

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
FIELD SCHOOL LEARNING CENTER
3131 Techny, Northbrook, Illinois 60062
7:00 PM, February 21, 2013**

CALL TO ORDER

The Regular Meeting of the Board of Education was called to order by President Handler at 7:04PM.

ROLL CALL

Board Members:

Present: David Handler
Mike Berkowitz
Shel Leshner
Robert Spector
Mary Crowe-Richards
Jeffrey Silver

Absent: Bonnie Schoenberg

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 stated that two items regarding personnel needs to be added to the closed session agenda.

READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION

None.

RECOGNITION OF AUDIENCE

PTC President Suzanne Harrison reported that March 8th is family movie night, and the movie is Racket Ralph. The last movie night which was in November raised \$1,267. 00. March 13th is the Homemade Pizza Company second fundraiser and the last one brought in \$430.00. Bingo night raised \$3,400.00, and the 8th grade graduation planning is underway. The farewell to fifth grade party planning is also underway which is set for May 31st. The next general PTC Board meeting is scheduled for April 11, 2013. President Handler questioned if we can consider grocery fundraisers. Superintendent Nicholson stated that she believes the District might have done that in the past. She will research it and get back to the Board.

CONSENT AGENDA

President Handler made a motion to approve items a through k on the consent agenda. Member Leshner seconded the motion. The motion passed on a roll call 6:0.

ACTION ITEMS

Superintendent Nicholson summarized the 2013-2014 calendar wherein she reported that most of the Calendar Committee met again this year and worked efficiently due to being familiar with the process. The 2013-2014 calendar is similar to the current calendar. Superintendent Nicholson stated that the surveys that showed preferences from parents and staff were noted during the creation of the calendar.

Member Berkowitz made a motion to approve the 2013-2014 calendar. Member Crowe-Richards seconded the motion. The motion passed 6:0.

Superintendent Nicholson summarized the recommendation to approve the February 2013 revised District 31 Emergency and Crisis Plan. A copy of the revised plan was given to the Board members at the table per the Northbrook and Glenview Police Departments' recommendation to keep the plan confidential amongst staff who need to implement it. Some of the revised changes that can be discussed in open session are announcing lock down over the ALL CALL threes to make sure it has been heard as well as yelling it through the hall and the next person that hears it yells even further. Also, some of the classrooms have doors that lead outside. It is very typical for teachers on a nice day to leave the doors open in lieu of trying to open the windows because they are high above the cabinets. Those doors are to be closed and locked at all times. The one issue that we have is with the Band door. The door in the band room is a solid door and you cannot see who is coming in. Mr. Miller used this entrance for early band in the mornings. However because of safety reasons, the door cannot be used anymore because you cannot see who you are letting in. Superintendent Nicholson stated that they are going to review the options of some type of window installation on this door or possibly a new door. Once the plan is approved, we will implement the changes into the plan and into the flip book. President Handler questioned if we will be getting the locks on the doors. Superintendent Nicholson stated that we are not going to replace the locks on the doors like originally planned. In lieu of that, the police departments felt that it is just as effective, if not more effective, to keep all doors in the locked position throughout the day and evening, leave the locks that we currently have in our buildings, master key every lock, and have every staff member wear the key on a lanyard throughout the day.

Member Leshner made a motion to approve the revised District 31 Emergency and Crisis Plan. Member Berkowitz seconded the motion. The motion was passed 6:0.

INFORMATION AND DISCUSSION ITEMS

Director of Business Services, Cathy Lauria reviewed the Monthly Budget Summary and General Ledger Summary that represents December which is 50% through the year. She highlighted the revenues and expenses are under 50%. She explained that the exception is capital leases because we had one project for the year, which the report reflects payment for the parking lots of Field and Winkelman.

Mrs. Lauria reported on the potential new property development, the GlenStar Project. There was a meeting this past Tuesday night at the Village of Glenview. The GlenStar Project was approved by the Planning Commission and forwarded to the Village Board whose members may approve the Project during their March 5th meeting. If approved in March, ground breaking is possible in June and the residential portion of the project is estimated to take 14-18 months for completion and occupancy. If this is the case, District 31 may be able to receive a partial assessment in 2014 if it comes on the tax rolls in 2013. President Handler questioned when we would receive the impact fee. Mrs. Lauria stated that she believes we would receive it before they break ground due to the fact that we already received an impact fee of \$45,000 from the townhomes that are going to be built next to Salem Walk. Member Berkowitz questioned in general when the District starts to see the monies from spring property taxes. Mrs. Lauria stated that usually February or March.

Mrs. Lauria at this point is recommending to the Board of Education to allow the Kindergarten registration fee to remain at its current rate and that the transportation fee for all students be increased by 2.5 for the 2013-2014 school year due to the fact that the bus transportation contract with First Student includes a 2.5% increase for the 2013-2014 school year. One way routes increase from \$274.50 to \$281.36. President Handler questioned what the Kindergarten registration fee covers. Mrs. Lauria and Principal Kalant stated that it covers supplies, textbook fee and technology. Superintendent Nicholson stated that the fee for each grade level is determined according to the supplies, textbooks, technology, etc. needed for that grade level.

Cathy Lauria summarized the life safety repairs that have been completed as well as the updated multi-year schedule of life safety repairs that still need to be made.

Cathy Lauria reported that there is an annual tax exemption affidavit that needs to be filed. In preparation to do so, we learned that the County's records are inaccurate. They include only one property as exempt. They have the address of 3131 Techny for Winkelman. Field School is labeled as the Northwest Special Ed Group. The pin number associated with Winkelman is actually the parking lot of the North Shore Health Care Systems. In an effort to correct the County's records, we are working with our school attorneys and have ordered deeds for the District 31 properties.

Board Reports

Member Silver stated that the spring dinner meeting for IASB is March 20th. After further discussion, Member Silver and Superintendent Nicholson will attend.

Member Crowe-Richards stated that she sent the NSSSED minutes to the Board members via email. Superintendent Nicholson questioned if Member Crowe-Richards heard anything about other districts pulling out of NSSSED. Member Crowe-Richards has not heard anything. Director of Student Services Katie Marshall stated that some districts are talking about not pulling out entirely but taking on the responsibility of running certain programs that have been provided by NSSSED

Superintendent Nicholson stated that she will be going to Springfield next week to work with other superintendents, IASA, and legislators on many of the bills up for consideration.

Policies – first read

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

- i. *Compliance with the Fair Labor Standards Act*
- ii. *Employment Termination and Suspensions*
- iii. *Equal Employment Opportunity and Minority Recruitment*
- iv. *Evaluation*
- v. *Hiring Process and Criteria*
- vi. *Personal Technology and Social Media; Usage and Conduct*
- vii. *Workplace Harassment Prohibited*

Freedom of Information Requests

Director of Business Services Cathy Lauria reported on the FOIA request from the Daily Herald regarding Illinois Association of School Boards Conference.

Student Enrollment

Superintendent Nicholson summarized the February student enrollment by grade level and student transfer-in/out.

RECOGNITION OF AUDIENCE

None.

CLOSED SESSION MEETING

Member Berkowitz made a motion to move into closed session. Member Crowe-Richards seconded the motion. On a roll call. The motion passed 6:0.

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

Member Berkowitz made a motion to approve the FMLA request for Carolyn Shoemaker. Member Silver seconded the motion. The motion was passed 6:0.

Member Berkowitz made a motion to approve the FMLA request for Deanne Chiganos. Member Leshner seconded the motion. The motion was passed 6:0.

Member Berkowitz made a motion to approve the FMLA request for Christina Dusilo. Member Crowe-Richards seconded the motion. The motion was passed 6:0.

ADJOURN MEETING

Member Silver made a motion to adjourn the meeting. Member Handler seconded the motion. The motion was passed 6:0. The Board adjourned at 11:25 PM.

Board President

Board Secretary

Date