The district hosted the pre-bid meeting of February 27, 2017. Three companies were represented; Arbor Management, Inc., Organic Life LLC: Smart Foodservice and Quest Food Management Services, Inc. The bid opening was held on March 13, 2017, all three companies submitted a bid. Ms. Dever is currently reading the narratives to help determine the bidder's qualifications and contacting the bidder(s) to clarify information. Ms. Dever intends to check references and conduct site visits to schools that are currently using the bidding food service providers. Ms. Dever expects to make her recommendation to the Board in May.

F. FOIA-1

On February 14, 2017, Superintendent, Kevin Jauch, received a request from Ryan Nation from LocalLabs Media Services requesting a complete list of candidate filings for the 2017



consolidated elections and the most recently filed annual Treasurer's and Budget Report. Dr. Jauch responded on February 16, 2017 with the requested information by listing the candidates and providing Mr. Nation with Avoca's Annual Financial Report.

G. FOIA-2

On February 28, 2017, Chief School Business Official, Beth Dever, received a request from an anonymous email address requesting a PDF file containing a copy of the actual filing as recorded with the local election authority placing the 2009 Consolidated Election on the ballot. Ms. Dever responded on March 3, 2017 with a copy of the requested resolution.

VISITORS' COMMENTS

Jamie Taylor asked why the district believes there will not be a need for a curriculum and instruction coordinator in the future.

Gil Gibori inquired if the district continues to follow through with the Strategic Plan and the curriculum and instruction coordinator is involved in training new instructors how does it plan to maintain continuity after that position has been terminated.

ACTION ITEMS

A. Approval of 2017-2018 Books/Materials, Technology and Transportation Fees

Mr. Bazianos moved that:

THE BOARD APPROVE THE 2017-2018 BOOK/MATERIALS, TECHNOLOGY AND TRANSPORTATION FEES 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, Ms. Ullman, aye; and Mr. Bazianos, aye. Motion carried.

B. Approval of Athletic Director Stipend

Ms. Ullman moved that:

THE BOARD APPROVE THE ATHLETIC DIRECTOR STIPEND 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; Mr. Bazianos, aye; and Mr. Zelinsky, aye. Motion carried.

C. Approval of Staffing Plan 2017-2018

Mr. Zelinsky moved that:

THE BOARD APPROVE THE 2017-2018 STAFFING PLAN AS PRESENTED

Mr. Bazianos seconded the motion. Upon roll call, members voted as follows: Ms. Dechovitz, aye; Mr. Raynes, aye; Mr. Greengoss, aye, Ms. Ullman, aye; Mr. Bazianos, aye; Mr.

Zelinsky, aye; and Ms. Swibel, aye. Motion carried.

D. Approval of Asbestos Bid

Ms. Dechovitz moved that:

MOVE THAT THE BOARD APPROVE THE ASBESTOS BID AS PRESENTED

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

E. Approval of DLA Life Safety and Facilities Projects Bid

Ms. Raynes moved that:

MOVE THAT THE BOARD APPROVE THE DLA LIFE SAFETY AND FACILITIES PROJECTS BID AS PRESENTED

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

F. Approval of Roof Bid

Mr. Bazianos moved that:

MOVE THAT THE BOARD APPROVE THE ROOF BID

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

G. Approval of Treasurer's Bond

Ms. Ullman moved that:

MOVE THAT THE BOARD APPROVE THE TREASURER BOND AS PRESENTED

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



MEETING ADJOURNS

Mr. Raynes moved to adjourn the meeting, and Mr. Bazianos seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried. The Board meeting adjourned at 8:02 p.m.

Board President

Secretary