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APPROVED December 13, 2011

WINNETKA PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION MEETING

DATE: November 15, 2011

TIME: 7:15 p.m.

PLACE: Carleton Washburne Resource Center

PRESENT: Board of Education: Ms. Dana Crumley
Mr. Jon Kaplan
Ms. Beth Moritz Filip
Ms. Susan Whitcomb
Mr. Matt Hulsizer
Mr. Tom Shannon
Mr. William Meuer

PRESENT: Administration: Dr. Thomas Hagerman, Superintendent
Ms. Trisha Kocanda, Assistant Superintendent of
Curriculum, Instruction and Assessment
Dr. Susan Pingitore, CFO
Mr. Tom Eber, Principal, Skokie
Mr. Matt Fuller, Director, Technology

Ms. Karin Sullivan, Communication
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

Visitors:

Mr. Andy Cripe
Ms. Kristen Hesby, Parent
Ms. Stacey Cohen, Skokie/Washburne PTO
President
Ms. Maggie Meiners, Greeley PTO President

Ms. Heather Smith Hubbard Woods, PTO
Ms. Jean Bierner, District 36
Mr. Matt Boyer, District 36
Ms. Kris Clendenin, WEA Co-President
Ms. Julia Garcia-Roch, District 36
Ms. Betsy Gmitro, District 36
Ms. Beth Migalla, District 36
Ms. Sheryl Nussbaum, District 36
Mr. David Wartik, WEA Co-President
Mr. Bandon Samuels, AOL Patch

MEETING CONVENED BY THE BOARD PRESIDENT

I. CALL TO ORDER

Board President Ms. Dana Crumley called the meeting to order 7:17 p.m. in the Carleton Washburne Resource Center.

II. ROLL CALL

Ms. Linda Wehrheim took the roll call as follows:

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

III. WELCOME BY BOARD PRESIDENT

Ms. Crumley welcomed everyone to the Regular Board of Education Meeting, noting that prior to this meeting, a Special Board of Education Meeting was held, where the Elementary Strings Program and Strategic Planning Process were presented as information items to the Board for discussion. The Administration recommended changes to the Elementary Suzuki Program, which will be brought back to the Board as an action item at the December 13, 2012 meeting. Strategic Planning was discussed with a review of literature presented by Mr. Matt Fuller, Director of Technology, and the Strategic Plan Process reviewed by Dr. Hagerman, Superintendent. An update on Board Policy work that begun on October 28, 2011, with Ms. Andrea Dolgin, Illinois Association of School Board Consultant, and Ms. Crumley, Mr. Kaplan, and Dr. Hagerman.

IV. PUBLIC COMMENT

None.

VI. COMMUNICATIONS & FOIA REQUESTS

Communications News

- Press Coverage update prepared by Marcia Sutter and Karin Sullivan, District Communication Coordinators.
- FOIA request received from Mr. Polan of Alltown Bus Service.
- Thank you note from Susan Pershing for retirement party and gift.
- Thank you note from Linda Wehrheim for floral arrangement welcoming her to her new position.
- Thank you note from Administrative Team to Mr. Hulsizer for providing lunch to Team following the October presentation of School and District Improvement Plans.
- Letter from Ms. Connie Henry

VII. CONSENT AGENDA

Mr. Shannon moved and Ms. Whitcomb seconded that the Board of Education approve the Consent Agenda stated as follows and the Special and Regular Board of Education meeting minutes.

- A. Payroll and Bills from October 26, 2011 through November 15, 2011

Payroll:	\$569,702.44
Invoices:	<u>\$4,191,213.65</u>
Total	\$4,760,916.09

- B. Special meeting minutes dated October 25, 2011

- C. Regular meeting minutes dated October 25, 2011

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

No: None.

VII. SUPERINTENDENT REPORT

- A. Recap of Work Session

1. Assistant Superintendent of Curriculum, Instruction and Assessment, Ms. Tricia Kocanda, presented options for revisions to the elementary strings program and recommending no fee charged for participating families, building capacity into the program by anticipating growth with larger group sizes, while maintaining the instructional component. Discussion included legality of charging program fees for activities provided during the school day and as well as providing modified-Suzuki approach to students. Recommendation will be brought to the Board as an action item at December 13, 2011 meeting.

2. Presentation by Director of Technology, Mr. Matt Fuller, and Superintendent, Dr. Thomas Hagerman on Strategic planning. Mr. Fuller presented a review of literature and Dr. Hagerman presented a grass roots approach to strategic planning that includes stakeholder participation in focus groups as well as a series of surveys designed to capture prioritized information.
3. Board President, Ms. Dana Crumley, provided an overview of the policy review process that has begun. A draft policy manual has been prepared and Ms. Crumley, Mr. Kaplan and Dr. Hagerman will begin review work with Ms. Andrea Dolgin, Illinois Association of School Board consultant, to personalize the policies and bring the revisions either in sections or as a whole back to the Board for discussion and then formal adoption.

B. Kindergarten & Junior Kindergarten Registration

Superintendent, Dr. Thomas Hagerman, reported that the District is working on a centralized registration process that will include implementation of an online system. Kindergarten registration will be held at the elementary schools on December 2, 2011. Dr. Hagerman worked with primary principals to create a centralized kindergarten registration packet. A new form will be incorporated this year. This *Proof of Residency* form requires specific documentation to be provided and questions answered to comply with residency statutes determined by Illinois School code. Junior Kindergarten was not offered for the 2011-2012 school year due to enrollment. It has been an informal program, based on word of mouth and intertwined with Kindergarten. This year, registration will begin in January, 2012 providing district-wide equal access. Following in-district registration, the program will be offered to non-district residents. The first section of Junior Kindergarten will be held at Greeley school. If there is enough interest, there will be a 2nd site at Hubbard Woods or Crow Island. A formal proposal for tuition costs will be presented at the December 13, 2011 Board meeting.

C. Student Transfers

Director of Pupil Services, Mr. Mark Ditthardt presented, in response to the Board's request, information concerning student transfers. For the 2010-2011 school year, fifty-five students left in the middle or end-of-the school year (grades K-7), with the majority leaving at the end of the school year. Of the 55 students that transferred out of the district, 21 went to private schools or were home schooled, with the remainder moving outside Winnetka. Mr. Ditthardt reported that 102 new students enrolled in District 36. In conclusion, with 272 eighth grade students graduating and 55 students transferring, the total number of students that left the District during 2010-2011 totaled 327. The kindergarten enrollment and new student enrollment equaled 236, reflecting a net difference of 91

students. Some of this difference can be attributed to the especially large 8th grade graduation class from last year.

D. Discussion of Tax Levy

Chief Financial Officer, Dr. Susan Pingitore, reviewed the requirement that all taxing bodies must file a Certificate of Tax Levy with the County Clerk by the end of December. A Public Hearing is required if the levy estimate is greater than a 5% increase over the previous year's tax extension. The levy being proposed is under the 5% threshold and no public hearing is required, however, Dr. Pingitore's recommendation is that the public hearing be held at the School Board meeting on December 13, 2011 for the purposes of full transparency.

This levy protects the District in the unlikely event that there is a significant decline in the District's equalized assessed valuation (EAV) and is determined based on the limitation of the property tax cap, which is the Consumer Price Index (CPI), or 5 percent, whichever is less. For 2011, the limitation is 1.5 percent exclusive of new property, which is excluded from the limitation.

Dr. Pingitore also recommended that the District utilize the "Loss and Cost" option available to Cook County school districts. With this option, the County Clerk will add 5 percent each of the District's levies. This mechanism is a safety net if the levy is not high enough to capture the estimated \$16,000,000 upon which the levy is based and an increase in the District's "old" EAV. Last year's new property was \$15,792,068.

The Board recognized Dr. Pingitore for providing this information in a very understandable way. The Board had questions regarding previous tax levy projections. The Board discussed understanding the tax levy in terms of CPI, staffing and enrollment. Board discussion included understanding how the 4.9% increase is distributed; noting that it would not be anticipated that the District would receive a 4.9% increase.

E. District Calendar

Superintendent, Dr. Thomas Hagerman, and Assistant Superintendent of Curriculum, Instruction and Assessment, Ms. Trisha Kocanda, reviewed the setting of the District Calendar. The District Calendar is set by committee that includes one representative from each building, PTO Council President and Board Member. While there are few opportunities for choice and decision-making, input from staff is included as well as part of the negotiated agreement between the faculty and Board of Education. Dr. Hagerman asked the Board for a framework by which to bring forward a calendar recommendation for the 2012-2013 school year.

Board input included:

- Alignment with New Trier Calendar
- Concern over beginning too early in August when classrooms are too hot
- Priority to be based on what's good for families
- Provide recommendation with alignment with New Trier as goal, including rationale for differences.

F. Skokie Principal Search

Superintendent, Dr. Thomas Hagerman, and Director of Human Resources, Dr. Maureen Cheever, met with *School Exec Connect* President, Linda Hanson, to begin national search process for Principal of Skokie School. The timeline presented anticipates a candidate recommendation at the March, 2012 Board meeting. Ms. Hanson has placed advertisements in *Education Week*, as well as other educational journals. The Human Resource Department created a vacancy notice and mailed 1800 brochures to schools in Cook, Dupage and Lake County. Focus group meetings will be held on December 18, 2011 at 2:00 PM and 7:00 PM. Staff will provide input during lunch periods. Input will also be gathered through *Survey Monkey*. Applications will be accepted through January 24, 2012.

G. Winnetka Public Schools Foundation Funded Projects

Assistant Superintendent of Curriculum, Instruction and Assessment, Ms. Trisha Kocanda, reviewed the different tiers of funding that the Winnetka Public Schools Foundation provides to the District. This includes grants teachers apply for ranging from new iPads to lighting, and guided reading work. Teacher research grants are also applied for that can typically take up to 2 years to complete and are usually reflective of new initiatives. The Foundation also supports a Summer Institute every other year. Ms. Kocanda noted that all research findings and initiatives that are granted to a particular teacher at a particular school is shared throughout the District. Ms. Kocanda also discussed the Carlson Funds, which are the result of an endowment given to the Foundation for staff development and annual community event.

VIII. BOARD GOAL UPDATES – Superintendent, Dr. Thomas Hagerman, presented the Board with the Final Board Goal Document and the November, 2011 update reflecting action steps completed through November 11, 2011. The Goal Development and Implementation Matrix was updated with strikethroughs visually reflecting progress on goal completion.

Goal 1: Curriculum, Instruction and Assessment - Progress through November 11, 2011

Assistant Superintendent of Curriculum, Instruction and Assessment, Ms. Tricia Kocanda provided the following update:

- Parent Input Subcommittee launched an online survey to collect information on how parents perceive current implementation of the Common Core's eight mathematical standards.
- World language cost/benefit analysis of program revision options will be presented to the Board at its December 13, 2011 Board meeting.
- Music, Drama and Art teachers have met and began developing learner outcomes (*Know, Understand that and Do* – KUD's).
- Writing Training Assessment with Dr. Peggy Allan took place in October focusing on the “focus” domain of the rubric.
- All staff participated in 3-hour workshop on differentiated instruction
- The District’s RtI committee met to develop a rubric for analyzing and comparing current assessments to adaptive, computer-based options. The original timeline for an anticipated recommendation to the School Board was January, 2012. The timeline has been moved to March, 2012.
- The 2009/2010 ISAT, 2009/2010 Aimsweb and 2010 GRADE data were downloaded into the Pearson INFORM system.

Goal 2: Metrics and Reporting - Progress through November 11, 2011

Assistant Superintendent of Curriculum, Instruction and Assessment, Ms. Tricia Kocanda provided the following update:

- Following the October School and District Data Presentation, the Elementary Strings Program Analysis and Recommendation was completed. The recommendation prepared by Dr. Pingitore and Ms. Kocanda was brought to the Board for discussion at the 5:00 P.M. Special Board Meeting and will be brought back to the Board for action at its December 13, 2011 Board Meeting.

Goal 3: Communications - Progress through November 11, 2011

- Communications Coordinators, Ms. Marcia Sutter and Ms. Karin Sullivan, are implementing the District-wide communication plan presented in August, 2011.

Goal 4: Human Resources – Progress through November 11, 2011

Director of Human Resources, Dr. Maureen Cheever provided the following update:

- Developing plans, process’ and procedures.
- Personnel File Organization
- Emergence of Personnel Handbook
- Presenting at job fairs
- Assist staff in establishing partnership with universities to offer middle school endorsement coursework
- Posting certified staff vacancies, and initiate search process for The Skokie School principal position.

Goal 5 – Strategic Planning – Progress through November 11, 2011

Superintendent, Dr. Thomas Hagerman, provided the following update:

- Best practices for strategic planning were reviewed by Technology Director, Mr. Matt Fuller
- Proposal of Strategic Plan Process Drafted that will include staff and community input through formal solicitation through both surveys and focus groups.

Goal 6 – Strategic Planning – Progress through November 11, 2011

Board Vice President, Mr. Jon Kaplan,, provided the following update:

- Board members participated in site visit to Francis Parker school
- Board members met with teacher representatives
- Held first Board policy review meeting with IASB representative Andrea Dolgin and completed questionnaire on District 36 practices and existing policies.

IX. PERSONNEL REPORT

A. Information Items

1. IMRF Policy

Chief Financial Office, Dr. Susan Pingitore, presented to the Board a proposal for changes to the Illinois Municipal Retirement Fund (IMRF). Dr. Pingitore and Director of Human Resources, Dr. Maureen Cheever provided information to the Board on the impact Senate Bill 1831 (signed into law on August 26, 2011) will have on the District’s current retirement policy for non-certified staff. This law incorporates several changes to the Illinois Municipal Retirement Fund (IMRF), which has an immediate impact on the non-certified employees of District 36. Since 2007, the Board has offered an enhanced retirement benefit to IMRF members as outlined in Policy 5:295. This Policy provides eligible employees with a retirement incentive of one half of the salary earned by the employee in the last complete fiscal year of employment up to a maximum of \$16,000. As a result of the new legislation, employers would be required to pay a “penalty” to IMRF on employee earnings in an given year that exceed that of the prior year by more than 6% or 1.5 times the increase in CPI, whichever is greater. This law follows the recent changes to a 6% cap for certified staff participating in the Teacher Retirement System.

After presenting four options for consideration, Dr. Pingitore and Dr. Cheever recommended that Option (1) retaining the policy in its current form be discontinued. Dr. Pingitore explained that the Board will be asked to approve a policy revision at its December 13, 2011, Board meeting, as there are currently three employees who have stated their intent to retire. Dr. Pingitore also reported to the Board that some of the District’s IMRF employees are under a collective bargaining agreement and therefore option 3 which require a drafting of new

policy and option 4 eliminating the IMRF retirement incentive plan in its entirety would not be able to be incorporated without providing a notice to bargain.

The Board asked how much the penalty would be. Dr. Pingitore responded that it was unknown but could be significant. Currently a grace period is given to Districts to fix their policies without penalties. The Board indicated an interest in aligning the retirement benefit to be consistent with the benefit provided to certified staff. Dr. Pingitore will bring back a proposal to the Board for action that will incorporate feedback received.

2. **Sabbatical Request**
Superintendent, Dr. Thomas Hagerman, brought to the Board a Sabbatical Leave Application for consideration. The application submitted is in accordance with Section 24-6.1 of the Illinois School Code and the Winnetka Professional Agreement. If approved by the Board, the teacher would receive ½ of individual salary and TRS contribution. A detailed proposal providing timeline and and benefits to the District was received. This request will be brought back as an action item at the December 13, 2011 Board meeting.

Dr. Hagerman was asked to provide his opinion on the benefits to the District of approving this request. Dr. Hagerman expressed support for the request based on strong curricular connection and the mutual learning opportunity that would result from an exchange program with Common Hope. In the last 15 years there have been 2 teachers that received approval of a sabbatical request.

B. Action Items

1. Appointments, Non-Certified Staff
2. Change of Status - Certified Staff
4. Resignation - Certified Staff
5. Retirement - Certified Staff
6. Retirement - Custodial Staff

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

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

No: None.

XI. OTHER BUSINESS

1. NSEED Follow Up discussion
Superintendent, Dr. Thomas Hagerman was asked to follow-up on the discussion at the October, 2011 Board meeting concerning the effect an increase in costs incurred by high school districts receiving NSEED services would have on elementary districts. Dr. Hagerman brought the topic up for discussion at the New Trier Township Superintendents Meeting. As Mr. Hulsizer reported during the October Board meeting, there will be a change in the cost structure. This change will not happen this year, and will result in a cost savings long-term to District 36, and other elementary schools, and a cost increase to New Trier, and other high school districts. Dr. Hagerman reported that the high schools recognize that a restructuring to provide equity in fees will occur.

2. New Business
Superintendent, Dr. Thomas Hagerman, queried the Board regarding interest in receiving Board packets electronically, and if so in what format. The Board agreed that this would result in a better use of resources and asked that for the December meeting information be provided to the Board on flash drives. Computers will be pre-loaded with the Board packets for its December 13, 2011 meeting.

XII. PUBLIC COMMENT

None.

XIII. ADJOURNMENT

At 8:50 p.m. Mr. Jon Kaplan moved and Mr. Tom Shannon seconded that the Board of Education adjourn the meeting.

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