

## VII. A. CONSENT AGENDA

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION  
Winkelman School Commons  
1919 Landwehr Rd, Glenview, Illinois 60026  
7:30 PM, October 25, 2018**

### **CALL TO ORDER**

The Regular Meeting of the Board of Education was called to order by President Spector at 7:40 PM.

### **ROLL CALL**

Board Members:

Present: Melissa Choo Valentinas  
Robert Resis  
Robert Spector  
Jeffrey Steres  
Daphne Frank  
Laura Greenberg  
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**

Superintendent Nicholson added item number IX. I. Communication Survey Results.

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

None

### **RECOGNITION OF AUDIENCE**

In recognition of October being Principals' Month in Illinois, Superintendent Dr. Alexandra Nicholson thanked Principals Dr. Erin Murphy and Erica Berger for their dedication to District 31 students, parents, and staff.

### **PRESENTATION**

Superintendent Dr. Alexandra Nicholson reviewed the Seven Year Strategic Plan Calendar which outlines the progress scheduled to be made with all District Goals and their corresponding Strategies and Action Plans.

Superintendent Dr. Alexandra Nicholson presented information about Illinois' ESSA. She highlighted how the State currently rates public school districts – exemplary, commendable, underperforming, and lowest performing. Dr. Nicholson was pleased to announce both

Winkelman and Field Schools earned commendable ratings for 2017-2018.

Director of Curriculum & Instruction Dr. Carrie De La Cruz reviewed the District's FY 2019 Professional Development Plan including multiple methods of teacher learning – Teacher Institute Day presentations, consultants, Professional Learning Communities, Global Compliance Network training, coaching, workshops and conferences, etc. Winkelman English Language Arts (ELA) Coach Carlissa Pokora shared details about how she provides coaching to classroom teachers to increase their ELA instructional strategies to meet the needs of all students.

Secretary Greenberg requested a follow-up on how the District is evaluating the success of the Strategic Plan.

## **CONSENT AGENDA**

Chief School Business Official Cathy Lauria shared the District has received three donations -

- 1) Upright Wurlitzer Piano from Etta and Frank Greenfield
- 2) Reimbursement from PTC for three Assemblies
- 3) Reimbursement from PTC for the blue cubbies for Field's Commons

Member Daphne Frank made a motion to approve items a-n of the consent agenda. Member Jeffrey Steres seconded the motion. The motion passed 7:0. Final Resolution: Aye:, Daphne Frank, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres

Member Steres brought to the Board's attention that three items added to the consent agenda after the original agenda was published but before 48 hours prior to the Board meeting were not included in the approval of the consent agenda because the Board was viewing the original agenda instead of the updated one. Member Steres made a motion to approve items k-m of the updated consent agenda. Member Hammer second the motion. The motion passed 7:0. Final Resolution: Aye:, Daphne Frank, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres

## **ACTION ITEMS**

None

## **INFORMATION AND DISCUSSION**

The Board of Education discussed creating the timeline and process for hiring a Superintendent. After further discussion, Member Steres volunteered to research firms within the next couple of months to see what information they can share regarding the timeline and process. The Board of Education also created the tentative timeline for hiring below:

- June - Interview search firms
- July - Hire search firm
- August/September - Evaluation of Resumes

- August/September - Identify number of candidates
- February/March - Conduct a special meeting to discuss how to handle the stakeholders input meetings

Winkelman Elementary Principal Mrs. Erica Berger shared with the Board of Education that parent/teacher conferences went very well. Mrs. Berger stated that a parent/teacher conference survey will be sent to parents tomorrow morning.

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

- The Treasurer's Report shows \$29.2 million for our fund balance, which is \$1.2 million lower than August. September is the first month of the fiscal year that has two payrolls for the teaching staff and their assistants. The investment report reflects \$17.8 million invested with an average interest rate of 2.14%. An additional \$7.6 million of investments for the 2018 tax-exempt bond receipts are held in a separate PMA account earning just under 2%.
- The Monthly Budget Summary
  - Fund 30 and 31 have been combined due to the inability to separate debt service tax receipts for 2015 and 2018 bond issuances.
  - Expenses through September are typical with all funds outside of Operations and Maintenance. Last year's receipts reflect much higher spending due to expenses such as the new phone system, heating installed in the principal's office as well as additional HVAC work, asphalt and catch basin repairs, new flooring in the kitchen and the commons at Winkelman, cafeteria tables, and alarm system at Field.

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 made, in the board packet.

Chief School Business Official Cathy Lauria stated that the Illinois State Board of Education requires school districts to annually submit salary and benefit information for teachers and administrators by October 1st. This report is completed by Tina Nielsen, Administrative Assistant to the Superintendent, and was submitted to the State by the required due date. This has also been posted to the website.

Chief School Business Official Cathy Lauria stated that in an effort to ensure post-issuance tax compliance for the 2015A and 2018B tax-exempt bonds, the District will annually review the expectations and practices in place relating to bond debt service. Though the 2015 bonds have been spent, as long as there are outstanding bond payments, plus three years, the District should provide the annual review in the form of a Post-Issuance Tax Compliance Report, which is included in the board packet. Since District 31 is considered a small issuer,

a few of the items listed do not pertain to the district. The main items needing to be monitored relate to records retention, contract reviews, leasing arrangements, and arbitrage. Since the 2015 bond dollars are spent, the concern for arbitrage would only relate to the 2018 tax exempt bonds once interest earned exceeds 3.3424% but we are exempt from this due to our small issuer status.

Chief School Business Official Cathy Lauria presented the facility update via a presentation. The items completed were itemized and the status of the work in progress was also provided which included the fire alarm and sprinkler certifications, furniture delivery, sewer work, ramp and sidewalk plan, and Certificate of Occupancy. Pictures were shared of the rooms in the Winkelman addition, as well. A meeting schedule for the Summer 2019 Projects was provided, which included suggested equipment and activities for the play areas at Field and Winkelman.

## **BOARD REPORTS**

Member Hammer reported on the NSSED meeting. She shared Council members discussed the process of probationary teacher dismissal. She also shared NSSED reported on a Service Agreement with MIDAS Education, enterprise software for school districts used for student information, professional management, etc.

Chief School Business Official Cathy Lauria reported on the Northbrook Economic Development Committee meeting. At this point, there were no developments discussed that were within District 31's boundaries. Information was shared regarding those developments as well as an update on the EDC's sub-committee promoting the benefits provided by the Village.

Member Frank reported the Education Foundation will be hosting the Winter Benefit this year in February at the Jeep dealer.

## **STUDENT ENROLLMENT**

Superintendent Nicholson reported on the October enrollment.

## **FREEDOM OF INFORMATION**

Responses for:

1. Dave Sylvester, Marketing Representative, Sheet Metal Workers' LU73 - new construction, renovation, and/or maintenance work.

## **POLICIES FIRST READ**

None

## **FUTURE BOARD MEETING OPEN SESSION DISCUSSION TOPICS**

Superintendent Nicholson shared a draft chart of future open session Board discussion items.

The topics and months assigned were based on a discussion the Board had in September.

Superintendent Nicholson reviewed the communication survey with the Board of Education.

**RECOGNITION OF AUDIENCE**

None

**ACTION ITEMS FROM CLOSED**

None

**ADJOURN**

Member Frank made a motion to adjourn. Member Steres seconded the motion. The motion passed 7:0 at 12:49 PM. Final Resolution: Aye: Daphne Frank, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres.

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**Board President**

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**Board Secretary**

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**Date**