

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
LAKE FOREST SCHOOL DISTRICT 67**

April 22, 2014

CALL TO ORDER AND ROLL CALL

The regular meeting of the Board of Education was held at Lake Forest High School West Campus in the Board Room and called to order at 7:10 p.m. by Mr. Andersen.

Board members present at roll call were:

Bill Andersen, President	Lesley Fisher, Vice President
Rick Schuler, Member	Jeff Folker, Member
Mike Borkowski, Member	Rob Lemke, Member
Beth Clemmensen, Member (left at 10:00 p.m.)	

Absent:

Administration Present:

Mr. Michael Simeck, Superintendent
Mr. Allen Albus, Director of Finance
Ms. Jennifer Hermes, Assistant Superintendent of Business and Finance
Mrs. Lauren Fagel, Assistant Superintendent of Curriculum, Instruction, Technology and Assessment
Dr. Lori Wilcox, Executive Director of Growth and Professional Development
Dr. Andy Henrikson, Assistant Superintendent of Human Resources
Mrs. Kelly Jackson, Cherokee Principal

Staff Present: Eileen Faller, Board Clerk

Guests Who Signed In: Lisa Gross, Cherokee Teacher, Missy Burger, Parent, Ryan Burger, Troop 46, Matthew Barrett, Troop 46, Courtney Muntean, Cherokee Teacher, Nikki Pietraszewski, Cherokee Teacher, Laura Jackson, Cherokee Teacher, Kathryn Lambeth, Everett Teacher, Jennifer Mulloy, Kathy Ivinjack, APT, Susanne Sands, APT, Roger Quan, Parent, Dez Witte, Cherokee Parent, Julie Benda, Cherokee Parent, Ellen Trager, Cherokee Parent, Mark Pasquesi, Cherokee Parent, Jennifer Harpold, Cherokee Parent, Kirsten Maxwell, Cherokee Parent, Megan Hayes, Cherokee Teacher, Megan Engelberg, Everett Parent, Lynn Villaflor, Cherokee Parent, Julie Sakici, Cherokee Parent, Irma and Paul Markoff, Cherokee Parents, Brian Keenan, Cherokee Parent.

PRESIDENT'S REPORT

Mr. Andersen gave an overview of the work of the Board over the past year including the development of a Mission and Vision for the District, emphasis on oversight and stated that a report on the World Language Program would be given by Mrs. Kelly Jackson during the meeting. Mr. Andersen stated that it is important to focus on the future at all levels of education in order to insure students get the best opportunities. The District has many strengths including its people, students, parents, community and resources and the Board's job is to guide the District and help the Superintendent marshal these strengths into a grounded, forward looking, sustainable educational organization.

SUPERINTENDENT'S REPORT

Mr. Simeck introduced Mrs. Lauren Fagel who reported on the Tri-District Professional Development Day where the District learned about formative assessment. Lake Forest Districts 67, 115 and Lake Bluff District 65 met at Lake Forest High School for an annual Tri-District day. The theme this year was a focus on shifting from teaching to learning. Dr. Connie Brookhart, co-author of a book on formative assessment, was present for part of the day.

The six essential elements of the formative assessment process are: shared learning targets and criteria for success, feedback that feeds forward, student goal setting, student self-assessment, strategic teacher questioning and student engagement in asking effective questions. The day was organized with the assistance of a National expert and the District's teacher leadership. The morning was devoted to a keynote speaker with the afternoon breaking out into team sessions based on the six essential elements for formative assessment.

A post survey was done as a result of the day with 56% agreeing and 23% strongly agreeing that they were interested in learning more about the formative assessment process, 57% agreed and 22% strongly agreed that as a result of the day they had a better understanding of how to provide high quality feedback to students in the classroom. Teachers found the time valuable and would like to have the tri-district day every year.

PUBLIC PARTICIPATION

Mrs. Elena Daniel, resident, commented that she was happy that all the previous seven options were taken off, that the division has been difficult for her student, asked why the first and second grade were not offered the program for next year and stated that the program needs to be approved for all students.

Mrs. Laura Collins, Cherokee parent, asked how the District would find the 90 minutes for the Inspiration Block.

REPORTS

Assessment Report

Mrs. Fagel reported that in the past the Board had received an annual assessment report, however, shifting from summative to formative data the Board will receive more frequent, more formative updates giving snapshots of different data throughout the year. The data will come from three sources, standardized, local and classroom assessments. Mrs. Fagel highlighted two assessments, the first of which was the Assessment of Performance towards Proficiency in a Language (AAPPL.) Thirteen students were randomly selected from the Mandarin program to take one part of the test, speaking and listening. Eight(8) students scored in the Novice High range, four(4) in the Novice Mid range and one(1) in the Novice Low range. The District will continue to evaluate language proficiency levels.

Dr. Wilcox reported on student engagement and the deep understanding of math concepts that is resulting from the new Bridges program. It is a complex curriculum that focuses on learning as opposed to teaching. The MAP test shows that 67% of our elementary students are both proficient and meeting or exceeding their growth targets when we examine Fall 2013 to Spring 2014. This is a huge increase in growth. A Bridges parent game night has been scheduled at Everett on April 29 from 6:30pm to 7:30pm, with Janis Heigl, math consultant and several classroom teachers.

Mission/Vision/Goals Report

Mrs. Clemmensen reported on the Mission/Vision/Goals initiative and stated that one of the most critical roles for a School Board is to clarify the District's purpose including the Core Values, Mission, Vision and Goals. The vision involved all stakeholders including Board, administration, principals, teachers, parents and community members. Community and teacher engagement forums provided important feedback.

Core Values:

Every child has an incredible capacity to learn and the job of educators is to create an environment that maximizes each student's growth – including the willingness to take risks and learn from mistakes.

Students thrive when they are actively engaged in solving problems that matter and when we support them socially, emotionally, physically and intellectually.

World-class learning is driven by world-class teachers and therefore we must attract, develop and invest in passionate and effective teaching professionals.

Respect is the cornerstone for all the work. We demonstrate this as members of a learning community and operate with high integrity at all times.

Mission:

Inspired by caring, effective educators and an engaged community, we educate and empower all students to maximize their growth and develop a balanced sense of self, steadfast resiliency, and deep respect for others.

Our Vision:

A premier learning community, that educates without boundaries – where all students cultivate their minds, create meaningful connections and unleash their passions.

The Tagline: Learning Without Boundaries.

The Milestones that will be achieved by 2024 include; Instruction: problem/inquiry based, driven by students' needs, interests and passions, Personalization: Every child has a Personal Inspiration plan, Assessment: Innovative assessments measure intellectual growth, student engagement and habits of mind to ensure student achievement, Talent: The District attracts and retains the highest-quality talent who are exemplars in the field of learning; investing in continuous development which is timely, meaningful and job-embedded, Communication: Effective, transparent and proactive communication fosters a high trust partnership among the Board, faculty, staff, parents and community, Environment: Reimagined learning spaces, places, time, tools and technology are used to enhance the learning experience for all students.

The Mission, Values, Vision and Milestones will be posted on the district's website. The Board and administration will be creating near-term milestones for each of the major areas of progress. The administration, in partnership with the faculty and staff will create a strategic plan that describes how we will achieve the 1,3 and 5-Year milestones.

World Language Report

Mr. Simeck gave an overview of the process for the World Language Initiative. A series of meetings had taken place and seven(7) options were suggested, however each option had drawbacks and none of the options fit into the Mission/Vision/Goals initiative. Mrs. Jackson explained the "Inspiration Block" where students are placed across homerooms, and two 90-minute inspiration block options: Language Acquisition or Inquiry-based/STEM-inspired are offered.

The Inspiration Block for 2014-15 would be introduced to full-day Kindergarten students, offering all a choice at the end of Kindergarten. First and second grades would continue with the current partner model with the Inspiration Block once a week next year. Third and fourth grades would have a choice of two Inspiration Blocks: Language Acquisition or Inquiry/STEM Inspired.

For 2015-2016: Kindergarten Full-day students would have Language Acquisition or Inquiry/STEM offering all a choice at the end of Kindergarten. First and Second grade would have two Inspiration Block choices – Language Acquisition or Inquiry/STEM Inspired and third and fourth grade would also have two Inspiration block choices. The recommendation is that the District 67 administrative team implements a one-year pilot of a two-year phase-in plan of the Inspiration Block at Cherokee Elementary School*

*In order for the Inspiration Block to function effectively, the Administrative team will resolve instructional disruptions caused by the late arrival and early departure of the shuttle buses.

The District will conduct informational meetings at the Administrative Center, West Campus. The presentation and a written report will be linked on the website.

Mr. Borkowski stated that he thought the solution was a positive step and in line with the Vision of the District.

BOARD COMMITTEES

Board Education Committee – Lesley Fisher, Jeff Folker, Beth Clemmensen
Mrs. Fisher reported that the Education Committee had met on April 16th and discussion was focused on the STEM program at Deer Path. Mr. Pollina, STEM teacher, joined the meeting and discussed STEM, a seven(7) week elective rotation for 7th and 8th grades. A different unit is covered each week. There is a daily assessment and an exit interview at the end of each week. Band, Orchestra and Chorus have limited access to the course and that should be changed. Judi Epcke spoke to the Committee regarding purchasing a SMART-LAB for STEM classes and the proposal will be brought to the Board of Education.

Board Finance & Operations Committee – Rick Schuler, Rob Lemke, Mike Borkowski
Mr. Schuler advised that the Committee met on March 20. Elizabeth Hennessy of William Blair was in attendance. Topics discussed included: Paving work at DPM and Sheridan, District 67 has not had a material capital improvements plan since 1998-2000 funded by a \$13 million bond issue. During the years 2009-2011 the District conserved funds and did repairs only. A new plan needs to be devised going forward for the next five(5) years. Three items were identified as known costs i) approximately \$1.6 million for carpet replacement and asbestos removal, ii) Life Safety code requirements based on a 10-year state inspection, iii) Facility upgrades need to be considered consistent with current and future trends in Education. The aggregate of capital expenditures in the current 5-year budget totals approximately \$1million per year with the caveat that the Life Safety issues have not been quantified, finance update, primarily looking at the Municipal Bond market, trends in interest rates and the exploration of options of re-financing some of the bonds that are in place and borrowing going forward for Capital Projects up to defined limits without a referendum and 5–10 year bonds instead of 20-year bonds. The bottom line is that items need to be prioritized.

Board Policy Committee - Mike Borkowski, Jeff Folker

The Board Policy Committee had not met. A meeting will be scheduled for early May.

Compensation Committee – Rob Lemke, Bill Andersen

Mr. Lemke reported that a meeting had taken place on April 15 when criteria for selecting benchmark districts were discussed including district size, location, test scores. A further criteria was discussed that the group of benchmark districts should include elementary districts that feed into the five high school districts currently used to benchmark Shared Service employees. The Committee agreed to propose groups of elementary and shared service benchmark districts to the entire Board in order to receive feedback. The hope is to have the Board come to an understanding of benchmark districts, the criteria used to select them, the frequency with which the District will collect data, and the format with which data will be shared with the Board by the May meeting in order to facilitate salary discussions.

DISTRICT COMMITTEES

North Suburban Special Education District - Mike Borkowski

Mr. Borkowski reported that the NSEED Governing Board met on April 9, 2014. A draft Fund Balance policy was discussed and Mr. Borkowski introduced input that had been provided by Mr. Albus, namely that more cost containment alternatives need to be considered. The Fund Balance policy was tabled until the next meeting. Mr. Borkowski reported that one of the concerns is if NSEED runs out of money they would look to their member districts to fund the organization. The second version of the draft FY15 budget was presented and approved. An update of NSEED goals was provided and in general NSEED continues to meet or exceed its service-related goals. The next meeting is scheduled for May 14, 2014.

Illinois Association of School Boards/ED-RED – Bill Andersen

No report was presented.

Curriculum Coordinating Committee – Lesley Fisher

Mrs. Fisher reported that the Curriculum Coordinating Committee met on April 10 with a presentation by Colleen Brueggeman on the English/Language Arts materials. Online resources were also discussed and viewed, and resources available, particularly as related to English/Language/Social Studies. World Language programming was also discussed at the meeting.

Spirit of 67 Foundation – Lesley Fisher.

Mrs. Fisher reported that the Spirit of 67 Foundation met on April 8. Mr. Simeck gave a report on Language Acquisition and Mission/Vision. Some of the topics discussed were declining enrollment and future language limitations, depending on what students in FLES programs would be selecting in years to come. \$198,000 of grants were approved this year. The Home Tour is scheduled for May 8, and is the biggest fundraiser for the Spirit.

APT – Lesley Fisher

Mrs. Fisher reported that she was the guest speaker at the APT Executive Board meeting on April 9 and gave a presentation on what being a Board of Education member entailed. Mr. Simeck spoke about a rough draft of a calendar and how it might align with the Lake Forest Community High School. 60% of high school students participate in sports that begin during the first week of August. The APT members understood the need for high school students to start early, but could not envisage elementary students returning to school that early, but there is a possibility of meeting in the middle. Mrs. Whipple updated the Committee on the Deer Path parking issues including parking at the Recreation Center and advised that tickets will be issued. The centennial celebration at Everett is scheduled for April 24, and the community is encouraged to attend.

ACTION ITEMS:

Approval of Policy 4:20 Update – 1st Reading

Mr. Borkowski recommended the Board approve Policy 4:20 first reading with a second reading at the May meeting.

MOTION: Mr. Schuler moved, seconded by Mrs. Fisher, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve Policy 4:20 first reading.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Schuler, Folker, Clemmensen, Fisher, Lemke, Borkowski, Andersen

Nays: None

Absent:

The motion carried unanimously.

Approval of Olson Transportation Renewal

Mr. Albus advised that the three year transportation contract was nearing the end and recommended approval of the Olson Transportation two year Contract Renewal with a minimal increase of 2.8%.

MOTION: Mr. Borkowski moved, seconded by Mr. Schuler, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Olson Transportation Renewal, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Clemmensen, Lemke, Andersen, Folker, Borkowski, Schuler, Fisher

Nays: None

Absent:

The motion carried unanimously.

Approval of Postage Machine RFP

Mr. Albus recommended approval of the Postage Machine RFP. Mr. Albus advised that the lease is expiring and the District had looked at both lease and purchase of the postage machine. Neopost offered the most economical solution and the recommendation is to lease and maintain a IN600AF mail meter.

MOTION: Mrs. Fisher moved, seconded by Mr. Schuler, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Postage Machine RFP, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Borkowski, Lemke, Clemmensen, Andersen, Schuler, Folker, Fisher

Nays:

Absent:

The motion carried.

Approval of Student Fee Schedule

Mrs. Hermes advised that there was no change from the previous year with the exception of the 4th grade calculator cost reduction, and recommended approval of the Student Fee Schedule.

MOTION: Mr. Folker moved, seconded by Mr. Borkowski, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Student Fee Schedule, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Andersen, Fisher, Schuler, Clemmensen, Borkowski, Lemke, Folker

Nays: None

Absent:

The motion carried unanimously.

Approval of Everett Tile Abatement Project

Mr. Albus advised that the carpet would be replaced, tile removed and asbestos abatement would take place and recommended approval of Kinsale Contracting.

MOTION: Mr. Folker moved, seconded by Mrs. Clemmensen, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Everett Tile Abatement Project, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Schuler, Folker, Clemmensen, Fisher, Lemke, Borkowski, Andersen

Nays: None

Absent:

The motion carried unanimously

Approval of Mission Vision Goals – 1st Reading

Mrs. Clemmensen recommended approval of the Mission, Vision and Goals first reading.

MOTION: Mrs. Clemmensen moved, seconded by Mrs. Fisher, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Mission, Vision, Goals First Reading.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Folker, Schuler, Clemmensen, Fisher, Lemke, Borkowski, Andersen

Nays: None
Absent:

The motion carried unanimously

Approval of World Language Proposal

Mr. Simeck recommended approval of the World Language Proposal, as presented. Mrs. Whipple advised that the video of the meeting would be posted early next morning with a Q & A also posted on the website. Mrs. Jackson advised that first and second grade students would have the Inspiration Block once a week.

MOTION: Mrs. Fisher moved, seconded by Mr. Schuler, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the World Language Proposal.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Fisher, Lemke, Andersen, Folker, Borkowski, Schuler, Clemmensen
Nays: None
Absent:

The motion carried unanimously

Approval of Deer Path Locker Replacement Bid

Mr. Albus recommended approval of Interiors For Business for replacement of boys' and girls' lockers at Deer Path Middle School. The project will be completed over the summer.

MOTION: Mr. Lemke moved, seconded by Mrs. Fisher, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve Deer Path Locker Replacement Bid, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Lemke, Andersen, Folker, Borkowski, Schuler, Fisher
Nays: None
Absent: Clemmensen (left at 10:00 pm)

The motion carried unanimously

Approval of 2013-2014 Final Calendar

Dr. Henrikson recommended approval of the 2013-2014 Final Calendar. Mr. Schuler and Mr. Borkowski shared their concerns regarding half days, shortened days and scheduling snow days at the end of the year and would like the District to take another look at calendars for the future.

MOTION: Mr. Folker moved, seconded by Mr. Lemke, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois,

Votes were taken by roll call. Votes were cast as follows:

Ayes: Lemke, Andersen, Fisher, Folker
Nays: Borkowski, Schuler
Absent: Clemmensen

The motion carried

Approval of Proposed Board Meeting Dates 2014-2015

Mrs. Fisher requested that the July 2015 meeting be moved to July 21, 2015.

MOTION: Mr. Schuler moved, seconded by Mr. Borkowski, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Proposed Board meeting Dates for 2014-2015 with the July date being amended.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Fisher, Lemke, Andersen, Folker, Borkowski, Schuler

Nays:

Absent: Clemmensen

The motion carried unanimously

Approval of Resolution Authorizing Honorable Dismissal of Teachers

Mr. Simeck recommended approval of the Resolution Authorizing Honorable Dismissal of Teachers, as discussed in Executive Session.

MOTION: Mr. Borkowski moved, seconded by Mr. Schuler, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Resolution Authorizing Honorable Dismissal of Teachers.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Borkowski, Lemke, Andersen, Fisher, Schuler, Folker

Nays:

Absent: Clemmensen

The motion carried unanimously

Approval of Resolution Authorizing Honorable Dismissal of Part-Time, Non-tenured Teachers

MOTION: Mrs. Fisher moved, seconded by Mr. Folker, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Resolution Authorizing Honorable Dismissal of Part-Time, Non-tenured Teachers.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Andersen, Fisher, Schuler, Borkowski, Lemke, Folker

Nays:

Absent: Clemmensen

The motion carried unanimously

Approval of Resolution Authorizing Non-reemployment of Full-Time, First, Second and Third Year, Non-tenured Teachers

MOTION: Mr. Borkowski moved, seconded by Mr. Folker, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Resolution Authorizing Non-reemployment of Full-Time, First, Second and Third Year, Non-tenured Teachers.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Schuler, Folker, Fisher, Lemke, Borkowski, Andersen
Absent: Clemmensen

The motion carried unanimously

Approval of Resolution Authorizing Non-reemployment of Part-Time, Non-tenured Teachers

MOTION: Mr. Folker moved, seconded by Mr. Lemke, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Resolution Authorizing Non-reemployment of Part-Time, Non-tenured Teacher.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Lemke, Andersen, Folker, Borkowski, Schuler, Fisher

Nays:

Absent: Clemmensen

The motion carried unanimously

Approval of Assistant Superintendent of Growth, Talent Development and Human Relations Multi-Year Contract

MOTION: Mrs. Fisher moved, seconded by Mr. Folker, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Multi-Year Contract for the Assistant Superintendent of Growth, Talent Development and Human Relations, as discussed in Executive Session

Votes were taken by roll call. Votes were cast as follows:

Ayes: Borkowski, Lemke, Andersen, Fisher, Schuler, Folker

Nays:

Absent: Clemmensen

The motion carried unanimously

Approval of Human Resources Items

MOTION: Mr. Lemke moved, seconded by Mrs. Fisher, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve Human Resources Items, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Lemke, Borkowski, Schuler, Andersen, Fisher, Folker

Nays:

Absent: Clemmensen

The motion carried unanimously

CONSENT AGENDA

Approval of Disbursements, Payrolls, and Financial Statements for March 2014

Education Fund	\$660,812.50
Building and Maintenance Fund	101,034.83
Debt Service Fund	-
Transportation Fund	105,348.38
Municipal Retirement Fund	-

Capital Projects Fund	2,350.00
Procurement Card Expenses	95,161.16
Direct Deposit Payroll and Taxes	<u>1,456,204.00</u>

Total Expenditures \$2,420,910.87

Approval of Minutes of A Regular Meeting – March 18, 2014
Approval of Minutes of An Executive Session – March 18, 2014
Approval of Minutes of A Board Workshop – April 1, 2014
Disposal of audio recordings – July 24, August 20, August 27, 2012

MOTION: Mr. Borkowski moved, seconded by Mr. Schuler, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Consent Agenda items, as presented.

Votes were taken by roll call. Votes were cast as follows:

Ayes: Folker, Schuler, Fisher, Lemke, Borkowski, Andersen
Nays: None
Absent: Clemmensen

The motion carried unanimously.

FREEDOM OF INFORMATION ACT (FOIA)

Lennie Jarratt, Education Matters

FUTURE AGENDA ITEMS

ANNOUNCEMENTS

Friday, May 23, 2014	School Improvement Day – ½ Day
Monday, May 26, 2014	Memorial Day, No School
Tuesday, May 27, 2014	Board of Education Meeting – 7:00 p.m. LFHS West Campus, Board Room.

EXECUTIVE SESSION

An executive session was held prior to the meeting. No action was taken.

ADJOURNMENT

MOTION: Mr. Folker moved, seconded by Mrs. Fisher, that the Board of Education of Lake Forest District 67, Lake Forest, Illinois, adjourn the meeting.

On voice vote, motion carried unanimously.

Meeting adjourned at 11:30 p.m.

Mike Borkowski, Secretary Date