

BOARD OF EDUCATION

Minutes

August 24, 2017

The Board of Education met in regular session on August 24, 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
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

Registered Visitor:

Alex Bailey
Grainne Bailey
David Hoffheimer, AEA President
Sue Kelly
Will Kelly
Colin O'Donnell
Eden O'Donnell
Daniel Stein
Kathy Stein

VISITOR COMMENTS

Avoca Education Association (AEA) President, David Hoffheimer, stated his goal as president of the AEA is try to cultivate a collaborative culture between the union and the Board for the 2017-2018 school year.

Eden O'Donnell stated that the boy scouts were happy to attend the meeting.

APPROVAL OF CONSENT AGENDA ITEMS

Ms. Dechovitz moved that:

THE BOARD APPROVES THE FOLLOWING CONSENT AGENDA ITEMS:

◆ **APPROVAL OF MINUTES:**

- FINANCE COMMITTEE MINUTES- JULY 20, 2017
- BOARD OF EDUCATION MINUTES- JULY 20, 2017
- CLOSED SESSION MINUTES- JULY 20, 2017
- COMMITTEE OF THE WHOLE MEETING-AUGUST 7, 2017
- COTW CLOSED SESSION MINUTES-AUGUST 7, 2017

◆ **FINANCIAL STATEMENT**

● JULY TOTAL FUND BALANCE OF	\$	13,665,566.80
● JULY PAYROLL	\$	701,134.83
● JULY FIXED CHARGES	\$	130,712.28
● AUGUST EDUCATION FUND	\$	189,345.65
● AUGUST O&M FUND	\$	274,246.17
● AUGUST TRANSPORTATION FUND	\$	11,643.90
● AUGUST FIRE PREVENTION & SAFETY FUND	\$	474,847.70

◆ **AUGUST PERSONNEL REPORT**

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

DISCUSSION ITEMS

A. Board of Education Agreements and Legacy

Board President, Rick Zelinsky, presented the Board with the 2017-2019 Board of Education Agreements and Legacy. The Board Agreements have been built off of agreements written and adopted by past Boards. The 2017-2019 Board Agreements are the ethical standards and processes the Board agrees to uphold during their term. The agreements fall under the following categories: Unity of purpose; speaking with one voice; concerns from the community and staff; no surprises; Board member requests for information; Board member use of email; asking general questions or questions about items on upcoming meeting agendas; Board meeting presentation; behavioral expectations; and Board member use of social media. The current Board agreed to add the new section regarding Board member use of social media.

The 2017-2019 Legacy was developed during a Board of Education Retreat and highlights the key values and priorities that the Board would like to accomplish during their tenure. Mr. Zelinsky offered two versions of the Legacy. The Board agreed to approve the second version of the Legacy, which changed the language of the last statement to read "we were an imaginative board with creative solutions to the district's complex problems. Both the 2017-2019 Board Agreements and Legacy will be approved in order to memorialize their existence and purpose later in the meeting and then will be posted for viewing on the district website.

B. Strategic Plan Update (SP-Goal 1-5)

Superintendent, Kevin Jauch, presented the Board with an update on the current developments regarding the progress of the 2017-2018 Strategic Plan goals. Dr. Jauch reported that since the July 20th Board of Education meeting, all classroom teachers and most of the English Learner Teachers and Learning Behavior Specialists have been trained to teach using guided math

groups, which aligns with Goal 1: Student Learning, specifically the math implementation goal. This also ties in with Goal 2: Professional Learning Communities (PLC's) and Goal 3: Data-driven decision making.

Administration has begun analyzing PARCC data to identify opportunities for improvement. Several of the analyses results have been shared with Building Leadership Team representatives so they can begin interpreting the data to develop the appropriate interventions. This process aligns with Goal 1: Student learning and in particular the multi-tier system of support (MTSS). It also ties into PLC's and data-driven decision making.

The foreign language team and visual arts team met with Curriculum and Instruction Coordinator, Jennie Winters to continue curriculum alignment work. (Goal 1: Student learning)

All grade level teams kindergarten through fifth grade have met with either Ms. Winters or Katie Morgan this summer to prepare for implementing the new math program. (Goal 1: Student learning and Goal 2: Professional Learning Communities)

The technology team met and worked on developing a timeline to implement the new Technology and Innovation Strategic Plan. (Goal 1: Student Learning as it applies to technology).

The Communication Action plan, discussed in further detail later in this meeting, has been developed and as part of that plan an internal Communication Handbook has been posted to District Resources. The new website Request for Proposal is currently being drafted based on the research conducted up to this point. A curriculum specific website framework has been developed with substantive information regarding the current math, curriculum and how it aligns to common core and state standards. This website is currently focused on math for purposes of explaining the new math curriculum, but will include all subject areas across grade levels. Dr. Jauch has begun drafting the September Vision. Also, an internal calendar is being developed to be an internal resource to organize and communicate the various tasks and events that take place over the course of the year and who is responsible for completing each task. (Goal 4-Communication and Engagement).

Mr. Gibori requested a written list of the accomplishments to date.

Mr. Raynes inquired as to whether the Strategic Plan Dashboard would be updated with these items.

Mr. Zelinsky stated that the intent of a brief discussion about the progress of the strategic plan at each regular Board of Education meeting will keep the Board and public clearly informed of the progress and enable the Board to provide input regarding the prioritization of focus and accomplishment.

Ms. Dechovitz inquired as to whether or not the dashboard would be mentioned in the September Vision.

C. Communication and Engagement Action Plan (SP-Goal 4)

Superintendent, Kevin Jauch, presented the Board with the Communication and Engagement Action Plan. This plan was developed to implement the findings of the Communication and Engagement Committee (CEC) to better serve the Avoca Community, improve transparency and responsiveness, and highlight the Avoca District brand.

The plan consists of seven key actions to accomplish the implementation of the recommendations of the CEC as follows: 1. Convey newly identified communication expectations to those people who need to know them and post those expectations to the internal District Resources page in the form of a Communications Handbook, in order to standardize and publicize communication expectations; 2. Create an inclusive “master internal calendar” that includes, but is not limited to: publications, annual recurring activities and events, and upcoming finance and Board of Education topics; 3. Redesign the Avoca website so that it is dynamic, intuitive and informative, highlighting substantive information regarding curriculum, instructional practices and parent resources; 4. Publish the Vision and Board Briefs in accordance with the Communication and Engagement Committee recommendations; 5. Consistently highlight Avoca’s “brand” of addressing the whole child and overall excellence; 6. Identify and implement a reasonable method to update parents regarding their students’ academic achievement, academic progress, social-emotional well-being and behavior, beyond conferences and report cards; and 7. Investigate and implement steps and actions necessary to allow the district and staff to professionally and responsibly make use of social media sites such as Facebook and Twitter.

Dr. Jauch also identified ways and timeframes by which progress would be monitored and reported to the Board. An example of an indicator includes a Communication Handbook, which will set expectations and standards for communication across the various district personnel and departments. The Communication Handbook will be presented to the Board in September. Also, the district plans to launch the new website highlighting curriculum and parent resources in the winter. In addition, a master internal calendar will be developed and presented to the Board in November. Dr. Jauch plans to highlight the findings and recommendations of the CEC in the Year in Review/Back to School Vision and send a mid-year communication announcing the launch of the new website.

Ms. Taylor asked for clarification regarding the first two items on the Communication Action Plan. Ms. Taylor indicated she would like to see a strategy for more consistent communication. Dr. Jauch indicated that information will be provided in the Communication Handbook, which will be presented to the Board in September.

Ms. Dechovitz recommended doing a touch-point survey to gain a sense of whether the efforts and strategies implemented have met the desire of the community.

Mr. Gibori suggested that now would be a good time for the Board Communication Committee to begin recruiting community members to participate.

D. Northfield Townhome Development

Superintendent, Kevin Jauch, presented the Board with information regarding a potential new residential development in Northfield that is within the Avoca School District boundaries. Dr. Jauch indicated that a neighboring district informed Avoca of the project. Dr. Jauch reached out to Steve Gutierrez, Northfield’s Director of Community Development, to gain more insight on the status of the development proposal. Mr. Gutierrez indicated that according to their ordinances, the Village is not required to reach out to other organizations that may be impacted if the development parcel is less than 5 acres. The site for the proposed development is on 2.16 acres. The developer is seeking to build a development of 34 townhome units that will be marketed as luxury rentals. Each unit has 3 bedrooms, which will result in 102 additional bedrooms added to the Avoca district. Dr. Jauch’s next step will be to petition the Village for impact fees, which are a one time land dedication or fair market value cash donation to schools to offset the financial impact of the new students the district stands to inherit as a result of the development. The impact fees are paid by the developer but are managed and approved by the governing municipality. Dr. Jauch submitted the petition to the Northfield Planning and Zoning

Board requesting a fair market value cash donation. Dr. Jauch requested that they waive the criteria that a development be greater than 5 acres to be required to pay the fees because of the scope of the development. The impact fees are calculated from a population density formula based on certain types of developments. Although the units are listed as single-family attached dwellings, because they are rentals, the District requested the fees be determined by the multiplier associated with multiple-family dwellings, community residences and apartments.

At this time the land parcel is still zoned as commercial and the proposal has not been approved. Dr. Jauch has established a relationship and presence with the Village. There is a Planning and Zoning Commission meeting set for September 5, 2017 at 7:00 p.m., which Dr. Jauch, Beth Dever and some members of the Board plan to attend.

Mr. Raynes inquired into a projected rental rate for the units. He also believes that the Board should be well represented at the meeting as the decisions they make have a big impact on Avoca. Mr. Raynes also suggested asking if our attorneys are aware of any past laws on impact fees.

Ms. Taylor believes that the village will reap more benefits from the development than financial impact. Ms. Taylor added that the issue becomes more complicated because the financial impact to the district reaches Avoca's three other municipalities. Ms. Taylor suggested updating and involving Avoca's legal counsel on the matter of applying and acquiring impact fees.

Mr. Gibori inquired as to how long it takes for the tax benefit to reach the district after a parcel is developed and whether or not the district believes Northfield will push back against honoring impact fees to Avoca. He also suggests having a key group of parent representatives attend the planning meetings to deliver a unified message that the district will welcome new families, but that the financial impact needs to be addressed.

Mr. Zelinsky recommends attending the zoning and planning meeting, but not involving the entire community at this point. He would like to meet with the Village President to gain information about future development plans and voice the concerns of the District to obtain a greater understanding of the Village's intentions. He added that the district should diligently watch the issue. He also inquired as to whether or not Avoca would receive a formal response to Dr. Jauch's petition for impact fees.

E. FY 2018 Preliminary Budget Update (SP-Goal 5)

Chief School Business Official, Beth Dever, presented the Board with an updated tentative budget for fiscal year 2018. The projected deficit which includes life safety and facilities projects is (\$2,282,401). The reserve level projected for the end of the 2017-2018 fiscal year will be at approximately 59% on cash basis. The reserve level is declining due to planned deficits in the Operations and Maintenance Funds and from expenditures exceeding revenues in other funds. The updated calculations reflect changes to revenues including reduced Personal Property Replacement Tax based on the state estimate and adjustments to the revenue received from the transportation grant after completing the annual transportation report. The expenditures were updated to include current staff salaries with lane transfers and leaves of absence, new hires' salaries and benefits, as well as replacing a Marie Murphy custodian and bus driver with a part-time bus driver position. The FTE for Kindergarten was reduced to 2.50 and increased to 4.75 for English Learners. Expenditures were also updated to reflect new out placed students' tuition and transportation. Ms. Dever increased the amount of expenditure for repairs and maintenance based on inspections but reduced Avoca Center expenditures by 25% based on updated information from the tenants. This is the second year a deficit has been 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. Reducing capital costs in the Education Fund would be a step to bring the fund back in balance. The tentative budget for 2017-2018 will be reviewed once more at the September Committee of the Whole Meeting. A public hearing on the FY 2018 budget is set for September 28th at 6:15 p.m. at Marie Murphy School and is set to be approved later that evening during the regular Board of Education meeting.

F. Substitute Compensation

Chief School Business Official, Beth Dever, presented a new recommendation for substitute compensation for the 2017-2018 school year based from local school district comparison and the Board's discussion at the August Committee of the Whole meeting. Ms. Dever recommends removing the first tier rate of \$105.00 per day and \$52.50 per half day and starting all substitutes at a rate of \$115.00 per day and \$57.50 per half day. The estimated cost of this change will be \$770 per year. Ms. Dever also recommended lowering the annual requirement to receive the higher tier of payment to 20 days at a rate of \$125 per day and \$62.50 per half day. The estimated cost of this change will be \$1,890 per year. The Board agreed to act in approval of this recommendation during a later portion of this meeting.

G. August Enrollment Summary

Superintendent, Kevin Jauch, presented the Board with the projected enrollment for the 2017-2018 school year as of August 24, 2017. The enrollment chart presented lists the number of students per cohort and the total number of students district wide as 740. While there were several changes in the distribution of students among grade levels, the total number of students enrolled remains consistent over the past two years. Of significance, the 2016-2017 8th grade class graduated 90 students from the district, but this year there are only 52 students enrolled in Kindergarten. This would appear to make enrollment drop, however, approximately 40 new students have enrolled in first through fifth grades. Enrollment in grades six through eight remain steady. A start of year enrollment report will be reviewed at the September Board of Education meeting.

H. Summer Construction Update

Chief School Business Official, Beth Dever, gave the Board an update regarding the summer construction projects. At Marie Murphy, the roof replacement is complete and passed inspection. The life safety projects are complete. The construction crews are finishing up painting and small details.

At Avoca West, the carpeting has been installed and the new cabinetry has been placed in the 4th grade classrooms and hallway. Teachers have been able to begin setting up their rooms.

Ms. Dever believes that both buildings are in good shape and are undergoing the necessary cleaning to have the buildings ready for teachers and students. The district will be working with Architects for another month or so to ensure everything is completed.

I. Avoca Center Update

Superintendent, Kevin Jauch, gave the Board an update regarding the current status of Avoca Center. To date, both tenants informed the district that they have found new spaces. Arlyn Day School secured a new building and will be vacating Avoca Center by November 1, 2017. One Hope United (OHU) is moving locations but their new space will require some updating before they move. OHU has not formally requested a lease extension at this time, but may be in the position to ask for an extension at some point.

Dr. Jauch met with Mr. Zelinsky and Mr. Gibori to discuss options for Avoca Center, in particular leasing the land to a preschool organization. It came to light that the Board has not entertained the option of subdividing the space, but will consider that in the future. The Avoca Center Committee met and also considered the option of leaving a portion of the land as green space and selling the other portion. Mr. Garbis indicated that selling the property would help offset the loss of rental income. Mr. Gibori inquired to the timeline of selling, especially if the Board decides to raze the building by using funding through a bond issuance. He indicated the bond issuance would allow for more time to make a more informed decision as to the parcel's future.

The Committee also discussed communicating the current status of Avoca Center with the community in an informal update meeting and agreed that it should take place on November 8, 2017. The content of the meeting will include an overview of the history of Avoca Center, the Board's decision to forgo renovating the building, the future of the tenants, a complete review of the options that have been considered and the financial implications of each course of action. This meeting would be an opportunity to re-engage the community with the decision on Avoca Center and allow the Board to present the community with a clear and concise message regarding the options that are viable moving forward.

Mr. Gibori suggested having a modality to collect feedback regarding the options presented.

Ms. Dechovitz contributed that in order to host a successful update to the community, the Board needs to work toward a clear message, narrowing options and strategy for communicating.

Ms. Taylor added that communication should be targeted to reach the people that are not as invested emotionally, but the other community members that are impacted financially.

ACTION ITEMS

A. APPROVAL OF 2017-2018 WORKLOAD PLAN

Ms. Dechovitz moved that:

THE BOARD APPROVE THE 2017-2018 WORKLOAD PLAN 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 BOARD OF EDUCATION AGREEMENTS AND LEGACY

Mr. Raynes moved that:

THE BOARD APPROVE THE 2017-2019 AVOCA SCHOOL DISTRICT 37 BOARD OF EDUCATION AGREEMENTS AND LEGACY AS PRESENTED.

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

C. APPROVAL OF PROPOSED SUBSTITUTE COMPENSATION FOR 2017-2018

Ms. Swibel moved that:

THE BOARD APPROVE THE PROPOSED SUBSTITUTE COMPENSATION FOR 2017-2018 AS PRESENTED.

Ms. Dechovtiz seconded the motion. Upon roll call, members voted as follows: Mr. Gibori, aye; Mr. Raynes, abstained; Mr. Zelinsky, aye; Ms. Dechovitz, aye; Mr. Garbis, 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 setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6); 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; and Mr. Garbis, aye; Ms. Taylor, aye; Ms. Swibel, aye; Mr. Gibori, aye. Motion carried.

The Board moved into closed session at 7:33 p.m. and reconvened in open session at 9:12 p.m.

Mr. Garbis recused himself from the closed session portion of the meeting after the Board discussed the setting of a price for sale or lease of property owned by the public body, but returned after the Board discussed the placement of individual students in special education programs and other matters relating to individual students. He participated in the discussion regarding 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,

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.

ACTION ITEMS

A. BOARD DETERMINATION OF RESIDENCY MATTER BASED ON HEARING EVIDENCE*

Mr. Raynes moved that:

BASED UPON AND AFTER THE BOARD'S CONSIDERATION OF THE WRITTEN EVIDENCE AND TESTIMONY PRESENTED AT THE RESIDENCY HEARING HELD ON JULY 26, 2017, AS WELL AS THE WRITTEN OBJECTIONS SUBMITTED BY THE PARENTS WHO ENROLLED THE STUDENT, DATED AUGUST 8, 2017, THE BOARD OF EDUCATION FIND THAT STUDENT NO. 11376 WAS NOT A LEGAL RESIDENT OF AVOCA SCHOOL DISTRICT NO. 37 DURING THE 2016-2017 SCHOOL YEAR AND WAS NOT, THEREFORE, ENTITLED TO ATTEND DISTRICT 37 SCHOOLS ON A TUITION-FREE BASIS;

AND PURSUANT TO THE ILLINOIS SCHOOL CODE, 105 ILCS 5/10-20.12A AND 10-20.12B, THAT THE BOARD OF EDUCATION CHARGE THE PARENTS OF THE STUDENT TUITION FOR THE STUDENT'S ATTENDANCE IN THE DISTRICT SCHOOLS DURING THE 2016-2017 SCHOOL YEAR AT THE ANNUAL PER CAPITA TUITION CHARGE OF \$18,919.00, PRORATED FOR THE STUDENT'S 165 DAYS OF ATTENDANCE, FROM SEPTEMBER 7, 2016 THROUGH THE LAST DAY OF THE 2016-2017 SCHOOL YEAR;

AND THAT THE BOARD OF EDUCATION FIND THAT STUDENT NO. 11376 IS NOT CURRENTLY A LEGAL RESIDENT OF AVOCA SCHOOL DISTRICT NO. 37 AND THAT, UNTIL SUCH TIME AS THE STUDENT ESTABLISHES RESIDENCY IN THE DISTRICT, STUDENT NO. 11376 IS NOT ENTITLED TO RE-ENROLLMENT IN THE DISTRICT FOR THE 2017-2018 SCHOOL YEAR.

Jamie Taylor seconded the motion. Upon roll call, members voted as follows: Mr. Zelinsky, aye; Ms. Dechovitz, aye; Mr. Garbis, abstain, Ms. Taylor, aye; Ms. Swibel, aye; Mr. Gibori, aye; and Mr. Raynes, aye. Motion 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 9:14 p.m.

Board President, Rick Zelinsky

Secretary, Kevin Jauch, Ed.D.