



# **BOARD OF EDUCATION**

## **Minutes**

April 27, 2017

The Board of Education met in regular session on April 27, 2017, at 6:53 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:

Louise Dechovitz, Vice President  
Dan Garbis  
Gil Gibori  
Joel Raynes  
Sheryl Swibel  
Jamie Taylor  
Rick Zelinsky, President

Also Present:

Sara Bader, 2<sup>nd</sup> Grade Teacher  
Debbie Cotter, Video Recorder  
Becky Cross, 5<sup>th</sup> Grade Teacher  
Beth Dever, Chief School Business Official  
Tom Erf, 3<sup>rd</sup> Grade Teacher  
Suzanne Harris, Board Recorder  
Brandon Howe, 4<sup>th</sup> Grade Teacher  
Jessica Hutchison, Avoca West Principal  
Dr. Kevin Jauch, Superintendent/Board Secretary  
Katie Morgan, K-5<sup>th</sup> Math Enrichment Teacher  
Matthew Palcer, Marie Murphy Principal  
Terry Sofianos, Director of Pupil Services  
Jen Stump, 1<sup>st</sup> Grade Teacher  
Jennie Winters, Curriculum and Instruction Coordinator

Registered Visitors:

Barbara Ferencz  
Anne Nagle

---

## 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 MARCH 23, 2017
  - BOARD OF EDUCATION MINUTES MARCH 23, 2017
  - COMMUNICATION AND ENGAGEMENT COMMITTEE MINUTES FOR APRIL 5, 2017
- ❖ **FINANCIAL STATEMENT**

● MARCH TOTAL FUND BALANCE OF	\$	15,165,217.11
● MARCH PAYROLL	\$	857,274.86
● MARCH FIXED CHARGES	\$	165,829.79
● APRIL EDUCATION FUND	\$	209,700.14
● APRIL O&M FUND	\$	46,798.44
● APRIL TRANSPORTATION FUND	\$	13,819.51
● APRIL TORT FUND	\$	495.00
● APRIL FIRE PREVENTION & SAFETY FUND	\$	10,048.15
- ❖ **APRIL PERSONNEL REPORT**
- ❖ **MARCH ENROLLMENT REPORT**

Ms. Dechovitz seconded the motion. Upon roll call, members voted as follows: Mr. Garbis, aye; Ms. Taylor, aye; Ms. Swibel, aye; Mr. Gibori, aye; Mr. Raynes, aye; Mr. Zelinsky, aye; and Ms. Dechovitz, aye.

## DISCUSSION ITEMS

### A. Avoca Board of Education Agreement and Legacy

Board President, Rick Zelinsky, led the Board through a presentation regarding Avoca Board of Education norms. The presentation covered a review of the Illinois Association of School Boards' (IASB) Foundational Principles of Effective Governance, the previous Board's Agreements, the previous Board's Legacy and a discussion of the next steps and priorities for the new Board.

The foundational principles of effective governance as outlined by the IASB are as follows: 1. The Board clarifies the district purpose; 2. The Board connects with the community; 3. The Board employs a superintendent; 4. The Board delegates authority; 5. The Board monitors performance; and 6. The Board takes responsibility for itself.

The previous Board's agreements are seven principles originally established in 2011, which have been reviewed and amended by new Boards in 2013 and 2015. It was shared that the 2017-2019 Board will have an opportunity to review and address the agreements at the Board Retreat. The seven Avoca Board Agreements are guidelines for cohesive and appropriate conduct for the Board of Education and fall into the following categories: 1. Unity of purpose; 2. Speaking with one voice; 3. "Customer concerns" from the community or staff; 4. No surprises; 5. Board member request for information; 6. Board member use of email; and 7. Board member preparation.

The Board Legacy speaks to the values and goals that the seated Board of Education seeks

to achieve and live by as a governing body.

Mr. Zelinsky then led the Board through a discussion regarding the committees in the District that are either Board Committees or require Board representation. The following committees and committee members were established:

Finance Committee- Louise Dechovitz, Joel Raynes and Jamie Taylor  
Policy Committee- Dan Garbis, Sheryl Swibel, and Rick Zelinsky  
Benefits Committee Representative- Sheryl Swibel  
WCSEA Board Representative- Gil Gibori  
Ed Red Representatives- Gil Gibori and Rick Zelinsky  
Parent/Teacher Council Board Representatives- Sheryl Swibel and Jamie Taylor

Mr. Zelinsky indicated that he would like to have further dialog at the May Committee of the Whole meeting regarding the possibility of forming a Communication Committee to support the work of the current Communication and Engagement Committee as it applies to the 2016-2021 Strategic Plan.

The new Board of Education members have been registered to attend an IASB New Board Member training session set for June 9-10, 2017. Superintendent, Kevin Jauch, indicated that only new Board Members are required to attend these training sessions. Dr. Jauch also proposed the date of June 19<sup>th</sup> to schedule the Board Retreat with Barbara Toney, Field Director of the IASB.

## **B. Math Committee Recommendation**

Curriculum and Instruction Coordinator, Jennie Winters, along with the members of the Avoca West Math Curriculum Committee (AWMCC), Katie Morgan, Jen Stump, Tom Erf, Brandon Howe, Sara Bader, and Becky Cross, gave a presentation regarding the work of the committee and their recommendation for the Avoca West Math Curriculum. The AWMCC was formed in winter of 2015 and consists of one teacher per grade level K-5, the math interventionist, a learning behavioral specialist and an English language teacher. They have conducted research in high-performing area districts and established a vision and goals to conduct a curriculum study and present their recommendations. Since the formation, the committee has been working on identifying Common Core aligned math curricula, identifying a math sequence and creating math units.

The vision of the AWMCC is to develop a math program that consists of standards-based resources and practices, fosters a culture of mathematics learners as a community, provides guidance for students to grasp mathematical thinking, utilizes developmentally appropriate tools and strategies that apply to the real world and cultivates a coherent progression of student expectations that builds in complexity within and between grade levels. The AWMCC chose to use the ISBE Scope and Sequences for their curriculum framework as it is designed to reflect the prioritization of the CCSS, aligns with the PARCC assessment priorities and builds in complexity throughout each school year. The committee then studied several curriculum resources that align to the sequences and determined that in order to develop a program that covers all of the standards and builds in complexity and conceptual thinking, Avoca West would need to create a curriculum comprised of a variety of resources. AWMCC is building a curriculum from the following resources: Bridges Mathematics; ISBE Model Mathematics Curriculum Resources; Investigations; LearnZillion; Khan Academy; TenMarks; Front Row; Exemplars and additional online resources. The committee has developed a timeline to implement the launch of the new curriculum, which begins with introducing the curriculum and beginning training this spring and into the summer. The implementation of the new curriculum will begin at the start of the 2017-2018 school year. In order to support teachers in this process the AWMCC will have weekly meetings with grade-level teams and provide training of content area, assessment methods, instructional strategies and consistent vocabulary instruction. The committee will also continue to meet to discuss the curriculum, instruction and assessment implementation. The AWMCC believes that the implementation of their curriculum action plan will create a balanced

classroom with whole group, small group and independent practice time. Students will work cooperatively to grapple with mathematical thinking and experience growth in difficulty and complexity. The committee has developed each unit to align to CCSS as well as a standards-based rubric for assessment. The AWMCC outlined a multitude of benefits that impact students, teachers, administrators, parents and the Avoca Community.

The recommendation of the AWMCC is to adopt the ISBE Scope and Sequences, approve the purchase of Bridges Mathematics teacher kits and intervention resources, and approve the Mathematics Curriculum Implementation Plan, which was outlined in their presentation. The total anticipated cost will be \$64,100.

Mr. Zelinsky, inquired whether the committee thought that the current schedule would allow for enough instructional time and that the homework would be balanced with the new curriculum. Mr. Gibori inquired about the difference in the implementation of the new curriculum to the current practices as well as what a complete implementation of the new program would look like in terms of investment and time. Ms. Taylor inquired into the impact and feasibility the new framework would have on instructional staff and what kind of support would be implemented to maintain differentiated learning and spiral reviews. Ms. Taylor also asked if there were plans to change the current 4<sup>th</sup> and 5<sup>th</sup> grade model and whether the committee had researched what curriculum the other New Trier feeder districts are using. Ms. Dechovitz inquired about the breakdown of costs and whether the cost and time of printing would be burdensome to the district and staff. Ms. Dechovitz also inquired about a system of assessment for the instructional staff to gauge how the implementation is working.

### **c. Communication and Engagement Committee Recommendation**

Superintendent, Kevin Jauch, along with members of the Communication and Engagement Committee (CEC), Rebecca Goldman, Jessica Hutchison, Gil Gibori, Peter Brennan and Barbara Ferencz, gave the Board a presentation regarding the work and recommendations of the committee. The CEC was developed to identify the needs and wants of various constituent groups as applied to communication and engagement in the Avoca community and the best method for addressing them. The committee consisted of members representing district staff, parents, and community members. Ad hoc groups representing the aforementioned constituencies were formed to obtain data in regards to each groups' communication preferences. The committee identified the following big ideas to use as a guideline to develop a district communication plan: key messages, substantive information, multiple modalities, and transparency and responsiveness. The CEC determined that defining district expectations for communication, revamping the district website, creating a communications calendar and supporting social media endeavors would improve the communication in the district.

The CEC developed a system to standardize district communication expectations by identifying the critical and substantive information desired by each constituency, the mode of delivery, the type of information that should be communicated from the district, principal and teacher level. This system would also standardize a timeframe in which certain district information is communicated each year.

In order to revamp the website, the CEC determined a new website should be dynamic, intuitive, substantive and appealing to all users. An action plan was developed to administer the process of researching, creating and launching a new website. A small, representative website redesign committee will be formed this spring with redesign work to begin in the fall of 2017 and a tentative launch planned for the winter.

The CEC determined that social media was not a top modality for communicating district

news, however, they recommend continuing current social media efforts and to use it as an additional method for sharing information.

Mr. Gibori briefly spoke about the opportunity to strengthen relationships with the business community in Avoca, by offering ways for them to connect with the district.

The CEC believes that by improving outreach, the district will benefit from greater community engagement. The next steps are to formalize expectations in writing, create an implementation action plan, seek Board approval, distribute the expectations and action plan to those responsible for implementation, post the expectations and action plan to the website, and communicate the expectations and action plan to constituents.

#### **D. 2016-2021 Strategic Plan Dashboard**

Superintendent, Kevin Jauch, presented the new 2016-2021 Strategic Plan Dashboard, a new website that houses the goals and strategies of the current strategic plan and will give the community updates on the progress for the Strategic Plan as they occur. Dr. Jauch covered the set-up of the website, its layout and some ideas for improvement that have already been generated.

The structure of the website was developed to be user-friendly and the content is delivered in layman's terms for the use of the general public. Dr. Jauch developed a way to measure the progress of the goals using a progress dial, which contains different stages of progress and are defined in a key located on the home page. As the strategic plan progresses, subsequent year's data will be added to the information already contained on the website and the dials will continue to be updated to reflect the progress towards completion.

The future of the site will include an at-a-glance page and several Board Members contributed ideas to creating a simpler way to convey the information. Ms. Taylor suggested condensing the information and forgoing the use of a dial, as it may confuse the status of certain goals across different year. Mr. Gibori indicated that this website is not a simplified view at this point, but comprehensive for the person that wants all of the information. Mr. Zelinsky commented that the goal of this website is a matter of transparency and communicating progress with the community. Mr. Zelinsky contends that as the work progresses and the site evolves, the at-a-glance portion will summarize the status and give a simple outline of the ongoing work toward the goals. Mr. Zelinsky suggested that as the District develops its new website, it should have web designers set-up a more intuitive, advanced webpage to display this information.

#### **E. Avoca Benefits Committee Report**

Chief School Business Official, Beth Dever, gave an overview of the work of the Avoca Benefits Committee (ABC). Ms. Dever leads the committee, which is otherwise comprised of a variety of staff members from both schools, with BOE representation from Ms. Swibel. The ABC meets four times a year to review and discuss the following topics that cover the district's health, life, dental, disability, flex, 403(b) & 457(b) plans: benefit enrollment; benefit plans; benefit renewals, financial providers, Affordable Care Act, benefit communication and wellness.

The committee reviewed the current enrollment in the benefit plans at Avoca, concluding that the health, dental, life, flexible spending, 457(b) and 403(b) plans had consistent participation, while our disability plan participation decreased. The committee discussed communication about the benefits available and will present the information during staff meetings at both

schools in May.

Representatives from Gallagher Benefit Services met with the ABC to explain the structure and benefits of Employee Benefits Corporation (EBC), to review the current benefit plans and renewal premiums and to discuss cost savings programs that EBC is implementing. New premium rates renewals were approved by the EBC Board in March as follows: PPO—8.5%; Life—0%; Dental—0.8%; and HMO—0.1%. The large increase in PPO is due in large to the cooperative funding low rates through reserves that have steadily dwindled, which it can no longer do.

The EBC also has a wellness incentive program. Districts that have over 50% of staff participation in wellness screenings qualify for a .5% rebate in premiums. This year, the district had 61% participation in the wellness screening and will receive a rebate of \$7,384. The committee has decided to use the rebate to pay for several wellness related incentives and items as follows: wellness screening day gift cards; a grab and go breakfast; \$50 reimbursement toward athletic shoes for 2017 wellness screening participants; \$20 Fresh Market gift card to 2017 wellness screening participants; provide a healthy, catered lunch for all employees once a year; and purchase resources to implement and “Action Based” program as required by the EBC wellness program.

#### **F. Technology Committee Update**

Superintendent, Kevin Jauch, gave an update on the work of the Technology Innovation Committee (TIC). The TIC is a representative group comprised of instructional staff, support staff, parents, Board Members, administration and a technology consultant. The technology committee last met for their fourth meeting on April 26, 2017. Dr. Jauch indicated that the committee had a slow start, but believes that they have made tremendous progress in the last two meetings. The focus of this technology innovation strategic planning process is on improving the district’s use of technology and innovative practices to enhance learning for both students and teachers.

The vision of the TIC is to empower future-ready, globally competent, passionate learners by transforming learning through innovation, creativity, critical thinking and digital citizenship, engage in communication within and beyond the Avoca community and optimize resources to elevate student and professional learning. As a result of this vision, the committee has developed four strategic priorities which are enhance instructional practices, explore new opportunities, prepare and support implementation and optimize investments in technology. These are the main foci of the current technology strategic plan and will be reviewed in 2020 when it is time to revisit the plan. The template that the committee will use is being modeled off of a template used by the New York City Department of Education.

The committee is still developing the goals for each of the strategic priorities and is being very cognizant of the number of goals for each year of the three-year plan. After the goals have been decided an action plan will be developed and organized into a visual tool to communicate the plan, progress and resources. The TIC ad hoc groups are currently working to develop their goals and corresponding action plans.

Mr. Gibori inquired into the type of technology this strategic plan will include in terms of hardware, software or philosophy.

Mr. Zelinsky commented that the main focus is the enhancement of the instructional integration of technology and innovation and how that relates to our current resources.

Ms. Taylor inquired as to whether the district plans to incorporate STEM or STEAM curriculum.

#### G. FOIA-SmartProcure

On Tuesday, April 4, 2017, Chief School Business Official, Beth Dever, received an FOIA request from Gabriella Lauricella of SmartProcure requesting any and all purchasing records from December 28, 2016 to the present date. Business Office employee, Stella Menegas, responded with the requested information on April 4, 2017.

### **CLOSED SESSION**

Mr. Raynes 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. Garbis seconded the motion. Upon roll call, members voted as follows: Ms. Taylor, aye; Ms. Swibel, aye; Mr. Gibori, aye; Mr. Raynes, aye; Mr. Zelinsky, aye; Ms. Dehovitz, aye; and Mr. Garbis, aye. Motion carried.

The Board moved into closed session at 10:10 p.m. and reconvened in open session at 10:39 p.m.

Mr. Raynes moved that the Board return into open session, and Mr. Garbis 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 Mr. Garbis seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried. The Board meeting adjourned at 10:39 p.m.

  
Board President, Rick Zelinsky

  
Secretary, Kevin Jauch, Ed.D.