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WINNETKA PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION MEETING

DATE: September 27, 2011

TIME: 7:15 p.m.

PLACE: Carleton Washburne Resource Center

PRESENT: Board of Education: Ms. Dana Crumley
Ms. Beth Moritz Filip
Ms. Susan Whitcomb
Mr. Matt Hulsizer
Mr. Tom Shannon
Mr. Bill Meuer
Mr. Jon Kaplan (via conference call)

PRESENT: Administration: Dr. Thomas Hagerman, Superintendent
Ms. Trisha Kocanda, Assistant Superintendent of
Curriculum, Instruction and Assessment
Dr. Susan Pingitore, CFO/COO
Mr. Tom Eber, Principal, Skokie
Mr. Matt Fuller, Director, Technology
Mr. Steve Schacherer, Asst. Principal, Washburne
Ms. Alison Hawley, Asst. Principal, Skokie
Ms. Marcia Sutter, Communications
Dr. Maureen Cheever, Director, Human Resources
Dr. Cathy Rosen, Principal, Washburne
Ms. Susan Hugebeck, Principal, Greeley
Mr. Mark Ditthardt, Director, Pupil Services
Dr. Julie Pfeffer, Principal, Crow Island
Dr. Daniel Ryan, Principal, Hubbard Woods
Ms. Terri Atkinson, Teacher on Special Assignment

Visitors: Ms. Kenzie Doornweerd, Parent
Ms. Kristen Hesby, PTO Crow Island
Ms. Jen McQuet, Parent, District 36

Ms. Maggy Meiners, PTO Greeley
Ms. Sandy Welch, PTO Hubbard Woods
Ms. Katie Zoloto, Parent
Mr. Jeff Hoch, Resident
Mr. Brandon Samuels, Reporter, Winnetka-
GlencoePatch
Ms. Susan Antman, District 36
Ms. Jean Bierner, District 36
Mr. Eric Chan, District 36
Ms. Kris Clendenin, WEA
Ms. Laura Fenwick, District 36
Ms. Sharon Gernady, District 36
Ms. Cathy Koller, District 36
Ms. Lea Lazarus, District 36
Mr. Drew Peterson, District 36
Mr. Anthony Rowe, District 36
Mr. Bart Steinberg, District 36
Ms. Eva Tarini, District 36
Ms. Meghan Warner, District 36
Mr. David Wartik, WEA
Ms. Linda Wehrheim, District 36
Ms. Lynnae Wolin, District 36

MEETING CONVENED BY THE BOARD PRESIDENT

I. CALL TO ORDER

Board President Ms. Dana Crumley called the meeting to order at 7:14 p.m. in the Carleton Washburne Resource Center and welcomed everyone to the meeting.

II. ROLL CALL

Ms. Susan Pershing took the roll call as follows:

Present: Ms. Crumley, Ms. Moritz Filip, Ms. Whitcomb, Mr. Hulsizer
Mr. Shannon, Mr. Meuer, Mr. Kaplan – via conference call

III. WELCOME BY BOARD PRESIDENT

Ms. Crumley introduced a sign-in sheet for those who wish to make public comment during the meeting. The form requests the person's name, address, and indication of whether or not a response is requested. Dr. Hagerman reviewed a few minor changes to the agenda.

IV. PUBLIC HEARING ON THE 2011-2012 BUDGET

Chief Financial Officer, Dr. Susan Pingitore, presented the fiscal year 2012 budget for approval fulfilling the statutory requirement by Illinois School Law to approve a budget by September of the School Year. The budget reflects the education goals, mission and philosophy of the district.

Dr. Pingitore reviewed the following in her presentation:

- Budget timeline and overview of facilities, noting that while the buildings are magnificent, they are old. The average age of the school buildings is 79 years.
- Staffing, budget design, and method of organization.
- Detail on fund balances noting that revenues for all funds are expected to increase just over 5%, while expenditures are expected to increase by less than 1%.
- Allocation of all State Funds to the Education Fund. District 36 is a Flat Grant district that is allocated \$218/student.
- Adjustments made in the final budget fund balance from the preliminary budget that included a reduction of \$34,000 in State funding based on the anticipation that the State would not make all its statutory payments. Fund balances were also adjusted to reflect expected year-end actuals.
- Majority of District's revenue (approx. 96%) comes from local sources, primarily property tax.
- Educational fund accounts for about 69% of total budget. Salary and benefits comprise about 84% of the Educational fund.
- Expectations that the District would end the year with \$48,000,000 fund balance vs. preliminary estimates of \$45,000,000.

The Board asked Dr. Pingitore to expand on the variance between preliminary revenues/expenditures vs. actual, as well as the source of the 5% increase in revenues. Dr. Pingitore responded that the adjustments were made based on incorporating realistic figures based on information that was unavailable at the time the budget was first prepared. Dr. Pingitore noted that most of the revenue increase was in the debt service fund.

Dr. Hagerman thanked Dr. Pingitore for her work on completing this budget process.

Ms. Moritz Filip moved and Ms. Whitcomb seconded to adjourn the Public Hearing on the Fiscal Year 2011-2012 Budget.

V. PUBLIC COMMENT

Ms. Clendenin and Mr. Wartik, Co-Presidents of the Winnetka Education Association (WEA) thanked the Board on behalf of the teachers for approving the Salary Schedule that was re-opened as part of the 2009-2014 Winnetka Professional Agreement. They discussed the new WEA/School Board liaison program intended to help build bridges and communications between faculty and the Board. This program matches teachers with Board Members with the intent of meeting together monthly. Ms. Clendenin reported on the richness, depth and detail of learning that the students of each school in the District have been experiencing already this year. Ms. Clendenin urged the Board to visit the classrooms and connect with the teachers.

VI. COMMUNICATIONS

Ms. Moritz Filip reported that communications received included:

- Fed Ed Updates
- Five FOIA requests for construction information from Mr. Thomas Martinez.
- Request for information regarding 2011-2012 school fees from John Huston, reporter from The Chicago Tribune.
- Request from Jennifer Schafer for information concerning fees for bus and transportation services.
- Update from Marcia Sutter and Karin Sullivan re: press coverage The Winnetka Public Schools has received since August 23, 2011.
- Letter (read aloud) from 136 citizens to the Board of Education.
- Thank you from Sue Pappas, retired Carleton Washburne Secretary, for recognition and gift following her retirement

VII. CONSENT AGENDA

Ms. Whitcomb moved and Mr. Shannon seconded that the Board of Education approve the Consent Agenda stated as follows:

A. Payroll and Bills from August 23, 2011 to September 27, 2011:

Invoices	\$1,964,580.61
Payroll	\$1,687,976.26
Total	\$3,652,556.87

B. Executive Session minutes dated June 11, 2011

C. Executive Session minutes dated August 15, 2011

- D. Special meeting minutes dated August 15, 2011
- E. Special meeting minutes dated August 23, 2011
- F. Special meeting minutes dated September 12, 2011
- G. Regular meeting minutes dated August 23, 2011

Discussion: Mr. Shannon asked for a change to the minutes for the Special Board Meeting on August 15, 2011, to reflect Mr. Phil Earvolino's report to the Board, and omit the additional summation. Ms. Moritz Filip asked for change in the Regular Board Meeting Minutes on August 23, 2011, to reflect that Mr. Meuer attended the Alliance for Early Childhood, not Ms. Moritz Filip.

Vote to approve the minutes with the corrections as indicated above:

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
 Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan
 No: None

VIII. SUPERINTENDENT REPORT

A. Information Items

1. Communications

Marcia Sutter reported on moving ahead with the District Communication Plan that was presented at the August 23, 2011, Board meeting. The following communications have been launched or are in the process of being published: *Winnetka Wire*, *Learners*, *Community Postcards*, and *Principals' Newsletters*. The next step is to embark on effort to have community members subscribe to *Winnetka Wire* and *Board Highlights*.

2. Construction Updates

Dr. Pingitore reported on the District Office renovation. Completion date anticipated is November 25, 2011, with final completion by December 9, 2011. Greeley construction is complete but contractors are currently working through a punch list (i.e., intercoms, clocks). Meetings with Green & Associates will begin soon to address Crow Island parking issues.

3. Human Resources Updates – Dr. Maureen Cheever, Director of Human Resources.
 - Thanked Susan Pershing for 9 ½ years of service.
 - Review of SB7 and FMLA workshops recently attended.
 - Updates on contracts, certification and compliance.
 - Review of hiring, monthly District support staff meetings, and staff directory.
 - Presentation of Staffing Summary Report.

Report includes detail of staff at building level by position. Summary overview prepared in response to Board request that matches total staff to student enrollment. Comparison of Staffing to Enrollment ratios from Fall, 2010 – Fall, 2011. Benchmark data now exists on a detail level matching staff to enrollment numbers incorporating all employees regardless of position or FTE.

[Board discussion on change and composition of staffing included in the report from Fall 2011 – Fall 2012. Dr. Cheever indicated that current staffing detail includes all employees who receive a regular paycheck from the District.]
 - Compliance Training Schedule – review of 2-year plan.
 - Annual Safety Meeting held with Police and Fire department.
 - Presentation of Senate Bill 7.

Executive summary of Senate Bill 7 (SB7) including immediate implications, as well as timeline and summary from Hodges and Loizzi were reviewed. Immediately new tenured teacher dismissal requirements now apply, as well as the deadline to establish and hold first meeting of reduction-in-force joint committee comprised of equal representation of teachers and administrators. Overview of the changes to the method of reductions-in-force based on four groupings was given. Major change is that reduction-in-force is based on evaluation not seniority.

Board discussion on ratings, remediation and timelines including acknowledgement of need for evaluator to provide honest rating. The District teacher evaluation document is based on Charlotte Danielson’s model, which incorporates the required change in the evaluation instrument as dictated from the State from three possible ratings to four. The additional rating includes “needs improvement”.

4. Goals Discussion/Recap

Ms. Crumley recapped the development of Board Goals and the method of measurement. A rubric format has been created to see how these

goals are being accomplished. Next steps are to set dates, complete a rubric for each goal and revisit the discussion at next meeting.

5. **Special Board of Education Meeting Dates**
Ms. Crumley discussed the need for Special Board Meetings to be held for the purpose of completing Board goals, as well as, comprehensive policy review. A decision to have extended Tuesday meetings was made with Special Board meetings to begin at 5:00 p.m., followed by Regular Board meetings at 7:15 p.m. for at least October, November and December, but likely necessary through the end of the school year.
6. **2008 Regional Office of Education Compliance Report**
Dr. Cheever reviewed the 2008 Compliance (Visitation) Report, Probes (School Evaluation Form), and preparation for 2012-2013 Compliance Audit. The District's Response addressed all remaining issues and how they were resolved. The next steps include using the Probes (School Evaluation Form) to prepare for the audit anticipated for the 2012-2013 school year. Dr. Hagerman thanked Dr. Cheever for her work in identifying the actual details of the 2008 Compliance Report noting that this Report has been the subject of many false assumptions.
7. **Response to Resident Communication**
Ms. Crumley summarized the response to resident communication, received in August from Ms. Connie Henry, noting that the Board has a statutory responsibility to respond to questions posed within 60 days. The question posed to the Board concerned the School Code and the authority of the Board to set policy, and how that interplays with IASB policy. Due to this complexity of these issues Dr. Hagerman was asked to defer this question to Hodges and Loizzi, District 36 attorneys, to co-author the response.
8. **Review of Policy 6:295 – Private Tutoring**
This policy addresses the issue of teachers tutoring in the buildings after school hours and receiving private pay. It was noted that District 36 liability insurance does not cover teachers for activities after school hours. Review of Policy 6:295 raised a second issue of why the need for tutoring exists. Ms. Crumley explained that this issue wasn't captured in the policy, as the Board was unsure of how to reflect the need for tutoring in a policy format. Dr. Hagerman suggested that this question might best be addressed in future surveys and as part of strategic planning. Dr. Hagerman suggests that this policy be one of the first that is reviewed during the upcoming Policy review sessions.

9. Professional Development Feedback from Institute Day and New Teacher Orientation

The 2011 New Teacher Orientation was reviewed by Dr. Cheever. This year's orientation included a change in format and timeline. It provided teachers with a comprehensive view of district curriculum and practices. The evaluations completed were very positive; noting additional opportunities to meet with current faculty members would be appreciated. Dr. Cheever reviewed New Teacher Activities for 2011-2012 including meetings with mentors, release dates, etc.

Institute Day was reviewed by Ms. Kocanda. The Institute Day began with a breakfast and a short program at Washburne's Little Theater to meet Dr. Hagerman and other new colleagues. The program and keynote featured the theme of "Welcome Home". Review of the 2011-2012 District goals was followed by staff returning to their respective buildings for school specific activities. Very positive evaluations were received.

10. Board Liaison Updates

- Ms. Crumely reported on the IASB Dinner she and Dr. Hagerman attended. Discussion was on Senate Bill 7 and Changes to IMRF. The dinner represented a good opportunity to listen to legislators address these issues.
- Mr. Meuer and Dr. Hagerman attended the orientation for The Early Childhood Alliance, noting that the Alliance provides a great deal of information for parents of children in primary grades.
- Mr. Shannon attended ED-RED orientation and meeting. Present membership includes over 100 School Districts and three Intermediate Service Centers in Cook, Lake and DuPage Counties. ED-RED is a lobbying organization for Suburban Schools and Executive Director, Erika Lindley, is very knowledgeable on matters being discussed in Springfield. Most of the discussion at the last meeting was on Pension and Pension Reform. Reviewed upcoming meeting schedule. Board Members discussed attending 41st Annual ED-RED Legislative Dinner featuring keynote speaker Charlotte Danielson.
- Ms. Whitcomb attended a meeting of The Winnetka Plan Commission and reported that the Plan Commission is agenda-driven by Village Council. Current work has included addressing the question; what affordable housing would look like in Winnetka.
- Ms. Moritz Filip, along with Dr. Hagerman, attended Central PTO and Foundation Meetings.

B. Action Items

1. Approval of Amended Winnetka Professional Agreement 2009-2014 to Include C and E Steps

Ms. Moritz Filip moved and Mr. Shannon seconded that the Board of Education approve the Amended Winnetka Professional Agreement 2009-2014 to include C and E steps, as submitted.

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan

2. Approval of Budget

Ms. Moritz Filip moved and Ms. Whitcomb seconded that the Board of Education approve the official budget for the Fiscal Year beginning July 1, 2011 and ending June 30, 2012, said budget to be adopted and made a part of the official record of the Board of Education.

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan

No: None

3. Approval of List of Attorneys for District 36

The Board was asked to approve a list of law firms for the 2011-2012 school year that the District could engage as needed. The list represented firms that provided services to the District during the last fiscal year. The Board discussed the variance in rates charged and the quantity of firms listed. Dr. Hagerman suggested that this list of law firms be approved with the understanding that the District may or may not use these firms, based on the need.

Ms. Whitcomb moved and Mr. Shannon seconded that the Board of Education approve the list of attorneys for District 36 for the 2011-2012 school year, as submitted with clarification as provided by Dr. Hagerman.

Yes: All
No: None

4. Approval of IASB Policy Manual Customization Service Contract

Mr. Shannon moved and Ms. Whitcomb seconded that the Board of Education approve the IASB Policy Manual Customization Service Contract, as submitted.

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan
No: None

5. Approval of the 2011-2012 Application for the Recognition of Schools, as submitted.

Ms. Whitcomb moved and Ms. Moritz Filip seconded that the Board of Education approve the 2011-2012 Application for the Recognition of Schools, as submitted.

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan
No: None

IX. ASSISTANT SUPERINTENDENT REORT

A. Curriculum Update Memo

Ms. Trisha Kocanda, Assistant Superintendent of Curriculum, Instruction and Assessment, reported on the following curriculum projects:

- Mathematics Review
- World Language Review
- District-wide Writing Assessment
- Differentiated Instruction Professional Development
- Pearson Inform
- District-wide Assessment Plan Review
- School Improvement Planning & Data Analysis

B. World Language Parent Survey

Ms. Kocanda provided the results of the May 2011 parent feedback survey. Next steps are for the District to follow up to the survey with parent focus groups led by Ms. Kocanda and Assistant Principal of Washburne, Stephen Schacherer. Following focus group the School Board will be presented with the findings, a final report, and recommendation.

C. World Language Community Survey

Ms. Kocanda reported on examples of curricular and program improvements World Language teachers had committed to for the 2011-2012 school year. Improvements will be implemented grades 1-8.

D. Professional Development in Differentiated Instruction

Ms. Kocanda provided an overview of the 2011-2012 Differentiated Instruction Professional Development Plan to the Board. The plan includes five hours of professional development dedicated to differentiated

instruction before December 5, 2011, and an additional four hours of professional development from January 23–April 23, 2012.

Mr. Shannon asked if the professional development for differentiated instruction focused on specific content areas Ms. Kocanda responded that the professional development is curriculum-based or subject-oriented. Moving forward, professional development will be at the grade level at the elementary schools and content areas at the middle schools. Teachers will apply strategies learned to something that they are already planning on implementing. Dr. Hagerman thanked teachers and noted how accommodating they have been in welcoming these changes. Dr. Hagerman suggested Board Members visit classrooms to see this work in progress.

X. PERSONNEL REPORT

A. Action Items

1. Employment – Certified Staff
2. Employment – Non-Certified Staff
3. Change of Status – Non-Certified Staff
4. Change of Status – District Secretary
5. Other – Substitute Pay Rates 2011-2012

Ms. Whitcomb moved and Mr. Meuer seconded that the Board of Education approve the Personnel Report, as submitted.

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan
No: None

XI. OTHER BUSINESS

Susan Pershing was recognized for her 9 ½ years of service with a gift from the Board and Retirement Party, scheduled for October 27, 2011.

XII. PUBLIC COMMENT

Ms. Kenzie Doornweerd (532 Oak, Winnetka) read a letter signed by 136 residents, and thanked Dr. Hagerman, Ms. Trisha Kocanda, and the Board of Education for their work.

XIII. ADJOURNMENT

At 9:35 p.m., Ms. Moritz Filip moved and Ms. Whitcomb seconded that the Board of Education adjourn the meeting.

Yes: Ms. Crumley, Mr. Meuer, Ms. Whitcomb
Mr. Hulsizer, Mr. Shannon, Ms. Moritz Filip, Mr. Kaplan
No: None