

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

A special meeting of the Board of Education, School District No. 225 was held on Saturday, May 22 2010, at approximately 8:10 a.m. at Glenbrook North High School, 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, Regalbuto, Shein, Taub, Wolfson

Absent:

Also present: Caliendo, Pryma, Riggle, Siena, Wegley, Williamson

APPROVAL OF AGENDA FOR THIS MEETING

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

Upon calling of the roll:

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

nay:

Motion carried 7-0.

RECOGNITION OF COMMUNITY VISITORS

None.

APPROVAL OF CONSENT AGENDA ITEMS:

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

- 1.) the appointment of the following certificated staff as recommended by the assistant superintendent for human resources

APPOINTMENTS

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
Brown, Aaron	Science Teacher	08.23.10	GBN	BA Step 1
Geddeis, Karen	Director of Public Relations	07.01.10	District	12 month administrator/260 days
<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
McKee, Kristen	Guidance	08.23.10	GBN	MA + 30 Step 11

the appointment of the following educational support as recommended by the assistant superintendent for human resources

APPOINTMENTS

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
McManus, Kelly (Repl. L. Multack)	Instructional Assistant	08.23.10	GBS

Transfers

De La Paz, Angel (Repl. M. Cinquini)	Accountant	05.17.10	ADM
Zurita, Arnold (Repl. A. Reilly)	Maintenance	05.24.10	GBS

2.) no resignations

3.) no FOIA

4.) the Open Minutes and Closed from the board meeting on May 10, 2010 and the Open from the Special meeting on May 10, 2010.

5.) the rehire of non-tenured teachers (certified staff rehire request & additional part-time request) as contained in consent agenda item # 4.5

6.) special leave requests as contained in consent agenda item # 4.6

7.) the issuance of Vendor Checks Nos. 42576 through 42859 in the amount of \$1,192,034.68 as listed on the attached checks registers dated May 14, 2010 and May 18, 2010.

Upon calling of the roll:

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

nay:

Motion carried 7-0.

REVIEW OF 2009-2010 GOALS

Dr. Riggle reviewed progress on district goals. The comprehensive plan will be further developed in June and will be in line with each school's required improvement plan.

The Board asked about the impact of the dissolution of the Cook County ROE relative to school improvement efforts. Dr. Riggle and Mrs. Siena provided an update regarding the status of the ROE.

Curriculum:

In reviewing progress related to Response to Intervention (RtI), Dr. Riggle suggested it would be helpful for the Board to get an update on RtI, what it means and where the district is in implementation efforts. This will include the impact on regular education teachers and students. Questions arose relative to tracking student behavior under RtI. Dr. Williamson will provide a review of RtI in the near future.

In response to Board questions, Dr. Riggle explained the professional development platform and how it will be used by teachers in the future as well as related to professional development for the new student information system.

Employee Relations:

The Board asked how the special education MOU work related to achievement of special education students as this was the subgroup that did not make AYP at both schools. Dr. Riggle explained that this was not related to the MOU's but is an area that the district continues to work with.

The Board discussed implications of NCLB related to test preparation and curriculum. Dr. Riggle stated that we can look

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at test-taking strategies that would be universal to all assessments. Some districts require students to participate in summer programs to help prepare them for high school and prepare them for the skills they need to navigate a competitive educational environment. Learning strategies have been a part of previous school improvement efforts. Dr. Riggle indicated that we can continue to explore the topic of student performance on mandated assessments and the impact on teaching and learning.

Environmental:

Newly implemented recycling efforts have been cost neutral to the district. The Board discussed additional efforts that could be taken and this will be an ongoing effort on a cost-neutral basis.

Energy savings will be discussed at the facilities committee meeting and a recommendation will come soon for an in-house energy efficiency program.

Organizational Planning:

These goals were completed in hiring a new Director of Special Education and Director of Public Relations.

School-Community Relations:

The District's communication plan will be further reviewed and developed over the summer.

The Board asked about electronic signage. The villages prohibit electronic signs as they may distract drivers. This could be explored with each village. An electronic sign that does not move may be an option. The administration will follow-up regarding this idea.

Technology:

The targets relative to the new student information system have been met. Dr. Riggle reviewed time lines regarding data conversion and professional development. Book Sale is a priority relative to the conversion to the new student system.

The new e-mail system is in place and Board members will be provided an update relative to transferring information to the new Exchange system.

HISTORY/PHILOSOPHY DISCUSSION OF RESOURCE ALLOCATION

Dr. Riggle distributed a 20-item survey for the Board and administration designed to contribute to the philosophical discussion.

Dr. Riggle shared a community, staff, and student survey completed in the fall of 2005.

Dr. Riggle reviewed comprehensive planning documents from the fall of 2005 and documents communicating information regarding the referendum from the fall of 2006.

Dr. Riggle shared teacher load and class size numbers from the negotiations agreement from 1971-72. The staffing formulas are based upon these figures and have not changed over time.

Dr. Riggle shared a staffing distribution of teachers across the district showing lane, step and academic achievement levels.

Dr. Riggle shared a certificated staff projected impact study that was completed prior to the referendum. This document reviewed the potential impact on special programs in the general curriculum if the referendum was not passed.

Financial and facilities briefings prior to the referendum were shared with the Board.

Dr. Riggle reviewed a previous memo in reference to innovative ways to raise money. Many of the items have been completed such as the development of policies regarding corporate sponsorship and advertising.

The Board reviewed the 20-question survey that included both Board and administration responses. The group attempted to identify items for further discussion and follow-up.

The Board held a brief philosophical discussion related to staffing. Discussion centered on the context of staffing-related items relative to other districts.

The Board discussed how to conclude some of the philosophical issues and provide direction to the administration in the context of finance. It was suggested that a lack of understanding of the administrative processes in making decisions may have contributed to Board questions regarding items related to finance. Areas where standardized processes can be developed should be explored.

Mr. Martin suggested identifying priorities for future discussion that impact finances. He asked about identifying items that could be changed to improve the financial situation.

Mr. Boron indicated that ultimately philosophical consensus must get to more basic nuts and bolts issues. Incremental decisions help define the Board's philosophy. Consensus regarding philosophical issues does not clearly define the topics for which the administration should seek direction from the Board.

Mr. Hammer suggested providing current benchmarks relative to staffing, class size, or salary levels that would help in decision-making.

Dr. Riggle stated that the administration wants to do a great job for the students of the district in administering the district and explained that the administration needs direction from the Board in moving forward. He suggested it would be helpful if the Board would identify areas that they would like the administration to focus on in the spirit of working as a team while at the same time considering cost efficiency.

Mr. Boron requested that the group review the administration's responses to the survey in comparison to those of the Board to see where there is a divergence.

The group reviewed survey responses.

BOARD GENERATED TOPICS:

A. BOARD REQUESTS FOR INFORMATION/AGENDA TOPICS

The Board discussed the process for determining when it is appropriate for the administration to respond to individual Board member requests for information and criteria for making these determinations. It was suggested that the time and effort required to respond to a request should be considered. Mr. Shein stated that it is difficult for the administration to respond to 7 individuals compared requests that have Board consensus.

Dr. Regalbuto suggested that President Shein include in the summary of the Board meeting, requests for information that will be followed-up on by the administration.

Mr. Boron mentioned the importance of contacting the administration with questions regarding Board agenda items prior to the Board meeting because often the administration can provide an answer relative to the request or it can be further discussed at the Board meeting.

Dr. Riggle indicated that sometimes it is helpful for the Board to provide critique regarding documents presented by the

administration. The administration's goal is to provide the right direction and information, organized in the proper fashion.

Dr. Riggle stated that data requests take the most time to put together. When these types of requests are made, the Board president will ask Board members if there is Board consensus for obtaining the information. President Shein will include requests where there is Board consensus or a partial majority of the Board desiring the request under the review and summary of the Board meeting.

B. BOARD V. ADMINISTRATION DECISION MAKING/POST-APPROVAL INVOLVEMENT BY THE BOARD

Dr. Riggle indicated that this item is in reference to Board decision-making on budget items once the budget has been approved. Mrs. Siena stated that this has come up more in the area of facilities.

Dr. Riggle suggested that the discussion is about the type of balance in decision-making when it comes to decisions made by the Board compared to decisions made by the administration.

Board discussion centered on the thoroughness of information presented by the administration. The importance of the administration bringing good information to the Board was emphasized in helping the Board feel comfortable approving monetary items that fall within the approved budget. The Board recognized the importance of being vigilant in their fiscal oversight of the district.

Dr. Riggle stated that the type of communication related to decision-making is critical. With the addition of the new Director of Public Relations, the Board expects expanded communication with the community at large.

C. BOARD REVIEW AND APPROVAL OF VENDOR/IMPREST FUND BILLS AND BROADER FUND DISBURSEMENT PROCESS

Mrs. Siena shared a document outlining the rationale for the vendor/imprest fund bills that rotate among Board members. Mr. Martin asked about the legal requirements of Board members reviewing these documents.

Mrs. Siena indicated that the Illinois School Code addresses vendor and imprest bills and the Board's authority for disbursement of funds. This procedure is recommended under audit control. This is the value of the revolving review of bills. Mrs. Siena shared the internal control document, which is very extensive. Internal controls are implemented before the Board member reviews the bill list. Auditors look at internal controls within the district. Mrs. Siena shared information from last

year's audit. She suggested the Board members question expenses if they feel they would like more information regarding a given item. There is an expectation that the Board member reviews the bill list. Mr. Hammer stated that the bill list provides Board members with information regarding the depth and breadth of the total school program.

D. PROCESS FOR APPOINTMENT RECOMMENDATIONS

Dr. Riggle stated that appointments have typically been placed on the consent agenda. He asked how the Board would like to proceed for the future. The Board discussed their role in the hiring process with regard to teachers, indicating that involvement at that level may be overstepping their role.

The problematic timing of hiring requests relative to Board meetings was also discussed along with the process used by the administration in making hiring decisions. The Board suggested that the administration develop a matrix that outlines the steps in the hiring process to insure that all of these steps have been followed before a candidate is presented to the Board.

The Board requested this process with candidates at the Instructional Supervisor (I.S.) level or higher. The Board debated the value of this process and the role of the administration and Board in making hiring decisions.

Dr. Riggle stated that in the future it will be best in general that hiring timelines are met to coincide with the Board meeting calendar so that potential hires are not hand-carried to the Board meeting.

The Board requested that hires at the I.S. level and higher, including supervisory positions, be discussed in closed session.

E. CERTIFIED STAFF TENURE

Dr. Caliendo reviewed tenure as outlined in the Illinois School Code. Tenure is granted to teachers after four consecutive full-time years of non-tenure status. The release of non-tenured fourth-year teachers requires that a reason for release be stated. The Board asked about the teacher evaluation process and the reason the tenure laws exist. Dr. Caliendo provided a rationale for the teacher tenure laws.

Dr. Williamson reviewed the Danielson teacher appraisal model and timelines.

Dr. Caliendo reported that in the tenure class of 2010, just over 60% of teachers obtained tenure. He stated there are a variety of reasons that tenure is not granted. The Board requested that

these reasons be researched as they will help guide the administration's evaluation of hiring, mentoring, etc. . .

F. BOARD EVALUATION

The Board discussed the value of a Board evaluation. This would be helpful and provide a better Board for the taxpayers and administration. This evaluation can be done in closed session. The criteria and feedback process was discussed for the Board evaluation. Besides a self-evaluation, the Board thought that input from the administration would be of value. There was general Board consensus that a Board evaluation be conducted. Dr. Riggle will explore options and cost involved in obtaining a facilitator. The Illinois Association of School Board provides such a service and is a potential resource.

COMMUNICATION

Dr. Riggle reminded the Board about Open Meetings Act limitations regarding Board e-mail. He reminded the Board that he or President Shein should serve as the conduit for Board e-mail requests and that there should be no general broadcast messages among Board members.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mr. Wolfson, seconded by Dr. Regalbuto to move into closed session at approximately 1:39 p.m. to consider disciplinary action against a student, and to consider the appointment, employment, and compensation of specific employees (Section 2 (c) (1), (2), (9), (10) and (11) of the Open Meetings Act).

Upon calling of the roll:

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

nay:

Motion carried 6-0.

The Board returned to open session at 2:06 p.m.

ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION

Motion by Mr. Boron, seconded by Mr. Wolfson to affirm the recommendation of the MDRC with regard to student #05-22-10-01

Upon calling of the roll:

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

nay:

Motion carried 6-0.

ADJOURNMENT

Motion by Mr. Wolfson, seconded by Dr. Regalbuto to adjourn the meeting at approximately 2:08 p.m.

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

Motion carried 6-0.

* Boron, Hammer, Regalbuto, Shein, Taub, Wolfson

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, June 14, 2010 7:30pm Regular Board Meeting