

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF EDUCATION**

**FIELD SCHOOL LEARNING CENTER**  
3131 Techny, Northbrook, Illinois 60062  
7:00 PM, November 29, 2012

**CALL TO ORDER**

The Open Session of the regular meeting of the Board of Education meeting was called to order by President David Handler at 7:01 PM.

**ROLL CALL**

Board Members

Present: David Handler  
Jeffrey Silver  
Mary Crowe-Richards  
Bob Spector  
Shel Leshner  
Bonnie Schoenberg Arrived 7:04  
Mike Berkowitz

District Administration

Present: Dr. Alexandra Nicholson, Superintendent of Schools  
Cathy Lauria, Director of Business Services

A quorum of the Board was confirmed by President Handler.

**ADDITIONS OR CHANGES TO THE AGENDA**

Superintendent Nicholson requested to strike item number VII. b. Approve the Resolution to Instruct County Clerk How to Apportion 2012 Tax Levy Extension Reductions for West Northfield School District 31. This item is to be placed on the December agenda.

**READING OF COMMUNICATION TO THE BOARD OF EDUCATION**

None

**RECOGNITION OF AUDIENCE**

PTC representative Terah Bozarth reported that the book fair recently ended and the coffee??? both were a big success. The next event will be Bingo night on January 25, 2013 wherein communication is already starting for the event.

**CONSENT AGENDA**

Member Spector requested item VI. i be removed and voted on separately due to conflict of interest.

Member Schoenberg made a motion to approve items a through l excluding i on the consent agenda. Member Crowe-Richards second the motion. The motion passed on a roll call 7:0.

Member Crowe-Richards made a motion to approve item i of the consent agenda. Member Schoenberg second the motion. The motion passed on a roll call 6:1. Member Spector abstained.

### **ACTION ITEMS**

Director of Business Services, Cathy Lauria summarized the recommendation to approve the *Resolution Regarding the Estimated Amounts Necessary to be Levied for the year 2012* as well as the notice of the proposed tax increase so we are in compliance with the truth and taxation act because are request is 105% . For the 2012 levy we are asking the Board to adopt a levy that is 29.5% higher than last year's tax extension, inclusive of the bond and interest extension. We are asking for this levy to make sure that we take into account any new property and to account for the revenues that the district should have from the referendum and ensure that the district will receive all the tax funds that is entitled to for any work that has been completed as of December 31, 2012. Information that we obtained from our attorneys indicated that the first year Astellas will trigger the use of the 7b tax incentive will be tax year 2013, which is payable to the District in 2014. Since Astellas received an occupancy permit in April 2012, the totals assess value for the Astellas property for 2012 is being taken into account. The numbers agreed so we are asking to \$1.5 million for that piece of property for this year. However after this year it will be decreased and when their 7b kicks in. The resolution on the back shows increased in the Educational Fund because that is the fund that is usually short for us and we do all the inter-fund transfers. Operations and Maintenance we are asking a little less because we had the large construction grant from a couple years back. We are asking less for transportation and then because we too split fifty into IMRF and Social Security the fund balances for those were not appropriate. When combined they look fine but once separated out, we needed to ask for a little more for the Social Security fund because that was short and the IMRF has enough money in the account. It will take a year to adjust the amount. Also attached is the legal notice that is posted in the paper also showing our public notice on December 20<sup>th</sup> at 7:00PM.

President Handler questioned how we came up with the amount to levy. Mrs. Lauria explained that we start with the base of what our taxes where last year extended and what we would get from the referendum and then we increase that by 3% because that is what CPI is. Then we have to figure out what the amount of the additional receipts we would receive from the Astellas property and also for any new property that may appear on the tax roll. Mrs. Lauria shared a chart explaining this information. On the chart she explained that we can assume the assessed value of the Astellas property and \$3 million of growth from new property and then you multiple that by the multiplier and then our tax rate to give us the additional amount of monies we should receive. That is where the \$14,624,653 is established.

Member Schoenberg made a motion to approve the *Resolution Regarding the Estimated Amounts Necessary to be Levied for the Year 2012*. Member Leshner seconded the motion. The motion passed on a roll call 7:0.

Member Silver made a motion to approve the setting of the December 20, 2012 7:00PM as the public hearing date for the tax levy. Member Leshner seconded the motion. The motion passed 7:0.

Superintendent Nicholson summarized the recommendation to add *Suicide Ideation or Threat* section to the District's emergency and Crisis Plan wherein she explained that the Safety Committee along with the local police and fire officials from the Northbrook and Glenview area, had their annual Safety Committee meeting wherein they decided to add the mentioned section to give our staff a specific procedure to use for any reason they felt a suicide was any kind of a possibility if our students were showing any signs of a suicide threat. This section was carefully prepared by our social workers, psychologists and Superintendent Nicholson.

Member Schoenberg made a motion to approve the *Suicide Ideation or Threat* section to be added to the District's Emergency and Crisis Plan. Member Berkowitz second the motion. The motion passed 7:0.

Principal Murphy summarized the request to adopt community relations Board policy *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities* effective immediately. Principal Murphy stated that this policy helps the request from anyone who wanted to sponsor a part of a building or would like to put something in the building; any request would have to come to the Board of Education before any determination was made.

After further discussion, Member Silver made a motion to approve Board policy, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*, effective immediately. Member Schoenberg seconded the motion. The motion passed 7:0.

#### **INFORMATION AND DISCUSSION ITEMS**

Director of Business Services, Cathy Lauria reported that she contacted other district's to see what their procedures on checking residency. After calling on some vendors, one charges \$250.00 which includes research for two people surveillance, pictures and a final report. The other vendor uses door knock surveillance. Member Silver questioned why we are researching this procedure. Dr. Nicholson stated that we have located some students that have been living outside the district. Also some of the rental property managers are also hiding the fact that they are not living there. Member Silver asked if the end result is to get them back to the district they live in. Dr. Nicholson confirmed that the end result would be to get them into the district to which they live. After further review the Board decided that if we need additional investigation on a residency question we will use a vendor at that time. Member Silver stated that he is not in favor of using these services at all. The Board agreed to do a case by case basis.

Mrs. Lauria summarizes the two different types of reporting one shows the monthly report that we actual budget compared to what we spent to date by the end of that month. The report is easy to prepare on a monthly basis for the Board packet. The other report is a general ledger summary and a bank reconciliation summary. This report guarantees that our bank balances match our book balances. More work needs to be done on this report with the bank reconciliations and investments before it can be ready for the Board packet. Mrs. Lauria wanted confirmation from the Board that they would like one or possibly both reports in the monthly Board packet. The Board confirmed that they would like one or possibly two, whichever is accessible at that time.

Mrs. Lauria updated the Board on the hiring of the evening custodian for Field School.

Mrs. Lauria also updated the Board on the donation sheet wherein a change was made to Mr. Razes fund. Instead of a donation of \$1,000 from Gina Metelica was split to \$500.00 from her and \$500.00 from Bristol-Myers Squibb Foundation.

Mrs. Lauria summarized the audit report that has been distributed to each Board member. The report stated that on our calculations for fiscal year 2012, we should get another financial profile report of 4 which is the highest which is due to the money in working cash that we are waiting to refund Allstate. Also last year the district did a lot of cautious spending and emergency spending only. We spent less than anticipated. Our revenues were less than last year due to the construction grant of almost \$2 million dollars. Our expenses were about \$1 million less than anticipated due to the budget cuts, efficiencies and emergency repairs only.

Mrs. Lauria summarized a meeting that she attended at the Village of Glenview because they were presenting part of the Glenstar project.

#### *Board Reports*

Member Schoenberg reported that the Education Foundation wherein she stated that the Winter Benefit is February 9, 2013.

Field Principal Erin Murphy summarized the first reads on the following policies:

1. *Access to District Public Records*
2. *Board Attorney*
3. *Board Member Conflict of Interest*
4. *Board Member Development*
5. *Board Member Expenses*
6. *Board Member Qualifications*
7. *Board Member Removal from Office*
8. *Board Member Term of Office*
9. *Board Policy Development*
10. *Board-Superintendent Relationship*
11. *Committees*
12. *Communication To and From the Board*
13. *Organizational School Board Meeting*
14. *Powers and Duties of the School Board*
15. *Procurement of Architectural, Engineering, and Land Surveying Services*
16. *Public Participation at School Board Meetings and Petitions to the Board*
17. *Qualifications, Term and Duties of Board Officers*
18. *School Board Meeting Procedures*
19. *School District Elections*
20. *School District Governance*
21. *Types of School Board Meetings*
22. *Uniform Grievance Procedure*
23. *Vacancies on the School Board – Filling Vacancies*

*Freedom of Information Act*

None

*Enrollment*

Superintendent Nicholson summarized student enrollment.

**RECOGNITION OF AUDIENENCE**

None

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

Member Schoenberg made a motion to approve the FMLA 12 week leave request from Alicia Ayt. Member Crowe-Richards seconded the motion. The motion passed 7:0.

**ADJOURN MEETING**

Member Crowe-Richards made a motion to adjourn the meeting. Member Schoenberg seconded the motion. The motion was passed 7:0. The Board adjourned at 8:45PM.

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Board President

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Board Secretary

\_\_\_\_\_  
Date