

**MINUTES OF SPECIAL MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, March 22, 2010**

A special meeting of the Board of Education, School District No. 225 was held on Monday, March 22, 2010, at approximately 7:13 p.m. at the Glenbrook High Schools Administration Building, 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:

Boron, Hammer, Martin, Shein, Taub

Absent: Regalbuto, Wolfson

Also present: Caliendo, Freeman, Ptak, Riggle, Siena, Wegley, Williamson

APPROVAL OF AGENDA FOR THIS MEETING

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

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub

nay:

Motion carried 5-0.

INTRODUCTION OF STUDENTS AND STAFF WHO EXCEL

Mrs. Freeman introduced divers from GBS (Woody Lord) and GBN (Jonathan Roby) who finished 4th and 2nd in state, respectively. The diving coaches from GBN and GBS (Jessica Roby and Laura Duffy) were also in attendance. Students shared their college plans. Both will compete in diving in college. Both students will compete at nationals the first week of April. Dr. Riggle thanked the students and coaches for coming to the Board meeting to be recognized.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle stated on Sunday, March 14, the district office unexpectedly lost Mike Cinquini, an assistant in the Business Office. Mike was a GBS graduate, part of the drum line under the supervision of Mr. Greg Wojcik. Dr. Riggle indicated that besides working in the business office, Mr. Cinquini worked as a karaoke DJ in the Chicago area. He provided music for the GBE prom for 2 years in a row at no charge. Dr. Riggle indicated it had been a hard week for people in the district office. In addition, two members of the Human Resources department experienced loss, one lost her mother and another lost her mother-in-law.

Dr. Riggle reminded the Board that with spring break beginning at the end of the day on Friday offices will be closed the Monday and Friday of Spring Break.

Mr. Hammer stated that the new NSSED building is 40 days behind schedule, but is expected to be finished for summer school. He indicated that NSSED did not retain 36 certified and non-certified staff for budget cuts and dropping enrollment. He reported that some of the teachers were tenured. Remaining NSSED certified staff were given step increases, but no other increases such as cost of living. Mr. Martin asked if any of the teachers would be rehired. Mr. Hammer stated that not too many would be rehired. Mr. Martin asked about the percent of NSSED certified staff reduced. Mr. Hammer estimated this reflected a 15-18% reduction in staff. Dr. Riggle explained that districts that are not part of the NSSED consortium pay costs to educate their students who attend NSSED programs.

MOTION TO APPROVE CONSENT AGENDA

Motion by Mr. Martin, seconded by Mr. Taub to approve the following items on the consent agenda excluding consent agenda item #7.

- 1.) No appointments
- 2.) the salary adjustments for academic attainment as indicated in the Dr. Steve Calieno's consent agenda item #6.2

Personnel - Resignations

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Cinquini, Michael	Clerical	03.14.10	ADM

- 3.) Clark FOIA request as contained in consent agenda Item #6.3
- 4.) the issuance of Vendor Checks Nos. 41639 through 41809 in the amount of \$1,513,109.11 as listed on the attached checks register dated March 16, 2010
- 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 58454 through 58614, 58628 through 58682 and 58691 thru 58703. Total checks issued were \$101,062.07. Vendor Payroll check numbers 58615 through 58626, and 58683 thru 58690 totaled \$22,231.56. With employees' Federal, State, and FICA/Medicare withholding taxes of \$826,597.79, TRS contributions of \$385,650.60 other deductions of \$352,564.59 and direct deposit of \$3,300,552.93, the gross payroll for the month of January was \$4,970,427.98. TRS employer contribution was \$56,512.72 and employer matching FICA and MED was \$136,717.46.
- 6.) the Open and Closed Session Minutes from the March 8th Regular Board Meeting.
- 7.)
 - a. the Board of Education Approval of the release of non-tenured teachers as contained in consent agenda Item #6.7a
 - b. the Board of Education Approval of the rehire of non-tenured teachers as contained in consent agenda Item #6.7b
- 8.) the Board of Education Approval of the 2010/11 technology budget as contained in consent agenda item # 6.8
- 9.) the Board of Education Approves the authorization to release 2010/11 purchase orders as contained in consent agenda item # 6.9
- 10.) the Board of Education Approval of GBS Business Professionals of America National Competition, May 5-9, 2010, Anaheim, CA., as contained in consent agenda Item #6.10
- 11.) the Board of Education Approval of GBN Gadget Field Trip April 8-12, 2010, Mountain View, CA., as contained in consent agenda Item #6.11

12.) the Board of Education Approval of GBN Gadget Field Trip April 21-24, 2010, Cleveland, OH., as contained in consent agenda Item #6.12

13.) the acceptance of the following gifts:

Gift From	Amount or Item	School	Department	Account
Kathy Barnes – Creative Graphic Arts	Haiti Relief Breakfast posters and tickets	GBN	STUDENT ACTIVITIES	N/A

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: NON-TENURED TEACHERS (from consent)

Mr. Martin asked for the percentage of staff that are non-tenured. Dr. Riggle estimated 1/3 of the staff has fewer than 10 years of service, 1/3 has 10 years or more experience, and 1/3 of the staff has 20 plus years of experience. Dr. Riggle explained that tenure is granted after the 4th consecutive full-time contract that a teacher holds. He further explained that we follow State Code when it comes to granting tenure. Dr. Riggle stated if new teachers are not a good fit for the district, we will release them following their 1st or 2nd year. Teachers released after the 4th year must be given a reason to not be rehired. Dr. Riggle explained that the list of teachers successfully completing four consecutive years of full-time service reach tenure. In response to Mr. Martin's question regarding the percentage of teachers granted tenure each year, Dr. Riggle stated that the district has not had a quota for the percent of teachers earning tenure.

Mr. Martin asked Dr. Riggle to determine the percentage of teachers who reach tenure every year.

President Shein asked if there was consensus of the Board to research this request.

Mr. Boron stated that he didn't know what this information will tell us. Mr. Boron indicated that the Board counts on the principals to determine who is performing in their schools and who is not. Mr. Boron stated that he didn't want to make a decision about who is retained and didn't think it is the Board's decision to determine who is retained. Mr. Boron stated if the district institutes a quota system for tenure, then we will lose people.

Mr. Martin expressed that a tenure decision is an important decision and that the system for determining tenure may work perfectly; however, he believes it is a relevant metric and requested information regarding how we stand in comparison to other districts.

Mr. Boron again stated that he didn't understand what we are trying to accomplish by researching this statistic. He stated that there tends to be a higher percentage of teachers granted tenure in high performing districts.

Mr. Hammer stated that this data would validate our hiring process. He suggested that it may be a value to human resources and the administration to determine the percentage of people granted tenure.

Dr. Riggle stated that he would be happy to build this data in as part of the dashboard reports and determine what that number means. However, he cautioned that the number doesn't really allow us to properly track our people. Some tenure is impacted by individuals who leave for family reasons and can be affected by enrollment.

Mr. Taub stated that a quota system did not make any sense to him in terms of determining who should be granted tenure. He expressed that the administration should determine in 3 years whether someone should get tenure. Mr. Taub asked about student surveys regarding teachers. Dr. Riggle provided a historical perspective regarding surveying students and the time and expense involved.

Mr. Wegley stated that the administration looks hard at non-tenured teachers in making tenure decisions.

Mr. Boron stated if we look at the district's graduation rate, test scores, and college attendance rate, being in the upper 90's - teacher performance is reflected in our students' performance.

President Shein stated if the tenure rate was 0% or the tenure rate was 100%, how does that impact the granting of tenure?

Mr. Martin stated that he is talking about the process of how we retain and grant tenure and that it is an economic issue.

Mr. Shein asked if Mr. Martin was looking to determine a quota regarding tenure. Mr. Martin stated that it seems legitimate to ask the question regarding the tenure statistic. Mr. Martin stated he was requesting to see statistics regarding tenure and how it changes over time.

Mr. Pryma stated that the single most important decision is to bring in the best quality people to the district. He indicated that when things aren't right our parents and students let us know.

Dr. Riggle stated that we can start to track this and can expand the dashboard reports to include tenure rate. The numbers will give us a sense of how we are doing with people achieving tenure. However, this is outside the scope of what we can do in the short term. Dr. Riggle indicated that there will be anomalies for years following high compared to low number retirements.

APPROVAL OF THE RELEASE OF NON-TENURED TEACHERS & APPROVAL OF THE REHIRE OF NON-TENURED TEACHERS.

Motion by Mr. Boron, seconded by Mr. Taub to approve the lists contained in consent agenda items 6.7a and 6.7b.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: AWARD OF BID - GBN PAVING

Dr. Riggle reported that the village of Northbrook decided to waive the requirement of BAM in the GBN parking lots. The core samples provided by the district showed a very solid base. Dr. Riggle publically thanked the village of Northbrook for saving the taxpayers of the district money. President Shein expressed his appreciation to the business office staff and the architects.

(See Agenda item #7)

AWARD OF BID - GBN PAVING

Motion by Mr. Boron, seconded by Mr. Martin to approve the GBN paving bid.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: UPDATED FINANCIAL PROJECTIONS

Mrs. Siena reviewed the packet that contained information regarding updated financial projections modified from those presented in February. She acknowledged the team who worked on this including the associate principals, principals, Julie Bezanes, Kim Ptak, herself, and Dr. Riggle.

Mrs. Siena explained that the assumptions include state aid at the 2006 level. This is not a change from the February projections. She stated this could change if the legislature eliminates flat and alternative grant districts. \$1.1M/year was the 2006 state funding level.

Mrs. Siena indicated that budget reductions have an impact over time, not just for one year.

Mr. Martin asked if Mrs. Siena knew when the state would make a decision on funding. Mrs. Siena stated that Illinois has had several years in the past with a delayed approved budget. She indicated there is a Finance Committee meeting April 6 and she is keeping track of information as it is available. Dr. Riggle referenced a document forwarded to the Board from ED RED. Mrs. Siena indicated that information would be shared with the Board regarding state funding as soon as it is available.

Mr. Shein asked if there was any benefit to preparing a budget without state aid. Mrs. Siena indicated that the benefit would be to provide the absolute worst bottom line. However, she didn't believe it is necessary to build a budget without state aid in it. If state aid does not come through, the budget would go to reserves to make up the difference and the next year the administration would come to a different place in building the budget. There would have to be a halt on projects that have been approved. Mrs. Siena expressed confidence that through 2013 the district can preserve reserves. If state aid is going away forever, adjustments can be made moving forward. Mrs. Siena did

not budget for the expected 1.5M in state aid, but the 1.1M 2006 level.

Mrs. Siena reviewed what we currently know about the budget. Fee increases reflect an overall increase in revenue.

Mrs. Siena responded to a series of questions e-mailed from Mr. Boron

She reviewed a future proposed reduction in certificated FTE based upon attrition, reducing 3.0 FTE overall. This reflects a 1.0 reduction per building and 1.0 district-wide that would include administrative FTE. Reductions in educational support staff by 5.0 district-wide, based upon attrition.

Mrs. Siena explained FY 2012 budget reductions showing a placeholder of \$500,000 in the projection in order to meet the goal. Mr. Boron clarified that the administration doesn't know what reductions comprise the \$500,000 at this point, but this is a goal.

The Board asked if proposed future certificated reductions reduce the 23:1 staffing ratio. Mrs. Siena indicated these reductions would not reduce the staffing ratio. The reduction in certificated staffing is justified based upon reduced enrollment. The Board asked how the administration came up with 1.0 FTE reduction for the buildings. Mrs. Siena stated that the administration took a conservative approach based upon coming retirements and attrition.

Mr. Shein asked about discussing the 23:1 staffing ratio. The Board asked about the impact of taking the staffing ratio to 24:1. Dr. Riggle suggested this be reviewed in the context of lost revenue, if necessary.

Mrs. Siena reviewed a proposed educational support personnel hiring freeze for 2013-15. She explained the impact of no CPI increase in the 2011 building budgets.

Mr. Martin asked if there were any changes in assumptions from the February 8 memo. Mrs. Siena indicated there were no changes in assumptions. Benefits are expected to increase at a rate of 8%. Mrs. Siena stated she is very confident in this projection. The Board asked about the 3% salary raises. Mrs. Siena indicated that these are contractual and formula driven.

Mrs. Siena reviewed the chart showing financial projections well over Board goal of 33% reserve fund balance.

Mrs. Siena reviewed a chart showing a rolling budget reduction strategy that included a mix of cuts.

The Board asked how the budget reduction plan would be communicated to the staff. Dr. Riggle explained that the administration is first looking for consensus from the Board regarding the budget reduction plan, but at this point wanted to assure staff that we are not reducing people. Dr. Riggle indicated the administration would solicit input from others such as staff in considering other reductions.

Mr. Martin stated that the budget reduction plan is a responsible approach by spreading the pain over time. Building-in a 500K placeholder for the future is beneficial, if necessary. This plan allows the Board to point to tangible results.

Mr. Martin asked when financial projections will be updated. Dr. Riggle explained that for every year we are setting a budget, the actual expenditures are not known until June. He stated once we know what the state is doing and when we know expenditures for this year projections can be updated.

Mrs. Siena explained that there will not be an update in May. At the facility meeting in early June the administration will have better financial data.

Mr. Taub asked the buildings what they eliminated to reduce budgets by 100K. Mr. Pryma stated that GBN took away from small projects. Meetings were held with I.S.'s to discuss how to make reasonable decisions to reduce the budgets. The buildings are asking constantly how they can better reduce budgets.

Dr. Riggle stated given the time lapse between the first draft of the budget and July when the budget is approved, the administration is putting together a binder that will be ready in June that reviews all of the previous decisions the Board made leading to the development of the budget. Dr. Riggle asked the Board if they are comfortable moving forward in building the budget for next year. Board consensus was that the administration move forward in building the budget for next year.

(See Agenda Item #8)

DISCUSSION/ACTION: BUILDING BUDGETS 2011

Mrs. Siena reviewed the background on the development of the building budgets.

(See Agenda Item #9)

APPROVAL OF BUILDING BUDGETS 2011

Motion by Mr. Boron, seconded by Mr. Martin to approve the building budgets.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Taub

nay: none

absent: Shein

Motion carried 4-0.

DISCUSSION/ACTION: EDUCATIONAL SUPPORT STAFF FTE

Dr. Caliendo reviewed his memo in which he outlined individual sections of ESP staff that showed where the district is with regard to the recommended numbers. For next year overall there is a .33 increase in paraprofessional staff. All other areas are flat with no recommended increases. The increase in paraprofessional security is for the Off Campus Program starting in January of 2011, once they move-in to the current District Office. Dr. Caliendo explained that the position would be a .66 FTE for a full year starting in 2011-12. Dr. Caliendo asked if there were any questions from the Board.

Dr. Caliendo recommended that the Board approve the ESP staffing.

(See Agenda Item #10)

APPROVAL OF EDUCATIONAL SUPPORT STAFF FTE

Motion by Mr. Hammer, seconded by Mr. Taub to approve the support staff FTE.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: PROCEDURE FOR RELEASE OF EDUCATIONAL SUPPORT STAFF

Dr. Caliendo explained that there is a thirty-day window for the release of ESP staff prior to the end of the school year. Dr. Caliendo indicated that he will bring a list in the next few weeks and referenced a copy of the letter that would be sent to

ESP staff that would be released. Dr. Caliendo indicated that no action is required on this item. He asked the Board if there were any questions.

(See Agenda Item #11)

DISCUSSION/ACTION: BOARD POLICIES & PROCEDURES
Revised Policy 2030: Meetings of the Board of Education

Dr. Riggle stated that at the April 12 Board meeting he will present two years of Board meetings for consideration. Meetings for July-June of 2010/11 and 2011/12 will be presented. Dr. Riggle sent the revised policy to Mr. Boron and Mr. Sraga. Mr. Sraga liked the changes suggested by Mr. Boron. Dr. Riggle indicated that there is not a need to go over the specific points in the policy. The policy stayed with the 2nd & 4th Mondays to align with other public entities in terms of their meetings. Dr. Riggle stated that the policy will be placed on consent for the April 12 Board meeting. There were no questions regarding the proposed policy change.

(See Agenda Item #12)

DISCUSSION/ACTION: APPROVAL OF AUDIT FIRM

Mrs. Siena explained that in 2006 an RFP was put out for the entire Township because District 225 serves as the Township Treasurer. The audit firm of Miller-Cooper was selected. The recommended cost of the audit reflects a 6% increase over last year. Mrs. Siena explained that the district participated in its first CAFR in 2008, and will continue this year. The audit is part of the CAFR that helps the district maintain its AAA bond rating. The proposed audit fees are for the year ending June 30, 2010.

Mr. Shein asked if the audit firm was the same one used by Maine Township. Mrs. Siena indicated that Maine did not use this audit firm.

(See Agenda Item #13)

APPROVAL OF AUDIT FIRM

Motion by Mr. Boron, seconded by Mr. Taub to approve the audit firm.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Taub

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: BOARD RETREAT - MAY 22

Dr. Riggle suggested the date of Saturday, May 22, for the Board retreat. Dr. Riggle stated that at the retreat the Board can discuss the philosophical underpinnings of their decision-making. He asked the Board to generate agenda items for the retreat. The administration can lead and administer the district and can get direction from the Board in moving forward. Dr. Riggle explained that the retreat will start in the morning around 8:00 and conclude by 1:00. President Shein stated that the Board has an idea of topics. He suggested there were budget issues to discuss as well as the underpinnings of the educational focus.

MISCELLANEOUS TOPICS

Dr. Riggle stated that this year the musical will be hosted by GBN. Traditionally, the district administrative team, building administrative teams, and the Board join for a dinner before the musical. The date for this dinner will be Friday, April 30th at GBN starting at 5:30 p.m. Invitations will be sent out.

Dr. Riggle referenced an information item shared with the Board by Mrs. Siena that reviews the 7% tax cap issue that caused tax bills to go up. The cap will be phased out at the end at end of 2011, but senate bill 455 would extend the 7% cap permanently.

REVIEW AND SUMMARY OF BOARD MEETING

President Shein reported the following:

The Board discussed awarding tenure to teachers and the administration will supplement the dashboard reports with additional information regarding tenured teachers for October.

The district worked out a plan with the village regarding the GBN paving project that saved the taxpayers of the district money.

Financial projections were shared. The administration did a good job of coming up with cost savings to hold district reserves. The district needs more information regarding Illinois funding of schools.

Policy 2030 was reviewed and will be placed on consent at the next Board meeting.

The Board approved the audit firm and it was not the firm used by Maine Township.

May 22 will be the Board retreat. Items will be shared that will help the district to clarify direction.

Mr. Martin asked about the preliminary evaluation of the superintendent and the process. Mr. Boron stated that typically the Board moves to closed session to discuss the superintendent's performance. President Shein will follow-up with Jim Warren regarding time line.

MOTION TO MOVE INTO CLOSED SESSION

No closed session.

ADJOURNMENT

Motion by Mr. Boron, seconded by Mr. Hammer to adjourn the meeting at approximately 9:30 p.m.

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

Motion carried 5-0.

*Boron, Hammer, Martin, Shein, Taub

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

UPCOMING BOARD MEETINGS:

Meetings will be held in the
Board Room (unless otherwise noted) of the
Northfield Township High School District #225
Administration Building,
1835 Landwehr Road,
Glenview, Illinois.

Monday, April 12, 2010	7:30 p.m.	Regular Board Meeting
Monday, April 26, 2010	7:30 p.m.	Regular Board Meeting