

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

Field School Learning Center
3131 Techny, Northbrook, Illinois 60062
7:00 PM, January 24, 2019

CALL TO ORDER

The Regular Meeting of the Board of Education was called to order by President Spector at 7:04 PM.

ROLL CALL

Board Members:

Present:

Robert Resis
Robert Spector
Daphne Frank
Nancy Hammer

Joining via phone Jeffrey Steres

Absent: Melissa Choo Valentinas
Laura Greenberg

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

Director of Special Education Dr. Janine Gruhn presented information about the continuum of services District 31 offers its students and statistics about each of the programs. Administration will be reviewing this information carefully and returning to the Board with information about options to reclaim some programs currently offered by NSSSED.

Superintendent Dr. Alexandra Nicholson presented student enrollment projections. 2019-2020 projections show District 31 being responsible for approximately 914 pre-kindergarten through grade eight students with 27 K – 5 classes. Five year enrollment projections show 909 – 935 pre-kindergarten through grade eight students with 27 K-5

classes during the next three years followed by 28 and 29 during the fourth and fifth years respectively.

During the December 20th Board meeting, Principals Dr. Erin Murphy and Erica Berger presented options for gaining additional instructional time for students as well as collaboration time for staff within the 2019-2020 District calendar. The Board instructed the administration to work up more details on what a calendar would look like with an additional five days, the use of regularly scheduled early dismissals, and how the District can support childcare during early dismissals. Principals Dr. Erin Murphy and Erica Berger returned on January 24th with this information. They shared a sample of a calendar based on 180 school days for students, with dismissals one hour early each Monday. Early dismissals paired with Monday staff meetings would provide the staff with much needed collaboration time including time for team meetings, curriculum / instruction development, whole staff meetings, and professional development. Lastly, Principals Murphy and Berger shared ways students who could not return home at early dismissal could remain in school for activities, homework time, or childcare. The Board instructed the administration to move forward with the 2019-2020 Calendar Committee and develop a proposed calendar for next school year including 180 student days, 185 work days for school year staff, and early dismissal Mondays.

CONSENT AGENDA

Member Daphne Frank made a motion to approve items a-k of the consent agenda. Member Nancy Hammer second the motion. The motion passed 5:0. Final Resolution: Aye: Robert Resis, Bob Spector, Nancy Hammer, Jeffrey Steres, Daphne Frank.

ACTION ITEMS

Chief School Business Official, Cathy Lauria summarized the recommendation that the Board of Education approve the student fees for the 2019-2020 school year. The registration process will begin February 4th. Transportation fees will reflect a 3% increase, which is in line with the contract increase, and will be discounted by \$35.00 if paid by the April 26, 2018 due date. The grade level fees are similar to last year. In the elementary grade levels, fifth grade fees increased the most, \$20.00, due to the upcoming purchase of science curriculum & resources. Sixth grade decreased by \$15.00, 7th grade decreased by \$20.00, and 8th grade increased by \$5.00. The activity fees did not change for 2019-2020.

Member Robert Resis made a motion to approve 2019-2020 student fees. Member Daphne Frank second the motion. The motion passed 5:0. Final Resolution: Aye: Bob Spector, Nancy Hammer, Jeffrey Steres, Daphne Frank, Robert Resis.

Chief School Business Official Cathy Lauria summarized the recommendation that the Board of Education approve its annual determination for the free and reduced cost of transportation services for the 2019-2020 school year. The District follows the guidelines set by the federal government to determine eligibility for free or reduced lunch status. Historically, the Board has approved a 100% reduction of transportation costs for those qualifying for free lunch and a 50% reduction for those qualifying for reduced lunch prices. Currently, there are approximately 151 students (6 less from last year) qualifying as free and 27 (which was 38 last year) students that qualify for reduced prices, for a total of 178 free and reduced

students. This equates to 21.8% of the K-8 student population compared to 22.6% last year. Of the 178 students qualifying for free/reduced lunches, 159 students utilize transportation services. Based on these figures, the amount of fees waived for regular bus services is approximately \$100,000 assuming round trip service for all and using the 2018-2019 school year fee rate for transportation. The amount is approximately 33% of the anticipated costs for regular routed transportation services with First Student. Transportation costs are funded through property tax receipts via the levy process, student transportation fees, and allocations from CPPRT.

Member Daphne Frank made a motion to approve the annual determination of transportation fee subsidy for school year 2019-2020. Member Nancy Hammer second the motion. The motion passed 5:0. Final Resolution: Aye: Robert Resis, Bob Spector, Nancy Hammer, , Jeffrey Steres, Daphne Frank.

Chief School Business Official, Cathy Lauria summarized the recommendation that the Board of Education award the bids for Winkelman 2019 Summer Projects to Edwin Anderson Construction Co., Bensenville, IL. She further recommended awarding the bids for Field 2019 Summer Projects to Manusos General Consulting, Inc., Fox Lake, IL.

Mrs. Lauria updated the Board of Education on the capitol projects information. The District has received \$8.114 million, including all interest earned to date, from the tax exempt bond issuance. The Summer 2018 addition project at Winkelman cost \$2.2 million. This includes all materials and services needed to complete the project. The renovations at Field were \$511,000 bringing the total for both projects at \$2.78 million. This leaves a tax exempt bond balance of \$5.334 million. Included in this amount are expenses not yet paid in the amount of \$338,000. This difference is evident when compared to the Treasurer's Report.

There are two bids recommended for approval. These were designed to include alternate bids to provide flexibility for the Board's consideration. Field's bid with alternates is \$1.73 million and Winkelman's bid with alternates is \$2.1. These two bids plus the revised cost of the playground at Winkelman total approximately \$4.04 million. The remaining \$1.3 million would be for Field's exterior wall panels and site work at both locations.

Currently, we have estimates, not bid numbers, for \$1.68 million for those three projects which leaves a negative bond balance. We will have successfully spent the \$8 million in a timely fashion. However, the capital projects fund will still have over \$1 million available for use to cover the difference. Should these funds be used, the estimated fund balance for the Capital Projects Fund would be \$639,000. If the fundraising efforts are successful for the Education Foundation, \$120,000 for the playground, the anticipated fund balance would be \$759,000. Corrected handouts, regarding the fund balance information, were provided.

After the Board reviewed the handouts of the detailed summer projects for both schools, Member Daphne Frank made a motion to award the bid for Winkelman Elementary 2019 Summer Projects to Edwin Anderson Construction Co., Bensenville, IL. Member Robert Resis second the motion. The motion passed 5:0. Final Resolution: Aye: Robert Resis, Jeffrey Steres, Bob Spector, Nancy Hammer, Daphne Frank.

Member Daphne Frank made a motion to award the bid for Field Middle School 2019 Summer Projects to Manusos General Contracting, Inc., Fox Lake, IL. Member Nancy Hammer second the motion. The motion passed 5:0. Final Resolution: Aye: Nancy Hammer, Jeffrey Steres, Daphne Frank, Robert Resis, Bob Spector.

The discussion on Facility Updates and Traffic Study was moved to the Action Items section of the agenda in order to provide the Board with information needed prior to approving Winkelman and Field bid recommendations.

Chief School Business Official Cathy Lauria provided preliminary information regarding the recent traffic study, since the final report is not yet available. The initial study was conducted in November which included camera surveillance from 7:00 AM to 4:00 PM. A second day of surveillance occurred in December, in order to confirm their findings. Short term and long term recommendations were discussed. The short term recommendation includes: more efficient striping, more organized parking on the north end, and an increase in the turn around area on the south end. With the use of cones, the drive can be expanded providing additional space for the cars to pull in. The long term recommendation was to maintain the traffic patterns with the bus drop off and pick up on the north end and the parent drop off and pick up on the south end. Suggestions included the use of staggered double lanes for pick up lines which would call students out by car numbers, in order to improve the traffic flow. This would double the number of students loading into the cars. The study illustrated that 'left turn only' and 'right turn only' lanes would be warranted, which is important to share with the County. The left turn lane would be running south on Landwehr into Winkelman's parking lot and the right turn only lane would be running north on Landwehr just south of the car entrance. The District has been corresponding with the county and they are aware of the preliminary findings. A copy of the final traffic study will be provided to them.

The study also confirms the pick up time is much more difficult than the AM drop off as parents start occupying the pick up lane at 1:00 PM. The company recommended removing some striping in spots that used to be handicapped parking, as they are already being used. Extending the bus route upon entry was also an option. This would require changes to the area where the mobiles used to be, which would in turn, change the needs for the detention area and potentially need to change the location of the fire hydrant. This option would also allow for additional parking, which would more than double the number of spots available now, which is very much needed.

This preliminary information would help us determine our short-term and long-term changes. Superintendent Nicholson explained that parents have been notified multiple times by the administration that they need to follow the rules and not park in the handicapped spot and save them for the families that need them. The district is required by the American Disabilities Association to have the spots available to them. The advice to the District was to try closing the lots until the arrival and departure times were completed in order to ensure the safety of the children. Numerous parking violations were noticed which were illegal and unsafe for the school community.

INFORMATION AND DISCUSSION

Chief School Business Official Cathy Lauria monthly financial reports were skipped due to reviewing the Capital Projects Fund information in the previous discussions and due to the need to move into closed for the school attorney's presentation.

Chief School Business Official Cathy Lauria summarized the revisions to the plans for the playground area. She stated the District met with the park district superintendent and their third party responsible for bidding the installation project. This meeting was held to design a plan for a play area that would have the best chance to move forward in the process for installation approval. The project had to be presented to a committee which would then forward a recommendation to the full Park District Board for approval. Based on the discussion, a decision was made to combine the ages 5-12 play area with the ages 2-5 play area, as two separate playgrounds would be more challenging to receive approval. During the initial meetings with the park district, the cost provided for installation was tied to replacing the existing playground equipment in the same area. Because we were having two separate areas for installation, they recommended we combine the two. It will be one play area but it would be a new location, and changing to one area would reduce costs providing a better chance for approval. Updated estimates for two separate play areas resulted in costs of \$155,000 for one to be moved and \$55,000 for the other. Their original estimates were closer to \$55-60,000. To provide additional savings, we reduced components for the early childhood playground and took out one large piece of equipment from the 5-12 playground. This resulted in a cost savings of \$42,000. Reducing square footage also reduced the cost for installation. A chart was provided in the board packet.

Superintendent Nicholson summarized District 31's Communication Plan. She shared the District has been able to publish many more articles this year as a result of the work of our Communication Facilitator Susan Harrison. This year's first District newsletter is almost ready to be published. Mrs. Harrison and Superintendent Nicholson will be putting an information packet together for local real estate brokers so they know more about the District and can help promote it. Superintendent Nicholson asked the Board members if they would like other communication methods to be used to inform the public about the District. President Spector suggested we focus on getting more frequent day to day information in the media. A parent in the audience suggested using more social media, specifically twitter. The Board also suggested sending District newsletters to residents who live within District 31 but have no children attending our schools. Superintendent Nicholson shared the newsletters are being mailed to all homes within the District 31 boundaries and some out of the District due to using bulk mail. Mailing the newsletter is an action plan within this year's Strategic Plan.

BOARD REPORTS

None due to moving into closed for the school attorney's presentation.

STUDENT ENROLLMENT

Superintendent Nicholson reported on the January student enrollment.

FREEDOM OF INFORMATION

None

POLICIES FIRST READ

None

RECOGNITION OF AUDIENCE

None

ACTION ITEMS FROM CLOSED

Member Nancy Hammer made a motion to approve the Notice of Remedy to Winkelman Physical Education Teacher Dana Smoler. Member Robert Resis second the motion. The motion passed 5:0. Final Resolution: Aye: Nancy Hammer, Jeffrey Steres, Daphne Frank, Robert Resis, Bob Spector.

ADJOURN

Member Nancy Hammer made a motion to adjourn. Member Daphne Frank second the motion. The motion passed 5:0 at 10:53 pm. Final Resolution: Aye: Nancy Hammer, Jeffrey Steres, Daphne Frank, Robert Resis, Bob Spector.

Board President

Board Secretary

Date