

MINUTES OF A REGULAR MEETING
OF THE
BOARD OF EDUCATION, DISTRICT 28
HELD TUESDAY, JANUARY 23, 2024

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, January 23, 2024.

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

Jennifer Gallinson
DeShawn Arms
Christine Beeftink
Matt Cassidy
Mara Silver-Schack
Adam Weinstock

Absent: Beth Bazer

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, Jeremy Bartunek; Greenbriar Music Teacher & Livestream Technician and Mary Perkins; Core Council.

Public Attendees: Eric Sickbert from DLA.

VISITORS COMMENTS / PRESENTATIONS

Facility Master Plan Presentation

Eric Sickbert from DLA Architects presented the Master Facility plan findings at a high level. Mr. Sickbert explained how the plan was created using the expertise of partners in other fields such as civil engineering, demographics, security, mechanical and electrical engineering. The team did facility assessments, updating all floor plans. There was an utilization and capacity study, demographics report and security study. Mr. Sickbert also referred to the comprehensive plan that each board member was provided. This is a working document as a place to start from and continue to review and prioritize the recommendations. Going forward, the board will continue to review the master plan and the Buildings and Grounds Committee will meet to review priorities and make recommendations. After which, the full board will review the top priorities at a future meeting. In addition to prioritizing the recommendations, the administration and board will need to consider finances for potential projects. [The full presentation is linked here.](#)

SUPERINTENDENT'S REPORT

Facility Master Plan Timeline

Dr. Pearson mentioned during the presentation that the Buildings and Grounds Committee will start the work of determining priorities. He also reiterated that the District will need to review the master plan with a capital improvement viewpoint and the committee will share their thoughts to the full board on the top projects. This will continue to be a standing Board meeting topic each month.

Strategic Plan Updates

Dr. Pearson provided an update on the strategic plan. Terry Ryan, Communications Director created a page on the website with information on the strategic plan and the team's process. There are over 50 volunteers which include staff, parents and students. The first meeting was an orientation to get everyone aligned on expectations. The first in-person meeting is an all-day retreat taking place on January 30th.

Snow Days / E-learning

Dr. Pearson reviewed the comprehensive process that goes into making an informed decision about emergency school closings. It is a collaborative effort with the other township school districts. At this time the District has used 2 snow days, moving the last day of school to June 4, 2024.

NBJH Science Fair

Dr. Pearson thanked the Science Fair teachers Lauren Johnson, Amber Paull and Frederick Yoon for the successful NBJH Science Fair. A total of 47 students presented their projects to a panel of 3 judges. Thirty-nine students advanced to the Regional Science Fair at Stevenson High School.

Enrollment Report

The monthly enrollment report was also provided for review.

APPROVAL OF MINUTES

It was moved by Member Cassidy and seconded by Member Beeftink that the Board of Education approve the Regular Meeting Minutes of November 28, 2023, the Closed Meeting Minutes of November 28, 2023, and the Special Meeting Minutes of December 18, 2023, since members had each previously been sent copies.

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

APPROVAL OF CONSENT AGENDA ITEMS

It was moved by Member Silver-Schack and seconded by Member Weinstock that the Board of Education approve the Consent Agenda:

Payroll

The payment of employee salaries for the second half of November 2023, in the amount of \$1,695,842.28 and covered by check numbers 67371 through 67383 and deduction check numbers 67384 through 67401 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 January 23, 2024;

The payment of employee salaries for the first half of December 2023, in the amount of \$1,756,528.75 and covered by check numbers 67402 through 67418 and deduction check numbers 67419 through 67426 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 January 23, 2024;

The payment of employee salaries for the second half of December 2023, in the amount of \$1,726,697.80 and covered by check numbers 67427 through 67444 and deduction check numbers 67445 through 67471 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 January 23, 2024;

The payment of employee salaries for the first half of January 2024, in the amount of \$1,661,185.83 and covered by check numbers 67472 through 67485 and deduction check numbers 67486 through 67493 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 January 23, 2024.

Bills

Vendor invoices totaling \$827,211.93 and Warrants listed as Numbers 62060 through 62216, and the following voids: 61106, 61999, 62147, 62173, 202300257, 202300258, 202300280, 202300281, 202300282, 202300283 and 202300362 confirmed by the signature of the President of the School District 28 Board of Education, and dated January 23, 2024.

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

Staff Recommended for Employment				
Name	Position	Location	Salary	Effective Date
Alexandra Garay	District Health Asst.	NBJH/MB	\$20.00/hr	12/5/23

Wendy Bernstein	Classroom Asst.	GB	\$18.69/hr	12/18/23
Lisa Brown	District Data Specialist	DO	\$37.00/hr	12/18/23
Anna Mellas	Temporary Full-Time Substitute	NBJH	BA+00-01	12/11/23
Maggie Baker	Temporary Full-Time Substitute	NBJH	BA+00-01	12/11/23
Derin Mosak	Classroom Asst.	GB	\$18.50/hr	1/17/24
Kylie Ciesla	Spec Educ Aide	NBJH	\$21.75/hr	1/17/24
Kelly Lee	Classroom Asst.	MB	\$18.50/hr	1/18/24
Mirna Benjamin*	Licensed Practical Nurse	GB	\$29.50/hr	1/29/24
Christina Spurlock (current Classroom Asst)	Tech Support	GB	\$24.85/hr	~2/1/24

* Certified Candidate details below

Staff Resignations, Retirements and / or Terminations				
Name	Position	Location	Reason	Effective Date
Shala Regenbaum	Special Educ Asst.	GB	Resignation	12/1/23
Soren Townander	Tech Support	GB	Resignation	12/6/23
Beth Ann Yount	Special Educ Teacher	GB	Resignation	12/22/23
Karen Lieb	Licensed Practical Nurse	GB	Resignation	01/12//24

Staff Lane Changes 2024-25				
Name	Position	Location	Current Salary	New Salary
Carmela Stout	Teacher	NBJH	M+0-16 \$90,067	M+12-17 \$99,314
Shana Silver	Teacher	MB	M+12-7 \$71,735	M+30-8 \$76,792

Background Data on Certified Staff Recommended for Employment	
Name	Mirna Benjamin
License	Licensed Practical Nurse
Education	North Shore College (formerly Northbrook College of Healthcare), Practical Nursing Program
Experience	Administrative Nursing Supervisor, AccentCare, 11/2021 - 5/2023; Hospice Case Manager, Silverado Hospice, 11/2016 - 10/2019; Bedside Nurse, Glenview Terrace, 10/2015 - 10/2019

Additionally, the board approved amended contracts for Principal Maria Eck and Assistant Superintendent Dr. Kris Raitzer.

Destruction of Verbatim Record of Closed Session

The board approved the destruction of verbatim recordings from the Closed Sessions dated: 07/28/20, 08/25/20, 09/22/20, 10/27/20, 01/25/22, 02/22/22, 03/15/22, 04/26/22 and 06/21/22.

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

STAFF AND COMMITTEE REPORTS

FINANCE

Finance Report

Financial reports for the months ended November 30, 2023 and December 31, 2023 were included in the board packet. The list of bills payable in January and December was approved in the consent agenda packet. After six months of the fiscal year, the monthly variance report shows 42% of the 2023-24 budget expended and 48% of budgeted revenues collected.

Food Service Sales

NBJH food services for the month of December totaled \$41,149. Organic Life’s operating statement has a surplus of \$2,212 for the month. The year-to-date operating deficit is \$2,959.

Consumer Price Index

The December 2023 CPI, released January 11, 2024, was 3.4 percent, following a 6.5 percent increase in 2022. The 2023 CPI will be used for the 2024 tax levy calculation next fall.

It was moved by Member Weinstock and seconded by Member Cassidy that the Board of Education accept the District 28 Financial Report for the periods ending November 30, 2023 and December 31, 2023.

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

Tentative Budget Calendar 2025

Board Policy requires that the Board adopt a tentative budget calendar each January indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major Board actions affecting the budget.

It was moved by Member Silver- Schack and seconded by Member Beeftink that the Board of Education accept the Tentative Budget Calendar 2025.

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

Resolution Authorizing Preparation of FY25 Tentative Budget

Chief School Business Official Jessica Donato recommended that the board adopt the resolution designating Ms. Donato to prepare a tentative budget for the 2024-25 fiscal year.

It was moved by Member Arms and seconded by Member Silver-Schack that the Board of Education approve the resolution allowing Ms. Donato to prepare the FY25 Tentative Budget.

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

2024-25 School Fees

Chief Business Official Jessica Donato presented the proposed 2024-25 school fees which included some increases for next year. The bus fees, Young Explorers program and Kidcare have slight increases.

It was moved by Member Arms and seconded by Member Beeftink that the Board of Education approved the proposed 2024-25 School Fees.

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

Resolution by the Board of Education of Northbrook School District 28, Cook County, Illinois, Approving the Withdrawal of Northbrook School District 28 from the Northfield Township Trustees of Schools

Ms. Donato presented the resolution to the board to officially withdraw from the Northfield Township Trustees. Her role as Chief School Business Official can take on these additional responsibilities. District 225 has already withdrawn from the Township. The withdrawal will result in cost savings of approximately \$19,000. For fiscal year 2024 the district's share of the NTTTO's operations was \$21,987. Moving forward the district will only be responsible for the required surety bonds and the treasurer stipend.

It was moved by Member Cassidy and seconded by Member Silver-Schack that the Board of Education approve the resolution for District 28 to withdraw from the Northfield Township Trustees of Schools.

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

HUMAN RESOURCES

Edward Brophy, Director of Human Resources is preparing for two joint meetings on January 31 to go through items from the negotiated agreement. This is for all staff members to attend. Additionally, work is underway to create committees designated in the agreement.

STUDENT SERVICES

Dr. Kelly Sculles, Director of Student Services updated the board on the team collaborating to work with families who use translation features of our website and newsletter. The goal is to ensure that these families understand how to use the translation tools that are embedded in district newsletters and the district website.

TEACHING AND LEARNING

No updates.

BUILDINGS AND GROUNDS

Jessica Donato noted the Buildings and Grounds Committee will need to meet before the February Board Meeting. She commended the facilities crew for their outstanding work during the inclement weather days to keep our staff and students safe.

LEGISLATION

Member Cassidy noted that General Assembly Spring Session has opened, but there are no updates at this time.

POLICY

Edward Brophy, Director of Human Resources mentioned that the policy draft has been updated to reflect the negotiated agreement. There will be another Policy Committee meeting before the February Board meeting to complete the draft policy. The goal is to present the final PRESS PLUS Policy at the February meeting for approval.

COMMUNICATION

Terry Ryan, Communications Director, highlighted that she posted a video of the Science Fair on the website and social media. She also mentioned working on the translation options for newsletters in support of multilingual families.

There were five FOIA requests this month.

TRUENORTH EDUCATIONAL COOPERATIVE 804

Member Beeftink noted there was no December meeting and the next meeting is scheduled for January 24, 2024.

NEW BUSINESS

No updates.

CLOSED SESSION

ADJOURNMENT

At 8:26 p.m., it was moved by Member Arms and seconded by Member Weinstock that the meeting be adjourned. All members present voted Aye. Absent: Bazer. Motion carried.

Beth Bazer, Secretary

Jennifer Gallinson, President