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APPROVED SEPTEMBER 27, 2011

WINNETKA PUBLIC SCHOOLS  
REGULAR BOARD OF EDUCATION MEETING

DATE: August 23, 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. Bill Meuer

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

Visitors: Ms. Katie Scullion, Winnetka Caucus  
Ms. Donna McShea, Winnetka Caucus  
A. Cripe, Winnetka Caucus  
Ms. Beth Loehr, Winnetka Caucus  
Ms. Jenn Greenow, Winnetka Caucus  
Ms. Krista Hesby, Crow Island PTO  
Ms. Laura Michaels, *Winnetka Current*  
Ms. Kenzie Doornweerd, Parent  
Ms. Connie Henry, Parent  
Mr. Jeff Hoch, Resident  
Dale Wyant, Resident  
Ms. Laura Fenwick, District 36  
Ms. Kris Clendenin, WEA  
Ms. Sheryl Nussbaum, District 36  
Ms. Cathy Koller, District 36  
Mr. Victor Cooper, District 36

#### MEETING CONVENED BY THE BOARD PRESIDENT

##### I. CALL TO ORDER

Board President Ms. Dana Crumley called the meeting to order at 7:15 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, Mr. Kaplan, Ms. Moritz Filip, Ms. Whitcomb  
Mr. Hulsizer, Mr. Shannon, Mr. Meuer

Absent: None

##### III. WELCOME BY BOARD PRESIDENT

Ms. Crumley stated that it was time to move to the Public Comment section of the meeting.

##### IV. PUBLIC COMMENT

None

V. COMMUNICATIONS

Ms. Moritz Filip reported that communication has been received from the Winnetka Community House.

Ms. Crumley reported that the Board has received one email from the public. It will be reviewed and a response will be issued within 60 days.

VI. CONSENT AGENDA

Ms. Moritz Filip moved and Mr. Kaplan seconded that the Board of Education approve the Consent Agenda, as follows:

A. Payroll and Bills from June 24, 2011 to August 23, 2011

Invoices	\$2,286,747.12
Payroll	\$ 660,049.21
<b>Total</b>	<b>\$2,946,796.33</b>

B. Regular meeting minutes dated June 14, 2011

C. Executive Session minutes dated June 14, 2011

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

No: None

VII. SUPERINTENDENT REPORT

A. Information Items

1. Communications Plan

Ms. Marcia Sutter and Ms. Karin Sullivan, the District's Communications Facilitators, presented the 2011-2012 Communications Plan. They discussed the background of District 36 communications, the benefits of having a team approach at the present time, a communications overview, and sample District communications. Highlights from their presentation included the following:

- The Communications Department was formed in the fall of 2010 following a request from the School Board for a more thoughtful, cohesive approach to communication.
- The Communications team works not only with building administrators, teachers, and volunteers, but also with the local press and other Village groups.

- Members of the community can expect to see more information from the District this year. Examples of this communication are:
  - 2011-2012 Communications Calendar
  - *Board Highlights*
  - *Winnetka Wire*
  - Monthly postcards to all residents
  - Postcards to staff
  - Parent Welcome Letter
  - *Inside 36*
  - *Learners*
  - *Annual Report*

An important goal of Dr. Hagerman and the Board is increased communication and transparency. To this end, a public online Board packet is now available a few days before regular Board meetings. In addition, the public can now sign up for electronic newsletters.

Ms. Sutter also reported that District 36 has won eight awards from INSPRA, the Illinois chapter of the National School Public Relations Association.

Ms. Sutter and Ms. Sullivan acknowledged the staff that worked on the District's communication efforts and stated that the PTOs will be more involved going forward. Dr. Hagerman reported that communication to parents is being worked on.

## 2. Student Assignments and Intra-District Transfers

Dr. Hagerman reported that Board Policy 7:30 deals with students whose families move within Winnetka. The practice has been to allow a student whose place of residence changes from one attendance area to another during the school year to finish that year at the school in which he or she began it, and an additional year if the student has only one more year to complete. Dr. Hagerman stated that he favors a policy that allows students to stay for a total of two years.

The Board discussed this issue, and concerns were raised about a two-year stay being too long and the importance of addressing special needs students. A suggestion was made that there be no back and forth allowed between schools during a period of several years.

## 3. Suzuki Strings Program

Dr. Susan Pingitore, the District's CFO/COO, reported on the following:

- Every year the School Board establishes the fee for the Suzuki Violin program. Last March Dr. Shelley Clark, the previous CFO, recommended an 8.5% increase to \$922 for the 2011-2012 school year. The Board approved a fee increase of 12% to \$950.
- Last year the total tuition collected amounted to \$103,546.87.
- Last year's cost for salary and benefits for 1.6 FTE teachers was approximately \$117,000.
- The philosophy of the Board has been for tuition to cover the total cost of the program.

Ms. Kocanda's report included the following information regarding the Suzuki program:

- Three schools offer the program – Crow Island, Greeley, and Hubbard Woods.
- The program was initiated in the 1940's.
- Lesson structure
- Typical lesson designs
- Performances – One all-District in April and one School Assembly

Discussion ensued regarding the Suzuki program. Dr. Hagerman expressed his concerns about the program, and the Board stated that charging tuition to pay staff is in violation of the Illinois State Code. Dr. Hagerman will respond to the Board with additional information.

#### 4. Construction Updates

Dr. Pingitore reported on the construction projects taking place at Greeley, Skokie, Hubbard Woods, and Washburne Schools. She stated that, overall, the projects are nearing completion despite the flooding that occurred in the District. Construction work is also underway to renovate the District Office.

Dr. Pingitore stated that the custodial crew performed a remarkable job during the summer flooding as well as after this time period in preparing the schools for opening day.

Mr. Bill Meuer recommended that the District sponsor a cookout for the custodians to thank them for their hard work.

#### 5. Financial Recognition

Dr. Pingitore reported on the following:

- Every year the Illinois State Board of Education (ISBE) evaluates the financial condition of all public school districts in Illinois. The Winnetka Public Schools has earned Financial Recognition status, the highest possible designation for the fiscal year ending 2010.
- The following financial profile indicators were used by ISBE:
  - Fund Balance to Revenue Ratio
  - Expenditure to Revenue Ratio
  - Days Cash on Hand
  - Percent of Short-Term Borrowing Ability Remaining
  - Percent of Long-Term Debt Margin Remaining
- The District recently received a recognition certificate for this designation.

## 6. Budget Updates

Dr. Pingitore recommended that additional vendors be added to the payables list approved for early check runs. She explained that this practice would enable the District to avoid late fees and make prompt payments. She provided the Board with a list of current and proposed new vendors.

Dr. Pingitore also reported that as part of her review of the 2012 tentative budget, payments for several vendors from budgeted 2011 funds had to be voided because the work was not scheduled for completion until after July 1, 2011, the start of the 2012 fiscal year. A total of approximately \$149,000 in checks was voided. Payments for these vendors will need to be added to the 2012 budget in the Operations & Maintenance Fund and the Capital Projects Fund.

Dr. Hagerman thanked Dr. Pingitore and her entire team in the Business Office.

## 7. Human Resources Updates

Dr. Maureen Cheever, Director of Human Resources, reported on the following major work and initiatives in Human Resources that have occurred before or since July 1, 2011:

- Personal/professional development that Dr. Cheever has undergone.
- Contracts, certification and compliance
- Administration, faculty and support
- Other initiatives
  - Creation of District 36 Personnel Handbook
  - Beginning work on implications of SB7

Dr. Cheever thanked Dr. Hagerman and Dr. Pingitore for their mentoring since taking the Human Resources Director position.

#### 8. Goals Discussion/Recap

Ms. Crumley and Mr. Kaplan summarized the earlier goals discussion. The Board agreed to five goal areas for the current school year:

- Curriculum, Assessment and Instruction
- Reporting and Metrics
- Communication
- Human Resources
- Strategic Planning

Dr. Hagerman will meet with Board members in the coming weeks to further refine the goals. Additional Board meetings will be scheduled to discuss and complete these goals.

#### 9. Board Policy Review

Dr. Hagerman reported that there are several policies that the Board has not yet adopted, and many more which have not been adopted since 2005 or earlier. He stated that he would like the Board to review and update these policies, including Policy 7:30 on intra-district transfers. The current policy states that students may finish the year at the school in which they began it, but any extension beyond that requires a parent's written request and approval from the superintendent. Dr. Hagerman expressed his support of allowing a student who has been at one school for two years to stay for the duration.

Mr. Bill Meuer stated that he had concerns about a student living in one attendance area and not going to that school. He said that he feels it is important for children to be "integrated" in their neighborhood school, but agreed that the Superintendent should make the final decision.

#### 10. Board Liaison Updates

Mr. Matt Hulsizer reported that the Northern Suburban Special Education District (NSSED) is doing a good job and provides measureable outcomes.

Mr. Bill Meuer reported that the Alliance for Early Childhood has not had any meetings yet this year.

B. Action Item

1. Approval of the Apple Computer Equipment Lease 2011-2015

A discussion took place regarding the importance of technology achieving curriculum objectives.

The Apple Computer Equipment Lease 2011-2015 addresses four primary goals:

- Replaces desktop and laptop computers in the elementary schools purchased during the 2006-2010 lease.
- Gives teachers in all five schools greater computer access.
- Adds one iPad cart per building to create greater student computer access in all five schools.
- Upgrades laptop computers for District Administration and the technology team with current equipment.

Ms. Whitcomb moved and Mr. Kaplan seconded that the Board of Development Education approve the Apple Computer Equipment Lease 2011-2015, as submitted.

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

No: None

VIII. ASSISTANT SUPERINTENDENT REORT

A. Summer Curriculum Work

Ms. Trisha Kocanda, Assistant Superintendent of Curriculum, Instruction and Assessment, reported on the following curriculum projects that took place this summer, as well as other upcoming projects.

- World Language Review - Grades 1-8
- Music Review - Grades K-8
- District Writing Assessment Development - Grades 3-8
- Online Curriculum Guide Revision - Language Arts - Grades K-8
- Science Units Revised - Grades 1-4
- Bridging to the Common Core ELA Standards - Language Arts Curriculum - Grades 6-8
- Grammar Curriculum

- Development: Language Arts Curriculum – Grades 7-8
- Developing KUDs (Know, Understand, be able to Do) for Social Studies Units of Study – Grades 7-8
- New Teacher Retreat scheduled for August 22 and 23
- Training by Dr. Peggy Allan in the area of writing
- Pearson Inform training for administrators and teacher leaders in mid-September

## IX. PERSONNEL REPORT

### A. Action Items

1. Employment – Certified Staff
2. Employment – Consultants
3. Employment – Interns
4. Employment – Non-Certified Staff
5. Change of Status – Certified Staff
6. Change of Status – Non-Certified Staff
7. Resignation – Certified Staff
8. Resignation – Non-Certified Staff
9. Retirement – Custodial

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

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

No: None

## X. OTHER BUSINESS

Discussion took place concerning the need for additional Board meetings for goal-setting.

## XI. PUBLIC COMMENT

The following individual addressed the Board:

- Mr. Jeff Hoch

## XII. ADJOURNMENT

At 9:30 p.m., Ms. Whitcomb moved and Ms. Moritz Filip seconded that the Board of Education adjourn the meeting.

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