

**MINUTES OF A REGULAR MEETING AND WORKSHOP
OF THE BOARD OF EDUCATION
CITY OF LAKE FOREST SCHOOL DISTRICT 67
December 13, 2016**

CALL TO ORDER AND ROLL CALL

The regular meeting of the Board of Education was held at Lake Forest West Campus and called to order at 5:16 p.m. by Mr. Borkowski.

Board members present at roll call were:

Mike Borkowski, President	Rob Lemke, Member
Kent Novit, Member	Suzanne Sands, Member

Absent: Tom Ford, Member – arrived at 5:23 p.m.
Jeff Folker, Member – arrived at 5:23 p.m.
Beth Clemmensen, Vice President – arrived at 5:30 p.m.

Administration Present:

Mr. Michael Simeck, Superintendent
Ms. Jennifer Hermes, Assistant Superintendent of Business Services/CSBO
Mrs. Brittany Tjardes, Director of Business Services
Mrs. Anne Whipple, Communications Consultant
Ms. Susan Milsk, Director of Teaching and Learning
Mr. John Gatta, ECRA Group
Ms. Eleni Speron, ECRA Group

Also Present: Eileen Faller, Board Clerk

RECESS REGULAR MEETING:

Mr. Borkowski asked for a motion to recess the regular meeting until the close of the Board Workshop.

MOTION: Mrs. Sands moved, seconded by Dr. Lemke that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, recess the regular meeting until the close of the Board Workshop.

On voice vote motion carried.

BOARD WORKSHOP:

The Board discussed the methodology behind the assessment report numbers. John Gatta from the ECRA Group reported that the data is based on local growth and growth against external comparisons. Mr. Gatta advised that the standard set in Lake Forest is rigorous and that every student has a separate growth target. The local growth model creates personalized growth given the history of each student and sets realistic targets, with success being accelerating students to their peer

group. Ms. Milsk advised that teachers are working in groups, are looking at, and understanding the data and understanding what growth means. The Board advised that the core value is for every student to show continuous improvement.

Ms. Hermes gave an overview of the timeline for the District priorities related to the Haskins Center renovation, Security, Vestibules, Welcome Centers including offices and Nurses' Spaces, Sheridan and Cherokee Playgrounds and Request for Proposals for Learning Spaces. The Board also discussed the Future Spaces Plan and prototyping the Haskins Center including bringing in furniture and mocking up spaces.

PUBLIC PARTICIPATION:

None

ADJOURN BOARD WORKSHOP:

MOTION: Mr. Ford moved, seconded by Mrs. Sands that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, adjourn the Board Workshop at 6:58 p.m.

On voice vote motion carried.

RE-OPEN REGULAR MEETING:

Mr. Borkowski called back to order the regular meeting of the Lake Forest School District 67 Board of Education, Lake Forest, Illinois, at 7:05 p.m.

Board members present at roll call were:

Jeff Folker, Member

Kent Novit, Member

Mike Borkowski, President

Suzanne Sands, Member

Beth Clemmensen , Vice President

Rob Lemke, Member

Tom Ford, Member

Absent:

Administration Present:

Mr. Michael Simeck, Superintendent

Ms. Jennifer Hermes, Assistant Superintendent of Business Services/CSBO

Staff Present: Eileen Faller, Board Clerk

Guests who signed in: none

PRESIDENT'S REPORT

Mr. Borkowski stated that last month, the Board approved a charge to the District administrative team regarding a number of initiatives and gave some background information.

Three years ago, the Board, in collaboration with the administration, teachers, parents, and community members, defined a Vision for the district, including a mission statement and milestone. Over the past summer and in early fall, the Board and Administration met to discuss financial priorities over the short term, looking at the next 12-24 months. As part of that conversation the Board asked the question “How could progress be accelerated towards achieving the Vision”?

The District is in a period of declining enrollment which has a favorable effect on finances, has a healthy fund balance, with most of the remaining debt rolling off the books in the next few years, interest rates remain very low, and some private organizations may be interested in helping to achieve the vision. All of this helps accelerate progress towards achieving the desired Vision. Through a deliberate, collaborative, and rational process, a plan with a number of initiatives was developed and vetted, and the Board has now charged the administration to move forward with the next steps for these initiatives.

The initiatives include:

- Hiring additional personnel, specifically three(3) full-time equivalent Special Education teachers, one (1) full-time equivalent Life Skills teacher, and two(2) full time equivalent instructional coaches. These hirings will directly support the Instruction and Achievement Milestones, and will also align with the Talent Milestone.
- Rehabbing the Haskins Center has the potential to dramatically affect the experience of our 7th and 8th grade students, and would impact every single student in our District. Conceptual drawings have been developed and a prototyping plan is now being developed. This project would directly support the Environment Milestone from the Vision, as well as the Core Value of serving EVERY student.
- Classroom furniture or Classroom Transformations: Various studies have been done over the past few years showing the impact that furniture and classroom environment has on learning, and while we have made some progress in some classrooms, some of our classroom furniture looks similar to when we were in grade school. This would be a multi-year project with a few grades being worked on each year, transforming our classrooms into modern learning spaces. This initiative would directly support the Environment Milestone as well as impacting the Instruction and Achievement Milestones.
- Vestibules at the entry point of all school buildings: School safety, while not specially defined in the Vision Milestones, remains an absolute top priority. The current “Best Practice” is for school buildings to have a locked vestibule area, with multiple locked doors forcing traffic through the main office. None of our school buildings currently have that arrangement. This initiative would bring our school buildings in line with that Best Practice.

- DPM-E nurse's station and office: There is an immediate desire to bring the DPM-E nurse's station into ADA compliance, to address multiple student issues resulting in a reconfigured and improved office space for the DPM-E staff. First and foremost, this initiative supports the Vision's Core Value statement that EVERY student is served, not just most students.
- Playgrounds improvements at Sheridan and Cherokee: Both of these playgrounds are older with considerable drainage problems and standing water.
- Lastly, but certainly not least important, in parallel with these projects, a Future Spaces Plan will be developed in order to have a cohesive plan. The Future Spaces Plan will create a strategic, holistic plan for the district's facilities, tying the Vision, Life/Safety items, and Maintenance projects into one overarching plan. Outside experts will be brought in to ensure that no important items are missed as well as understanding what Best Practices and/or additional opportunities may exist.

The Administration has committed to having the Future Spaces Plan complete by March 2017, which is very important, as it will help to look out beyond the next twelve months. All of the other initiatives are proceeding with an assumed construction time of Summer 2017, although the timing of any of the projects could change depending on many factors.

The entire list of initiatives costs approximately \$5M. Additional personnel is an on-going expense paid through the annual operating budget. The capital projects are one-time costs and are paid through a combination of current-year operating budget surplus, fund balance money, new debt issuance, and private donations. The intention is to minimize the number of times new debt is taken on, so it is quite likely that any debt issuances would occur after completion of the Future Spaces Plan. The Administration continues to be fiscally conservative, they have provided numerous financial models and sensitivity analyses related to the initiatives, and the district remains in good financial shape with the completion of these initiatives, while also moving in a meaningful way towards achieving the desired Vision. The Board will continue to look for ways to accelerate progress towards achieving the Vision, and will continue to communicate these plans to the community.

As part of this overall process, the Board and Administration recently took a field trip to see a few other forward looking school districts and their facilities. It was very beneficial.

On behalf of the Board, Mr. Borkowski wished everyone a safe and fun holiday season. During this time, it's worth taking a moment to reflect on the many wonderful resources and opportunities that our community offers. Mr. Borkowski stated that he feels fortunate and grateful that his children are able to attend such an outstanding school district and thanked the entire staff for their hard work.

SUPERINTENDENT'S REPORT

Mr. Simeck reported on some important events. The movie Screenagers will have a second showing on January 18 in the Lake Forest High School auditorium. The movie, "Most Likely to Succeed," will be shown in the District in the spring. The author Julie Lythcott-Haims will be presenting to the District in the fall on her book "How to Raise an Adult." In February the CSCI survey will be administered to students, staff and parents and is one of the measures used to assess student social/emotional wellbeing. A communication will be sent to staff shortly from the Board of Education expressing their appreciation.

PUBLIC PARTICIPATION

Mr. Paul Markoff stated that he had noticed in the assessment report that elementary districts allotted different amounts of time for core subjects. Mr. Markoff wondered if the district sees a difference in performance at the high school level for students from other districts.

REPORTS

Ms. Milsk gave an overview of the Assessment report and stated that there are four(4) distinct categories: Spring MAP, MAP matched cohorts, PARCC Assessment status, and Assessment Growth using the District's local growth model. The District continues to perform significantly above national distributions. For matched cohorts the trend is upward with a dip in 5th grade and growth through 8th. The District performed almost identically to peer Districts when measured by ISAT but the transition to PARCC highlights slight differences between District 67 and peer districts' performances. District 67 performance on PARCC mathematics increased slightly from 61% meeting or exceeding standards in 2015 to 62% in 2016. The percentage of District students meeting standards for ELA/Reading proficiency dropped from 67% to 60% in 2016. Overall the analysis reveals that although there is variation at some grade levels. Student growth in mathematics is strong. Overall District 67 students' reading growth surpasses the national growth profiles. In the coming months the District will continue to disaggregate the data. Based on the data, a value judgment may need to be made as to where instructional time should be spent. Ms. Milsk stated that future work included continuing to disaggregate data to find areas of targeted improvement, continuing to work at the building level to use the local growth model in order to enhance growth for all students and continuing professional development opportunities.

BOARD COMMITTEES

Board Education Committee – Beth Clemmensen, Jeff Folker, Suzanne Sands
Mrs. Clemmensen reported that the Education Committee met on December 7. A team of three students from Lake Forest High School presented findings from a research project they have been working for a year and a half under the direction of Mrs. Davenport, Environmental Science teacher. The students have been analyzing what it would take to install solar panels on both District 115 and District 67 buildings. Because of the design, position, and newness of the Deer Path Middle

School roof, it is a strong candidate for effectively using solar panels. Each panel costs between \$650-\$750 and would last for about 25-30 years. The students explained that the cost of the panels could be partially offset by the energy savings they would generate and that having panels on a roof extends the roof life because they protect it. The students estimate that the investment payback would be about 13 years. There is no longer state grant money available to fund solar panels and schools as government entities do not get tax credits for using solar energy. The students' idea for funding the significant investment is to have community members sponsor a panel as a fundraiser or to engage in a public-private partnership with a local business.

Ms. Milsk provided an update on the World Language program. The work has been to determine what the educational goals and expectations are for each stage in the program. The team has been working on writing curriculum, particularly for the elementary Spanish program. They are also planning stronger assessments across grades 5-8 and determining the testing timeline across the Spanish, French and Mandarin languages. The team still needs to determine what the goals and assessments are for Latin, since it does not fit into the same world readiness standards as the other languages. Latin continues to be the second most popular language choice at DPM (about 21% of students take Latin), so it is important to determine the appropriate standards for this group.

Ms. Milsk presented the Committee with a draft of the Assessment Report that will be presented at the Board meeting. There were a few key takeaways the Committee had from the report:

- The district and each grade level received “green light” criteria for student growth, which is based on multiple tests and criteria.
- A portion of students are in the “low growth” category. It will be important to understand who those students are – are they proficient, but not growing or are they not proficient and not growing.
- Last year’s PARCC results show that the District is slightly under-performing vs. peer districts, particularly in English Language Arts (ELA.) This was part of the reason for making the recent curriculum changes, but it will take time for these to show up in the testing.
- Comparing 2016 PARCC results to 2015 shows that student performance was not as strong as prior year. It will be important to understand potential drivers behind this.
- The district MAP results continue to be very strong across both math and ELA.

The next meeting is scheduled for Wednesday, Feb. 22, 2017.

Board Finance and Operations Committee – Rob Lemke, Tom Ford, Kent Novit
The Finance and Operations Committee had not met. The next meeting is scheduled for January 17, 2017.

Board Policy Committee - Jeff Folker, Suzanne Sands, Kent Novit
The Policy Committee has not met. A Joint Policy Committee meeting will be scheduled shortly to discuss PRESS Issue 93 and a District 67 Policy Committee meeting is being scheduled to continue discussion on a Kindergarten Waiver policy.

Compensation Committee – Tom Ford, Rob Lemke, Mike Borkowski
The Compensation Committee has not met.

Joint Shared Services Committee – Mike Borkowski, Beth Clemmensen
The Joint Shared Services Committee had not met.

Board Operating Procedures Committee
Mr. Folker reported that the Board Operating Procedures Committee had met on Wednesday, November 29, 2016 and December 6 and continued work on the Board Operating Procedures manual. The next meeting is scheduled for January 12, 2017. A Board Workshop will be scheduled in February to review the Board Operating Procedures manual.

DISTRICT COMMITTEES

North Suburban Special Education District - Suzanne Sands
The next meeting of NSSED is scheduled for December 14, 2016.

Legislative Liaison – Beth Clemmensen
No report was submitted.

Spirit of 67 Foundation – Suzanne Sands
The Spirit of 67 Foundation had not met.

Executive APT – Jeff Folker
The APT Executive Board had not met. The next meeting is scheduled for Wednesday, January 11 at West Campus.

PUBLIC PARTICIPATION

None.

ACTION ITEMS:

Adoption of 2016 Levy

MOTION: Mr. Ford moved, seconded by Mr. Folker that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2016 Levy

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

Ayes: Borkowski, Ford, Clemmensen, Sands, Lemke, Folker, Novit

Nays:

Absent:

The motion carried unanimously.

Approval of Perkins and Will Proposal for Deer Path West Haskins Center in the Amount of \$157,275

MOTION: Mrs. Clemmensen moved, seconded by Mr. Folker that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Perkins and Will Proposal for Deer Path West Haskins Center in the Amount of \$157,275

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

Ayes: Clemmensen, Lemke, Sands, Folker, Borkowski, Novit, Ford

Nays:

Absent:

The motion carried unanimously.

Approval of Siemens 3-Year Contract Renewal in the Amount of \$41,528 annually

MOTION: Dr. Lemke moved, seconded by Mr. Folker that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Siemens 3-Year Contract Renewal in the Amount of \$41,528 annually

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

Ayes: Sands, Lemke, Clemmensen, Ford, Borkowski, Novit, Folker

Nays:

Absent:

The motion carried unanimously.

Approval of Haskins Renovation Prototyping up to an Amount of \$50,000

MOTION: Mrs. Clemmensen moved, seconded by Mrs. Sands that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Haskins Renovation Prototyping up to an Amount of \$50,000

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

Ayes: Folker, Sands, Borkowski, Clemmensen, Novit, Ford

Nays: Lemke

Absent:

The motion carried.

Approval of Human Resources Items

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

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

Ayes: Lemke, Borkowski, Novit, Clemmensen, Ford, Sands, Folker

Nays:

Absent:

The motion carried unanimously.

CONSENT AGENDA

Any item may be removed from the consent agenda at the request of a Board Member.

Approval of Disbursements, Payrolls, and Financial Statements for October 2016

Education Fund	\$187,773.44
Building and Maintenance Fund	86,516.92
Debt Service Fund	475.00
Debt Service Fund - Bond/Interest Wire Pyts	-
Transportation Fund	99,385.47
Capital Projects Fund	-
Procurement Card Expenses	167,573.36
Insurance Premium Wire Pyts	276,938.27
Direct Deposit Payroll and Taxes	<u>1,651,697.41</u>

Total Expenditures \$2,470,359.87

Approval of Minutes of A Regular Meeting and Workshop, November 15, 2016
Disposal of Audio Recordings: April 13, 2015

MOTION: Mr. Folker moved, seconded by Mr. Novit 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: Ford, Novit, Clemmensen, Sands, Lemke, Borkowski, Folker

Absent:

The motion carried unanimously.

FREEDOM OF INFORMATION ACT (FOIA)

Elizabeth Gordon, Non-Resident

Illinois Retired Teachers Association, Professional Association

FUTURE AGENDA ITEMS

ANNOUNCEMENTS

Friday, December 16, 2016

Tuesday, January 3, 2017

Friday, January 13, 2017

Monday, January 16, 2017

Tuesday, January 24, 2017

Winter Break Begins Close of School Day

School Reopens

Institute Day – No Student Attendance

Martin Luther King Day – No School

**Board of Education Meeting – 7:00 p.m.
West Campus Board Room**

ADJOURNMENT

MOTION: Mrs. Sands moved, seconded by Mrs. Clemmensen 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 8:40 p.m.

Mike Borkowski, President Date

Kent Novit, Secretary Date