

BOARD OF EDUCATION Minutes

September 28, 2017

The Board of Education met in regular session on September 28, 2017 at 6:32 p.m. in the Joseph M. Porto Community Room 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 (left 8:40 p.m.)
Dan Garbis
Gil Gibori
Joel Raynes
Sheryl Swibel
Jamie Taylor
Rick Zelinsky, President

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
Matthew Palcer, Marie Murphy Principal
Jennie Winters, Curriculum and Instruction Coordinator

Registered Visitor:

Beth Haugeberg, District Technology Coordinator
Kelli Lane, Technology Integration Specialist

ADDITIONAL AGENDA ITEM

Board President, Rick Zelinsky, requested that the Board add an additional discussion item; Discussion Item H. Parent/Teacher Conference Board Communication Stations.

APPROVAL OF CONSENT AGENDA ITEMS

Mr. Raynes moved that:

THE BOARD APPROVES THE FOLLOWING CONSENT AGENDA ITEMS:

◆ **APPROVAL OF MINUTES:**

- FINANCE COMMITTEE MINUTES- AUGUST 24, 2017
- BOARD OF EDUCATION MINUTES- AUGUST 24, 2017
- CLOSED SESSION MINUTES- AUGUST 24, 2017
- COMMITTEE OF THE WHOLE MEETING-SEPTEMBER 7, 2017
- COTW CLOSED SESSION MINUTES- SEPTEMBER 7, 2017

◆ **FINANCIAL STATEMENT**

● AUGUST TOTAL FUND BALANCE OF	\$	15,141,517.70
● AUGUST PAYROLL	\$	707,615.03
● AUGUST FIXED CHARGES	\$	140,662.34
● SEPTEMBER EDUCATION FUND	\$	187,705.07
● SEPTEMBER O&M FUND	\$	72,347.67
● SEPTEMBER TRANSPORTATION FUND	\$	3,862.45
● SEPTEMBER FIRE PREVENTION & SAFETY FUND	\$	18,100.13

◆ **SEPTEMBER PERSONNEL REPORT**

◆ **AUGUST ENROLLMENT REPORT**

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.

DISCUSSION ITEMS

A. Technology Damage Waiver Report (SP-Goal 5)

District Technology Director, Beth Haugeberg, presented the Board with a report regarding the first year the technology damage waiver program that was made available to Avoca parents. In 2016-2017, there were 163 participants out of 345 eligible in fifth through eighth grades. The technology department estimated that in order for the district to break even with the waiver program, approximately 30% of eligible students would need to participate. The district surpassed this market by 17%. The initial purchase of damage waivers generated \$7,355 to offset expenditures from the district's technology repair budget. The program cost is \$50 per child. Six claims were made during the 2016-2017 school year with a total repair expense of \$1,946.22. Parent out-of-pocket deductible was \$25 per claim. There were four damage claims that were not covered by the damage waiver for the year. Those damages were paid out of the district's regular repair budget and by the parents. Ms. Haugeberg reports that 2016-2017 reflected a low number of claims.

Ms. Haugeberg noted that the benefit of the damage waiver program is that it can supplement the district's regular repair budget in a year of high experience, it is easier to collect smaller parent portions from those that were covered by the waiver, and the district ended the year with a surplus that can be used for future student repairs.

Mr. Gibori expressed concern about using money collected from parents to repair staff computers. Ms. Haugeberg indicated that the damage waiver fund and the staff repair fund are separate. Mr. Gibori also inquired as to whether or not the district could forgo a damage waiver buy-in if the district continues to end the year with a surplus. The district recommends tracking damage and repair trends over the next couple of years to determine whether or not there should be changes made to the program and fees.

B. Technology Innovation Strategic Plan Calendar (SP-Goal 1)

Superintendent, Kevin Jauch, and members of the Technology Innovation Committee, Beth Haugeberg and Kelli Lane, presented the Board with the Technology Innovation Implementation Schedule 2017-2021 (TIIS). The TIIS is broken into the four strategic priorities of the Technology Innovation Strategic Plan (TISP): Explore New Opportunities, Enhance Instructional Practices, Prepare and Support Implementation and Optimize Investments in Technology. Each priority is listed with their associated goals and aligned strategies with a timeline spanning three years for their achievement. The TISP is a four year

plan. The fourth year will be used to evaluate the progress of the TISP, update and conduct the next strategic plan for technology innovations.

In order for the district to explore new opportunities, the goals focus on flexibly using our resources, sharing ideas, integrating digital citizenship within local and global learning communities and investigating and piloting innovative technology initiatives. The 2017-2018 school year will be spent researching these avenues and implementing new initiatives as they align with the districts resources.

Enhancing instructional practices as they apply to technology will include employing best practices for incorporating technology and instructional tools, and strategies to support student-centered learning, as well as utilizing technology to create greater efficiency for assessment and feedback for standards-based learning. In 2017-2018, Avoca will gather information about the current reality as it relates to instructional practices, partner with Apple to learn how to utilize our current technology to enhance student learning and make a recommendation for best practices for technology integration district wide. Ms. Lane and Curriculum and Instruction Coordinator, Jennie Winters, have already begun to investigate tools to simplify the assessment process and improve feedback.

A large part of the implementation of the TISP will be to prepare and support instructional staff. In order to effectively do so, the district plans to develop a system to implement and monitor professional learning, to optimize internal resources for professional learning, seek external professional learning opportunities and provide parents with support and learning opportunities. Much of the 2017-2018 school year will be consolidating data regarding the current reality of professional learning opportunities in the district and developing models for coaching and support for staff and parents.

The fourth component of the TISP will be to optimize investments in technology. This will require the district to develop a comprehensive refresh, deployment and financing plan for technology infrastructure. 2017-2018 will focus on research for the most appropriate devices for students and staff and developing a 5-year projected technology budget. The 5-year projection aids in the planning of the known budget needs for technology and the ability to incorporate those expenditures in the overall financial projections of the district.

Mr. Zelinsky inquired as to how and when the progress of the implementation plan will be communicated to the community. Dr. Jauch indicated that the Technology Committee will present an update to the Board in the winter, but also, the progress will be evidenced by artifacts and deliverables as set forth in the TISP.

Mr. Gibori inquired as to whether partnering with Apple would require the district to limit purchases to Apple devices. Ms. Lane indicated that the district would be utilizing Apple as a professional development resource to begin to improve upon our use of our current devices, but that the partnership would expand to web-based tools that are not device specific. Mr. Gibori also inquired into coding curriculum in the district.

c. Strategic Plan Update (SP)

Superintendent, Kevin Jauch, gave the Board an update of the progress of the Strategic Plan since the August 24, 2017 Board of Education meeting. The strategic plan dashboard has been updated with the current status of all of the goals for 2017-2018.

Dr. Jauch began with a recap of the progress that was achieved by Chief School Business Official, Beth Dever, for Goal 5, which pertains to the management of district resources. The

5-year facilities plan has been updated and the district has completed approximately 90% of the work listed in the 5-year life safety plan.

Avoca West is currently implementing the new math program which relates to Goals 1 through 3, student learning, professional development and continuous improvement. The district has held presentations for parents regarding the math program on two separate occasions, one at the Avoca West parent orientation and a math night. There will be an additional Math Night in October, which will be interactive for parents to engage in learning in the same way their children experience it. A request for proposal for a revamped district website has been published and the district is collecting responses, the deadline for proposals is October 11th.

In relation to Goal 2, Director of Pupil Services, Terry Sofianos, has met with the Multi-Tiered System of Supports (MTSS) Committee, which has completed the committee template to guide their progress for 2017-2018. The main focus will be on the development of differentiation systems for math & English language arts.

The progress for Goal 4, Communication and Engagement, is visible and can be noted in a variety of modalities. The Vision: Annual Review-Back to School Edition is currently in circulation. Also, Dr. Jauch has updated his blog with more frequency and with more substantive information. Marie Murphy Principal, Matt Palcer, has refreshed the format of his newsletter to parents. Avoca West Principal, Jessica Hutchison, continues to regularly communicate with parents through her newsletter, Facebook and Twitter.

Dr. Jauch pointed out that the administrative team determined that the focus of Goal 3, aligned strategy a.1, the formation of a committee to study various models aligned to the PLC philosophy in order to make a recommendation, be changed to implementing what certified staff learned about formative assessment and how to look at data to facilitate continuous improvement in the classroom. Curriculum and Instruction Coordinator, Jennie Winters, will meet with the teams of teachers to deliberately review academic data and target interventions.

Mr. Zelinsky reiterated the idea of a standing strategic plan update on BOE meeting agendas, which is to disseminate information and to provide a clear idea of where the district stands in terms of progress. Mr. Zelinsky inquired as to whether or not Dr. Jauch felt that the structure is working. The Board and district support continuing the updates at each regular Board meeting.

D. Performance Indicator Report (SP-Goal 1)

Superintendent, Kevin Jauch, presented the Board with the Progress Indicator Report (PIR), which was first implemented as part of the 2007 strategic plan under the Good to Great framework. The PIR includes four individual reports; Distinctive Impact Log, Awards and Recognition Log, the Student Connectedness Log and the MAP Assessment data report.

The Distinctive Impact Log highlights the positive influence Avoca staff and students have made beyond the school borders in the areas of community service, instruction and leadership. 4th Grade teacher, Janis Michael, being invited to present at two separate educational conferences, reflects an example of this type of impact. Her talk was titled "Is the Medium the Message? Reading Comprehension and Technology." Since these presentations, Ms. Michael has been quoted and cited in the textbook *Building Literacy with English Language Learners*. Avoca also reported that four high achieving school districts visited to observe our schools based on the district's academic success. Avoca's generosity and community service was also prominent in this report.

The Awards and Recognition Log gives credit to the many achievements of Avoca students and staff particularly in the areas of educational excellence and fine arts. In 2016-2017, Avoca had 13 students recognized by the national Scholastic Writing Awards program. Eight students were recognized by the Scholastic Visual Art Awards, as well as 69 students were recognized by CelebratingArt.com. The Avoca Science Olympiad team earned 8th place at the National Tournament, marking their 7th top ten finish.

The Student Connectedness Report tracks student participation in Avoca extra-curricular activities. Avoca West offers 19 extra-curricular activities. 79% of Avoca West students are participating in at least one activity beyond the required academic offerings. Dr. Jauch noted that the percentage of 1st grade students participating in extra-curricular activities has risen for the fourth year in a row, but the percentage of 5th graders participating has declined for the past three years in a row. Overall participation has remained steady. Marie Murphy offers 26 different extra-curricular activities. 87% of Marie Murphy students participate in at least one activity beyond the required academic offerings. 50% of Marie Murphy students participate in 3 or more activities. 6th grade participation (86%) is up from their 5th grade year (80%). Avoca staff hosts the majority of the extra-curricular opportunities and are offered a stipend to compensate for their time.

Ms. Dechovitz commented that not only are students connected, but that there are several parent groups that meet and engage in extra-curricular activities together. Ms. Swibel inquired into the impact the extra-curricular activities have on the staff due to their roles in the programs' success.

Mr. Palcer and Ms. Hutchison concluded the PIR by presenting the spring 2017 MAP results. Avoca regularly gives the MAP assessment, which provides data regarding student achievement in terms of national percentiles and individual student growth. Marie Murphy Principal, Matt Palcer, presented data reflecting the percentage of students who are meeting or exceeding their growth projections for tests administered in Math and Reading. Avoca continues to exhibit high academic achievement where the average student is scoring at the 86th percentile in reading and 90th percentile in reading by the time they graduate. As a subgroup, the top quartile students are achieving their growth projections at very high levels, indicating that Avoca is appropriately challenging their highest achievers.

Ms. Swibel inquired as to whether it is a common issue to have more difficulty getting the lower quartile to achieve their growth projections. Mr. Palcer indicated that since the adoption of the Common Core State Standards, it has been more difficult to address the lower quartile growth due to the analytical elements associated with those standards.

Mr. Gibori inquired as to whether or not we have any data or information about other schools that are doing well to improve the growth of their lower quartile and what are the best practices or ideas we can use to assist Avoca students. Mr. Palcer indicated that Avoca continues to develop interventions to assist the lower quartile.

Dr. Jauch noted that this data is very strong in both areas of achievement and growth. The district takes great care to break down the information to ensure that the educational need of every child is met.

E. Fall Enrollment Summary

Superintendent, Kevin Jauch, reviewed the fall enrollment data for Avoca. Dr. Jauch indicated that there was very little change in the numbers that were presented in August. There were an additional seven students who enrolled and three who left the district between August 24th and August 31st. The total enrollment by the end of August is 744 students.

F. Parent/Teacher Advisory Council & Bullying Committee Report (SP Goal 4)

Marie Murphy Principal, Matt Palcer, gave the Board a presentation regarding the Parent/Teacher Advisory Council (PTAC) & Bullying Committee report. PTAC was created in response to Senate Bill 100, which passed in September 2016 and formalized rules and regulations surrounding student discipline. Some of the main components of SB 100 are in regard to suspensions and expulsions and how they are administered and documented. These policies have been adopted by Avoca and serve as a guideline in the event that student behavior warrants these types of disciplinary interventions. Mr. Palcer noted that Avoca has specific supports in place based on a multi-tiered system, which includes the assistance of the district's intervention and behavioral specialists when necessary. SB 100 also included a re-engagement component to assist students who have been suspended transition back to school easily. This information will be shared with parents at the Marie Murphy Parent Coffee on October 4th when the district will seek input in regards to student discipline.

Ms. Dechovitz commented that she feels that the positive behavior systems reinforce student responsibility to resolve the problem rather than only focusing on the punishment.

G. Administrator and Teacher Salary and Benefits Report

Chief School Business Official, Beth Dever, presented the Board with the Administrator and Teacher Salary and Benefits Report (ATSBR) for School Year 2017. This report is filed with the Illinois State Board of Education and requires Board approval. The ATSBR lists certified teachers and administrator salaries, full-time equivalencies and benefits. This information is available to the public on the district website. The data collected is used in the Illinois State Report Card for schools.

H. Parent/Teacher Conference Board Communication Stations

Board President, Rick Zelinsky, led the Board in a discussion regarding Board presence at the Parent/Teacher conferences set for October 25-26, 2017. In years past, the Board has had a table in the school lobbies and made themselves available for conversation or questions. Mr. Zelinsky indicated that it was ineffectual and asked the Board for ideas for better use of their time and efforts. Mr. Zelinsky noted that it may be best to serve as greeters at the doors to introduce themselves to parents as they walk in and perhaps develop a handout to deliver board information. To that end, the Board discussed options for information to be included on a handout. Mr. Gibori suggested that the Board Communication Committee assume the responsibility of creating the handout. Dr. Jauch will follow-up with a schedule of time slots for Board Members to sign-up to participate.

I. FOIA- IRTA

Superintendent, Kevin Jauch, informed the Board of a Freedom of Information Act (FOIA) request received on August 24, 2017 from the Illinois Retired Teachers Association requesting the email address of all teachers and administrators in the district. Assistant to the Superintendent, Suzie Harris, responded with the requested information on August 28, 2017.

ACTION ITEMS

A. APPROVAL OF FISCAL YEAR 2018 BUDGET

Mr. Raynes moved that:

THE BOARD APPROVE THE FISCAL YEAR 2018 BUDGET AS PRESENTED.

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

B. APPROVAL OF ADMINISTRATOR AND TEACHER SALARY AND BENEFITS REPORT

Ms. Swibel moved that:

THE BOARD APPROVE THE ADMINISTRATOR AND TEACHER SALARY AND BENEFITS REPORT AS PRESENTED.

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

C. APPROVAL OF RESOLUTION TO RELEASE CLOSED SESSION MINUTES

Ms. Taylor moved that:

THE BOARD APPROVE THE RESOLUTION TO RELEASE CLOSED SESSION MINUTES AS PRESENTED.

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

D. APPROVAL OF DESTRUCTION OF CLOSED SESSION RECORDINGS

Ms. Taylor moved that:

THE BOARD APPROVE THE DESTRUCTION OF CLOSED SESSION RECORDINGS AS LISTED ON THE PRESENTED DOCUMENT.

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

E. APPROVAL OF NEW NOVEMBER COMMITTEE OF WHOLE MEETING DATE

Mr. Raynes moved that:

THE BOARD APPROVE A NEW DATE FOR THE NOVEMBER COMMITTEE OF THE WHOLE MEETING FOR NOVEMBER 2, 2017 AND REMOVE THE FORMER DATE OF NOVEMBER 6, 2017 FROM THE SCHEDULE.

Ms. Taylor 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; and Mr. Zelinsky, 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 8:45 p.m.

Board President, Rick Zelinsky

Secretary, Kevin Jauch, Ed.D.