



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

August 7, 2017

The Board of Education Committee of the Whole met on August 7, 2017 at 5:36 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  
Rick Zelinsky, President

Absent:

Dan Garbis  
Jamie Taylor

Also Present:

Debbie Cotter, Video Recorder  
Beth Dever, Chief School Business Official  
Suzanne Harris, Board Recorder  
Dr. Kevin Jauch, Superintendent/Board Secretary  
Matthew Palcer, Principal, Marie Murphy

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**ADDITIONAL AGENDA ITEM**

Superintendent, Kevin Jauch, requested the additional discussion item G; Consideration of Partnering with an International Academy.

**DISCUSSION ITEMS**

**A. Workload Plan**

Superintendent, Kevin Jauch, presented the Board with the proposed workload plan. All Illinois school districts are required to have a workload plan outlining a process of ensuring that the workload of special educators is sufficient to meet the needs of students with individualized education plans (IEPs), which is monitored annually by administration as set forth in Illinois State Board of Education Administrative Code 226.735. Workload refers to all the responsibilities required of special educators and is based upon the intensity of students' needs.

At Avoca, a committee was formed in 2015-2016 to conduct research into the requirements and model workload plans from neighboring districts. The committee recommended that the data on workload of special educators be collected and analyzed during the 2016-2017 school year. In the spring of 2017, data was analyzed and the results were refined into a workload plan reflecting a unique Avoca profile. The presented plan has been shared and approved by the committee and the Avoca Education Association.

A special educator workload is based on the analysis of the following components: individualized instruction, collaboration and consultation, attendance at IEP and staff meetings, response to intervention (RtI), paperwork and reporting, and crisis management. Targeted data collection in the workload components occurred during the 2016-2017 school year on randomized days. The data collected represented the proportion of time that special educators spent on a variety of activities, as well as actual minutes spent on those activities. The Administration will determine special educators' workload on a yearly basis taking into consideration data collected on the six components of the workload plan. District administration will review the data and determine whether there will need to be adjustments in staffing, workload or other accommodations. In addition to the annual administrative review, special educators can request a review of their workload through the year, in the event that they feel there is change or discrepancy with their workload. The final determination on these types of situations are resolved by the administration and ultimately the superintendent. In order to fulfill the requirements set forth in the Collective Bargaining Agreement between the Avoca Education Association and the Board of Education, once the Board has approved the workload plan, it will be memorialized on an internal database where all district staff has access to view its contents. The Board will be asked to approve the workload plan at the August Board of Education meeting.

Mr. Gibori inquired as to whether the plan had a quantitative element, as the data collected included recording time spent on particular activities.

Ms. Dechovitz inquired as to what prompted the revision of the workload plan and whether special educators are required to record their time on various activities as a regular practice.

#### **B. Curriculum and Instruction Coordinator Plan for 2017-2018 (SP Goal 1)**

Superintendent, Kevin Jauch, presented the Board with the proposed scope of work and plan for the new 210-day contract approved for Avoca's Curriculum and Instruction Coordinator, Jennie Winters. The extension of her contract will be essential in achieving the current Strategic Plan's Goal 1, to provide a rigorous, comprehensive, personalized education to ensure success for all students at Avoca 37 and beyond. Ms. Winter's work for the 2017-2018 school year will be to carry out the six specific actions for Goal 1, aligned strategy a, to define, execute and communicate a rigorous preschool-eighth grade curriculum with an aligned system of assessments to evaluate the performance of each student compared to expected outcomes. A majority of time will be invested in systematically implementing the new kindergarten-fifth grade math curriculum at Avoca West. This will involve developing an understanding of the mathematics curriculum framework, the Guided Math approach, success criteria identified in the performance level rubrics to monitor student growth and to utilize pre-assessment and formative assessment data to guide instructional planning. In order to provide the support teachers need, Ms. Winters will be meeting with teams and departments two times a week, one meeting for training and support for the curriculum implementation and one meeting targeted on assessment practices and data.

Another area of focus will be on systematically implementing current science units with a focus on NGSS science and engineering practices (SEP) and crosscutting concepts (CC) in kindergarten through fifth grades. Ms. Winters aims to give all science teachers, kindergarten through 8<sup>th</sup> grade, a collective understanding of three-dimensional learning and its relationship to inquiry and of the progression of CC. This will allow for cross over between the subject areas of English language arts and science. This application will also be integrated into social studies in sixth through eighth grade and allied arts. A third key area of attention will be the alignment of all of the components for ELA (reading, writing, listening/speaking and language). Again this work is designed to flow across science and social studies, as well.

All areas of curriculum are truly targeted for the 2017-2018 school year, but math, science and ELA will require the most time spent formalizing, implementing and supporting staff. Another key objective will be applying the knowledge of formative assessment gained during the previous school year in depth kindergarten through eighth grade. This will ultimately give teachers a more efficient and accurate way to track student progression, achievement and understanding of concepts with in the classroom and across grade levels. It will optimize their instructional time and lend itself to targeted and differentiate learning.

While this plan is aggressive, Dr. Jauch is confident, as evidenced by the work accomplished last year with less time, that Ms. Winters with the support of the rest of the administrative team will be able to achieve the goals presented.

Ms. Dechovitz inquired as to how the Board would be able to know that these goals have been accomplished or are successful. Mr. Gibori added that he would expect timely updates on their progress.

### **C. Substitute Compensation**

Chief School Business Official, Beth Dever, presented the Board with a report of local school districts substitute compensation going into FY 2018 and a summary of days worked by substitutes for FY 2017. Ms. Dever recommended changing the third tier from an annual requirement of after 40 days to 30 days in an attempt to incentivize substitute teachers to continue to choose Avoca. The estimated annual cost of changing from after 40 to after 30 days will be \$770. This estimate was based on the prior year's substitute days.

Mr. Gibori challenged the district to try a new system to simplify the incentive process, increase the wage to make Avoca more competitive and appealing in order to draw more substitutes to the district. Mr. Zelinsky inquired as to whether or not money should be spent on different incentives instead of increasing the wage. The Board continued in discussion regarding the operations involved with substitute teachers, the financial impact of raising the wage and changing the structure. Ms. Dever plans to provide the Board with new figures based on their suggestions at the August 24, 2017 Board meeting, at which the BOE will be asked to approve an option.

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

Chief School Business Official, Beth Dever, gave the Board an update on the summer construction projects. At Avoca West, the carpet has been installed in the fourth grade classrooms, room 25 and 51. The cabinets have been installed and countertops are still being

finished; the renovations are projected to be finished by August 11<sup>th</sup>. The life safety fire sealing is still being completed and there will be a lot of cleaning to be done, but the projects are on schedule. At Marie Murphy, the roof replacement is complete. An inspection will take place within the next couple of weeks. The life safety projects at Marie Murphy are complete except for the installation of railings in the stairwells to the upper gym and drywall work by the district office. Ms. Dever indicated that all of the projects should be completed by August 24<sup>th</sup>. Mr. Zelinsky inquired as to whether there had been any financial surprises during the course of the summer. Ms. Dever responded that the projects are on budget.

#### **E. Avoca Center Update**

Superintendent, Kevin Jauch, presented the Board with an updated action plan for the future of Avoca Center. This draft of the plan adds a new course of action in the event the Board decides to raze Avoca center using district resources. Dr. Jauch indicated he would discuss this in further detail after giving the Board an update regarding Avoca Center. Dr. Jauch indicated that there had been no new activity since the previous discussion about Avoca Center at the July 20, 2017 Board meeting. The district had not heard anything definitive from the current Avoca Center tenants about their intention to vacate or stay in the building up to or beyond the terminus of their current leases on December 31, 2017. Dr. Jauch suggested that the Avoca Center Committee should begin planning for a public meeting to inform the community of the current status and to receive more input to drive the Board's decision. The tentative date for that meeting is November 8, 2017.

The action plan to fund the razing of Avoca Center include gathering information regarding budget projections, facilities, life safety, future educational capital expenses, future non-educational capital expenses, current debt structure and student enrollment projections. This information will allow the district to determine the course of action to sell bonds if necessary. Dr. Jauch and Chief School Business Official, Beth Dever, plan to present the Board with this information at the September Committee of the Whole meeting. The Board was also considering fundraising to accrue the capital to raze the building. District attorney, Howard Metz, indicated that the district could do this, but should consider reconvening the Avoca Foundation to handle the financials for that fundraiser. The Board proceeded in discussion regarding a bond issuance and the various aspects of the financial impact to the community and the rationale in terms of district's needs. Mr. Zelinsky added that the razing of Avoca Center is the option that ultimately provides the district and Board more time and opportunity to explore options that are going to be the most beneficial to the district and community.

#### **F. Board of Education Agreements-Social Media**

Superintendent, Kevin Jauch, led a discussion regarding the 2017-2019 Board Agreements, in particular, the addition of an agreement regarding social media. Dr. Jauch presented a draft of an agreement in regard to social media. The Board agreed on language for an agreement that states that Board members will be cognizant of the potential impact of commenting and/or replying to comments on social media sites, will use discretion when making posts on district related topics, and that no more than one board member will comment on a post made by another board member on district related topics to avoid an actual or perceived violation of the Open Meetings Act.

**G. Consideration of Partnering with an International Academy**

Superintendent, Kevin Jauch, presented the Board with a new opportunity to be a sister school to a newly established private international academy, Eastern Shenzhen International Academy (ESIA), which is located north of Hong Kong, China. This potential connection was presented to Dr. Jauch and Marie Murphy Principal, Mathew Palcer, by Chengkuan Zhou a former Avoca parent. Mr. Zhou first approached Avoca in June, since that time, he has been appointed as the Director of American Curriculum and International Exchange of ESIA. The private academy is operated by a board of directors, is a K-12 school, opened in 2016 and currently has 100 students enrolled. ESIA's vision is to be an elite academy with the goal of fully integrating eastern education and western education in the same facility at the same time. In order to achieve this goal, they plan to partner with foreign schools and teachers to learn and develop a standards based, whole-child curriculum. The partnering would allow for ESIA instructional staff to learn American instructional practices and obtain advice for curriculum and logistics. The partnership would involve welcoming ESIA teachers to Avoca schools to observe and ask questions and potentially send our staff there as well. Dr. Jauch believes that a partnership with ESIA would have a variety of benefits to Avoca including; improving the district's image, celebrating Avoca's unique diversity, modeling an appreciation for service to others, developing a global learning community and a sense of world citizenship.

The Board inquired as to whether ESIA has approached New Trier High School. Mr. Gibori expressed concern about partnering with a for-profit entity in their early stages of development and how much our district staff could gain from the partnership. He also suggested that a partnership with a private school could be misconstrued by the public. Ms. Dechovitz inquired into ESIA's funding. The Board requested more inquiry into ESIA's business model, Board and funding.

**ACTION ITEM**

**A. APPROVAL OF HIRING NEW AVOCA WEST HEAD CUSTODIAN**

Ms. Swibel moved that:

THE BOARD APPROVE THE EMPLOYMENT OF JONAH NUEZ AS AVOCA WEST HEAD CUSTODIAN AT AN HOURLY RATE OF \$26.50 EFFECTIVE AUGUST 7, 2017.

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

**B. APPROVAL TO HIRE PART-TIME BUS DRIVER**

Mr. Raynes moved that:

THE BOARD APPROVE THE EMPLOYMENT OF KEITH O'DELL AS A PART-TIME BUS DRIVER AT AN HOURLY RATE OF \$19.49 EFFECTIVE AUGUST 7, 2017.

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

## **CLOSED SESSION**

Ms. Swibel 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).

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

The Board moved into closed session at 8:17 p.m. and reconvened in open session at 9:15 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 Ms. Swibel seconded the motion. Upon a voice vote, with all members voting aye, the motion was carried. The Board meeting adjourned at 9:15 p.m.

  
Board President, Riek Zelinsky

  
Secretary, Kevin Jauch