

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF EDUCATION  
LAKE FOREST COMMUNITY HIGH SCHOOL  
DISTRICT 115  
September 8, 2015**

**CALL TO ORDER AND ROLL CALL**

A Regular Business Meeting of the Board of Education of Lake Forest Community High School District #115, County of Lake, State of Illinois, was held on Monday, Tuesday, September 8, 2015 and called to order at 5:30 p.m. at West Campus in the Boardroom.

On Roll Call the following Members were found to be present:

Ted Moorman, Secretary  
John Powers, Vice President  
Diana Kreiling, Member  
Lise Eliot, Member  
David Lane, Member  
Reese Marcusson, President

Absent:           None

Administration Present:

Michael Simeck, Superintendent  
Allen Albus, Deputy Superintendent for Finance and Operations  
Jennifer Hermes, Assistant Superintendent Finance & Operations K-12  
Lori Wilcox, Assistant Superintendent of Growth, Talent, and Human Relations  
Barry Rodgers, Assistant Superintendent of Curriculum, Instruction, Technology & Assessment K-12  
Chala Holland, Principal  
Tom Meagher, Assistant Principal  
Jim Sullivan, Assistant Principal

Others:           Sally Davis

**PRESIDENT'S REPORT**

Mr. Marcusson reported that Board Vice President, Dave Schreiber, has relocated and resigned from the Board. The Board encouraged interested community members to submit an application to fill his spot on the Board. Sally Davis, a resident of Lake Bluff, was chosen from the pool of candidates to fill the vacancy. Mr. Marcusson asked for a motion to approve Sally Davis as the new District 115 Board of Education Member.

**ACTION ITEMS:**

Approval of Appointment of New District 115 Board of Education Member

**MOTION:** It was moved by Mr. Moorman, seconded by Dr. Eliot that the Lake Forest Community High School District 115 Board of Education approve the appointment of Sally Davis as the new District 115 Board of Education Member.

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

**ROLL CALL:** Aye: Eliot, Powers, Moorman, Kreiling, Lane, Marcusson  
Nay: None

Motion Carried

Mr. Marcusson administered the Oath of Office to Ms. Davis and welcomed her to the Board. Ms. Davis joined the Board at the table.

Mr. Marcusson asked for a motion to adjourn to Executive session for discussion on matters related to the appointment, employment, compensation, performance, or dismissal of specific employees of the public body. 5 ILCS 120/2(c)(1)

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(2)

**MOTION TO MOVE TO EXECUTIVE SESSION**

**MOTION:** Mr. Powers moved and Mr. Moorman seconded that the Board move into Executive Session for a discussion on matters related to the appointment, employment, compensation, performance, or dismissal of specific employees of the public body. 5 ILCS 120/2(c)(1)

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(2)

No action will be taken in Executive Session.

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

**ROLL CALL:** Aye: Moorman, Powers, Kreiling, Lane, Eliot, Davis, Marcusson  
Nay: None

Motion Carried

**ADJOURNMENT TO EXECUTIVE SESSION (5:10 p.m.)**

**RETURN TO OPEN SESSION**

**MOTION:** Mrs. Kreiling moved and Mr. Moorman seconded that the meeting return to Open Session. (6:30 p.m.)

**ROLL CALL:** Aye: Lane, Eliot, Powers, Davis, Moorman, Kreiling, Marcusson  
Nay: None

9/8/15

## **BUDGET HEARING**

Mr. Marcusson opened the Budget Hearing. Mr. Albus reviewed the Budget adoption requirements. The budget must be adopted by the end of September and placed on public display for at least 30 days. A date and time must be scheduled for a public hearing on the budget and the date and time of the public hearing and the availability of the budget must be published in the newspaper. Having fulfilled all requirements prior to adoption, the Budget has been placed on the agenda as an action item tonight.

## **PRESIDENT'S REPORT**

Mr. Marcusson commented that every year the high school begins with a blank slate and a chance to do things differently and better. He said this year he wants to communicate more effectively, not saying more, but listening more and listening more effectively. He wants everyone to think of every student, not just groups of students. He wants to make sure that every LFHS student can be who they are. He said he's heard that a lot in various forums during his first 12 months on the Board and heard it loudly from Dr. Holland during their time together. He wants to be sure we're thinking about every child all the time.

Mr. Marcusson reported that Dave Schreiber has moved out of state and resigned from the Board. The Board announced that there was a vacancy. Mr. Marcusson said that we are lucky to have a large number of qualified people in this community with varied and impressive skills. They made the job hard but he feels like the Board has found an excellent candidate in Sally Davis. Ms. Davis is an attorney and 13-year Lake Bluff resident with a sophomore son at the high school. She is curious, thoughtful and passionate about education. Ms. Davis was sworn in at the beginning of the meeting. Mr. Marcusson administered the oath of office again for the benefit of the viewing audience.

## **SUPERINTENDENT'S REPORT**

Mr. Simeck asked Dr. Holland to update the Board on activities at the high school. Dr. Holland introduced Student Council President, Jake Durburg and Student Council Vice President, Jill Barrere. Jake and Jill presented an update on student activities including building school spirit, planning homecoming, fund raising and increasing healthy offerings in the cafeteria.

Dr. Holland reported that she's spending a lot of time in classrooms getting to know students and instructional environments. She is also attending student council meetings which have been attended by over 90 students. The update to the Strategic Plan has been completed and leadership is beginning to unpack goals for the year. Part of the goals center around academic support and students are making good use of the newly remodeled College Resource Center where students can stop in during lunch periods and talk to their counselor or get help on college apps. We've launched an ELL program for our growing population of students who are learning English or have English as a second language. The School Day Committee, which includes eighteen faculty members, the LFEA president and vice president and twelve administrators will meet on September 10<sup>th</sup>. The structure for peer tutoring has been revised under the guidance of Dean Frank Lesniak and students who have been trained as peer tutors are meeting with students who need help. A standing Evaluation Committee has been formed to develop an evaluation model and rubric for teachers to track student growth.

Mr. Simeck reported that one of the most important changes since he was in school is the movement away from the teacher centric classroom to a student centric classroom. Lesson plans differentiate how students are able to access things which allows students to express their learning in a variety of ways. Teachers are working with tech to record smart board lessons for students who are absent or for students who want to review the lesson. Some of our math teachers are working in flipped classrooms where concepts are learned at home and problems are worked on in the classroom with the teacher. Google groups have been formed so students can find support from classmates and teachers.

Mr. Simeck reported on the one-year Strategic Plan. He reviewed Core Values and noted that everything we will be doing this year will connect to the three Milestones, Achievement, Instruction and Assessment. A number of initiatives are underway, including articulating a guaranteed viable curriculum, increasing CSCI results on sense of social-emotional security, developing a community mentorship/outreach program to connect students with internship opportunities, expanding access and opportunities for students to take the most appropriate challenging courses and improving access and options for academic student support. Building high trust partnerships among the Board, faculty, staff, parents and community is a priority.

## **PUBLIC PARTICIPATION**

There was no Public Participation.

## **REPORTS/DISCUSSION**

Director of Safety and Security, Scott Krajniak accompanied by School Resource Officer Ben Grum presented an update on safety and security at the high school. Mr. Krajniak reported that rescue assistance buttons are now located in all stairwells. This system communicates with the fire department to let them know that someone needs help and helps to pinpoint their location. Emergency buttons are located in all classrooms and offices and may be used to communicate with the main office when help is needed. All phones are 911 accessible. Key fob doors have been installed at staff entrances and AEDs have been strategically placed throughout the building. The Emergency Response Plan has been completed. It is a collaborative effort between LFHS and the Police and Fire Departments and follows the federal government emergency guidelines. Outdated cameras have been replaced and several new cameras have been installed to eliminate gaps in coverage areas. Safety and security initiatives include a review and assessment of the need for a visitor check in system that would track visitors and run them through criminal data bases and initiating a survey of local schools regarding their safety and security procedures. Mr. Krajniak said that the new CrisisGo mobile app is transforming the way people respond to emergencies by placing visual graphics and emergency information directly onto their ipads, mobile phones and laptops. He said that incident training is important and must be redundant so it becomes repetitive and you don't have to think about it if an emergency occurs. Safety and security is an on-going process. Unfortunately, school tragedies are not a trend that will go away any time soon. There were 63 tragedies from 1927 – 2012. There have been 74 school shootings since Sandy Hook on December 14, 2012.

## **BOARD COMMITTEES**

### Education Committee

Dr. Eliot reported that the Education Committee held their first meeting of the year on September 2<sup>nd</sup>. They talked about the goals for the committee. Board members and community members were of one voice in agreeing and hoping that the committee can insure a high quality education and strong mentoring for all students. Mr. Rodgers reported on the rollout of the new maker space, the enhancements to the media resource center and the goal of expanding the telecom facility into it. He announced that New Media teacher, Steve Douglass, has won a Golden Apple Distinguished Educator Award. Dr. Holland has developed a series of free ACT Prep classes that will begin shortly. The School Day committee will hold its first meeting this week. An additional October meeting was added to the list of meetings.

### Finance/Operations Committee

Mr. Powers reported that the committee will hold its first meeting on Wednesday, September 16<sup>th</sup> at 7:30 am at West Campus.

## **LIAISON REPORTS**

There were no Liaison Reports.

## **ACTION ITEMS**

### Adoption of the 2015-2016 Budget

Although there is a deficit of \$987,000 for this fiscal year, some of our 17% Budget reserves will be spent down to bring us to 15% which is in line with the Board's goal of staying above 10%. Mr. Marcusson challenged the Administration to continue to look for shared service opportunities to reduce costs and turn tax revenues into positive effects for students at LFHS.

**MOTION:** It was moved by Mr. Lane, seconded by Mr. Moorman that the Lake Forest Community High School District 115 Board of Education approve adopt the 2015-2016 Budget as presented.

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

**ROLL CALL:**      Aye:    Eliot, Powers, Moorman, Kreiling, Lane, Davis, Marcusson  
                            Nay:    None

Motion Carried

### Adoption of Out-Going Board Member Resolution

Mr. Marcusson read a resolution recognizing out-going Board Member, Dave Schreiber, for his service from 2013-2015. Mr. Schreiber served as Vice President from 2014-2015, was a member of the Education Committee, the Finance and Operations Committee and the Joint Shared Services Committee. Mr. Marcusson thanked him for his commitment to the Board and for all he has done to advance the quality of education in our community.

9/8/15

MOTION: It was moved by Mrs. Kreiling seconded by Mr. Moorman that the Lake Forest Community High School District 115 Board of Education approve the Out-Going Board Member Resolution as presented.

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

**ROLL CALL:** Aye: Eliot, Kreiling, Lane, Moorman, Powers, Davis, Marcusson  
Nay: None

Motion Carried

Adoption of Resolution Approving Withdrawal of School District 109 from NSSED

Mr. Moorman reported that Deerfield District 109 has decided to withdraw from the NSSED Consortium. One of the goals of member schools is to use the least restrictive environment for special education students and keep students in their home districts. Deerfield District 109 has 6 students at NSSED who will be supported until the end of the school year by NSSED and then return to Deerfield High School. He recommended that the Board approve the resolution.

MOTION: It was moved by Dr. Eliot, seconded by Mr. Moorman that the Lake Forest Community High School District 115 Board of Education adopt the resolution for the consensual withdrawal of Deerfield Public School District 109 from the Northern Suburban Special Education District.

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

**ROLL CALL:** Aye: Lane, Eliot, Moorman, Kreiling, Davis, Powers, Marcusson  
Nay: None

Motion Carried

Approval of 2016-2017 School Calendar

The proposed calendar has been aligned to District 65 and 67 calendars. Feedback was solicited from stakeholders throughout the process. The calendar is subject to change as we look at a new school day for next year. Having exams prior to holiday break is under discussion.

MOTION: It was moved by Mr. Powers, seconded by Ms. Davis that the Lake Forest Community High School District 115 Board of Education approve the 2016-2017 Calendar as presented.

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

**ROLL CALL:** Aye: Kreiling, Eliot, Moorman, Davis, Lane, Powers, Marcusson  
Nay: None

Motion Carried

Approval of Policy 4:55 Use of Credit and Procurement Cards 1st Reading

This policy concerns the use and approval process for district procurement card bills. Monthly statements on purchases made by the Superintendent will be submitted to the President of the Board and the Chair of the Finance/Operations for review. The Board will receive monthly usage reports and a list of all individual card holders and their credit limits on an annual basis. .

MOTION: It was moved by Mr. Moorman, seconded by Dr. Eliot that the Lake Forest Community High School District 115 Board of Education approve the first reading of Policy 4:55 - use of Credit and Procurement cards as presented.

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

**ROLL CALL:** Aye: Lane, Powers, Eliot, Moorman, Kreiling, Davis, Marcusson  
Nay: None

Motion Carried

Approval of Policy 4:60 Purchases and Contracts – 1<sup>st</sup> Reading

This policy concerns purchases and contracts for goods and services. The fiscal year starts on July 1<sup>st</sup> and the budget is typically not approved until the September Board Meeting. This policy authorizes the Administration to expend up to 25% of the prior year budget during this time period to maintain normal operations of the District. Expenditures requiring Board authorization, such as bids, must have Board approval prior to the expenditure of funds for those purposes.

MOTION: It was moved by Mr. Powers, seconded by Mrs. Kreiling that the Lake Forest Community High School District 115 Board of Education approve the first reading of Policy 4:60 purchases and contracts as presented.

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

**ROLL CALL:** Aye: Eliot, Davis, Moorman, Kreiling, Lane, Powers, Marcusson  
Nay: None

Motion Carried

Approval of Human Resources Report

Mr. Marcusson reported that there is a large number of new hires and resignations in this report because there is no August Board meeting to approve the beginning of the year last minute hires and resignations, It was noted that coaching stipends are determined by calculating a percentage of the base salary.

The Human Resources Report includes the following:

- Hiring
- Change of Assignment
- Job Sharing
- Resignations
- Family and Medical Leave Absence

**MOTION:** It was moved by Dr. Eliot, seconded by Mr. Powers that the Lake Forest Community High School District 115 Board of Education approve the Human Resources Report as presented.

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

**ROLL CALL:** Aye: Powers, Lane, Davis, Eliot, Moorman, Kreiling, Marcusson  
Nay: None

Motion Carried Unanimously

Approval of Consent Agenda\*

Mr. Marcusson reported that the Consent Agenda includes:

A. Approval of Disbursements, Payrolls & Financial Statements; he Schedule of Checks Already Written and Direct Deposit Payroll and Taxes for the period July1, 2015 to August 5, 2015, as presented and summarized below:

Education Fund	\$483,243.10
Building and Maintenance Fund	388,558.54
Debt Service Fund	-
Transportation Fund	53,083.65
Capital Projects Fund/General	-
Procurement Card Expenses	251,611.33
Insurance Premium Wire Pyts	286,582.14
Direct Deposit Payroll and Taxes	<u>606,480.93</u>
Total Expenditures	\$2,069,559.69

The Schedule of Checks Already Written and Direct Deposit Payroll and Taxes for the period August 6, 2015, to September 2, 2015, as presented and summarized below:

Education Fund	\$821,820.96
Building and Maintenance Fund	284,915.40
Debt Service Fund	-
Transportation Fund	8,825.95
Capital Projects Fund/General	-
Procurement Card Expenses	126,574.21
Insurance Premium Wire Pyts	280,997.41
Direct Deposit Payroll and Taxes	<u>715,261.40</u>
Total Expenditures	\$2,238,395.33



- B. Adoption of Northern Trust Bank Resolution
- C. Approval of Administrator/Teacher Salary and Benefits Report
- D. Approval of Long Term Disability Insurance Contract
- E. Approval of Release of Executive Session Minutes February 2015 – June 2015
- F. Approval of Recognition of Schools Application
- G. Minutes of A Regular Meeting, July 14, 2015
- H. Minutes of An Executive Session, July 14, 2015
- I. Minutes of An Executive Session, August 22, 2015
- J. Minutes of An Executive Session, August 28, 2015
- K. Minutes of An Executive Session, August 29, 2015
- L. Disposal of Audio Recordings: February 11, 2014

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

Mr. Marcusson asked that all items on the consent agenda have a general introduction with information about the item and action required.

Mr. Marcusson asked that Item C, the approval of Administrator/Teacher Salary and Benefits report be removed for discussion and clarification. Mr. Marcusson noted that this is a State required report but that not all Administrators are listed on the Salary and Benefits report. Mr. Simeck said that some shared service Administrators' contracts are held by District 67 and some contracts are held by District 115. The administrators are listed on the report of the district that issues their paycheck. Mr. Simeck's contract is on both district reports as the State requires that all districts have a superintendent.

**MOTION:** It was moved by Mr. Moorman, seconded by Mr. Lane that the Lake Forest Community High School District 115 Board of Education approve the Consent Agenda as presented.

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

**ROLL CALL:** Aye: Moorman, Powers, Lane, Eliot, Kreiling, Davis, Marcusson  
 Nay: None

Motion Carried Unanimously

**FOIA REQUESTS**

- G. Michael Verden, Resident
- Joseph W. Hart, Commercial
- Nancy Thorner, Resident
- Nancy Thorner, Resident

**ANNOUNCEMENTS**

September 9	Open House 6:00 p.m.
September 10	Lake Start Day 9:50 a.m.
September 12	Be True to Your School 7:00 p.m.
September 16	Late Start Day 9:30 a.m.
September 17	Columbus Day – School

Tuesday, October 13, 2015	Board of Education Meeting – 6:30 p.m. LFHS West Campus Board Room
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**ADJOURNMENT:**

**MOTION:** Mrs. Kreiling moved, seconded by Mr. Moorman, that the meeting be adjourned.  
On voice vote, the motion carried

Mr. Marcusson declared the meeting adjourned at 8:51 p.m.

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Ted Moorman, Secretary	Date
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