

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
FIELD MIDDLE SCHOOL LEARNING CENTER
2055 Landwehr Rd, Northbrook, Illinois 60062
7:00 PM, July 17, 2018**

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: Melissa Choo Valentinas
 Robert Resis
 Robert Spector
 Jeffrey Steres
 Daphne Frank
 Laura Greenberg arrived 7:30 PM
 Nancy Hammer

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

RECOGNITION OF AUDIENCE

None

PRESENTATION

Superintendent Dr. Alexandra Nicholson, Chief School Business Official Catherine Lauria, Director of Curriculum & Instruction Dr. Carrie De Las Cruz, Director of ELL/Bilingual Holly Harper Kelly, Field Principal Dr. Erin Murphy, and Winkelman Principal Erica Berger presented successes the District has had in the past ten years. Areas covered included Finances, Community Partnerships, Personnel, Curriculum & Instruction/Programs, Extra Curricular Activities, Student Services/Special Education, Strategic Planning, Union/Administrative/Board Relations, School Safety, and Facilities.

BUILDING SECURITY

Representatives from the Glenview and Northbrook Police Departments shared information about the progress that has been made in the area of school safety. They highlighted the partnership between Glenview and Northbrook public and private entities working and training together to develop a common safety program. They complimented District 31 on being an integral part in this endeavor.

CONSENT AGENDA

Due to no official resignation letter from Gina Clinton submitted prior to the Board meeting, item p - *Accept Resignation of Gina Clinton, Winkelman School Psychologist* - was removed from the consent agenda until the August meeting. Item k - *Approve Employment of Lynn Merrill, School Psychologist, Effective the Beginning of the 2018-2019 School Year* - was pulled from the Consent Agenda for a separate vote. Member Frank made a motion to approve Consent Agenda items a-j, l-o, and q-r. Member Steres seconded the motion. Motion Approved on a roll call 7:0. Final Resolution: Aye: Robert Resis, Melissa Choo Valentinas, Bob Spector, Jeffrey Steres, Daphne Frank, Laura Greenberg, Nancy Hammer

President Spector made a motion to *Approve the Employment of Lynn Merrill, School Psychologist, Effective the Beginning of the 2018-2019 School Year, Contingent Upon the Resignation of Gina Clinton*. Member Steres seconded the motion. Motion Approved on a roll call 7:0. Final Resolution: Aye: Robert Resis, Melissa Choo Valentinas, Bob Spector, Jeffrey Steres, Daphne Frank, Nancy Hammer, Laura Greenberg.

ACTION ITEMS FROM CLOSED

Superintendent Nicholson and Winkelman Principal Berger introduced and recommended Nino Alvarez for the position of Assistant Principal for Winkelman School for the 2018-2019 school year. After further discussion, Member Choo-Valentinas made a motion to approve Nino Alvarez as the Winkelman Assistant Principal effective July 18, 2018. Member Frank seconded the motion. The motion passed 7:0. Final Resolution: Aye: Melissa Choo Valentinas, Robert Resis, Bob Spector, Jeffrey Steres, Daphne Frank, Laura Greenberg, Nancy Hammer

INFORMATION AND DISCUSSION

Director of ELL/Bilingual Holly Harper-Kelly summarized how the first teacher institute days agenda was going to be different this year. She explained the administration would like to capture a “feel good about coming back to work” environment. Mrs. Harper-Kelly explained that she attended an International Society of Tech Ed (ISTE) conference where she attended a session called “Making Your School Something Special”. The presenter was Rushton Hurley. Mrs. Harper-Kelly thought this presenter would help start our school year off with success and would be great as our keynote speaker for the first teacher institute day. The Cabinet agreed with her and Mr. Hurley has been scheduled for August 20th. At the end of his presentation, everyone will receive a copy of one of his books “Making Your School Something Special”.

Chief School Business Official Cathy Lauria summarized the monthly reports including the Treasurer's Report and General Ledger Summary, the Monthly Budget Summary, and a Summary of Investments.

- The Bank Reconciliation Summary - The fund balance is reported at \$24.8 million. The deferred revenues, recorded as liabilities, reflect the amount we received in FY18 for FY19 fees. Those will be recognized as revenues in July.
- The General Ledger Summary has \$15 million listed in capital projects and working cash fund balances out of the \$24.8 million. Part of issuing tax exempt bonds is to abate those dollars from working cash to the capital projects fund as they are issued and intended to be used only for capital projects. The \$600,000 in debt service includes lease payments for technology as well as amounts owed in the Debt Service Extension base, which when combined, reflect a positive balance.
- The Investment Summary - June report lists \$12.6 million invested but does not include the \$10 million of investments in the PMA account. These investments tell us 93% of our fund balance was invested in June 30. Our average interest rate was 1.96%.
- The Monthly Budget Summary - May revenues reflected 99.71% of the budget were received in the Ed Fund. This percentage decreased in June to 97% due to the reallocation of receipts based on receiving new final tax rates. The transportation fund has increased due to the amount we levied in 2017. Fund 60 revenues are higher than anticipated due to impact fees from the Providence project in Mission Hills. The expenses in the Ed Fund were 86.78% of budget in May and increased to 98% in June due to summer payrolls. The transportation budget is over as far expenses due to extra special education costs and bills from the prior year which were paid this year.
- The linear chart showed how each year took a different path but by June both years ended as anticipated and very similar to each other. The December payment to Allstate is easily identifiable as well as the revenues abated in order to make that December payment.

Chief School Business Official, Mrs. Cathy Lauria summarized the facility updates. She stated we received approval from the Appearance Commission. They requested follow-up on a few items. To respond to this request, the contractor is delivering plans to the Village this Friday. The change of plans were minor and consist of light placement changes, etc.

BOARD REPORTS

Superintendent Nicholson shared the 2018-2019 NSSSED meeting dates with the Board and requested the Board members each commit to attend one or two meetings throughout the year as the District 31 Board of Education representative. Board members then signed up to attend.

Member Resis reported on the Northbrook Commission meeting wherein he shared that they are trying to get some ideas on how to make the community more engaged. Mrs. Lauria

stated the Commission is trying to have people understand their economic goals because they are sometimes met with resistance.

Chief School Business Official Mrs. Cathy Lauria shared that she and Winkelman Principal Erica Berger are meeting with Gregg Goslin, Cook County Commissioner, to discuss options the District has to help the morning and afternoon traffic congestion in front of Winkelman School, as well as how they can work with the county and Village of Glenview for traffic studies at each building. Chief School Business Official Cathy Lauria also shared that a land survey was already requested for Winkelman School which will assist in answering questions regarding water and sewer requirements. A Comprehensive Boundary and Topographic Survey will be requested for Field Middle School, as well.

BUDGET PRIORITIES

Superintendent Nicholson asked the Board to clarify what they would like Chief School Business Official and her to do in regards to the Board determining budget priorities. She explained that District priorities and values were identified by the Strategic Plan Committee and are included in the District's seven-year Strategic Plan. She asked the Board if their goals are different than the Strategic Plan goals. After discussion, the Board asked Superintendent Nicholson to share the Strategic Plan with them, again, during their August meeting. Superintendent Nicholson stated she planned to share the 2018-2019 Strategic Plan Action Plans during the August Board meeting, and will plan to review the goal areas with them at that time.

Chief School Business Official Cathy Lauria reminded the Board that safety is a 2018-2019 priority and she is in the process of obtaining the cost of items and activities associated with safety. Information she has gathered to date total \$120,000.00. Chief School Business Official further shared professional development cost the District \$130,000.00 in fiscal year 2018, \$60,000.00 of which was grant funded.

Member Steres stated he would like competitive salaries for administrators and staff so the District can recruit the best of candidates.

Member Choo Valentinas stated that before decisions can be made regarding expenditures, the Board of Education needs to review its values. The Board agreed one of its top values is District reserves. Chief School Business Official Cathy Lauria reminded the Board that the District policy sets 35% as a reserve goal, the District currently has about 60%, and financial projections indicate a decline to the 35% within five years if the current level of spending continues. She stated issuing bonds has helped keep the reserves up, but recommended the Board review its spending. She further stated she is working on the tentative budget for fiscal year 2019 and asked the Board to let her know if they have any budget priority items they would like included.

Member Greenberg requested a discussion in the future months regarding an Assistant

Principal/Dean for Field Middle School. The Board decided to discuss this during that evening's closed session.

STUDENT ENROLLMENT

Superintendent Nicholson reported on the history of the student enrollment.

FREEDOM OF INFORMATION

None

POLICIES FIRST READ

None

RECOGNITION OF AUDIENCE

None

ACTION ITEMS FROM CLOSED

ADJOURN

Member Greenberg made a motion to adjourn. Member Frank seconded the motion. The motion passed 7:0 at 11:12 PM. Final Resolution: Aye:, Melissa Choo Valentinas, Bob Spector, Jeffrey Steres, Daphne Frank, Laura Greenberg, Nancy Hammer, Robert Resis

Board President

Board Secretary

Date