

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

**FIELD SCHOOL LEARNING CENTER
3131 Techny, Northbrook, Illinois 60062
7:00PM, August 27, 2009**

**CALL TO ORDER OF THE PARENT/TEACHER CONFERENCE DAY
WAIVER HEARING**

The Parent/Teacher Conference Day Waiver Hearing of the Board of Education was called to order by President Handler at 7:05 PM.

ROLL CALL

Board Members

Present: David Handler
Jeffrey Silver arrived at 7:16 PM
Mary Crowe-Richards
Bob Spector
Shel Leshner
Bonnie Schoenberg
Mike Berkowitz

District Administration

Present: Dr. Alexandra Nicholson, Superintendent of Schools
Cheryl Roberts, Director of Business Services

A quorum of the Board was confirmed by President Handler.

PARENT/TEACHER CONFERENCE DAY WAIVER PRESENTATION

Superintendent Nicholson summarized the reason for the second request of filing for a Parent/Teacher Conference Day Waiver for the upcoming 2009-2010 school calendar. The second request was due to the newspaper not publishing the notice of hearing in the correct timeframe.

COMMENTS FROM THE AUDIENCE

There were no questions or comments from the audience.

ADJOURN PARENT/TEACHER CONFERENCE DAY WAIVER HEARING

Member Berkowitz made a motion to adjourn the Parent/Teacher Conference Waiver Hearing. Member Leshner seconded the motion. The motion passed 6:0. The Parent/Teacher Conference Waiver Hearing adjourned at 7:10 PM.

CALL TO ORDER OF THE OPEN SESSION OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

The Open Session of the Regular Meeting of the Board of Education was called to order by President Handler at 7:11 PM.

ROLL CALL

Board Members

Present: David Handler
Jeffrey Silver arrived at 7:16 PM
Mary Crowe-Richards
Bob Spector
Shel Leshner
Bonnie Schoenberg
Mike Berkowitz

District Administration

Present: Dr. Alexandra Nicholson, Superintendent of Schools
Cheryl Roberts, Director of Business Services

A quorum of the Board was confirmed by President David Handler.

ADDITIONS OR CHANGES TO THE AGENDA

None.

RECOGNITION OF AUDIENCES

New staff members for 2009-2010 appeared before the Board to introduce themselves and explain their backgrounds. A group photograph was taken of the new staff members.

READING OF COMMUNICATION TO THE BOARD OF EDUCATION

President Handler shared with the Board a thank you letter from Jane Ricordati, Winkelman teacher, for a donation in memory of her mother.

Member Crowe-Richards shared with the Board an invitation to the IASB Fall Dinner Meeting.

CONSENT AGENDA

Member Crowe-Richards made a motion to approve items a through t of the Consent Agenda, pending minor clerical changes to be made to the open meeting minutes by the recording secretary, Tina Nielsen. President Handler seconded the motion. The motion passed 6:0.

ACTION ITEMS

Cheryl Roberts summarized the corporate master card program member account agreement explaining that decisions need to be made for the following: 1) the number of cards; 2) to whom the cards should be issued; and 3) the card limits. President Handler asked if Cheryl Roberts had a recommendation. Cheryl Roberts suggested the following employees each be issued a card: the two principals, Director of Student Services,

Superintendent and herself. In the past, several teachers had a credit card. However, the current recommendation is that the teachers use an administrator's card when needed. Cheryl Roberts stated that, at any time, the resolution can be changed to add others if needed. Each card is issued in the District's name with the administrator's name on it. A general statement will go to the name holder of the card and an overall statement of everyone's charges will go to the business office for review and payment.

Member Silver questioned if the Board can review the charges on a monthly basis in order to approve payment. Superintendent Nicholson stated yes and that the business office is creating a system that will allow easier tracking of all District expenses and revenue.

Member Crowe-Richards asked Cheryl Roberts what card limits she recommends. Cheryl Roberts stated that \$10,000.00 dollars per person holding a card was the limit established at her past district but that limit was never spent. Cheryl Roberts further stated that there are no cash advances nor card usage in other countries. Cheryl Roberts and Superintendent Nicholson said they would discuss the card limits and let the Board know their decision.

Member Silver made a motion to approve the resolution authorizing issuance of individual procurement cards to five people including Superintendent Alexandra Nicholson, Director of Business Services Cheryl Roberts, Director of Student Services Joanne Panopoulos, Principal Maria Kalant and Principal Erin Murphy. Member Crowe-Richards seconded the motion. The motion passed 7:0.

Cheryl Roberts summarized the resetting of the imprest fund account to \$4,000,00. Cheryl Roberts explained that the imprest fund account is for paying expenses that can not wait for the regular bill paying procedure. District 31 had a large amount of money in this imprest account that did not need to be in there. The large amount was transferred out and put into an interest bearing account. There is a statement that will show the funds in the imprest account and what is transferred and or taken out. Superintendent Nicholson stated that this should not be used as a holding account.

Member Leshner made a motion to approve the resetting of the imprest fund account to \$4,000.00. Member Schoenberg seconded the motion. The motion passed 7:0.

Cheryl Roberts summarized the need for a temporary transfer from working cash to the transportation fund in the amount of \$90,000.00. President Handler questioned why this is a temporary transfer. Cheryl Roberts explained that you are allowed to show a deficit in the transportation fund throughout the school year but when you reach June 30th you can not carry a deficit on your financial reports. What happened with the transportation fund was that typically the State of Illinois can keep up with the pay out of their special education transportation reimbursement but currently they are six months behind. We do not have third or fourth quarter payments for 2009. Member Crowe-Richards asked if this is unusual. Cheryl Roberts explained that it is unusual and that the State usually pays within 30 days but because the State is having cash flow issues, they are behind in payments.

Cheryl Roberts summarized what District accounts are eligible for transfers. She explained that you can transfer from the working cash to any fund; however all funds, must return the money to the working cash fund within one year.

Member Silver made a motion to approve a transfer from working cash to the transportation fund in the amount of \$90,000.00. Member Crowe-Richards seconded the motion. The motion passed 7:0.

Superintendent Nicholson summarized the facility usage fee waiver request from First Student, the bus company used by the district. The bus company has an annual training for all of its bus drivers and has used the Field auditorium for this training. In the past, First Student was not charged any facility fees for the use of the Field auditorium; however, the District's facility usage policy requires the bus company to pay these fees. All requests to waive Board adopted fees must be reviewed and approved by the Board before the fees can be waived. In the past, this fee waiver was not brought to the Board for formal approval. After further discussion, the Board decided that no motion needs to be made because they are not waiving the facility usage fees for the First Student training session

Superintendent Nicholson stated that the approval of the 2009-2010 Superintendent/District goals will need to be discussed in closed session and then voted on in open session.

INFORMATION AND DISCUSSION ITEMS

Administrative Reports

Cheryl Roberts explained that effective July 1, 2009, the State of Illinois changed the program accounting manual for school districts. Cheryl Roberts summarized the changes made. Cheryl Roberts stated that the changes affect two key documents the Board of Education approves and/or sees on an annual basis, including the Annual District Budget Form (ISBE Form 50-36) and District's Annual Financial Report. Member Berkowitz questioned what the District's capital versus non-capital cut-off is. Cheryl Roberts stated that we need to adopt a capitalization policy.

Cheryl Roberts summarized the change from Bank of America to Northbrook Bank & Trust. Cheryl Roberts explained that all the districts that feed into Glenbrook School District 225 are using Bank of America. The districts were having issues with Bank of America and all switched to Northbrook Bank & Trust. We are the last district to transfer to this bank. Our payroll and vendor accounts were not collecting interest in the Bank of America accounts. Superintendent Nicholson explained Northbrook Bank & Trust's sweep account that will allow District 31 to earn interest nightly. Member Schoenberg stated that Northbrook Bank & Trust is currently one of the strongest banks.

Principal Kalant reported on the following ACT (Academic, Community, and Teacher) information:

- Winkelman had a positive start to the school year and the buses have been running in an orderly manner.
- Student enrollment has increased from last year. There were 27 new first graders this year which created a new section.

- The Winkelman teachers expressed that the institute days were very informative and productive.
- The State of Illinois has asked Winkelman to be a pilot site for testing ISAT writing prompts for 4th grade on October 5, 2009.

Member Leshner questioned the first grade average class size now that there are so many new students. Principal Kalant stated that the average is 4 classes of 18 and 1 of 19.

Member Crowe-Richards questioned why we have so many 1st graders. Principal Kalant stated that there is an increase in the apartments and rental of homes in the community. Member Crowe-Richards questioned if the increase can be that families were using private kindergarten programs. Principal Kalant stated that can also have an impact on the enrollment, but it is mostly due to the increase in rentals.

Principal Murphy reported on the following ACT information:

- This school year started on a positive note. The three teacher institute days helped make the beginning of the year a smooth one.
- Fourteen students withdrew at the end of the 2008-2009 school year and 19 new students transferred in to Field for the 2009-2010 school year.
- The school main hallways are being painted in school colors and the washrooms have been painted.
- Teacher feedback on the three teacher institute days was very good.

Director of Student Services, Joanne Panopoulos reported on the following information:

- For now, student numbers in special education are similar to last year with the exception of first grade. Students with special needs have enrolled in first grade that need additional support.
- ELL classes at Field are intact and Winkelman's ELL classes will be intact once the schedules are complete.

Nancy Wasielewski reported on the following:

- She has been photographing all the back to school activities.
- The press attended the Field back-to-school assembly.
- The student/parent handbook is complete and currently being distributed.
- The Communicator has been mailed out.
- The 5k brochure is posted on-line.

Member Crowe-Richards stated that the WEB site looks great.

Board Reports

Member Silver informed the Board of the Triple III Joint Annual Conference that takes place November 20, 2009 through November 22, 2009 at the Hyatt Regency and

Sheraton Chicago Hotels. Member Silver expressed the importance of this conference. Member Leshner, Member Crowe-Richards and Member Silver stated that they would like to be registered.

Member Crowe-Richards reported that the NSSSED meeting is scheduled for next week. The strategic planning procedure is complete and a presentation will be made at that meeting.

Member Spector stated that he will be attending an orientation for Ed-Red Board representative and will report back at the next Board meeting.

Member Schoenberg stated that the Education Foundation meeting has been scheduled for Monday, August 31, 2009. She reminded the Board and audience of the October 4th 5k run/walk.

District Enrollment

Superintendent Nicholson summarized the district enrollment report wherein she stated that the numbers have changed in the last week. She will have a more firm report for the September Board of Education packet.

RECOGNITION OF AUDIENCES

None.

MOVING INTO CLOSED SESSION

Member Crowe-Richards made a motion to go into closed session. Member Schoenberg seconded this motion. The motion was passed 7:0. The Board adjourned to closed session to consider possible legal matters and the appointment, employment, compensation or performance of specific employees.

The Board of Education adjourned to closed session at 7:55 PM.

RETURN TO OPEN SESSION

Member Silver made a motion to approve the 2009-2010 Superintendent/District goals as discussed in closed session. Member Schoenberg seconded the motion. The motion passed 7:0.

ADJOURN MEETING

Member Schoenberg made a motion to adjourn the meeting. Member Berkowitz seconded the motion. The motion was passed 7:0. The Board adjourned at 9:20 PM.

Board President

Board Secretary

Date