

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

**FIELD SCHOOL LEARNING CENTER**

3131 Techny, Northbrook, Illinois 60062

7:00 PM, August 23, 2012

**CALL TO ORDER**

The Open Session of the regular Board of Education meeting was called to order by President David Handler at 7:05PM.

**ROLL CALL**

Board Members

Present:                   David Handler  
                              Mary Crowe-Richards  
                              Bob Spector  
                              Shel Leshner  
                              Bonnie Schoenberg  
                              Mike Berkowitz

Absent:                   Jeffrey Silver

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.

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

**RECOGNITION OF AUDIENCE**

None

**PTC PRESENTATION**

PTC communication representative, Teran Bozarth, reported the following:

- The pick-up for school supplies went smoothly, and orders for the supply kits were the biggest this year.
- The PTC successfully sponsored the Welcome Back luncheon for the staff on the first teacher institute day.
- Sales for spirit wear have begun.

**CONSENT AGENDA**

Superintendent Nicholson instructed the Board to strike item g., approve employment of Mollie Sorey. Miss Sorey declined the position. President Handler made a motion to approve items a through f and h through s of the Consent Agenda. Member Berkowitz seconded the motion. The motion passed on a roll call 6:0.

## **ACTION ITEMS**

Superintendent Nicholson explained the need for the District to have a Board approved educational support personnel categorization list for 2012-2013. She explained that educational support personnel are reduced in force by seniority, and assigning them to categories according to skills needed allows a school district to then reduce by seniority within a category. Superintendent Nicholson reviewed each of the employment categories the Board was being asked to approve. Member Crowe-Richards asked why the teaching assistants and the custodians are in the same category. Superintendent Nicholson explained that assistants and custodians are both educational support employees but are in separate categories. Member Spector questioned why the teaching assistants hourly pay rate is less than the custodial positions. Superintendent Nicholson explained that District 31's hourly rate for assistants is competitive with the surrounding school districts. She further explained that increasing the assistants' hourly rate to be higher than the recess / lunch supervisors' hourly rate would be costly to the District, and that the incentive for a certified teacher to take an assistant position is the possibility of eventually being employed as a teacher, but there is no incentive besides the hourly rate for people to take on a two hour job in the middle of the day.

Member Schoenberg made a motion to approve the educational support personnel categorization chart effective August 20, 2012. Member Berkowitz seconded the motion. The motion passed 6:0.

Cathy Lauria, Director of Business Services, presented the fiscal year 2013 tentative budget. She explained that the tentative budget will be available for public inspection for thirty days followed by a public hearing scheduled just prior to the regular meeting of the Board of Education in September. The tentative budget includes anticipated revenues and expenditures for the year. Mrs. Lauria explained that our current district policy is to try to maintain a 35% fund balance. She further explained that District 31's fund balance is 61% including the \$3 million in working cash that will be transferred to the education fund when the 2004-2006 Allstate appeal is finalized and the District receives less funds from local real estate taxes. Mrs. Lauria further explained specifics regarding the tentative fiscal year 2013 budget including the following:

- additional costs for special education, specifically to NSSSED
- additional costs for the ELL / Bilingual program
- an overpayment made to District 31 from the insufficiency levy that needs to be refunded
- decrease of approximately \$55,000 in expenses for the student cafeteria
- decrease of cost for Speech and Language services

Mrs. Lauria further explained that general changes to the budget include reallocation of expenditures. For example, our lease agreements, including Xerox and laptops, have been transferred to Fund 30. Additionally, band and general music expenditures have been separated to better track the differentiated expenses within the music program.

Finally, Mrs. Lauria assured the Board of Education that any changes to the tentative budget between now and the September Board meeting will be summarized during the budget hearing.

Member Berkowitz made a motion to approve the 2012-2013 tentative budget. Member Crowe-Richards seconded the motion. The motion passed on a roll call 6:0.

Cathy Lauria summarized the request for the Board to approve the public school district learning resolution between Providence Capitol Network, LLC and West Northfield School District 31. She explained that we need formal approval from the Board that we would like move forward and we need to have a resolution stating that we are tax exempt.

Member Leshner made a motion to approve the public school district leasing number PCNEAG0812-01 between Providence Capitol Network, LLC and West Northfield School District 31. Member Schoenberg seconded the motion. The motion passed on a roll call 6:0.

Cathy Lauria summarized the request to approve the resolutions authorizing loans from the working cash fund into the education and transportation funds. They reflect similar action taken by the Board in the past to provide necessary funding until sufficient tax receipts are received.

Member Schoenberg made a motion to approve the resolutions authorizing loan from the working cash fund into the education fund and authorizing loan from working cash fund into the transportation fund of West Northfield School District 31, Cook County, Illinois effective June 1, 2012. Member Leshner second the motion. On a roll call the motion passed 6:0.

## **INFORMATION AND DISCUSSION ITEMS**

Superintendent Nicholson summarized the State of the District report that was sent to the Board members previously for their review. Superintendent Nicholson explained that the technology department is working on getting the report with voice over onto the WEB site. Because of its volume and using voice over, it has been a challenge, but they are working to get it completed. President Handler questioned if there could be a chapter version that can also be downloaded onto the WEB site. Superintendent Nicholson stated that she will create a chapter version for the WEB.

Cathy Lauria, Director of Business Services, reported on the online registration. She stated that it was our first year of implementing the registration on line and outside of a few glitches that we will fix for next year, it was a positive process and went very well.

Mrs. Lauria reported that in the middle of September the auditors will be here to complete our audit.

Mrs. Lauria reported that she and the Director of Buildings and Grounds, Ed Blankeheim, will be having a meeting with the Glenview Park District to update and renew our intergovernmental agreement with them. This contract was for twenty years and expired two years ago. Mrs. Lauria also informed the Board that the blacktop and concrete work has been completed. She is meeting with the village to finalize the project cost. The District has already received the \$50,000 from the State grant. Additionally, President Handler stated that he had a conversation with Dr. Nicholson to see if local nurseries would want to donate any landscaping items such as bushes and trees to upgrade the look

of the Field School grounds. Superintendent Nicholson informed the Board that Director of Buildings & Grounds, Ed Blankenheim, is contacting landscaping companies for possible donations and/or being able to purchase items at cost.

Katie Marshall, Director of Student Services, reported on the ISBE/ELL Bilingual Compliance Review. Mrs. Marshall stated that we are up to 44 students in the Spanish Bilingual program and are looking at all avenues to employ a Spanish bilingual teacher or teacher assistant to help with this rapidly growing program.

#### *Board Reports*

Member Schoenberg stated that the Education Foundation could not find anyone to volunteer to join the Foundation Board and take over leadership positions. Therefore, the Foundation has gone inactive. Donations the Foundation Board approved will be paid out, and enough money will be kept in the account to cover the cost of annual report fees. The Foundation will also keep its not-for-profit designation in case volunteers come forward to take over the Board. Superintendent Nicholson stated that she and Foundation Board Chairperson Nancy Mac Rae will be sending parents a joint letter explaining the Foundation's inactive status and asking for volunteers.

#### *Policies*

Field Principal Erin Murphy summarized the first read policies for the following:

- *Communicable and Chronic Infectious Diseases*
- *Teaching About Controversial Issues*
- *Teaching About Religions*
- *Using Animals in the Educational Program*

#### *Enrollment*

Superintendent Nicholson summarized the 2012-2013 student enrollment as of August, 2012. Superintendent Nicholson also provided historical views of student enrollment.

#### *Freedom of Information Act*

None.

### **RECOGNITION OF AUDIENENCE**

None

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

None

### **ADJOURN MEETING**

Member Schoenberg made a motion to adjourn the meeting. Member Crowe-Richards seconded the motion. The motion was passed 6:0. The Board adjourned at 9:00 PM.

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Board President

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Board Secretary

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Date