

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

May 24, 2016

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 5:45 p.m. by Mr. Borkowski.

Board members present at roll call were:

Mike Borkowski, President	Tom Ford, Member
Jeff Folker, Member	Beth Clemmensen, Vice President
Kent Novit, Secretary	Suzanne Sands, Member
Rob Lemke, Member	

Absent:

Administration Present:

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

Also Present: Eileen Faller, Board Clerk

ADJOURN TO EXECUTIVE SESSION:

Mr. Ford moved, seconded by Mrs. Sands at 5:47 p.m. that the Board of Education, Lake Forest School District 67, Lake Forest, Illinois, adjourn to Executive Session to discuss matters related to the appointment, employment, compensation, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

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

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

Absent:

Nays:

The motion carried unanimously.

RETURN TO OPEN SESSION:

Mrs. Sands moved, seconded by Dr. Lemke that the Board of Education Lake Forest School District 67, Lake Forest Illinois, return to Open Session at 7:01 p.m.

On voice vote motion carried unanimously.

BOARD WORKSHOP:

The Board Workshop for Lake Forest School District 67, Lake Forest, Illinois, was cancelled.

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:

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|---------------------------------|---------------------------|
| Kent Novit, Secretary | Rob Lemke, Member |
| Beth Clemmensen, Vice President | Mike Borkowski, President |
| Suzanne Sands, Member | Tom Ford, Member |
| Jeff Folker, Member | |

Absent:

Administration Present:

- Mr. Michael Simeck, Superintendent
- Ms. Jennifer Hermes, Assistant Superintendent of Business Services/CSBO
- Mr. Allen Albus, Deputy Superintendent of Finance and Operations/CSBO
- Mrs. Judi Epcke, Director of Instructional Technology
- Dr. Lori Wilcox, Assistant Superintendent of Growth, Talent, and Human Relations

Staff Present: Eileen Faller, Board Clerk

Guests Who Signed In: Melissa DeWitt, Lea Revira-Cortez, Champions, Paul Markoff, parent.

PRESIDENT’S REPORT

Mr. Borkowski reported that he had attended a very special event on May 23, 2016 as 252 8th grade students graduated from Deer Path Middle School and moved on to the high school. Mr. Borkowski congratulated each one of them, on behalf of the D67 Board of Education. The Board is extremely proud of these students, not only for their academic achievement, but for the people they have become, for the best effort they have shown, and for passions they have discovered and pursued along the way. Mr. Borkowski gave a big thanks to the staff, teachers, administrators, and support personnel that made the graduation such a wonderful event. Many people did a lot of work making the graduation ceremony happen. Mr. Borkowski thanked all who played a role, big or small.

Mr. Borkowski also thanked the entire staff, especially the teachers, for the work they have done with each of the students over the past nine months and stated that it really has been a fantastic school year, with many, many, successes along the way. Mr. Borkowski extended the Board’s congratulations to the 1,529 students completing other grades and wished everyone a safe, relaxing, and fun summer.

SUPERINTENDENT'S REPORT

Mr. Simeck reported that it is a very busy time of year. The 8th grade graduation took place on May 23, and was perhaps the most attended event of the year. Final concerts have also taken place. Some of Mr. Simeck's favorites include the band and orchestra concerts that feature 4th grade through 8th grade groups. Mr. Gray's final concert of the year was impressive with a wide range of music and unusually challenging selections for middle school choir students. End of year APT and Spirit meetings and the amazing Home Tour have taken place. The end of year celebration when the District recognizes retirees and the winners of the innovative practice awards are revealed, with an unusually large number this year, will take place on June 1. Mr. Simeck stated that he sees the signs of a strong and growing organization. This is exemplified through thriving students, new programs, a staff eager to learn and grow, a board and administration committed to finding and developing talent, vibrant organizations like APT and Spirit and many, many happy parents and students appreciative of the work their children's teachers are doing. The state of the District is strong.

PUBLIC PARTICIPATION

There was no public participation.

REPORTS

Technology Report

Mrs. Epcke updated the Board on the use of technology as a tool to enhance learning, and the transformation of learning spaces. With the implementation of a cart of Chromebooks in each 2nd and 3rd grade classroom students in grades 2-8 have access to a device any time throughout the school day. iPads are available for photos and video creation, Macbook laptops for access to Minecraft EDU, and desktops in the STEM labs with specialized software for graphic design in 3D printing. The libraries are places of active learning involving design thinking, making, and coding. The schools are working on building a "maker culture. The librarians have taken the lead with exposing students to activities like Cardboard Carnival, Treehouse Creation, the HitchBot Robot, and an introduction to the design thinking process. Spirit of 67 grants for furniture, storage, and Maker Space accessories were awarded to libraries at Everett and Sheridan and the Cube received a grant to purchase materials to continue the progress toward providing maker activities in the space. Students accessed assessments on Chromebooks. Lake Forest is very fortunate to have talented teachers, technicians, and coaches.

K-1 Tablets Trial Update

Mrs. Epcke reported that the K-1 Nexus 7 Tablet Trial exposed the youngest learners to the use of handheld, non-laptop devices in the classrooms. 4(four) classrooms, 2(two) kindergarten and 2(two) first grade, were selected to participate. It was anticipated that the technology would provide opportunities to document learning, serve as a tool for differentiation, amplify learning, and home/school communication would be streamlined and occur in new ways. Teachers who participated in the trial wish to continue with the devices in 2016-

2017. Next year will be a year to research a tablet with a larger screen that allows teachers the ability to manage app distribution to students.

Haskins Component Cost

Mr. Albus and Mr. Bennett, Pepper Construction, presented a conceptual design component and detailed cost estimate to the Board for the Haskins Center including the ceiling, gathering steps, hive and partition walls. The report will be used to review and prioritize elements of the initial drawing into a final recommendation.

BOARD COMMITTEES

Board Education Committee – Beth Clemmensen, Jeff Folker, Suzanne Sands

Mrs. Clemmensen reported that the Education Committee met on May 18 and was called to order at 8:15 a.m. The minutes of the January meeting were approved.

Mrs. Epcke provided an update on the Tablet Pilot that was recently conducted at the elementary schools. The full report is available in the Board packet.

Ms. Milsk presented the committee with an overview on where the team is on Inquiry Learning across the district as the District looks to create more consistency across the three elementary buildings. The team has determined specific guidelines including that Inquiry will fit within the Science and Social Studies minutes. The Inquiry work will focus on particular core skills including: Documenting, Reflecting, Questioning, and Peer Feedback. Significant spring and summer professional development sessions are being put together to support the Inquiry initiative. While there is now a master schedule, Cherokee will continue to look a little different from a schedule standpoint because of Mandarin. However, the schools now look more similar than different in terms of Inquiry.

Ms. Milsk stated that significant professional development is taking place this summer and the district is offering a “course catalog” of Professional Development options for teachers to support the rollout of the new Reading program, as well as in response to teacher feedback that more sessions be offered. There are multiple classes on Reading Workshop as well as Inquiry Based learning. So far, 71 people are signed up for the Reading Workshop Professional Development, including every grade 5-8 reading teacher. All of the reading materials have been given to teachers.

The committee approved meeting dates for next year and they are posted on the district website. The next meeting is scheduled for Wednesday, October 5, 2016 at 8:15 a.m. in Seminar A, West Campus.

Board Finance and Operations Committee – Rob Lemke, Tom Ford, Kent Novit

Dr. Lemke reported that the Finance and Operations meeting scheduled for May 17 was cancelled however, a meeting took place with the Administration, specifically Carol White, where the Educational and Facility initiatives scheduled for completion this summer were discussed. Meeting dates for 2016-2017 were scheduled for August 23, October 11, January 10, March 7 and May 11 at 8:00 a.m. at West Campus.

Board Policy Committee - Jeff Folker, Suzanne Sands, Kent Novit

Mr. Folker reported that the Policy Committee had not met since the last Board meeting. At the last meeting the Board decided to table the first reading of policy 7:210, Expulsion Procedures, in order to address community concerns regarding the policy's clarity and wording.

Both the current version and the re-written PRESS version of the policy were sent to the Board's legal counsel for review along with some suggested changes provided by an interested community member. Mr. Folker will contact the attorney in the near future to discuss concerns and to get their perspective on the proposed PRESS changes, as well as the suggested changes from the community. The Policy Committee will meet in early June in order to review Policy 7.210 and bring a recommendation to the Board for a first reading at the June 28, Board meeting.

Compensation Committee – Tom Ford, Rob Lemke, Mike Borkowski

The Compensation Committee had 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 one of the Board's stated goals for the 2015-16 fiscal year was to begin development of Board Operating Procedures. The purpose of creating Board Operating Procedures and a subsequent Board Operating Procedures Manual is to help formalize institutional knowledge, create an effective Board training document, establish clear alignment across Board members in areas such as roles and responsibilities, community engagement, working together effectively and fairly, meeting etiquette and process, and expectations of Board and Administration relationships. To this end, the Board held a workshop on May 5th to discuss what should be included in the Board Operating Procedures Manual, review what other school districts around the country already have in place, gain agreement on a process and timeline, and create an ad hoc Board Committee to lead this effort.

The Board agreed to the following:

- an ad hoc Board Operating Procedures Committee will be led by Mr. Folker and will include Kent Novit and Mike Simeck
- the committee will hold its first meeting on Tuesday, June 6th at 7:00 a.m. to develop a timeline, confirm expectations, and review a draft document using the Berkley, Michigan, Board Operating Procedures Manual as a template
- the committee will try to complete most (if not all) of the work without the use of outside resources for process or facilitation support, but has reached out to District 67 parent, Dr. Carolyn Hendrickson, to secure her services if necessary.

With the initiation of this project, the Board has met the 2015-16 goal of "beginning the development of Board Operating Procedures." Mr. Folker will report on progress at future meetings with the expectation of having a completed manual approved and in place by the end of fiscal year 2016-17.

DISTRICT COMMITTEES

North Suburban Special Education District - Suzanne Sands

Mrs. Sands reported that the NSSSED Leadership Council met on May 11, 2016 and discussed the Kinnett Scholarships that were established in 2005 with funds from a bequest from two District 28 teachers. The purpose of the scholarships is to provide \$1,000 grants to graduating seniors in NSSSED affiliated high schools intending to pursue a college degree in the area of special education, or having themselves received special education services, and planning to further their education. Two of this year's five recipients are from Lake Forest High School: John Fahrenbach who will be attending the University of Notre Dame and Jessica Puryear who will major in special education at Lynchburg College

Ms. Heather Miehl provided an update on the construction bid process for the new space for the Educational and Life Skills Transition Program. The new space is scheduled to open for students in August.

Mr. Andy Piper, Director of Personnel and Compliance, provided the Leadership Council update on the latest Policy Committee discussions on the following key areas: 1) what must a district contemplating withdrawal from NSSSED do prior to submitting a letter of intent to withdraw; 2) what is the process for rescinding a letter of intent to withdraw; 3) what constitutes total liabilities in the accounting upon withdrawal; and 4) what is the timing of payment due to NSSSED in relation to liabilities.

The Advisory Committee met on Monday, May 9, to discuss the space needs at NSAE. The proposed short-term solution may be to move 5th Grade students to the North Shore Academy building. This would provide immediate relief but is not viewed as a long term solution given the lack of playground and cafeteria, as well as the less preferred integration of elementary and high school students. Additional information will be brought to the June meeting.

Dr. Tim Thomas spoke to the Leadership Council about NSSSED's guiding principle and practice of zero rejection which means that NSSSED "takes all students all the time" from member districts. Subsequently, this capacity must be taken into consideration in preparing the budget, especially related to employing qualified and dedicated staff.

The Leadership Council approved a budget amendment in response to IDEA carryover revenues that were not known at the time when the FY16 budget was adopted. The next meeting is scheduled for June 8, 2016 at 7:00 p.m.

Legislative Liaison – Beth Clemmensen

No report was presented.

Spirit of 67 Foundation – Suzanne Sands

Mrs. Sands reported that the Spirit of 67 Foundation Board met on May 10, 2016. Mr. Simeck joined the meeting and spoke about summer facilities projects taking place across this district. Mr. Simeck discussed enrollment and responded to questions from the group.

Mrs. Sands shared a film produced by LFHS student, Van Staunton, featuring the Cherokee Inspiration Zone grant funded this year, with the Board.

<http://lfhsnewmedia.com/video/play/Hhyz-Dymz87V>

A film produced by LFHS student, Kai Kasprzak, featuring the NEW Visiting Scientist Program grant funded this year was also shared with the Board.

<http://lfhsnewmedia.com/video/play/9q5asB1IvKu9>

As of May 10, this year, 47% of our district families have donated over \$125,000 in revenue. The Board of Directors will only meet 4 times next year: September 13, November 8, February 14 and April 11. The various committees will meet throughout the year and the Executive Committee will continue to meet on a monthly basis.

The 14th Annual Home Tour took place on May 12, 2016. This year's tour was a huge success bringing in revenues of around \$88,000. For more information about everyone who supported this event and to see some photos of the day, visit the Spirit website. <http://www.spiritof67foundation.org/home-tour-2016.html>

Mrs. Sands shared the following Important Dates:

September 2016 Raise Your Hand for Education Online Auction

October 1, 2016 Kick Up Your Boots for Education Barn Dance

October 14, 2016 District 67 Faculty Revue

May 11, 2017 Opening Doors for Education Home Tour

The next meeting of the Spirit of 67 Foundation Board is scheduled for September 13, 2016 at 9 a.m. in the West Campus Board Room.

APT – Jeff Folker

Mr. Folker reported that the District 67 APT Board held its annual Incoming/Outgoing Board luncheon on Wednesday, May 11th at Authentico.

While there was no official business conducted, Mr. Folker took the opportunity to share a few highlights from the past school year that continue to illustrate the wonderful impact that the APT has on this District and our children:

- Parent Awareness co-chairs, Jorie Alutto & Diane Webb, coordinated the annual "Jump Start to 5th Grade" panel discussion on Tuesday, May 10th at the DPM Cube. It was very well attended and continues to provide a valuable forum for incoming 5th grade parents to ask questions and get relevant, straightforward answers. Thanks to Tom Cardamone, Michael Kroll, Officer Christiansen, and the parent panelists for their time and insight.

- Jorie and Diane, along with Emotional Wellness co-chairs Sushama Krishniswamy & Micaiah Robinson, worked in collaboration with Anne Whipple, Janice Patterson, and Emily Correa to introduce the District 67 “E-Pulse” newsletter.
- Another new APT offering this past year was the “Visiting Scientist” program. Thanks to a Spirit grant written by Camille Stohlgren and Wiebke Droege, the “Visiting Scientist” program proved to be an exciting and innovative way to enrich our K-4 science curriculum.
- The DPM APT, led by Jennifer Karras, expanded and grew “Family Game Night” with a record turnout and incorporated a meaningful charitable fundraising opportunity into the event that raised enough money to sponsor two veterans on an “Honor Flight” to Washington, DC.
- The elementary building APTs had another successful year of Winterfests, Monster Bashes, Winter Carnivals, Beach Bashes, and Spookfests.
- Adriana Arpino, the Food Service Coordinator, did an excellent job of coordinating National Nutrition Month back in March and worked with Quest Food Service to set up cool food tastings at each building.
- The Directory/Membership team of Eileen Swartout, Jenn Goldman, and Anna McEvoy, worked tirelessly to continually improve the District 67 Student Directory.
- Visiting Author and Fine Arts committees did a great job of bringing in interesting and relevant people and performances to all our buildings.

Mr. Folker also thanked the District 67 APT Board members who are finishing up their terms this year. The District is extremely blessed to have such outstanding parents and parent groups helping to attain the Mission, Vision, and Goals, and on behalf of the school Board thanked everyone who volunteered their time, energy, and enthusiasm on an APT Board this past year and succeeded in enriching the educational experience of all District 67 students.

PUBLIC PARTICIPATION

Mr. Paul Markoff addressed the Board and thanked Mr. Folker for his work on policy 7:210, the teachers who he stated are the backbone of the District, the administration, especially Mr. Albus and Dr. Wilcox and the Board for their voluntary service.

Melissa DeWitt of Champions thanked the District, stated that it was a pleasure working with the teachers and looked forward to another great year next year.

ACTION ITEMS:

Approval of Workers Compensation Premium Renewal

MOTION: Mr. Folker moved, seconded by Mr. Novit that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Workers Compensation Premium Renewal

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

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

Nays:

Absent:

The motion carried unanimously.

Approval of 2016-2017 Staff Compensation

MOTION: Dr. Lemke moved, seconded by Mrs. Sands that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the 2016-2017 Staff Compensation

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

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

Nays: Ford

Absent:

The motion carried.

Approval of Whipple Consulting Contract

MOTION: Mr. Novit moved, seconded by Mrs. Sands that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Whipple Consulting Contract

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 Silverpoint/Finalsite Conversion Three-Year Contract in the Amount of \$7,500 per year

MOTION: Mr. Folker moved, seconded by Mrs. Sands that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve the Silverpoint/Finalsite Conversion Three-Year Contract in the Amount of \$7,500 per year

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 Final 2015-2016 School Calendar

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

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

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

Nays:

Absent:

The motion carried unanimously.

Approval of PRESS Issue 91- Second Reading

MOTION: Mr. Folker moved, seconded by Mrs. Sands that the Board of Education of Lake Forest School District 67, Lake Forest, Illinois, approve PRESS Issue 91 second reading.

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

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

Nays:

Absent:

The motion carried unanimously.

Approval of Human Resources Items

MOTION: Mrs. Clemmensen 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: Sands, Ford, Clemmensen, Folker, Borkowski, Lemke, Novit

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 April 2016

Education Fund	\$228,780.76
Building and Maintenance Fund	236,601.32
Debt Service Fund	2,000.00
Debt Service Fund - Bond/Interest Wire Pyts	-
Transportation Fund	93,638.96
Capital Projects Fund	15,275.00
Procurement Card Expenses	104,168.06
Insurance Premium Wire Pyts	271,709.46
Direct Deposit Payroll and Taxes	<u>2,323,088.72</u>

Total Expenditures \$3,275,262.28

Appointment of Treasurer

Approval of Designation of Depositories

Approval of Minutes of A Regular Meeting and Workshop, April 19, 2016

Approval of Minutes of An Executive Session, April 19, 2016

Approval of Minutes of A Special Board Meeting, May 2, 2016

Approval of Minutes of An Executive Session, May 2, 2016

Approval of Minutes of A Board Workshop, May 5, 2016

Disposal of Audio Recordings: October 28, 2014

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

Nays:

Absent:

The motion carried unanimously.

FREEDOM OF INFORMATION ACT (FOIA)

Bill Trevino, Commercial

Sharon Page, Non-Resident

FUTURE AGENDA ITEMS

ANNOUNCEMENTS

Friday May 27, 2016

½ Day Student Attendance

Monday, May 20, 2016

Memorial Day – No School

Wednesday, June 1, 2016

Last Day of School – ½ Day for Students

Thursday, June 2, 2016

Institute Day

Tuesday, June 28, 2016

Board of Education Meeting – 7:00 p.m.

West Campus Board Room

EXECUTIVE SESSION

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

ADJOURNMENT

MOTION: Mr. Ford 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 8:52 p.m.

Kent Novit, Secretary Date