

**WEST NORTHFIELD SCHOOL DISTRICT 31**  
**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Field School Small Gym**  
**3131 Techny, Northbrook, Illinois 60062**  
**7:00 PM, July 18, 2019**

**CALL TO ORDER**

The Open Session Meeting of the Board of Education was called to order by Vice President Laura Greenberg at 7:06pm.

**ROLL CALL**

Board Members:

Present:

Robert Resis	arrived at 7:08pm
Daphne Frank	
Jeffrey Steres	
Nancy Hammer	
Maria Vasilopoulos	
Melissa Choo Valentinas	arrived at 7:15pm
Laura Greenberg	

District Administration:

Present: Dr. Erin K. Murphy, Superintendent of Schools  
Catherine Lauria, Chief School Business Official

A quorum of the Board was confirmed by Vice President, Laura Greenberg.

**ADDITIONS OR CHANGES TO THE AGENDA**

- None

**READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION**

- None

**RECOGNITION OF AUDIENCE**

- Superintendent Murphy recognized the following custodial staff with a gift of appreciation for their hard work and contributions this summer with all the construction projects at District 31.
  - Mr. Andre Lorkiewicz - Field Custodian

- Mr. Cory Korshak - Field Custodian
  - Mr. Jimmy Peters - Field Custodian
  - Mr. Tim Lindstrom - Winkelman Custodian
  - Mr. Anthony Urgo - Winkelman Custodian
  - Mr. Shaun Borst - Winkelman Custodian
  - Mr. Chuck Glen - Winkelman Custodian
  - Mr. David Fiorenza - Winkelman Custodian
  - Mr. Rene Iturralde - Winkelman Custodian
- Superintendent Murphy recognized Julie Stone, District 31 Math Coordinator with a gift of appreciation for her work in the Field School Leadership Team as a Co-Leader.

## **CONSENT AGENDA**

Member Maria Vasilopoulos made a motion to approve items A-Q. Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Robert Resis, Nancy Hammer, Jeffrey Steres, Daphne Frank, Melissa Choo Valentinas, Maria Vasilopoulos, Laura Greenberg.

Nay: None.

The motion passed 7:0.

## **ACTION ITEMS**

None

## **INFORMATION AND DISCUSSION**

Administrative Sharing:

Dr. Janine Gruhn, Director of Special Education shared with the Board of Education a pilot program that would add teacher leader roles in the special education department.

- Special Education Teacher Leader would mirror the newly added coordinator positions.
- A SPED teacher leader would have a portion of their day freed up to focus on the work designated for the position. For the rest of their day they would teach as usual and they would continue with their case management responsibilities. There would be no extra cost to the district, although they may have days included in the summer work hours.
- The job description includes IEP compliance, instructional coaching and connection back to the building. That teacher would be the case manager.
- Vice President, Laura Greenberg asked building principals if this would be a benefit for them. Winkelman Principal, Erica Berger, stated it would be a benefit. Superintendent Murphy (former Field principal) agreed and shared to formalize some things already in

place.

#### Office of the Chief School Business Official

- Chief School Business Official Cathy Lauria summarized the monthly budget report for June 2019.
  - The treasurer's report reflects an ending fund balance for all funds of \$21.6 million which is \$2.5 million less than May.
  - The investment summary reports \$12.7 million of investments. These do not include dollars invested from the 2018 Bond issuance. It was also confirmed that the move to transfer funds invested in IL Trust Term and Savings Deposit to a fixed rate account was a good decision. The expected decreases in rates for those funds did come to fruition. Rates dropped a third of a percent since last month.
  - The general ledger report shows \$81,000 collected in fees and continues to show healthy fund balances. Based on our fund balance policy, the fund balance percentage is determined by estimating next year expenses compared to this year's fund balance. Based on assumptions for next year's expenses the Education Fund balance is at 44.5%, O&M at 54%, and Transportation is at 38%. Based on construction decisions, the extra work being done beyond the tax-exempt bonds will require an abatement of approximately \$1 million from working cash.
  - The monthly budget report shows that the Education and O&M were reduced as well as social security increased and went to debt service which was expected. We were close to what the rates turned out to be. We received 99.9% of budget revenues and capital projects revenues are at 98.9%. We have met our revenue goals. Actual expenses at year-end are 96.01% of budgeted expenses verses 97.46% from last year. The transportation expenses are over budget due to an increase in special education transportation costs after the year began. The linear chart shows the revenues have lined up on a similar course as last year and are within budgeted expectations. We have had a surplus budget for a number of years which helps build fund balances.
  - The P-Card summaries will continue to be in the packets. The Board of Education members can review and contact her with any questions.
- Mrs. Lauria stated that she did receive another safety laminate proposal for the windows but this is still on hold due to the number of construction projects currently in progress.
- Chief School Business Official, Catherine Lauria summarized the updates for the summer facility projects and other information:
  - Last month it was reported that the MWRD received the permit for the Field site work and additional approvals had been received. The contractor took advantage of the weather by removing drives, sidewalks, etc. Asphalt paving for the play area is completed. The cladding work has started. To date, numerous different brick staining options have been applied to the building. Taupe Tone was selected. Based on the Board's request, options for additional

finishes to the outside of the building were presented with the anticipated cost.

Option 1 - Brick staining remainder of building

Options 2, 3, and 4 provided variations of the level of brick staining and cladding. Rebidding will need to occur based on the cost of this project which can range from approximately \$78,000 to \$300,000. This would also need to be funding from Working Cash balances.

- The interior work at Field is moving along. The Illinois plumbing inspector has been able to arrive ahead of schedule. The demolition work is completed and the painting and lighting improvements are continuing to go along as scheduled.
- Winkelman interior project is on schedule for completion. Winkelman is still waiting for MWRD approval to begin site work. Mrs. Lauria has contacted the Village of Glenview to see if they are willing to allow the district to begin the playground installation while waiting for the MWRD approval as the playground work does not need MWRD approval. The Village of Glenview's position held to the fact that the work disturbed more than a half an acre so no work could be started that moved dirt, but stated we would be able to take down the old playground. Mrs. Lauria informed the Village it would not be in the best interest for Winkelman students to take down a playground when we may not be able to construct the new playground before school started. The availability of the playground installers is being looked into, as well.
- Superintendent Murphy reviewed the packet of construction information that showed the contingency plan for each item.

## **BOARD REPORTS**

- Member Nancy Hammer stated that the Education Foundation Winter Benefit is scheduled for February 22, 2020. The fun run is scheduled for October.
- Chief School Business Official, Catherine Lauria reported on the Northbrook Economic Development Committee.
  - Most of the information did not pertain to District 31.
  - The new assessments on many properties are showing an increase in assessed values.
  - Taxpayers will see how the changes in the assessed values affect their taxes in the fall of 2020. The average increase reported for Northbrook is 82%.

## **STUDENT ENROLLMENT**

Superintendent Murphy reported on then 2019-2020 student enrollment tentative to date.

## **FREEDOM OF INFORMATION**

Chief School Business Official, Catherine Lauria summarized the FOIA request for:

1. Bethany Simpson - SmartProcure for PO/Vendor Information

## **POLICIES**

None

## **DISCUSSION ITEMS**

Communication:

- Superintendent Murphy reviewed the Immediate Communication Strategy Chart which illustrated communication improvements that can be implemented immediately at little to no cost, such as social media and texting, along with longer term ideas, such as the First Student Bus App and additional Skyward features.

2019-2020 Calendar- Early Dismissals

- Superintendent Murphy updated the board on the early dismissal plans, which includes the programming for students that will be staying on Mondays until the normal dismissal times. Activities have been planned (at no cost to families) and communicated to parents and sign-up has begun.

## **RECOGNITION OF AUDIENCE**

None

## **MOVE INTO CLOSED**

Member Steres made a motion to move into closed session to consider information regarding student issues and the appointment, employment, compensation, or performance of specific employees. Vice President Laura Greenberg seconded the motion.

Final Resolution:

Aye: Robert Resis, Melissa Choo Valentinas, Nancy Hammer, Laura Greenberg, Jeffrey Steres, Daphne Frank, Maria Vasilopoulos.

Nay: None.

The motion passed 7:0 at 8:45pm.

## **ACTION ITEMS REGARDING THE APPOINTMENT, EMPLOYMENT, COMPENSATION OR PERFORMANCE OF SPECIFIC EMPLOYEES**

Secretary Daphne Frank made a motion to approve the title change for Catherine Lauria to the Assistant Superintendent of Finance and Operations/CSBO effective immediately. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Laura Greenberg, Melissa Choo Valentinas, Maria Vasilopoulos, Nancy Hammer, Jeffrey Steres, Robert Resis, Daphne Frank

Nay: None.

The motion passed 7:0.

## **ADJOURN**

Member Steres made a motion to adjourn. President Melissa Choos Valentinas seconded the motion.

Final Resolution:

Aye: Robert Resis, Melissa Choo Valentinas, Nancy Hammer, Jeffrey Steres, Daphne Frank, Maria Vasilopoulos.

Nay: None.

The motion passed 7:0 at 10:58am.

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**Board President**

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**Board Secretary**

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**Date**