

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
REGULAR MEETING OF THE BOARD OF EDUCATION**

April 15, 2013

**New Trier Township High School
7 Happ Road, Room C234
Northfield, IL 60093**

A **Regular Meeting** of the Board of Education of New Trier Township High School District 203, Cook County, Illinois was held at New Trier High School – Northfield Campus, 7 Happ Road, Room C234 on Monday, April 15, 2013 at 7:30 p.m.

Members Present

Mr. Alan R. Dolinko, President
Mr. F. Malcolm Harris, Vice President
Ms. Carol F. Ducommun
Mr. Peter Fischer
Ms. Lori Goldstein
Mr. John Myefski
Mr. Patrick O'Donoghue

Administrators Present

Dr. Linda L. Yonke, Superintendent
Mr. Donald Goers, Associate Superintendent
Mr. Paul Sally, Assistant Superintendent for
Curriculum & Instruction
Dr. Timothy Dohrer, Principal – Winnetka Campus
Mr. Paul Waechtler, Principal – Northfield Campus

Also Present

Ms. Niki Dizon, Director of Communications; Mr. George Sanders, Director of Human Resources; Ms. Ellen Ambuehl, Director of Special Education; Mr. Christopher Johnson, Director of Technology; Mr. Matt Ottaviano, Assistant Principal, Winnetka Campus; Mrs. Linda Knier, Director of Academic Services; Ms. Denise Hibbard, Assistant Principal, Northfield Campus; Mr. Christopher Wildman, Director of Business Services; Mr. Dave Conway, Facilities Manager, Northfield Campus; Mr. Steve Linke, Facilities Manager, Winnetka Campus; Ms. Elizabeth Blodgett, Co-President NTESPA; Mr. Marty Laffey, Mathematics Department; Mr. Erik Saszik, Mathematics Department; Ms. Jenny Wexler, Mathematics Department; Mr. Terry Phillips, Mathematics Department; Ms. Judy Macnab, Library Department Chair; Mr. Ed Zwirner, English Department; Mr. Paul Easton, English Department; Mr. Josh Wenger, ARAMARK Food Service; Mr. Greg Robitaille, members of the press and members of the community.

BUSINESS MEETING

I. CALL TO ORDER – 7:30 p.m.

Mr. Dolinko called the Regular Meeting of the Board of Education to Order at 7:31 p.m. Roll call was taken. All members were present.

III. BUSINESS MEETING Open Session – 7:30 p.m. – C234

Mr. Dolinko convened the meeting to order at 7:32 p.m. and welcomed those in attendance. He announced that if anyone wished to address the Board during the Communications part of the agenda, he or she needed to fill out a yellow Communications Request Form found on the table at the back of the room and pass it up to the Board table.

IV. Minutes

Mr. Dolinko requested a motion to approve the minutes of the March meetings. Mr. Peter Fischer moved and Mr. Harris seconded the motion to approve minutes of the Regular Meeting of the Board of Education held on March 18, 2013, open and closed sessions. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Fischer, Mr. Goldstein, Mr. Harris, Mr. Myefski, Mr. O'Donoghue, Ms. Ducommun, Mr. Dolinko

NAY: None

The motion passed unanimously.

V. **Communications**

Mr. Dolinko invited members of the Community to share their comments with the Board. No one came forward to speak.

Dr. Yonke took a moment to congratulate the Board members on their recent election to the School Board on April 9, 2013. The three returning members are Al Dolinko, Mac Harris and John Myefski. Mr. Greg Robitaille is the new member to the Board, replacing outgoing member Carol Ducommun. Dr. Yonke thanked them for their efforts and service to the District and welcomed new and returning members to the Board.

VI. **Special Orders of Business**

A. **Report from Campus Principals, Assistant Superintendents & Associate Superintendent**

Mr. Paul Waechtler, Principal of the Northfield Campus shared information on events and activities happening at the freshman campus which included the Aids Awareness Day before Spring Break, activities related to the India Service Project, the Day of Silence, and the presentation on Friendship in America which is a follow-up to the Names Program. *After the Academics* is planned for May 6. Mr. Waechtler noted that registrations for incoming freshmen remain at the previously announced levels, and their course selections are being confirmed. Mr. Waechtler also commented on the high school principals' meeting of the Benchmarking Consortium he attended in Boston, highlighting a key speaker, Martha Minow, (New Trier Hall of Honor Selectee) Dean of the Harvard Law School, who spoke on teaching, learning and life outcomes. Mr. Waechtler noted all were affected by her inspirational insights.

Dr. Timothy Dohrer, Principal of the Winnetka Campus, reported on the very busy fourth quarter at the east campus. Athletics are well underway despite the challenges of weather, and performing arts events are taking place every week for the next six to seven weeks. The annual Classroom to Career Day took place on April 11, whereby New Trier alumni share their professional experiences with students. Prom tickets will go on sale April 18, 19 and 22 for the event at the Chicago Hyatt Regency on May 4. Dr. Dohrer highlighted WNTH Radiothon on Sunday, Senior Project, the PSAE days for juniors and Institute Days for sophomores and seniors on April 23 and 24. The year's last speaker presentation for parents is on April 25, featuring Dr. Richard Davidson, Professor from the University of Wisconsin. He will be speaking on Emotional Intelligence and looking at mindfulness in the workplace. Both Dr. Dohrer and Dr. Yonke reported on this year's *Run to Remember*, held yesterday, April 14. The event was a kick off for the KW Department's "Wellness Week." The run was held in honor of those alumni students lost in the porch collapse in 2003 as well as in memory of beloved New Trier Principal Jan Borja who died in 2012.

Mr. Tim Hayes, Assistant Superintendent for Student Services shared information on events on the work of equity and diversity at New Trier. Mr. Waechtler had mentioned the About Face Theatre Company's presentation to the freshmen, "How to Have a Friendship in America." Beyond Diversity, workshop for staff, students, and parents, was held for two-days on April 3 and 4. Also, on April 16, the Committed to Action Club is presenting speaker Jamie Nabozny from Wisconsin. He won a Federal landmark lawsuit on ensuring safety for all students from bullying regardless of sexual orientation.

Mr. Paul Sally, Assistant Superintendent for Curriculum & Instruction, noted that new hiring has begun for next year in many of the departments due to retirements and leaves of absence. This is an important process requiring time and deliberation and performed by departmental hiring committees and the administration.

Mr. Don Goers, Associate Superintendent, reported that there was one FOIA request since the last Regular Board meeting. It was asking for information on the Budget, which is posted on the school's website. The request was responded to and has been closed out. Mr. Dolinko asked if there were any open requests; Mr. Goers stated there were no outstanding FOIA requests.

B. **Report from Facilities Steering Committee**

Dr. Yonke presented an overview report for the Board of the Long Range Facilities Plan from 2009. The Board requested information on which facilities items have been completed and which have not. From the 2009 plan, almost the entire Northfield plan is completed; however, none of the Winnetka plan has been

implemented. Since the failed referendum in 2010, the Facilities Steering Committee, the Board, and the Administration have worked to continue a maintenance plan for Winnetka that keeps the buildings safe and clean, preventing further deterioration in the oldest buildings where possible. Also during this time, a community survey was completed, as have various studies: the 1-3 Model Assessment; the Land, Building, and Field Use Study; the Strategic Plan Assessment; and the ADA accessibility study. Dr. Yonke reviewed specific areas included in the 2009 Long Range Plan and commented on their status. Board discussion followed with members commenting on the best possible ways to begin the discussion on addressing the facilities needs at the Winnetka Campus. General agreement included the involvement of the Facilities Steering Committee, the Community Engagement Committee, and the Finance Committee in the process to ensure success going forward.

C. Guidelines for Initiating Student Clubs & Athletic Teams

At the March Regular Board meeting, Board member John Myefski requested information on the process followed in creating new student clubs and teams. Dr. Tim Dohrer's response included the current written Guidelines and Procedures for Recognition as an Official New Trier High School Student Organization and a copy of the Official New Trier Club Application. Dr. Dohrer reviewed the procedures that are in place for students seeking club and team status as well as examples of the recent applications. Board members queried Dr. Dohrer and Dr. Yonke on details such as finding a faculty sponsor, stipends, the number of new clubs per year and particular issues with team sports. Generally speaking, Dr. Dohrer noted it takes approximately three to four months for a club to be officially chartered. Specific discussion regarding the length of time that it took for Sailing to be granted club status took place, with Mr. Myefski stating his strong dissatisfaction with the process experienced by that group. Dr. Dohrer and Dr. Yonke discussed some of the specific and unusual circumstances regarding the Sailing request, though they admitted that the process took too long and that they would work to ensure that that kind of delay did not happen again.

D. Summer School Travel Programs

Mr. Tim Hayes reported for Ms. Athena Arvanitis on Summer School Travel Programs. Ms. Arvanitis was unable to attend the meeting due to a death in the family. Mr. Hayes shared the report that he and Ms. Arvanitis worked on in response to the Board's request for information on travel abroad costs, liability and insurance. He reiterated the rationale to provide travel experiences for language immersion, cultural experiences, geology and geography research, and most recently international service projects. He explained the decision to only work with already established student travel organizations and agencies that can provide a higher level of safety and mandatory travel insurance. Parents pay for all costs to the agency. The District does not pay any fees other than the existing insurance coverage through the Collective Liability Insurance Cooperative (CLIC) which includes coverage for student and employee travel. All travel programs in place at this time have been previously presented to the Board and approved by them. Board discussion followed as members weighed in with their thoughts and concerns.

Members voiced lingering uneasiness with the India trip approved earlier this year as it relates to safety, liability, and the cost of that trip and others. Ms. Ducommun requested a broader discussion on the appropriate liability or responsibility of the school board on these issues. It was agreed that this greater discussion be scheduled for August 2013 which would allow for assessment of this year's trips as well as time for decisions before future trips are planned. Mr. Hayes summarized the Board request to include information on how the travel programs have evolved to date; the rationale on the program's components; a risk analysis on travel; and a philosophical discussion on foreign travel in an educational setting. The discussion planned for the August Regular Board meeting will be limited to foreign travel.

E. English Articulation with Sender Schools

Mr. Ed Zwirner, English Department Coordinator at the Northfield Campus, reported on his work in a District Writing Articulation Project in conjunction with all the township sender districts. Mr. Zwirner was granted a Project of Excellence with one-fifth of release time for the 2012-13 school year to complete the project. His report is a summary of progress to date of the work as it began in September 2012. The objective was to provide time for a member of the high school to join colleagues in the sender districts to conduct observations of writing instruction across all the New Trier Township districts. An ultimate goal was to help develop a closer articulation between grades as well as among districts and to strengthen writing instruction in the township. It also sought to create opportunities for teachers of different grades to

come together and discuss practice and how that practice develops young writers at different ages. Mr. Zwirner praised the work of the Township Language Arts Steering Committee and complimented them as master teachers. He also noted specific themes or key areas of instruction that surfaced through the discussions which could clearly lend themselves to future professional development strands. He thanked the Board, the Administration, and the Curriculum Council for the opportunity to participate in this Project of Excellence which has been helpful for the Township writing program and fulfilling for the English teachers who participated. Board discussion followed, expressing gratitude to Mr. Zwirner for all the work of this project in the area of teaching writing, and Mr. Zwirner responding to Board and administrative comments and questions.

VII. Administrative Items

A. Financial Reports for March 2013 & Budget Status Report

Mr. Don Goers presented the Financial Reports for March. They include the Fiscal Year Cash Flow Statements, the Financial Statement for March 2012, the March Investment Report, the Quarterly Revenue and Expense Reports and the New Trier Extension Report. Board members followed with questions and comments and Mr. Goers responded to their queries.

B. Health Life Safety Bid Approvals

Mr. Goers introduced the recommendations for two facility projects at both campuses. The first is for mechanical valve replacement as part of the Northfield Campus Health Life Safety Amendment 8. The second is part of the Health Life Safety Amendment 19 at Winnetka for the Gaffney Auditorium Emergency Lighting/House Light Renovation and Health Life Safety Amendment 8 work at Northfield for Emergency Transfer Switch Replacements. Mr. Steve Linke and Mr. Dave Conway, Facilities Managers at the Winnetka and Northfield campuses respectively, discussed in detail the scope of the projects to be undertaken. Multiple bids were submitted, and in each case the low bid contractor is recommended. Each project was presented separately for Board consideration, allowing for questions and comments by Board members. Mr. Myefski moved that the Board award a contract to Hill Mechanical Group for \$114,258.00 for completion of mechanical valve replacement work at the Northfield Campus as detailed in the drawings and specifications. Ms. Harris seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. Harris, Mr. Myefski, Mr. O'Donoghue, Ms. Ducommun, Mr. Fischer, Mr. Dolinko

NAY: None

The motion passed unanimously.

Mr. Goers reviewed the second recommendation detailing the scope of the project. Mr. Linke further explained the changes in the project scope and responded to Board questions. Mr. Goers commented on the recommended contractor, noting they were pleased with the bid and the selection process. Board members' questions and comments were responded to by Mr. Goers and Mr. Linke. Mr. Fischer moved that the Board approve and award a contract to Newcastle Electric for \$584,000. Mr. Myefski seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Harris, Mr. Myefski, Mr. O'Donoghue, Ms. Ducommun, Mr. Fischer, Ms. Goldstein, Mr. Dolinko

NAY: None

The motion passed unanimously.

C. Budget Planning Update – Capital Projects for 2013-14

Mr. Goers presented an update report on Budget Planning for FY 2013-2014. He noted that the Budget Calendar has a Preliminary Budget scheduled for May and the Tentative Budget to be presented in July. The Public Hearing on the Tentative Budget will take place at the September Board meeting, followed by a

presentation and recommendation to approve the Final 2013-2014 Budget. Mr. Goers reviewed the Revenue and Expenditure Guidelines, noting changes since the January meeting that will affect the Budget. Some of those changes include modifications in state revenues, student enrollment, staffing levels, Employee Benefits, Purchased Services and Special Education Tuition. Overall, Mr. Goers noted that the changes to the Budget Assumptions and Parameters nets out to a reduction in both the projected revenues and expenditures as compared to the January 2013 figures. The current projected budget surplus is now \$1,184,000. The Capital Projects for FY 2014 were also outlined which include the Gaffney Projector Replacement; Activity Bus Replacement; Construction Costs for renovating Room 301, EPI Center; and the Pit extension upgrade for the Cornog Auditorium Stage. Mr. Goers invited Board members' questions and responded to them.

Ms. Ducommun requested that a communication be sent to parents on how staffing decisions are made. Dr. Yonke noted the decrease in staff is not due to falling enrollment or budget cuts, but is directly related to student course selections and other teachers coming back from leaves of absence. Mr. Myefski moved and Mr. Fischer seconded the motion that the Board approve the remaining capital projects in excess of \$50,000, as presented. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. Myefski, Mr. O'Donoghue, Ms. Ducommun, Mr. Fischer, Ms. Goldstein, Mr. Harris, Mr. Dolinko

NAY: None

The motion passed unanimously.

VIII. Consent Agenda

- Bill List for the Period March 1-31, 2013
- Personnel Report
- Food Service Agreement – Second Addendum

Mr. Dolinko asked if any Board member wished to remove any other items of the Consent Agenda for separate discussion. No one requested any items for discussion. Ms. Goldstein moved that the Board approve the Consent Agenda items which included the Bill List for March 1-31, 2013, the Personnel Report, and the Food Service Agreement – Second Addendum. Mr. Myefski seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYE: Mr. O'Donoghue, Ms. Ducommun, Mr. Fischer, Ms. Goldstein, Mr. Harris, Mr. Myefski, Mr. Dolinko

NAY: None

The motion passed unanimously.

IX. Board Member Reports

Mr. Fischer noted that the *New Trier Foundation* did not meet this month. The *Safety Committee* will meet later this week. The *All School Forum* discussed areas where New Trier students feel less that prepared for college such as the areas of managing personal finances and living in a diverse world. All School Forum is planning for student speakers to come to the next meeting and present their personal experiences in these areas.

Ms. Goldstein reported that *ECGC* did not meet since the last Board meeting. The *Fine Arts Association* highlighted that they do accept donations in honor of teachers, graduates, or students in the Arts Department. The *NSSSED's* Transitions program in Glenview has lost its meeting location and will now be combining with the other Transitions program and will be newly located at the Village Green in Northbrook. She also noted the STEP Grants to High Schools will increase next year and the NSSSED Board is discussing allocation plans.

Ms. Ducommun shared the numerous activities of the *Parents' Association* at this time of year, which include the staff appreciation dessert on both campuses on May 9, a thank you Brunch for Post High School Counselors and Senior Advisors on May 8, and a thank you celebration for departing Winnetka Principal Dr.

Tim Dohrer on May 22. They have engaged author Jon Gould to speak on his book, *How to Succeed in College (While Really Trying)*. The Association is also planning to update the room rep handbook, the directory, and the **Parents' Press** as well as help out on selling prom tickets.

Mr. Harris was unable to attend the **Booster Club** meeting, so there is no report for this month.

Mr. O'Donoghue noted that issues from the **Facilities Committee** have already been discussed. He highlighted that the **Traffic & Parking Committee** is planning a Community Neighborhood meeting on May 14 at 7:00 p.m. This meeting is for all the neighbors to gather and discuss issues of mutual interest. He was also unable to make the **Technology Committee** meeting.

Mr. Myefski reported that the **Facilities Steering Committee** is ready to proceed.

Mr. Dolinko had nothing further to add in the way of reports.

X. Board Members' Calendar of Events

- Calendar of Events

Dr. Yonke noted that she, Paul Sally and Tim Hayes will be attending the 21st Century Benchmarking Consortium on April 18, 19 and 20 in Dallas, TX and she will update you on their work next month. April 23 and 24, Tuesday and Wednesday of next week, are the two Prairie State Testing days for our juniors. There will be a Special Board of Education meeting on May 1 during which we will seat the new Board, welcome Greg Robitaille, and honor Carol Ducommun who is retiring from New Trier's Board after eight years. The next two Regular Board meeting are on May 20 and June 3.

- Board Members' Request for Staff Research and Future Agenda Items

Mr. Fischer inquired as to why the writing component has been removed from the Prairie State tests. Dr. Yonke responded saying that it was state-mandated and that despite our efforts (in conjunction with other area high school districts) we were unsuccessful in convincing the State to add writing back in, even if we were willing to pay for scoring the writing. She also answered Mr. Myefski's question as to why the Prairie State tests are over two days. Dr. Yonke noted that there are at least four hours of testing done each day. Mr. Myefski also requested that the Administration look into re-evaluating the in-house architectural services contract agreement. He noted that it has been a number of years and the transition time for Ms. Witham would be an appropriate time to re-assess those services. It was the Board's general consensus that this be handled by the Business Office.

XI. ADJOURNMENT

Mr. Dolinko requested a motion to adjourn. Mr. O'Donoghue moved that the Board adjourn the open meeting. Ms. Ducommun seconded the motion. Upon a voice vote being taken, all members indicated they were in favor.

The meeting adjourned at 10:22 p.m.

Respectfully submitted,

Lou Anne Kelly, Secretary

Alan R. Dolinko, President