

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

DATE: January 20, 2016

Received From	Request	Received Request	Date Replied	Responded w/in required deadline	How response was sent
Donnell, Davis	(1) Wage Scale and any wage increase schedule per title, if possible, in excel (2) Collective Bargaining Agreement (3) Sick Time Benefits (4) Personal Time Benefits (5) Vacation Time Benefits (6) Insurance Benefits: including the following broken down by each plan coverage option (single, family, etc): health insurance summary; annual or monthly cost of plan to employer, annual or monthly cost plan to employees. (7) Collective Bargaining Agreement (8) Job descriptions	01.07.16	01.11.16	Yes	email
Please find our response online.					
Cobb, Trey	<ul style="list-style-type: none">• Whether your district has a gifted and talented program.• If yes, in what areas of learning?• If yes, how many students are enrolled?• If yes, how many students are enrolled by grade level?• If yes, how many students are enrolled by race/ethnic classification?• If yes, how many students are enrolled by income classification?• If yes, how many students are enrolled by gender classification?• If yes, does your district provide a universal gifted assessment for students? If so, what grade levels?	01.11.16	01.12.16	yes	email
Please find our response attached.					



Elaine Geallis <egeallis@glenbrook225.org>

Freedom of Information Act

1 message

Davis, Donnell <dedavis@oprfs.org>
To: "foia@glenbrook225.org" <foia@glenbrook225.org>

Thu, Jan 7, 2016 at 2:46 PM

To Whom It May Concern,

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140. Please provide copies of the following documents for all Custodial and Maintenance staff.

- (1) Wage Scale and any wage increase schedule per title, if possible, in excel
- (2) Collective Bargaining Agreement
- (3) Sick Time Benefits
- (4) Personal Time Benefits
- (5) Vacation Time Benefits
- (6) Insurance Benefits: including the following broken down by each plan coverage option (single, family, etc): health insurance summary; annual or monthly cost of plan to employer, annual or monthly cost plan to employees.
- (7) Collective Bargaining Agreement (if any)
- (8) Job descriptions

I would prefer to receive the information in chronological electronic format, delivered by either electronic mail or via standard mail in an electronic format. My email address is dedavis@oprfs.org.

Please provide the requested information within five (5) business days of receipt of this request, as per the Act. If this request is denied in part or in whole, please cite the specific exception as the Act requires. In addition, please provide the names and title of each person responsible for the denial. Finally please also provide the names and addresses of officials to whom an appeal may be sent if this request is denied.

I am prepared to pay a reasonable cost to cover your agency's expenses in reproducing and sending the requested material to me. However, I request that such fees be waived under the provision of the Act which gives authorization to public agencies to waive copying fees when the release of the requested information is "in the public interest." If the waiver is denied, please notify me of any cost over \$20.00 prior to processing with the fulfillment of the request.

If you have any question concerning this request, please contact me by email at dedavis@oprfs.org.

Sincerely,

Donnell E Davis
Assistant Head Custodian



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Re: Freedom of Information Act

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Mon, Jan 11, 2016 at 12:36 PM

To: "Davis, Donnell" <dedavis@oprfs.org>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>

Dear Mr. Donnell,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/7/2015 we received your request for the following information: Please provide copies of the following documents for all Custodial and Maintenance staff.

- (1) Wage Scale and any wage increase schedule per title, if possible, in excel
- (2) Collective Bargaining Agreement – No documents exist that are responsive to this request
- (3) Sick Time Benefits
- (4) Personal Time Benefits
- (5) Vacation Time Benefits
- (6) Insurance Benefits: including the following broken down by each plan coverage option (single, family, etc): health insurance summary; annual or monthly cost of plan to employer, annual or monthly cost plan to employees.
- (7) Collective Bargaining Agreement (if any) – No documents exist that are responsive to this request
- (8) Job descriptions

District response: Please see attached except for items 2 & 7 for which no documents exist.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026

On Thu, Jan 7, 2016 at 2:46 PM, Davis, Donnell <dedavis@oprfs.org> wrote:

To Whom It May Concern,

This is a request for information under the Illinois Freedom of Information Act, 5 ILCS 140. Please provide copies of the following documents for all Custodial and Maintenance staff.

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(2) Collective Bargaining Agreement

(3) Sick Time Benefits

(4) Personal Time Benefits

(5) Vacation Time Benefits

(6) Insurance Benefits: including the following broken down by each plan coverage option (single, family, etc): health insurance summary; annual or monthly cost of plan to employer, annual or monthly cost plan to employees.

(7) Collective Bargaining Agreement (if any)

(8) Job descriptions

I would prefer to receive the information in chronological electronic format, delivered by either electronic mail or via standard mail in an electronic format. My email address is dedavis@oprfs.org.

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If you have any question concerning this request, please contact me by email at dedavis@oprfs.org.

Sincerely,

Donnell E Davis

Assistant Head Custodian

Rosanne Williamson Ed.D.
Assistant Superintendent for Educational Services
Glenbrook H.S. District 225
3801 West Lake Ave.
Glenview, IL 60026
847-486-4701

 **6 - Insurance.pdf**
163K

 **7 - Job Descriptions.pdf**
172K

 **1 -Wage Scale.xlsx**
59K

 **3-5 - Sick Personal Vacation.pdf**
204K

12-MONTH EDUCATIONAL SUPPORT PERSONNEL FRINGE BENEFITS 2015 /2016

All employees who work at least 30 hours per week for 12 months are eligible for the following fringe benefits (some benefits do not begin until after the 180 probationary day period):

1. All employees selecting single medical will have the choice of having the Board pay for 95% of the cost of single medical coverage and 90% of the cost of single dental coverage or having the Board pay 88% for the Glenbrook PPO Family and 88% for HMO-IL or Blue Advantage family. If an employee selects family medical insurance, they must assume the total cost for single or family dental insurance.
2. \$50,000 life insurance provided by the BOE at no cost to the employee.
3. Disability insurance.
4. Sick leave accrued at 15 days per academic year; 2 days added to the employee's sick leave bank each year until a total of 20 are accrued. After a balance of 20 days is in the sick leave bank, individual usable sick leave will be accrued at 15 days per academic year.
5. Two weeks vacation to 5 years of employment (0.84 accrued monthly), three weeks vacation (1.25 accrued monthly) to 10 years of employment, and four weeks vacation (1.67 accrued monthly) thereafter.
6. Paid for all legal and granted holidays that fall on a regular school day – Monday through Friday (legal holidays that fall on weekend days are added to the employee's vacation allotment).
7. Illinois Municipal Retirement Fund pension participation.

AVAILABLE AFTER SUCCESSFUL COMPLETION OF PROBATION

8. Two personal days are allocated each academic year to any employee who has successfully completed his/her probationary period. (The probationary period is 180 days after the first workday. Evaluations are conducted at 60, 160, and 180 days.) Personal days roll over each year; accumulated personal days in excess of four days at the end of a fiscal year shall be added to the individual employee's accumulated sick leave.
9. Tuition reimbursement up to \$120 per semester hour (total of 12 semester hours per academic year) for courses or training successfully completed by non-probationary educational support employees as per Board policy.

10-MONTH EDUCATIONAL SUPPORT PERSONNEL FRINGE BENEFITS 2015 / 2016

All employees who work at least 30 hours per week for 10 months are eligible for the following fringe benefits (some benefits do not begin until after the 180 probationary day period):

1. All employees selecting single medical will have the choice of having the Board pay for 95% of the cost of single medical coverage and 90% of the cost of single dental coverage or having the Board pay 88% for the Glenbrook PPO Family and 88% for HMO-IL or Blue Advantage family. If an employee selects family medical insurance, they must assume the total cost for single or family dental insurance.
2. \$50,000 life insurance provided by the BOE at no cost to the employee.
3. Disability insurance.
4. Sick leave accrued at 11 days per academic year; 2 days added to the employee's sick leave bank each year until a total of 20 are accrued. After a balance of 20 days is in the sick leave bank, individual usable sick leave will be accrued at 11 days per academic year.
5. Paid for all legal holidays that fall on a regular school day – Monday through Friday – except Christmas and New Year's Day.
6. Illinois Municipal Retirement Fund pension participation.

AVAILABLE AFTER SUCCESSFUL COMPLETION OF PROBATION

7. Two personal days are allocated each academic year to any employee who has successfully completed his/her probationary period. (The probationary period is 180 days after the first workday. Evaluations are conducted at 60, 160, and 180 days.) Personal days roll over each year; accumulated personal days in excess of four days at the end of a fiscal year shall be added to the individual employee's accumulated sick leave.
8. Tuition reimbursement up to \$120 per semester hour (total of 12 semester hours per academic year) for courses or training successfully completed by non-probationary educational support employees as per Board policy.





2015-16 Open Enrollment



MEDICAL PLAN OPTIONS:

Single Coverage: Employee's pay 5% of premium, Board pays 95% of Premium

Family Coverage: Employee's pay 12% of premium, Board pays 88% of Premium

	HIGH-DEDUCTIBLE PPO					
	Single	\$318.00 Annual Employee Cost	\$6,042.00 Annual Board Cost	Family	\$1,532.16 Annual Employee Cost	\$11,235.84 Annual Board Cost
	GLENBROOK PPO					
	Single	\$522.00 Annual Employee Cost	\$9,918.00 Annual Board Cost	Family	\$2,505.60 Annual Employee Cost	\$18,374.40 Annual Board Cost
	BCBS HMO ILLINOIS					
	Single	\$336.00 Annual Employee Cost	\$6,384.00 Annual Board Cost	Family	\$2,177.28 Annual Employee Cost	\$15,966.72 Annual Board Cost
	BLUE ADVANTAGE HMO					
	Single	\$268.80 Annual Employee Cost	\$5,107.20 Annual Board Cost	Single+1	\$1,249.92 Annual Employee Cost	\$9,166.08 Annual Board Cost
				Family	\$1,638.72 Annual Employee Cost	\$12,017.28 Annual Board Cost

PLEASE NOTE:

These costs are BEFORE the application of Flex Benefits available to those individuals on staff prior to 07/01/00 with grandfathered benefits, or to those individuals with special administrative benefits

DENTAL PLAN OPTIONS:

	DENTAL					
	Single Non-Cert	\$60.00 Annual Employee Cost (w/Single Med)	\$540.00 Annual Board Cost	Family Non-Cert	\$1,400.00 Annual Employee Cost	\$0.00 Annual Board Cost
	Single Non-Cert	\$600.00 Annual Employee Cost (w/Family Med)	\$0.00 Annual Board Cost			
	Single Certified	\$600.00 Annual Employee Cost	\$0.00 Annual Board Cost	Family Certified	\$1,400.00 Annual Employee Cost	\$0.00 Annual Board Cost

HEALTH SAVINGS ACCOUNT (HSA):



HEALTH SAVINGS ACCOUNT (HSA)

2016 IRS Maximum Contributions

Single \$3,350.00 / Family \$6,750.00

FLEXIBLE SPENDING ACCOUNT (FSA):



FLEXIBLE SPENDING ACCOUNT (FSA)

Medical Reimbursement - 2016 IRS Maximum Contributions \$2,550.00

Dependent Care - 2016 IRS Maximum Contributions \$5,000.00 (*\$2,500 if married, filing separately)

2015-16 Open Enrollment



BENEFIT SUMMARY COMPARISON

Benefits	High-Deductible PPO		Glenbrook PPO		HMO Illinois	Blue Advantage HMO
	In Network	Out-of-Network	In Network	Out-of-Network	In Network	In Network
Lifetime Maximum	Unlimited		Unlimited		Unlimited	Unlimited
Deductible						
Individual	\$2,600	\$5,200	\$400	\$900	N/A	N/A
Family	\$5,200	\$10,400	\$1,200	\$2,700	N/A	N/A
Out-of-Pocket Limit						
	Deductible Included		Deductible Included			
Individual	\$2,600	\$5,200	\$2,900	\$8,400	\$1,500	\$1,500
Family	\$5,200	\$10,400	\$8,700	\$25,200	\$3,000	\$3,000
Hospital Services						
Inpatient Hospital	100% after deductible	80% after deductible	80% after deductible	\$100 deductible then 70%	100%	100%
Outpatient Hospital	100% after deductible	80% after deductible	80% after deductible	70% after deductible	100%	100%
Outpatient Diagnostics	100% after deductible	80% after deductible	80% after deductible	70% after deductible	100%	100%
Outpatient Emergency Care	100% after deductible		80% after deductible		\$150 copay (waived if admitted)	\$150 copay (waived if admitted)
Physician Services						
Physician Office Visits	100% after deductible	80% after deductible	90% after deductible	70% after deductible	\$30 PCP \$40 Specialist	\$30 PCP \$40 Specialist
Wellness Care	100% no deductible	80% after deductible	100%	80%	100%	100%
Outpatient Diagnostics	100% after deductible	80% after deductible	90% after deductible	70% after deductible	100%	100%
Medical / Surgical Services	100% after deductible	80% after deductible	90% after deductible	70% after deductible	100%	100%
Additional Services						
Therapy – Speech, Physical, Occupational	100% after deductible	80% after deductible	90% after deductible	70% after deductible	100% (60 Days Combined)	100% (60 Days Combined)
Chiropractic Services	100% after deductible	80% after deductible	90% after deductible	70% after deductible	100% (60 visits per year)	100% (60 visits per year)
Private Duty Nurse	100% after deductible		80% after deductible		100%	100%
Prescription Drugs						
Retail Pharmacy (30-Day Supply)	100% after deductible		\$0 Generic \$35 Formulary Brand \$50 Non-Formulary Brand		\$0 Generic \$35 Formulary Brand \$50 Non-Formulary Brand	\$0 Generic \$35 Formulary Brand \$50 Non-Formulary Brand
Mail-Order Pharmacy (90-Day Supply)	100% after deductible		\$0 Generic \$70 Formulary Brand \$100 Non-Formulary Brand		\$0 Generic \$70 Formulary Brand \$100 Non-Formulary Brand	\$0 Generic \$70 Formulary Brand \$100 Non-Formulary Brand

Disclaimer: The summary is intended to highlight benefits and should not be relied on to fully determine coverage. Please refer to the plan certificate of coverage for a complete outline of covered services, limitations, and exclusions. Plan documents can be found on the Employee Benefits Portal <http://tp000546.yourtouchpointsonline.com/Login.asp>

**HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS**

JOB DESCRIPTION

Position title: Grounds Maintenance Position/Glenbrook South High School

Department: Maintenance

Reports to: Plant Operator & Assistant Plant Operators

Summary: The Grounds Maintenance position will work as part of a team to maintain the exterior of a 72 acre campus that includes various planting beds, athletic fields, parking lots, and a turf field stadium. This position requires a self-motivated, assertive, goal oriented individual who shows great attention to detail, an effective communicator, and takes pride in his/her work. He/she must also be able to meet deadlines with stringent time constraints and maintain a high level of customer service with a friendly positive attitude. Regular working hours will be 7:00 am to 3:30 pm; however, seasonal flexibility will be required. Heavy snow days may require a change in regular working hours with little notice. Some overtime will be required for this position.

Essential Job Functions:

1. Maintain a friendly positive attitude and promote a healthy work environment.
2. Communicate regularly with athletic director, assistant athletic directors, PE and coaching staff to prepare fields for physical education classes and athletic events.
3. Maintain all exterior facilities including garages, synthetic field, storage areas, Press box, bathrooms and concession stand.
4. Perform routine manual work and improvements in the planting, fertilizing and spraying of lawns, flowers, shrubs, and trees including the pruning of trees and shrubs and the mowing and trimming of grass areas.
5. Set up and breakdown all required equipment for athletic events including laying out and lining all fields of play during the season of each outdoor sport.
6. Daily pick up of all debris in the grass, parking lot areas and drives, emptying of garbage cans and maintain all property signage, sign posts and fencing.
7. Keep all equipment and tools clean and in good repair and properly stored when not in use.
8. Remove snow of all drives, parking lots, sidewalks, and courtyard. Due to the unpredictable nature of bad weather, all grounds personnel must be flexible and dependable. Grounds personnel will also be required to pay close attention to local weather forecasting and the tracking of weather related reports to enable them to make an "informed decision" on the timing of snow removal functions.
9. Immediately report to supervisors for indoor duties in the event that outdoor work is unable to be completed due to weather or slow periods.
10. All other duties as assigned by Supervisors.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Minimum of an Associates Degree in a Turfgrass related field
2. Must have a valid Illinois driver's license with a clean driving record.
3. Good organizational and problem solving skills.
4. Ability to perform physical labor in all possible weather conditions (rain, cold, snow, heat, wind); ability to climb stairs and ladders occasionally; ability to stand, walk, bend, reach and the ability to frequently lift well over 50 lbs, in performing various assignments as well as the ability to operate all related equipment.
5. Good interpersonal relations and communication skills with staff and students.
6. Evidence of good judgment, trustworthiness, and emotional maturity.
7. Demonstrated ability to work and communicate well with others and in a healthy, positive manner.

Salary: \$40,000-\$50,000/Annually

Benefits: Medical, Dental, Vision, IMRF Pension

Application: You may apply on line at www.glenbrook225.org or email Gary Freund at gfreund@glenbrook225.org

**HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS**

**JOB DESCRIPTION
10 month**

Position title: Custodian/Boys & Girls Locker Room Attendant/Equipment Manager

Department: Maintenance/Athletics/PE

Reports to: Athletic Director & PE Instructional Supervisor, Plant Operators

Summary: This position provides various maintenance services for the Athletic Director, PE Instructional Supervisor, and Plant Operators, including maintaining the boys & girls locker rooms and shower stalls, coach's lockers rooms and shower stalls, PE equipment, Wellness room, Team locker room, maintaining equipment and inventory of equipment, and any additional custodial duties as assigned by the maintenance supervisor.

Essential job functions and responsibilities:

1. Keep athletic locker room, PE locker room, Coaches locker room, Wellness Room, Team locker room, locker washrooms and shower areas clean.
 - a. Clean disinfect toilets and sinks
 - b. Supply and replenish areas with bathroom essentials as needed
 - c. Pick up and wash dirty towels and replace with clean towels
2. Check locker rooms and lockers for maintenance problems. File proper maintenance forms to keep area in good repair.
3. Sweep area in front of locker room doorways
4. Wash rental uniforms; return clean ones. Wash P.E. pinnies as needed.
5. Replace dirty towels with clean towels in weight room, locker rooms, training room and pool each classroom period
6. Assist in washing of custodial rags
7. Inventory and maintain all P.E. equipment; prepare equipment for class use
 - a. Blow up volleyballs and basketballs
 - b. Number tennis and badminton racquets
 - c. Restring badminton racquets as needed
 - d. Maintain softballs, golf equipment, goggles, exer-tubes, heart rate monitors (wash straps after each use), etc.
8. Keep accurate inventory database of all equipment/supplies/uniforms for athletics.
9. Security/supervision of PE/Athletic locker room.
10. Clean and wash athletic lockers after each sport season and at the end of each school year. Clean and wash PE lockers at end of first and second semester and re-issue the lockers for second semester.
11. Keep PE and athletic equipment rooms neat and orderly
12. Issue, collect and wash athletic uniforms for athletes.
13. Collect all delinquent equipment and submit written notice/bills to athletics and coaches for equipment not returned

14. Assist in minor repairs to athletic uniforms and equipment as needed.
15. Hand out and collect rental uniforms for PE classes
16. Help with set ups for after school athletic events as per requested by Athletic Director.
17. Assist in organization of equipment storage areas
18. Assist with shipping and receiving of athletic and PE equipment sent out for cleaning and reconditioning.
19. Assist with other duties as assigned by the Athletic Director and PE Instructional Supervisor.
20. Complete maintenance tasks as assigned by maintenance supervisors

Qualification requirements: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

1. High School Diploma or General Education Degree (GED)
2. Good organizational skills
3. Demonstrate capability of the use of equipment and uniform repair
4. Good interpersonal relations and communication skills with staff and students
5. Evidence of good judgment, trustworthiness, and emotional maturity
6. Interest in athletics and physical education

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Glenbrook High Schools

Human Resources

JOB DESCRIPTION

CUSTODIAN / GIRLS LOCKER ROOM ATTENDANT / EQUIPMENT MANAGER

Reports To: Athletic Director
PE Instructional Supervisor

Essential Job Functions

1. Keep locker room clean including shower areas (i.e., pick up towels, paper, and miscellaneous lost & found).
2. Keep locker room washrooms clean during the day (clean/disinfect toilets & sinks; supply area with toilet paper, paper towels as needed)
3. Keep coach's locker room clean (pick up & wash dirty towels, replace with clean ones; supply area with toilet paper, paper towels as needed).
4. Check locker rooms & lockers for maintenance problems. File proper maintenance forms to keep area in good repair.
5. Sweep area in front of locker room doorways..
6. Wash rental uniforms and towels; return clean ones. Wash P.E. pinnies as needed.
7. Pick up dirty towels from weight room and spin room; wash and return clean ones every class period.
8. Assist in washing of custodial rags and pool towels.
9. Inventory all P.E. equipment; prepare equipment for class use (i.e. blow up volleyballs and basketballs; number tennis and badminton racquets, restring badminton racquets as needed). Also in charge of most P.E. equipment (softballs, golf equipment, goggles, exteubers, heart rate monitors (wash straps after each use), etc.). Inventory list to P.E. Instructional Supervisor twice a year.
10. Inventory list of equipment/supplies/uniforms for girls' athletics. Inventory list is presented to coach and athletic director within three weeks of end of season, or when uniforms are returned.
11. Security/supervision of girls' locker room. Lock up at 5 minutes after class starts; unlock at 10 minutes before class ends. Athletic locker room is locked at 8:00 a.m. and unlocked at 2:40 p.m.
12. Clean out athletic lockers after each sport season and wash them. Clean at end of school year.
13. Issue P.E. lockers and set up sheets for boys' locker room issue. Clean out P.E. lockers at end of first semester, wash them, and re-issue for second semester. Clean at end of year.
14. Keep P.E. and athletic equipment rooms neat and orderly.
15. Issue and collect athletic uniforms for girls' athletics. Wash uniforms at end of season, re-inventory.
16. Assist in minor repairs to athletic uniforms and equipment as needed.
17. Assist with other duties as assigned by the athletic director, P.E. instructional supervisor, or custodial supervisor.

18. Assist in cleaning the cafeteria after lunch (clean windows, help push tables aside and replace when floor is done).

Qualifications

- High school diploma or general educational degree (GED).
- Good organizational skills.
- Ability to regularly lift between 5 and 10 pounds.
- Demonstrate capability of the use of equipment and uniform repair.
- Good interpersonal relations and communication skills with staff and students.
- Evidence of good judgment, trustworthiness, and emotional maturity.
- Interest in athletics and physical education.

JobDesc/PIOper/GEquipMgr

Glenbrook High Schools

Human Resources

JOB DESCRIPTION CUSTODIAN

Reports To: Plant Operator
Assistant Plant Operator

Essential Job Functions

- Assist in cleaning and maintaining of equipment including painting, plumbing, electrical, carpentry and general mechanical.
- Assist in emergency clean up including boarding of windows, snow removal, flood containment.
- Sweep, dust mop, and/or wet wash locker room, classroom, cafeteria, and corridor floors. Wax and buff the aforementioned as necessary or directed.
- Unload and/or relocate supplies, furniture and equipment as directed.
- Assist maintenance men when directed.
- Daily:
 - Empty hallway wastebaskets as needed, clean carpeted hallways with silent butler, clean interior/exterior glass as assigned, check lights and replace as necessary.
 - Sweep stairwells as necessary, check walls and clean as needed, check lights and replace as necessary.
 - Empty bathroom trash, sweep floor, stock supplies, clean water fountains, and check lights and replace as necessary.
 - Empty trash in cafeteria, sweep floors in afternoon to prepare for events, wipe off cafeteria tables.
 - Receive, log and deliver all supplies, equipment and communications (UPS, FEDEX, etc.) that arrive each day.
 - Be on call for emergencies (blood spills, food spills, emergency set ups, deliveries, etc.)

All custodians perform other duties as assigned by supervisor including but not limited to:

- Set up for the general campus, rentals, athletics and theatrical events.
- Move furniture and supplies as needed.
- Perform minor repairs as assigned.
- Assume all/part cleaning responsibilities for other sections when necessary.
- Specialty heavy cleaning.
- Assist department personnel in repair and maintenance of the building.
- Set up cafeteria services for banquets, meetings, etc.
- Assist in cleaning, relocation and set up of off campus district buildings.

Qualifications/Experience

- Ability to read and understand basic directions and operating instructions such as safety rules and procedure manuals. Ability to communicate verbally to staff, students, faculty and community visitors.
- High school diploma or general educational degree (GED).
- Ability to occasionally lift over 50 pounds and regularly lift between 10 and 15 pounds.
- Certification of good health signed by a licensed physician.
- Demonstrated aptitude for successful completion of essential duties and responsibilities.

Glenbrook High Schools

Human Resources

JOB DESCRIPTION **CUSTODIAN / LAUNDRY**

Reports To: Plant Operator
Assistant Plant Operator

Essential Job Functions

- **Daily:**
 - Wash and fold towels and athletic uniforms (in season).
 - Assist in the inspection of uniforms while laundering. Report damage to boys' or girl's equipment managers.
 - Clean girls' pool locker area as necessary.
- **Weekly:**
 - Dust and/or wipe down showcases in hallways.
- In cases of absences, assume general custodian responsibilities.

Qualifications/Experience

- Ability to read and understand basic directions and operating instructions such as safety rules and procedure manuals. Ability to communicate verbally to staff, students, faculty and community visitors.
- High school diploma or general educational degree (GED).
- Ability to occasionally lift over 50 pounds and regularly lift between 10 and 15 pounds.
- Certification of good health signed by a licensed physician.
- Demonstrated aptitude for successful completion of essential duties and responsibilities.



Elaine Geallis <egeallis@glenbrook225.org>

Re: Official FOIA Request 1.11.16

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Tue, Jan 12, 2016 at 1:28 PM

To: trey@onechanceillinois.org

Bcc: egeallis@glenbrook225.org

Dear Mr. Cobb,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/11/2016 we received your request for the following information:

- Whether your district has a gifted and talented program.
- If yes, in what areas of learning?
- If yes, how many students are enrolled?
- If yes, how many students are enrolled by grade level?
- If yes, how many students are enrolled by race/ethnic classification?
- If yes, how many students are enrolled by income classification?
- If yes, how many students are enrolled by gender classification?
- If yes, does your district provide a universal gifted assessment for students? If so, what grade levels?

District response: District 225 does not have a gifted or talented program.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026

On Mon, Jan 11, 2016 at 1:50 PM, Michael Riggle <mriggle@glenbrook225.org> wrote:

----- Forwarded message -----

From: **Trey Cobb** <trey@onechanceillinois.org>

Date: Mon, Jan 11, 2016 at 1:09 PM

Subject: Official FOIA Request 1.11.16

To:

January 11, 2016

Dear Superintendent:

This is a request under the Freedom of Information Act for records showing the following information:

- Whether your district has a gifted and talented program.
- If yes, in what areas of learning?
- If yes, how many students are enrolled?
- If yes, how many students are enrolled by grade level?
- If yes, how many students are enrolled by race/ethnic classification?
- If yes, how many students are enrolled by income classification?
- If yes, how many students are enrolled by gender classification?
- If yes, does your district provide a universal gifted assessment for students? If so, what grade levels?

Please send me the records as an electronic Excel spreadsheet, or if that is not possible, in the electronic format in which you keep the records. If the records are only in paper format, please scan them into PDFs. Please email me the records, or if that is not possible, mail them to me on a CD. If you are unable to send the records in one of the formats I requested, please contact me to discuss alternatives. Please contact me for my authorization of any charge in excess of \$10. I am not making this request for a commercial purpose.

Thank you,

Trey Cobb

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Trey Cobb | One Chance Illinois | Policy Associate

Kids only get one chance at a high quality education.

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