

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

October 28, 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 7:05 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	

Absent:

Administration Present:

Mr. Michael Simeck, Superintendent
Mr. Allen Albus, Director of Finance/CSBO
Ms. Jennifer Hermes, Assistant Superintendent of Business and Finance/CSBO
Mrs. Lauren Fagel, Assistant Superintendent of Curriculum, Instruction, Technology and Assessment
Dr. Lori Wilcox, Executive Director of Growth, Talent, and Human Relations

Staff Present: Eileen Faller, Board Clerk

Guests Who Signed In: Caryn Valadez, ED-RED, Gloria Maliszewski, LFEA, Jennifer McGregor, Maria Allen, Julie Sommers, Desiree Witte - APT.

PRESIDENT'S REPORT

Mr. Andersen stated that one of the most important decisions a School Board makes is the selection of a Superintendent who takes the vision, turns it into a plan and ultimately implements it. There is no more important role than that of a Superintendent in public education and it is a notoriously difficult job. The position requires someone who works successfully with a highly engaged community, dedicated faculty, high performing administration and Board. Expecting perfection can lead to high turnover among administrators, discourage innovation and risk-taking and does not foster long term initiatives that are essential to building a great school district.

SUPERINTENDENT'S REPORT

Mr. Simeck reported that SB16 could cost the District \$580,000 annually. There are legitimate concerns regarding PARCC testing including how effectively PARCC will be rolled out and the amount of time it will take to complete the test. The current thinking regarding SB1 is that it will be found to be unconstitutional. Mr. Simeck reported that he had conducted a brainstorming session with students at CROYA to reflect upon the District's milestones and metrics. Mr. Simeck thanked all those who committed so much time to the Mission/Vision process and stated that it resonates with the staff and is as important as anything the Board and administration can accomplish together. Educational research supports the notion of stability in executive leadership and is important for the administrative team, the community and staff.

PUBLIC PARTICIPATION

None

REPORTS

Ed Red

Caryn Valadez, Executive Director of ED-RED gave a presentation on SB16 that creates a single, weighted formula combining state funding for General State Aid and the majority of funding/reimbursement programs administered by ISBE. While SB16 created a new avenue to discuss education funding the proposal will require further analysis and stakeholder input before it moves forward. Ms. Valadez stated that this is a first attempt at change and discussions continue. The Board will be updated on any actions.

DPM Schedule

Ms. DeVore and Mr. Cardamone reported on the process of creating a new master schedule for Deer Path Middle School grades 5-8. The entire staff of DPME and DPMW have been engaged in the process of redesigning the schedule. There are currently three(3) schedules on campus and reduce flexibility in staffing, hinder certain approaches to curriculum and instruction and, limit student choice within fine arts and present many obstacles to achieving the District milestones. An IDEA team has been formed and is composed of 12 teachers from each grade level and content area. The team brought ideas and schedules to a workshop. The ideas and concepts of four schedules were presented to the staff and seven attributes will be considered for the DPM schedule: varied ways to offer student choice, quantity of class time needed to provide valuable instruction, meet students where they are and personalize their learning, flexibility in use of time and space, opportunity for students to take fine arts and related arts within their schedule, professional collaboration/development /common plan time, and a consistent schedule across all grade levels. The next meeting will be November 4. An update will be given to the Board in January 2015.

Fund Balance

Mr. Albus advised that the Board of Education adopted policy 4:20 regarding fund balances that states the District seeks to maintain a year-end Aggregate Fund Balance in the range of 10-15% of annual expenditures. In the event that the Aggregate Fund Balance percentage either falls below 10% or exceeds 15%, a report will be provided to the Board. At the beginning of FY2014 the Aggregate Fund Balance was \$5.4M and was projected to grow by \$1.3M, much of which was attributable to a reduction in the amount of Capital Projects planned for FY14. Based on unaudited numbers the growth was \$2.2M or \$900K more than anticipated. The FY15 Tentative Budget anticipates revenues to exceed expenses by only \$159K.

The District maintains a 5-Year Financial Projection that has scores of assumptions relative to enrollment, staffing, compensation, facilities and economic factors. Several of the assumptions in the projection are worth listing: Existing revenue may be negatively impacted by pending contentious legislation, SB16, a pension cost shift is assumed beginning in FY16, the District's architect recently completed a required ten-year Life Safety Survey with work to be completed estimated at \$4M, the current five-year Capital Projects plan identifies almost \$3.7M of projects in FY 2016-2019 and the current Educational Initiatives Plan identifies almost \$5.8M of instructional or learning space initiatives for FY2016-2020. Based on schedules and assumptions in the Five-Year Financial Projection the Aggregate Fund Balance will likely be within stated parameters of 10-15% by FY18

BOARD COMMITTEES

Board Education Committee – Lesley Fisher, Jeff Folker, Beth Clemmensen

Mrs. Fisher advised that the Education Committee had not met. The next meeting is scheduled for November 18.

Board Finance & Operations Committee – Rick Schuler, Rob Lemke, Mike Borkowski

Mr. Schuler advised that the Finance and Operations Committee had met on October 21. The topics discussed were the Fund Balance with \$4 million budgeted for Life and Safety Issues and \$3.7 million for other capital expenditures. The 5-year budget keeps the District in the 10%-15% range. The second topic discussed was the Tentative Levy that will be presented at the November 18 Board meeting with approval at the December meeting and filing on December 30. The third topic concerned the Student Resource Officer and Mr. Albus reported that the City of Lake Forest would like to share in the cost. The Committee unanimously agreed that the Student Resource Officer is a very valuable asset. The final contract is being reviewed. The fourth topic was the Everett School playground. Mr. Albus will work on an Intergovernmental Agreement with the City and cost sharing would be 50/50 at a cost to the District of \$80,000. The City crews would manage the playground.

Board Policy Committee - Mike Borkowski, Jeff Folker

Mr. Borkowski reported that the District 67 Board Policy Committee had not met.

Compensation Committee – Rob Lemke, Bill Andersen

Mr. Lemke reported that the Compensation Committee had not met.

DISTRICT COMMITTEES

North Suburban Special Education District - Mike Borkowski

Mr. Borkowski reported that the Governing Board had met on October 8 and some important items needed to be discussed with the District 67 Board. The NSED Finance Committee recommended a new financial structure. For a district with 1500 students or more the federal IDEA grant money is decreased from 30% to 15% with increased tuition and memberships. The new model is mostly sifting from fixed to "pay-as-you-go" dollars, as the overall budget does not change significantly. Under the new structure District 67 would save approximately \$66,000 and D115 \$45,000. Ingrid Wiemer and the administration team are analyzing the proposed structure. Mr. Borkowski advised that NSED had received an update on District 112 filing their Intent to Withdraw. Mr. Borkowski will be required to vote on District 112's withdrawal from the NSED co-op and at the November District 67 Board meeting the Board will also be required to take a vote on the matter. Deerfield District 109 publicly announced at their Board of Education meeting that they are considering filing their intent to withdraw from NSED. If they file paperwork they will do so by December 31 providing them with the ability to withdraw in June 2016.

The NSED Governing Board completed the NSED Superintendent's evaluation. As part of the discussion the NSED Board decided not to rescind the Superintendent's retirement notice. Mr. Borkowski advised the Board that District 67 administration is working with NSED on the overall relationship including finance and programming, in conjunction with Lake Forest Community High School District 115 and Lake Bluff School District 65. The next meeting is scheduled for November 12.

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

Ms. Caryn Valadez gave a report to the Board on SB16.

Curriculum Coordinating Committee – Lesley Fisher

Mrs. Fisher reported that the Curriculum Coordinating Committee met on October 23. Two new members joined the committee, Suzanne Sands and Dimitrios Lewis. Lauren Fagel gave an update on world language programming and stated that with declining enrollment the numerous choices of world language may not be feasible moving forward. A World Language Committee has been formed and is chaired by Kelly Jackson with world language teachers representing all languages. The committee will meet monthly to develop belief statements, involve parents and bring forth best thinking to the Instructional Leadership Team, Curriculum Coordinating Committee and Education Committee. An update will be given to the Board at a future meeting. The English Language Arts adoption process was also discussed including a balanced literacy approach, a workshop model will be used with time for students to be taught and practice, there will be a choice of books and writing topics. This adoption is aligned with Vision and Learning targets and will have a two-year implementation period. Ongoing professional development will take place. The next meeting of the Curriculum Coordinating Committee will take place on December 4.

Spirit of 67 Foundation – Lesley Fisher.

Mrs. Fisher reported that the Spirit of 67 Foundation had met on October 14. Mrs. Zeeman discussed the invitation she had received to the Inquiry Block at Cherokee to see how grant items were being put to use. January 30 is Family Game Night at the schools. The Fall Luncheon was held on October 17 at Exmoor and was a great success. 35% of District families are members of the Foundation so far this year and donations are accepted at any level. The next meeting of the Spirit of 67 Foundation will be held at West Campus on November 11.

APT – Rob Lemke

Mr. Lemke reported that the APT met on Wednesday, October 8. The Board will rotate attendance at the APT meetings each month. Mr. Lemke enjoyed hearing the APT discussions and felt it was useful to have a Board member give their view of the Board's role in terms of committee service. Mr. Simeck spoke briefly about the importance of reading at or above grade level by the end of second grade. Laura Montgomery, a K-8 technology coach, demonstrated Google docs in hopes of streamlining APT collaborative work. Mr. Lemke gave an overview of the work of the Compensation Committee. Mrs. Cekay mentioned that due to a curricular decision made by the District, not the APT, Time Zone is being reconfigured this year. APT membership stands at about 85% and student directories will be distributed to members shortly.

ACTION ITEMS:

Approval of 2015-2016 Calendar

Mrs. Fagel and Dr. Wilcox recommended approval the 2015-2016 Calendar, as presented.

MOTION: Mrs. Clemmensen moved, seconded by Mr. Folker, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2015-2016 Calendar, as presented.

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

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

Nays: Schuler

Absent:

The motion carried.

Approval of Superintendent Multi-Year Contract

Mr. Lemke reported on the Superintendent Contract and noted that Mr. Simeck is currently in the third of year of his initial three-year contract. The new contract would void the third year and a new five-year contract, retroactive to July 1, would be signed. In effect the new contract would be a four-year extension to the original. The contract explicitly states annual goals for the Superintendent that directly align with the milestones from the Mission/Vision initiative. The Board will meet each spring to evaluate the Superintendents' progress toward achieving those goals, and

determining goals for the subsequent year. Salary adjustments will be made primarily based on the performance targets. The contract also requires the Board and Superintendent to engage in dialogue on performance-based compensation. There are provisions in the agreement under which the Board and Superintendent may terminate the agreement.

Mrs. Fisher and Mrs. Clemmensen delivered comments regarding their position on the contract.

MOTION: Mr. Schuler moved, seconded by Mr. Borkowski that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Superintendent Multi-Year Contract.

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

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

Nays: Clemmensen

Absent:

The motion carried.

Approval of Superintendent Delineating Agreement

Mr. Andersen reported that the Superintendent Delineating Agreement is a legal Shared Service Agreement with Lake Forest Community High School District 115 and recommended approval.

MOTION: Mr. Borkowski moved, seconded by Mr. Schuler, that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Superintendent Delineating Agreement.

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

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

Nays: None

Absent:

The motion carried unanimously.

Approval of PRESS Issue 85 and 86 Policy Updates – 2nd Reading

Mr. Borkowski recommended approval of the PRESS Issue 85 and 86 Policy Updates, as discussed on 1st Reading at the September meeting.

MOTION: Mr. Folker moved, seconded by Mr. Schuler that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, PRESS Issue 85 and 86 on Second Reading, as presented.

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

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

Absent:

The motion carried unanimously.

Approval of Human Resources Items

Mr. Simeck recommended approval of the Human Resources Items, as presented.

MOTION: Mr. Borkowski moved, seconded by Mrs. Fisher, 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: Fisher, Lemke, Andersen, Folker, Borkowski, Schuler, Clemmensen

Nays:

Absent:

The motion carried unanimously.

CONSENT AGENDA

Approval of Disbursements, Payrolls, and Financial Statements for September 1 – September 30, 2014

Education Fund	\$634,408.04
Building and Maintenance Fund	135,648.67
Debt Service Fund	-
Transportation Fund	13,093.70
Municipal Retirement Fund	71,201.27
Capital Projects Fund	591,709.47
Procurement Card Expenses	130,252.94
Direct Deposit Payroll and Taxes	<u>1,510,301.25</u>

Total Expenditures \$3,086,615.34

Approval of Special Education Settlement

Approval of Minutes of A Regular Meeting, September 23, 2014

Approval of Minutes of A Board Workshop, September 23, 2014

Approval of Amended Minutes of An Executive Session, September 23, 2014

Approval of Minutes of A Budget Hearing, September 23, 2014

Approval of An Executive Session, October 13, 2014

Disposal of audio recordings – March 19, 2013

MOTION: Mr. Schuler moved, seconded by Mrs. Clemmensen, 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: Fisher, Lemke, Clemmensen, Andersen, Borkowski, Schuler, Folker

Nays: None

Absent:

The motion carried unanimously.

FREEDOM OF INFORMATION ACT (FOIA)

Gary Finley, Resident,
Laura Rukavina, Resident
RJP Properties, Commercial
Laura Rukavina, Resident

FUTURE AGENDA ITEMS

ANNOUNCEMENTS

Wednesday, November 12, 2014	DPM Late Start Day – 10:35 a.m.
Friday, November 14, 2014	Institute Day – No Student Attendance
Tuesday, November 18, 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: Mrs. Fisher moved, seconded by Mr. Borkowski, 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 9:05 p.m.

Mike Borkowski, Secretary Date