

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION,
SCHOOLDISTRICT #225, COOK COUNTY,
ILLINOIS, January 24, 2011**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, January 24, 2011, at approximately 7:00 p.m. at the Glenbrook North High School Library, pursuant to due notice of all members and the public.

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Hammer, Martin, Shein, Taub, Wolfson

Absent:

Boron (arrived at 7:19), Regalbuto

Also present: Caliendo, Frandson, Geddeis, GBN & GBS Instructional Supervisors, Muir, Pryma, Riggle, Siena, Wegley, Williamson

APPROVAL OF AGENDA FOR THIS MEETING

Motion by Mr. Wolfson, seconded by Mr. Taub to approve the agenda for this meeting.

Upon calling of the roll:

aye: Hammer, Martin, Shein, Taub, Wolfson

nay: none

Motion carried 5-0.

STUDENTS AND STAFF WHO EXCEL

Dr. Riggle introduced GBN debate coach, Michael Greenstein, who was recently awarded the Jerry W. Mathis award from the Illinois Speech and Theater Association.

Mr. Greenstein also recently co-authored an article about paperless debates. He moved GBN to a paperless format with the help of a donation from the Glenbrook Foundation. Mr. Greenstein is a GBN graduate.

Mr. Greenstein explained that paperless debate is revolutionizing the debate process. The debate team used to carry a number of large boxes to competitions. Students can now access documents

more readily, quickly and efficiently. Students can share files more easily, as well.

Dr. Riggle asked about an analysis of cost savings with the team having gone paperless. Mr. Greenstein indicated that he has not done a cost analysis as of yet, but has seen savings with airline travel given the reduced amount of materials that the team now brings.

Mr. Shein asked about the process to digitize all of the documents. Mr. Greenstein explained that all files were Word documents. A template was created for evidence collection. The team conducted a systematic process for organizing files.

Mr. Hammer asked about the percentage of high school debate teams that have digitized their information. Mr. Greenstein stated that 80% of colleges have digitized material. This is not as prevalent in high schools. There has also been savings on copy costs, toner and paper.

Dr. Riggle stated that he is proud of Mr. Greenstein's work.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle stated that this is the first meeting at Glenbrook North. He thanked Mr. Wegley for his assistance in the effort in hosting Board meetings at GBS.

Dr. Riggle reported that GBN Spanish teacher, Jonathan Sorkin, who was treated for cancer, recently returned to work. His energy level is high and he has a high degree of enthusiasm.

Dr. Riggle stated that Beth Figaro, GBN PE teacher, has returned to work following the tragedy that she experienced in December with the death of her husband. She faced her return to work with a lot of courage.

Dr. Riggle reported that the new Off Campus facility opened this morning.

Dr. Riggle recognized Dr. Ptak for defending her dissertation in December.

Dr. Riggle indicated that there has been a recent development with NSSED. He asked Mr. Hammer to provide an update. Mr. Hammer stated that NSSED has 18 member districts. Lake Forest and Lake

Bluff schools gave notice of potentially leaving the consortium. Mr. Hammer indicated that it is his hope is that they will stay.

MOTION TO APPROVE CONSENT AGENDA

Motion by Mr. Wolfson, seconded by Mr. Hammer to approve the following items on the consent agenda

- 1.) a. the appointment of the following certificated staff as contained in consent agenda item #6.1a

APPOINTMENTS

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
Schmitt-Wagner, Kristin	Head Director of the Glenbrook Symphony Orchestra	August 2011	GBN/GBS	

- 1.) b. the appointment of the following educational support staff contained in the assistant superintendent for human resources memorandum dated January 19, 2011.

APPOINTMENTS

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Koo, Joshua (Repl. E. Christiansen)	Instructional Assistant	1.24.11	GBS
Walker, Kimberly (New Position)	Paraprofessional	1.24.11	GBOC

- 2.) a. no certified resignations
b. the resignation of the following educational support staff contained in the memorandum dated January 19, 2011.

Personnel - Resignations/Terminations

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Hamilton, Katharine	Instructional Assistant	1.28.11	GBN

- 3.) the Board of Education review of the FOIA request contained in consent agenda item #6.3.

4.) the issuance of Vendor Checks Nos. 46212 through 46415 in the amount of \$1,070,211.57 as listed on the attached checks register dated January 18, 2011.

5.) the issuance of the electronic wire transfers for credit union, TRS, federal taxes, employee and employer portion of FICA and Medicare taxes and state taxes, and payroll check numbers 61354 through 61643 totaling \$138,556.18. Vendor Payroll check numbers 61554 through 61560 and 60167 through 61622 totaled \$8,248.36. With employees' Federal, State, and FICA/Medicare withholding taxes of \$1,031,764.14 TRS contributions of \$461,539.45 other deductions of \$381,208.06 and direct deposit of \$3,788,339.45 the gross payroll for the month of November was \$5,801,407.28. TRS employer contribution was \$65,025.89 and employer matching FICA and MED was \$150,589.97.

6.) the Board of Education Approval of New Course Proposals as contained in consent agenda item # 6.6.

7.) the Board of Education Approval of GBS Girl's Lacrosse Tour as contained in consent agenda item # 6.7.

8.) the Board of Education Approval of GBS Yearbook Trip as contained in consent agenda item # 6.8.

9.) the Open and Closed Session Minutes from the January 10, 2011 Regular Board Meeting.

Upon calling of the roll:

aye: Hammer, Martin, Shein, Taub, Wolfson

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: APPROVAL OF GBN SCUBA EQUIPMENT

Dr. Ptak stated that GBN has been teaching scuba for the last 25 years. A piece of equipment recently failed. Pricing was obtained and negotiated. She explained that this item does not have to be bid because the price is under the amount needed to be bid.

Mr. Wolfson asked if Dr. Ptak went outside of the area to obtain pricing.

Dr. Ptak stated that she looked at pricing in the area and in Wisconsin.

Mr. Shein asked if action is needed this evening.

Dr. Riggle indicated that the GBN second semester Aquatics class has started and will need to fill scuba tanks soon.

Mrs. Siena stated that the purchase is within the building contingency amount.

Dr. Riggle explained that this is similar to a situation where a refrigerator goes out that is needed for a foods class.

(See Agenda Item # 7)

MOTION TO APPROVE GBN SCUBA EQUIPMENT

Motion by Mr. Wolfson, seconded by Mr. Taub to approve the purchase of the GBN scuba equipment.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub, Wolfson

nay: none

Motion carried 6-0.

DISCUSSION/ACTION: APPROVAL OF CLEANING SERVICE BID

Dr. Ptak provided an overview of the bids for the cleaning of 3801 West Lake and the new Off Campus facility. Twelve different bids were received. Chicago Building Maintenance won the bid. A crew will clean for 12 hours per night, covering both buildings.

Mr. Shein asked about the cleaning schedule.

Dr. Ptak indicated that it is similar in number of hours as in the past.

Mr. Shein asked about the cleaning of the former Waukegan Road Off Campus facility.

Dr. Ptak explained that the landlord had a service, the cost of which was included in the rent.

Mr. Hammer asked how \$26,000 pays for two employees.

Dr. Ptak stated that in the bid specifications bidders are required to follow prevailing wage laws. She indicated that services could start as early as February if the Board approves the bid tonight.

(See Agenda Item # 8)

APPROVAL OF CLEANING SERVICE BID

Motion by Mr. Boron, seconded by Mr. Wolfson to approve the cleaning service bid.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub, Wolfson

nay: none

Motion carried 6-0.

DISCUSSION/ACTION: CURRICULUM REPORTS

Dr. Williamson provided background regarding the curriculum reports. Policy 7010 requires an approximate 20% review of the curriculum each year so that all courses are reviewed over a period of five years.

Ms. Frandson, Associate Principal of Curriculum at Glenbrook North, highlighted some components of the curriculum reports consistent with the cover memo.

Mr. Boron commented on the GBN Career and Life Skills report regarding the Business Law course. He suggested using a copyright attorney instead of the librarian to speak about copyright laws. He indicated he knew of copyright attorneys who live in the community and could provide a higher level of expertise in this area.

Mr. Shein asked for clarification regarding the review of the freshman physics course at GBN.

Ms. Rockrohr, GBN Instructional Supervisor of Science, stated that students learn the concept of energy in the physics class which is also tied to the subsequent honors chemistry course and then to the junior-year honors biology course. The students who begin in honors freshman physics are placed in the class based upon math placement in advanced algebra. Students who begin with a math placement in regular or honors geometry begin in honors biology continue on to honors chemistry followed by honors physics.

Mr. Shein asked about the percentage of students who are in the freshman physics class. Ms. Rockrohr indicated that approximately 60 students begin with this sequence.

GBS principal, Mr. Wegley, stated that this is similar to the chem./phys. class at GBS.

Mr. Hammer asked if the curriculum is the same regardless of sequence.

Ms. Rockrohr indicated that core concepts are similar regardless of where students start in sequence.

Mr. Taub asked if surrounding districts are doing this.

Ms. Rockrohr indicated that New Trier and Highland Park have a freshman physics sequence.

Mr. Muir, Associate Principal for Curriculum at Glenbrook South, reviewed themes across many of the GBS curriculum reports such as Response to Intervention, school improvement goals that include the College Readiness Standards.

Mr. Boron asked if GBS has a parent night for driver education.

Mr. Stanicek, GBS Instructional Supervisor of Health/PE & Driver Education, stated that GBS also conducts a parent night for parents of students enrolled in driver education.

Dr. Riggle thanked the Instructional Supervisors for their work. He stated that the five-year cycle gives us the confidence that our students are getting a vibrant curriculum and communication and collaboration is taking place between the schools. He indicated that he appreciated the Instructional Supervisors sharing the culmination of their work.

(See Agenda Item #9)

**DISCUSSION/ACTION: APPROVAL OF REVISIONS TO THE 2011-2012
SCHOOL YEAR CALENDAR**

Dr. Williamson provided an overview of the calendar, including reviewing the change of a built-in snow day to an attendance day given the miscount of student attendance days in the calendar.

Dr. Riggle indicated that school improvement days are being brought forward in addition to the correction to the initially adopted calendar. There is also a correction to school improvement days contained in the original cover memo for the Board packet. School improvement days are used for professional development of teachers and staff.

1/24/11

Dr. Riggle stated that the calendar will be placed on consent at the next meeting. He indicated that it is important to families to know the calendar.

To correct the error in the calendar, Dr. Riggle explained that the emergency day originally scheduled for January 13 will now serve as an attendance day.

Mr. Shein asked about January 2. January 2 is a national holiday because New Year's Day is on a Sunday.

Mr. Boron suggested flipping the January institute day with the former built-in snow day.

Dr. Riggle stated that we can't do so because the institute day serves as a grading day for teachers.

Dr. Riggle will share a draft of the 2012-2013 calendar with feeder districts. None of our feeder districts place emergency days within the calendar.

President Shein stated that the calendar will be on consent for the next meeting.

**DISCUSSION/ACTION: BOARD POLICY 6433 - ONE TIME VOLUNTARY
TERMINATION BENEFIT PROGRAM FOR EDUCATIONAL SUPPORT
PERSONNEL RETIRING UNDER IMRP ON JUNE 20, 2011 AND 7030 -
SUMMER SCHOOL**

Mrs. Siena reviewed proposed Policy 6433. She indicated that she and Dr. Caliendo met with employee group representatives. This policy was very well received. Once the Board adopts this policy, it would be presented to eligible employees.

Mr. Boron suggested a change to the language on page three - employees should fulfill their contract through June 30, 2011.

Mrs. Siena stated that not every employee works through June 30. After further discussion, a change will be made based upon Mr. Boron's suggestion.

Mr. Boron asked for clarification regarding language in Section F that referenced this policy or any other retirement policy of the district.

Mrs. Siena clarified the intent of the language.

Dr. Riggle stated that this policy will be on consent at for the next Board meeting.

Dr. Riggle stated that the next policy for review is summer school. Dr. Riggle indicated that he was not comfortable placing this policy on consent given the discussion at the last Board meeting. Dr. Riggle stated that he wanted to make sure the Board was comfortable with the policy.

Dr. Riggle clarified the district's practice in responding to students on free or reduced lunch with regard to summer school costs.

Dr. Riggle reviewed policy 8230 which speaks to how the district supports students in financial need.

Dr. Riggle stated with regard to the summer school policy, in looking at the wording was it was not meeting the practices occurring in the district.

Dr. Riggle referenced Policy 8230 which was developed in 2008 and provides a framework for working with students with free or reduced lunch status. He also indicated that the summer school catalog is not clear in how it designates course and registration costs in terms of being consistent with Policy 8230. Reduced-price lunch students should be given course fees and free-lunch students should be given course fees and tuition. The change in wording in the summer school policy now treats students in the same manner as Policy 8230. The summer school brochure will be revised to use language consistent with Policy 8230.

MISCELLANEOUS TOPICS

Mr. Martin requested that Mrs. Siena provide the district's status in terms of how District 225 tax rates compare to districts across the state. This request was in response to the material regarding District 31's referendum that indicated District 31 is currently the lowest in the state. Mrs. Siena stated that District 225 is the lowest in suburban Cook County. Mr. Martin requested a comparison to districts across the state.

Mr. Shein asked if the administration is considering communicating with feeder districts to determine if there is any benefit in pooling insurance or technology resources.

Dr. Riggle stated that the district is already in an insurance pool with other surrounding high school districts.

Dr. Riggle stated that the Northfield Township superintendents started discussions about this last June. Business managers are now circulating a survey regarding shared services.

Dr. Riggle indicated that on February 4 there will be a township-wide review of technology for the purposes of potential sharing. However, not all districts are in the same time frame on their technology refresh cycle.

Mrs. Siena stated that there is always a township-wide RFP on audit services and they are bid together.

Mr. Hammer stated that there is always a great deal of educational sharing, but the purchase of equipment or services is important to look into.

Dr. Riggle stated that the survey is designed to tell us if districts have existing contracts, when those contracts expire so that purchasing power can be leveraged. He indicated that another example is in the use of demographers - township districts share this service, as well.

Dr. Riggle stated that he has had requests from both schools regarding graduation. The schools would like to know of special cases in which a Board member would like to sign a diploma for a graduate. The GBN graduation is first and GBS is second. GBN will begin at 1:00 and GBS will begin at 3:00. The schools need to know which Board members will participate. All Board members indicated that they plan to participate in the graduation ceremonies and indicated which ceremony they plan to attend.

Dr. Riggle reviewed calendar dates for committee work. A Technology Committee meeting was suggested for Thursday, February 3 starting at 7:00 a.m. Mr. Hammer and Mr. Shein indicated that this time will work for them. The meeting will be at GBN in the Spartan Conference Room. The purpose of this meeting will be to review the status of technology projects and what was not achieved as part of the three-year technology plan. The technology plan, including budget, is being prepared. The district will need to look at a new computer lease agreement given that the lease agreement for the Mac Books is up this year.

A Communications Committee meeting was proposed for February 8 or 9 at GBS with a 7:30 a.m. start time. Dr. Riggle stated that we have some preliminary information from the communications audit as well as the student and parent surveys. Mr. Hammer, Mr. Taub and Mr. Boron confirmed that proposed dates will work.

A Policy Committee meeting was proposed for the afternoon of February 8, 9 or 10. February 10 was confirmed for this meeting that will take place in Dr. Riggle's office at 3:30 p.m.

There is a Finance Committee meeting scheduled for February 10 at 7:30 a.m. at GBS in Room 128.

Dr. Riggle stated that variety show tickets are available for performances at both schools. GBN's Variety show is February 10-12 and GBS is February 24, 25 & 26. Board members interested in tickets should let Dr. Riggle know.

Dr. Riggle commented about the approval of Kristin Schmitt-Wagner as the new district orchestra director. Ms. Schmitt-Wagner is well known nationally. She began her work with the district 5 years ago.

Dr. Riggle asked Dr. Caliendo and the principals to speak to the process.

Dr. Caliendo indicated that there was a national search conducted to fill this position. The district knew that this position was important. He stated that he is very satisfied with the way the process was conducted.

Mr. Pryma described the interview process that also involved students. He stated that Ms. Schmitt-Wagner played in some of the best orchestras in Germany for years. She left Germany to come back to the north suburbs of Chicago. She came here as an instructional assistant to become acquainted with the Glenbrook program.

Mr. Boron endorsed this hire, speaking from first-hand experience. He stated that Ms. Schmitt-Wagner has worked herself to the point of being on the same level of trust and respect from the students as Mr. Meyer.

Dr. Riggle stated that this process was not a default. We wanted to find the best person with no compromises. The challenge is now to find someone of equally high caliber to take Ms. Schmitt-Wagner's place.

Mr. Shein asked about summer activities and the need to have a replacement established by that time.

Dr. Riggle stated that Ms. Schmitt-Wagner will help identify the person to solidify that team.

REVIEW AND SUMMARY OF BOARD MEETING

President Shein reviewed the following:

The Board approved the GBN scuba equipment purchase.

The Board approved the cleaning contract for Off Campus and the District Office.

The Board reviewed the revised calendar.

Two policies will be on consent at the next meeting.

Information regarding upcoming committee meetings and assignments was reviewed.

Information regarding the V-show at each school was shared.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mr. Boron, seconded by Mr. Hammer to move into closed session at approximately 8:35 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body to determine its validity; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; the placement of individual students in special education programs and other matters relating to individual students; litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. (Section 2(c) (1), (2), (5), (9), (10) and (11) of the Open Meeting Act.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub, Wolfson

Nay: none

Motion carried 6-0.

The Board returned to open session at 10:21 p.m.

ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION

Motion by Mr. Boron, seconded by Mr. Taub to adopt the resolution directing the notice to remedy to employee #01-24-11-01, consistent with the recommendations made in closed session.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub, Wolfson

nay: none

Motion carried 6-0.

ADJOURNMENT

Motion by Mr. Wolfson, seconded by Mr. Boron to adjourn the meeting at approximately 10:22 p.m.

Upon call for a vote on the motion, all present voted aye.*

Motion carried 6-0.

* Boron, Hammer, Martin, Shein, Taub, Wolfson

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

UPCOMING BOARD MEETINGS:

Upcoming meetings will be held at
Glenbrook North High School
Library
2300 Shermer Road
Northbrook, IL 60062

Monday, February 14, 2011 7:00 p.m. Regular Board Meeting
Monday, February 28, 2011 7:00 p.m. Regular Board Meeting