

**Glenbrook District 225**  
**Communications Committee Minutes – December 7, 2009**

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Members Present: Boron, Caliendo, Freeman, Freund, Pryma, Riggle, Siena, Wegley,  
Williamson

Members Absent: Hammer, Taub

The meeting was called to order at 7:40 a.m.

**Community Information Staffing**

As a follow-up to the previous meeting of the Communications Committee, Dr. Riggle presented recommendations for the Community Information Department based on the retirement of the director of community information next June. He presented a document outlining proposed staffing that included the Special Education and Off-Campus to provide a full overview. Next, he presented an outline of administrative salaries which included a recommendation for the director of community information should the candidate be non-certificated.

Dr. Riggle then presented the committee with an organizational chart with proposed supervisory changes for the positions of director of special education and instructional supervisors of special education at GBN and GBS. The committee expressed positive support for the proposed changes to the organizational chart.

Finally, Dr. Riggle presented revised job descriptions for the director of special education and directory of community information positions. Dr. Caliendo briefly discussed the job descriptions with the committee. Mr. Boron suggested some revisions to the proposed staffing document. It was noted by Dr. Riggle that documents would be presented to the board for review during closed session on December 14. Additional discussion was held regarding eventual transition within the community information area to incorporate digital communications utilizing district websites and other Internet-based entities. A need for increased coverage of activities and accomplishments was noted and a discussion of transition in positions was held.

**Future Meeting**

No future meeting date was established.

The meeting adjourned at 8:35 a.m.