



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

November 2, 2017

The Board of Education Committee of the Whole met on November 2, 2017 at 5:32 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
Sheryl Swibel
Jamie Taylor
Rick Zelinsky, President

Absent:

Joel Raynes

Also Present:

Margaret Black, Quest Food Management Services, Inc.
Rebecca Cohen, Quest Food Management Services, Inc.
Debbie Cotter, Video Recorder
Beth Dever, Chief School Business Official
Jessica Hutchison, Principal, Avoca West
Dr. Kevin Jauch, Superintendent/Board Secretary
Matthew Palcer, Principal, Marie Murphy
Jennie Winters, Curriculum and Instruction Coordinator

ADDITIONAL AGENDA ITEMS

Board President, Rick Zelinsky, requested adding Discussion Item B, State of the Village Update.

DISCUSSION ITEMS

A. Food Service Update

Chief School Business Official, Beth Dever, introduced Rebecca Cohen and Margaret Black of Quest Food Management Services, Inc. to provide an update regarding the new food services program. It was shared that the transition to Quest went smoothly. Sales are up, and food costs have been approximately 3% below budget. Quest provides lists of common allergens for all of their meals and also identifies those items at the point of service via student friendly icons. Carbohydrate counts are also provided to the school nurses for students who rely on this

information for medical reasons. Administration noted that the new food services program has been well received based on the quality and variety of options offered. President Zelinsky asked the Quest representatives what they need from Avoca. Mr. Garbis commented about the need for students at the elementary school to have enough time to eat.

B. State of the Village Update

Board President, Rick Zelinsky, shared his experience at the League of Women Voters of Wilmette's biannual State of the Village Dinner that took place on November 1, 2017. He shared that leaders from the various Wilmette municipalities were all given an opportunity to share news and accomplishments with the audience. In his address, Mr. Zelinsky referred to Avoca's new technology plan, Avoca Center, communication, finances and facilities. After each municipality's representatives spoke, the audience had the opportunity to ask them questions.

C. Avoca Center Presentation Preparation

President Zelinsky, Superintendent Jauch and Chief School Business Official Beth Dever shared a draft version of the Avoca Center Community Update slide presentation. All three had collaborated in its development along with Avoca Center Committee members Dan Garbis and Joel Raynes. The slide presentation addressed the following topics: Avoca Center historical review, tenant update, district facility priorities, collaborative considerations, potential options and visitor comments.

Board of Education members shared their thoughts and ideas in regard to improving the presentation to make it a more effective communication tool for community members.

D. Northfield Planned Development Update

Superintendent, Kevin Jauch, shared that the Northfield Plan and Zoning Commission would be meeting on Monday, November 6 to continue the meeting that began on Tuesday, September 6, but was suspended due to time constraints. The majority of that meeting had been dedicated to hearing the developer's proposal for a 34-unit rental townhome development, each unit including three bedrooms. As the location of the development is within Avoca boundaries, Dr. Jauch was seeking a financial contribution from the developer to help mitigate some of the costs that would be associated with the anticipated influx of students.

Dr. Jauch shared that Northfield's building codes did not consider a financial contribution to the school or park districts because of the acreage of this development, so he sought input from Avoca's legal counsel. Avoca's lawyer, Howard Metz, had contacted with the Village of Northfield's lawyer and was under the impression that Avoca could receive funds from the developer through the village as a condition of approving the developer's request for variances. However, Dr. Jauch reported that earlier in the day he had heard from Northfield's Director of Community Development, who said that Northfield's lawyer did not think that an agreement as described would be enforceable.

Dr. Jauch stated that he planned to attend the meeting anyways in order to make the Plan and Zoning Commission aware of the impact the development would have on the district and the school district's request for a financial contribution. Several Board members also planned to attend the event, including President Zelinsky who is a Northfield resident himself.

E. 2018-2017 Preschool Tuition

Based upon the memo shared with him by Director of Pupil Services Director, Terry Sofianos, Dr. Jauch recommended that the school district maintain the current tuition rates for both the four and five day preschool programs. He presented a comparison of tuitions from some of the surrounding preschool programs, but noted that each program offered different types and levels

of service. Dr. Jauch explained that Avoca's was a blended or co-taught preschool program meaning that it serves both students with disabilities and typically developing children. In order for this type of model to be approved by the state of Illinois as appropriate to meet the needs of our students with disabilities, at least 70% of the children in each class must not have disabilities. Typically developing students pay tuition, while students with disabilities do not.

F. Internal Master District Calendar Framework (SP Goal 4)

The Internal Master District Calendar was an idea that grew out of the Communication Committee of 2016-2017. The motivation behind the idea was that the district will better communicate with our community if we align our internal communication. The internal calendar is designed to reflect annual events and other happenings or tasks that occur at regular intervals. It also has the ability to include year specific activities. Dr. Jauch shared that his Administrative Assistant, Suzie Harris, had built the framework for the model and populated sections to demonstrate how it would look. The calendar is first organized by month and then by department or groups. Each department or group also has access to the calendars for the others. The calendar was set up in such a manner that a user can very easily jump back or ahead a month to view events and/or tasks posted there.

G. Website Update

Dr. Jauch updated the BOE regarding the progress that the Website Revamp Committee had made over the last several months. He stated that nine web-designers responded to the District's request for proposal that was posted on September 20. A general five-point rubric was used to evaluate each proposal. After each proposal was reviewed by Dr. Jauch and District Technology Coordinator, Beth Haugeberg, four designers rose to the top as the most promising partners to work with. A demonstration was set up with each of the four companies to give them an opportunity to display and demonstrate the use of their product and answer any questions. At the time of this meeting, three demonstrations had occurred, with a fourth planned for the next day.

H. Policy Update- 1st Reading

Dr. Jauch and Rick Zelinsky explained to the other BOE members the process by which Avoca's Policy Committee reviews the policies that are highlighted by IASB's Policy Reference Education Subscription Service for considered amendments or additions. Previously the District Policy Committee had read through and discussed each of the 20 policies that had come up for review. Their recommendations were redlined and shared with each BOE member prior to the meeting. The recommendations were fairly benign, and there was not much discussion about any particular topic. The BOE members were encouraged to take some time before the Regular BOE meeting scheduled for November 16 and read the redlined policies in more detail. If there were any questions, they could be discussed at November 16th's second reading.

I. BOE Retreat/Training

Board President, Rick Zelinsky, and Superintendent Jauch led out on a conversation regarding conducting a Board of Education Governance Review as a follow up to the Board's Starting out Right Self-Evaluation that occurred last spring. The BOE of education was very receptive to the idea of this professional development opportunity and discussed going beyond the typically program. The BOE agreed to identify a day in the spring when all of them could commit six hours of time towards this continuous improvement opportunity. Dr. Jauch stated that he would reach out to the IASB Field Services Representative for this region to work out the logistics.

J. BOE Dress Code

Board President, Rick Zelinsky, raised the topic of the formality of dress at Board of Education meetings and Committee of the Whole meetings. He pointed out that previous Boards considered regular BOE meetings to be more formal than the Committee of the Whole Board of

Education meetings. After some discussion and debate, the Board of education did not adopt a particular code to address Board members attire or differentiate between the two types of meetings.

K. Avoca Band and Strings Update

Dr. Jauch provided the BOE with an update on the adjustments that had to be made to Avoca's band and orchestra programs as a result of District 39 changing the start time for some of the schools in their district. Because Avoca band students would be in class at the time Wilmette 39 held their before school full band rehearsals, Avoca sought another band partner and found it in the Sunset Ridge School District. The band students still receive their small group lessons with Ms. Farris of Wilmette District 39, but they do their full band rehearsals with Mrs. Baldwin at Sunset Ridge. Dr. Jauch reports that the start to this cooperative program has been a good one.

As it relates to orchestra. Dr. Jauch reiterated that Wilmette District 39 is investigating ways to house their own strings program and, if one is identified, they would pull out of Avoca's orchestra program. Dr. Jauch explained that having Wilmette leave Avoca's program would impact staffing. Fortunately, through attrition, Avoca will have an orchestra position open for the 2018-2019 school year. If Wilmette 39 committed to stay with Avoca on a long-term basis, then Avoca could hire a 1.0 fte orchestra teacher. If Wilmette leaves Avoca's program, then Avoca would need to hire a 0.6 fte orchestra teacher to maintain the current staffing levels. Dr. Jauch shared that one of his concerns is that Wilmette D39 may attempt to commit to Avoca for one more year and then pull out of the program. If that were to happen, Avoca would have to hire a full-time orchestra instructor and then cut that position by 40% when Wilmette does pull out.

CLOSED SESSION

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

The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6); and

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

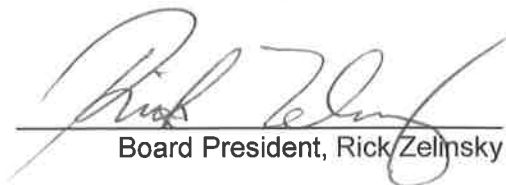
Ms. Dechovitz seconded the motion. Upon roll call, members voted as follows: Mr. Garbis, aye; Ms. Taylor, aye; Ms. Swibel, aye; Mr. Gibori, aye; Mr. Zelinsky, aye; and Ms. Dechovitz, aye. Motion carried.

The Board moved into closed session at 8:32 p.m. and reconvened in open session at 9:00 p.m.

Ms. Taylor 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. Gibori 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 9:00 p.m.



Board President, Rick Zelinsky



Secretary, Kevin Jauch