



BOARD OF EDUCATION

Minutes

May 18, 2017

The Board of Education met in regular session on May 18, 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, Vice President
Dan Garbis
Gil Gibori
Joel Raynes
Sheryl Swibel
Jamie Taylor
Rick Zelinsky, President

Also Present:

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:

Nick Saccaro
Rebecca Cohen

STUDENT RECOGNITION

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

Anima SingFest
Assembly Ambassadors
iOnAvoca Presenters
iOnAvoca Writers Club
Student Ambassadors
Fourth Grade News
8th Grade Theatre Program
French Exchange Program
Orchestra
Scholastic Art & Writing Awards- Art
Scholastic Art & Writing Awards- Writing

Following a presentation of certificates of recognition, President Zelinsky 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.

ADDITIONAL ITEMS TO BE PLACED ON THE AGENDA

Ms. Dechovitz requested that the Board add a closed session discussion item to the agenda for the purpose of setting the price for sale or lease of property owned by the public body.

APPROVAL OF CONSENT AGENDA ITEMS

Ms. Dechovitz moved that:

THE BOARD APPROVES THE FOLLOWING CONSENT AGENDA ITEMS:

- ◆ **APPROVAL OF MINUTES:**
 - BOARD SPECIAL ORGANIZATIONAL MEETING MINUTES- APRIL 27, 2017
 - BOARD OF EDUCATION MINUTES- APRIL 27, 2017
 - BOARD OF EDUCATION CLOSED SESSION MINUTES- APRIL 27, 2017
- ◆ **FINANCIAL STATEMENT**

● APRIL TOTAL FUND BALANCE OF	\$	14,259,213.36
● APRIL PAYROLL	\$	839,412.83
● APRIL FIXED CHARGES	\$	152,411.42
● MAY EDUCATION FUND	\$	150,030.48
● MAY O&M FUND	\$	26,681.20
● MAY TRANSPORTATION FUND	\$	6,860.13
● MAY FIRE PREVENTION & SAFETY FUND	\$	946.64
- ◆ **MAY PERSONNEL REPORT**
- ◆ **APRIL ENROLLMENT REPORT**

Mr. Garbis 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. Food Service Bid Recommendation

Chief School Business Official, Beth Dever, gave the Board an overview of the bid process and recommendation for the Food Service provider. The Food Service pre-bid meeting was held on February 27, 2017. Three companies, Arbor Management, Inc., Organic Life LLC: Smart Foodservice and Quest Food Management Services, Inc. attended the pre-bid meeting and subsequently submitted their bid responses in mid-March. After reviewing the narrative portion of the bid response to help determine the bidder's qualifications, Ms. Dever conducted site visits at two schools for each bidder. Members of the Food Service Committee assisted Ms. Dever at these visits to complete observation forms to gather information about the lunch menus, a la carte food and drinks, presentation and freshness of food, items students and staff were buying, staffing, lunch lines, and waste/recycling management.

The District is to award the contract to the lowest, responsible bidder, taking into account the bidder's qualifications as determined by the information provided by the bidder in the

requested narratives, as well as overall price and value to the District. After careful review of the information, site visits and reference checks, Ms. Dever recommended accepting the bid from Quest Food Management Services, Inc. as she feels that they will be able to provide the district with the desired fresh, healthy food and staffing. The Quest bid included a financial outlook as follows: annual expenditures at \$272,142; surplus at \$10,789; and 2%/5% administrative and management fees with a revenue share over \$15,000 of net return. The district also recommended investing the surplus into the program to obtain new equipment and to train staff. Ms. Dever further requested that the Board approve setting the lunch price at \$3.95 and passing along the 4.5% Mealtime credit card fees to parents and staff who pay online.

Also present at the meeting were Nick Saccaro, President, and Rebecca Cohen, Regional Manager, of Quest Food Management Services, Inc. Mr. Saccaro gave the Board an overview of the program and reiterated Quest's commitment to provide high quality food and service with an individualized approach within our schools. Mr. Saccaro also addressed the Boards' concerns regarding staffing and while the current contract cannot be amended at this time, Quest is aware of this being a very important aspect of the overall success of the program and will make their best effort to maintain a full staff at Avoca.

The Board will be asked to approve the Food Service Bid from of Quest Food Management Services, Inc. during this meeting.

B. Avoca Center Update

Superintendent, Kevin Jauch, provided the Board with an update regarding Avoca Center. At the May 8, 2017 Committee of the Whole meeting, Dr. Jauch informed the Board of another possible option for the future of Avoca Center. At that time, Dr. Jauch indicated that this option was in its infancy, and he was asked not to disclose more specific details until permission from the other party's operating board was granted to further pursue looking into this option. At this time, however, Dr. Jauch was able to reveal that the district was approached by Loyola Academy to use the land to build a 10-court tennis facility comparable to the one they currently use at their Wilmette campus. Avoca would retain ownership of the property and Loyola would finance razing the building and development of the tennis facility. The schools would enter in to a long-term land-use agreement. Dr. Jauch indicated that Loyola would only be interested in building a facility that closely resembles what they currently use. Their facility does not have lights, bleachers, or a backboard practice wall. The tennis courts would fit in the footprint of Avoca Center.

The Board asked questions about the size, impact, maintenance and use of the facility. Dr. Jauch indicated that further detail regarding the terms of the agreement would be discussed in closed session. He reiterated the options the Board had considered previously and/or is considering regarding the future of Avoca Center including selling bonds to refurbish Avoca Center, working with the Wilmette Park District to find a mutually beneficial use for the property, raze the building and leave the land as green space, sell the property to be developed as single family homes or to enter into a long-term land use agreement with Loyola Academy to develop a tennis facility. The Board will engage in further discussion regarding the future Avoca Center at its June 5, 2017 Committee of the Whole meeting.

C. 5Essentials Data 2016-2017

Avoca West Principal, Jessica Hutchison, and Marie Murphy Principal, Matt Palcer, presented the data collected from the state mandated 5Essentials survey for 2016-2017. This survey collects feedback from staff, parents and 6th-8th grade students about their perceptions of how the schools are performing according to the following five areas: Ambitious Instruction; Effective Leaders; Collaborative Teachers; Supportive Environment and Involved Families. Schools receive a rating for each of the five areas as well as an overall rating. The ratings are: "Most implementation": at least 1.5 standard deviations above the state benchmark; "More implementation": between 0.5 and 1.5 standard deviations above the state benchmark; "Average implementation": above -0.5 standard deviations and below 0.5 standard deviations above the state benchmark; "Less implementation": 0.5 to 1.5 standard deviations below the benchmark; "Least implementation": at least 1.5 standard deviations below the state benchmark.

The results of the survey are greatly influenced by participation. For 2016-2017, 38% of Avoca West (AW) parents, 87% of AW teachers, 15% of Marie Murphy (MM) parents, 80% MM teachers and 74% of MM students submitted survey responses. The overall Illinois State average rating is Average Implementation, Avoca West's overall rating was Less Implementation and Marie Murphy received a Most Implementation rating.

A closer look at the AW data showed a Most Implementation rating for Involved Families, but a Less Implementation rating for Effective Leaders and Collaborative Teachers. Since Avoca West students do not complete the survey, a rating is not given in the Ambitious Instruction and Supportive Environment categories. While these overall ratings were disappointing, the scores to certain key questions seem to show definite areas of satisfaction among the teaching staff. Some of the areas for concern, which surfaced in these survey results are being addressed by the District's current strategic plan, but had not yet been implemented or addressed until after this survey was taken. Areas of concern that will continue to be addressed are program coherence, collective responsibility and professional development. It was noted, however, that 88% of teachers would not want to work at another school, 95% of teachers would recommend AW to other parents, 100% of teachers look forward to working each day and 97% of teachers feel loyal to AW. Those positive results can be used to spearhead efforts to improve the areas mentioned above. A plan has been outlined to boost program coherence and increase collaboration. Avoca West is very pleased with the response from the parents indicating great satisfaction in the relationship between home and school.

A closer look at the MM data showed a More Implementation rating in Ambitious Instruction, Involved Families and Supportive Environment and an Average Implementation rating for Effective Leaders and Collaborative Teachers. The Ambitious Instruction results were based on student and teacher input. Mr. Palcer indicated that the data collected from the students was inconsistent, with evidence of as many students agreeing with a prompt as disagreeing with it even though all students were participating in the same setting. Of note, Mathematics Instruction earned a ranking of Most Implementation indicating the greatest agreement that students interact with course material and one another to build and apply knowledge in their math classes. Marie Murphy instructional staff also noted that program coherence, teacher collaboration and professional development were areas for improvement, but have also been part of the work of the strategic plan in the second half of the current school year. MM received a more implementation rating for parent involvement. While the rating for teacher-parent trust and parent influence in decision making is high, parent involvement in school is lower. The Board inquired as to whether that was due to the age of the children and the way that teachers communicate to parents at MM. Students reported that they feel safe at MM

and that students feel supported by their peers to achieve academically.

The areas of improvement highlighted by the survey results for both schools reflect internal opportunities among staff members. Efforts are already being made to improve coherence and collaboration throughout the district. Mr. Zelinsky inquired as to the cost and practicality of other surveys that would have results that may be easier to interpret. The administration indicated that they would be administering the 5Essential survey for the 2017-2018 school year in an attempt to compare progress.

ACTION ITEMS

A. APPROVAL OF MATH CURRICULUM RECOMMENDATION

Mr. Raynes moved that:

THE BOARD APPROVE THE MATH CURRICULUM RECOMMENDATION AS PRESENTED.

Ms. Swibel 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. Dechovitz, aye; and Mr. Garbis, aye. Motion carried.

B. APPROVAL OF COMMUNICATION AND ENGAGEMENT RECOMMENDATION

Ms. Dechovitz moved that:

THE BOARD APPROVE THE COMMUNICATION AND ENGAGEMENT RECOMMENDATION AS PRESENTED.

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

C. APPROVAL OF FOOD SERVICE BID

Mr. Garvis moved that:

THE BOARD APPROVE THE FOOD SERVICE BID AS PRESENTED.

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

D. APPROVAL OF SUMMER PROFESSIONAL HOURS

Mr. Raynes moved that:

THE BOARD APPROVE 2017 SUMMER PROFESSIONAL HOURS AS PRESENTED.

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

E. APPROVAL OF NON-UNION/NON-CERTIFIED STAFF SALARIES FOR 2017-2018

Ms. Swibel moved that:

THE BOARD APPROVE THE NON-UNION/NON-CERTIFIED STAFF SALARIES FOR 2017-2018.

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

F. APPROVAL OF AMENDMENT TO 2016-2018 AVOCA WEST PRINCIPAL CONTRACT FOR 2017-2018

Ms. Dechovitz moved that:

THE BOARD APPROVE THE AMENDMENT TO THE 2016-2018 AVOCA WEST PRINCIPAL CONTRACT FOR SCHOOL YEAR 2017-2018 FOR JESSICA HUTCHISON AS PRESENTED.

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

G. APPROVAL OF AMENDMENT TO 2016-2018 MARIE MURPHY PRINCIPAL CONTRACT FOR 2017-2018

Ms. Taylor moved that:

THE BOARD APPROVE THE AMENDMENT TO THE 2016-2018 MARIE MURPHY PRINCIPAL CONTRACT FOR SCHOOL YEAR 2017-2018 FOR MATTHEW PALCER AS PRESENTED.

Mr. Garbis 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. Motion carried.

H. APPROVAL OF 3-YEAR ADMINISTRATIVE CONTRACT FOR CHIEF SCHOOL BUSINESS OFFICIAL

Ms. Swibel moved that:

THE BOARD APPROVE THE 2017-2020 CHIEF SCHOOL BUSINESS OFFICIAL ADMINISTRATIVE CONTRACT FOR BETH DEVER AS PRESENTED.

Mr. Raynes 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. Dechovitz, aye; and Mr. Garbis, aye. Motion carried.

I. APPROVAL OF 210-DAY ADMINISTRATIVE CONTRACT FOR CURRICULUM AND INSTRUCTION COORDINATOR

Ms. Taylor moved that:

THE BOARD APPROVE THE 210-DAY CONTRACT FOR CURRICULUM AND INSTRUCTION COORDINATOR FOR 2017-2018 FOR JENNETTE WINTERS AS PRESENTED.

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

and Ms. Taylor, aye. Motion carried.

J. APPROVAL OF 1-YEAR ADMINISTRATIVE CONTRACT FOR DIRECTOR OF PUPIL SERVICES

Mr. Raynes moved that:

THE BOARD APPROVE THE 2017-2018 DIRECTOR OF PUPIL SERVICES ADMINISTRATIVE CONTRACT FOR TERRY SOFIANOS AS PRESENTED.

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

K. APPROVAL OF DLA ARCHITECTS, LTD. MEMORANDUM OF UNDERSTANDING FOR FACILITIES PLAN UPDATE*

Mr. Raynes moved that:

THE BOARD APPROVE THE DLA MEMORANDUM OF UNDERSTANDING FOR FACILITIES PLAN UPDATE AS PRESENTED.

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

L. APPROVAL OF TRANSFER OF INTEREST INCOME

Mr. Gibori moved that:

THE BOARD APPROVE THE TRANSFER OF INTEREST FROM THE WORKING CASH FUND TO THE EDUCATION FUND IN THE AMOUNT OF \$1,618.00 AND FROM THE DEBT SERVICE FUND TO THE OPERATIONS FUND IN THE AMOUNT OF \$2,086.00.

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

M. APPROVAL OF HUNTER HOUSE RENTAL AGREEMENT

Mr. Garbis moved that:

THE BOARD APPROVE THE HUNTER HOUSE RENTAL RATE AGREEMENT WITH KATIE NAGEL AS TENANT UNTIL JULY 31, 2018.

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

CLOSED SESSION

Ms. Dechovitz moved that the Board move into Closed Session for the purpose of:

The setting of a price for sale or lease of a property owned by a public body. 5 ILCS 120/2(c)(6) and;

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of 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: Mr. Garbis, aye; Ms. Taylor, aye; Ms. Swibel, aye; Mr. Gibori, aye; Mr. Raynes, aye; Mr. Zelinsky, aye; Ms. Dechovitz, aye. Motion carried.

The Board moved into closed session at 8:56 p.m. and reconvened in open session at 10:29 p.m.

Mr. Gibori 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 10:30 p.m.



Board President, Rick Zelinsky



Secretary, Kevin Jauch, Ed.D.