

MINUTES OF A REGULAR MEETING  
OF THE  
BOARD OF EDUCATION, DISTRICT 28  
HELD TUESDAY, JULY 25, 2023

A regular meeting of the Board of Education, District 28, Cook County, Illinois, was held in the HOH Conference room in said district and streamed on the district's YouTube Channel on Tuesday evening, July 25, 2023.

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

Beth Bazer  
Christine Beeftink  
Matt Cassidy  
Mara Silver-Schack  
Adam Weinstock  
Jennifer Gallinson

Absent: DeShawn Arms

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, Ericka Garza; Meadowbrook Principal and Jeremy Bartunek, Music Teacher/Live Stream Coordinator.

Additional staff attendees included: Mark Hay and Mary Perkins; Core Council, Maggie McElvain, Hillary Yanai, Jess Lifshitz, Pam Robison, Katie Schmitt, Lisa Russell, Kate Robison, Kara Barus, Lori Morrissey, Joanne Mock, Katy Wetter, Jean Viviano and Lauren Sadus; Meadowbrook Staff.

Public Attendees: Fred Franz, Andrew McElvain, Kim Meixner, Jeanine Bermes, Beth Dickey, Jamie Goodsnyder, Karen Juneau, Michelle Philbin, David Drengenberg, Shirley Singh, Malia Miranda and Ms. Heigeland.

### **VISITORS COMMENTS / PRESENTATIONS**

Four visitors commented about class size and use of space at Meadowbrook School.

### **SUPERINTENDENT'S REPORT**

Superintendent Dr. Jason Pearson thanked the teachers and residents for their feedback. Dr. Pearson said student enrollment for the 2023-24 school year is monitored and updated daily. While overall enrollment in the district is flat, there are a few grade levels at the elementary schools that are hovering at or near the target class size of 20

students.

Dr. Pearson said he will watch enrollment carefully up until the start of school and is prepared to add staff and classes if needed. As part of the facilities master plan, there will be a demographic study which will aid in determining how we are demographically distributed.

### **Northbrook Court Update**

Dr. Pearson discussed that the Village Joint Review Board is recommending a TIF for the Northbrook Court project. This will be presented at the August 22nd Village Board Meeting. The development plans will impact the schools based on residential development. The village is committed to supporting the district with needs as we learn more about the impact.

### **Belonging Initiative**

Dr. Pearson provided an update on the Belonging work with Dignity Consulting. Administration was trained in the spring and the board was trained last month. School Cohort meetings will start August 7 with Dignity consultants on site. Work with the schools will continue September- December.

### **Facility Master Plan**

Dr. Pearson mentioned that as we are moving forward with the Facilities Master Plan, the district did complete the majority of the last safety audit and anything remaining will be included the new facility master plan.

## **APPROVAL OF MINUTES**

### **Meeting minutes for June 20, 2023**

It was moved by Member Cassidy and seconded by Member Silver-Schack that the Board of Education approve the Regular Meeting Minutes of June 20, 2023, and Closed Session Meeting Minutes for June 20, 2023, since members had each previously been sent copies.

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

## **APPROVAL OF CONSENT AGENDA ITEMS**

It was moved by Member Weinstock 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 June 2023, in the amount of \$1,308,370.69 and covered by check numbers 67097 through 67116 and deduction

check numbers 67138 through 67168 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 July 25, 2023;

The payment of employee salaries for the first half of July 2023, in the amount of \$224,988.92 and covered by check numbers 67171 through 67172 and deduction check numbers 67173 through 67178 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 July 25, 2023;

The payment of employee salaries for the Summer School 6/30/23, in the amount of \$232,103.78 and covered by check numbers 67129 through 67137 and deduction check numbers 67138 through 67168 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 July 25, 2023;

The payment of employee salaries for Summer Checks 7/14/23, in the amount of \$859,815.51 and covered by check numbers 67117 through 67120 and deduction check numbers 67138 through 67168 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 July 25, 2023;

The payment of employee salaries for Summer Checks 7/31/23, in the amount of \$857,468.94 and covered by check numbers 67121 through 67124 and deduction check numbers 67138 through 67168 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 July 25, 2023;

The payment of employee salaries for Summer Checks 8/15/23, in the amount of \$848,554.71 and covered by check numbers 67125 through 67128 and deduction check numbers 67138 through 67168 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 July 25, 2023;

### **Bills**

For June vendor invoices totaling \$1,202,362.93 and Warrants listed as Numbers 60982 through 61152, and the following voids: 60982, 61010 confirmed by the signature of the President of the School District 28 Board of Education, and dated July 25, 2023.

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

**Staff Recommended for Employment**

| Name                   | Position                              | Location | Salary         | Effective Date |
|------------------------|---------------------------------------|----------|----------------|----------------|
| Megan Blake*           | Speech-Language Path<br>1 yr position | GB       | M+30-07<br>tbd | 8/21/23        |
| Nadia Jawed*           | Occupational Therapist                | GB       | M+30-09<br>tbd | 8/21/23        |
| Sarah Church-Tisser*   | Board Certified Behavior<br>Analyst   | District | M+00-15<br>tbd | 8/21/23        |
| Sara Toland            | Kindergarten Asst.                    | MB       | \$18.50/hr     | 8/21/23        |
| Lavonne Boch           | Classroom Asst.                       | GB       | \$19.25/hr     | 8/21/23        |
| Min Kyu (Richard) Kim  | Special Educ. Asst.                   | GB       | \$21.75/hr     | 8/21/23        |
| Natalia Molski         | Kindergarten Asst.                    | MB       | \$18.50/hr     | 8/21/23        |
| Mujeeba Khatoon        | Classroom Asst.                       | GB       | \$18.50/hr     | 8/21/23        |
| Mary Grace Stanton     | Special Educ Asst                     | GB       | \$21.75/hr     | 8/21/23        |
| Anaizabella Kleidorfer | Special Educ Asst                     | GB       | \$21.75/hr     | 8/21/23        |

\* Certified Candidate details below

| Staff Resignations, Retirements and / or Terminations |                   |          |             |                |
|---|-------------------|----------|-------------|----------------|
| Name  | Position          | Location | Reason      | Effective Date |
| Zachary Hinkamp                                       | Special Ed Aide   | NBJH     | Resignation | 6/1/23         |
| Alec Gibrick  | Classroom Asst.   | GB       | Resignation | 6/1/23         |
| Ally Mart   | Classroom Asst.   | MB       | Resignation | 6/1/23         |
| Tifphany McClinton                                    | Classroom Asst.   | GB       | Resignation | 6/1/23         |
| Jason Chu   | Classroom Asst.   | MB       | Resignation | 6/1/23         |
| Grace Schwandner                                      | Classroom Asst.   | MB       | Resignation | 6/1/23         |
| Maura Crisham   | Classroom Asst.   | GB       | Resignation | 6/1/23         |
| Alexi Viviano   | Classroom Asst.   | GB       | Resignation | 6/1/23         |
| Daniel Cooney   | Special Educ Aide | NBJH     | Resignation | 6/1/23         |
| Rebecca Boston  | Nurse             | NBJH     | Resignation | 7/26/23        |

|                    |                   |    |             |         |
|--------------------|-------------------|----|-------------|---------|
| Caroline Hickey    | YE Teacher        | WM | Resignation | 6/1/23  |
| Mary Francis Forde | Special Educ Aide | GB | Resignation | 7/20/23 |

| <b>Staff Leave of Absence</b> |                 |                 |               |                       |
|-------------------------------|-----------------|-----------------|---------------|-----------------------|
| <b>Name</b>                   | <b>Position</b> | <b>Location</b> | <b>Reason</b> | <b>Effective Date</b> |
| Mary Claire Fuchs             | Math Teacher    | NBJH            | Parent Leave  | 10/9/23               |

| <b>Staff Lane Changes effective 2023-2024</b> |                 |                 |                       |                   |
|---|-----------------|-----------------|-----------------------|-------------------|
| <b>Name</b>                                   | <b>Position</b> | <b>Location</b> | <b>Current Salary</b> | <b>New Salary</b> |
| Tracy Maness                                  | Science Teacher | GB              | M+12-20<br>\$96,523   | M+30-20<br>TBD    |
| Allison Rubenstein                            | 2nd Gr Teacher  | WM              | M+12-08<br>\$69,742   | M+30-08<br>TBD    |

**Destruction of Closed Session Recordings**

The Board approved the destruction of verbatim recordings from the Closed Sessions dated: 7/27/21, 9/13/21, 10/26/21, 11/9/21, 11/16/21, 11/18/21, 12/1/21 and 12/4/21.

On a roll call vote, the following voted Aye: Members Beefink, Cassidy, Gallinson, Silver-Schack and Weinstock. Nay: none. Abstain: None. Absent: Members Arms and Bazer. 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 June 30, 2023.

Financial reports for the month ended June 30, 2023 and the list of bills payable in July were included in the Board packet. After twelve months of operation in this fiscal year, the monthly variance report shows 98% of the 2022-23 budget expended and 107% of budgeted revenues collected. Surplus revenues are attributed to interest income and Corporate Personal Property Replacement Taxes (CPPRT), both of which exceeded projections.

### **Northfield Township Trustees of Schools Update**

On June 30, 2023 Governor Pritzker signed into law Public Act 103-0144, authorizing the school districts in Northfield Township to withdraw from the Northfield Township Trustees of Schools, also known as the Township Treasurer's Office (TTO). Glenbrook High School District 225 serves as the official office for the TTO, and members of their business office staff serve as associate treasurers and perform the day-to-day duties of the TTO. We are exploring the option to withdraw from the TTO and enter into a shared services agreement with the high school district. More information will be shared, as this process evolves.

### **Local, State & Federal Requirements**

Since the June Board of Education Meeting, District 28 submitted the following:

- Filed Grant Expenditure Reports for ESSER, Title I, Title II, Title III and the IDEA grants
- Completed the ISBE Organizational Risk Assessment for FY2024
- Completed the Illinois Grant Accountability and Transparency Act Fiscal and Administrative Internal Controls Questionnaire for FY2024
- Provided Medicaid reporting information for the fourth quarter of FY2024
- Filed payroll data in the TRS Gemini Reporting System
- Completed download of the Direct Certification file for students eligible for the Free Lunch program in FY2024
- Filed Employer's Quarterly Federal & Illinois Withholding Tax Returns (Form 941 & IL-941)
- Filed Illinois Department of Employment Security Quarterly Report (UI-3/40) & Multiple Worksite Report
- Filed monthly Bureau of Labor Statistics Report on Current Employment
- Submitted monthly Illinois Municipal Retirement Fund Wage Report

It was moved by Member Beeftink and seconded by Member Silver-Schack that the Board accept the District 28 Financial Report for the period ending June 30, 2023.

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

### **Adoption of Tentative Budget**

During the Committee of the Whole meeting held earlier in the evening, Chief Financial Business Official Jessica Donato presented extensive information on the tentative 2023-24 budget, including revenues and expenditures for each fund within the budget. She also compared budgeted and actual expenses for the 2023-24 fiscal year. Board members had the opportunity to ask questions to clarify their understanding. In addition, the Board's Finance Committee reviewed the tentative budget in detail during a meeting held earlier in the month.

It was moved by Member Silver-Schack and seconded by Member Bazer that the Board adopt the tentative budget for the period beginning July 1, 2023 and ending June 30, 2024. This is placed on display for the period prescribed by law and that a public budget hearing be held on September 26, 2023, and notice will be published in the Northbrook Star, as required by law.

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

### **Image Tec Copier Lease**

Ms. Donato presented the new contract with Image Tec for the district's copiers. This is a 60-month lease contract that will result in annual savings of \$40,000.

It was moved by Member Beeftink and seconded by Member Cassidy that the Board approve the Image Tec Copier Lease.

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

### **23/24 NBJH Cafeteria Food Prices**

Ms. Donato explained Organic Life has recommended an increase in some ala carte items for next school year. There will be no change in the cost of the Chef's Special, which will remain \$4.00 and includes an entrée, side, and a beverage.

It was moved by Member Silver-Schack and seconded by Member Bazer that the Board approve the 23/24 NBJH Cafeteria Food Prices.

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

## **HUMAN RESOURCES**

Mr. Brophy provided an update on hiring. The district has filled 22 openings and there are currently 24 vacancies.

Mr. Brophy mentioned that Substitute teacher training sessions are planned and will

begin before the start of the school year.

## **STUDENT SERVICES**

No updates.

## **TEACHING AND LEARNING**

Dr. Raitzer conveyed that there is a strong participation in Summer PD. Dr. Sculles and Dr. Raitzer are preparing for the New Educator Orientation, which takes place August 15-16.

## **BUILDINGS AND GROUNDS**

Ms. Donato discussed all of the work happening in the buildings this summer.

The Buildings and Grounds Committee is expected to meet in August to review the draft facilities master plan being developed by DLA Architects. The plan includes a demographic study, a safety audit, an evaluation of each school building as well as input from parent, staff and student surveys and focus groups.

## **LEGISLATION**

Member Cassidy reported that the assembly is out for the summer so there are no updates to share at this time.

## **POLICY**

President Gallinson reported that she and Member Weinstock met with the IASB representative to start on the press plus project. Completion is expected this fall.

## **COMMUNICATION**

Ms. Ryan attended the NSPRA convention in St. Louis. She continues to work on the new website migration. The district has officially moved to the updated newsletter platform, Smore.

There was one FOIA request this month.

## **TRUE NORTH EDUCATIONAL COOPERATIVE 804**

Member Beeftink attended her first TrueNorth meeting in June. There is no meeting in July but Member Beeftink is meeting with Kurt Schneider to learn more about TrueNorth.

## **NEW BUSINESS**

No updates.

## **CLOSED SESSION**

In

At 7:40 p.m., it was moved by Member Bazer and seconded by Member Beeftink 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 as authorized by 5 ILCS 120/2(c)(1).
- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

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

## **Out**

At 9:12 pm., it was moved by Member Silver-Schack and seconded by Member Beeftink that the meeting return to Regular Session.

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

## **ADJOURNMENT**

At 9:13 p.m., it was moved by Member Bazer and seconded by Member Cassidy that the meeting be adjourned. All members present voted Aye. Absent: Arms. Motion carried.

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Beth Bazer, Secretary

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Jennifer Gallinson, President