

**WESTERN SPRINGS PUBLIC SCHOOLS
BOARD OF EDUCATION, DISTRICT 101**

AUGUST 20, 2018

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Julie O'Connor, President, called the regular meeting of the Board of Education to order at 7:15 p.m., in the McClure Junior High School Library Learning Center, 4225 Wolf Road, Western Springs, Illinois 60558.

Ms. O'Connor led the Pledge of Allegiance and invited the Board of Education and those in the audience to participate. Ms. O'Connor acknowledged the presence of Assistant Superintendent Dr. Sarah Coffey, and Dr. Brian Barnhart, Superintendent, and requested a roll call. On roll call, the following answered present: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

Ms. O'Connor informed the Board that Todd McLawhorn was delayed by the train stoppage, but was expected to arrive later in the evening. Ms. O'Connor welcomed visitors in attendance.

APPROVAL OF MINUTES

A revised version of the Regular Meeting of July 18, 2018 Board of Education minutes were available at board members' places. Mrs. Padgett moved, seconded by Mrs. Garvin to approve the minutes of the Regular Meeting of July 18, 2018. All voted yes.

BOARD PRESIDENT'S REPORT

Ms. O'Connor asked Mrs. Garvin to report to the Board about her participation at today's Opening Teacher Institute Day. Mrs. Garvin expressed what a privilege it was to be present in a school setting at the beginning of a school year and witness the energy of that very first day. Mrs. Garvin continued by acknowledging the District's focus on vibe for the 2018 - 2019 school year, a focus encouraged and supported by the Board. The District message shared with staff today included the idea of gratitude and its connections to vibe and personal happiness. The Board reiterated its commitment to encourage and participate in setting a positive tone for the District. Dr. Barnhart commented that the school specific kick-off meetings, which followed the all District gathering, also went very well.

SUPERINTENDENT'S REPORT

Dr. Barnhart began his report with an update on the Kindergarten enrollment for 2018 -2019 at each of the three schools.

Kindergarten Enrollment 2018 - 2019

Field Park will be starting with 31 total students, with class sizes of 15 and 16; Forest Hills with 41 total students and class sizes of 20 and 21; and Laidlaw with a total of 73 students and class sizes of 24, 24, and 25. Teaching assistants have been discussed over the past several months. The overall kindergarten enrollment numbers are aligned with projections received from Kasarda, although actual kindergarten enrollment at the individual schools is different than projected.

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New Staff Update

Dr. Coffey reported that six new teachers have joined the District. Among the new staff are three new special education resource teachers, a library learning director at McClure, a new ELA instructor at McClure, and a new fifth-grade teacher at Laidlaw. Dr. Coffey noted that three of the new staff members bring substantial previous experience, averaging 11 years of experience each. As hoped for, the pay scale adjustments previously made by the Board have allowed the District to be able to attract experienced teachers.

Review Tentative 2018 - 2019 Budget

Drs. Barnhart and Coffey presented the Tentative FY 2019 Budget. They spent a considerable amount of time overviewing last year's budget, noting that the 2018 fiscal year budget was positively impacted by (i) an unexpected payment by the State of funds due to the District and (ii) proposed legislation that would have negatively impacted the District not being passed. Fiscal year 2018 revenues outpaced total expenditures by approximately \$40,000, primarily driven by receipt of \$300,000 in past due revenues from the State of Illinois. This \$40,000 budget surplus compares favorably to a \$731,000 budget shortfall initially projected for 2018.

Dr. Coffey highlighted that approximately seventy-five percent of our total budget is allocated to salaries and benefits, and, while salaries are a compounding cost, these expenditures support our continued investment in staff as our students' most important resource. She also noted that the District experienced limited staff turnover from last year to this year, with only one retirement in 2017-18, an important aspect annually in projecting salary impact on our overall budget.

Dr. Coffey identified that the remaining twenty-five percent of the budget can be considered more of the discretionary part of our budget and includes both "must do" items, such as the roof coping, tuckpointing and safety improvements, as well as general upgrades and maintenance to our aging facilities such as bathroom updates. Dr. Coffey reported that with our relatively lean budget, actively managing this 25% is a very important strategic portion of the long-term budgeting process. In the past year, the District negotiated lower health care premiums (down 2.2%), copier lease (down 37%), and paper procurement costs (down 1%), which all helped in managing our costs.

Drs. Barnhart and Coffey responded to various questions from the Board members. Highlights and key takeaways from this year's presentation include:

- Revenues of \$19.164M, an increase of 2.1% from last year primarily driven by a Consumer Price Index of that same percentage (2.1%).
- Expenditures of \$19.625M, an increase of 4.8% from 2018 actual expenses.
 - Nearly all of this year's anticipated increases are attributable to salary and benefit increases for certified and non-certified staff.

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- Budgeted expenditures are up 3.3% from budgeted expenses for FY 2018.
- When capital expenditures are removed, a fiscal year surplus of \$33,500 is expected.
- Year-end fund balances are projected to be nearly \$9.6M, which represents approximately 49% of the annual budget. Best practice recommendations suggest total fund balances remain between 35-55% on an annual basis. Our current and expected status is in line with those recommendations.

Drs. Barnhart and Coffey shared that the Illinois legislature seems to be pleased with the State education budget, and that as long as statewide revenues continue to meet expectations, State support of the District should remain flat but stable. The formal budget presentation will occur at next month's Board meeting.

ACTION ITEMS

Accept Resignations

In response to a Board member inquiry, a short discussion ensued as to whether compensation was an issue in regards to the number of teacher assistant resignations. Dr. Barnhart reported that only one of the resignations was due to compensation.

The ensuing discussion included an acknowledgement that a compensation examination of neighboring communities had resulted in a compensation adjustment for these positions approximately two years ago, positioning the District to be very competitive in attracting and retaining teaching assistants. Dr. Barnhart acknowledged that several support positions, including teaching assistants, custodians, and bus drivers were a challenging attraction issue for all area districts including D101.

Ms. O'Connor made a motion, seconded by Mrs. Padgett, to accept resignations from: Laura Carlson, Julie Krema, Shanon Silva, and Anne Stelnicki. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

Approve Leave Request

Ms. O'Connor made a motion, seconded by Mrs. Padgett, to approve the leave request of Speech Language Pathologist Joanie Doyle. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

Approve Employment of Certified Staff

Ms. O'Connor made a motion, seconded by Mrs. Garvin, to approve employment of certified staff Megan Wieszcholek (Laidlaw fifth-grade) and Beth Bunting (long-term ELA maternity substitute). On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

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Approve Employment of Non-Certified Staff

Ms. O'Connor made a motion, seconded by Mrs. Garvin, to approve employment of the following non-certified staff for the 2018 - 2019 school year: Sue Quigley, Laura Feichtinger Kelly Albright, Gina Avgeris, Emily Spaargaren, Marina Torres-Nemeth and Jill Van Vuren. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

BOARD OF EDUCATION REPORTS

Education Committee

Mr. Lettiere, Education Committee Chair, reported that considerable work was being done under the direction of Dr. Coffey regarding standards based report cards, including the drafting of a report card template for K - 5 students.

Building Committee

On behalf of Mr. McLawhorn, Dr. Barnhart reported that an update regarding the facilities work this summer would follow Closed Session later in the meeting.

Finance Committee

Mrs. Sendaydiego reported for the Finance Committee and noted that the District's three biggest expenditures this past month were LADSE annual assessment, the SkyNet contract for security cameras, and the repair of first floor windows at Field Park and Forest Hills. The window functionality is classified as a safety expenditure, as these allow teachers and students quick egress from classrooms if presented with an emergency situation. Mrs. Sendaydiego also noted an additional large expense for the licensing/updates to the phone system, which is a part of our crisis plan alert system. Mrs. Sendaydiego further noted that Technology expenditures in this fiscal year include new Chromebooks for this year's third-graders, as we initiate a new three-year Chromebook cycle, beginning with this cohort of students. Finally, Mrs. Sendaydiego commented that app updates are reviewed annually by the building technology integration specialists and tech team to ensure that upgrades, and the apps themselves, are necessary and being utilized in classrooms.

Mrs. Sendaydiego moved to approve August payables in the total amount of \$822,561.73, which, based on the timing of some invoices, is a little less than usual for monthly expenditures. Mrs. Padgett seconded the motion. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

Mrs. Sendaydiego reported on a current fund balance of \$14,367,711.63, which is a \$1.6 million ahead of fund balances last year at this time, due to the timing of tax proceeds being received. She noted that this, unfortunately, will even out over the next several months, as the current inflated balance does not indicate additional revenues, year-to-year.

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Policy/Legislative Committee

Mrs. Secord, Policy/Legislative Committee Chair, noted no report. She shared that policies will be discussed during Other, later in the evening following Closed Session.

Communications Committee

Mrs. Garvin, Communications Chair, had no report other than work will continue on the upcoming District Newsletter.

Educational Foundation

Mrs. Sendaydiego, Board liaison for the Western Springs Foundation for Educational Excellence (WSFEE), reported that a survey was sent out using Constant Contact from WSFEE soliciting feedback.

CORRESPONDENCE

Ms. O'Connor noted no correspondence in the Board packet.

ADJOURNMENT TO CLOSED SESSION

At 7:52 p.m., Ms. O'Connor noted the Board would return to Open Session following Closed Session. She then requested a motion to adjourn to Closed Session for approximately 30 minutes to discuss personnel and legal matters. Mrs. Garvin made a motion and Mrs. Sendaydiego seconded, to adjourn to Closed Session. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

RETURN TO OPEN SESSION

At 8:05 p.m., Ms. O'Connor moved to return to Regular Session. Mrs. Padgett seconded the motion. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

A check of the McClure library resulted in no awaiting meeting attendees.

OTHER

***** Mr. McLawhorn joined the meeting at 8:11 p.m. *****

BOE Self-Study Discussion

Ms. O'Connor led the Board through an interactive discussion on the Board's successes, processes, and opportunities for improvement from this past year. The Board discussed, among other things, the importance on maintaining its focus on its responsibilities with respect to finances/budget, oversight of the Superintendent and Assistant Superintendent, and strategy, while consistently being guided by considering what is best for students, and always being mindful of impacts on other constituents, including staff, administration, parents and the broader Western Springs community and taxpayers. Further discussion addressed financial planning and long-term management, facility planning in the short- and long-term, Board turnover and succession planning, improvements for onboarding new

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board members, additional ways to engage/communicate with the community, and board meeting management, as well as other issues. Ms. O'Connor thanked all the Board members for their ideas and participation in a productive discussion, and noted that while the Board schedules a self-assessment once each year, suggestions for adjustment or improvement are welcome at any time.

Policy Discussions

Mrs. Secord led the entire Board through a discussion of recently revised policies and procedures, with the assistance of Dr. Barnhart. In the end, it was agreed that none of the policies discussed this evening were ready for approval now. The following overviews the agreed-upon timeline and process regarding the policies and procedures discussed:

Procedures Revised and Reviewed

AED Guidelines (Policy #3120)
Acceleration Guidelines (Policy #6063)
Hazardous Materials (Policy #3105)

Policies Reviewed To Be Approved in September

Tobacco and Vaping #4121
Equal Pay #4023

Policies In Need of Revision to Be Reviewed in September

Drug Free Workplace #4120
Parent Organizations #1210
Fundraising #2471

Facility Updates

Dr. Barnhart provided the Board with a quick update on the security and renovation work completed over the summer at each of the four buildings. He noted that the Laidlaw roof coping and tuckpointing work went very well, as it was completed on budget and on time. The McClure girls' locker room project did not go as planned, and an alternative plan has been established to supplement the work already completed by the contractor. While both the McClure secure entrance project and the elementary bathroom project took longer than anticipated, both were ready for student return. Finally, the McClure security camera replacement project went extremely well in regards to budget and timing, and we ended up with a fantastic end-product. With the completion of these security related projects, DLA has begun work on our Ten-Year Life Safety Audit, and we expect a report from them in early October.

We received positive feedback from the McClure administration, as well as that from Western Springs Police and Fire leadership, about the high-quality and flexible camera systems. Based on the exceptional implementation and feedback, we have asked SkyNet, the contractor for the camera bid project, to submit a proposal for replacing the current elementary school cameras, as these have become outdated and unreliable. We expect to receive a bid in mid-September, and anticipate being in a position to discuss moving forward with this safety enhancement in September.

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ACTION ITEMS

Approve Custodial Bid

Dr. Barnhart recommended approval of the Uni-Max Management Services custodial services bid. Mrs. Padgett made a motion, seconded by Mrs. Secord, to approve Uni-Max Management Services as the low-responsible bidder for the evening custodial services. On roll call, the following voted yes: Lisa Garvin, Brett Lettiere, Todd McLawhorn, Julie O'Connor, Jeanne Padgett, Jamie Secord, and Caitlin Sendaydiego.

ADJOURNMENT OF REGULAR MEETING

At 8:57 p.m., Mr. McLawhorn moved to adjourn the meeting. Mrs. Padgett seconded the motion, and all voted yes.



Brian T. Barnhart, Ph.D.
Board of Education Secretary



Julie O'Connor
Board of Education President