

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
Field School Learning Center
3131 Techny, Northbrook, Illinois 60062
7:00 PM, February 21, 2019

CALL TO ORDER

The Regular Meeting of the Board of Education was called to order by President Spector at 7:02 PM.

ROLL CALL

Board Members:

Present:

Robert Resis	
Robert Spector	
Daphne Frank	
Nancy Hammer	
Jeffrey Steres	
Melissa Choo Valentinas	arrived 7:04 PM
Laura Greenberg	arrived 7:09 PM

District Administration:

Present: Dr. Alexandra Nicholson, Superintendent of Schools
Catherine Lauria, Chief School Business Official

A quorum of the Board was confirmed by President Spector.

ADDITIONS OR CHANGES TO THE AGENDA

None

READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION

None

PRESENTATION

Principals Dr. Erin Murphy and Erica Berger presented the 2019-2020 calendar recommended by the Calendar Committee. Their review highlighted the increase of five student attendance days, early dismissal Mondays to provide for important staff collaboration time, holidays, emergency days during the school year, etc. A communication is being

prepared for staff and parents with more details about these important calendar factors. Although the 2019-2020 calendar is Board approved, it still needs to be approved by the Illinois State Board of Education before it can be considered final.

Superintendent Dr. Alexandra Nicholson presented the first ever District Shared Leadership Calendar. This calendar outlines the processes used for major decision making that involves receiving input from members of the Professional Learning Communities (grade level and department teams), School Leadership Teams, and the District Leadership Team before requesting Board action.

Superintendent Dr. Alexandra Nicholson presented the processes utilized by administration to recruit, employ, and retain certificated personnel. After discussion, it was decided to add recruiting from within District to the beginning of the recruitment process.

Superintendent Dr. Alexandra Nicholson presented the processes utilized to recruit administrators, and once recruited, what their employment contracts include, how their performance is evaluated, how their performance goals are established, how their salary/compensation is determined, and how the length of their employment contracts are determined. Secretary Laura Greenberg requested Superintendent Nicholson provide administrative performance evaluations when recommending upcoming year salaries. Superintendent Nicholson stated she does not recommend doing so and it is not common practice amongst school districts.

CONSENT AGENDA

Member Jeffrey Steres made a motion to approve items a-j of the consent agenda. Member Daphne Frank second the motion. The motion passed 7:0. Final Resolution: Aye: Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Jeffrey Steres, Daphne Frank, Melissa Choo Valentinas

ACTION ITEMS

Secretary Laura Greenberg made a motion to approve the 2019-2020 School Calendar. Member Nancy Hammer second the motion. The motion passed 7:0. Final Resolution: Aye: Robert Resis, Bob Spector, Nancy Hammer, Jeffrey Steres, Daphne Frank, Melissa Choo Valentinas, Laura Greenberg

INFORMATION AND DISCUSSION

Chief School Business Official Cathy Lauria summarized the monthly budget report for January 2019.

- The Treasurer's Report reflects a December fund balance was \$21.2 million of which \$17.8 million was invested versus January's fund balance of \$20.2 million with \$18 million invested. The investment summary reports \$9.7 million out of the \$18 million was invested outside of PMA accounts with interest earnings averages of 2.39%. The funds within PMA investments are earning 2.3%.
- The general ledger report shows a reduction of fund balance of \$1.1 million from the prior month. Eighty percent stems from the activity in the Education Fund. Receipts of \$125,000 in January of which \$40,000 was from interest earnings and \$73,000 from

evidence based funding revenues. Eighty percent of the \$1 million change was from all of the different salary expenses. This is a typical pattern for the months of September through June for the operating accounts.

- The Monthly Budget Summary shows the percentage and dollar amount differences. The Education Fund revenues are reported as \$5 million less than FY18 which is mainly due to the dollars transferred to the Ed Fund for the \$3.25 million needed to pay the tax settlement. The District also received \$1.4 million in taxes last year, and none were received this January. Revenues from last year also included over \$460,000 in Special Ed and EL reimbursements and title grant dollars that were late and from the previous year.

Debt service was budgeted differently for the bonds this year with updated status of receipts. FY19 revenues for debt service reflect 45% received to date with the 55% balance anticipated from spring receipts.

The transportation fund show percentages with larger variances as budgeted amounts reflect a higher amount anticipated due to including reimbursements expected from the prior year. This process is different for the budget as we normally do not include expected receipts from the prior year.

Capital projects revenues received were from interest and impact fees.

Expenses for Fund 20 O&M illustrate spending of \$100,000 more for equipment costs last year when compared to this year and \$30,000 more in repairs at Field. Over \$2 million more was spent this year in Capital Projects vs last year due to the Winkelman addition. Overall the expenses show \$3.7 million more than prior year. The addition accounts for \$2.2 million. The chart shared in the packet illustrates the higher revenues in FY18 and the associated spike in that year's expenses of which both are related to the movement of cash for the tax settlement.

- P-Card is always available for review.

Chief School Business Official Cathy Lauria summarized the facility and playground updates. She stated the plaque made to dedicate the new building addition is now installed and looks great. We received a semi-final report of the traffic study and Mrs. Lauria shared it with our architect so we can prepare a plan for bidding purposes for the Winkelman site work. This bid will be designed to list the basic repairs discussed originally at the base bid. The more extensive option that the Board seemed interested in regarding additional parking spaces being added and changes to the bus drive may be presented as an alternate bid which would give the Board a better idea regarding the cost of the more extensive improvement. Mrs. Lauria shared the Glenview Park District Installation Agreement with the Board of Education that was approved by Committee and going to the full board. Mrs. Lauria stated that after the initial discussion with the Glenview Park District, it was recommended some

changes be made to the playground drawings to facilitate the approval process. Revisions included removing a large piece of equipment and reducing the cost of the early childhood equipment. This revised plan was then brought to the committee to determine funding and forward a recommendation to the park district's board. Our original assumption from the intergovernmental agreement was the park district would cover the installation and estimates ranged from \$50,000 to \$70,000. However, the park district stated they cover the whole installation if it's a replacement playground in the same play area. Because we needed to change the area to create a more functional, larger playground, and provide proper supervision now compromised by the positioning of the addition, which was requested by the Village, the total cost of the installation was \$142,000. This was the lowest bid from the results of the bidding process. The park district then determined they would cover two thirds of the cost for the 5-12 playground equipment since the new playground was one third larger than the original. They would not cover the installation of the early childhood playground, though the plan was changed to include it in the same area as the new playground. The end result is the district will pay \$66,700 for installation, and the park district will pay \$75,000 which is a significant help for funding this project. Ms. Lauria shared drawings with different perspectives of the playgrounds along with possible timeframes for completion.

A project schedule was provided to the Board for the facade improvements desired at Field. This process starts in March and lists a substantial completion date by the end of September. Security cameras and surveillance equipment is being researched with different vendors. It was also noted the panic buttons have been installed in the areas the Board of Education requested.

Chief School Business Official Cathy Lauria summarized the 2017-2018 audit with the Board of Education. She explained why the process to finalize was delayed this year. This was due to an actuary's calculation error regarding other post employment benefits related to the teacher health insurance security fund. It's accuracy was important in order to accurately reflect the district's financial obligations related to other post employment benefits in their audit report. The prior year's audit was also restated in order to reflect comparative data for that year, as well. She pointed out on Page 15 how this affected the District Statement of Net Position. This lag time affected any district that was on an accrual or modified accrual basis. These calculations are treated as a liability, just like pension liabilities, which is not reflected in the activity of our books but is included in the annual financial reports. There was no penalty for filing later this year. Mrs. Lauria referenced pages 13 and 14 in the audit report which is part of the Management and Discussion Analysis (MD&A) completed by the district and reports on factors bearing on the District's future. It provides information the Board is fully aware of and have discussed frequently. This includes information on property developments, economic climate, new property, the tax appeal resolution, debt service, bond issuances, and the proactive process we have been practicing to protect against future, larger appeals. Overall, the revenues were very similar from the prior year except for the increase due to the \$2 million received from the 2018A bond issuance. Mrs. Laura also wanted to point out that the operating cost per pupil decreased from \$21,700 to \$18,900. This decrease was mainly due to the fact that the prior year's cost per pupil was inflated by the payment a large taxpayer for Settlement Agreement affecting the two remaining triennials

outstanding. The 2019 Financial Profile is also expected to increase from 3.65 to 3.90, both considered the highest category of financial status.

After further discussion, Member Robert Resis questioned the comment made in the auditor's letter regarding data security. Mrs. Lauria stated that she is working with the Manager of Technology and Data Systems, Dave Del Boccio on all cyber security training. She also listed the numerous layers of protection in place regarding the data in our systems, the email systems, and the move to a two factor authentication process. A summary of the cyber security workshop Mr. Del Boccio attended was also provided as well as how identity information is protected within the district for insurance, payroll, registration, etc.

BOARD REPORTS

Member Nancy Hammer reported on her attendance at the NSSD Leadership Council / Governing Board meeting during which a Winkelman Wildcat student was highlighted.

Chief School Business Official Cathy Lauria shared the Northbrook Economic Development Committee (Northbrook EDC) would like to have school districts share the EDC's newsletter articles on the districts' websites in order to get more information out to the public. The goal is to increase communication of the benefits provided to community members.

STUDENT ENROLLMENT

Superintendent Nicholson reported on the February student enrollment.

FREEDOM OF INFORMATION

None

POLICIES FIRST READ

None

RECOGNITION OF AUDIENCE

None

ACTION ITEMS FROM CLOSED

None

ADJOURN

Member Daphne Frank made a motion to adjourn. Member Nancy Hammer second the motion. The motion passed 7:0 at 11:41 pm. Final Resolution: Aye: Robert Resis, Laura Greenberg, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres, Daphne Frank

Board President

Board Secretary

Date