

MINUTES OF A REGULAR MEETING  
OF THE  
BOARD OF EDUCATION, DISTRICT 28  
HELD TUESDAY, FEBRUARY 27, 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, February 27, 2024.

President Gallinson called the meeting to order at 7:00 p.m. with the following members present at roll call:

Jennifer Gallinson  
Beth Bazer  
Christine Beeftink  
Mara Silver-Schack (virtual)  
Adam Weinstock

Absent: Matt Cassidy  
DeShawn Arms (arrived at 7:30pm)

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, Ramsin Israel, Tech Specialist; Judi Epcke, Technology Coordinator and Meadowbrook Teachers Maggie McElvain, Pam Robison, Katy Wetter and Caroline McElvain.

Public Attendees: None.

## **VISITORS COMMENTS / PRESENTATIONS**

Two Meadowbrook Teachers spoke about class sizes.

## **SUPERINTENDENT'S REPORT**

### Strategic Plan Updates

Dr. Pearson spoke about Strategic Planning and the work that has been done so far. The Strategic Planning Team has worked together for 2 days at the Vision Retreat and Data Retreat. Crystal Conley from Catalyst for Educational Change has led the team through the two workshops and community engagement on February 6th. Dr. Pearson noted that having NBJH students participate in both daylong retreats has been helpful. The students provided valuable insight and feedback for the process.

The climate survey resulted in 515 responses from parents/community and 138 staff responses. The data from the survey was shared at the Data retreat for analysis.

Additionally, the teams refined the mission statement and created a SWOT analysis at the Data Retreat. Next, Ms. Conley will take this information and develop a draft mission statement and summarize the SWOT analysis. The results will be shared with the community for feedback.

#### David Downing

Dr. Pearson recognized David Downing for being honored by the Illinois State Board of Education's Those Who Excel program with a Meritorious Service Award. The ceremony will be held in May. Dr. Pearson will invite Mr. Downing to a late spring board meeting to be recognized.

#### Enrollment Report

The monthly enrollment report was also provided for review.

### **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 January 23, 2024, since members had each previously been sent copies.

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

### **APPROVAL OF CONSENT AGENDA ITEMS**

It was moved by Member Weinstock 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 January 2024, in the amount of \$2,039,224.88 and covered by check numbers 67494 through 67508 and deduction check numbers 67509 through 67527 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 27, 2024;

The payment of employee salaries for the first half of February 2024, in the amount of \$1,737,789.56 and covered by check numbers 67528 through 67541 and deduction check numbers 67542 through 67550 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 27, 2024.

## **Bills**

Vendor invoices totaling \$683,376.56 and Warrants listed as Numbers 62217 through 62426, and the following voids: none confirmed by the signature of the President of the School District 28 Board of Education, and dated February 27, 2024.

## **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> |
| Juneshik Sung                           | Building Specials Assistant | MB              | \$18.50/hr    | 2/1/24                |
| Megan Coughlin                          | Building Specials Assistant | WM              | \$18.50/hr    | 2/6/24                |
| Gabriel Perez                           | Part-time Custodian         | GB              | \$20.25/hr    | 2/20/24               |
| Kevin Benoit                            | Special Educ Asst.          | NBJH            | \$21.75/hr    | 4/26/24               |

\* 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> |
| Stephanie Rosales  | Special Educ Aide | NBJH            | Resignation   | 2/7/24                |
| Clair Felde  | Special Educ Aide | NBJH            | Resignation   | 3/8/24                |
| Angela Adducci   | Special Educ Aide | MB              | Resignation   | 6/4/24                |

| <b>Staff Leave of Absence</b> |                       |                 |                         |                       |
|-------------------------------|-----------------------|-----------------|-------------------------|-----------------------|
| <b>Name</b>                   | <b>Position</b>       | <b>Location</b> | <b>Reason</b>           | <b>Effective Date</b> |
| Cassi Wojewnik                | Language Arts Teacher | NBJH            | Parent Leave            | 4/11/2024             |
| Terese Rick                   | 1st Grade Teacher     | MB              | Parent/Child Care Leave | 8/19/2024             |

| Job Share       |                      |          |           |                |
|-----------------|----------------------|----------|-----------|----------------|
| Name            | Position             | Location | Reason    | Effective Date |
| Cari Shamberg   | Kindergarten Teacher | GB       | Job Share | 7/1/24         |
| Betsy Decker    | Kindergarten Teacher | GB       | Job Share | 7/1/24         |
| Kim Houlihan    | Math Interventionist | GB       | Job Share | 7/1/24         |
| Brittany Farris | Math Interventionist | GB       | Job Share | 7/1/24         |

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

## STAFF AND COMMITTEE REPORTS

### FINANCE

#### Financial Report

Financial reports for the month ended January 31, 2024, and the list of bills payable in February were included in the Board packet. After seven months of the fiscal year, the monthly variance report shows 51% of the 2023-24 budget expended and 50% of budgeted revenues collected.

#### Food Service Sales

As of January 31, 2024, Northbrook Junior High cafeteria sales-to-date totaled \$244,072. OrganicLife's operating statement showed a deficit of \$1,263 for the month of January. The year-to-date operating deficit is \$4,222.

#### Preliminary Insurance Renewal

Preliminary insurance renewal rate increases for 2024-25 are as follows: PPO +8.3%; HMO +13.9%; Dental +9.9% and no increase for vision and life insurance. Final rates will be presented at the April Board meeting.

It was moved by Member Bazer and seconded by Member Weinstock that the Board of Education accept the District 28 Financial Report for the period ending January 31, 2024.

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

### **Westmoor Canopy Work**

Ms. Donato, Chief School Business Official, discussed the need for the entrance canopies at Westmoor to be repaired due to water damage. Multiple bids were received and Ms. Donato recommended the board accept the proposal from Hargrave Builders for \$29,360.

It was moved by Member Beeftink and seconded by Member Bazer that the Board of Education accept the recommended proposal to fix the canopies at Westmoor School.

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

### **HUMAN RESOURCES**

Mr. Brophy, Director of Human Resources and Administrative Services, informed the board that he held two optional staff meetings to discuss the new contract. The stipend committee will meet for the first time tomorrow. Additional committees will be forming and meeting in the near future. The monthly Labor/Management meetings continue with the next one occurring this week.

Mr. Brophy also noted that all the retro pay for the new tiers and stipends have been processed this month.

### **STUDENT SERVICES**

No updates.

### **TEACHING AND LEARNING**

No updates.

### **BUILDINGS AND GROUNDS**

#### **Facility Master Plan Update**

Ms. Donato provided an update on the Facility Master Plan. The Buildings and Grounds Committee met last week to discuss the plan in greater detail. At that meeting, Ms. Donato presented a report listing all the work that needs to be done to keep the buildings fully functioning over 10 years. This work comes to approximately \$20 million. There is an additional \$60 million of work that was included in the master plan.

Dr. Pearson also discussed the time frame and what is involved in deciding the work plan. Committee meetings and board updates will continue in order to narrow down a work plan. Dr. Pearson reiterated that the first \$20 million of work is necessary and has been mapped over a 10-year period.

Next steps include reviewing projects, such as space changes, and identifying priorities. Once the list is prioritized, determining how to pay for projects begins. The district has a \$40 million annual budget with 86% allocated to personnel. Additionally, the district does not have a large fund balance.

In March, there will be a high-level update and in late spring a second-tier update. Summer work will be presented at the March meeting for approval.

## **LEGISLATION**

No updates.

## **POLICY**

Mr. Brophy noted that the draft of the policies will be shared with the board for review as it will be on the March agenda for approval.

## **COMMUNICATION**

Ms. Ryan, Communications Director, discussed some of the website analytics shared in her Communications Report. The new translation tool has proved to be very useful. As of February, there have been close to 22,000 words translated to Russian and 20,000 words to Korean. Ms. Ryan also noted that she monitors the most frequently visited sites, looking for any needed improvements along with less visited pages.

There was one FOIA request this month.

## **TRUENORTH EDUCATIONAL COOPERATIVE 804**

Member Beeftink noted that she attended a meeting in January where they approved some policy updates. There is no TrueNorth meeting in February but there will be one in March.

## **NEW BUSINESS**

No updates.

## **CLOSED SESSION**

No closed session.

## **ADJOURNMENT**

At 7:36 p.m., it was moved by Member Weinstock and seconded by Member Arms that the meeting be adjourned. All members present voted Aye. Absent: Member Cassidy. Motion carried.

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Beth Bazer, Secretary

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Jennifer Gallinson, President