

MINUTES OF A REGULAR MEETING
OF THE
BOARD OF EDUCATION, DISTRICT 28
HELD TUESDAY, OCTOBER 26, 2021

A regular meeting of the Board of Education, District 28, Cook County, Illinois, was held at Northbrook Junior High School in the library and streamed on the district's YouTube Channel for said district on Tuesday evening, October 26, 2021.

President Tracy Katz Muhl called the meeting to order at 7:06 p.m. with the following members present at roll call:

DeShawn Arms
Jen Gallinson
Michelle Kohler
Mara Silver-Schack
Matt Cassidy
Tracy Katz Muhl

Absent: Shweta Jinkala.

Also present were Dr. Larry Hewitt, Superintendent; Dr. Kris Raitzer, Assistant Superintendent; Jessica Donato, Chief School Business Official; Terry Ryan, Communications Director; Dr. Kelly Sculles, Director of Student Services; Michelle Jackson, Director of Learning; Ramsin Israel, District Computer Technician; Dimitri Vassilopoulos, District Technical Support Specialist; Linda Yonke, and Devon Horton of School Exec Connect; and Tim Gavin, Auditor for Lauterbach & Amen, LLC.

VISITORS' COMMENTS

None.

PRESENTATIONS

(Lauterbach and Amen , LLC – Annual Financial Report)

Tim Gavin of Lauterbach & Amen LLC presented the annual audit for the year ending June 30, 2021. The firm reported that the district is in sound financial health, however, the fund balance continues a recent trend, having posting a small decline for the year. Board policy states that the district is to maintain a fund balance between 50-75% of annual revenues. The balance is below that benchmark for the second year in a row. Increased spending due to the pandemic, falling interest rates, and a lower Consumer Price Index (CPI) rate, which drives annual revenue increases, are some factors impacting the bottom line.

Chief School Business Official Jessica Donato noted that the district will be evaluating future spending priorities and monitoring revenue growth.

(School Exec Connect – New Superintendent Profile)

Dr. Linda Yonke and Dr. Devon Horton presented a community engagement report and a superintendent candidate profile that was developed based on community engagement activities held in October. Dr. Yonke shared a summary of responses from focus groups conducted with participants across the district and the results of an electronic survey. This information was used to develop a candidate profile for the superintendent search. The report and profile were reviewed by the board members and will be shared with the community. The board will meet on Nov. 9 to review a slate of candidates.

The Board took a short recess at 8:20 p.m. and reconvened at 8:31 p.m.

SUPERINTENDENT’S REPORT

Dr. Hewitt presented the Board calendar, community health metrics, and the enrollment report for review.

(SHIELD Testing Resumes)

SHIELD Illinois saliva testing resumed the week of October 4. Testing was suspended for two weeks due to a supply issue. The testing has identified only a few new cases with 62% to 80% of eligible students participating. The results are documented on the [COVID Dashboard](#), which is updated daily and maintains weekly statistics on district data overall.

(Vaccination Clinic for Children 5-11)

The Northfield Township school districts have been working with the villages of Northbrook and Glenview to set up a community vaccination clinic once the vaccine has full FDA approval. The Village of Northbrook has offered to host the clinic at the former Grainger site on Shermer Road. Logistical planning has begun. Once the vaccine has full FDA approval and there is confirmation of doses received, the clinic will be scheduled and announced to the community.

APPROVAL OF MINUTES

It was moved by Member Arms and seconded by Member Cassidy that the Board of Education approve the Committee-of-the-Whole meeting minutes of August 24, 2021, Regular Meeting minutes of September 21, 2021, and Special Meeting minutes of October 6, 2021, since members had each previously been sent copies.

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

APPROVAL OF CONSENT AGENDA ITEMS

It was moved by Member Kohler and seconded by Member Gallinson that the Board of Education approve the Consent Agenda as presented:

(Payroll – last half of September 2021 and first half of October 2021)

the payment of employee salaries for the last half of September 2021, in the amount of \$ 1,214,348.66 and covered by check numbers 65698 through 65718, and deduction check numbers 65719 through 65738, 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 October 26, 2021;

the payment of employee salaries for the first half of October 2021, in the amount of \$1,217,656.87 and covered by check numbers 65739 through 65759, and deduction check numbers 65760 through 65768, 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 October 26, 2021;

(Bills)

vendor invoices totaling \$792,040.89 and Warrants listed as Numbers 57416 through 57630, with the following void 56521, and confirmed by the signatures of the President and Secretary of the School District 28 Board of Education, and dated October 26, 2021;

(Personnel Report)

New Hire

Karen Anderson	GB	Library Aide	\$15/hr.
Kathryn Mullen	MB	KidCare	\$14/hr.
Samantha Neave	WM	Aide	\$14/hr.
Diana Rayyan	MB	Kindergarten Aide	\$14/hr.
William C. Reis	MB	Foundational Aide	\$18.25/hr.

Leaves

Michelle Barnum	WM	1-on-1 Aide
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Resignations

Jackie Blachut	DO	Administrative Assistant to the Assistant Superintendent
Marissa Ruelli	WM	Aide
Jocelyn Avila Martinez	WM	Custodian p/t

Contract Changes

Lance A. Brinkman	GB	Instructional Facilitator From Step M+00-14, \$81,411 to Step M+12-14, \$85,021.
Jamie M. Flood	MB	3 rd Grade Teacher From Step M+00-09, \$70,054 to Step M+12-09, \$71,415.
Michelle L. Hitzman	MB	5 th Grade Teacher From Step M+12-27, \$107,128, to Step M+30-27, \$ 118,706.
David J. Mangless	MB	Kindergarten Teacher From Step M+00-10, \$71,989, to Step M+12-10, \$72,931.
Danielle Rubel	WM	Instructional Facilitator From M+00-13, \$78,304, to Step M+12-13, \$82,037.
Allison I. Tampier	MB	3 rd Grade Teacher From M+12-09, \$71,417 to Step M+30-09, \$74,516.
Tyler J. Tampier	MB	PE From Step M+00-07, \$66,184, to Step M+12-07, \$71,415.

Extra Section Stipends

Melissa Sen	NBJH	6 th Grade Spanish \$6,594.
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On a roll call vote, the following voted Aye: Members Kohler, Gallinson, Silver-Schack, Cassidy, Arms, and Katz Muhl. Nay: none. Abstain: none. Absent: Member Jinkala. Motion carried.

FINANCE
(Financial Report)

Chief School Business Official Jessica Donato presented the financial report including updates on food service sales, FY 2021 Audit Report and local, state and federal requirement reports filed for September.

It was moved by Member Kohler and seconded by Member Arms that the Board accept the District 28 Financial Report for the period ending September 2021.

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

(State Library Grant)

Dr. Raitzer reported that each year the district applies for an Illinois School District Library Grant, rotating the funds among the four schools. This year the grant amount of \$1,554.95 will be used by Meadowbrook librarian Monica Benz for print and digital items. The grant will be used to purchase materials that align with Standard #4 of the Illinois Standards Aligned Instruction of Libraries: "Appreciate literature and other creative expressions of thoughts and ideas and pursue knowledge related to personal interests and aesthetic growth."

(Annual Financial Statements and Independent Auditor's Report)

Having presented an overview of the audit earlier in the evening and the board members having had an opportunity to ask questions to further their understanding, the audit was presented for approval.

It was moved by Member Cassidy and seconded by Member Silver-Schack that the Board of Education approve the District's audit report by the auditing firm of Lauterbach & Amen LLP.

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

(Resolution of Estimated Property Tax Levy 2021)

Mrs. Donato presented the estimated property tax levy for 2021. The December 2020 CPI of 1.4% is used for the levy calculation. It represents a 4.99% increase over the 2020 tax extension. A levy hearing and published notice is not required but the district will continue the practice to keep the community informed and maintain transparency. The adoption of the levy is scheduled for December 14, 2021.

It was moved by Member Silver-Schack and seconded by Member Gallinson that the Board approve the 2021 Estimated Property Tax Levy resolution, as presented.

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

BUILDINGS and GROUNDS

(Greenbriar/NBJH Roofing Project Change Order – Action Item)

Change order #2 is the final charge for the project. The net deduct of this change order is \$64,180 for a total contract amount of \$393,540.

Original Contract Sum	\$ 509,700.00
Net Change by Change Orders	\$ 51,980.00
Contract Sum to Date	\$ 457,720.00
The Contract Sum will be decreased by	\$ 64,180.00
The new Contract Sum	\$ 393,540.00

It was moved by Member Arms and seconded by Member Silver-Schack that the Board approve the change order from J.L. Adler Roofing and Sheet Metal, Inc., for \$64,180 for the Greenbriar/NBJH Roofing Project.

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

(HVAC Summer Project)

Dr. Hewitt said the district is in the planning stages to replace a chiller at Meadowbrook and two small rooftop units, one at Meadowbrook and one at Greenbriar. The global supply chain challenges have created the need for an approval process that must take place much earlier than in past years. He requested initial confirmation from the Board for the district's architect, Wight & Co., to begin preparing the bid documents, with official action to be taken at the November board meeting.

Legislation

President Katz Muhl noted that the central discussion in the General Assembly at this time is the legislative district map, which is being redrawn based on the latest census.

Policy

Member Kohler reported that the Policy Committee met to review the following Illinois Association of School Boards' policies from PRESS Issue 106: 4:80, 4:90, 6:20, 6:340, 7:100, 7:300; and PRESS Issue 107: 1:20, 1:30, 2:10, 2:130, 2:240, 5:10, 6:145, 6:160, 6:235, 6:260, and 8:90. There are very few substantive changes, with most changes being minor adjustments to word choice. The second reading and approval process will occur at the November board meeting.

(IASB Resolutions Committee Report)

Member Cassidy has volunteered to represent the board at the Illinois Association of School Boards annual Delegate Assembly meeting in November. The Policy Committee reviewed the resolutions that will be voted on by delegates. The board came to consensus on the following items: Resolution # 2 (Student Safety and Protection Plan) and #9 (Health and Sex Education Curriculum) – do not support; Resolution # 5 (Remote-Virtual School Board Open Meetings) and #15 (Child Safe Gun Storage) – support. Additionally the Policy Committee felt comfortable reaffirming each of the existing positions listed in the Resolutions Committee Report (#18 - #21), which the board concurred with.

Communications

Communication Director Terry Ryan presented her report on monthly activities, noting she will conduct a brief parent survey to help evaluate the website and mobile app.

TrueNorth Educational Cooperative 804

Member Silver-Schack reported that there is a new digital badge for districts to add to their websites. Also, TrueNorth is offering scholarships to individuals seeking special education teaching degrees with the deadline at the end of the month.

Standing Committees

(EDC – Economic Development Committee)

Member Cassidy reported there is a preliminary plan to develop the Green Acres property for a senior living development. There is no change to the Northbrook Court project and the former Grainger property is for sale. He also noted that Pace has dropped plans to eliminate the 422 route, which runs through Northbrook.

(SAF)

The SAF report was presented as information.

NEW BUSINESS

(Village of Northbrook Climate Action Plan – *Action Item*)

The Northbrook Climate Action Plan was adopted in August by the village board. The plan was created to reach the target of 35% reduction in greenhouse gas emissions by 2030 and an 80% reduction by 2040. Dr. Hewitt said he reviewed the plan with the Director of Buildings and Grounds Joel Gallegos and Chief School Business Official Jessica Donato for its potential impact on the school district and actions the district can take to support the effort.

It was moved by Member Silver-Schack and seconded by Member Kohler that the Board support the Village of Northbrook's Climate Action Plan and use it as a non-binding guide in operational decision-making regarding environmental impacts and to work with the Village to promote it to the community.

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

CLOSED SESSION

(In)

At 9:26 p.m., it was moved by Member Cassidy and seconded by Member Arms that the Board of Education go into Closed Session to discuss the following:

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 and matters relating to individual students as authorized by 5ILCS 120/2 © (1)

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

(Out)

At 9:47 p.m., it was moved by Member Cassidy and seconded by Member Silver-Schack that the Board of Education return to Regular Session.

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

DISMISSAL OF SUPPORT STAFF

It was moved by Member Kohler and seconded by Member Cassidy that the Board terminate the employment of Dallas Sarmiento for reasons discussed in closed session.

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

ADJOURNMENT

At 9:49 p.m., it was moved by Member Arms and seconded by Member Gallinson that the meeting be adjourned.

All members present voted Aye. Absent: Member Jinkala. Motion carried.

Jennifer Gallinson, Secretary

Tracy Katz Muhl, President