

**BOARD OF EDUCATION
525 SUNSET RIDGE ROAD
NORTHFIELD, ILLINOIS 60093
REGULAR BOARD OF EDUCATION MEETING
January 16, 2018
7:00 p.m.**

MINUTES

ROLL CALL: (7:10 p.m.)

Mr. Spaan called the meeting to order at 7:02 p.m. and upon roll call, the following were present:

Present: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck

Absent: Mrs. Mirkovic

Also Present: Dr. Stange, Dr. Greene, Mrs. Styczen, Ms. Dunham,
Mrs. Stonequist, Mrs. Cavnar, Ms. Golub,
Sunset Ridge Big Book Club members and their families.

SPOTLIGHT ON STUDENTS:

2.1 Big Book Club

Fourth grade students who participate in the “Big Book Club” explained the club noting that it was developed by students for students. They commented that they had wanted an opportunity to read bigger, more challenging books in a group setting, allowing them to delve deeper into story line and character development. Each week they meet to discuss the current book, which is chosen democratically by the members, or other topics related to the reading. The Board was then treated to a performance of “Readers Theatre,” in which book club members acted out a scene from their current selection. Dr. Stange noted how much the students were obviously enjoying themselves and each other, and also praised them for their efforts toward building their vocabulary and reading skills. Dr. Stange also thanked Ms. Lauren Gray, Sunset Ridge Librarian, for her support of the students as they worked to establish this student led club. Sunset Ridge Principal Dr. Ivy Sukenik added how proud she was of the 4th graders’ initiative and ownership of their experience at Sunset Ridge.

CONSENT AGENDA:

3.1 Minutes of the Board Meeting – December 12, 2017

3.2 Bills and Salaries

Mrs. Detlefsen moved to approve the Consent Agenda. Mrs. Peterson seconded the motion. The Board voted as follows:

Aye: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck

Absent: Mrs. Mirkovic

Nay: None

THE MOTION WAS APPROVED.

COMMUNICATIONS:

4.1 Communications

There were no communications that were shared.

OLD BUSINESS:

5.1 Capital Improvement Update

5.1a Sunset Ridge School Capital Improvement

Dr. Stange reported that punch list items continue to be worked on, including nosing on the Presentation Stairs, adjustments to the front door area, installation of blinds, modifications to the lift station pumps and plumbing stacks, and repairs on a science lab vent hood. Additionally, ongoing issues with the Variable Refrigerant Flow system are being addressed. It was discovered that these systems, which regulate the temperature in different areas of the building, are having difficulty communicating with the master system, therefore causing dips in temperature, particularly in the gym. Crews continue to problem solve the issue.

5.1b Middlefork School Capital Improvement

Dr. Stange reported that, at Middlefork, the communal sink in the lunchroom was installed over winter break and the children are enthusiastic about its use. Meetings to engage in a Feasibility Study to explore capital improvement options have begun and will continue through the spring, at which time a recommendation for the scope of work will be brought to the Finance and Facilities Committee.

5.2 Strategic Planning Update

Dr. Stange reported that the Strategic Planning Steering Committee (SPSC), comprised of Board members, administration, staff, and parent representatives, met in December to discuss options for the upcoming strategic planning process. Dr. Joe Porto, an independent consultant, mediated. At that meeting it was decided that an abbreviated process utilizing stakeholder input and existing data to redefine priorities and goals would be used, involving the following steps:

1. Collecting up-to-date stakeholder feedback and input via a “School Perceptions” survey.
2. Taking those results and existing data to identify district strengths and opportunities for growth.
3. Prioritizing themes and objectives in a written plan.
4. Seeking feedback on the plan goals and objectives.
5. Publishing the finalized plan and progress reports.

The SPSC will meet with Dr. Porto once per week for four weeks from mid-February to mid-March to digest the data, prioritize themes, draft a plan, and gather feedback. The Strategic Plan is expected to be completed by April 2018.

5.3 Third Reading and Possible Approval: Board Policy on Acceleration

The Board had a third reading of Board Policy 725.02, Retention, Promotion, and Acceleration/Advanced Placement. After agreeing to minor edits, Ms. Alpert Knight moved to approved the revised policy and Mr. Hayes seconded the motion. The Board voted as follows:

Aye: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck

Absent: Mrs. Mirkovic

Nay: None

THE MOTION WAS APPROVED.

NEW BUSINESS:

6.1 Audience Comments

Sunset Ridge Spanish teacher Ms. Shelby Cavnar addressed the board regarding a requested staffing adjustment in the Spanish department.

6.2 Board Open Discussion

Mrs. Detlefsen asked that an enrollment report be included in next meeting.

6.3 First Reading: Board Policy on Sexual Harassment (Students)

The Board had a first reading of policy 700.02 addressing Sexual Harassment of Students.

6.4 First Reading: Board Policy on Sexual Harassment (Personnel)

The Board had a first reading of policy 500.20 addressing Sexual Harassment of Personnel.

6.5 Discussion: Administrative Procedures for Facilities Rental

The Board discussed the District's procedures and fees as applied to the rental of outdoor and indoor space at both schools. It was agreed that, after comparison study, our fees could be raised in order to align more with other districts, and our renter classifications could be adjusted in order to better prioritize district residents. Dr. Stange agreed to continue to work on the classification and fee structure system.

REPORTS:

7.1 Finance & Facilities Committee

**7.1a Discussion and Possible Approval: Auditor Services –
Lauterbach & Amen, LLP**

Finance and Facilities Chairman Mr. Subeck reviewed the results of a recent request for proposal for financial auditing services with the recommendation to engage in a contract with Lauterbach & Amen, LLP. After a brief discussion, it was moved by Mrs. Detlefsen and seconded by Ms. Alpert Knight that the Board approve the contract for financial auditing services as recommended. The Board voted as follows:

Aye: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck

Absent: Mrs. Mirkovic

Nay: None

THE MOTION WAS APPROVED.

**7.1b Discussion and Possible Approval: 2018-2019 Budget
Designation**

Finance and Facilities Chairman Mr. Subeck reviewed the need to formally authorize Mr. Beerheide to begin work on the FY19 budget via the Budget Designation process. Mr. Hayes motioned to approved the designation and Mrs. Peterson seconded the motion. The Board voted as follows:

Aye: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck

Absent: Mrs. Mirkovic

Nay: None

THE MOTION WAS APPROVED.

The next meeting is scheduled for January 30, 2018 at 7:00 p.m.

7.2 Education Committee

Ms. Amanda Alpert Knight reported that members of the computer science staff gave a thorough presentation on the progress of the STEM curriculum that was officially implemented districtwide last year using Project Lead The Way's guidelines.

The next meeting will be January 30, 2018, at 6pm.

7.3 External Relations

7.3a IASB

Ms. Alpert Knight reported on the recent law that went into effect

on January 1st, regarding the availability of feminine hygiene products in school bathrooms. Unfortunately, due to recent cases of vandalism involving these items, Dr. Stange reported that they are being made available in the nurse's office. Administration is working on a solution that would allow for these products to be accessible in the bathrooms again soon.

7.3b PTO

There was no report.

7.3c NSSD

Mr. Hayes reported that the co-op is reaching the final stages of Strategic Planning. Their Fund Balance is strong and they are considering all options for how to spend their surplus. They continue to move forward under the strong belief that students with special needs are best served in their home schools, and are exploring new ways they can support districts in this endeavor.

7.3d Northfield Park District

There was no report.

7.3e Village of Northfield

There was no report.

7.3f Foundation Fund

Mrs. Anne Peterson reported that the foundation was happy to receive additional pledge money at the end of the year, and is working on filling out their email contact list.

7.4 Administrative Reports

7.4a Freedom of Information Act Requests

7.4a1 Request from Mr. Hernandez and Dr. Stange's Response

7.4a2 Request from SmartProcure and Dr. Stange's Response

Dr. Stange reviewed two Freedom of Information Act requests for information and his responses.

7.4b Cyber-Security Test Debrief

Technology Director Mrs. Sheri Styczen reported that she was happy with the results of a recent "Cyber-Security" Phishing Security Test that was sent out to all district staff, with only eight recipients clicking on the phishing link, but zero entering any information. Security Awareness Training will continue through February for all staff.

7.4c PLTW Showcase Debrief

Mrs. Styczen also reported that the Project Lead The Way showcase that was held in December at Sunset Ridge was a great success and she received glowing feedback from the participants. Dr. Sukenik reported on staffing recommendations that are being made for Sunset Ridge next year.

7.4c Discussion 2018-2019 Staffing

Dr. Stange provided an overview of open positions for the 2018-2019 school year.

CLOSED SESSION:

At 8:46 p.m. it was moved by Mrs. Detlefsen and seconded by Mr. Hayes that the Board enter into closed session to discuss the closed session minutes from December 12, 2017; to consider information regarding employment, compensation, discipline, or dismissal of specific employees or legal counsel; to discuss the placement of individuals in special education programs or matters related to individual students; to discuss potential litigation; and to discuss collective bargaining.

The Board voted as follows:

Aye: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck

Absent: Mrs. Mirkovic

Nay: None

THE MOTION WAS APPROVED.

RESUMPTION OF OPEN MEETING:

Upon resumption of the open meeting at 9:54 p.m., the following recommendations were made.

10.1 Approval: Closed Session Minutes – December 12, 2017

Mrs. Peterson moved to approve the closed session minutes from December 12, 2017. Ms. Alpert Knight seconded the motion. The Board voted as follows:

Aye: Ms. Alpert Knight, Mrs. Detlefsen, Mr. Hayes,
Mrs. Peterson, Mr. Spaan, Mr. Subeck


Absent: Mrs. Mirkovic

Nay: None

THE MOTION WAS APPROVED.

DELEGATIONS/PETITIONS: No delegations or petitions were presented.

ADJOURNMENT: It was moved by Mr. Subeck and seconded by Ms. Alpert Knight to adjourn the meeting at 9:55 p.m. All were in favor.



President, Board of Education



Secretary, Board of Education

Approved 18 February, 2018

