

MINUTES OF A REGULAR MEETING  
OF THE  
BOARD OF EDUCATION, DISTRICT 28  
HELD TUESDAY, AUGUST 22, 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, August 22, 2023.

Vice President Silver-Schack called the meeting to order at 7:00 pm with the following members present at roll call:

DeShawn Arms  
Beth Bazer  
Christine Beeftink  
Matt Cassidy  
Mara Silver-Schack  
Adam Weinstock

Absent: Jennifer Gallinson

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: Maggie McElvain, Pam Robison, Kate Robison; Meadowbrook Staff.

Public Attendees: Andrew McElvain

**PUBLIC HEARING**

Every 3 years, the district must renew their E-Learning plan with the state which requires a hearing in order to receive public comment.

At 7:02 pm, it was moved by Member Arms and seconded by Member Cassidy to open the public hearing on District 28 E-Learning Renewal. On a roll call vote, the following voted Aye: Members Arms, Bazer, Beeftink, Cassidy, Silver-Schack and Weinstock. Nay: None. Abstain: None. Absent: Gallinson. Motion carried.

Dr. Pearson explained the district is required to renew the E-Learning Plan every three years. This is a plan that would be used for emergency days if deemed necessary. This is not the same as a remote plan used during the COVID pandemic. This is listed for approval on the consent agenda.

There was no public comment.

At 7:04 pm, it was moved by Member Arms and seconded by Member Bazer to close the public hearing on District 28 E-Learning Renewal. On a roll call vote, the following voted Aye: Members Arms, Bazer, Beeftink, Cassidy, Silver-Schack and Weinstock. Nay: None. Abstain: None. Absent: Gallinson. Motion carried.

## **VISITORS COMMENTS / PRESENTATIONS**

Two staff members spoke regarding class sizes at Meadowbrook.

## **SUPERINTENDENT'S REPORT**

Dr. Pearson provided an update on the two institute days prior to school opening and noted that students will remain indoors on the first day of school due to the extreme heat warning. Dr. Pearson reiterated that the E-Learning renewal will be approved in the consent agenda. He reminded the board that there will be a budget hearing at the September board meeting along with the annual new teacher dinner at 6 p.m. ahead of the meeting.

## **APPROVAL OF MINUTES**

It was moved by Member Beeftink and seconded by Member Weinstock that the Board of Education approve the Regular Meeting Minutes of July 25, 2023, Closed Session Meeting Minutes for July 25, 2023 and Committee of the Whole Meeting Minutes for June 20, 2023 and July 25, 2023 since members had each previously been sent copies.

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

## **APPROVAL OF CONSENT AGENDA ITEMS**

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

### **Payroll**

The payment of employee salaries for the second half of July 2023, in the amount of \$237,123.75 and covered by check numbers 67180 through 67183 and deduction check numbers 67184 through 67196 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 August 22, 2023;

The payment of employee salaries for the first half of August 2023, in the amount of \$309,848.92 and covered by check numbers 67197 through 67199 and deduction check numbers 67200 through 67205 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 August 22, 2023;

## **Bills**

For July vendor invoices totaling \$1,089,429.50 and Warrants listed as Numbers 61153 through 61347, and the following voids: 61123, 61220, 61238 confirmed by the signature of the President of the School District 28 Board of Education, and dated August 22, 2023.

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

<b>Staff Recommended for Employment</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Salary</b>	<b>Effective Date</b>
Juan Zuniga	Custodian	District wide	\$19.00/hr	8/15/23
Jailynn Bravo	Classroom Asst.	GB	\$18.50/hr	8/21/23
Marina Carniel	Special Educ Asst.	NBJH	\$21.86/hr	8/21/23
Chrysta Charlier	Foundational Asst.	NBJH	\$21.75/hr	8/21/23
Audrey Cooke	Permanent Sub	GB/MB/WM	\$51,207	8/21/23
Nicole Dominguez*	Social Worker and Liaison for Family and Community Outreach	District wide	M+30-19 \$102,370	8/21/23
Michelle Finch*	Special Educ Teacher	NBJH	M+00-02 \$57,882	8/21/23
Emma Groner	Classroom Asst.	MB	\$18.59/hr	8/21/23
Yakini Harris	EC Asst.	WM	\$22.19/hr	8/21/23
Madeline Henry	Permanent Sub	GB/MB/WM	\$51,207	8/21/23
Yajaira Lopez-Bahena	Foundational Asst.	NBJH	\$21.75/hr	8/21/23
Justin Oberstein	Classroom Asst.	MB	\$18.59/hr	8/21/23
Jocelyn Rios	Special Educ Asst.	GB	\$22.52/hr	8/21/23
Stephanie Rosales	Foundational Asst.	NBJH	\$21.86/hr	8/21/23
Rebecca Rottner	EC Asst. (part-time)	WM	\$22.08/hr	8/21/23
Kyle Roy	Special Educ Asst.	NBJH	\$21.86/hr	8/21/23
Gail Saliba	School Nurse (short term contract)	NBJH	\$68.00	8/21/23

Taylor Sharwell*	YE Teacher	WM	B+00-06 \$58,070	8/21/23
Julie Sherman*	School Nurse	GB	B+00-05 \$56,624	8/21/23
Sara Tivers	Business Office Administrative Assistant	District Office	\$48,000 prorated to \$42,462	8/14/2023
Kathryn Wiedemann	Classroom Asst.	WM	\$18.78/hr	8/21/23
Elizabeth Yount*	Special Educ Teacher	GB	M+12-25 \$107,803	8/21/23

\* Certified Candidate details below

<b>Staff Resignations, Retirements and / or Terminations</b>				
<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Reason</b>	<b>Effective Date</b>
Eva Cegielski	EC Assistant	YE	Resignation	

<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>
Jess Lifshitz	Teacher	MB	M+00-20 \$94,917	M+12-21 TBD
Amber Paull	Teacher	NBJH	M+12-13 \$83,061	M+12-14 TBD
Sarah Palmer	Teacher	NBJH	B+0-02 \$52,262	B+12-03 TBD

### **District 28 E-Learning Renewal**

The district is applying for a renewal of the E-Learning plan with the state.

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

carried.

## **STAFF AND COMMITTEE REPORTS**

### **FINANCE**

#### **Finance Report**

Ms. Donato provided an overview of the Financial report including:

#### **Financial Packet**

Financial reports for the month ended July 31, 2023 and the list of bills paid in August were included in the Board packet. After one month of the new fiscal year, the monthly variance report shows 4% of the DRAFT 2023-24 budget expended and 4% of budgeted revenues collected.

#### **2022-2023 Audit Update**

Auditors Lauterbach & Amen conducted their onsite fieldwork for the 2023 fiscal year during the first week of August. The remaining work is being completed remotely through digital file sharing. The district is on schedule for the completed audit report to be presented to the Board of Education at the October meeting.

#### **2023-24 Budget Update**

On July 27th the annual budget notice was published in The Northbrook Star. The 2023-24 budget is currently on display in the District Office and posted on the District's website. The public hearing will be held at the September 26th Board Meeting. The tentative budget is being analyzed to make sure that it is meeting the goals of the District. Staffing needs are being finalized, expenditure and revenue line items are under review.

#### **Certified Staff Compensation**

As negotiations are underway with the Northbrook 28 Federation of Teachers, there is not yet a new salary schedule for the 2023-24 school year. In the interim, we recommend moving the returning certified staff forward a step on the prior year's schedule. This will cost approximately \$360,000 over the prior year's budget, exclusive of any lane movements that have been previously approved by the Board. Additional adjustments to certified staff compensation will occur once the new contract with NFT28 is in place.

It was moved by Member Bazer and seconded by Member Weinstock that the Board accept the District 28 Financial Report for the period ending July 31, 2023.

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

### **HUMAN RESOURCES**

Mr. Brophy reported on outstanding vacancies in the district. There are currently seven

openings- six instructional assistant positions and one district office position.

### **FY2024 Extra Sections Stipends**

There are certified staff members who receive an extra section stipend when their amount of class time exceeds 1.0 FTE. This is an annual action item requiring board approval. The stipends will be adjusted accordingly post negotiations.

It was moved by Member Cassidy and seconded by Member Beeftink that the Board approve the FY2024 Extra Sections Stipends.

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

### **FY2024 Instructional Assistant Substitute Stipend**

Instructional assistants who substitute for a teacher will receive a daily stipend on the days they substitute.

It was moved by Member Beeftink and seconded by Member Weinstock that the Board approve the FY2024 Instructional Assistant Substitute Stipend.

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

### **FY2024 Support Personnel Salary Ranges**

Dr. Pearson explained the list of support personnel salary ranges is annually presented for approval.

It was moved by Member Bazer and seconded by Member Cassidy that the Board approve the FY2024 Support Personnel Salary Ranges.

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

## **STUDENT SERVICES**

Dr. Sculles reported on the new educator orientation and the new student services support staff.

### **New Educator Orientation**

On Tuesday, August 15, 12 new certified educators attended the two-day, New Educator Orientation. The new educators were joined by their district mentors. Dr. Sculles explained the New Educator Orientation provides our new certified educators with the opportunity to learn about District 28, including information about the two-year Mentor Program and to collaborate with their mentors and administrators.

### **New Student Services Support**

Dr. Sculles presented two new district positions. They are the Board Certified Behavior Analyst (BCBA) and Social Worker and Liaison for Family & Community Outreach. The BCBA will collaborate with teams in identifying target behaviors, data collection, and modifying behavior in the educational setting through planning, direct modeling, and monitoring of progress. Further, the role will support professional development with certified staff and instructional assistants. The Social Worker and Liaison for Family & Community Outreach is responsible for serving as a lead liaison between families, staff, and the community. This includes securing partnerships with community resources, based on student and family needs.

## **TEACHING AND LEARNING**

### **Summer Professional Learning**

Dr. Raitzer provided a recap of the district's summer professional learning. She noted a total of 31 summer professional learning sessions were held throughout the summer. More than 140 staff members participated. Participants completed an evaluation at the end of each session. The evaluations reflected the positive experiences of staff members.

## **BUILDINGS AND GROUNDS**

### **Facility Master Plan Update**

Ms. Donato reported that the architects are working on the draft plan and she expects to see this at the end of next week. A Buildings and Grounds Committee meeting will be scheduled to review the draft ahead of presenting at a regular board meeting.

### **Summer Projects Update**

Ms. Donato reported that the NBJH elevator and Greenbriar Auditorium HVAC were completed over the summer. The NBJH Gym divider wall is delayed due to the need to make a custom part. This is expected to be completed by the end of September. The Westmoor fence will be installed soon.

Ms. Donato also noted all the custodial work done over the summer to be ready for the return of students and staff.

### **Lift Gate Box Truck Proposal**

The district recommended approval to purchase a used box truck with a lift gate for a price not to exceed \$25,000. The district regularly moves equipment within the district. The box truck would allow for transport in inclement weather and is a safer option with

the lift gate.

It was moved by Member Weinstock and seconded by Member Cassidy that the Board approve the purchase of a used box truck.

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

## **LEGISLATION**

No updates.

## **POLICY**

Member Weinstock reported that the committee is currently reviewing the first draft of the press plus policy. There is a meeting slated for October.

## **COMMUNICATION**

Mrs. Ryan discussed the first day of school photo contest and how everyone enjoys the pictures.

Mrs. Ryan has been working on the website migration along with preparing all the back to school publishings.

There were two FOIA requests this month.

## **TRUE NORTH EDUCATIONAL COOPERATIVE 804**

Member Beeftink reported that she will be attending a meeting next week. She will also be meeting with Kurt Schneider in the near future.

## **NEW BUSINESS**

No updates.

## **CLOSED SESSION**

No closed session.

## **ADJOURNMENT**

At 7:45 p.m., it was moved by Member Arms and seconded by Member Cassidy that the meeting be adjourned. All members present voted Aye. Absent: Gallinson. Motion carried.

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Beth Bazer, Secretary

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Jennifer Gallinson, President