



# **BOARD OF EDUCATION**

## **Minutes**

July 20, 2017

The Board of Education met in regular session on July 20, 2017 at 5:30 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  
 Gil Gibori  
 Joel Raynes  
 Sheryl Swibel  
 Jamie Taylor  
 Rick Zelinsky, President

Absent:

Dan Garbis

Also Present:

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

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### **APPROVAL OF CONSENT AGENDA ITEMS**

Mr. Raynes moved that:

THE BOARD APPROVES THE FOLLOWING CONSENT AGENDA ITEMS:

◆ **APPROVAL OF MINUTES:**

- CLOSED SESSION BOARD RETREAT MINUTES- JUNE 19, 2017
- FINANCE COMMITTEE MINUTES- JUNE 22, 2017
- BOARD OF EDUCATION MINUTES- JUNE 22, 2017
- CLOSED SESSION MINUTES- JUNE 22, 2017

◆ **FINANCIAL STATEMENT**

● JUNE TOTAL FUND BALANCE OF	\$	12,032,473.17
● JUNE PAYROLL	\$	890,337.08
● JUNE FIXED CHARGES	\$	157,767.13
● JULY EDUCATION FUND	\$	95,863.69
● JULY O&M FUND	\$	144,298.22
● JULY TRANSPORTATION FUND	\$	64,588.41

• JULY TORT FUND	\$	86,472.00
• JULY FIRE PREVENTION & SAFETY FUND	\$	98,512.26

Ms. Dechovitz 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; and Ms. Dechovitz, aye. Motion carried.

## **DISCUSSION ITEMS**

### **A. Avoca Center Update**

Superintendent, Kevin Jauch, reported the current status regarding the decision for the future of Avoca Center. At this time, there is still an ongoing conversation with Loyola Academy. Loyola has shared a preference for Avoca to raze the building, so that Loyola can build their tennis courts on that property. The district and Board are in agreement that they do not want to fund the razing of the building but would consider compensating Loyola, or any other organization that shows interest in the property, for the cost of razing the building through the terms of a land lease over time. In a letter to their community dated July 6, 2017, Loyola shared their new phase of their master vision, which includes a master plan to transform their Wilmette campus with new tennis courts on their property further south. The district is open to engaging in further discussion with Loyola.

It was specifically expressed that the district and the Avoca Center Committee are open to exploring new options and revisiting options that have previously been considered. The district is exploring options for a community partnership such as other interested organizations or neighboring municipalities. If Avoca were to raze the building for another organization's use, Avoca would expect that organization to pay it a fair market value rent (land lease). If another organization is willing to raze the building themselves for some agreed upon use, Avoca would help them recoup their costs through a negotiated land lease agreement.

The Board has also considered fundraising to help offset the cost of razing the building. The district is still on course to meet the deadlines associated with the Avoca Center Action plan drafted previously should the Board decide to sell the property. However, the district would like to modify the timing of the environmental study and property appraisal until there is a clear direction for the future of Avoca Center. Dr. Jauch also indicated he would be preparing a timeline to address the option of razing the building using district funds and the course of action that would need to occur to procure those funds. Overall, the district and the Board are still considering and exploring options and are interested in offers, ideas and suggestions.

### **B. Strategic Plan Review Year 1 and Year 2 Preliminary Discussion**

Using the 2016-2021 Strategic Plan Dashboard At-A-Glance webpage, Dr. Jauch shared the many accomplishments that had been achieved during the 2016-2017 school year to meet the District's five Strategic Plan Goals. Goal 1 focuses on student learning in terms of curriculum alignment, differentiation and technology. All of the aligned strategies to achieve the goals in these areas are being implemented. Dr. Jauch reported that more thought, conversation and progress was made in these areas than in previous years. Goal 2 addresses the certified personnel in terms of their professional development and satisfaction. While the district is confident that there is a formative system in place for effective professional learning and development, the administration did not conduct a formal survey to measure staff satisfaction, based upon specific feedback from the teachers' association. Dr. Jauch feels that overall, the

certified staff walked away from the year with a better sense of direction facilitated through the professional development and deeper work with their professional learning communities. He anticipates that this will be reflected in future staff satisfaction measures. Goal 3 is to establish data-driven systems to facilitate ownership, growth, and continuous improvement. Dr. Jauch feels that great strides were made in the implementation of continuous improvement systems and incorporating growth into the culture at Avoca. Goal 4 reflects efforts to improve communication and engagement with the Avoca community. This goal was addressed by the Communication and Engagement Committee, which provided “big ideas” and a framework to facilitate and formalize communication systems in the coming year. Goal 5 is progressing according to the regular business cycles of the year. The Board offered suggestions on how to change the language of the goals in order to communicate their levels of completion and rollover goals that were not met this year. Aligned strategies for 2017-2018 will be reviewed and updated according to the current priorities and needs of the district. The Board also suggested a way to introduce this information to the community in order to relay the topics that the district will be focusing on in the coming year and to keep the community informed of the progress.

### **C. Student Enrollment: English Learners and Kindergarten**

Avoca West Principal, Jessica Hutchison and Director of Pupil Services, Terry Sofianos, presented the board with an update regarding enrollment information for the 2017-2018 school year as it relates to Kindergarten and English Learners (EL). This update relates to the staffing needs moving into the next school year and the adjustments needed in order to comply with the state’s EL recommendations and classroom size. Ms. Hutchison reported that at this time, the district has 54 students enrolled in Kindergarten. At 54 students, three sections of kindergarten has been recommended by the administration at this time. Avoca West will begin doing their screening and sectioning for Kindergarten the first week of August and hopes to finish the following week.

Ms. Sofianos provided the Board with information regarding the number of students currently enrolled for the 2017-2018 school year who will require EL services. According to ISBE guidelines, caseloads for EL teachers should reflect approximately 90% of a typical class size. Currently, the average class size at Avoca is 21 students. Therefore, the state of Illinois’ suggested caseload should be 19 students per EL teacher. Ninety-two students are currently projected to receive EL services in the district, 81 at Avoca West and 11 at Marie Murphy. If the projection holds true, the current 4.0 FTE assigned to EL for the coming school year will not meet state compliance guidelines. At this time, the district is recommending increasing EL FTE by 0.75. The administration will have the time between the July and August Board of Education meeting to confirm these numbers and will ask the Board to approve their recommendation at that time.

### **D. Summer Construction Update**

Chief School Business Official, Beth Dever, gave the Board an update regarding the summer 2017 life safety and facilities projects. At Marie Murphy, the final portion of the roof is being replaced. Work began the week of July 10<sup>th</sup>, but had been limited by the weather. Ms. Dever estimated the work is 75-80% complete. The deadline for completion is August 5<sup>th</sup>. Ms. Dever believes they should be able to complete the job by then.

At Avoca West, the asbestos abatement project went smoothly and has been completed for rooms 51 and 25 and the 4<sup>th</sup> grade wing. Those areas have received air clearance and safety barriers were removed on July 3<sup>rd</sup>. The next crew of workers is finishing the upgrades to the fourth grade classrooms including flooring and cabinetry. Also at Avoca West, ceiling tiles have been removed in all the hallways to complete the work of extending the walls to the roof

deck and the application of fire seal caulking around pipes. The scope of this project requires involves the majority of the areas in Avoca West, excluding the first grade wing. Marie Murphy has also had fire-safety work done mainly in the seventh and eighth grade hallways to extend the walls to the roof deck and fire seal around the pipes that pass through. All summer work is on schedule except for a delay with the carpet ordered for Avoca West. Ms. Dever has been in contact with the company in an attempt to expedite the order so that the schedule for installment is not in conflict with other work that is necessary to complete prior to the start of school.

#### **E. Review of 2016-2017 Financial Report**

Chief School Business Official, Beth Dever, gave the Board a review of the finances for fiscal year 2017. The district ended the year with a deficit of (\$1,338,443), including the Fire Prevention and Safety (FPS) Bond transactions. The budgeted deficit was (\$2,196,849). The deficit excluding the FPS transactions, which were funded via a bond issuance in 2014, is (\$855,984). Ms. Dever gave a breakdown of the surplus/deficit by fund. The largest deficit was in the Education Fund totaling (\$532,256), which is primarily due to a higher number than average students outplaced to meet their special education needs, increasing costs of EL services, and some strategic spends made in the area of curriculum and professional development. The Operations and Maintenance Fund deficit was planned and is due to completing some of the facility plan projects. The Transportation Fund also reflected a deficit due to costs associated with outplaced student transportation. The state is two quarterly payments in arrears, which has made an impact on the deficits reported in the Education and Transportations Funds. Ms. Dever also gave a summary of the major areas of Revenue and Expenditures. Revenues were \$54,299 under the budgeted amount, mostly due to the lack of Federal and State payments. Expenditures were also under budget by \$912,705, all areas were under budget except for benefits costs. Each of the variances will be considered in the development of the fiscal year 2018 budget.

#### **F. Review of Tentative Budget for 2017-2018**

Chief School Business Official, Beth Dever, presented the Board with a tentative budget for fiscal year 2018. The projected deficit which includes the life safety and facilities projects for FY 2018 is (\$2,165,426). The reserve level projected at the end of the 2017-2018 school year will be approximately 60% on a cash basis. The reserve level is declining due to planned deficits in the Operations and Maintenance Fund and expenditures exceeding revenues in other funds. Ms. Dever estimated a .62% increase in revenues from FY 2017 revenues. Current and prior property taxes are budgeted based on the actual 2016 tax levy. Other prior taxes are based on last year's collections. Rental income reflects a 2.1% increase, however, only 6 months of rental income from Avoca Center's tenants has been projected due to the termination of the current lease agreement on December 31, 2017. State and federal revenues are only based on one year of funding and not the reimbursement of payments in arrears from the previous year. Expenditures are estimated at 1.2% increase over FY 2017 expenditures excluding life safety projects. The largest deficit is reported for the Education Fund. Several factors contribute to the deficit including both strategic and mandated expenditures to meet the needs of the students. The administration and board will be reviewing an updated facilities plan in the fall. If a decision is made to sell bonds to fund facilities projects, Ms. Dever also recommends funding other capital expenditures from the Education Fund with bonds. Examples of capital expenditures are technology equipment and infrastructure upgrades. The state budget, potential changes to the school funding formula and the Board's decision regarding the future of Avoca Center will have an impact the budget as well. The budget will be updated and reviewed at the August Board of Education meeting; a public hearing will be held in September. The FY18 budget will be approved at the

September meeting.

**G. Establish Public Hearing Date for Fiscal Year 2018 Budget**

The Board decided that due to a scheduling conflict with Board President, Rick Zelinsky the September 25<sup>th</sup> Board Meeting would be rescheduled for September 28, 2017. The Public Hearing on the Fiscal Year 2018 Budget will also be on September 28 at 6:15 p.m. at Marie Murphy School in the Joseph M. Porto Community Room. This date will be approved as an action item during this meeting.

**H. Establishment of Rental Rate for Arlyn Day School for 2017-2018**

Superintendent, Kevin Jauch, presented the Board with the base rental increase for Arlyn Day School for their tenancy at Avoca Center pursuant to their current rental agreement. Due to the termination of that agreement on December 31, 2017, the district chose to present the rental rate as a monthly rate. The lease indicates the rent is to be raised at the same level as the Chicago area CPI for the preceding year, which is 2.1%. The new monthly rental rate for Arlyn Day School will be \$17,333.95 effective September 1, 2017. This rate will be approved as an action item during this meeting.

**I. Establishment of Rental Rate for One Hope United for 2017-2018**

The Board also reviewed the base rental rate increase for Avoca Center One Hope United. Due to the termination of that agreement on December 31, 2017, the district chose to present the rental amount as a monthly rate. The lease indicates the rent is to be raised at the same level as the Chicago area CPI for the preceding year, which is 2.1%. The new monthly rental rate for One Hope United will be \$18,283.22 effective September 1, 2017. This rate will be approved as an action item during this meeting.

**J. FOIA (2)**

The district received two Freedom of Information Act (FOIA) inquiries to report this month. The first was on June 23, 2017, from Katie Scullion requesting a copy of the district's administrator's Summary Report of the 2016 ERB/CTP4 Student Testing. FOIA Officer, Kevin Jauch, responded on June 23, 2017 indicating that the district is not in possession of the requested report at that time.

The second was received by Chief School Business Official, Beth Dever, on July 4, 2017 from Gabriella Lauricella of SmartProcure requesting any and all purchasing records from April 3, 2017 to the present date. Business Office employee, Stella Menegas, responded with the requested information on July 12, 2017.

**ACTION ITEM**

**A. APPROVAL OF NEW DATE FOR SEPTEMBER BOARD OF EDUCATION MEETING**

Mr. Raynes moved that:

THE BOARD REMOVE THE SEPTEMBER 25, 2017 BOARD OF EDUCATION MEETING FROM THE SCHEDULE AND APPROVE A NEW BOARD OF EDUCATION MEETING DATE FOR SEPTEMBER 28, 2017.

Ms. Taylor 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; and Ms. Taylor, aye. Motion carried.

## **B. ESTABLISHMENT OF PUBLIC HEARING DATE FOR FISCAL YEAR 2018 BUDGET**

Ms. Dechovitz moved that:

THE BOARD ESTABLISH A PUBLIC HEARING ON THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 TO TAKE PLACE AT 6:15 P.M. ON SEPTEMBER 28, 2017, IN THE JOSEPH M. PORTO COMMUNITY ROOM AT MARIE MURPHY SCHOOL.

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

## **C. ESTABLISHMENT OF RENTAL RATE FOR ARLYN DAY SCHOOL FOR 2017-2018**

Ms. Taylor moved that:

THE BOARD APPROVE THE LEASE EXTENSION AGREEMENT AT AVOCA CENTER WITH A NEW MONTHLY RENTAL RATE OF \$17,333.95 FOR ARLYN SCHOOL, EFFECTIVE SEPTEMBER 1, 2017 THROUGH DECEMBER 31, 2017 WHEN THE CURRENT LEASE EXPIRES, AS SPECIFIED IN THE PRESENTED DOCUMENT.

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

## **D. ESTABLISHMENT OF RENTAL RATE FOR ONE HOPE UNITED FOR 2017-2018**

Mr. Raynes moved that:

THE BOARD APPROVE THE ESTABLISHMENT OF A NEW MONTHLY AVOCA CENTER RENTAL RATE OF \$18,283.22 FOR ONE HOPE UNITED, EFFECTIVE SEPTEMBER 1, 2017 THROUGH DECEMBER 31, 2017 WHEN THE CURRENT LEASE EXPIRES, AS SPECIFIED IN THE PRESENTED DOCUMENT.

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

## **E. APPROVAL OF TRANSFER OF INTEREST INCOME**

Mr. Raynes moved that:

THE BOARD APPROVE THE TRANSFER OF INTEREST FROM THE WORKING CASH FUND TO THE EDUCATION FUND IN THE AMOUNT OF \$2,056.07, AND FROM THE DEBT SERVICE FUND TO THE OPERATIONS AND MAINTENANCE FUND IN THE AMOUNT OF \$2,148.91.

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

#### **F. APPROVAL OF SUPERINTENDENT CONTRACT FOR 2017-2019**

Ms. Taylor moved that:

THE BOARD APPROVE THE SUPERINTENDENT CONTRACT FOR 2017-2019 FOR KEVIN JAUCH 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; and Ms. Dechovitz, aye. Motion carried.

#### **G. APPOINTMENT OF HEARING OFFICER FOR RESIDENCY CASE**

Mr. Raynes moved that:

THE BOARD APPOINT MICHAEL DUDEK TO SERVE AS THE HEARING OFFICER FOR STUDENT RESIDENCY CASES AS MAY BE NEEDED FROM TIME TO TIME.

Mr. Gibori 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; and Ms. Taylor, aye. Motion carried.

#### **H. APPROVAL OF TITLE I DISTRICT PLAN FOR 2017-2018**

Mr. Raynes moved that:

THE BOARD APPROVE THE TITLE I DISTRICT PLAN FOR 2017-2018 AS PRESENTED.

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

### **CLOSED SESSION**

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

The placement of individual students in special education programs and other matters relating to individual students. 5ILCS 120/2(c)(10); and

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).

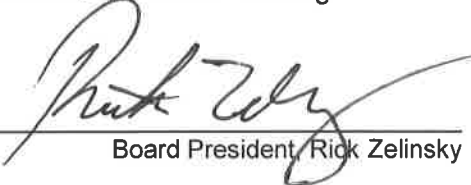
Mr. Raynes seconded the motion. Upon roll call, members voted as follows: Mr. Raynes, aye; Mr. Zelinsky, aye; Ms. Dechovitz, aye; Ms. Taylor, aye; Ms. Swibel, aye and Mr. Gibori, aye. Motion carried.

The Board moved into closed session at 7:48 p.m. and reconvened in open session at 9:06 p.m.

Mr. Raynes moved that the Board return into open session, and Ms. Swibel 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. Taylor seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried. The Board meeting adjourned at 9:06 p.m.



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Board President, Rick Zelinsky



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Secretary, Kevin Jauch, Ed.D.