

MINUTES OF A REGULAR MEETING
OF THE
BOARD OF EDUCATION, DISTRICT 28
HELD TUESDAY, FEBRUARY 21, 2023

A regular meeting of the Board of Education, District 28, Cook County, Illinois, was held in the Northbrook Junior High library in said district and streamed on the district's YouTube Channel on Tuesday evening, February 21, 2023.

President Tracy Katz Muhl called the meeting to order at 7:02 p.m. with the following members present at roll call:

DeShawn Arms (via zoom)
Matt Cassidy
Michelle Kohler
Mara Silver-Schack
Tracy Katz Muhl
Jennifer Gallinson
Beth Bazer

Absent: None

Also present were Dr. Jason Pearson, Superintendent; Dr. Kris Raitzer, Assistant Superintendent; Jessica Donato, Chief School Business Official; Dr. Kelly Sculles, Director of Student Services; Edward Brophy, Director of Human Resources and Administrative Services; Michelle Jackson, Director of Learning; Terry Ryan, Communications Director; Chrissy Yonaites, Recording Secretary; Jeremy Bartunek, Music Teacher and Soren Towander, Technology Specialist.

Public Attendees: Kate Sweas, Kathy McNamara and Laura Jaeger.

VISITORS COMMENTS / PRESENTATIONS

A District 28 parent introduced themselves along with the other 2 parents attending the meeting.

SUPERINTENDENT'S REPORT

Dr. Pearson mentioned the NBJH text threat from the morning which was deemed not a credible threat. He praised the NBJH administration and Northbrook police for their swift actions.

Enrollment Report / Board Calendar

The monthly enrollment report and board monthly calendar were provided for review. Kindergarten enrollment numbers for 23/24 are being monitored.

Entry Plan Report

Dr. Pearson presented his Entry Plan Report to the board. He described how he spent his first seven months in the district getting to know the community, parents, staff and

students. He reported on his findings and his vision for next steps in an Entry Plan Report.

Dr. Pearson's Entry Plan Report is organized into five categories: Culture of Learning, Belonging, High-Quality Staff, Fiscal Responsibility and Communication. He provided details in each category on the current context, values and strengths, areas of opportunity and next steps.

The steps outlined in the report provide a road map for the next seven months. Community, staff and student engagement will help shape a long-range facilities master plan and a 3 to 5 year strategic plan.

APPROVAL OF MINUTES

It was moved by Member Silver-Schack and seconded by Member Cassidy that the Board of Education approve the Regular Meeting Minutes of January 24, 2023 and Closed Session Meeting Minutes for January 24, 2023 since members had each previously been sent copies.

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None. Motion carried.

APPROVAL OF CONSENT AGENDA ITEMS

It was moved by Member Bazer and seconded by Member Cassidy that the Board of Education approve the Consent Agenda:

Payroll

The payment of employee salaries for the second half of January 2023, in the amount of \$1,218,924.84 and covered by check numbers 66766 through 66781 and deduction check numbers 66782 through 66799 inclusive, as outlined in detail on the Payroll Summary, confirmed by the signatures of the President and Secretary of the School District Board of Education, and dated February 21, 2023;

The payment of employee salaries for the first half of February 2023, in the amount of \$1,280,454.81 and covered by check numbers 66800 through 66816 and deduction check numbers 66817 through 66825, inclusive, as outlined in detail on the Payroll Summary, confirmed by the signatures of the President and Secretary of the School District Board of Education, and dated February 21, 2023.

Bills

For February, vendor invoices totaling \$717,384.64 and Warrants listed as Numbers 60190 through 60336, and the following voids: None, confirmed by the signature of the President of the School District 28 Board of Education, and dated February 21, 2023.

Personnel Report: Contract Changes, Employment of Staff, Leaves, Resignations and Dismissals

Staff Recommended for Employment				
Name	Position	Location	Salary	Effective Date
Zachary Hinkamp	Special Ed Aide	NBJH	\$21.08/hr	2/06/23
Brenda Roman	Custodian	NBJH	\$19.00/hr	1/31/23
Pedro Diaz	Temporary Custodian	MB	\$21.74/hr	1/23/23
Daniel Barajas Gomez	Groundskeeper	District-wide	\$24.00/hr	2/15/23
Sarah Fink	4th Grade Classroom Assistant	WM	\$17.50/hr	3/15/23
Ericka Rodriguez	Payroll Coordinator	District Office	\$68,000, prorated	2/15/23
Brian Gutierrez	Custodian	NBJH	\$19.00/hr	2/21/23

Staff Resignations, Retirements and / or Terminations				
Name	Position	Location	Reason	Effective Date
Sydney Allen	Spec Ed Assistant	GB	Resignation	2/17/23
Minelson Batista Fernandez	Custodian	NBJH	Resignation	2/8/23
Beatriz Perdomo Batista	Custodian	District-wide	Resignation	2/7/23
Kiley Clark	5th Grade Teacher	GB	Resignation	6/1/2023
Judith Epcke	Instructional Technology Coordinator	District-wide	Retirement	6/30/2024

Job Share

Name	Position	Location	Reason	Effective Date
Elizabeth Decker	Kindergarten Teacher	GB	Job Share	7/1/2023
Cari Shamberg	Kindergarten Teacher	GB	Job Share	7/1/2023

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None. Motion carried.

STAFF AND COMMITTEE REPORTS

FINANCE

Finance Report

The Board of Education received copies of the District 28 Financial Reports for the period ending January 31, 2023.

Ms. Donato reviewed the financial reports for January. At this time, the district has received 52% of the revenues and expended 52% of the budget which is in line with past years. Cafeteria sales continue to grow at \$234,000 which is 2.5 times more than last year and continues to exceed pre-covid sales. Also included in the packet was preliminary insurance costs which will be finalized in March.

It was moved by Member Kohler and seconded by Member Gallinson that the Board accept the District 28 Financial Report for the period ending January 31, 2023.

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None. Motion carried.

HUMAN RESOURCES

Mr. Brophy mentioned there was a letter from the NFT in the board packet.

Additionally, as was mentioned in Dr. Pearson's Entry Plan Report, we will be changing our substitute platform from Frontline to Red Rover.

EDUCATION

There will be a curriculum review update at the March board meeting.

BUILDINGS AND GROUNDS

Facility Master Plan Updates

Ms. Donato presented the Facilities Master Plan contract with DLA Architects. DLA will develop a long range plan with architectural and engineering services for the district.

The process will include:

- A workshop at each school with community, school board and staff members
- Architectural surveys of existing facilities
- Mechanical, electrical and plumbing survey
- Roof Evaluation and analysis of all buildings
- Safety and security assessment
- Capacity studies of all schools including room utilization, programs and services
- Demographic study to forecast student enrollment
- Short-term and long-term priorities
- Project cost estimates for recommended improvements and maintenance items
- High-level bubble diagrams and preliminary cost estimates for possible remodeling or additions at Meadowbrook

DLA will utilize various engineers, a demographer and a school safety and security specialist to provide their expertise. Work will begin in March with building workshops planned to begin after Spring Break. A final report is expected in December.

It was moved by Member Bazer and seconded by Member Kohler that the Board approve the Facilities Master Plan Contract with DLA, as presented.

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None. Motion carried.

Master Electric Energy Sales Contract

Ms. Donato presented a Master Electric Energy Sales Contract. With this contract, the district will lock rates for 50% of the estimated usage. The remaining 50% would be purchased at the next-day market rate. This would allow the district to purchase the remainder of our need at a potentially lower rate as the market is expected to come down.

It was moved by Member Cassidy and seconded by Member Silver-Schack that the Board approve the Master Electric Energy Sales Contract, as presented.

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None. Motion carried.

LEGISLATION

Member Cassidy noted that more information will be coming but right now the focus is on the Governor's budget proposal. President Katz-Muhl mentioned the potential for state resources as Governor Pritzker is moving towards universal pre-school.

POLICY

The board discussed the fund balance percentage in the current Policy 4:20 *Fund Balance*. Ms. Donato reported on the fund balance at other school districts along with recommending that the district move to a range of 40-60% of the annual budget. The board is aligned and the updated policy will be reviewed for approval at the March board meeting.

COMMUNICATION

Ms. Ryan presented the communications report highlighting that the podcasts are gaining listeners. The 5Essentials Survey response threshold for parents has been met for the three elementary schools, and there are just two percentage points needed for the junior high to meet the response threshold.

TRUE NORTH EDUCATIONAL COOPERATIVE 804

Member Silver-Schack reported that the TrueNorth strategic plan was approved at the last meeting. However, Phase 2 of their facilities plan is on hold as a result of a few different issues with Phase 1.

NEW BUSINESS

None.

CLOSED SESSION

In

At 8:37 p.m., it was moved by Member Silver-Schack and seconded by Member Kohler that the Board of Education go into Closed Session to discuss the following:

1. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District or legal counsel for the District, including testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity as authorized by 5ILCS 120/2 © (1)
2. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees as authorized by 5 ILCS 120/2©(2).
3. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2 ©(10).
4. Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes as authorized by 5 ILCS 120/2©(11).

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None. Motion carried.

Out

At 9:40 p.m., it was moved by Member Bazer and seconded by Member Cassidy that the meeting return to Regular Session.

On a roll call vote, the following voted Aye: Members Arms, Bazer, Cassidy, Gallinson, Katz Muhl, Kohler and Silver-Schack. Nay: none. Abstain: None. Absent: None.
Motion carried.

ADJOURNMENT

At 9:41 p.m., it was moved by Member Silver-Schack and seconded by Member Cassidy that the meeting be adjourned. All members present voted Aye. Absent: None.
Motion carried.

Jennifer Gallinson, Secretary

Tracy Katz-Muhl, President