

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
REGULAR MEETING OF THE BOARD OF EDUCATION
January 22, 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 Tuesday, January 22, 2012 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. Timothy Hayes, Assistant Superintendent
for Student Services
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; Ms. Athena Arvanitis, Director of Student Life; Mr. Christopher Wildman, Director of Business Services; Ms. Elizabeth Blodgett, Co-President NTESPA; Mr. Terry Phillips, Mathematics Department, NTEA President; Mr. Erik Saszik, Mathematics Department; Ms. Judy Macnab, Library Department Chair; Mr. Ed Zwirner, English Department Coordinator; Mr. Josh Wenger, Aramark; Mr. Gregory Robitaille, members of the press, and members of the community.

BUSINESS MEETING

I. CALL TO ORDER – 6:30 p.m.

Mr. Dolinko called the Regular Meeting of the Board of Education to Order at 6:31 p.m. Roll call was taken. All members were present. Mr. Dolinko asked for a motion to move to Closed Session. Mr. Fisher moved and Mr. Harris seconded the motion that the Board adjourn to closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity; and to discuss the collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; and to discuss the minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Upon a roll call vote being taken, the members voted as follows:

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

NAY: None

The motion passed unanimously.

Adjournment to Closed Session – 6:33 p.m.

II. Closed Session – 6:30pm — A201A

The Closed Session meeting adjourned at 7:28 p.m.

BUSINESS MEETING

III. Re-Convene to Open Session – 7:30 p.m. – C234

Mr. Dolinko reconvened the meeting to order at 7:35 p.m. and welcomed those in attendance. Roll call was taken and all members were present. 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 December Regular meeting. Mr. Fischer moved and Mr. Myefski seconded the motion to approve minutes of the Regular Meeting of the Board of Education held on December 17, 2012, open session. Upon a roll call vote being taken, the members voted as follows:

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

VI. Special Orders of Business

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

Mr. Paul Waechtler, Principal of the Northfield campus reviewed activities at the freshman campus which included the conclusion of first semester exams and grading day; new beginnings for next year's freshman class with Academic Life, and the Turnabout Dance at Winnetka. Mr. Waechtler thanked the Parents Association for providing healthy snacks for the students during final exam week and noted the positive parent feedback received for the informative Academic Life presentations. Looking ahead he announced the upcoming All School Seminar on Tuesday, February 12. The day is run by students and teachers and numerous mini classes and seminars will be held for all students. It is a huge undertaking requiring months of planning.

Dr. Timothy Dohrer, Principal of the Winnetka campus, began by speaking about the All School Seminar on February 12, noting this year's theme is New Trier ETC which stands for "Expand the Circle." Sessions will feature outside speakers as well as students teaching other students. He noted that on Wednesday and Thursday, January 23 and 24, the Post High School Counseling Department has scheduled the two Sophomore Adviser Room Parent meetings. These meetings introduce parents to the department and the many resources they provide. This same department also presents the GAP Year Fair on Saturday, January 26 from 1:00-3:00 p.m. at the Winnetka Campus in the student cafeteria. This is the largest fair of its kind that focuses on a year's alternatives to higher education, drawing attendees from across the country. Dr. Dohrer highlighted two dance performances for the next two weekends, the Northfield Dance Ensemble "Showcase" on Friday, January 25 and the Kinesis Dance Ensemble January 31, February 1 and 2. The 30th Annual Jazz Fest will occur on Saturday, February 2 at Winnetka and offers workshops and performances for students of more than forty schools from all over the United States. The Count Basie Orchestra will be featured in the evening's concert. February 4 commemorates the 113th opening day of New Trier High School. Peter Tragos, school archivist, and Dr. Dohrer are planning various promotions to celebrate the school's history and founding.

Dr. Yonke reminded Board members that the next day, February 5, New Trier will be hosting the Mobile Learning Initiative Site Visits from 8:00 a.m. to noon. Mr. Sally encouraged Board members to attend.

Mr. Hayes, Assistant Superintendent for Student Services, reported on two events sponsored with the Parent Committee of ECGC and FAN (Family Awareness Network). The first speaker was Robert Brooks, Harvard professor and leader on resiliency who spoke on Thursday, January 17 to approximately 500 teachers of the township on "Touching students' minds and hearts; The Mindset of an Effective Educator" in the afternoon and then again at 7:00 p.m. to parents and the community on "Fostering Family Closeness and Respect." The second speaking event will be held on Thursday, January 31 at Regina Dominican High School in Wilmette at 6:30 p.m. The speaker is Susan Cain, who will speak about her book *Quiet: the Power of Introverts in a World that Can't Stop Talking*. This event is also open to the community.

Mr. Sally, Assistant Superintendent for Curriculum and Instruction, noted all the highlights had already been mentioned and he had nothing additional to include.

Mr. Don Goers, Associate Superintendent, noted that one FOIA request was received since the last Regular Board meeting. It was from a cab company that asked for information on transporting students. The request was responded to and has been closed out.

B. Student Assistance Program

Student Assistance Program Coordinator, Kristine Schmitt shared a PowerPoint presentation on the work of her department, its functions and its resources for students and families. The program promotes and supports healthy lifestyles, attitudes, and behaviors for student success. The Youth Risk Behavior Survey is used to help gauge student behaviors and assist in planning programs for prevention, intervention and support for healthy student change. Ms. Schmitt provided historical data on substance abuse, actual and perceived, with national comparisons. She then outlined the programs in place for prevention, intervention and support. Robyn Gold-Kessler is the Winnetka campus liaison and Jude Eliacin is the Northfield campus liaison for the Student Assistance Program. Board discussion followed and included comments on stress management, the Challenge Success Conference, school resources for parents, the importance of prevention, perception versus reality, mentor programs, and parent education.

C. Food Service Report

Mr. Don Goers provided an update report for the Board as was requested last spring after the review of the first year of the five year contract. Noting the difficulties at the start of last year, with high rates of dissatisfaction on the part of students and staff alike, Aramark listened and addressed the areas of concern, ending the year in a positive way. Mr. Goers acknowledged that Aramark has been successful in maintaining the high level of food service operations for the first half of this school year as evidenced by the positive feedback received and the increase in food sales. Board discussion followed with Mr. Goers responding to members' questions and comments.

D. Student Fees Update

Dr. Yonke reviewed the discussions of the December 3, 2012 Special Board Meeting on Student Fees. Direction from the Board reflected the need for the student fee structure to be guided by the principles of simplicity, fairness and equity. The Board’s expectation is that changes to the fee structure will be revenue neutral, and that families with students in school would pay more than the general taxpayer through the fee program. Discussion at that time also wanted to eliminate individual course fees; eliminate the rowing fee and shuttle cost; create a general fee that includes items that all students pay, with an explanatory list of what is covered by the fee; keep fees for extracurricular activities (club, sports, performing arts) that help offset the cost of those programs, provide access to those programs; and grant free admission to most home events. Dr. Yonke further reviewed the fees for Driver Education, Marine Biology, Parents’ Association Dues, and the Graduation Party. Voluntary items such as Yearbook, Calliope, Bus Transportation, Field Trip Transportation and Student Parking will no longer be on student fee bills but will be handled separately as point of sale items through the online web-store. She noted that approval for these changes will not occur at this meeting, but looked for further discussion tonight and a vote on fees at a future Board meeting. Board discussion followed with members weighing in with their comments. Conversation included remarks on the cost of student parking, itemizing and communicating the changes and structuring the fees between general and extracurricular categories. Mr. Dolinko instructed the Administration to bring final recommendations back to the Board for a final vote. He also expressed his thanks to all the members for working together to achieve consensus on the complex and challenging issues of student fees.

VII. Administrative Items

A. Financial Reports for December 2012 / Budget Status Report

Mr. Don Goers presented the Financial Reports for December and for the Quarter ending December 31, 2012. He reviewed the Cash Flow and Investment Report, as well as the Budget Status Reports for Revenues and Expenditures and the New Trier Extension. Overall, he was pleased that the District is in a solid position at this point in the fiscal year. Mr. Goers responded to Board members’ questions and comments.

B. Budget Assumptions & Parameters

Mr. Dolinko prefaced the report on the Budget Assumptions and Parameters noting that it is the beginning of the budget process, which will be developed throughout the coming months before it is approved in August or September of this year. Mr. Goers reviewed the 2013-14 Budget Calendar noting changes in scheduling for the adoption of the Tentative Budget in July to accommodate the transition of the new Assistant Superintendent who begins on July 1 after Mr. Goers’s retirement on June 30. This would allow the Tentative Budget to be on public display for the required thirty days, with the public hearing and adoption of the Final Budget scheduled for September. If the July Board meeting is too soon for the new Assistant Superintendent, Mr. Goers recommends considering a special meeting in early August to approve the Tentative Budget and display it for the required time. Capital requests have been received and are being reviewed in anticipation of a draft 2013-14 Budget for April 2013. Mr. Goers reported on two key changes that will have a significant impact on future budgets, which were the new 2012 Kasarda Report and the 2012 Consumer Price Index. The new Kasarda report reflects an increase in enrollment that will affect long range projections and cumulatively decrease the Fund Balance by \$7 million by 2017-18. The decrease in the 2012 CPI from the previous projection of 2.5% to 1.8% will reduce projected revenues in 2017-18 by \$3 million. In terms of months in reserve, the new projections reduce the Fund Balance from 8.9 months to 7.6 months in 2017-18. Mr. Goers continued reviewing other variables to the revenues and expenditures, including staffing, salary increases, capital outlay, Special Education tuition, transportation services, retirement benefits, and contingencies. Two other areas which could impact future budgets are Illinois Pension reform and facilities issues at both campuses. Board discussion followed on enrollment, staffing, class size and the CPI.

C. Internal Control Modifications

Mr. Goers reminded the Board that at the end of the recent Auditor’s Report by McGladrey, LLP, two areas of weakness or deficiency were identified within the District’s internal controls. An action plan to address the deficiencies in adjustments to Accounts Payable and the segregation of duties within the Business Services Department was developed by Mr. Goers and Mr. Christopher Wildman, Director of Business Services. These plans have been discussed with the auditors and the auditors are satisfied that if implemented, any prior concerns would be addressed. Mr. Goers responded to Board members’ questions and comments. Mr. Myefski moved and Mr. Harris seconded the motion that the Board approve the Internal Control Modifications within the Business Services Department as presented. Upon a roll call vote being taken, the members voted as follows:

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

NAY: None

The motion passed unanimously.

D. Operations & Maintenance Review

Mr. Goers reminded the Board of the recommendation last spring that prior to making a decision to replace John Neiweem as Director of Physical Plant Services, the Administration would complete an analysis of the Operations and Maintenance Services and the leadership of the Physical Plant Services Department.

The Board approved the recommendation to place Dave Conway and Steve Linke as the Maintenance Managers in charge of overseeing the entire Physical Plant Departments on their respective campuses. Also, the Administration contracted with Service Management Assist to conduct the Operations and Maintenance Review. The cost for this review was \$3,800.00. Mr. Goers noted that the feedback on the review report from Mr. Mike Stapleton, the primary consultant and founder of Service Management Assist, was very positive with the Department receiving high marks in all categories of service, expertise, and efficiency. Mr. Stapleton was extremely impressed with the responses, indicating they were the highest that he has ever experienced. Other recommendations from the report included a shift in staff responsibilities if a significant facilities project were to occur at the Winnetka Campus and the addition of a computerized maintenance management system to better streamline workload data and department expenses. Mr. Goers reviewed the report and recommended that the Board continue the Department structure as it is and not hire a new Director of PPS for the time being. He noted the permanent shift in their responsibilities will be addressed in the February Personnel Report. Dr. Yonke shared her conversations with Mr. Stapleton, noting that the positive feedback is a reflection on the entire organization. Mr. Dolinko invited comments and questions from the Board, who also praised the service and professionalism of the Physical Plant Services Department.

VIII. Consent Agenda

- Bill List for the Period December 1-31, 2012
- Personnel Report
- Closed Session Records
- Contract Language Changes

Mr. Dolinko asked if any Board member wished to remove any item for separate discussion. No items were specified. Mr. Fischer moved that the Board approve the Consent Agenda items which included the Bill List for January 1-31, 2013, the Personnel Report as presented, the destruction of the Closed Session Meeting tapes of January 2011 through June 2011 and the Contract Language Changes as presented. Mr. Dolinko noted a correction to the motion stating the Bill List is for December 1-31, 2012. All noted and agreed to the correction. Mr. Harris seconded the corrected motion. Upon a roll call vote being taken, the members voted as follows:

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

NAY: None

The motion passed unanimously.

IX. Board Member Reports

Mr. Fischer shared news that the *New Trier Education Foundation* has announced its ten honorees for this year's Hall of Honor Alumni Achievement Awards. Excitement for the event is high with great interest for ticket sales. Mr. Fischer also noted that the *School Safety Committee* is just getting underway with their first meeting scheduled for January 31.

Ms. Goldstein reported for *NSSED* that at year-end their fund balance was 15-18%; they are converting their technology from outsourcing to bringing it back to in-house with changes to staffing; and Board members are invited to tour their new facilities by contacting Superintendent Tim Thomas. Ms. Goldstein noted that although *ECGC* did not meet, Mr. Hayes presented at the last FAN meeting and highlighted a video produced by the District for the Robert Brooks presentation in which New Trier Township students were interviewed about what it means to be successful. Ms. Goldstein highly recommended the video and suggested sharing it with the students. There will be a presentation on mental illness and anxiety disorders on February 26 with Kay Redford Jamieson with introductions by Dr. Yonke. Workshops will follow the next day regarding the presentation. The *Fine Arts Association* is busy selling raffle tickets for reserved seating and parking for graduation and coordinating the dinner for the Annual Jazz Festival.

Ms. Ducommun noted the *Facilities Steering Committee* continues to work on the ADA modifications planning for both campuses. She also reported that the *Parents' Association* will have their special annual meeting on January 30 at 9 a.m., just before the scheduled District Dialogue with Dr. Yonke, Mr. Sally and Mr. Hayes.

Mr. Harris reported that the *Booster Club* is carrying on with the funding efforts for "Tackle the Turf." The Club is also very involved with providing concessions for the Boys' State Swim Meet. In addition to raising funds at the events, the Boosters fulfill a service need for the host school. Lastly, he announced that platform tennis will be added to the intramural offerings for students.

Mr. O'Donoghue noted that the *Facility Committee* did not meet since the last Regular Board meeting. However, the *Technology Planning Committee* met last week with presentations by Sara Chao of the Modern & Classical Languages Department on new apps for iPad use to assist students in collaborating together on creating Chinese characters. He also reported that the Committee is finalizing its iPad proposal for next year.

Mr. John Myefski stated that the *Facilities Steering Committee* will soon have solutions for the ADA modifications for each campus. He noted that these will be brought to the Board for consideration as they will impact future facilities decisions as well.

X. Board Members' Calendar of Events

- Calendar of Events

Dr. Yonke reiterated that February 2 is the Annual Jazz Fest. Wednesday, January 23 is the last day of the first semester and Thursday, January 24 is the first day of the second semester. She also encouraged all Board members to attend the Mobile Learning Initiative's Site Visit day on Tuesday, February 5.

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

Dr. Yonke mentioned that Ms. Ducommun's request for student travel information was added to the Agenda Overview and that it will also be added to the list of Board Members' Request for Staff Research and Future Agenda Items. Dr. Dohrer and Mr. Hayes stated that a report on the subject of stress management is currently being worked on and will soon be ready to present to the Board, as requested by Mr. Myefski.

XI. ADJOURNMENT

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

The meeting adjourned at 10:09 p.m.

Respectfully submitted,

Lou Anne Kelly, Secretary

Alan R. Dolinko, President