



WEST NORTHFIELD SCHOOL DISTRICT 31

3131 TECHNY ROAD, NORTHBROOK, ILLINOIS 60062-5899
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AGENDA FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION

**FIELD SCHOOL LEARNING CENTER
3131 Techny, Northbrook, Illinois 60062
7:00 PM, December 20, 2012**

7:00 PM Public Hearing on Proposed 2012 Tax Levy

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. PRESENTATION OF LEVY – Cathy Lauria, Director of Business Services
- IV. COMMENTS FROM AUDIENCE
- V. ADJOURNMENT

7:10 PM Regular Meeting of the Board of Education

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. ADDITIONS OR CHANGES TO THE AGENDA
- IV. READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION
- V. RECOGNITION OF AUDIENCE
 - a. Visitors Requesting to Address the Board – no formal requests
 - b. Parent Teacher Club Monthly Report
- VI. CONSENT AGENDA
 - a. Approve Minutes of the November 29, 2012 Regular Meeting of the Board of Education
 - b. Approve Minutes of the November 29, 2012 Closed Meeting of the Board of Education
 - c. Approve Payroll for the Second Half of the Month of November in the Amount of \$331,981.15
 - d. Approve Payroll for the First Half of the Month of December in the Amount of \$363,607.66
 - e. Approve Warrants for the Second Half of the Month of November in the Amount of \$81,950.63
 - f. Approve Warrants for the First Half of the Month of December in the Amount of \$xxxxx

- g. Approve Employment of Cory Korshak as a Full-Time Night Custodian Assigned to Field School Effective December 19, 2012
- h. Accept Resignation of Hilary Sinker, Winkelman School Kindergarten Instructional Assistant, Effective the end of the Workday, December 7, 2012
- i. Ratify Employment of Hilary Sinker as a Full-Time Classroom Teacher Assigned to Kindergarten at Winkelman School Effective the end of the Workday, December 7, 2012
- j. Accept Resignation of Kelley Courveur, Winkelman Kindergarten Classroom Teacher, Effective the end of the Workday, December 7, 2012.
- k. Ratify Employment of Kelley Courveur as a Winkelman Learning Center Assistant Effective the end of the Workday, December 7, 2012.
- l. Accept Donations
- m. Adopt Board Policies Effective Immediately
 - 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*

VII. ACTION ITEMS

- a. Finances – 2012 Tax Levy
 - i. Approve Resolution of West Northfield School District #31, Cook County, Illinois Providing For the Levy of Taxes for the Year 2012
 - ii. Approve Resolution to Levy Certain Special Taxes
 - iii. Approve 2012 Certificate of Tax Levy
 - iv. Approve Resolution to Instruct County Clerk How to Apportion 2012 Tax Levy Extension Reductions for West Northfield School District #31, Cook County, Illinois
- b. Director of Business Services Employment Agreement

VIII. INFORMATION AND DISCUSSION ITEMS

- a. Administrative Reports
 - i. Director of Business Services Cathy Lauria
 - 1. Self-Insurance Pooling Resolution – verbal

2. Monthly Budget Summary

- b. Board Reports
 - i. David Handler – Northfield Township Board Presidents
 - ii. Jeff Silver – Illinois Association of School Boards
 - iii. Mary Crowe-Richards – NSSED
 - iv. Shel Leshner / Mike Berkowitz – Economic Development Committee, Northbrook
 - v. Bob Spector – Ed-Red
 - vi. Bonnie Schoenberg – Education Foundation Board Representative
 - vii. Shel Leshner – Stakeholder Financial Advisory Committee
- c. Policies – first read
 - i. *Accounting and Audits*
 - ii. *Activity Funds*
 - iii. *Environmental Quality of Buildings and Grounds*
 - iv. *Facility Management and Building Programs*
 - v. *Fiscal and Business Management*
 - vi. *Insurance Management*
 - vii. *Pandemic Preparedness*
 - viii. *Payment Procedures*
 - ix. *Purchases and Contracts*
 - x. *Resource Conservation*
 - xi. *Revenue and Investments*
 - xii. *Use of Credit and Procurement Cards*
- d. Freedom of Information Requests – none
- e. Student Enrollment
 - i. December 2012 by Grade Level
 - ii. Student Transfer-In / Out

IX. RECOGNITION OF AUDIENCE

X. CLOSED SESSION TO CONSIDER INFORMATION REGARDING POSSIBLE LEGAL MATTERS, AND THE APPOINTMENT, EMPLOYMENT, COMPENSATION OR PERFORMANCE OF SPECIFIC EMPLOYEES

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

XII. ADJOURN MEETING

Respectfully submitted,

Dr. Alexandra Nicholson
Superintendent of Schools
December 20, 2012