

MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

Field School Learning Center
3131 Techny, Northbrook, Illinois
7:00PM, November 29, 2018

CALL TO ORDER

The Regular Meeting of the Board of Education was called to order by President Spector at 7:15 PM.

ROLL CALL

Board Members:

Present: Melissa Choo Valentinas
Robert Resis
Robert Spector
Daphne Frank
Laura Greenberg arrived 9:04 PM
Nancy Hammer

Absent: Jeffrey Steres

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

Superintendent Nicholson explained that item number VIII. C. Setting of 7:00 PM, December 20, 2018 as the Public Hearing Date for the Tax Levy needs to be changed to 8:00 PM, December 20, 2018 at Winkelman Elementary School due to the open house for the new construction.

READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION

None

RECOGNITION OF AUDIENCE

Winkelman Social Worker Quincy Jenkins and Third Grade Teacher Alicia Aydt read a statement supporting Principal Erica Berger and explaining past anonymous letters written to the Board of Education were written by one individual or a small group of individuals not representative of the staff as a whole. This statement was signed by 56 Winkelman staff, and 26 Winkelman staff members were present in support of Principal Berger.

PRESENTATION

Superintendent Dr. Alexandra Nicholson, Director of Curriculum & Instruction Dr. Carrie De

La Cruz, and Field Principal Dr. Erin Murphy presented highlights from the West Northfield District 31 Illinois State Report Card. They focused on 2018 PARCC English Language Arts and Math scores, hypothesis for the results, and next steps for improvement. Also highlighted were the State's new 2018 data points used to rate each public school's success. Further information from the District Report Card will be highlighted during Board of Education meetings as progress with the five Strategic Plan goals is reported.

Chief School Business Official, Cathy Lauria presented the tentative 2018 Tax Levy and Notice of Proposed Tax Increase to the Board of Education. The levy is our main source of revenues which is our local property taxes. We also have local receipts, state and federal resources, including grant dollars. Investment income has surpassed student fees due to interest earned from the invested bonds. The final levy will be adopted in December. Whether we have requested 5% or more, or not, we have held a public hearing for transparency purposes. The posting requirements direct us to post in the newspaper and the District's posting will appear in the December 13th editions of Northbrook Star and Glenview Announcements. The proposed corporate and special purpose taxes for the tentative levy represents a 5.1% increase, and the proposed extension for debt service represents a 2.8% decrease over the prior year's extensions. This results in an overall levy request of 4.7% over the previous year for an estimated extension of \$17.2 million. The amount above the 2.1% Consumer Price Index increase is reflective of the efforts to capture all new property being added to the tax base for the District, which does not affect current tax payers' bills.

CONSENT AGENDA

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

ACTION ITEMS

Member Daphne Frank made a motion to approve the resolution regarding the estimated amounts necessary to be Levied in the Year 2018 as well as the notice of proposed tax increase and for setting the public hearing for the tax levy as 8:00 PM, December 20, 2018. Member Nancy Hammer second the motion. The motion passed 5:0. Final Resolution: Aye: Melissa Choo Valentinas, Daphne Frank, Robert Resis, Bob Spector, Nancy Hammer

Chief School Business Official Cathy Lauria recommended for formality purposes to reject all bids for the permeable fire lane and award the bid recommended for the asphalt fire lane to Chicagoland Paving Contractors. The bidding process for the fire lane occurred twice. The first bid proposal was based on the Village of Glenview approval of a permeable True Grid gravel system. Bids were provided by A Lamp Concrete, Albrecht Enterprises and Clauss Brothers. The Village's Fire Department sent a letter to the Village and contractor finding the material unacceptable which is the reason the bids were not brought to the Board. No bids were awarded but we're requesting the Board reject these bids. Ms. Lauria also recommended awarding the second bid for an asphalt fire lane to Chicagoland Paving Contractors. There were four bidders and one was disqualified because it was a non-conforming bid.

Vice President Robert Resis made a motion to recommend that West Northfield School District 31 Board of Education reject all bids for the permeable fire lane and award the bid recommended for the asphalt fire lane to Chicagoland Paving Contractors. Member Daphne Frank second the motion. The motion passed 5:0. Final Resolution: Aye: Melissa Choo Valentinas, Daphne Frank, Robert Resis, Bob Spector, Nancy Hammer

Chief School Business Official, Cathy Lauria recommended the Board of Education approve the Kimley-Horn traffic study proposal recommended by ARCON for Winkelman School. The Board of Education directed us to do a traffic study in order to get the best possible set for traffic, and pick up/drop off lanes for both car and bus traffic. Ms. Lauria agreed a study would be useful since we are going out to bid for next summer's projects which include the parking lots. The study will also include a review of traffic patterns and congestion on Landwehr Road. Per our request, the county has already helped us by putting signage on the Landwehr and stated they would consider adding a possible third lane for turning into Winkelman. Ms. Lauria had contacted Arcon, the architectural firm for the District's construction projects, for their recommendation. They recommended Kimley-Horn as the traffic engineering firm to do this work. This company has been used by other districts in the area (District 225, District 30, and District 211). Each district was contacted for reference checks and all were highly satisfied with their services. The firm has been to our District for an initial meeting and observation of the AM and PM traffic patterns and practices. They will provide us with some suggestions to review and obtain opinions and additional guidance from the District. The study involves videotaping at all different times especially during drop off and pick up times as well as reviewing parking utilization, including illegal parking. One of the goals is to receive recommendations for the short-term as well as long term recommendations requiring capital expenditures. They will come up with recommendation to discuss with Winkelman staff, stakeholders, etc. before they complete their final recommendation. The end goal is to address the safety concerns and improve the flow of the traffic within and outside of the parking lot.

After further discussion, Member Daphne Frank made a motion to approve the proposal for traffic study through Kimley-Horn. Member Melissa Choo Valentinas second the motion. The motion passed 5:0. Final Resolution: Aye: Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Daphne Frank

INFORMATION AND DISCUSSION

Dr. Carrie De La Cruz shared the outcomes of the first six weeks of the English Language Arts instructional coaching program. The end of cycle one is complete during which seven classroom teachers participated. All classroom teachers will participate in this program by the end of this school year. Many of the topics addressed during the first coaching cycle were writing and student engagement related. Dr. Carrie De La Cruz summarized the chart that was distributed to the Board of Education that showed student growth outcomes. The average percentage of students who grew one or more proficiency levels between pretest and protest were 50%. The majority of students grew in their learning. All the different types of tests were based on the learning strategies and targets but when put together we saw

great growth performance. The classroom teachers who participated in the first cycle of coaching were surveyed about how they felt about the coaching services. 100% of them stated the collaboration between them and the coach positively impacted their students. Dr. Carrie De La Cruz stated that she will forward the video of the teachers talking about their experiences to the Board for their viewing.

Superintendent Nicholson referenced the multiple administrative job descriptions in the Board packet. President Bob Spector asked the administrators if they had reviewed their respective job descriptions and if they agreed with them. All administrators confirmed both. He further asked if any Board members had questions. There were none.

Chief School Business Official Cathy Lauria summarized the monthly budget reports for October:

- The Bank Reconciliation portion of the Treasurer's Report shows \$25.8 million fund balance. The investment summary reports \$14.3 million of investments earning an average interest rate of 2.2%. Additional PMA investments, mainly from the 2018 tax-exempt bonds, are earning just under 2%.

- The Monthly Budget Summary
 - The debt service revenues shows a larger variance in receipts due to the prior year's expectation of lower receipts before bonds were issued.
 - The transportation revenue budget is much higher this year as the District can expect to receive prior year receipts.
 - Capital projects revenues are much higher than the prior year as we are earning interest on the bond dollars and we are receiving impact fees from the Provenance Development at Mission Hills. To date over 40 properties have been sold.
 - The much higher level of Education Fund expenses reflect a payment to NSSED for \$2 million. This invoice was paid earlier in the 2019 fiscal year compared to 2018 fiscal year.
 - Transportation expenses are lagging as invoices from First Student and Septran have been late coming in.
 - Capital Projects expenditures reflect a lower percentage spent to date but will increase significantly for November as we will be processing the remaining payment to Innovative Modulars. This payment changes our agreement from a lease agreement to taking ownership of the building.

The linear chart reflects higher percentage of spending in FY19 since the budgeted amounts were much higher last year due to the payment to Allstate and its effect on other funds.

Chief School Business Official Cathy Lauria stated that the P-card information lists all purchases made with the District's credit cards and is included along with all other purchases

and payments made in the board packet.

Chief School Business Official Cathy Lauria summarized the facility update wherein all inspections on the Winkelman addition are completed including fire alarms, sprinkler systems, plumbing etc. Sidewalks have been poured and the building is completed. Other purchases needing to be made including cubbies, shelving, blinds, etc. Exit signs are being installed, as well. Since we have our certificate of occupancy, we will formally occupy the addition on Monday, December 3, 2018.

Also, we have been working with the Glenview Park District and ParKreation for playground equipment. The park district has stated it will install the equipment which saves The District about \$50-60,000. The Education Foundation has committed to assisting in the funding of the playground equipment and play area at Field.

The bid proposal for the 2019 projects have been posted and the pre-bid meeting and bid opening will be in December.

BOARD REPORTS

Vice President Robert Resis reported that the sessions at the Triple III Conference for hiring a Superintendent were informative, and a search firm can cost \$20,000. President Spector added the session he attended confirmed the hiring timeline the Board has considered. Chief School Business Official added she attended an interesting General Session which included a presentation by Superintendent of the Year, Dr. Dave Schuler, from H.S. District 214. His comments included the importance of celebrating the efforts and strides being made to improve scoring on state testing. He also encouraged districts and their stakeholders to focus on the growth illustrated on the State reports cards with less focus on the actual scores.

President Spector reported on the NSSSED meeting he attended. He shared the following: The teacher who was recently dismissed took students cell phones when they were turned in at the beginning of the school day and inappropriately used videos and photographs without the students' knowledge. This alerted President Spector to question if West Northfield District 31 has a procedure/policy on cell phone usage. Field School Principal Dr. Erin Murphy shared students are allowed to keep their cell phones, but they must be off while in school. If a cell phone needs to be taken from a student, it is kept in her office until the end of the school day when she returns it to the student. Winkelman School Principal Erica Berger shared there are some students who bring a cell phone to school, but the phones must be turned off and in their backpacks during the school day. If a cell phone needs to be taken from a student, it is kept in her office until the end of the school day when she returns it to the student. This information is in the District 31 handbook.

Member Frank reported the Education Foundation will be hosting the Winter Benefit this year on February 23rd at the Jeep dealer on Willow.

Vice President Robert Resis had requested to discuss the possibility of having safety officers

in the schools. He shared there is a Safety Symposium in January which he plans to attend and would like to postpone the discussion until after this event.

Secretary Laura Greenberg had requested hiring be discussed and the Board to agree upon a hiring strategy. Superintendent Nicholson explained the process used when there is a vacancy that needs to be filled. After discussion, Secretary Greenberg asked the administration to prepare a presentation regarding hiring strategies for a future Board meeting no later than March.

STUDENT ENROLLMENT

Superintendent Nicholson reported on the November student enrollment.

FREEDOM OF INFORMATION

Responses for:

1. Jason Kirkendoll, Sales Rep, rubiconglocal.com requested information on the District's waste management contract.

POLICIES FIRST READ

1. *Community Resource Persons and Volunteers*
2. *Library Media Program*
3. *Field Trips*

RECOGNITION OF AUDIENCE

None

ACTION ITEMS FROM CLOSED

Member Nancy Hammer made a motion to allow Superintendent Dr. Alexandra Nicholson's unused fiscal year 2018 and 2019 vacation days to carry over through June 30, 2020.

Member Daphne Frank second the motion. The motion passed 6:0. Final Resolution: Aye: Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Daphne Frank

Member Daphne Frank made a motion to allow Chief School Business Official, Cathy Lauria's unused fiscal year 2018 to carry over through June 30, 2019. Member Nancy Hammer second the motion. The motion passed 6:0. Final Resolution: Aye: Melissa Choo Valentinas, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Daphne Frank

Member Nancy Hammer made a motion to approve payment to Annette Maloney, Field School Administrative Assistant to the Principal, a one-time \$1,000 bonus for work voluntarily completed during the past two fiscal years and a stipend of a maximum of \$5,000 for the remainder of fiscal year 2019 for work completed as described within the Coordinator of Student Management Systems job description. Hours were to be submitted on a timesheet. Member Melissa Choo Valentinas second the motion. The motion passed 6:0. Final

Resolution: Aye: Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Daphne Frank, Melissa Choo Valentinas

ADJOURN

Member Daphne Frank made a motion to adjourn. Member Greenberg second the motion. The motion passed 6:0 at 11:51 PM. Final Resolution: Aye: Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Daphne Frank, Laura Greenberg

Board President

Board Secretary

Date