

WEST NORTHFIELD SCHOOL DISTRICT 31
MINUTES OF THE PUBLIC MEETING OF THE BOARD OF EDUCATION
Per SP2135 the District 31 Board Meeting was held electronically and in-person in the
Field Learning Center, 3131 Techny Road,
September 24, 2020, 7:00 PM

CALL TO ORDER

The public hearing of the Board of Education was called to order by President Melissa Choo Valentinas at 7:07pm.

ROLL CALL

Board Members:

Present:

Melissa Choo Valentinas	Virtual
Laura Greenberg	Virtual
Daphne Frank	Virtual
Nancy Hammer	Virtual
Robert Resis	In-Person
Jeffrey Steres	In-Person
Maria Vasilopoulos	In-Person

District Administration Present:

Dr. Erin K. Murphy, Superintendent of Schools
Mrs. Catherine M. Lauria, Asst Superintendent Finance & Operations/CSBO
Dr. April Miller, Principal Field Middle School
Mrs. Shaton Wolverton, Principal Winkelman School
Dr. Janine Gruhn, Director of Special Education
Mr. Nino Alvarez, Winkelman Assistant Principal
Mrs. Becky Mathison, Assistant Superintendent of Curriculum & Instruction

A quorum of the Board was confirmed by President, Melissa Choo Valentinas

PRESENTATION OF FINAL FY21 BUDGET

- Assistant Superintendent of Finance and Operations, Catherine Lauria stated that the detailed presentation of the tentative budget was given at the August 25, 2020 meeting. The final budget is the report of changes that have been made since the tentative budget was approved. Overall, there was a decrease in revenues of

\$300,693 and an increase in costs of \$225,085. The details for these changes are reflected below:

- Revenues
 - Decrease in property taxes - \$367,693
 - Increase in fees - \$30,000
 - Increase in grant dollars - \$37,000
- Expenses
 - Increase in salaries - \$209,397
 - Increase in supplies/subscriptions - \$20,950
 - Increase in benefits - \$2,138
 - Increase in equipment - \$2,000
 - Increase in other purchased services - \$15,600
 - Decrease in provision for contingency (capital projects) – \$25,000

Key points included:

- Unbalanced budget but no Deficit Reduction Plan needed
- Positive fund balances in all funds estimated for June 30, 2021
- Summary of Cash Transactions at June 30, 2021 estimated as all positive balances

Once approved, the budget will be forward to the Illinois State Board of Education and the County Clerk, as required. County Clerk is also provided with a CFO's Certificate of Revenues.

COMMENTS FROM AUDIENCE

None

Member Jeffrey Steres made a motion to adjourn the public hearing. Member Maria Vasilopoulos seconded the motion. Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Jeffrey Steres, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

WEST NORTHFIELD SCHOOL DISTRICT 31
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
Per SP2135 the District 31 Board Meeting was held electronically and in-person in the
Field Learning Center, 3131 Techny Road,
September 24, 2020, 7:30 PM

CALL TO ORDER

The regular meeting of the Board of Education was called to order by President Melissa Choo Valentinas at 7:30pm.

ROLL CALL

Board Members:

Present:

Melissa Choo Valentinas	Virtual
Laura Greenberg	Virtual
Daphne Frank	Virtual
Nancy Hammer	Virtual
Robert Resis	In-Person
Jeffrey Steres	In-Person
Maria Vasilopoulos	In-Person

District Administration Present:

Dr. Erin K. Murphy, Superintendent of Schools
Mrs. Catherine M. Lauria, Asst Superintendent Finance & Operations/CSBO
Dr. April Miller, Principal Field Middle School
Mrs. Shaton Wolverton, Principal Winkelman School
Dr. Janine Gruhn, Director of Special Education
Mr. Nino Alvarez, Winkelman Assistant Principal
Mrs. Becky Mathison, Assistant Superintendent of Curriculum & Instruction

A quorum of the Board was confirmed by President, Melissa Choo Valentinas

ADDITION OF CHANGES TO THE AGENDA

Superintendent Erin Murphy recognized the following:

- Thank you card from Assistant Superintendent of Finance and Operations, Catherine Lauria for the donation in memory of her father-in-law.
- Board of Education members, President Melissa Choo Valentinas and Member Jeffrey Steres were recognized for earning a pin for the professional development credits for the IASB for either being in the leadership and membership programs.
- Field Middle School has been named a 2020 National Blue Ribbon School. This is a national recognition.

RECOGNITION OF AUDIENCE

Danielle & Darrin Stern commented - We want to thank District 31 for a great school year thus far. We have been thrilled by the hard work and dedication of all staff to ensure a safe start to the school year. We greatly appreciate all the communication and safety measures taken to keep our children and community healthy. Thank you!

PRESENTATION

Superintendent Erin Murphy presented the update in 2020-2021 school year wherein she highlighted the following:

- Reviewed the survey results from parents and staff that was sent out two weeks after school started so that the staff and administration can know how this year is going. The survey was to see how in person and remote has been going thus far and the suggestions for improvement.

Superintendent Erin Murphy presented the proposed Northfield Township COVID-19 Elementary School Local Public Health Dashboard wherein she highlighted the following:

- Reviewed the region 10 data.
- Measure trends together with our Northfield Township Districts.
- Reviewed the tracking of staffing, substitutes and student attendance ranges and when the Public Health will be notified.

Member Jeffrey Steres inquired about the timeline on surveying the parents on school reentry and wondered if it should be sent out early. Superintendent Erin Murphy stated that if we do this too early, we might have the same problem as the beginning of the wherein families switching at the last minute.

Superintendent Erin Murphy had referenced a possible schedule change to Field to create

more teacher plan time as well as office hours for remote students. Member Jeffrey Steres stated that he wanted to ensure that the change would be a benefit before a significant change to the Field schedule is made. Superintendent Erin Murphy stated that nothing is decided right now and we need to discuss this with the Field staff.

Vice President Laura Greenberg requested if the senior leadership team can come back next Board meeting with suggestions on getting more planning time. Member Jeffrey Steres said that we should consider a special Board Meeting if needed to review any calendar changes.

Superintendent Erin Murphy stated that she appreciates that request and the leadership team does have some ideas and will bring some back to the Board of Education.

Superintendent Erin Murphy reviewed the proposed scope of work for the 2020-2021 school year wherein she highlighted the following:

- Safely and effectively educating our students during the global COVID-19 pandemic
- Managing the unknowns while educating
- Using this year as a jump off point to effectively build for an effective future forward strategic plan and re-opening for the 2021-2022 school year.
- [Scope of work powerpoint is included into the minutes.](#)

Superintendent Erin Murphy recommended to the Board of Education that a new Strategic Plan be written earlier. There are still two more years left in the current plan but it could benefit the district to rewrite the plan in order to establish a joint vision to create more relevancy and goals.

President Melissa Choo Valentinas requested that at the next Board of Education meeting Superintendent Erin Murphy provides SMART goals.

CONSENT AGENDA

Member Daphne Frank made a motion to approve items A-I. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Jeffrey Steres, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

ACTION ITEMS

Member Jeffrey Steres made a motion to adopt the final 2020-2021 budget for West Northfield School District 31. Member Maria Vasilopoulos seconded the motion.

Final Resolution:

Aye: Jeffrey Steres, Maria Vasilopoulos, Robert Resis, Nancy Hammer, Daphne Frank, Laura Greenberg, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

INFORMATION AND DISCUSSION ITEMS

Finance

Assistant Superintendent of Finance and Operations, Catherine Lauria reviewed the financial reports for 2020 wherein she stated that it is based on the tentative budget numbers. It will change for September and will also be changed for July and August so all months are correct.

- Treasurer's Report - The fund balance for August is about \$2.8 million higher than the July fund balance due to the amount of August property tax receipts. In general to date, tax receipts are much lower than the prior year's receipts at this point in time. Part of this decline is due to the extended deadline to October 1st for taxpayers to make their fall tax payment.
- Expenses - Nothing outstanding to report.
- Bar Chart - Illustrates the lower revenues due to the tax receipts situation.

Assistant Superintendent of Finance and Operations, Catherine Lauria reported on the facilities:

- Field - We are still making changes on the field at Field and we are working with the Architect and Abbey Paving Company.
- We are winding down to owing approximately \$250,000 on the last of the projects.

Assistant Superintendent of Finance and Operations, Catherine Lauria summarized the Administrator and Teacher Salary and Benefits report stating that the Illinois State Board of Education requires school districts to annually submit salary and benefit information for teachers and administrators by October 1st. This year's 2020 report was submitted to the state by the required due date.

Assistant Superintendent of Finance and Operations, Catherine Lauria reported on Quest and the Summer Food Service Program. Quest has been providing breakfasts and lunches Mondays and Wednesday since the beginning of the school year for remote students. The government wants to extend this program to December 31, 2020. In order to comply with this extended program, all students, K-8, would be eligible to receive a free breakfast and lunch

each day. Some of the concerns were that this program provides the meal of the day so there are no options for meals, unless allergy or vegetarian is requested, and the a la carte items are no longer available. This program could result in being close to a break even situation in terms of cost to the District if we receive the anticipated numbers of participation. This is definitely a savings for the parents as it is no cost to any family.

The Board of Education agreed that this program would benefit our students.

BOARD REPORTS

Member Daphne Frank reported on NSSD wherein she stated the Superintendent Erin Murphy sent the update after the meeting to the Board of Education and NSSD's meeting covered the phases of opening the schools and having financial audits.

Member Nancy Hammer reported that the PTO has been very active.

PTO

- Room parents have been working to bring fun things to both in person and remote classes.
- Co-Chairs of the student activity position are working on fun things to celebrate Halloween.
- Book fair will be online only.

The Education Foundation:

- Successful meeting was held and new members attended.
- Working with the Superintendent Erin Murphy on donating tents
- PPE donation drive raised over \$1,200 and received product donations.
- Working on ideas for the next capital projects to support.

STUDENT ENROLLMENT

Superintendent Erin Murphy reported enrollment in person and remote and our numbers have shown to be stable.

FREEDOM OF INFORMATION ACT REQUESTS

None

DISCUSSION ITEMS

The Board of Education and the Superintendent Erin Murphy discussed the timeline for the training. Schedules are conflicting. The Board of Education will come back to this discussion at a later date.

RECOGNITION OF AUDIENCE

None

MOVE INTO CLOSED

Member Nancy Hammer made a motion to move into closed session to consider pending litigation, collective bargaining, and the appointment, employment, compensation, or performance of specific employees and school security matters. Member Daphne Frank seconded the motion.

Final Resolution:

Aye: Robert Resis, Nancy Hammer, Maria Vasilopoulos, Daphne Frank, Laura Greenberg, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0.

ADJOURN

Member Maria Vailopoulos made a motion to adjourn. Member Jeffrey Steres seconded the motion.

Final Resolution:

Aye: Daphne Frank, Laura Greenberg, Robert Resis, Nancy Hammer, Maria Vasilopoulos, Jeffrey Steres, Melissa Choo Valentinas

Nay: None.

The motion passed 7:0 at 10:35PM.

Board President

Board Secretary

Date