

**MINUTES OF THE BUDGET HEARING OF THE BOARD OF EDUCATION
FIELD MIDDLE SCHOOL LEARNING CENTER
2055 Landwehr Rd, Northbrook, Illinois 60062
7:00 PM, September 27, 2018**

CALL TO ORDER

The Budget Hearing of the Board of Education was called to order by President Spector at 7:06 PM.

ROLL CALL

Board Members:

Present: Melissa Choo Valentinas arrived 7:10 PM
 Robert Resis
 Robert Spector
 Jeffrey Steres
 Daphne Frank
 Laura Greenberg
 Nancy Hammer

District Administration:

Present: Dr. Alexandra Nicholson, Superintendent of Schools
 Cathy Lauria, Chief School Business Official

A quorum of the Board was confirmed by President Spector.

PRESENTATION OF FISCAL YEAR 2019 BUDGET

Chief School Business Official, Cathy Lauria presented the 2018 - 2019 final budget which included a review of the changes made from the tentative budget and the effect to the operating funds. She commented the method used for the tentative budget process is zero based budgeting and is built around the expectations at that point in time. This would include assumptions of a full staff, estimated salaries and insurance needs for employees yet to be hired, no unpaid leaves, etc. A complete review of all accounts is completed for the final budget and reflects changes needed as more information develops and can be confirmed. During the August board meeting, it was recommended through a conversation on the tentative budget, to include another component in the development of the final budget by reviewing the history of the final budget compared to actual activity since we had experienced years with surplus budgets. The review of the last five years showed actual receipts ranged from 1.8% under budget to 2.2% over budget. Actual expenditures ranged from 1.8% to 6.7% under budget which supported the development of the final budget using a less conservative approach in regards to expenditures. This information was taken into account when developing the final budget. The outcome of this strategy produced a revenue increase of 0.4% which was mainly due to fees paid to date and late receipts from the previous year's grants. After a review of expenditures from the tentative budget and making appropriate

adjustments, as well as taking into consideration the history of actual vs. budgeted, a decrease of \$540,000 in expenditures was reported. This provided a positive net change from tentative to final budget of \$611,000. Also noted was the fact that the milk grant revenues were removed due to opting out of the Special Milk Program. This decision was based on the latest legislative changes which could present a huge financial liability to the District. After further discussion the budget hearing was adjourned.

Member Jeffrey Steres made a motion to adjourn the budget hearing. Secretary Laura Greenberg second the motion. The motion passed 7:0 at 7:17 PM. Final Resolution: Aye: Daphne Frank, Laura Greenberg, Bob Spector, Nancy Hammer, Robert Resis, Melissa Choo Valentinas, Jeffrey Steres

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
FIELD MIDDLE SCHOOL LEARNING CENTER
2055 Landwehr Rd, Northbrook, Illinois 60062
7:00 PM, September 27, 2018**

CALL TO ORDER

The Regular Meeting of the Board of Education was called to order by President Spector at 7:17 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

None

READING OF COMMUNICATIONS TO THE BOARD OF EDUCATION

President Bob Spector shared a personal experience his family had with school safety at his daughter's university and how scary that was for them. He praised the Glenview Police Department for quickly resolving the issue at Glenbrook South this past week as well as District 31's administration and staff for being able to hold school as usual and make the students feel safe.

RECOGNITION OF AUDIENCE

Parent Debbie Silverman, 2137 Clover Road, Northbrook, shared her feelings against moving to a collegiate calendar as the high schools are considering. She asked the Board to take a stand against this. Superintendent Dr. Alexandra Nicholson explained the high school is sending a survey to all high school and feeder school parents regarding this possible calendar change, and she will share the results with the Board when received. She further stated District 31 will send its own survey to parents regarding this before developing the 2019-2020 calendar. The Board committed to having a discussion about the calendar during an upcoming Board meeting.

PRESENTATION

Winkelman Principal Erica Berger recognized Student Patrick Hazlett for his Eagle Scouts Project. Patrick hand built multiple pieces of wooden yard furniture which are being used in Winkelman's main courtyard. Principal Berger stated we are so proud of Patrick and his accomplishments, and are honored to have his pieces at Winkelman.

Director of Curriculum & Instruction Dr. Carrie De La Cruz and Director of Special Education Dr. Janine Gruhn presented Title I grant information including the fact that the District has received a waiver from the State to move from a targeted Title I program to a school-wide Title I program. She explained that a school-wide program provides the District with grant fund use flexibility while safeguarding assistance for student sub-groups. During the presentation, Board members asked questions. Member Melissa Choo Valentinas asked how students are identified to qualify for Title 1 under a targeted program. Vice President Robert Resis asked what the basis is for receiving the waiver to move from a targeted to a school-wide program and whether the District still plans to use most of the Title I grant funds for students identified as Title I. Secretary Laura Greenberg asked what makes having a school-wide program good for the District, and she expressed a concern that Title I students may not be served if our program is school-wide. Director of Curriculum & Instruction Dr. Carrie de la Cruz answered all questions. She further explained the District will undergo a needs assessment to identify its greatest needs and that the process of doing so safeguards the use of Title I funds for Title I students. Member Jeffrey Steres asked for the timeline of the next steps and wanted clarification that the reason for the needs assessment is to develop a school-wide program if the District receives the waiver, again, next school year. Dr. De La Cruz provided the timeline and confirmed the reason for the needs assessment. Director of Special Education Dr. Janine Gruhn shared the needs assessment will include all stakeholder groups - parents, community members, staff, faculty, administration, and Board members. Secretary Greenberg added she would like the District to be sure to get feedback from working parents.

CONSENT AGENDA

Member Daphne Frank made a motion to approve items a-o of the consent agenda. Member Nancy Hammer second the motion. Member Jeffrey Steres requested to make the change in the August 23, 2018 open session minutes under student enrollment to reflect more accurately his request to reconsider when decisions regarding the number of classes for the upcoming school year are made. Currently, we project the number of classes and determine the number of classroom teachers needed each April. Member Jeffrey Steres was

suggesting being more conservative in the April assessment and finalizing the numbers in June or July.

The motion passed 7:0. Final Resolution: Aye: Melissa Choo Valentinas, Daphne Frank, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Jeffrey Steres.

ACTION ITEMS

Member Daphne Frank made a motion to adopt the 2018-2019 budget. Member Hammer second the motion. The motion passed 7:0. Final Resolution: Aye: Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres, Daphne Frank

Member Nancy Hammer made a motion to approve the waiver for the School Wide Title I. Member Choo Valentinas second the motion. The motion passed 7:0. Final Resolution: Aye: Jeffrey Steres, Daphne Frank, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas

INFORMATION AND DISCUSSION

Principal Dr. Erin Murphy shared an activity in which Field staff members engage to help each other feel inspired and encouraged.

Chief School Business Official Cathy Lauria summarized the monthly reports including the Treasurer's Report and General Ledger, the budget summary, a report on investments, as well as year to date information.

- The bank reconciliation summary includes all balances on accounts and the breakdown of the investments. This balances to the General Ledger Summary which summarizes the revenues and expenses by fund and provides the current fund balance. For August, the fund balance is \$30.4 million for all funds.
- The fund balance is at one of the two highest points of the year since we have recently received fall property taxes.
- Investment Summary for August reports the average interest rate at 2.09% and the expectation is for rates to continue to rise.
- When reviewing the Monthly Budget Summary Report, overall the operating revenues and expenditures are very similar in percentages to the prior year. The numbers for last year are shown with and without the effect of the Allstate refund in order to more easily compare the activities for both years.
- Updated July numbers are being reported using final budget numbers in lieu of the tentative budget numbers.

Chief School Business Official Cathy Lauria summarized the Public Disclosure of Total Compensation Report for fiscal year 2019. Illinois Public Act 97-0609 requires employers participating in the Illinois Municipal Retirement Fund (IMRF) to post on its website the total compensation package for each employee having a total compensation package that

exceeds \$75,000 per year. The details of items included were also explained at the meeting.

Chief School Business Official Cathy Lauria summarized the Administrative Compensation Report for 2018-2019. Public Act 96-0434 requires school districts to annually post the Administrative Compensation Report on its Website by October 1st of each year and to annually present this information at a regular school board meeting.

Chief School Business Official Cathy Lauria stated that the P-card information is in the packet and if anyone has questions to please let her know.

Chief School Business Official provided the Board of Education with a facilities update. Items completed and those in progress for the Winkelman expansion were provided. She showed different options for the exterior of Field Middle School with one as a vintage wood series and the other identified as panels from a Meteon Series. The outside wall panel options were shown in a variety of colors and style options, for their consideration. Vice President Robert Resis asked how long the materials being considered will be available. He stressed being sure they are available for many years in the future to have access to them if needed. A review of the Summer 2019 initiative was also shared. Secretary Laura Greenberg suggested giving tours of the expansion when completed. Superintendent Dr. Alexandra Nicholson assured the Board the administration is planning an open house with a ribbon cutting, tours, and reception. The date for this event will be determined once the expansion is complete. President Bob Spector asked how much money of the bond funds the District has spent and how much is remaining for the summer 2019 facility projects. Chief School Business Official shared \$2.7 million has been spent/allocated for the work completed during the summer and fall of 2018, and \$5.3 million is remaining.

BOARD REPORTS

Vice President Robert Resis attended the August 29, 2018 NSSSED Leadership Council Meeting. He provided the Board Briefs newsletter. Vice President Resis shared the NSSSED Board packets will be on Board Docs, and we will need a password to access them. He also reported NSSSED is looking into a software program called MIDAS.

Member Daphne Frank shared the Education Foundation will continue and is working on getting new members. PTC has Parent Night Out tomorrow evening at North Branch. The fall catalog sale has begun.

STUDENT ENROLLMENT

Superintendent Nicholson reported on the September enrollment.

FREEDOM OF INFORMATION

Responses for:

1. James Duffy, Local Union No. 134 - certified payroll and contract award for BTS Telecommunication Solutions

2. SmartProcure for any and all purchasing records from 2013-01-01 (yyyy-mm-dd) to current

POLICIES FIRST READ

None

FUTURE BOARD MEETING OPEN SESSION DISCUSSION TOPICS

President Bob Spector stated the Board needs to decide what topics to discuss during future Board meetings and in which months to do so. Secretary Laura Greenberg said since Superintendent Dr. Alexandra Nicholson's retirement is scheduled in approximately 20 months (June 30, 2020), hiring of a new superintendent should be a priority. She suggested the Board do the following: revisit the job description; determine the hiring process; identify the skills desired; review interview scorecards; decide if a search firm will be used or if the Board will complete the search on its own; decide if internal candidates will be considered; revisit the goals of the District, etc. She suggested hiring a superintendent be broken up into topics. Member Jeffrey Steres suggested first a plan for hiring a new superintendent and a corresponding timeline should be determined. President Bob Spector stated he can contact his past Board colleagues who conducted the last District superintendent search as well as other board presidents whose districts have recently undergone or are currently undergoing superintendent searches. Secretary Laura Greenberg shared she has already put feelers out. She stated the following: the Board needs to be more hands on with this search; since the last couple of searches (not superintendent) have derailed, the Board should give themselves more time to adjust the search as needed; the Board can target candidates who are not looking for a new job; and if the Board wants the new superintendent to reflect the school district, it needs to be intentional. The Board discussed the timing of the superintendent search and decided to begin their discussions this October in order to decide what to include in the search process and the timeline. Member Jeffrey Steres suggested the goal be to name the new superintendent in January 2020. Vice President Robert Resis reminded the Board there are sessions during the upcoming Triple I Conference that address hiring a superintendent.

Member Melissa Choo Valentinas asked Superintendent Dr. Alexandra Nicholson if there are things she can share with the Board before a Board packet is sent to them. She suggested the Board review the information and be responsible for coming to the Board meeting with questions in lieu of a full presentation being made. Superintendent Nicholson said two items she can immediately think of are the Seven Year Strategic Plan Calendar and job descriptions.

RECOGNITION OF AUDIENCE

None

ACTION ITEMS FROM CLOSED

Member Jeffrey Steres made a motion to approve the dismissal recommendation of Nicola Germann. Member Daphne Frank second the motion. The motion passed 7:0. Final

Resolution: Aye:, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres, Daphne Frank, Laura Greenberg.

ADJOURN

Secretary Laura Greenberg made a motion to adjourn. Member Nancy Hammer second the motion. The motion passed 7:0 at 11:35AM. The motion passed 7:0. The motion passed 7:0. Final Resolution: Aye: Daphne Frank, Laura Greenberg, Robert Resis, Bob Spector, Nancy Hammer, Melissa Choo Valentinas, Jeffrey Steres.

Board President

Board Secretary

Date