

**BOARD OF EDUCATION
GLENBROOK HIGH SCHOOLS**

May 20, 2019

REGULAR BOARD MEETING - 7:00 p.m.

**Location: Glenbrook District Office Public Meeting Room 100A
3801 W. Lake Avenue, Glenview, IL 60026**

AGENDA

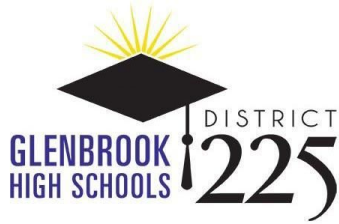
1. (7:00) Call to Order – Roll Call
2. (7:01) Oath of Office
3. (7:02) Approval of Agenda for this Meeting
4. (7:03) Glenbrook Stories
5. (7:10) Recognition of Community Visitors
6. (7:13) Board and Superintendent Reports
7. (7:14) Approval of Consent Agenda Items:
 1. Appointments
 - a. Certified
 - b. Support Staff
 2. Resignations/Terminations
 - a. Certified
 - b. Support Staff
 3. FOIA
 4. Approval of Accounts Payable Bills
 5. Approval of Payroll Disbursements
 6. Approval of Revolving Fund Reimbursement
 7. Minutes
 - a. April 29, 2019, Regular Board Meeting
 - b. April 29, 2019, Closed Board Meeting
 8. Gifts
 9. Certified Retirement Declarations
 10. Non-certified Retirement Declarations
 11. Award of Capital Project Bids Summer 2019
 - a. Safety and Security
 - b. District Capital
 - c. Building Capital
 12. GBN Speech National Tournament
 13. 2018-2019 School Year Closing Date
 14. GBS FCCLA to Nationals, Anaheim, CA
 15. Certified FTE Adjustments
8. (7:15) Discussion/Action: Performing Arts Report
9. (7:30) Discussion/Action: Resolution Authorizing Permanent Inter-Fund Transfers for Capital Project Purposes

NEXT

10. (7:35) Discussion/Action: Resolution Designating Interest Earnings
11. (7:45) Discussion/Action: Award of Bid for the 2019-20 Workstation Replacement Process
12. (7:55) Discussion/Action: Award of Bid for 2019-20 Electronic Door Locks Safety and Security Project
13. (8:10) Discussion/Action: Board Policy 6100 - Voluntary Termination Benefits for Certified Administrators and Supervisors
14. (8:15) Miscellaneous Topics
15. (8:17) Review and Summary of Board Meeting
16. (8:18) Agenda Items for Future Board Meetings
Future Regular Meeting Dates:
Monday, June 24, 2019 - 7:00 p.m. - Regular Board Meeting
17. (8:20) Closed Session: 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 or against legal counsel for 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 selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance; the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; the setting of a price for sale or lease of property owned by the public body; Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; student disciplinary cases; the placement of individual students in special education programs and other matters relating to individual students; and 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), (3), (5), (6), (8), (9), (10) and (11) of the Open Meetings Act).
18. (8:25) Possible Action Regarding Topics Discussed in Closed Session
19. (8:25) Possible Action Regarding Resolution Regarding Superintendent Retirement Agreement
20. (8:25) Adjournment

Times are estimates. Electronic Board packet can be found at:

<http://www.glenbrook225.org/district/Board-of-Education/Board-Packet-Agendas>



May 15, 2019

To: Dr. Riggle, Superintendent
Board of Education

Fr: Karen Geddeis

Re: Glenbrook Stories – May 20, 2019

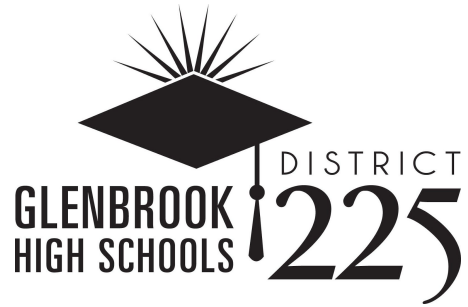
MEMO

Our Glenbrook Stories segment on May 20 will feature GBS senior Emma Isaacs who is an integral member of the stage crew and most recently worked as the stage manager for the Glenbrook Musical Mamma Mia.

As the stage manager, Emma commanded the entire musical. She was responsible for calling the show, which means reading and cuing all of the sound effects, lighting, and scene changes throughout the performance.

While the cast has months to learn their lines, stage crew gets only one week. They arrive during Tech Week and have to pick up on new lighting techniques, technology and scene changes very quickly.

This Glenbrook Story is literally, a unique behind the scenes look at the Glenbrook Musical. Like an air traffic controller, the stage manager is responsible for the entire movement of the show, and while the work is perhaps the least seen on a theater production, it is one of the most vital.



To: Dr. Michael Riggle
Board of Education
From: Brad Swanson
Date: May 20, 2019
Re: Appointments: Certified

**Technology Education Teacher - GBN and GBS
Ms. Jennifer Arnett**

Degrees:

M.A Educational Leadership - Aurora University, IL
M.A Teaching and Learning - Saint Xavier University, IL
B.S Architectural Studies - University of Illinois (Urbana-Champaign), IL

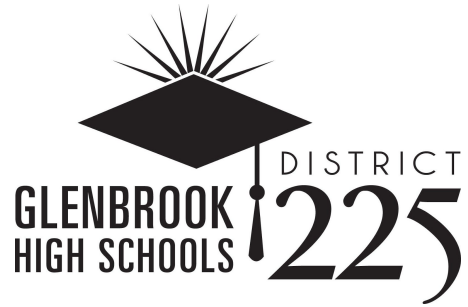
Certifications:

Secondary (Industrial Technology Education)

Professional Experience:

Jennifer is currently a Technology and Engineering teacher at Geneva High School. In this role, Jennifer has developed and integrated new courses into existing department curriculum offerings, such as Design and Technology of Animation and Engineering Independent Study. She collaborated with Business teachers to develop and implement a Technology Student Internship course. Jennifer has also redeveloped learning spaces to meet the needs of specific curriculum changes.

Salary: \$104,469 (MA, Step S, 1.0 FTE)
Start Date: August 19, 2019



To: Dr. Michael Riggle
Board of Education
From: Brad Swanson
Date: May 20, 2019
Re: Appointments: Certified

**American Sign Language Teacher - GBS
Ms. Amy Klimkowski**

Degrees:

M.Ed Deaf Education - Utah State University, UT
B.S Deaf Education - Illinois State University, IL

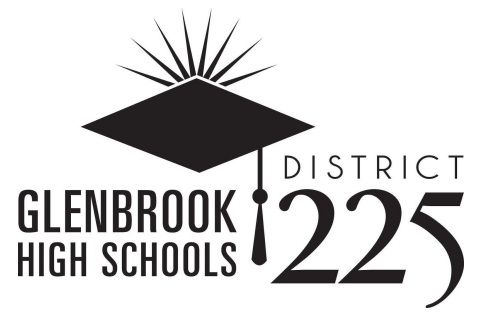
Certifications:

Special Teaching License

Professional Experience:

Amy is currently an American Sign Language teacher at Indian Prairie School District 204. In this role, she has collaborated with other ASL teachers to rewrite the ASL curriculum. In 2018, Amy initiated an after school ASL class for interested staff members. The class consists of 53 staff members, and it has opened conversation and collaboration between staff members and students in the deaf community.

Salary: \$80,482 (MA, Step H, 1.0 FTE)
Start Date: August 19, 2019



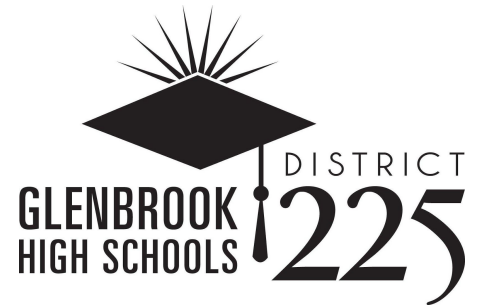
To: Dr. Michael Riggle
Board of Education

From: Brad Swanson

Date: May 20, 2019

Re: Appointments: Support Staff

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start</u>	<u>CAT</u>	<u>Step</u>	<u>Salary</u>	<u>Hourly</u>
White, James	GBS	Grounds	260	1.0	5.13.19	I	12	\$50,232	\$24.15



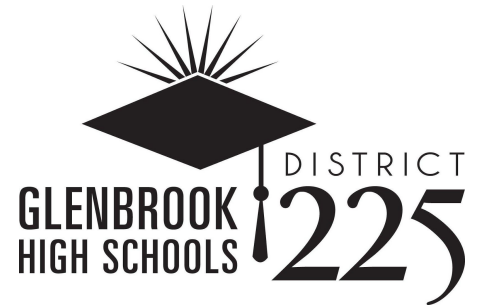
To: Dr. Michael Riggle
Board of Education

From: Brad Swanson

Date: May 20, 2019

Re: Resignations/Terminations: Certified

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Anderson, Christoper	Business Ed. Teacher	6/11/2019	GBS
Cosgrove, Christina	Spanish Teacher	6/11/2019	GBS



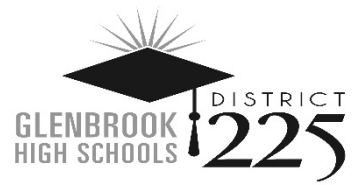
To: Dr. Michael Riggle
Board of Education

From: Brad Swanson

Date: May 20, 2019

Re: Resignations/Terminations: Support Staff

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Buchanan, Brett	IA - Pool	5/20/19	GBN
Zivin, Morgan	IA - Fitness Center	5/20/19	GBN



TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

FOIA Response:

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

Background:

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.



Elaine Geallis <egeallis@glenbrook225.org>

Re: Public Information Request – Current Transportation Contract(s)

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>
To: "Samant, Sameer S." <sameer.samant.2020@anderson.ucla.edu>
Bcc: egeallis@glenbrook225.org

Tue, May 7, 2019 at 2:30 PM

Dear S. Samant,

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 5/6/19 we received your request for the following information:

- All the current Direct Home-to-School transportation vendor contracts and Special Needs transportation vendor contracts (with the pricing)

District Response: Please see attached.

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 Fri, May 3, 2019 at 4:31 PM Samant, Sameer S. <sameer.samant.2020@anderson.ucla.edu> wrote:

Hello Dr. Williamson,

Hope this email finds you well.

I apologize for any inconvenience this may cause, but we would like to place an FOIA request for Glenbrook High Schools District 225's all the current Direct Home-to-School transportation vendor contracts and Special Needs transportation vendor contracts (with the pricing), for research purposes.

Please let me know if any further information is required. Thank you so much for your help and have a great day!

Best,

Sameer Samant

2 attachments

 **2020.6exp First Student Transportation Contract & Performance Bond.pdf**
2345K

 **2021.6 exp Safeway Transportation Sped Transportation.pdf**
4066K

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, APRIL 29, 2019**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, April 29, 2019, at approximately 7:00 p.m. at Glenbrook District Office Public Meeting Room 100A, 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:

Doughty, Glowacki, Hanley, Kim, Shein

Absent: Sztainberg, Taub

Also present: Fagel, Finan, Geallis, Geddeis, Gravel, Ptak, Riggle, Swanson, Williamson

Approval of Agenda for this Meeting

Motion by Mr. Doughty, seconded by Mr. Glowacki to approve the agenda for this meeting.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion carried 5-0

Glenbrook Stories

Ms. Geddeis:

- Introduced GBN Senior Erin Rosenfeld, who is the first GBN student in many years to win a state title in speech competition
- Noted she may also be the first hearing impaired student in the state to win a state title in speech
- Shared a video highlighting Erin
- Stated the video was created by our student intern

Erin shared her college plans.

Board members:

- Stated her story it is very moving, truly extraordinary and incredibly inspiring
- Noted she sets a great example which has a large impact for those around her
- Thanked her and her family for their work and dedication

Recognition of Community Visitors

Alyssa Nekritz, a GBN student read a letter regarding the GBN soccer program.

A board member thanked Alyssa for speaking.

A representative of CATCH (Community Action Together for Children's Health) noted that April 29-May 3 is Mental Health Awareness Week and would like to know what the schools are planning.

The administration stated the principals will follow up.

ORGANIZATIONAL MEETING

The Board president explained the process of the yearly organizational meeting.

Dr. Riggle formally announced that all three incumbents were re-elected. He noted that Mr. Shein will take the oath this evening and both Dr. Sztainberg and Mr. Taub will take the oath at the May 20 board meeting.

The Board secretary administered the oath to Mr. Shein.

Dr. Gravel notarized the signed oath document.

ADJOURNMENT SINE DIE

Motion by Mr. Doughty, seconded by Mr. Glowacki to adjourn the meeting sine die.

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

Motion Carried 5-0.

* aye: Doughty, Glowacki, Hanley, Kim, Shein

MOTION TO ESTABLISH CHAIRMAN PRO TEM

Motion by Mr. Doughty, seconded by Mr. Shein to appoint Superintendent Mike Riggle as Chairperson Pro Tem until the President of the Board is elected.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none.

Motion Carried 5-0.

MOTION TO ESTABLISH SECRETARY PRO TEM OF THE BOARD

Motion by Mr. Doughty, seconded by Dr. Kim to appoint Rosanne Williamson as Secretary Pro Tem of the Board.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion Carried 5-0.

The chairperson pro tem called the meeting to order at approximately 7:39 p.m.

Upon calling of the roll, the following members answered present:

Doughty, Glowacki, Hanley, Kim, Shein

Also present: Fagel, Finan, Geallis, Geddeis, Gravel, Ptak, Riggle, Swanson, Williamson

APPROVAL OF AGENDA FOR THIS MEETING

Motion by Mr. Doughty, seconded by Mrs. Hanley to approve the agenda for this meeting.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion Carried 5-0.

NOMINATION AND ELECTION – PRESIDENT – BOARD OF EDUCATION

The chairperson declared that the nominations were open for the office of President of the Board of Education.

Motion by Mrs. Hanley to nominate Bruce Doughty for President of the Board of Education. The chairperson asked if there were any other nominations for the office of President.

Hearing none, the chairperson declared the nominations for the office of President closed. A unanimous vote for the nomination of for President of the Board of Education was recorded.

4
4/29/18

Bruce Doughty was declared president by a vote of 5-0.

Mr. Doughty assumed the function of Board President for the remainder of the meeting.

NOMINATION AND ELECTION - VICE PRESIDENT – BOARD OF EDUCATION

The President declared that nominations were open for the office of Vice President of the Board of Education.

Motion by Dr. Kim to nominate Peter Glowacki for Vice President of the Board of Education.

The President asked if there were any other nominations for the office of Vice President.

Hearing none, the President declared the nominations for the office of Vice President closed. A unanimous vote for the nomination for Vice President of the Board of Education was recorded.

Peter Glowacki was declared vice-president by a vote of 5-0.

NOMINATION AND ELECTION OR APPOINTMENT – SECRETARY – BOARD OF EDUCATION

The President asked if there were any nominations for Board Secretary. Rosanne Williamson was nominated as Board Secretary.

Motion by Mrs. Hanley to nominate Dr. Williamson Board of Education Secretary. The President asked if there were any other nominations for the office of Board Secretary. Hearing none, the President declared the nominations for the office of Board Secretary closed. A unanimous vote for the nomination of Dr. Williamson for Board of Education Secretary was recorded.

Rosanne Williamson was declared board secretary by a vote of 5-0.

The new board president, Mr. Doughty:

- Thanked Mr. Shein for his time and dedication to the community
- Notes his four years as vice-president and ten years as president have been remarkable
- Stated Mr. Shein encourages thoughtful decisions centered on our students; is flexible and open to other people's thoughts and willing to change positions when warranted
- Shared that the community is very fortunate to have him and he personally has learned alot from him

- Thanked Mr. Shein for his service and stated we are lucky to have him for another 4 years

Mr. Shein thanked Mr. Doughty for his kind words and stated that personally nothing is more satisfying than volunteering. He stated the Board's motivations are where they need to be, in what is in the best interest of students and their families. He thanked all board members for their support. The students are our future, they will create our world and are we giving them the tools and the compassion to make good decisions.

The administration noted that we will celebrate the board members at the next meeting.

The Board took a short break to congratulate the newly seated president and vice-president.

ESTABLISHMENT OF REGULAR BOARD MEETING DATES & TIMES

The administration reviewed the the process of selecting board meeting dates.

MOTION TO ESTABLISH REGULAR BOARD MEETING DATES & TIMES

Motion by Mr. Glowacki, seconded by Dr. Kim, to approve the Board meeting dates and times.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion Carried 5-0.

COMMITTEE APPOINTMENTS AND MEMBER REPRESENTATIVES

It was noted that no decision was needed at this meeting, but if any member would like a possible change in their appointment to contact Mr. Glowacki.

No changes were made at this time.

Board and Superintendent Reports

The administration provided highlights of events/celebrations at the schools.

The administration thanked the Board for allowing the students the opportunities to travel and enjoy that experience.

Motion to Approve Consent Agenda Items

Motion by Mr. Glowacki, seconded by Mrs. Hanley to approve the following items on the consent agenda with the substitutions for resignations:

1. Appointments
 - a. Certified

Name	Dept.	School	Salary	Start Date
Ms. Caitlin Adams	Career and Technology Services	GBS	MA, Step B, 1.0 FTE	08.19.19
Ms. Vitoria Tenuta	Family and Consumer Science Teacher	GBN	BA, Step A, .7 FTE	08.19.19

- b. Support Staff

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start</u>	<u>CAT</u>	<u>Step</u>	<u>Salary</u>	<u>Hourly</u>
Gorski, Daniel	GBS	Security Coordinator	203	.78	4.30.19	I	13	\$41,347	\$25.46
Iskander, Tanya	GBA	Accounting Specialist	239	.92	5.13.19	Ia	C	\$55,391	\$28.97
Zagorscak, Jana	GBS	1:1 Aide SPED	186.5	.67	3.20.19	IA-2	1	\$26,213	\$18.74

2. Resignations/Terminations
 - a. Certified

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Jeffrey, Williams	Teacher (Special Education)	6/11/2019	GBS
Lazzaro, Amanda	School Psych., 0.6 FTE/ Asst. IS SPED, 0.4 FTE	6/18/2019	GBN

- b. Support Staff

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Kurz, Tyler	Paraprofessional	6.7.19	GBN
Buchanan, Brett	IA Swimming Pool	6.7.19	GBN
Ketchum, Nataylia	IA General Assignment	6.7.19	GBS
Kirby, Timothy	1:1 Aide Special Ed	6.7.19	GBS

3. FOIA
4. Approval of Accounts Payable Bills - \$1,421,276.81
5. Approval of Payroll Disbursements - \$6,956,377.95
6. Approval of Revolving Fund Reimbursement - \$662.53
7. Minutes
 - o April 8, 2019 Special Board Meeting
 - o April 8, 2019 Special Closed Board Meeting
 - o April 8, 2019 Regular Board Meeting
 - o April 8, 2019 Closed Board Meeting
 - o April 16, 2019 Special Board Meeting
 - o April 16, 2019 Special Closed Board Meeting
8. Gifts

Donor	Type of Donation	Description of Donation	Purpose of Donation	School and Department	Account Number *
Norm & Ruth Jacobs	Monetary	\$2,500.00	Christina Jacobs Scholarship	GBN SAO	ANSCH216
Noe U. De La Sancha	Monetary	\$50.00	Mama Glass Scholarship	GBS SAO	830853

9. Textbook Changes
10. Technology Services Operating Budget for 2019-20
11. Release of Educational Support Personnel
12. Special Leave Request
13. GBN FCCLA National Conference - Anaheim, CA

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion carried 5-0.

Discussion/Action: Award of Capital Project Bids Summer 2019

a. Safety and Security

The administration:

- Noted these items were discussed at both the facility and that the February 25 meeting; the Board gave preliminary approval for four different security projects (bollards, external building lighting, door replacement, and electronic locks)
- Outlined the bid results
- Suggested interested board members schedule time to see the locks in person before voting on approval

In response to board members' questions, the administration:

- Answered clarifying questions regarding specific doors and locks
- Will provide additional information on what is not included in this round of purchases so the Board will be aware of what will need to be covered in the future
- Stated there is professional development scheduled for Glenbrook Days next school year
- Noted teachers are very excited about these changes
- Provided an update on students swiping in and out for lunch

b. District Capital

The administration:

- Reviewed two District Capital projects which included the creation of an office area for the Safety and Security Manager in the District Office and the relocation of the GBS Athletic Office
- Noted the cost was slightly above the estimated cost
- Discussed funding
- Shared a conversation with a community member regarding the GBN Main Gym Roof and explained why this project is on the deferred list

c. Building Capital

The administration:

- Stated there were four building capital projects that went out to bid and overall, the projects came in \$15,000 above the estimate
- Explained the reasoning for the recommendation of a total replacement of the GBN dance floor

In response to board members' questions, the administration,

- Stated those that would be using the rooms are definitely in favor

- Believes the floor's longevity should be approximately 30 or 40 years with usual care
- Noted asbestos removal is included in the cost
- Explained the new floors will not cause any issues with the door
- Stated funding and warranty information will be available at the next board meeting
- Will setup a meeting for board members interested in seeing the locks

Discussion/Action: Special Education FTE Recommendation

The administration:

- Stated special education is experiencing increased enrollment due to both the overall growth in enrollment for the district and a higher percentage of students emerging from the sender districts
- Outlined the current FTE for special education as well as the FTE increase that is needed to meet IEP requirements
- Noted Speech Pathologist staffing will need to be looked at in the future
- Stated the overall increase is 4.0 FTE

In response to board members' questions, the administration:

- Stated the feeder schools continue to see a larger number and percentage of students with IEP's
- Discussed both historical student numbers and projections for the future
- Stated they do not have any information to share regarding NSSSED but they are monitoring the situation

Motion to Approve the Special Education FTE Recommendation

Motion by Mr. Glowacki, seconded by Dr. Kim to approve the total 2019-2020 special education staff of 76.7 FTE and the total 2019-2020 section 504 FTE of 2.0 FTE.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion carried 5-0.

Discussion/Action: School Calendar Recommendations for the 2020-2021 School Year

The administration:

- Stated there is current legislation in process in the Illinois legislature that could affect the administrative rules for public school calendars
- Reviewed the recommendation which focuses clearly on changes within our current school calendar structure that will benefit students and allow a better focus to be obtained regarding the true need for moving final exams
- Believes it will be well received by the schools and it needs to be communicated to staff starting next school year
- Noted the recommended calendar has been discussed with the GEA

In response to board members' questions, the administration:

- Stated there has not been discussion regarding banning activities over breaks
- Noted re-thinking final exams needs to be discussed
- Explained the calendar would need to be constructed once the Illinois State Legislature makes their final decisions on the rules possibly by the end of October

Discussion/Action: Non-certified FTE Recommendation

The administration:

- Provided a substitute document
- Explained the reason for the change

In response to board members' questions, the administration:

- Provided clarification on the role of math Instructional Assistants
- Explained the reasoning for the increase in contingency
- Noted the additional FTE is in the budget for next year

Mr. Shein stepped out for a moment.

Motion to Approve the Non-Certified FTE Recommendation

Motion by Mr. Glowacki, seconded by Mrs. Hanley to approve the non-certified FTE recommendation of 102.70 at GBS and 92.45 FTE at GBN for the 2019-20 school year, which is an overall increase of .78 FTE as compared to the current school year.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim

nay: none

Motion carried 4-0.

Mr. Shein returned.

Miscellaneous Topics

None

Summary

The board president summarized what happened at the meeting and future meeting dates.

Motion to Move into Closed Session

Motion by Mr. Glowacki, seconded by Mrs. Hanley to move into closed session at approximately 9:08 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 or against legal counsel for the public body to determine its validity;
- The placement of individual students in special education programs and other matters relating to individual students;
- (Section 2(c) (1) and (10) of the Open Meetings Act).

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion carried 5-0.

The Board returned to open session at 9:34 p.m.

Motion Regarding District Residency Case

I move to adopt the Resolution setting forth the Determination that Student No. 04-29-2019-01 was a nonresident of Glenbrook High School District No. 225 during academic school years 2016/2017 and 2017/2018 and for the first semester of academic school year 2018/2019. This Determination adopts the Report of Hearing Officer Robert Rammer issued on April 14, 2019, subsequent to the residency hearing convened to address the challenge to the student's eligibility for enrollment at Glenbrook South High School, as discussed in closed session. The Resolution further adopts the finding that the School District is entitled to reimbursement in the amount of 110% of the per capita tuition rate, as it pertains to Glenbrook High School District No. 225, which is chargeable to the student's parents, pursuant to Section 10-20.12a of the Illinois School Code, in the amount of \$61,628.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein

nay: none

Motion carried 5-0.

Adjournment

Motion by Mr. Glowacki, seconded by Mrs. Hanley to adjourn the meeting at approximately 9:36 p.m.

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

Motion carried 5-0.

* Doughty, Glowacki, Hanley, Kim, Shein

12
4/29/18

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

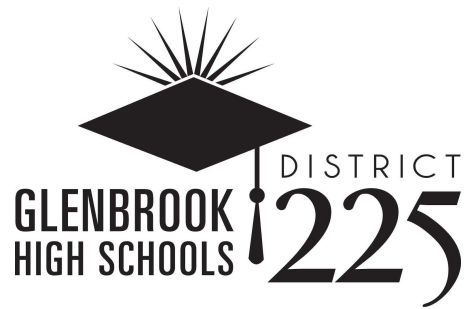
SECRETARY - BOARD OF EDUCATION

To: Dr. Mike Riggle
 From: Rosanne Williamson
 Re: Gifts
 Date: May 20, 2019

The following gifts have been received since the last acceptance of gifts by the Board of Education. I recommend the Board approve the acceptance of the following:

Donor	Type of Donation	Description of Donation	Purpose of Donation	School and Department	Account Number *
Glenbrook Education Association	Monetary	\$1,500.00	2 GEA scholarships	GBN/SAO	820854
Heinen's Education Donation Program	Monetary	\$790.00	School use to support student programs	GBS	830990
Gang Zhao	Monetary	\$200.00	Math Team	GBN/Math	820707
Mary Ha	Monetary	\$1,000.00	Ha-Vickery Scholarship	GBN/SAO	820849
John Vickery	Monetary	\$1,000.00	Ha-Vickery Scholarship	GBN/SAO	820849
Stacey Traub	Property	2004 Honda Odyssey Sport Van VIN: 5FNRL18024B040533	Automotive Classes	GBN/CTE	N/A

* Monetary donations will be deposited into the account designated, after approval by the Board of Education; property donations do not require an account number.



To: Dr. Michael Riggle
Board of Education

From: Brad Swanson

Date: May 20, 2019

Re: Certified Retirement Declarations

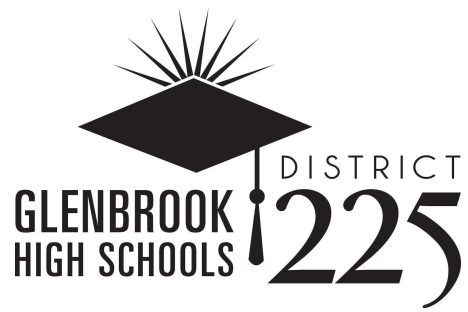
The following teachers have announced their intent to retire at the end of the **2021-2022** school year under the 2018-2023 Glenbrook Education Association Agreement (Appendix N):

GBN

Jennifer Cicciu
Christine Drucker
Gary Freund
Mardi Scott

GBS

Timothy Cichowski
Mary Anne Ericksen
Daniel Hudson
Elizabeth Lupfer



To: Dr. Michael Riggle
Board of Education
From: Brad Swanson
Date: May 20, 2019
Re: Non-certified Retirement Declarations

The following staff members intend to retire **June 30, 2020** under the **GESSA Contract.**

GBS
Lynette Huebner

The following staff member intends to retire **December 31, 2020** under **the GESPA Contract.**

GBN
Barbara Casey

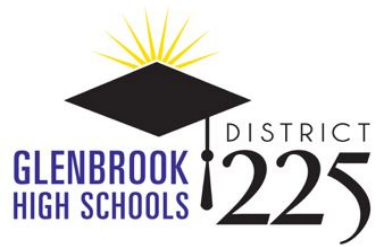
The following staff members intend to retire **June 30, 2020** under **Board Policy 6432.**

GBN
Scott Fleischauer
Joseph Taylor

GBS
Delbert Mette

The following staff member intends to retire **June 30, 2022** under **Board Policy 6430.**

GBA
Cynthia Kozeluh



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: Monday, May 20, 2019

Re: Award of Capital Project Bids Summer 2019 - Safety and Security

Recommendation

It is recommended that the Board of Education award the bids as presented below for safety and security capital projects in the amount of \$721,437.

Funding Source:		District Security Projects Budget (Fund 60)			
Trade	Contractor	Security Bollards	Building Mounted Lighting	Door Replacement	Total Cost
Concrete	RB Construction	\$157,000			\$157,000
Electric	Carey Electric		\$62,500	\$8,892	\$71,392
General Trades	Monarch Construction			\$493,045	\$493,045
Total Cost		\$157,000	\$62,500	\$501,937	\$721,437
2/2019 Estimate		\$180,000	\$60,000	\$500,000	\$740,000
Overestimate/ Underestimate		-\$23,000	\$2,500	\$1,937	-\$18,563
					-2.5%

Background

Since February 2018, members of the school and district leadership teams have worked together to discuss and address topics related to creating a safe and secure campus environment. To facilitate these efforts, a task force was created to “carefully study improvements that can be made to district facilities and develop a three-year strategic plan for facility safety improvements to be approved by the Board of Education and incorporated into the existing decision-making process for district facilities (Safety and Security Update, April 23, 2018). Recognizing that the Board of Education had already taken substantial steps to address steps in this area through the engagement in an external security audit (FEA), the recruitment of a Safety and Security Manager, and the provisioning of \$2,000,000 for future safety enhancements, the three year strategic plan was considered to have begun in February 2018.

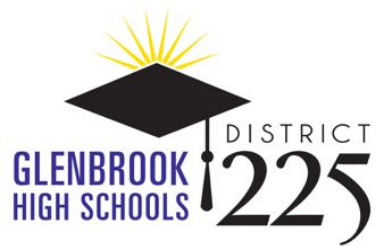
In considering the development of a strategic plan, the task force arrived at unanimous consensus regarding four priorities that would provide great benefit for the safety of our campuses. These four priorities were discussed at the February 25, 2019 board meeting and the board authorized the district architect, ARCON, to create bid specifications. Bids were opened for priorities 2, 3 and 4 on Thursday, April 18, 2019. Bids for priority 1 will be opened on Monday, May 13, 2019 and brought to the May 20, 2019 board meeting.

Priority	Project	Bid Status
1	Initiate a rekeying of all physical locks, while transitioning to electronic door access locks for all exterior doors and classroom doors.	Bid Opening: 5/13/19 BOE: 5/20/19
2	Replace damaged and poorly functioning doors throughout both school buildings. New doors will have impact resistant glazing.	Bid Opening: 4/16/19 BOE: 4/29/19
3	Install physical structures (e.g. bollards) around the perimeter of the school building, specifically at main entrances, to provide additional safety barrier.	Bid Opening: 4/16/19 BOE: 4/29/19
4	Add building mounted lighting at main entrances and walkways where needed.	Bid Opening: 4/16/19 BOE: 4/29/19

Funding Summary

Location	Description	Cost
Completed Project		
All	Secure Main Entrances	\$145,830 (actual)
Projects Bid		
GBN and GBS	Door Replacement	\$501,937 (actual)
GBN and GBS	Physical Structures (e.g. bollards)	\$157,000 (actual)
GBN, GBS, OC	Building Mounted Lighting	\$62,500 (actual)
Project To Be Bid (5/20/19 BOE meeting)		
GBN, GBS, OC	Electronic Door Access	\$1,000,000 (estimate)
Subtotal		\$1,867,267
7% architectural fee*		\$90,709
6% construction management fee*		\$52,036
2% contingency		\$37,345
Total Cost of Capital Projects		\$2,047,357

*Electronic Door Access (3% architect fee and flat \$10,000 fee for CM work)



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: Monday, May 20, 2019

Re: Award of Capital Project Bids Summer 2019 - District Capital

Recommendation

It is recommended that the Board of Education award the bids as presented below for district capital projects in the amount of \$262,747.

Funding Source:		District Capital Projects (Fund 60)		
		Safety & Security Manager Office	GBS Athletic Office Relocation	Total Cost
Trade	Contractor			
Electric	Carey Electric	\$4,200	\$31,237	\$35,437
General Trades	Monarch Construction	\$4,100	\$77,510	\$81,610
Mechanical	Amber	\$2,200	\$135,000	\$137,200
Flooring	Vortex	\$1,400	\$7,100	\$8,500
Total Cost		\$11,900	\$250,847	\$262,747
2/25/19 Estimate		\$15,000	\$245,000	\$260,000
Overestimate/ Underestimate		-\$3,100	\$5,847	\$2,747

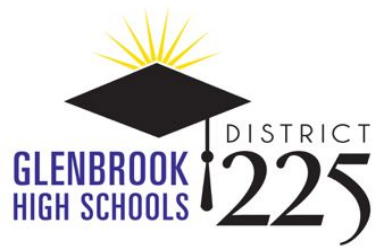
1%

Background

One component of the District's operating budget is an amount designated for capital projects that are not funded by life safety bond proceeds. The amount budgeted is based on the facility master plan, which incorporates ongoing physical plant maintenance including paving and concrete services, and other identified facility projects intended to enhance the student experience.

It should be noted that capital projects such as these are funded on a "pay as you go" method and built into the overall district operating budget. Presently, the school district budgets approximately \$1,000,000 each year for capital projects. At the Monday, February 25, 2019 regularly scheduled board meeting, the Board of Education authorized Arcon Associates to create bid specifications for a Safety and Security Manager office as well as the relocation of the GBS athletic office.

Location	Description	Cost
Previously Bid Projects		
GBN	Paving and Concrete	\$273,897
GBN	Pool Deck Repair	\$351,900
Newly Bid Projects		
GBA	Safety and Security Manager Office	\$11,900
GBS	Athletic Office Relocation	\$250,847
	Subtotal	\$888,544
	7% architectural fee	\$62,198
	6% construction management fee	\$53,313
	4% contingency	\$35,541
	Total Cost of Capital Projects	\$1,039,396



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: Monday, May 20, 2019

Re: Award of Capital Project Bids Summer 2019 - Building Capital

Recommendation

It is recommended that the Board of Education award the bids as presented below for building capital projects in the amount of \$338,081.

Funding Source:		Building Capital Projects (Fund 60)				
Trade	Contractor	GBN Dance Room Remodeling	GBN Flooring	GBN SAC Furniture	GBS State and Madison Seating	Total Cost
Electric	Carey Electric	\$41,685			\$13,300	\$54,985
General Trades	Monarch Construction	\$14,550				\$14,550
Mechanical	DeKalb	\$17,000				\$17,000
Flooring	Vortex	\$33,720	\$97,075			\$130,795
Abatement	Valor	\$16,200				\$16,200
Furniture	Office Revolution				\$49,551	\$49,551
Furniture	Interior Investments			\$55,000		\$55,000
Total Cost		\$123,155	\$97,075	\$55,000	\$62,851	\$338,081
2/2019 Estimate		\$83,000	\$100,000	\$65,000	\$75,000	\$323,000
Overestimate/ Underestimate		\$40,155*	-\$2,925	-\$10,000	-\$12,149	\$15,081

*See note below re. GBN dance floor. **4.6%**

Updates since 4/29/19 meeting

At the April 29, 2019 board meeting, a board member inquired about the warranty on the GBN floating dance floor. The floor comes with a 1 year manufacturer warranty. The installer, Vortex, has extended it to a two year warranty. The two year warranty is to "replace or repair any wood flooring and/or subflooring which shrinks, warps, cracks, or otherwise deteriorates, or which breaks its anchorage or bond with substrate or otherwise fails to perform as required, all due to failures of materials and/or workmanship, rather than to unusual exposure to moisture or other abusive forces or elements not anticipated for application."

Additionally at the April 29, 2019 board meeting, a board member inquired about the funding of the GBN dance floor increased cost over the original budget. The increased cost of removing the existing floor, performing abatement and installing a floating, maple hardwood dance floor is \$34,920. The majority of the incremental cost will be funded by the incremental impact fees we have received to date over the budgeted amount. We budgeted to receive \$100,000 in impact fees (or developer contributions) and have received \$130,557 to date. The remaining \$4,363 will be absorbed in the overall capital operating budget.

Background

A portion of the School Operating Budget provides funding for the operational needs of each school which includes small building projects, referred to as capital projects. Through the budgeting process that started in November, the school leadership teams outlined their budgetary needs, and prioritized the capital projects to be completed this year. At the Monday, February 25, 2019 regularly scheduled board meeting, the recommended building capital projects were discussed and the Board of Education authorized Arcon Associates to create bid specifications.

GBN Dance Floor

The original estimate of \$83,000 included a cost of \$15,000 to sand and refinish the dance floor. After discussion with building personnel, Facility Committee members and the Board of Education, the decision was made to get pricing on both floor refinishing and replacement. The current floor was originally 9x9 tile over suspended concrete as the room was designed as a music room. Later, a rigid, maple hardwood floor was installed over the tile and the room was repurposed for dance and other PE, athletic and club activities. The current floor does not have any deflection or cushion for the many high impact activities currently taking place. After receiving costs to both refinish and replace the floor, it is recommended that the floor be replaced with a cushioned, performance, maple floor. The current floor is laid over asbestos containing tile and abatement will need to occur prior to replacement.

	Sanding/Refinishing	Replacement	Cost Difference
Abatement - Valor	n/a	\$16,200	\$16,200
Flooring - Vortex	\$15,000	\$33,720	\$18,720
			\$34,920



OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN Speech National Tournament

Date: May 9, 2019

Attached is a request from Sarah Ilie, GBN Speech coach, to participate in the National Speech and Debate Association (NSDA) National Tournament in Dallas, TX. June 16-22, 2019. Included are the trip rationale and routine district travel request forms.

GBN students competed in the NSDA's district tournament to qualify for the national competition. In the Northern Illinois District, five Glenbrook North students have advanced to compete at the national level. I fully support this opportunity and ask for your support as well.

JF:rp

enc.



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Instructional / Course Field Trip

Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000

GBS: 10L300 4850 0000 00 000000

Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: Speech NSDA National Tournament

Staff Expenses

Number of Staff: 2

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ 192.00	Meals:	\$ 384.00
Transportation:		Transportation:	
Air	\$ 400.00	Air	\$ 800.00
Bus / Car	\$ 150.00	Bus / Car	\$ 300.00
Lodging:	\$ 910.00	Lodging:	\$ 1820.00
Total Cost:	\$ 1652.00	Total Cost:	\$ 3304.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
<i>Per Day</i>	<u>\$ 32.00</u>

Student Expenses

Number of Students: 5

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ 400.00	Air	\$ 2000.00
Bus / Car	\$ 150.00	Bus / Car	\$ 750.00
Lodging:	\$ 365.00	Lodging:	\$ 1825.00
Total Cost:	\$ 915.00	Total Cost:	\$ 4575.00

Other Expenses

Registration:	\$ 1215.00
Judging:	\$ 1200.00
Officiating:	\$
Total Cost:	\$ 2415.00

Total Trip Expenses

Staff Expenses:	\$ 3304.00
Student Expenses:	\$ 4575.00
Other Expenses	\$ 2415.00
Total Cost:	\$ 10294.00

Payment Responsibility

Paid by Students:	\$ 1150.00	Per Student Cost:	\$ 230.00
Paid by District:	\$ 9144.00		

Description of Expenses Paid by Students

\$150 paid by each student and rest of the cost raised by fundraising



Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062

Date: May 1, 2019

TO: Dr. John Finan

RE: Speech/I.E. NSDA National Tournament, June 16-22, 2019

The Glenbrook North Speech/Individual Events (I.E.) Team is pleased to announce that five students have qualified to the 2019 NSDA National Tournament in Dallas, TX.

Speech/I.E. is an IHSA and nationally recognized competitive activity for students interested in developing public speaking and oral interpretation skills. Students compete both locally and nationally, and the National Speech and Debate Association hosts the national tournament every summer for high school students who qualified from various districts around the country.

This year, Glenbrook North students competed in the NSDA Northern Illinois District and qualified five speakers to the National Tournament. Since 2010, Glenbrook North competitors have finished in top rankings in both acting and public speaking categories at the national and state levels. To the 2019 National Tournament, we are excited to take the following advancing students:

- Three seniors competing in Humorous Interpretation, Original Oratory, and U.S. Extemporaneous Speaking
- One junior in International Extemporaneous Speaking
- One sophomore in Programmed Oral Interpretation
- By qualifying to Nationals, all students are also able to compete in additional events such as prose reading, poetry reading, and expository speech.
- Three of the qualifiers were IHSA Sectional finalists.

The NSDA requires supervision of students during competition and adult judges that will cover a set of required number of competition rounds at the National Tournament. We request the attendance of at least three adult supervisors, including myself as head coach at least one assistant coach who will both supervise and judge competition rounds. We will also need to pay for competition rounds that we cannot officiate ourselves and must hire through the NSDA.



Glenbrook North High School

2300 Shermer Rd, Northbrook, IL 60062

You will find attachments that specifies the financial details of the trip. Transportation and lodging estimates are attached. We compared the group rates provided by the NSDA with the rates provided by other major hotels and chose the best-quoted price. A schedule highlighting the tournament itinerary is also provided for your reference.

Itinerary for 2019 NSDA National Tournament trip:

- June 16: AM Check-in/registration, beginning ceremonies, group practice session
- June 17-20: All-day competition (preliminary and initial elimination rounds)
- June 21: All-day final round competition and award ceremony
- June 22: AM Departure

Sincerely,

Sarah H. Ilie
Speech/I.E. head coach
Social Studies teacher

Tournament: **NSDA National Tournament**
Sheraton Dallas Hotel (main competition venue)

Date: **June 16-22, 2019**

Flight Info: **AA 2428 (departure)**
AA 1258 (arrival)

Hotel Info: **Sheraton Dallas Hotel**
400 North Olive St, Dallas, Texas, 75201

Coaches: **Sarah Ilie, Gerald Nevin**



TO: Dr. Mike Riggle
FROM: Dr. Rosanne Williamson
RE: 2018-2019 SCHOOL YEAR CLOSING DATE
DATE: May 20, 2019

Recommendation

I recommend that the Board of Education approve the final 2018-2019 school year calendar.

Background

The final school calendar is to be submitted to the Regional Office of Education no later than the last day of school.

Included in our annual school year calendar are ten “emergency days” intended to be used if an emergency, usually weather related, compels us to close both of our schools and extend the school year. Each year the Board of Education is asked to revise the school calendar by deleting the unused emergency days and thereby establishing a new closing date.

After the makeup of the lost days due to inclement weather the end-of-year calendar is as follows:

- Monday, November 26, 2018 was made up on Monday, February 18, 2019 (President’s Day)
- Monday, January 28, 2019 was be made up as a Late Arrival day for students on Monday, March 4, 2019 (Casimir Pulaski Day)
- Wednesday, January 30, 2019 was be made up on Monday, April 1, 2019 (First day following spring break)
- Thursday, January 31, 2019 will be made up on Friday, June 7, 2019

The final day for seniors will continue to be Friday, May 31, 2019 and graduation will remain, Sunday, June 2. For students in grades 9, 10, and 11, the final day of school will be Friday, June 7. The final day of work for teachers due to a 183 day contract is Tuesday, June 11.



To: Dr. Mike Riggle
From: Dr. Lauren Fagel
Re: GBS FCCLA to National conference, Anaheim, CA
Date: May 14, 2019

Attached is a travel request for sponsor Kelli McDonald to take students to the Family, Career and Community Leaders of America (FCCLA) National Conference. It will be held in Anaheim, CA, this year from June 30 through July 4, 2019. Seven GBS students qualified to compete at this year's national competition.

This national travel follows the established guidelines, which include students being responsible for 25% of their lodging and travel. This is a Student Trip covered under Board Policy 7230, which is attached. The remaining costs of this trip will be covered by the GBS budget and FCCLA fundraising.

I support this request and believe this type of experience will enhance the educational experience of our FCCLA students.



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ AM PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ AM PM

Returning to: _____ date: _____ at: _____ AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Instructional / Course Field Trip

Student Activity / Co-Curricular Field Trip

Account Number: GBN: 10L200 4850 0000 00 000000

GBS: 10L300 4850 0000 00 000000

Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: _____ Date: _____
Instructional Supervisor _____ Date: _____
or Assistant Principal*: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business _____ GBN: gbnfeesetup@glenbrook225.org Date: _____
Services Department: _____ GBS: gbsfeesetup@glenbrook225.org _____

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: 2019 FCCLA National Conference & Competition, Anaheim, CA

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>	<u>Total Staff Expenses</u>
Meals: \$ 160.00	Meals: \$ 320.00
Transportation:	Transportation:
Air \$ 550.00	Air \$ 1100.00
Bus / Car \$ 250.00	Bus / Car \$ 500.00
Lodging: \$ 450.00	Lodging: \$ 900.00
Total Cost: \$ 1410.00	Total Cost: \$ 2820.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast \$	4.00
Lunch \$	8.00
Dinner \$	20.00
Per Day \$	32.00

Student Expenses

Number of Students: 7

<u>Per Student</u>	<u>Total Student Expenses</u>
Meals: \$	Meals: \$ 0.00
Transportation:	Transportation:
Air \$ 550.00	Air \$ 3850.00
Bus / Car \$	Bus / Car \$ 0.00
Lodging: \$ 260.00	Lodging: \$ 1820.00
Total Cost: \$ 810.00	Total Cost: \$ 5670.00

Other Expenses

Registration: \$ 2475.00
Judging: \$
Officiating: \$
Total Cost: \$ 2475.00

Total Trip Expenses

Staff Expenses: \$ 2820.00
Student Expenses: \$ 5670.00
Other Expenses \$ 2475.00
Total Cost: \$ 10965.00

Payment Responsibility

Paid by Students: \$ 2100.00	Per Student Cost: \$ 300.00
Paid by District: \$ 8865.00	

Description of Expenses Paid by Students

25% of transportation and lodging

Glenbrook High School District #225

BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities arise whenever students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

Section B - Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

BOARD POLICY: STUDENT TRIPS

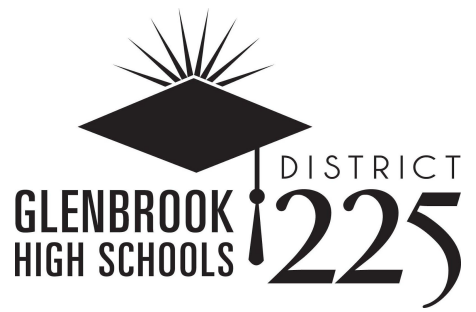
7230

Page 3 of 3 pages

7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19
10-22.22,
10-22.29b
29-3.1

Revised: February 6, 1978
Revised: September 10, 1984
Revised: October 28, 1996
Revised: May 29, 2001
Revised: July 10, 2006



To: Dr. Michael Riggle
Board of Education
From: Brad Swanson
Date: May 20, 2019
Re: Certified FTE Adjustments

This memo serves to request approval from the Board of Education for the following FTE adjustment.

Carrie Radford
Georgia Biscotakis

English, GBN
WL, GBS

from 1.0 to 0.8 FTE
from 0.4 to 0.6 FTE

To: District 225 Board of Education
Dr. Mike Riggle, Superintendent

From: Lauren Fagel, Principal, GBS
John Finan, Principal, GBN
Josh Koo, Assistant Principal, Student Activities, GBS
Mike Tarjan, Assistant Principal, Student Activities, GBN
Mark Maranto, Instructional Supervisor, Fine Arts, GBS
Chad Davidson, Instructional Supervisor, Fine Arts, GBN

Date: May 20, 2019

Re: Review of Performance Opportunities in the Arts

Background

On August 27, 2018, the Board of Education approved by consensus the District Initiatives for 2018-2019. One of the initiatives listed in this document read: “Performance Opportunities in the Arts - conduct a thorough overview of performance opportunities that exist for students in all grade levels in all areas of the arts.” The expected outcome of this initiative is “a comprehensive report that will identify needs and concerns for student performance opportunities in the arts as well as offer recommendations for Board consideration and possible action.”

Introduction

Glenbrook High School District 225 has a long tradition of excellence in the performing arts. Students excel by performance in a wide range of the arts including vocal music, instrumental music, dance, and musical and dramatic theatre. Parents support the development and participation of their students in school programs by driving them to and from rehearsals, volunteering at various performing arts events, and serving as enthusiastic audience members. Finally, the Northbrook and Glenview communities demonstrate appreciation for this legacy through their attendance at performances and support of various performing arts booster clubs.

In order to cultivate and maintain a high caliber performing arts program and ensure that students are given ample opportunities to perform, it is necessary that the performing arts faculty and administration periodically review performance opportunities available to students at all levels, as well as the rate and consistency of student participation. Reviews of this type will help identify potential gaps in

performance opportunities for students within certain grade levels or within specific areas of the performing arts.

Review Process

A Performing Arts Performances Review Committee was formed to review student performance opportunities and consisted of the following members:

Dr. John Finan, Principal, GBN

Dr. Lauren Fagel, Principal, GBS

Mr. Josh Koo, Assistant Principal, Student Activities, GBS

Dr. Mike Tarjan, Assistant Principal, Student Activities, GBN

Mr. Chad Davidson, Instructional Supervisor, Fine Arts, GBS

Mr. Mark Maranto, Instructional Supervisor, Fine Arts, GBN

The Committee took the following steps in formulating this report:

1. Student participation data was collected and analyzed for each area of the performing arts. (Appendix A)
2. Feedback was solicited from the GBS and GBN performing arts teachers in the curriculum areas of band, choir, orchestra, theatre, and dance.
3. Feedback was solicited from building and district administrators including the Associate Principals of Administrative Services, Dr. Riggle, Dr. Gravel, Dr. Ptak, Dr. Williamson, and Mr. Swanson.
4. Feedback was reviewed that was shared by concerned parents at previous Board meetings and Parents Association meetings at each school.

Findings

Student Performances Opportunities within the curriculum. As part of the co-curricular experience, students who are enrolled in band, orchestra, and/or choir have scheduled performance opportunities that are required as part of the curriculum. Enrolled students are also invited and strongly encouraged by their teachers to audition for extracurricular ensembles and school-sponsored productions.

Theatrical Opportunities. Gaps were identified in dramatic theatrical performance opportunities during each season: fall, winter, spring. *During the three seasons, there is a lack of consistency in offering multiple levels of on-stage performances, when compared to the athletic structure (varsity, jv, etc.).* For example, when GBS or GBN hosts the Glenbrook Musical, that is the only spring production with main stage opportunity for the host school. However, it is worthy to note that the Glenbrook

Musical accommodates far more students from each school than an internal dramatic theatre production is able to support.

Dance Opportunities. Dance opportunities at each school are limited due to a lack of rehearsal and performance spaces that meet the needs of dance. *Due to existing space constraints, the current dance studios can accommodate only one group of dancers at a time. As a result, the other dance groups must rehearse in hallways, cafeterias, and classrooms without proper flooring and mirrors.* There are also scheduling conflicts that arise with the use of these supplemental rehearsal spaces with other events hosted by the schools. Opportunities for incoming freshmen in the area of dance are of particular concern due to the growing number of participants in recent years.

Staff Extracurricular Leadership. The current Glenbrook performing arts teachers serve as the primary source of leadership for the extracurricular program opportunities for students. Each teacher directs numerous groups in their respective areas and often collaborates in teams to direct the major productions at their respective schools and across the district. In every respect, they are maximizing the use of their time outside the school day in an effort to give students as many performance opportunities as possible. *In order to provide additional opportunities for students, additional stipend positions incorporating additional internal and external sponsors and coaches will need to be considered.*

Facilities. According to the staff, the auditoriums and dance studios at both schools have limited flexibility in scheduling as they currently operate at capacity, year round. Existing outside rentals contribute to the stressors on the staff and facilities. Large classrooms and other spaces not designed for the performing arts are used on a frequent basis in both schools to host theatrical and musical performances. The lighting, sound, and stage specifications in these areas were not designed for musical and/or theatrical performances. In addition, fire code restrictions limit the ability for both schools to accommodate larger audiences in smaller, make-shift performance spaces.

Glenbrook Musical

The Glenbrook musical has been a combined performance for its entire 50 year existence. This project brings together students and staff from both high schools in a collaborative effort to produce an outstanding performance that is enjoyed by thousands of audience members each year. Over the years, the administration and the fine arts staff have considered the possibility of staging separate yearly musicals at each school. The major concerns with staging two large-scales musicals are:

1. Cost: Producing two large-scale musicals will require an increase in budget allocation.
2. Staff: Producing two large-scale musicals will require hiring additional staff from outside Glenbrook District 225.
3. Stage Crew: Producing two large-scale musicals will require a larger number of students participating in stage crew; this is an activity that presents a recruitment challenge every year.
4. Cast: Producing two large-scale musicals will create a casting shortage for male roles. A very small number of male students audition for the combined musical (in 2019, 37 males auditioned for *Mamma Mia!*, and 31 male students were cast).
5. Orchestration - Producing two large-scale musicals would require that we hire private instrumentalists to fill needed roles in the orchestra. Based on the widely varying needs of the pit orchestra from year to year depending on the style of the show (rock band for *Mamma Mia!* vs. Symphony Orchestra for *Les Miserables* or *Phantom of the Opera*), keeping the pit combined ensures that we will be able to provide the instrumentation needed for the show.
6. Dramatic Theatre Opportunities - Producing two large-scale musicals would mean that theatre students would not have the chance to perform in the auditorium each spring.

For Fall 2019, both high schools are considering the production of school-based mini-musicals. While this will provide additional opportunities for students who enjoy musical theatre, it will remove opportunities for students who enjoy and participate exclusively in dramatic theatre.

Recommendations

- **It is recommended that a comprehensive facility needs assessment be conducted at both schools in all areas of the performing arts.** This needs assessment is to include a review of the current programming of each facility to include current and aspirational needs of each performing arts area. The comprehensive facility needs assessment will be presented to the Facilities Committee for preliminary review and consideration. Please see the facility needs assessment proposal from Schuler Shook attached to this memo (Appendix B). The Schuler Shook Company specializes in theater and lighting designs and has the ability and expertise to conduct studies of this type and has done so with several area high school districts.

- **It is recommended that a differential stipend be added at each high school to expand student opportunities in the area of Orchestras.** Participation in modern dance is extremely high at both schools. With the addition of a second assistant sponsor at each school, the format of the program at GBN can be expanded to mirror the inclusive efforts that currently exist at GBS and the GBS program can be further refined to more closely parallel the advanced opportunities that exist in the GBN program. *The addition of two Category VI stipends for Assistant Director of the Modern Dance Show represents a cost ranging from \$8,668 to \$14,870 depending on the experience levels of the sponsors hired.*
- **It is recommended that a differential stipend be added at each high school to expand student opportunities in the area of Poms.** At the present time, GBS operates a competitive Poms program consisting of two levels, while GBN maintains a non-competitive Poms program consisting of two levels. The addition of two Assistant Poms Sponsors will allow both schools to significantly increase the number of students participating in Poms, particularly at the freshman and sophomore level. GBS will be continuing as a competitive program, while GBN will strongly consider transitioning from a non-competitive program to a competitive program in the near future. *The addition of a Category V stipend for the competitive program and a Category VI stipend for the non-competitive program represents a cost ranging from \$10,455 to \$17,590 depending on the experience levels of the coaches hired.*

GBN Student Activities Participation		
2017-2018		
Activity	Participation	Audition
Advanced Choral (Express)	26	48
Chamber Music (Band)	40	40
Color Guard	17	17
District Orchestra	160 [1]	160
Fall Play	23	52
Fermata Nowhere	9	23
Winter Play	6	39
Group Interp/Contest	13	27
Ladies First Choir	28	28
Marching Band	71	71
Modern Dance	61	83
Music Show (Musical)	84	147
Ow!	8	16
Pompon (Non-Competitive)	45	71
Student Directed 1-Acts	37	46
Winter Showcase	17	
Variety Show	160	90*
Pep Band	60	60

GBN and GBS

2018-2019		
Activity	Participation	Audition
Advanced Choral	24	42
Chamber Music (Band)	35	35
Color Guard	18	18
District Orchestra	167 [2]	167
Fall Play	17	28
Fermata Nowhere	9	30
Winter Play	n/a	n/a
Group Interp/Contest	18	26
Ladies First Choir	29	29
Marching Band (No audition)	68	n/a
Modern Dance (Orchesis)	59	94
Music Show (Musical)	85	157
Ow!	8	13
Pompon (Non-Competitive)	49	80
Student Directed 1-Acts	27	35
Winter Showcase	14	21
Variety Show	164 [3]	100
Pep Band (No audition)	55	n/a
Freshman/Soph play (no cut)	21	21

GBN and GBS

Curricular Opportunities	Participation	
Treble Choir (No audition)	24	24
Varsity Choir (No audition)	18	18
Spartan Choir (No audition)	18	18
Cecilian Singers	33	33
Chorale	48	48
Freshman String Ensemble	25	25
Symphonic Orchestra	58	58
Freshman Band (no audition)	30	30
Symphonic Band (no audition)	37	37
Symphonic Wind Ensemble	40	

Curricular Opportunities	Participation	
Treble Choir (No audition)	24	24
Varsity Choir (No audition)	28	28
Spartan Choir (No audition)	15	15
Cecilian Singers	19	19
Chorale	62	62
Freshman String Ensemble (no a	23	23
Symphonic Orchestra	49	49
Freshman Band (no audition)	37	37
Symphonic Band (no audition)	39	39
Symphonic Wind Ensemble	42	

GBS Student Activities Participation		
2017-2018		
Activity	Participation	Audition
Chamber Singers	22	
De La Cru Dance	24	60
District Orchestra	160	160
Frosh/Soph Play	11	11
Fall Play	20	30
Jazz Band	62	62
Latino Heat Dance	12	16
Marching Band	152	152
Nine	9	
Orchesis	110	110
Paradox	15	
Pep Band	152	152
Play	12	
Scat That!	14	
Solace	10	
Spring Play	20	
Variety Show	381	
Winter Play	13	15
Comedy Sportz	15	18
Comedy Troupe	15	17
Curricular Opportunities	Participation	
Bel Canto	26	26
Titan Chorus	10	10
Glee Club Choir	55	55
Master Singers	68	68
Premier Chorus	35	35
Freshman String Ensemble	30	30
Symphonic Orchestra	44	44

2018-2019		
Activity	Participation	Audition
Chamber Singers	22	32
De La Cru Dance	24	35
De La Cru Club	20	20
District Orchestra	167	167
Frosh/Soph Play	10	10
Fall Play	15	20
Jazz Band	60	60
Latino Heat Dance	14	17
Marching Band	150	150
Nine	9	20
Orchesis	110	110
Paradox	20	20
Pep Band	150	150
Poms (V & JV)	40	60
Scat That!	14	21
Solace	9	19
Spring Play	n/a	n/a
Variety Show	429	
Winter Play	20	20
Comedy Sportz	12	14
Comedy Troupe	16	18
Curricular Opportunities	Participation	
Bel Canto (no audition)	25	25
Titan Chorus (no audition)	10	10
Girls Glee (no audition)	50	50
Master Singers	66	66
Premier Chorus (no audition)	34	34
Concert Band	24	24
Freshman Marching Band	27	27
Symphonic Marching Band	60	60
Symphonic Orchestra	58	58
Freshman String Ensemble	22	22
Symphonic Winds	54	54

Mamma Mia Statistics

AUDITIONED				
	GBN	GBS	Total	
Male		13	24	37
Female		53	67	120
Total Numbers		66	91	157
	42.00%	58.00%		

CAST			
	GBN	GBS	
Male		9	22
Female		30	24
Total		39	46
Percentage		46%	54%

CUT			
	GBN	GBS	
Male		5	2
Female		25	45
Total		30	46

[Link to Musical Data \(2010-Present\)](#)

Show/School/Year	Rent (GBN 2010)	Phantom (GBN 2012)	Blonde (GBN 2014)	H2\$ (GBS 2015)	Aida (GBN 2016)	Fiddler (GBS 2017)	Mermaid (GBN 2018)	Mamma Mia (GBS 2019)
Total # of Auditionees	173 auditionees	158 auditionees	162 auditionees		116 auditionees	148 auditionees	147 auditionees	157 auditionees
# of GBN Auditionees	99 students	90 students	90 students	aprx. 45 students	64 students	59 students	76 students	66 students
% of GBN Auditionees	57.20%	57%	55.60%		55.20%	39.90%	51.70%	42%
# of GBS Auditionees	74 students	68 students	71 students	68 students	52 students	89 students	71 students	91 students
% of GBS Auditionees	42.70%	43%	43.80%		44.80%	60.10%	48.30%	58%
			(1 off-campus)					
Total # of Cast	99 cast members	94 cast members	89 cast members	82 cast members	79 cast members	96 cast members	84 cast members	85 cast members
# of GBN Cast	66 students	54 students	52 students	34 students	44 students	42 students	47 students	39 students
% of GBN Cast	66.60%	57.40%	58.40%	41.50%	55.70%	43.75%	56%	46%
# of GBS Cast	33 students	40 students	37 students	48 students	35 students	54 students	37 students	46 students
% of GBS Cast	33.30%	42.60%	41.60%	58.50%	44.30%	56.25%	44%	54%
Standard Deviation (+/- 5%)	9%	0.40%	2.80%		0.50%	3.85%	4.30%	4.30%

Trends

When the musical is at GBS, more South students audition and are cast

When the musical is at GBN, more North students audition and are cast

Audition stats for Chicago (GBS 2011) and West Side Story (GBS 2013) are unknown



Michael Riggle <mriggle@glenbrook225.org>

Glenbrook 2019 Musical Cast - Invitation to edit

Mark Maranto <mmaranto@glenbrook225.org>
To: Michael Riggle <mriggle@glenbrook225.org>
Cc: Josh Koo <jkoo@glenbrook225.org>

Mon, Apr 8, 2019 at 11:02 AM

Mike--

Rich Winship reports that there are 32 total crew numbers. 29 are from GBS and 3 are from GBN. These numbers are in keeping with my Little Mermaid experience from last year.

Best,

Mark

[Quoted text hidden]

--

Mark Maranto
Instructional Supervisor for Fine Arts
Glenbrook South High School



847-486-4436

Mission Statement: *To inspire creativity through authentic, collaborative learning communities within a culture of excellence in order to challenge the next generation of artists and supporters of the arts.*



Michael Riggle <mriggle@glenbrook225.org>

Glenbrook 2019 Musical Cast - Invitation to edit

Mark Maranto <mmaranto@glenbrook225.org>
To: Michael Riggle <mriggle@glenbrook225.org>

Sun, Apr 7, 2019 at 4:17 PM

Mike—

Here is Aaron Kaplan's reply:

In the pit of 41:

18 are GBN and 23 are GBS

2 pit managers from GBS

3 music preparation lab assts from GBN

And feel free to use this if applicable:

Just like our combined district orchestra program, the musical pit orchestra is also combined - and that is critical to the success of the show. Based on the widely varying needs of the pit orchestra from year to year depending of the style of the show (rock band for Mamma Mia vs. Symphony Orchestra for Les Mis or Phantom), keeping the pit combined ensures that we will be able to provide the instrumentation needed for the show. For the last 6 years that I've conducted the pit, I can honestly say that had the musicals been separate - there is no way that the instrumentation would have been covered by either school completely. Between spring sports and AP exams, the number of kids who can commit to playing in the pit is limited, and we have only been able to be successful because we can draw resources and student musicians from both schools.

Hope that helps!

Aaron

Sent from my iPhone

[Quoted text hidden]



14 May 2019

Ms. Kim Ptak
 Director of Operations
 Glenbrook High School District 225
 3801 West Lake Avenue
 Glenview, Illinois, 60026

RE: Glenbrook North and Glenbrook South High Schools – Needs Assessment for Performing Arts

Kim,

This proposal outlines scope of work and cost for our services as theatre consultants for the above-named project. We propose to provide our services to provide a needs assessment for the Performing Arts programs (dance, theatre and music).

This proposal addresses the request for us to review performance and assembly programming at each high school and to assess the potential need for additional space at one or both schools.

The scope of our services will be as follows:

1. Review plan and section drawings of each school.
2. Meet with GBN and GBS representatives to:
 - a. Discuss use and program of the existing performance venues. Discuss performances currently programmed as well as aspirational programs. Discuss numbers of student involved, audience counts, and production activity. Discuss actual or perceived gaps in performance practicum activities and events.
 - b. Tour each building to investigate opportunities within existing spaces.

We anticipate one full-day visit to each school for these services.

3. Provide a planning memo that a) assesses the programming input and available space(s) and b) makes recommendations on potential added rehearsal or performance spaces, including type, audience size, general square footage, and required support space.

PARTNERS

Michael DiBlasi
 Todd Hensley
 Jim Baney
 Jack Hagler
 Michael Burgoyne
 Emily Klingensmith
 Giulio Pedota
 Joshua Grossman

DIRECTORS

Duane Schuler
 Robert Shook

750 North Orleans
 Suite 400
 Chicago, IL
 60654 USA

+1 312 944 8230



- 4. Meet with GBN and GBS representatives to review and discuss the planning memo. Provide revised memo based on the discussions. Make recommendations for future steps, based on the final recommendations.
- 5. Up to three trips to the School District included in this proposal.

Fees

Our fees for the above services will be as follows:

Second Theatre Needs Assessment \$6,100.00

Reimbursable expenses approx. \$200.00

This proposal is valid for 60 days following the date of submission.

Thank you for the opportunity to present this proposal. We hope you find it complete and acceptable. To authorize us to begin work, please sign and return a copy to us. We look forward to working with you on this project.

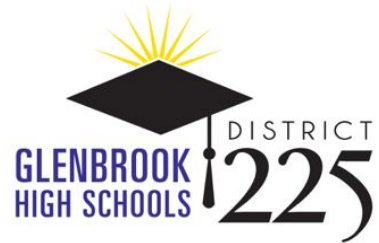
Schuler Shook

Todd Hensley, ASTC
Partner

ACCEPTED FOR GLENBROOK HIGH SCHOOL DISTRICT 225:

SIGNATURE DATE

PRINTED NAME AND TITLE



To: Dr. Michael Riggle
Board of Education

From: Dr. R.J. Gravel
Ms. Vicki Tarver

Date: Monday, May 20, 2019

Re: Resolution Authorizing Permanent Inter-Fund Transfers for Debt Service Purposes

Recommendation

It is recommended that the Board of Education approve a resolution authorizing the transfer of fund balance from the Operations and Maintenance Fund to the Debt Service Fund.

Background

Illinois Administrative Code (23 Ill. Administrative Code 100.50(d)), requires that funding be transferred into the Debt Service Fund (30) when revenues or other sources of funds are pledged to pay debt service on any long-term debt.

The 2018-19 fiscal year budget contains expenses for lease certificates totaling \$265,746 (debt service), which represents the final payment for the District Administration Building. Funding for this expense has been budgeted in the Operations and Maintenance Fund (20). This transfer completes the required action to appropriately account for this expenditure in the Debt Service Fund.

**RESOLUTION AUTHORIZING
PERMANENT INTER-FUND TRANSFERS FOR
DEBT SERVICE PURPOSES**

WHEREAS, by regulation (23 Ill. Administrative Code 100.50(d)), the Illinois State Board of Education requires that, when revenues or other sources of funds are pledged to pay debt service on any long-term debt, the moneys shall be transferred into the Debt Service Fund.

WHEREAS, the Board wishes to authorize expenditures to pay for debt service from the Operations and Maintenance Fund;

NOW, THEREFORE, Be It Resolved by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

1. The School District Treasurer is authorized and directed to permanently transfer from the Operations and Maintenance Fund to the Debt Service Fund the sum of Two Hundred Sixty-five Thousand Seven Hundred Forty-six Dollars (\$265,746), to be used for debt service obligations of the District.
2. This resolution shall take effect upon its adoption.

BOARD OF EDUCATION
NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225
COOK COUNTY, ILLINOIS

By: _____
President, Board of Education

Attest: _____
Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby that I am the duly qualified and acting Secretary of the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

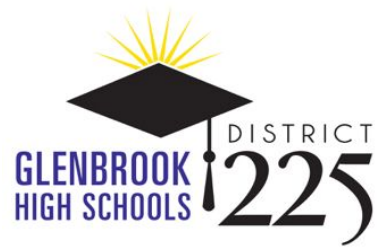
**RESOLUTION AUTHORIZING
PERMANENT INTER-FUND TRANSFER FOR
DEBT SERVICE PURPOSES**

which said resolution was adopted at a meeting of the Board held on the 20th day of May, 2019.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote of the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the School Code of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 20th day of May, 2019.

Secretary, Board of Education



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, May 20, 2019

Re: Resolution Designating Interest Earnings in 2018-19 Fiscal Year and Prior Years

Recommendation

It is recommended that the Board of Education approve a resolution designating interest accruing during the current fiscal year and all interest from prior years to be treated as interest going forward into the next fiscal year.

Background

Pursuant to regulatory changes in the Illinois Administrative Code (23 IL. Administrative Code 100.50), effective July 1, 2008, the Illinois State Board of Education requires that

“Unless otherwise provided by statute or specified by board resolution adopted prior to June 30 of a fiscal year, interest earnings shall be added to and become part of principal as of June 30 of the fiscal year.”

Therefore, in order to preserve the district’s option to transfer accrued interest from one fund to another, the Board will have to act **at least once a year** by doing one or both of the following:

1. Pass a resolution transferring interest; or
2. Pass a resolution designating interest accruing during the current fiscal year and all interest from prior years to still be interest going forward.

This resolution is approved annually, and is procedural in nature. Therefore, it is recommended that the Board approve this resolution on Monday evening.

**RESOLUTION DESIGNATING INTEREST EARNINGS
IN FISCAL YEAR 2018-2019 AND PRIOR YEARS TO REMAIN AS INTEREST
FOR FISCAL YEAR 2019-2020**

WHEREAS, by regulation (23 Ill. Administrative Code 100.5(a)(4)), the Illinois State Board of Education now specifies that, unless a statute or school board resolution provides otherwise, interest earnings on school district funds shall be added to and become part of principal as of June 30 of each fiscal year;

WHEREAS, this Board wishes to retain the option of later transferring some or all of the interest earned during the fiscal year and previous fiscal years under Section 10-22.44 of the School Code (105 ILCS 5/10-22.44);

NOW, THEREFORE, Be It Resolved by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

1. All interest earned in each fund of this School District during the current fiscal year is hereby designated as interest and not as the principal balance in that fund for the fiscal year beginning July 1, 2019, and is subject to being transferred as interest to the extent permitted by law.
2. All interest earned in each fund of this School District during any prior fiscal year and retained in the School District fund for which it accrued is hereby designated as interest and not as part of the principal balance in that fund for the fiscal year beginning July 1, 2019, and is subject to being transferred as interest to the extent permitted by law.
3. The School District Treasurer is directed to maintain a record of the total of all interest earnings so designated for each School District fund as of July 1, 2019, and to provide a report of that record to the Board.
4. This resolution shall take effect upon its adoption.

BOARD OF EDUCATION
NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT
NO. 225, COOK COUNTY, ILLINOIS

By: _____
Skip Shein, President

Attest: _____
Rosanne Williamson, Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, the undersigned, do hereby that I am the duly qualified and acting Secretary of the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

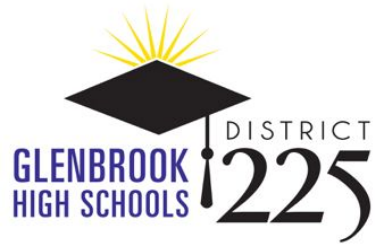
**RESOLUTION DESIGNATING INTEREST EARNINGS
IN FISCAL YEAR 2018-2019 AND PRIOR YEARS TO REMAIN AS INTEREST
FOR FISCAL YEAR 2019-2020**

as adopted by the Board at its meeting held on the 20th day of May, 2019.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all the procedural rules of the Board in conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 20th day of May, 2019.

Rosanne Williamson
Secretary, Board of Education,
Northfield Township High School
District No. 225,
Cook County, Illinois



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel
Mr. Ryan Manly
Dr. Kimberly Ptak

Date: Monday, May 20, 2019

Re: Award of Bid for the 2019-20 Workstation Replacement Process

Recommendation

It is recommended that the Board of Education:

1. Award the following bids for the 2019-20 workstation replacement:

Quantity	Device	Vendor	Unit Price	Total Amount
450	Apple MacBook Pro	Apple	\$1,399.00	\$629,550.00
122	Google Pixelbook	PCM	\$1,083.68	\$132,208.96
363	Lenovo ThinkPad X390 Yoga	Insight Technology	\$1,138.00	\$413,094.00
150	Lenovo M720 Desktop	CDW	\$788.46	\$118,269.00
				\$1,293,121.96

2. Finance the purchase with a 4 year, \$1 buy-out lease. Requests for quote have been distributed to five vendors and results will be shared at Monday's meeting. The estimated interest percent for a 4-year \$1 buy-out lease is 3.1% with four equal annual payments of \$338,693.

Background

During the April 29, 2019 meeting, the Board of Education approved the Technology Services Operating Budget for the 2019-20 fiscal year. As part of the budget, several larger projects were identified including the workstation replacement cycle for staff, or 1,085 workstations (updated count to reflect general use desktop workstations). A historical memo outlining the budget and the scope and background of this project has been attached for your reference.

Based on the feedback from the Classroom Technology and Devices Committee, the technology services team created the following device options for the 2019-20 staff workstation replacement cycle:

- Apple MacBook Pro
 - macOS
 - USB C to USB Adaptor
- Google Pixelbook
 - Chrome OS
 - Digital Pen

- Lenovo Yoga Thinkpad X390
 - Windows OS
 - Digital Pen
- Lenovo M720 Desktop
 - Windows OS

All staff that are eligible to receive a permanently assigned workstation were asked to complete a form indicating their selection. The tabulation of their selections, as well as an additional inventory for general use workstations, loan/repair fleet, student teacher/interns, long-term substitutes and future recruits are indicated in the table that follows.

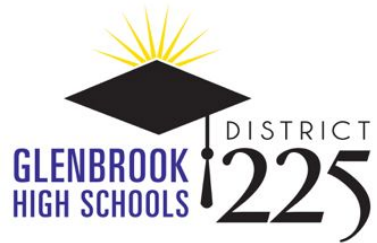
	Staff Assignment	Additional Inventory	Total Units
Apple MacBook Pro	350	100	450
Google Pixelbook	92	30	122
Lenovo ThinkPad X390 Yoga	263	100	363
Lenovo M720 Desktop	150		150
	855	230	1,085

In response to this project, a request for quotation was distributed to 7 vendors for the Google and Lenovo devices, and 6 bids were received. A separate quotation was distributed to Apple for the MacBook devices, as educational institutions can only purchase Apple equipment from Apple. A summary of the responses received are presented in the table that follows.

	Apple MacBook Pro	Google Pixelbook w/Chrome Console	Lenovo ThinkPad X390 Yoga	Lenovo M720 Desktop
Apple	\$629,550.00			
Arlington CP			\$422,903.60	\$120,504.00
CCB Technology		\$135,832.36	\$439,625.67	\$125,053.50
CDW-G		\$134,226.00	\$416,172.24	\$118,269.00
Computer Drive		\$138,714.00	\$419,991.00	\$123,136.50
Insight Technology		\$141,764.00	\$413,094.00	\$123,300.00
PCM		\$132,208.96	\$424,455.90	\$120,126.00

Financing

It is recommended that the purchase price of \$1,293,121.96 be financed through a 4-year, \$1 buy-out lease. A request for quote is being sent to five leasing/financing companies and results will be brought to Monday's board meeting. The estimated interest % for a 4-year \$1 buy-out lease is 3.1% with four equal annual payments of \$338,693.



To: Dr. Mike Riggle
Board of Education

HISTORICAL MEMO

From: Dr. R.J. Gravel
Mr. Zia Ahmed
Mr. Ryan Manly

Date: Monday, April 29, 2019

Re: Technology Services Operating Budget for 2019-20

Recommendation

It is recommended that the Board of Education approve the Technology Services operating budget in the amount of \$2,303,500 for the 2019-20 fiscal year.

Background

Each year the Technology Committee and the Board of Education review the technology services budget for the upcoming fiscal year. This budget includes expenses related to the maintaining of our District's network and related hardware, enterprise database applications, desktop and mobile device inventory, software and device deployment technologies, and overall service and support for technology users throughout the school community.

The Technology Committee met on Wednesday, March 13, 2019 to discuss the budget and recommended projects for the 2019-20 fiscal year. At that time the committee recommended that a summary be provided to the full Board of Education, with an emphasis that the proposed budget represent a net 0% increase. An overview of the budget, and additional information regarding the department's operating expenses is included in the subsequent pages of this memo.

Operating Expenses Budget

In July 2018, the Board of Education approved a Technology Services Operating Budget in the amount of \$2,303,500. The Technology Services team has worked within budget parameters to maintain existing services, further streamline operations, and enhance the experiences of our students and staff. The proposed Technology Services budget for 2019-20 represents a net 0% increase as a result of additional new revenue. However, it should be noted that in order to do this, the department identified of additional revenue opportunities from federal and local sources.

		Operating Expenses		
Object	Account Description	2018-19	2019-20	% Change
1---	Personnel			
1540	Hourly (Summer / Overtime)	\$65,000	\$65,000	0%
	Subtotal	\$65,000	\$65,000	0%
3---	Purchased Services			
3113	Testing Services	\$25,000	\$25,000	0%
3120	Consultants	\$80,000	\$80,000	0%
3160	Software Maintenance/Renewal	\$560,000	\$560,000	0%
3165	Software License Agreement	\$15,000	\$15,000	0%
3190	Professional/Technical Services	\$75,000	\$75,000	0%
3230	Repairs/Maintenance Services	\$50,000	\$50,000	0%
3240	Professional Development	\$40,000	\$40,000	0%
3322	Lease <i>E1</i>	\$360,000	\$710,000	97.2%
3323	Mileage	\$5,000	\$5,000	0%
3430	Telecommunications	\$280,000	\$280,000	0%
	Subtotal	\$1,490,000	\$1,840,000	23.5%
4---	Supplies and Materials	\$31,000	\$31,000	0%
5---	Capital Equipment <i>E2</i>	\$120,000	\$157,500	31.2%
7---	Non-Capitalized Equipment	\$280,000	\$210,000	-25.0%
	Grand Total	\$1,986,000	\$2,303,500	15.9%

		Operating Revenue		
Source	Account Description	2018-19	2019-20	% Change
1---	Local Sources			
1955	E-rate Reimbursement <i>R1</i>	\$0	\$80,000	100%
	Subtotal	\$0	\$80,000	
7---	Insert			
7230	Sale of Equipment - Non Capitalized <i>R2</i>	\$0	\$237,500	100%
	Subtotal	\$0	\$237,500	
	Grand Total	\$0	\$317,500	100%

Combined Expenditures and Revenues		
2018-19	2019-20	% Change
\$1,986,000	\$1,986,000	0%

E1 Reflects the lease payment for the workstation replacement cycle for staff discussed on page 3.

E2 Reflects the update of the Glenbrook North data center discussed on page 3.

R1 The district has been awarded \$80,000 in federal E-rate reimbursement for the Glenbrook North Data Center update. Funds will be received *after* the project has been completed.

R2 The technology committee discussed allowing employees to purchase equipment that will be removed from service as part of the workstation replacement cycle. It is estimated that each device will be sold for \$250, resulting in an additional one-time revenue stream to the school district.

Workstation Replacement Cycle for Staff

Teachers, instructional assistants, office support personnel, administrators and other designated staff members are provided their choice of a Mac or Windows-based workstation for use in their daily activities. The majority of workstations in use were purchased in June 2014, with an anticipated (3) year lifecycle. Utilizing enhanced reporting tools that were implemented in 2017, we have been able to monitor the health of batteries, the use of storage space, and a number of other data points for the entire fleet of workstations. Through use of this data, we formally adjusted the replacement cycle for staff workstations to (5) years. This resulted in our ability to defer the replacement of staff devices for (2) additional years.

In June 2019, the majority of workstations utilized by staff will have been in use for (5) years and are due for replacement. In partnership with the GEA, a working group of 34 teachers and administrators have come together to recommend the next generation of workstations for staff. As part of their review, the committee is evaluating:

- The current generation of Lenovo Yoga Windows laptops,
- The current generation of Macbook, Macbook Air, and Macbook Pro laptops,
- The Google Pixelbook running Chrome OS,
- The Microsoft Surface tablet running Windows, and
- The Apple iPad running iOS.

The committee anticipates making their recommendation near the end of April.

Estimated Budget

The budget per-workstation in 2014 averaged \$1,244 plus \$40 for an adaptor, for an all-in average of \$1,284. Unfortunately, unlike in the Chromebook segment of the market, the estimated cost of these replacements has increased to an average of \$1,409. While the average cost has increased, we anticipate minimizing this increase through a trade-in credit of \$250 for our current workstations. This will reduce the average to \$1,159.

To replace the entire fleet of workstations, we will need to purchase approximately 950 workstations. The total purchase is estimated to not exceed \$1,400,000. This final cost of this project would be reduced based on anticipated trade-in credits in the amount of \$237,500. Given the large expense of this project, we intend to structure a 4-year, \$1 buy-out lease. The annual lease payment would be approximately \$350,000, and has been built into the proposed technology services budget.

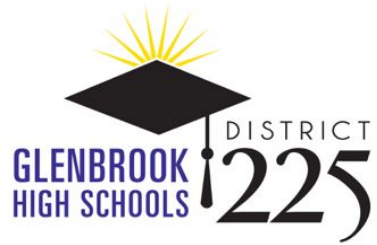
Update of the Glenbrook North Data Center Battery Backup and Cooling System

In the summer of 2017, the data center located in the basement of the Glenbrook Off-Campus/Evening High School facility was eliminated. At the same time, a new data center was installed on the 3rd Floor of the District Administration Building in the Technology Services suite. The design of the new data center featured an enclosed, all-in-one rack solution with integrated cooling modules and battery backup. Its streamlined data center design has enabled us to reduce annual operating expenses, increase efficiency, and has been cited by ComEd as one of the most energy efficient data centers they have seen in production.

This summer we are proposing the renovation of the existing Glenbrook North Data Center to mirror the current design of the District Administration Building's installation. The renovation will enable the team to substantially decrease the footprint of the data center and eliminate outdated equipment and inactive connections, while simultaneously reducing operating expenditures. This renovation would improve the stability of the Glenbrook North data connection, which enables the district's network to function without any service interruption even if the District Administration Building data center experiences an outage.

Estimated Budget

The total purchase is estimated not to exceed \$180,000. This final cost of this project would be reduced based on anticipated E-rate funding in the amount of \$80,000. The total cost of this project has been built into the proposed technology services budget.



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel
Dr. Kimberly Ptak
Mr. Zia Ahmed

Date: Monday, May 20, 2019

Re: Award of Bid for 2019-20 Electronic Door Locks Safety and Security Project

Recommendation

It is recommended that the Board of Education award the following bids related to the electronic door lock safety and security project for the 2019-20 fiscal year:

	Wireless Door Locksets	Alternate #1 Door Closers	Integrated Controller/PIM	Total
Anderson Lock	\$1,005,500	\$108,800		\$1,114,300
Video Security Systems			\$177,999	\$177,999
	\$1,005,500	\$108,800	\$177,999	\$1,292,299

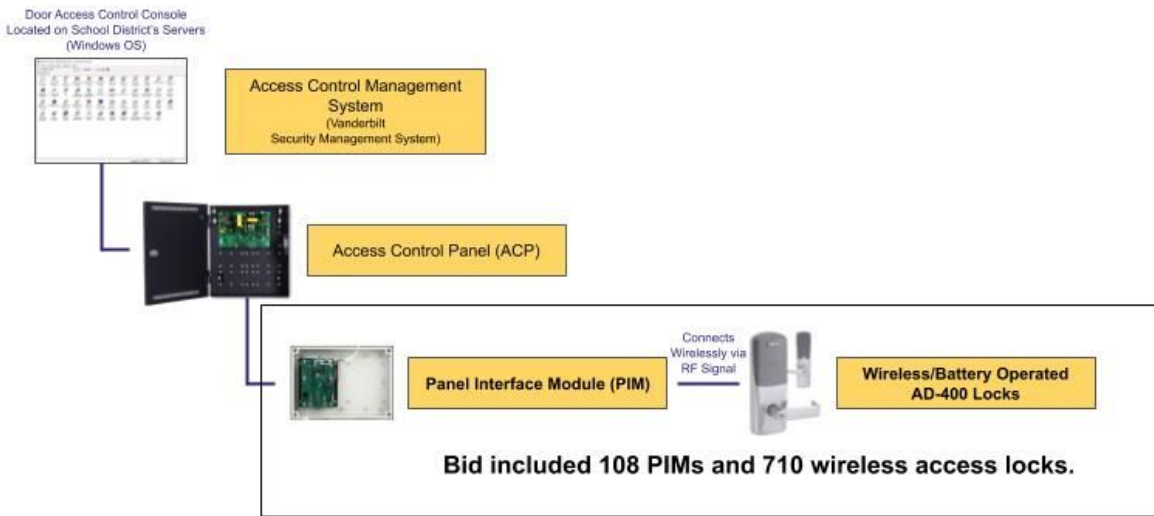
Background

Since February 2018, members of the school and district leadership teams have worked together to discuss and address topics related to creating a safe and secure campus environment. To facilitate these efforts, a task force was created to carefully study improvements that can be made to district facilities and develop a three-year strategic plan for facility safety improvements to be approved by the Board of Education. The unanimous top priority of the task force is to initiate a rekeying of all physical locks, while transitioning to electronic door access locks for all exterior, department/large meeting spaces and classroom doors. A historical memo has been attached for reference.

In response to this priority, a formal bid was conducted for 710 wireless access locks to be installed and configured across the Glenbrook North, Glenbrook Off-Campus, and Glenbrook South campuses. Bid specifications were distributed to eight certified installers, and two bids were received. A separate, a request for quotation was also distributed to eight certified vendors for the 108 integrated controller/PIMs (network equipment to be received and installed by Glenbrook personnel), and three quotations were received. A summary the responses received are presented in the table that follows.

	Wireless Door Locksets	Integrated Controller/PIM
Anderson Lock	\$1,114,300	\$178,300
LaForce	\$1,786,220	n/a
Video Sound Systems	n/a	\$177,999
Advent Systems	n/a	\$183,290

To provide additional context into the the two components to be purchased (wireless door locksets, integrated controller/PIM), a summary overview is presented in the diagram that follows.



As referenced in the recommendation chart, an alternate bid proposal has been recommended to install door closers onto all classrooms doors. Installation of door closers (as pictured below), will ensure that the classroom doors remain closed. By have all doors closed, a lockdown command would be effective in restricting access to a learning space, in the instance of an emergency situation.

Without Door Closer (Stays Open)



With Door Closer (Must Be Held Open)

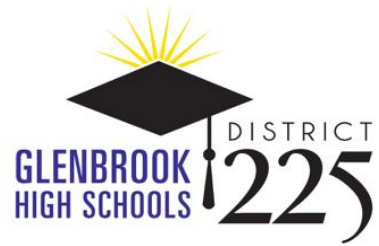


Funding Summary

On June 24, 2018, the Board of Education took action to permanently transfer \$5,000,000 from the Operations and Maintenance Fund (20) to the Capital Projects Fund (60) for the purpose of “enrollment-driven projects, safety and security projects, physical plant repairs, and learning spaces furniture and equipment”. Funding from this transfer will be utilized to fund the electronic door locks safety and security project. A summary of the total amount of funds to be allocated for safety and security projects is presented in the table that follows.

Location	Description	Cost
Completed Project		
All	Secure Main Entrances	\$145,830
Projects Bid to be complete FY19/20 school year		
GBN and GBS	Door Replacement	\$501,937
GBN and GBS	Physical Structures (e.g. bollards)	\$157,000
GBN, GBS, OC	Building Mounted Lighting	\$62,500
GBN, GBS, OC	Electronic Door Access	\$1,292,299
Subtotal		\$2,159,566
7% architectural fee*		\$125,323
6% construction management fee*		\$90,805
2% contingency		\$43,191
Total Cost of Capital Projects		\$2,418,885

* The fees for the electronic door locks project has been reduced to 5% (architectural) and 3% (construction management). The fees for the door replacement, physical structures, and secure main entrances remains 7% (architectural) and 6% (construction management).



To: Dr. Mike Riggle
Board of Education

HISTORICAL MEMO

From: Dr. R.J. Gravel
Dr. Kim Ptak
Mr. Joel Reyes

Date: Monday, February 25, 2019

Re: Recommended Safety and Security Task Force Capital Projects for Summer 2019

Recommendation

It is recommended that the Board of Education authorize the District administration to work with ARCON Associates, the District architect, to develop bid specifications for the four Safety and Security Task Force Recommendations to be completed during the 2019 summer months.

Background

Since February 2018, members of the school and district leadership teams have worked together to discuss and address topics related to creating a safe and secure campus environment. To facilitate these efforts, a task force was created that included:

District Administration

- Superintendent
- Assistant Superintendent for Business Services
- Assistant Superintendent for Educational Services
- Assistant Superintendent for Human Resources
- Director of Operations
- Director of Communications and Public Relations
- Safety and Security Manager

School Administration

- GBN/GBS/GBE Principals
- GBN/GBS Associate Principals for Administrative Services
- GBN/GBS Assistant Principals for the Dean's Office
- GBN/GBS Plant Operators/Assistants
- GBOC Instructional Supervisor

Police and Fire Representatives from Both Villages (as needed)

- Northbrook Fire DC Dave Crawford
- Northbrook Police Investigations Cmdr Mark Graf
- Glenview Fire DC Paul Klicker/Lt. Derek Selzer
- Glenview Police Investigations Cmdr Jason Saikin

Others (as needed)

- District Architects and Construction Management
- Technical Experts and Consultants

The focus of the taskforce was to “carefully study improvements that can be made to district facilities and develop a three-year strategic plan for facility safety improvements to be approved by the Board of Education and incorporated into the existing decision-making process for district facilities” (Safety and Security Update, April 23, 2018). Recognizing that the Board of Education had already taken substantial steps to address steps in this area through the engagement in an external security audit (FEA), the recruitment of a Safety and Security Manager, and the provisioning of \$2,000,000 for future safety enhancements, the three year strategic plan was considered to have begun in February 2018.

In considering the development of a strategic plan, the task force arrived at unanimous consensus regarding three priorities for which they recommend that would provide great benefit for the safety of our campuses:

Priority 1

Initiate a rekeying of all physical locks, while transitioning to electronic door access locks for all exterior doors and classroom doors. The transition to electronic door access locks will enable schools to leverage existing technologies to maintain awareness regarding the status of doors and other access points, and to lock-down the campus in the event of an emergency.

In preparation for outlining the scope of this project, the Associate Principals for Administrative Services and Plant Operators at both Glenbrook North and Glenbrook South have walked their facilities and identified doors in one of three categories:

- **Learning Spaces**
These are the doors to our learning spaces. If a space had multiple access doors, only those doors which were routinely utilized for student access were counted.
- **General Offices**
These are the doors to general office spaces (e.g. department office, main office, Nurse’s Office). Doors to private office spaces were not counted.
- **General Access Spaces**
These are doors to general spaces for staff and students such as cafeterias, libraries, shared laboratories, and the student activity centers.
- **Exterior Doors**
These are exterior entry doors utilized by staff and/or students. In cases where there are multiple banks of doors servicing a part of the facility, a single door within a set of banks was identified and counted.

Following the walk-through and an extensive review by the school and district leadership teams, a set of facility maps identifying each door and assigned category was prepared. After excluding existing electronic door locks, the total count of new locks to be installed would include:

- Glenbrook North - 320 Locks
- Glenbrook South - 350 Locks

It should be noted that the District Administration Building, Glenbrook Off Campus/Evening High School facility, and the Glenbrook Transition Services suite in downtown Northbrook have already been converted to electronic locks. While the counts for Glenbrook North and South above do not include all doors (e.g. storage closets, maintenance areas), they do represent the areas that would need to be need to be locked down in a crisis situation. Our goal would be to address all of these doors during the 2019 summer months, and to continue replacing and rekeying existing legacy locks and handles over the next several years.

Initial cost estimate for this work is \$1,000,000.



Priority 2

Replace damaged and poorly functioning doors throughout both school buildings. New doors will have bullet resistant glazing. There are approximately 60 classroom doors throughout Glenbrook North and Glenbrook South where, unless replaced, an electronic lock will not properly secure the area. Either the door itself is warped and not closing properly, the current hardware does not support an electronic lock or the door itself does not allow for an electronic lock. It is recommended that these doors be replaced and the glazing of the door be impact resistant. New doors will also be ADA compliant and have lever handles as opposed to knobs. Additionally there are approximately 40 sets of "Total Doors" in areas such as cafeterias, athletic spaces and auditoriums where an electronic lock can not be supported. "Total Doors" are essentially a double door system that do not require a mullion and were common in the 90s. They have an internal locking mechanism that will not work with an electronic lock system. Additionally, these doors are a security concern as the internal locking mechanism is weak and the doors can be forced open and often do not automatically shut.



Initial cost estimate for this work is \$500,000.

Priority 3

Install physical structures (e.g. bollards) around the perimeter of the school building, specifically at main entrances, to provide an additional safety barrier. Barriers will be able to serve decorative and functional purposes (e.g. planters, seating areas for students), while also providing protection for vulnerable areas of our campus where students regularly gather. (Estimate - \$180,000)

Initial cost estimate for this work is \$180,000.



Priority 4

Add building mounted lighting at main entrances and walkways where needed.

A photometrics study was completed at all main entrances and walkways. Building mounted lighting is recommended to enhance the lighting in several areas throughout the campuses. (Estimate - \$60,000)

Initial cost estimate for this work is \$60,000.

**BOARD POLICY: VOLUNTARY TERMINATION RETIREMENT BENEFITS FOR
CERTIFIED-LICENSED ADMINISTRATORS AND SUPERVISORS**

6100

Glenbrook High School District #225

Section A — Introduction

It shall be the policy of the Board of Education of District #225 to recognize the services of its regularly employed ~~certified~~ licensed administrators and supervisors who have provided long and effective service to the youth of our community through a program of voluntary ~~termination~~ retirement benefits.

Section B - Eligibility

~~Certified~~ Licensed administrators and supervisors who have been full time employees of District #225 for a minimum of ten years immediately preceding their voluntary ~~termination~~ retirement or for an aggregate minimum of fifteen years of which a minimum of five years are immediately preceding their voluntary ~~termination~~ retirement, may apply for ~~termination~~ retirement benefits under this policy as "Eligible Former Employees."

For the purposes of this Policy, an administrator or supervisor who is eligible to receive a non-discounted TRS retirement pension ~~of at least 74.6% of average salary~~ and will attain age 55 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 55 on the preceding June 1.

A non-discounted annuity is defined solely by TRS. For the purposes of illustration, it is summarized as:

<u>Minimum Creditable Years of Service</u>	<u>Age at Retirement</u>
<u>5</u>	<u>62</u>
<u>10</u>	<u>60</u>
<u>35</u>	<u>55-60</u>

Section C — Benefits Available to Eligible Former Employees Who Satisfy the Eligibility Requirements of Section B of this Policy

In lieu of insurance access or coverage provided in Section D, below, the Board of Education shall provide the Eligible Former Employees with an annual cash severance payment of \$2,500 for each of five years following retirement. Such payments shall be made on or before September 30 of each school year following the school year of retirement under TRS. It is the intent of the Board that such payments shall not be considered creditable earnings for purposes of the Illinois Teachers' Retirement System, and no such payment shall be made to the extent it subjects the Board to any additional payment or penalty to TRS. Eligible Former Employees may, at their sole discretion, waive entitlement to this benefit and elect those insurance allowance benefits contained in Section D.

Section D - Benefits Available to Eligible Former Employees Until Age 65 or the Age of Medicare or Medicaid Eligibility, Whichever Shall Occur First

The Eligible Former Employee may select the benefits contained in this Section D in lieu of the benefits provided for in Section C, above.

**BOARD POLICY: VOLUNTARY TERMINATION RETIREMENT BENEFITS FOR
CERTIFIED-LICENSED ADMINISTRATORS AND SUPERVISORS**

6100

1. ~~The Board of Education shall provide Eligible Former Employees individual medical insurance coverage under the District's High Deductible Health Care Plan, Blue Advantage HMO or TRIP HMO Plan, as selected by the Eligible Former Employee. The Board shall pay an amount equal to 95% of the premium therefor. In the event that the plan selected by the Eligible Former Employee is no longer an option for District employees or no longer available, the Eligible Former Employee may select coverage under one of the aforementioned remaining plans, if any, or under a plan that may be designated by the District, in its discretion. Under no circumstances will the premium contributed toward the TRIP HMO Plan be greater than that contributed toward the district's plans.~~
1. Upon retirement Eligible Former Employees will not be allowed to remain in the District's health insurance plan. Instead, the Eligible Former Employee will receive an insurance grant from the Board of Education equal to 95% of the District Single PPO/HMO premium rate for the Insurance Plan in effect and chosen by the Eligible Former Employee at the time of retirement. This insurance grant will be paid annually after the effective date of retirement until the Eligible Former Employee reaches age 65 or Medicare eligibility, whichever first occurs. Eligible Former Employees receiving this grant shall be subject to premium cost increases or decreases which may occur as a result of future changes in the cost of the noted premiums in the District plan used as the basis for calculating this benefit.
2. ~~Eligible Former Employees shall be allowed to maintain family medical insurance coverage under a plan referred to in Paragraph 1 of this Section D, or designated by the District, in its discretion; provided they had family coverage on the effective date of their retirement. Eligible Former Employees shall be responsible for the full premium, less the Board's contribution, referred to in Paragraph 1 of this Section D.~~
2. Eligible Former Employees shall be allowed to maintain individual or family dental coverage as then available to employees of the District provided they had such coverage on the effective date of their retirement. Eligible Former Employees shall be responsible for the full premiums for these plans-plan chosen.

Section E — Special Provisions for Certified-Licensed Administrators and Supervisors

1. In addition to the benefits provided in paragraphs 1 and 2 of this Section D, the Board of Education shall contribute \$2,500, annually, to the Glenbrook Health Savings Plan (America's VEBA Solution or the plan then in effect for District employees), on behalf of the Eligible Former Employee, for a period of five years after the effective date of retirement.
2. The insurance allowance specified in paragraph 1 of Section E may be used toward the purchase of health insurance provided by TRS or health or dental insurance then provided by the ~~district~~ Board of Education, provided participation by retirees in the ~~district's~~ Board of Education's plan is allowed by the provisions of the then-current policy. No cash payment shall be made to any Eligible Former Employer.

**BOARD POLICY: VOLUNTARY TERMINATION RETIREMENT BENEFITS FOR
CERTIFIED-LICENSED ADMINISTRATORS AND SUPERVISORS**

6100

3. The Board of Education shall provide Eligible Former Employees with \$50,000 of individual term life insurance until the Eligible Former Employee reaches age 65 or the age of Medicare or ~~Medicaid~~ eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
- ~~4. The Board of Education shall pay both the employer's and the employee's contribution to TRS for Eligible Former Employees who elect to participate in the State's Early Retirement Option. In no case shall the Board's total payment, for any Eligible Former Employee, exceed 135% of the contribution required of the Board of 40 ILCS 5/17-130-I. The benefits under this subparagraph are not available for employees retiring after June 30, 2016.~~
4. The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the district Board of Education, and carried, on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
5. Eligible Former Employees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed ~~certified~~ licensed administrators and supervisors.

Section F -Benefits Available to Eligible Former Employees

1. All requests for participation under Section E must be submitted in writing to the Assistant Superintendent of Human Resources prior to April 1 of the ~~certified~~ licensed administrator's or supervisor's final four years of employment. The request shall include a copy of the administrator's or supervisor's latest Personal Statement of Benefits from TRS.
2. Participation in the benefits under Section E plan is dependent on unconditional and irrevocable resignation of the ~~certified~~ licensed administrator or supervisor who enters into a four-year employment contract with the Board of Education. Any employee who does not fulfill their contract, under Section E, for whatever reason, shall be ineligible for any of the benefits contained in Sections D & E of this Policy.
3. Participants, in benefits under Section E plan, shall have each of their last four year's annual salary increased by an amount equal to ~~6%~~ 3% of their previous year's annual salary.
4. The ~~6%~~ 3% increase described in Paragraph 3 of this Section E shall be in lieu of any salary increases which the administrator or supervisor would otherwise receive.
5. Salary payments described in Paragraph 3 of this Section E shall be defined as contractual salaries paid for performance of duties as an administrator or supervisor. The salaries shall not include any stipends or any other payment of any type whatsoever.

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6. During the administrator's or supervisor's last four years of employment, they shall not receive any stipends or other payments, of any type, that they are not currently receiving immediately prior to the start of the retirement contract. Any stipends or payments removed during the last four years of employment shall not be reinstated.

Section G — Vacation

In addition to those benefits contained in Section D, ~~retirees~~ Eligible Former Employees who were employed by the District on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days in lieu of payment for ~~work~~ such days, at their then current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will be forfeited.

Section H — Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. The terms "administrator" or supervisor," when used in this Policy, shall mean all full-time regularly-employed personnel who have been issued a ~~certified~~ licensed administrative employment contract by the district.
- ~~3. If an employee, who has been approved for participation in one of the plans in this Policy, dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this Policy 6100.~~
3. An eligible administrator or supervisor who applies for retirement benefits in their last year of employment, (i.e., after April 1 of their next to last year of employment but prior to April 1^s of their last year of employment), shall have their last year's annual salary increased by ~~6%~~ 3% of their previous year's annual salary. Eligible individuals shall also have access to the benefits listed in Sections D & E of this Policy.
4. If changes occur in the operation of TRS, which result in an increase in the cost of this Policy to the Board, the Board shall have the authority to revise this Policy in such a manner that the revision shall result in no additional cost to the Board relative to the current Policy. Additionally, should the Illinois legislature enact legislation which increases the limit on final years' salary increases above the 3% limitation, the administrator's salary increase provided in Section F (3) , above, shall be increased by such new limitation up to a maximum of 6%.
5. This Policy shall be effective from and after July 1, 2016~~9~~.

Approved: June 7, 1978
Revised: October 22, 1979

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