



**BOARD OF EDUCATION  
COMMITTEE OF THE WHOLE  
Minutes**

May 8, 2017

The Board of Education Committee of the Whole met on May 8, 2017 at 5:35 p.m. in the Library 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:

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

Visitors:

Anne Nagel

**VISITOR COMMENTS**

Anne Nagel provided the Board with information about the Bike to School Day event set to take place on May 9, 2017. Ms. Nagel gave information about the cooperation with the Wilmette Police Department to provide a bike safety education for the event. Rachel Goodman, an Avoca parent, has been part of the Wilmette Citizens for Active Transportation and as a result was selected as the member to sit on the village-wide Safety and Civics Committee where she made the connection to provide the education for the program. Ms. Nagel also expressed gratitude to the principals, green committee and all the other volunteers that make the event possible. Ms. Nagel also highlighted the event as a great way to engage community.



## **DISCUSSION ITEMS**

### **A. Food Service Bid Recommendation**

Chief School Business Official, Beth Dever, presented the Board with a recommendation for the Food Service Provider Bid. 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 bids, Ms. Dever and the food service committee visited two schools from each bidder. These visits provided a realistic view of 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.

Other contributing factors that have determined the food service bid recommendation are information pertaining to staff and parent preferences, the work of the Food Service Committee and financial terms. Ms. Dever discussed the findings of the parent and staff food service survey that was distributed in March. The survey concluded that parents and staff are looking for fresh, less processed food items to be served. The work of the Food Service Committee this year has been focused on snacks. Ms. Dever indicated that several changes have been made this year to the snacks that have been available to students and that after visiting many of the area schools, Avoca stands out as having the least amount of sugary and processed snack items available to students. Avoca aims to make enough money in the operations of the food service program to cover the cost of the Mealtime program, POS stations, kitchen equipment and meals for those students approved for the free lunch program.

Ms. Dever reviewed a chart with several financial components from the bid documents. Quest has the lowest administrative and management fees with a breakeven bottom line projected for year one. Organic Life projected an increase in sales of 305 resulting in a profit of about \$20,000. Arbor projected a profit of about \$27,000. Both Quest and Organic Life's bids reflected a higher investment in staff than Arbor. Quest's bid also includes staff training and some equipment upgrades.

After careful consideration of all of the bid criteria and data collected, Ms. Dever recommends accepting the bid from Quest Food Services Management, Inc. The Board contributed many ideas to ensure the district is protected in regards to staffing and financial obligation. Ms. Dever indicated that she would take their comments into consideration and respond to their inquiries at the May 18, 2017 Board of Education meeting. The Food Service Bid will be slated for approval at that time.

### **B. Board Committees—Communication Committee**

Superintendent, Kevin Jauch, led a discussion with the Board regarding the Board of Education committee structure. Dr. Jauch provided a review of the committees to which the members were assigned during the Board of Education Meeting on April 27, 2017 as follows:

Finance Committee- Louise Dechovitz, Joel Raynes and Jamie Taylor

Policy Committee- Dan Garbis and Rick Zelinsky

Benefits Committee- Sheryl Swibel

Wilmette Community Special Education Agreement (WCSEA)- Gil Gibori

Communication Committee: Gil Gibori and Sheryl Swibel



ED-RED- Rick Zelinsky and Gil Gibori  
PTC Liason- Sheryl Swibel and Jamie Taylor  
Avoca Center Committee- Dan Garbis and Joel Raynes  
Curriculum Adoption Committee- To be determined as necessary  
Technology Committee- Rick Zelinsky  
Website Revamp Committee- Gil Gibori and Rick Zelinsky

The Board engaged in further discussion regarding the communication committee concluding that there should be a committee in place to support the action plan that was developed through the work of the Communication and Engagement Committee. The Board decided that this committee should be a District committee, include Board representation and should report to the Board at regular intervals.

The Board also discussed the curriculum adoption committee and determined that they would address the topic of a Board Member to sit on a curriculum review committee on an as needed basis, but would expect curriculum adoption committees to update the Board.

**C. Avoca Center Update**

Superintendent, Kevin Jauch, provided information to the Board regarding a possible new option for the future of the Avoca Center property. Dr. Jauch indicated that this option was in its infancy, and he could not disclose more specific details until permission from the other parties' operating boards was granted. At this time, Dr. Jauch did indicate that the interested party is a reputable, private, non-profit company. The district would retain ownership of the property and the other organization would finance razing the building to develop a mutually beneficial recreational amenity. Dr. Jauch confirmed that a long-term land lease would need to be negotiated. At this time, Dr. Jauch requested permission from the Board to further investigate this option.

Dr. Jauch then reviewed the action plan in terms of moving forward with the course of action in place in consideration of the previous three options to sell the property, raze the building for green space or to work with the Wilmette Park District to find a mutually beneficial use for the land. The first step would be to conduct an environmental impact survey potentially over the summer of 2017. The Board decided that they would be able to determine whether or not they would prefer to do the environmental impact study after they know more about the new option previously discussed. The Board will revisit the topic of the future of Avoca Center at the May Board of Education meeting. The current draft of the Avoca Center action plan asks the Board to make a decision regarding Avoca Center by January 2018.

**D. 5-Year Facilities Plan Update**

Chief School Business Official, Beth Dever, presented the Board with a request for DLA Architects, LTD. to survey the buildings and update the long range facilities plan over the summer of 2017. This would allow the district to meet the goal of the strategic plan to update the facilities plan for fiscal year 2018. It would also provide the board with a list of prioritized



facilities needs, which would inform the decision regarding Avoca Center. The list would also assist in deciding upon a funding source to take care of the facilities and in providing the buildings and grounds department a tool to continue to improve the conditions of the buildings. The estimated cost of the survey will be between \$10,000 and \$15,000. The Board was asked to approve the DLA Architects, LTD. Memorandum of Understanding for the Facilities Plan at the Board of Education Meeting on May 18, 2017. If approved, DLA will begin the building survey in June 2017 with an anticipated report to the Board at the August or September Board meeting.

**E. Summer Professional Hours**

Superintendent, Kevin Jauch, gave the board a review of professional summer hours. Currently, the district budgets for 900 summer professional hours to allow teaching staff to work on District projects, school projects, grade level/department projects and/or individual projects, specifically prioritized in that order. The Professional Summer hours for 2017 are distributed as follows: District- Non-Strategic Plan: 95 hours; Avoca West- Required: 47 hours; Marie Murphy-Required: 0 hours; Pupil Services- Required: 38 hours; District- Strategic Plan: 497 hours; Avoca West- Discretionary: 43 hours; Marie Murphy-Discretionary: 104 hours; and Pupil Services-Discretionary: 67 hours. The recommendation is to approve \$36,352.80 for the cost for 900 summer professional hours.

The Board inquired as to whether committee work was factored into the summer professional hours. Mr. Zelinsky asked how the 900 hour number was determined and whether or not the district would benefit from increasing that number. Mr. Gibori asked if there was a system to monitor the outcomes of the teacher projects. The Board will be asked to approve the 2017 Summer Professional Hours at the May 18, 2017 Board of Education meeting.

**F. Hunter House Rental Agreement**

Superintendent, Kevin Jauch, gave the Board a brief history of the Hunter House property. Beth Dever, Chief School Business Official, gave a review of the terms of the rental agreement. To renew the lease, the term will be from August 1, 2017 to July 31, 2018. The rental rate will be \$1,312 per month, which was raised according to the 2016 CPI of 2.1%. The Board will be asked to approve the Hunter House Rental Rate at the May 18, 2017 Board of Education meeting.

**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, 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); and



## AVOCA SCHOOL DISTRICT 37

MAXIMIZING THE UNIQUE POTENTIAL OF EACH CHILD

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.

The Board moved into closed session at 7:39 p.m. and reconvened in open session at 10:15 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 Mr. Garbis seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried. The Board meeting adjourned at 10:15 p.m.

  
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Board President, Rick Zelinsky

  
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Secretary, Kevin Jauch