

TO: Mike Riggle
FROM: Rosanne Williamson
RE: Meeting Minutes Standards & Process
DATE: July 15, 2013
CC: Board of Education

At the Board retreat it was suggested that the Board consider moving the responsibility for Board meeting minutes to a recording secretary. The Assistant Superintendent for Educational Services would still serve in the role of Board Secretary and attend all Board meetings; however, would not be directly responsible for producing minutes. The Assistant Superintendent serving as Board Secretary would still be responsible for preparing election materials, responding to FOIA requests and Open Meetings Act (OMA) compliance.

At this meeting we hope to:

1. Review minutes protocol and format
2. Consider the role of a recording secretary

1. MINUTES PROTOCOL AND FORMAT

Attached find the suggested policy on minutes from PRESS (Policy Reference Education Subscription Service), our current policy 2030 on board minutes, an excerpt from Robert's Rules of Order regarding minutes, and sample minutes from other school districts.

MINUTES SHOULD

- Record what is "done" and not what is said by the members
- Provide a summary of the Board discussion
- Record answers and explanations rather than questions
- Record votes by members

MINUTES SHOULD NOT

- Include the name of members making specific points during discussion
- State what is said verbatim
- Repeat the same point made by different individuals

2. RECORDING SECRETARY

Districts in the area use a recording secretary to keep meeting minutes. This individual serves in a clerical capacity, typically the superintendent's administrative assistant. Compensation ranges from overtime, stipend, or an hourly per meeting rate. Attached you will find a chart that shows a comparison with other districts of the number of meetings, the average hours per meeting and compensation for recording secretary.

RECOMMENDATION:

I recommend that a recording secretary take and compile board meeting minutes at an overtime rate of pay (1.5 times the hourly rate). The average length of each Board meeting is four hours, there are 22 scheduled meetings, including an anticipated Board retreat and adding one hour per meeting for set-up provides approximately 110 hours. The estimated cost of this position is \$6,560 per fiscal year. Additional special meetings are not included in this calculation.

School Board

Exhibit - Open Meeting Minutes 1

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, *School Board Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

1 Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (5 ILCS 120/2.06)

1. The meeting's date, time, and place;
2. Board members recorded as either physically present, remotely present, or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and/or *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

“Yeas”

“Nays”

Action: Passed Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____

Topic: _____

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item: _____

Summary of discussion: _____

Motion made by: _____

Motion to: _____

Motion seconded by: _____

Action: Passed Failed

(If a roll call vote occurred, record the vote of individual Board members.)

“Yeas”

“Nays”

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert 2:220-E2, Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by: _____

Motion seconded by: _____

Action: Passed Failed

Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____

Date minutes were available for public inspection: _____

Date minutes were posted on District website: _____

BOARD POLICY: MEETINGS OF THE BOARD OF EDUCATION

2030

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Section A - Regular Meetings

1. Regular meetings of the Board of Education of District #225 shall be held on the second and fourth Mondays of each month at a location and time approved by the board as part of the calendar of regular board meetings unless established by other action in keeping with provisions of the Open Meetings Act.
2. All regular, emergency and special meetings of the Board and all committee meetings shall be open to the public, subject only to public exclusion from closed sessions for matters which are permitted to be conducted in closed session by statute, regulation or case law.

Section B - Quorum and Participation by Audio or Video Means

1. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School board constitutes a quorum.
2. Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: 1) personal illness or disability, 2) employment or District business, or 3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the board secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The board secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, shall be deemed to be present at the meeting and may participate in all aspects of the Board meeting including voting on any item.

Section C - Meeting Procedures

1. The secretary of the Board of Education shall assume responsibilities relative to notification of time and place for all Board meetings and committee meetings, for the necessary physical arrangements, and for the distribution of appropriate materials relative to all meetings to the Board members. Such responsibilities shall be executed in compliance with relevant laws, statutes and Board policies and directives and with consideration for public accommodation.
2. The secretary of the Board shall prepare an agenda for each meeting of the Board subject to final revision and approval by the Board at the meeting. The agenda shall include items recommended by the Board, by the superintendent, and matters required by law or statute. Each Board agenda shall include Agenda Items for Future Board Meetings. At that time in the meeting individual Board members may propose topics for future Board agendas. The Board as a whole will then decide whether or not to place the proposed item on a future agenda.

3. Unless otherwise specified by legal requirements or specific Board actions all meetings of the Board shall be conducted under procedures established by the Board. In the event the Board reaches an impasse in establishing a procedure (or procedures), Robert's Rules of Order shall govern.
4. The secretary of the Board shall keep written minutes of each meeting with such annotation as the Board deems appropriate. After the minutes are approved by the Board, the minutes shall be signed by the president and secretary of the Board.
5. The secretary of the Board shall electronically record regular, special meetings, and closed sessions of said meetings of the Board and maintain the electronic recording until authorized by the Board to dispose of the recordings, except that electronic recordings of regular and special meetings may be destroyed, to the extent provided by law, upon approval by the Board of the minutes for those respective meetings.
6. Not less than semi-annually, the Board shall review the minutes, the electronic recording, or a review of a summary of the topics contained on the electronic recording from closed sessions that are currently unavailable for public release. As a part of said review, the Board may meet in closed session, and shall determine which, if any, minutes, no longer require confidential treatment and are available for public inspection. Such determination shall be reported in an open session immediately following said closed session, if held. At this same biannual review of the electronic recordings or review of a summary of the topics contained on the electronic recording, the Board can make a recommendation that certain electronic recording of closed sessions may be destroyed by a future Board eighteen (18) months after the creation date of each recording.
7. After eighteen (18) months have passed since being made, the electronic recording of a closed session will be destroyed, provided the Board has approved both (a) the destruction of such electronic recording, and (b) the written minutes of such closed session, which written minutes shall comply with the requirements of Section 2.06(a) of the Illinois Open Meetings Act (5 ILCS 120/2.06(a)), as amended from time to time. The consent agenda item for this meeting shall list the specific date of the meeting on the recording recommended for destruction.
8. At no time will an electronic recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) a named student, (2) an employees or applicants personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the district, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. No minutes will be destroyed if said minutes pertain to pending or potential litigation, provided that as to said pending or potential litigation the District has received written notice thereof.

9. Requests by members of the public for access to the electronic recording of a closed session will be denied unless the Board has found that the electronic recording no longer needs confidential treatment. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine whether the electronic recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed sessions, the electronic recordings of closed sessions should not be used by Board members to confirm or dispute the accuracy of recollections.

Section D - Public Communications With Board

The Board of Education encourages full public communication with the Board, either in person at Board meetings or through written statements, including emails, directed to the Board. The only limitations on such communications are:

1. exclusion of the public from the Board's closed sessions,
2. all members of the public addressing the Board shall be bound by the rules of order governing oral comments at Board meetings as outlined in Section E of this policy.

As a matter of practice, the Board of Education does not respond to written communication in any form. However, the sender will receive confirmation that the communication has been received. The Board reserves the right to direct communication through district or school administration for appropriate action/response.

Section E - Comments from Members of the Public at Board Meetings

While the Board of Education welcomes comments from members of the public, meetings of the Board of Education are not public hearings, except as otherwise noticed or required by law. Meetings of the Board of Education are public open meetings conducted to carry out the business of school district governance. Therefore, to facilitate public comments and yet preserve the flow and the orderly completion of the meeting agenda, the Board has adopted the following rules of order for oral comments from members of the public.

1. a. A period for public comments shall be scheduled at or near the beginning of each regular or special Board meeting, and for each committee meeting conducted as a public meeting, open to the public. This public comment period shall normally be limited to 30 minutes; the public comment period may be extended beyond the 30 minute time period with the approval of the Board or may be moved to another time during a Board meeting, at the Board's discretion.
- b. The 30 minute time limitation shall not be in effect during formal "public hearings" mandated by statute or designated by the Board.
- c. Comments during the public comment period may concern items which are or are not on the meeting agenda except that public comments in a special Board meeting shall be limited to subjects appearing on the agenda for that special meeting.

- d. Public comments during specific agenda items, or at times other than the time designated for public comments, will not be permitted without the approval of the Board.
2. Individuals who have comments or questions concerning specific students, staff, programs or school practices shall be encouraged to discuss the issue with the school principal and the superintendent before bringing the issue to the attention of the Board.
3. Individuals requesting to comment shall identify themselves, and their residence (or if a legal representative, their business) address, and the topic they wish to review before addressing the Board. All comments and questions shall be directed to the president of the Board, or to the individual presiding over the meeting.
4. Members of the Board may ask clarifying questions of presenters. The Board shall have no obligation, however, to respond to comments made by members of the public.
5.
 - a. Oral comments shall normally be limited to 5 minutes per individual.
 - b. Presentations of more than 5 minutes in length shall be allowed with the approval of the Board and may be scheduled at the discretion of the Board.
6. Comments on topics not subject to the jurisdiction of the Board shall be out of order. The Board may choose to receive confidential information or information which could lead to disciplinary action pertaining to specific employees and any matters regarding individual students in closed session, and the President or person presiding over the meeting may rule to be out of order any public comments which may contain such adverse or confidential information regarding any student or district employees.

Section F- Requests for Information

The Board of Education has designated certain employees within the district to receive requests for information under the Illinois Freedom of Information Act (Board Policy & Procedures 9100). The Board encourages members of the public to utilize this procedure and directs the Board Secretary, as a designated employee to provide appropriate responses to requests for information.

The Board Secretary shall prepare a Freedom of Information Act request form and shall make the form readily available at Board meetings and at the district office for members of the public to use to request information.

Section G - Press Coverage

The Board of Education encourages full press coverage of all of its meetings that are open to the public and directs the director of public information to provide appropriate assistance which will facilitate such coverage.

Approved: August 20, 1973

Revised: September 19, 1977; January 14, 1985; December 7, 1992; February 28, 1994; February 28, 2000; June 11, 2001; March 15, 2004; September 27, 2004; July 7, 2008, April 12, 2010, March 19, 2012

60. The Minutes. The record of the proceedings of a deliberative assembly is usually called the Minutes, or the Record, or the Journal. The essentials of the record are as follows: (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special"; (b) name of the assembly; (c) date of meeting and place, when it is not always the same; (d) the fact of the presence of the regular chairman and secretary, or in their absence the names of their substitutes, (e) whether the minutes of the previous meeting were approved, or their reading dispensed with, the dates of the meetings being given when it is customary to occasionally transact business at other than the regular business meetings; (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn; (g) and usually the hours of meeting and adjournment, when the meeting is solely for business. Generally the name is recorded of the member who introduced a main motion, but not of the seconder.

In some societies the minutes are signed by the president in addition to the secretary, and when published they should always be signed by both officers. If minutes are not habitually approved at the next meeting, then there should be written at the end of the minutes the word "Approved" and the date of the approval, which should be signed by the secretary. They should be entered in good black ink in a wellbound record-book.¹

The *Form* of the *Minutes* may be as follows:

At a regular meeting of the M. L. Society, held in their hall, on Thursday evening, March 19, 1914, the president in the chair, and Mr. N acting as secretary, the minutes of the previous meeting were read and approved. The Committee on Applications reported the names of Messrs. C and D as applicants for membership, and on motion of Mr. F they were admitted as members. The committee on reported through Mr. G a series of resolutions, which were thoroughly discussed and amended, and finally adopted, as follows:

Resolved, That.....

.....

On motion of Mr. L the society adjourned at 10 P.M.

R..... N.....

Secretary.

In keeping the minutes, much depends upon the kind of meeting, and whether the minutes are to be published. In the meetings of ordinary societies and of boards of managers and trustees, there is no object in reporting the debates; the duty of the secretary, in such cases, is mainly to record what is "done" by the assembly, and not what is said by the members. He should enter the essentials of a record, as previously stated, and when a count has been ordered or where the vote is by ballot, he should enter the number of votes on each side; and when the voting is by yeas and nays he should enter

a list of the names of those voting on each side. The proceedings of the committee of the whole, or while acting as if in committee of the whole, should not be entered in the minutes, but the report of the committee should be entered. When a question is considered informally, the proceedings should be kept as usual, as the only informality is in the debate. If a report containing resolutions has been agreed to, the resolutions should be entered in full as finally adopted by the assembly, thus: "The committee on submitted a report with a series of resolutions which, after discussion and amendment, were adopted as follows:" then should be entered the resolutions as adopted. Where the proceedings are published, the method shown further on should be followed. If the report is of great importance the assembly should order it "to be entered on the minutes," in which case the secretary copies it in full upon the record.

Where the regular meetings are held weekly, monthly, or quarterly, the minutes are read at the opening of each day's meeting, and, after correction, should be approved. Where the meetings are held several days in succession with recesses during the day, the minutes are read at the opening of business each day. If the next meeting of the organization will not be held for a long period, as six months or a year, the minutes that have not been read previously should be read and approved before final adjournment. If this is impracticable, then the executive committee, or a special committee, should be authorized to correct and approve them. In this case the record should be signed as usual, and after the signatures the word "Approved," with the date and the signature of the chairman of the committee authorized to approve them. At the next meeting, six months later, they need not be read, unless it is desired for information as it is too late to correct them intelligently. When the reading of the minutes is dispensed with they can afterwards be taken up at any time when nothing is pending. If not taken up previously, they come before the assembly at the next meeting before the reading of the later minutes. With this exception the motion to dispense with reading the minutes is practically identical with the motion to lay the minutes on the table, being undebatable and requiring only a majority vote. The minutes of a secret meeting, as for the trial of a member, should not be read at a meeting that is open to the public, if the record contains any of the details of the trial that should not be made public.

Minutes to be Published. When the minutes are to be published, in addition to the strict record of what is done, as heretofore described, they should contain a list of the speakers on each side of every question, with an abstract of all addresses, if not the addresses in full, when written copies are furnished. In this case the secretary should have an assistant. With some annual conventions it is desired to publish the proceedings in full. In such cases it is necessary to employ a stenographer as assistant to the secretary. Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the assembly in regard to them; or, they may be printed with all additions in italics and parts struck out enclosed in brackets in which case a note to that effect should precede the report or resolutions. In this way the reader can see exactly what the committee reported and also exactly what the assembly adopted or endorsed.

Township High School District No. 113
Board of Education Minutes
Regular Meeting
April 22, 2013

April 22, 2013

There being a quorum, a regular meeting of the Board of Education of Township High School District 113, Lake County, Illinois, was called to order by Mr. Harvey Cohen, President, at 7:30 p.m. on Monday, April 22, 2013, at the Administration Building, 1040 Park Avenue West, Highland Park, Illinois.

There were present: Mr. Harvey Cohen, President; Ms. Debra Hymen, Ms. Annette Lidawer, Ms. Marjie Sandlow, Ms. Bonnie Shlensky, Mr. David Small and Mr. Michael Smith, Board Members; Dr. George Fornero, Superintendent and Secretary of the Board; Dr. Suzan Hebson, Assistant Superintendent for Instruction and Communications; Mr. Barry Bolek, Assistant Superintendent for Finance; Dr. Joe Koenigsknecht, Assistant Superintendent for Human Resources; Ms. Andrea Johnson, Director of Equity and Grants; Ms. Andrea Gratz, Director of Student Support Services; Ms. Natalie Kaplan, Director of Communications; Ms. Audris Griffith, DHS Principal; Mr. Brad Swanson, HPHS Principal; Ms. Sandra Jasso, Executive Secretary to the Superintendent; Ms. Julie Gordon, Board Member Elect; and Ms. Stacey Meyer, Board Member Elect. The following visitors were present: Ms. Lou Ann Erikson, Mr. Michael Greenberger, Ms. Claire Rosenberg, Mr. Rick Heineman, Ms. Tammie Beckwith Schallmo, Ms. Jennifer Currier, Mr. Jerry Johnson, Mr. Mark Jolicoeur, Mr. Michael Dolter, Mr. Tony Horwitz, Mr. Carl Lambrecht, and other community members.

Agenda
APPROVED

It was moved by Ms. Hymen, seconded by Ms. Lidawer and the Board unanimously approved the agenda.

DHS Student
Representative Report

Ms. Claire Rosenberg (DHS) reported that the Dance Company Show was a blast with a great turnout. Student Council held its annual retreat last weekend. Juniors will be taking Prairie State tests this week. Jazz night will be held this Wednesday at 7:30 p.m. DHS will be participating in Misericordia candy days. The Warriors Softball program has chosen Chronic Fatigue and Immune Dysfunction Syndrome, Association of America as the charity for their annual STRIKE OUT event. The DHS Science & Engineering (WYSE) Team Earned 3rd Place in State. DHS students got

a big thank you from LUNGevity last Tuesday for their fundraising efforts during School Chest 2012. LUNGevity will be having the Breathe Deep North Shore Day on April 28.

**HPHS Student
Representative Report**

Mr. Michael Greenberger (HPHS) reported on some of the different FOCUS events held. HPHS Honor Society inducted 258 members last Wednesday morning. The Class of 2016 hosted the Senior Citizen Prom on Saturday at HPHS. Vanessa Ocampo, Aaron Strauss, and Jonathan Weiland were honored at the City of Highland Park Character Counts Awards event last week. The performance of Cyrano de Bergerac is this weekend. The Language Honor Societies will have their inductions next week. The Chicano College Bowl will be held on May 3. Prom will be on May 18 and ticket sales begin next week. HPHS suffered a narrow defeat in the annual ELS basketball game to DHS. Last Tuesday Giants varsity baseball crushed Maine East 5-0 and lost on Saturday to Libertyville. The HPHS girls' track team defeated DHS.

**DHS Teacher
Representative Report**

Ms. Lou Ann Erikson (DHS) reported that the Chromebook pilot has begun at DHS in the Science, Social Studies, English, Special Education and PE classes. The Work Study class at DHS spent the first semester of this school year developing a business plan for the Warrior Balloon Factory and had the grand opening in February with help from some of Warrior Buddies Club members. Last Tuesday Brett Schwartz presented his last independent documentary film, Mashed Media, to students at Columbia College in Chicago. Jennifer Coren has been selected as a finalist in the Illinois High School Musical Theatre awards sponsored by Broadway in Chicago. The Home Building Project was a big success again this year with 29 students and 5 chaperones traveling to San Jose Costa Rica to build two homes for two young families. Michelle Brownell will be accompanying a group of senior students who receive support services through an IEP or a 504 Plan to South Park Elementary School and they will be presenting as part of a Disability Awareness program. All Chinese students will go on a field trip to Chinatown in April. There are 25 students and 2 teachers visiting from Rodez, France as part of our reciprocal exchange with two high schools in France.

**Citizens' Comments
Relative to Matters on the
Meeting Agenda**

There were none.

Facilities Update –
Perkins + Will Architects
and Gilbane Building
Company

Dr. Fornero introduced Mr. Mark Jolicoeur and Mr. Michael Dolter of Perkins + Will Architects. Mr. Jolicoeur provided an outline of the immediate and long term next steps to be taken as a result of the successful passing of the referendum. The initial kickoff meeting with the administrative team was held on April 12. The design effort is led by Perkins + Will and the construction effort is led by Gilbane. The work to be performed this summer was highlighted and includes: the security vestibules of both schools; renovations to DHS roof; the upgrade of the HVAC in the DHS auditorium. The review of the overall goals and objectives will be taking place over the next couple of weeks. The established organizational diagram was reviewed. The Education Subcommittee will be chaired by Dr. Suzan Hebson; the Systems Subcommittee will be chaired by Mr. Barry Bolek; the Education and System Subcommittees will report to the Oversight Committee which will consist of Dr. George Fornero, two Board of Education members, citizen participants, Perkins + Will, and Gilbane; the final decision making on recommendations will be determined by the Board of Education.

Tasks to be completed include:

- The composition of the oversight committee and subcommittees
- The sale of the bonds - Ms. Tammie Beckwith Schallmo of PMA Securities is scheduled to make an initial presentation during tonight's meeting.
- Contracts with our professional teams
- Hiring of a facilities coordinator

Mr. Jerry Johnson of Perkins + Will was also introduced as the design principal for the implementation phase of the project.

Principal Report

Mr. Brad Swanson, HPHS Principal, provided an overview of *Up2Us* program that is being offered to all sophomore students on April 23, 2013 at 8:00a.m. in the Auditorium. A similar program is being offered to all HPHS parents on April 22, 2013 at 7:00 p.m. in the Commons. The program will consist of a large group assembly followed by small group discussions. *Up2Us* is an interactive program created and presented by Zacharias Center which examines how an individual's self-worth can be affected by society standards, peer pressure, and adult expectations. The program is designed to lay the foundation for conversations about what it

means to have a healthy self-image, specifically regarding gender in our society today.

Board Members Reports

Ms. Hymen reported attending the White Privilege conference held in Seattle, Washington. Ms. Hymen extended kudos to District 113 staff and administration for making sure all students are engaged in their learning and noted that our district is so much further along than some other school districts in this effort. Ms. Hymen also reported attending the National School Board Association conference along with Ms. Sandlow and Dr. Fornero. Ms. Hymen read a card received from a gentleman that attended one of the HPHS school tours expressing his support for the referendum and extending congratulations for a successful referendum vote. Ms. Hymen also attended the HPHS vs. DHS Educational Life Skills (ELS) basketball game on April 19. Ms. Sandlow also attended the ELS basketball game at HPHS on April 19. Ms. Sandlow reported attending the National School Board Association conference and indicated that a copy of her notes were provided to Board members and any Board member wishing to view the PowerPoint presentations can contact her. Ms. Sandlow attended FOCUS opening night including other scheduled FOCUS events. Ms. Sandlow also reported attending the Highland Park Chamber of Commerce Student Honor Dinner on April 18 and the Congressional Art Competition at Representative Brad Schneider's office on April 19. Ms. Lidawer reported attending the National Honor Society Induction on April 17 at 7:30 a.m.; the HPHS and DHS PTO meetings held on April 15; and some FOCUS events. Mr. Cohen reported that a 6:30 p.m. Policy Committee meeting was held prior to tonight's regular Board meeting for the annual review of Student Discipline Policy 7-190 and Extra Curricular Code Policy 7-240 and noted that Ms. Nancy Krent and Pam Swanson of Hodges, Loizzi, Eisenhammer, Rodick & Kohn were present to review their recommendations. Further discussion of these policies is scheduled to take place at the May 6, 2012 Board meeting and the May 10, 2013 Policy Committee meeting; with action at the May 20, 2013 Board meeting. Mr. Cohen reported that the final 2012 levy figures came out and District 113's tax rate will be 2.178 (including debt rate). Out of 12 school districts in Lake County, two schools districts have a lower tax rates than District 113 and there are 9 school districts that have higher tax rates than District 113. Mr. Cohen commended the district administration in preparing the budget and the Board for their conservative approach and

asked that they keep up the good work in controlling expenditures to keep our taxes among the lowest in the county.

Superintendent's Report

Dr. Fornero reported receiving and responding to a FOIA request from Mr. John Russillo of Deerfield, Illinois, regarding contractual information for certified staff. Dr. Fornero thanked everyone that worked very hard on the referendum and announced that a reception is being planned to publicly acknowledge and thank all who were involved from the different study groups, the Steering Committee, and C.L.E.AR.

**Minutes of April 8, 2013
Regular Meeting
APPROVED**

It was moved by Ms. Sandlow, seconded by Ms. Lidawer and the Board unanimously approved the minutes of the April 8, 2013 Regular Meeting. Mr. Smith abstained from voting.

**Cooperative Purchasing
Paper Bid
DISCUSSION**

A legal notice was published to solicit bids for the purchase of instructional and office paper for the 2013-2014 school year. The cooperative includes the following school districts: Deerfield School District 109; North Shore School District 112; New Trier District 203; and Township High School District 113. The bid includes duplicator paper, colored paper, and recycled paper. The following bids were received on April 18, 2013:

Midland Paper Wheeling, IL	\$151,395.65 – FRP 8.5" x 11" White Copy = \$2.32 per ream 8.5" x 11" White Recycled = \$2.70 per ream 1% 30, Net 31 Days
Unisource Worldwide Addison, IL	\$153,043.31 – Comet 92 8.5" x 11" White copy = \$2.33 per ream 8.5" x 11" White Recycled = \$2.66 per ream 1% 30, Net 31 Days
Xpedx Glendale Heights, IL	\$153,302.25 – Brand not listed 8.5" x 11" White copy = \$2.347 per ream 8.5 "x 11" White Recycled = \$2.943 per ream 1% 30, Net 31 Days
Contract Paper Group Uniontown, OH	\$153,908.57– Brand not listed 8.5" x 11" White copy = \$2.34 per ream 8.5" x 11" White Recycled = 2.76 per ream Net 30 Days

Murnane Paper Elmhurst, IL	\$154,192.90 – Georgia Pacific – Spectrum 8.5” x 11” White Copy = \$2.34 per ream 8.5” x 11” White Recycled = \$2.595 per ream Net 30 Days
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The recommendation is to accept the bid from Midland Paper, Wheeling, Illinois, as it is the lowest bid and meets the bid requirements and paper quality. The recommendation on this item will be brought for action at the May 6, 2013 Board of Education meeting.

**Textbook Adoptions
2013-2014
DISCUSSION**

Dr. Hebson presented and reviewed the textbook recommendations for 2013-2014 for Deerfield and Highland Park High Schools. The texts have been selected from currently available texts by faculty committees, discussed by departments, and approved by administrations. Dr. Hebson answered questions raised by Board members. The recommendation on this item will be brought for action at the May 6, 2013 Board of Education meeting.

**Board of Education
Policies
DISCUSSION**

The recommendations being proposed by the Policy Committee regarding the following policies were reviewed and discussed:

- New Policy 2-100, School Board, Board Member Conflict of Interest
- New Policy 4-45, Operational Services, Recovery of Insufficient Funds
- Amend Policy 4-100, Operational Services, Insurance and Risk Management

The recommendation on this item will be brought for action at the May 6, 2013 Board of Education meeting.

**Sale of Bonds
DISCUSSION**

Ms. Tammie Beckwith Schallmo and Ms. Jennifer Currier of PMA Securities were introduced. Ms. Schallmo presented on the Referendum Financing Considerations which included:

- Debt Structuring Scenarios (20 and 25 Year)
- 25-Year Maturity Legislation
- Issuing Bonds through Illinois Financing Authority
- The Financing Timetable

Ms. Beckwith and Ms. Currier responded to questions from the Board. Further discussion and determination on the debt

structure is scheduled to take place at the May 6, 2013 Board of Education meeting.

Letters to State
Representatives
Regarding Pension
Shortfall
DISCUSSION

In light of the State of Illinois' pension crisis, Mr. Small initially recommended that a letter be drafted on behalf of the Board to our local state representatives addressing the pension shortfall and its impact on District 113. Since then, the original letter has been redrafted. Mr. Cohen explained that there are still additional questions from Board members regarding this letter. Therefore, Board approval of this letter will not be taken during tonight's Board meeting as originally planned. Mr. Cohen also questioned on whether formal action to approve this letter by the Board of Education is needed. It was agreed that Mr. Small, Mr. Smith and Ms. Gordon, Board member elect, will review and make any additional modifications to this letter and present their recommendation at the May 6, 2013 Board of Education meeting.

Consent Agenda
APPROVED

It was moved by Ms. Hymen and seconded by Mr. Smith that the Board approve the Consent Agenda, which included:

Personnel Items,
Certified Personnel and
Support Personnel and
Addendum

The Certified Personnel notices (reimbursement for professional advancement, resignations); the 2013-2014 school year staffing recommendations for certified personnel; and Support Personnel (new hires, resignations, wage adjustments) and *addendum* were presented to the Board for approval, a copy of which will be inserted in the minute book.

Salaries

The salary resolution was presented for Board approval, a copy of which will be inserted in the minute book

Bills

Bills for payment were presented for Board approval, a copy of which will be inserted in the minute book.

Education Fund	\$	245,075.76
Operations Fund	\$	97,956.68
Bonds	\$	-0-
Transportation Fund	\$	354,416.92
IMRF	\$	76,795.95
Site & Construction	\$	-0-
Tort	\$	-0-
Fire & Prevention	\$	6,555.07
Student Activity	\$	178,770.22

The roll was called: Aye: Lidawer, Sandlow, Shlensky, Small, Smith, Hymen, Cohen. Nay: None. The motion carried.

Citizens' Comments

There were none.

Other Items

There were none.

Closed Session

At 10:00 p.m. it was moved by Ms. Lidawer and seconded by Mr. Smith that the Board meet in closed session to discuss Personnel, 5ILCS 120/2(c)(1). It was announced that no action would be taken after returning to open session.

The roll was called: Aye: Lidawer, Sandlow, Shlensky, Small, Smith, Hymen, Cohen. Nay: None. The motion carried.

Reconvene in Open Session

At 10:29 p.m. the Board reconvened in open session.

Adjournment

At 10:30 p.m. it was moved by Ms. Sandlow, seconded by Ms. Hymen and the Board unanimously approved that the meeting be adjourned.

President

Secretary

Minutes Approved: May 6, 2013

**NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203
REGULAR MEETING OF THE BOARD OF EDUCATION**

May 20, 2013

New Trier Township High School

7 Happ Road, Room C234

Northfield, IL 60093

Open Session – 7:30 p.m.

A Regular Meeting of the Board of Education of New Trier Township High School District 203,
7 Happ Road, Room C234, Monday, May 20, 2013 at 7:30 p.m.

Members Present

Mr. Alan R. Dolinko, President
Mr. Peter Fischer
Ms. Lori Goldstein
Mr. John Myefski
Mr. Greg Robitaille

Administrator Present

Dr. Linda L. Yonke, Superintendent
Mr. Donald Goers, Associate Superintendent
Mr. Paul Sally, Assistant Superintendent for
Curriculum & Instruction
Mr. Timothy Hayes, Assistant Superintendent
for Student Services
Dr. Timothy Dohrer, Principal Winnetka Campus
Mr. Paul Waechter, Principal Northfield Campus

Members Absent

Mr. F. Malcolm Harris, Vice President
Mr. Patrick O'Donoghue

Also Present

Ms. Niki Dizon, Director of Communications; Mr. George Sanders, Director of Human Resources; Ms. Ellen Ambuehl, Director of Special Education; Mr. Christopher Wildman, Director of Business Services; Ms. Denise Hibbard, Assistant Principal, Northfield Campus; Mr. Matt Ottaviano, Assistant Principal for Student Services, Winnetka Campus; Ms. Katherine Schindler, Assistant Principal for Student Services; Ms. Athena Arvanitis, Director of Student Life; Mrs. Linda Knier, Director of Academic Services; Mr. Christopher Johnson, Director of Technology Department; Ms. Judy MacNab, Library Department Chair; Mr. Erik Saszik, Mathematics Department; Mr. Terry Phillips, President of the New Trier Township Education Association and Mathematics Department; Ms. Judy Gressel, Library Department; Mr. Peter Tragos, Social Studies Department; Mr. Dean Pinos, Social Studies Department Coordinator; Mr. Rob Forest, Social Studies Department; Mr. Alex Klein, Social Studies Department; Ms. Andrea Levin, Social Studies Department; Ms. Kerry Brennan, Social Studies Department; Mr. Kerry Hall, Social Studies Department; Mr. Tom Kucharski, Social Studies Department; Mr. Gary Schubert, Modern & Classical Languages Department; Mr. Paul Easton, English Department; Ms. Kay Pothast, Kinetic Wellness Department; Mr. Marty Laffey, Mathematics Department; Mr. Steve Drajpuch, Social Studies Department; Ms. Jenny Wexler, Mathematics Department; Ms. Joan Liess, Health Services Department; Mr. Wes Molyneaux, Science Department; Ms. Tiffany Myers, Social Work Department Coordinator; Mr. Marc Garneau, Business Education Department; Ms. Deborah Lazar, Library Department; Ms. Mary Lappan, Mathematics Department; Mr. James Burnside, Science Department; Mr. Todd Maxman, Social Studies Department; Ms. Elizabeth Blodgett, Co-President, NTESPA; Ms. Sheri Donovan, Science Department; Ms. Pam Beavin, Modern and Classical Languages; Ms. Mary Beth Barrett, Science Department; Mr. John O'Connor, English Department; Mr. Dan Lawler, English Department; Ms. Robin Ward, Science Department Coordinator; Mr. Paul Kermgard, Special Education Department; Ms. Julia Kessel, Modern and Classical Languages Department; Ms. Kay Boling, Special Education Department; Mr. Dan Gross, Activities Coordinator, Northfield Campus and Special Education Department; Mr. Josh Wenger, Aramark; Mr. Gary Petersen, Wilmette Beacon; Mr. Greg Trotter, *Chicago Tribune*; Mr. Steve Schering, *Pioneer Press*; and other members of the School, Community and Press.

I. CALL TO ORDER

Mr. Dolinko called the Special Meeting to order at 7:33 p.m. and welcomed members of the audience and community. Roll call was taken. Mr. Harris and Mr. O'Donoghue were absent; all other members were present.

II. Closed Session – NO CLOSED SESSION

III. BUSINESS MEETING – Open Session

IV. Minutes

Mr. Fischer moved that the Board approve the minutes of the Special meeting of May 1, 2013, open session. Ms. Goldstein seconded the motion. Upon a roll call being taken, the members voted as follows:

AYE: Ms. Goldstein, Mr. Myefski, Mr. Robitaille, Mr. Fischer, Mr. Dolinko

NAY: None.

The motion passed unanimously.

V. Communications

Mr. Dolinko invited members of the Community to share their comments with the Board. Ms. Mary Rita Kropp shared her thoughts on the expansion of the iPad pilot program. Ms. Kropp expressed concern about the cost of the iPad, and asked what would happen if families refused to purchase the technology. She questioned the need for iPads in the classroom, and was particularly concerned about the additional burden to families who have to purchase more than one iPad.

VI. Special Orders of Business

Dr. Yonke announced the recommendation to appoint Peter Tragos as the Assistant Principal of the Freshman Campus. He is replacing Denise Hibbard who is changing positions to Principal of the Winnetka Campus. She highlighted Mr. Tragos's extensive experience and the leadership roles he has held, and welcomed him to the Administrative Team.

A. Report from Campus Principals, Assistant Superintendents and FOIA Requests

Mr. Paul Waechter shared information of events at the freshman campus which included a successful fund raising walk and pancake breakfast for the India Service Project, "After the Academics" on May 6 which introduces students to the many extracurricular activity opportunities, Shakespeare Day and finals.

Dr. Timothy Dohrer listed the numerous events at the Winnetka campus which included Spring Fest; the Ari Chester Memorial Softball Game on May 1; the Greg Harris Film Fest on May 2; completion of the AP exams; the Junior Awards ceremony; the spring play, 'Comedia' on May 8-10; the Spring Music Fest on May 15; the Spring Plays Festival the week of May 13; and the rededication of the Memorial Garden at Winnetka on Saturday, May 18. Dr. Dohrer also highlighted the activities for the senior class that includes the Habitat for Humanity senior gift; AP Art Show on May 21; the Senior Project Exhibition on Thursday, May 23; and *Trevia* Day and the last day for seniors on Friday, May 24; Commencement rehearsal on Friday, May 31; and Commencement on Sunday, June 2.

Mr. Timothy Hayes, Assistant Superintendent for Student Services reported on the transitioning time when this year's initiatives are wrapping up with pot luck lunches and good-bye parties as well as looking forward to next year's work and planning further progress in social and emotional learning.

Mr. Paul Sally, Assistant Superintendent for Curriculum & Instruction, reiterated the importance of Senior Projects Exhibition and the learning opportunities that the program affords to our students. Mr. Sally also acknowledged the work being done on student growth and learning as part of the Supervision and Evaluation plan. There is great interest from teachers in piloting a program on measuring student learning and teacher practices. Mr. Sally noted the continuing efforts of the Mobile

Learning Initiative to reach out to parents to answer their questions as well as to present the benefits and opportunities of the iPad program.

Mr. Don Goers, Associate Superintendent reported that he has received two FOIA requests since the last Regular meeting of the Board. The first was a commercial request for actuarial information and the second was a request for information on the number of New Trier students that live in Wilmette. Both requests have been responded to and are closed out. Mr. Dolinko asked if there were any outstanding FOIA requests at this time. Mr. Goers reported that there were none.

B. Foreign Exchange Students

Foreign Exchange Students, *Jennifer Zahl, Marosh Petro, Rafael Gomes da Silva and Caroline Hvass* returned to the Board to thank them, their host families and Ms. Arvanitis for the opportunity to study at New Trier. The students were excited about the course offerings, clubs and athletic teams they experienced over this past academic year. Dr. Yonke and Ms. Arvanitis (who manages the program), commended the host families for their important role in making the experience such a success for the students.

C. New Textbook Adoptions

Dr. Yonke prefaced the textbook report by noting that the present adoptions are for print textbooks. The e-book adoptions will be addressed at the June Regular Board meeting. Mr. Sally reviewed the nine books presented from the Applied Arts, English, Science and Social Studies Departments. The books have been on display at the Northfield campus Board Conference room. He noted the small number of books presented which he attributes to the rise in e-book usage. He highlighted the two costliest books, the *Earth Science* textbook for the new Environmental Geoscience class and the Social Studies US History, Level 3 textbook, noting their availability in e-book form also. Mr. Sally invited questions and comments from the Board and responded to them. Board member queries and discussion included appreciation for cost sensitivity as well as the positive curriculum impact of the new textbooks. Mr. Myefski moved that the Board approve the new textbook adoptions as presented. Mr. Fischer seconded the motion. Upon a roll call being taken, the members voted as follows:

AYE: Mr. Myefski, Mr. Robitaille, Mr. Fischer, Ms. Goldstein, Mr. Dolinko

NAY: None.

The motion passed unanimously.

VII. Administrative Items

A. Financial Reports for April 2013

Mr. Don Goers summarized the Financial Reports for April noting the Cash Flow statements to be in line with our position last year. He noted the tax revenues are a little behind comparatively which may be due to an increase in tax refunds. He does expect, however, to be under Budget on the expenditure side. Mr. Goers responded to Board members' comments and questions.

B. Preliminary Budget

Mr. Goers presented a Preliminary Budget report that showed little actual change from the Assumptions and Parameters report in April. He again noted the three greatest variables to be faculty salaries and benefits, state and federal revenue, and legislative action in Springfield on pension reform. The baseball netting project with the Winnetka Park District was budgeted and approved at \$58,000 may be postponed and will likely increase by \$40,000. Dr. Yonke noted that this will be discussed in detail as an agenda item at the June Regular Board meeting. Mr. Goers pointed out that the Tentative Budget is planned for presentation at the July or August Board meeting to be followed up with the Final Budget presentation in September. This schedule would allow for Ms. Witham to become familiar with the District's budgeting process before the Final Budget approval.

C. Post-Issuance Compliance Report

Mr. Goers reviewed the Board's Bond Resolution from March 2012 that included a section regarding "Record-Keeping Policy and Post-Issuance Compliance Matters." This section is to provide assurance to the Board that the District is maintaining sufficient records to demonstrate compliance with its covenant to ensure that the appropriate federal tax status for bonds and other debt obligations for the District are continued. Mr. Goers, as the District's Treasurer and Chief Financial Officer, has performed a compliance review with assistance of Chapman and Cutler, and has found that the District is in compliance at this time. Further, the IRS has not commenced an examination of any issue of Tax Advantaged Obligations nor has the agency requested a response to a compliance check. Mr. Goers does note that the 2010 Health Life Safety Bond Issue included the renovation of Building B. This project does include the private enterprise of the child day care center, Bright Horizons, which exceeds 5% of the Building B renovations. To insure that the District's bonds do not become taxable private activity bonds, the District must avoid receiving private payments through the life of the Bonds. To date, the District has not received, and does not expect to receive, any private payments in respect of bond-financed property during at least the life of this bond issue. Board discussion followed on the child day care center. Mr. Goers also noted that through the process of reviewing the Bonds, the District and Board will sign off on all the completed Health Life Safety Amendments to date as part of the Consent Agenda.

VIII. Consent Agenda

- Bill List for the Period, April 1-30, 2013
- Personnel Report
- IASB Annual Dues
- Appointment of Treasurer
- Statement of Completion – Life Health Safety Amendments
- Board Member Committee / Liaison Assignments

Mr. Dolinko asked if any Board member wished to remove any items of the Consent Agenda for separate discussion. Ms. Goldstein asked for a clarification on the Life Health Safety Amendments. Mr. Goers responded by explaining the process of the Life Health Safety projects and the areas they addressed. There were no other requests for discussion. Mr. Fisher moved that the Board approve the Consent Agenda items which included the Bill List for April 1-30, 2013, the Personnel Report, the IASB Annual Dues, the Appointment of Treasurer, and the Statements of Completion of Life Health Safety Amendments and the Board Member Committee /Liaison Assignments. Ms. Goldstein seconded the motion.

Upon a roll call being taken, the members voted as follows:

AYE: Mr. Robitaille, Mr. Fischer, Ms. Goldstein, Mr. Myefski, Mr. Dolinko

NAY: None.

The motion passed unanimously.

IX. Board Member Reports

Mr. Fischer reported for the *New Trier Education Foundation* that the Executive Committee met and discussed their fundraising events. The Alumni Achievement Awards Banquet exceeded the event goals and was very successful. The next Foundation event is the Golf Outing on September 9. Discussions also included other fundraising events that could alternate years with the Alumni dinner, which is now on a two year cycle. The *All School Forum* met with a panel of recent graduates to discuss their preparedness for college and college life. The *School Safety Committee* met and will soon recommend concrete suggestions to the Board for increased security. Many of these suggestions are at minimal or no cost.

Ms. Goldstein shared information on the *ECGC* (Expanding Conversation Growing Community) Parent Committee which met for a presentation on All School Wellness. The Youth Risk Behavior Survey was

reviewed along with the corresponding goals for the next five years. The parents commended both principals for attending all the ECGC parent meetings and thanked them their excellent communication with parents. The *Fine Arts Committee* thanked Dr. Dohrer for the email blast which aided their fundraising. Summer School Scholarships were announced and presented to sixteen students. The Committee continues to meet to discuss with the Board and District concerning the renovations for the Cornog Auditorium. Ms. Goldstein noted the Vocal Jazz Concert will be May 21, the Co-op Review is on Thursday, May 23, and the Commencement Concert on May 31. She highlighted the High Five Choir Concert on May 10. The NSSD reviewed and evaluated their goals from last year to create a new Parent Advisory Team for ELS and a new Parent Leadership for the North Shore Academy. They have also amended their by-laws to be more flexible in appointing a superintendent for their executive board.

Mr. Robitaille attended the *Traffic & Parking* Winnetka Neighborhood meeting hosted by Dr. Dohrer and Dr. Yonke on May 14. He noted the meeting was well attended and the neighbors are very appreciative of Dr. Dohrer's efforts over the last five years. The neighbors are thrilled with the level of communication, and collaborative work has continued to improve traffic and parking issues at the Winnetka campus. Mr. Dolinko also commended the Winnetka Police Department for an increase in partnership with the school and the neighbors to improve the parking situation.

Mr. Myefski reported for the *Facilities Steering Committee* which met last week. He noted there will be discussion at the June meeting on Facilities as the committee is seeking Board input for discerning next directions for the Steering Committee. He also expressed a desire to change the name of the Facilities Steering Committee, as the name is too similar to the Facilities Committee and causes much confusion.

X. Board of Education Calendar of Events

Dr. Yonke expressed thanks and appreciation to Mike Napoleon, Randy Oberembt and Steve Linke for all their time and efforts on behalf of the District for the Duke Child's Baseball netting project. Recommendations have been made regarding changes to the netting around the field as well as landscaping which will enhance the appearance of the project. Changes to this capital project (approved in April 2012) will be presented to the Board at the June meeting.

In addition to the baseball field netting project, Dr. Yonke will be attending a Winnetka Village Council meeting on May 21 during which there will be a debate about cost cutting measures for their storm water project. While the \$1.5 million in cuts would save on costs for the total project, it would not alleviate flooding at the Winnetka Avenue viaduct; flooding at the viaduct, which is a major artery into the Winnetka Campus, inhibits New Trier's ability to function normally. Dr. Yonke plans to attend the meeting to express the hardship this would bring on the 3500 students and staff that travel the area daily.

Dr. Yonke noted the last day for seniors will be Friday, May 24; the New Trier Fine Arts Reception is on May 28 at 4:00 p.m.; Memorial Day is next Monday, May 27; Commencement is on Sunday, June 2 at 5:00 p.m.; the next Board of Education meeting is on Monday, June 3, which will also have the end of the year Student/Staff Board Recognition Program; the last day of student attendance is Friday, June 7; and the first day of Summer School is Monday, June 10.

Mr. Myefski expressed his appreciation of the District's involvement on these zoning issues and supported Dr. Yonke's appearance at the village meeting, noting the fiscal benefits of working together.

There were no requests for staff research, nor any new suggested future agenda items.

IV. Adjournment

Mr. Fischer moved to adjourn the meeting. Mr. Robitaille seconded the motion. Upon a voice vote being taken, all voted in favor. The motion passed unanimously.

Mr. Dolinko adjourned the meeting at 8:33 p.m.

Respectfully submitted,

Lou Anne Kelly, Secretary

Alan R. Dolinko, President

Compensation Chart

District	Person	Compensation	Meetings	Hours		Comparative Compensation
214 - Arlington Heights	Superintendent's Secretary	Built in as part of the job	23 mtgs avg 1.5 hours	34.5		n/a
207 - Maine	Superintendent's Secretary	\$75,000 annual salary + \$10,000 for serving as BOE secretary exempt from FLSA	15 mtgs per yr - 2 hours long	30		\$10,000
219 - Niles	Superintendent's Secretary	Overtime	13 mtgs avg 3 hours long	39	time and 1/2	\$ 4,778.40
211 - Palatine	Clerical Employee	\$150 per meeting	12 mtgs avg 2 hours	24	\$75 per hour	\$ 6,600.00
					Average	\$7,126
225		\$39.77/hr	avg 22 mtgs 4 hours long	88	59.655	\$ 5,249.64
			set up	22	\$59.66	\$ 1,312.41
					Total Stipend	\$ 6,562.05