

**BOARD OF EDUCATION
GLENBROOK HIGH SCHOOLS**

July 12, 2021

REGULAR BOARD MEETING - 7:00 p.m.

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

*** This meeting will be held in person and will be available via Zoom webinar.
Public comment will be in-person only.**

Zoom Meeting Information

[Click Here to Join Meeting](#)

Meeting ID: 830 1899 9682

Meeting Passcode: 3801

AGENDA

1. (7:00) Call to Order – Roll Call
2. (7:02) Approval of the Agenda for this Meeting
3. (7:03) Recognition of Community Visitors
The public comment period shall be limited to 30 minutes.
4. (7:33) Board and Superintendent Reports
5. (7:45) Approval of Consent Agenda Items:
 - A. Appointments
 - a. Certified
 - b. Support Staff
 - B. Resignations/Terminations
 - a. Certified
 - b. Support Staff
 - C. FOIA
 - D. Approval of Accounts Payable Bills
 - E. Approval of Payroll Disbursements
 - F. Approval of Revolving Fund Reimbursement
 - G. Minutes
 - a. June 28, 2021, Regular Board Meeting
 - b. June 28, 2021, Regular Closed Board Meeting
 - c. July 1, 2021, Special Board Meeting
 - d. July 1, 2021, Special Closed Board Meeting
 - e. July 6, 2021, Special Board Meeting
 - f. July 6, 2021, Special Closed Board Meeting
 - H. Gifts
 - I. Approval of Deferred Compensation Plans Authorized Providers
 - J. Release and Reassignment of Educational Support Personnel
 - K. Request for Approval for Professional Leave Expenses - Mental Health First Aid Trainer Certification
 - L. Additional Athletic Stipend Request
 - M. 2021-2022 Certified Staff FTE Adjustments

6. (7:50) Discussion/Action: School Calendar for 2022-2023
7. (8:00) Discussion/Action: Revised Registration and Materials Fee Proposal
8. (8:10) Review and Summary of Board Meeting
9. (8:13) Possible Topics for Future Board Meetings

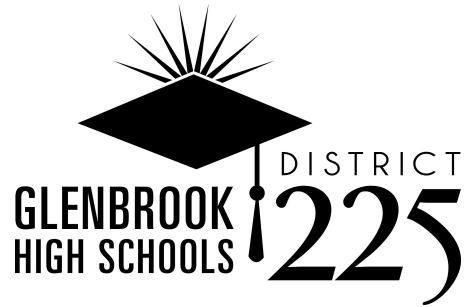
Future Meeting Dates:

Saturday, July 24, 2021 - 8:00 a.m. - Special Board Meeting - Canceled
Monday, July 26, 2021 - 7:00 p.m. - Regular Board Meeting

10. (8:15) Closed Session: 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. (Section 2(c) (1) of the Open Meeting Act).
11. Possible Action Regarding Topics Discussed in Closed Session
12. (9:15) Adjournment

Times are estimates. Electronic Board packet can be found at

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



To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: July 12, 2021
Re: Appointments: Certified

Position: Orchestra Teacher, GBN & GBS
Ms. Rachel Atlas

Degrees:

M.M.E., Music Education, VanderCook College of Music, Chicago, IL
B.M.E., Music Education, University of Illinois at Urbana-Champaign, IL

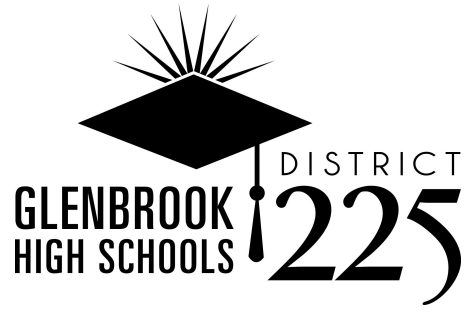
Certifications:

Music Education - Type 10 (Special Education)

Professional Experience:

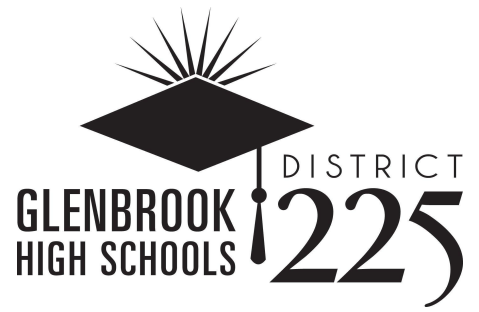
Most recently, Ms. Atlas served as an Orchestra Director for Glenview District 34. Some of her responsibilities included directing the orchestra at Springman Middle School and Pleasant Park Ridge School. The groups received Division 1 ratings annually for their performances at the IGSMA Organizational and State contests. In addition, she taught violin, viola, cello and bass to small lesson groups. Previously, Ms. Atlas served as an All-City Orchestra Director for CPS Department of Arts where she was responsible for performing string and full orchestra repertoire.

Salary: \$85,409 (MA, Step I, 1.0 FTE)
Start Date: August 16, 2021



Extracurricular

| <u>Name</u> | <u>Bldg</u> | <u>Position</u> | <u>FTE</u> | <u>Start Date</u> | <u>Stipend Amount</u> |
|--------------------|--------------------|------------------------|-------------------|--------------------------|------------------------------|
| NONE | | | | | |



To: Dr. Charles Johns
Board of Education

From: Brad Swanson

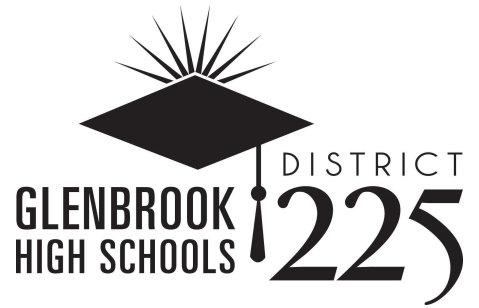
Date: July 12, 2021

Re: Appointments: Support Staff

| <u>Name</u> | <u>Bldg</u> | <u>Position</u> | <u>Calendar</u> | <u>FTE</u> | <u>Start Date</u> | <u>CAT</u> | <u>Step</u> | <u>Rate</u> |
|---------------|-------------|--------------------------------------|-----------------|------------|-------------------|------------|-------------|-------------|
| White, Andrew | GBO | Instructional Assistant, Special Ed. | 186.5 | .67 | 8/16/2021 | I | 4 | \$19.83 |

Extracurricular

| <u>Name</u> | <u>Bldg</u> | <u>Position</u> | <u>FTE</u> | <u>Start Date</u> | <u>CAT</u> | <u>Step</u> | <u>Stipend/ Hourly Rate</u> |
|-------------|-------------|-----------------|------------|-------------------|------------|-------------|-----------------------------|
| NONE | | | | | | | |



To: Dr. Charles Johns
Board of Education

From: Brad Swanson

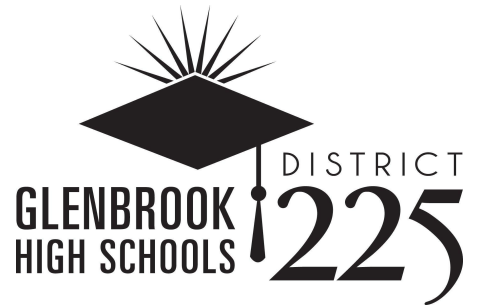
Date: July 12, 2021

Re: Resignations/Terminations: Certified

| <u>Name</u> | <u>Position</u> | <u>Effective</u> | <u>School</u> |
|-----------------|--------------------|------------------|---------------|
| Petrey, Brianne | Speech Pathologist | 6/4/2021 | GBS |

Extracurricular

| <u>Name</u> | <u>Position</u> | <u>Effective</u> | <u>School</u> |
|-------------|-----------------|------------------|---------------|
| NONE | | | |



To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: July 12, 2021
Re: Resignations/Terminations: Support Staff

Resignations

| <u>Name</u> | <u>Position</u> | <u>Effective</u> | <u>School</u> |
|--------------------|------------------------------------|-------------------------|----------------------|
| Pipkin, Stephen | Instructional Assistant, Debate | 06/04/2021 | GBN |

Extracurricular

| <u>Name</u> | <u>Position</u> | <u>Effective</u> | <u>School</u> |
|--------------------|------------------------|-------------------------|----------------------|
| None | | | |

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, JUNE 28, 2021**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, June 28, 2021, 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, O'Hara, Seguin, Shein, Sztainberg, Taub

Also present: Geallis, Gravel, Johns, Markey, Swanson, Williamson

Approval of Agenda for this Meeting

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

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Recognition of Community Visitors

One of the volunteers for the GBN Senior Send-off evening thanked the Board for its approval of the organization. He stated it was a very successful event and again thanked the Board for its approval to provide the group the ability to host the amazing event for the class of 2021.

Board and Superintendent Reports

The administration shared highlights of meetings and events at the schools and in the community.

The superintendent spoke regarding:

- Masks
 - Currently waiting for more information from IDPH and ISBE because we are receiving inconsistent information
- Mandatory vaccinations
 - Currently the district will not mandate vaccinations and explained the rationale

Board members discussed adding a future agenda item later in July to further discuss communication regarding an update on COVID policies (vaccinations, masks, etc.)

Motion to Approve Consent Agenda Items

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the following items on the consent agenda:

- A. Appointments
 - a. Certified
 - b. Support Staff
- B. Resignations/Terminations
 - a. Certified
 - b. Support Staff
- C. FOIA
- D. Approval of Accounts Payable Bills
- E. Approval of Payroll Disbursements
- F. Approval of Revolving Fund Reimbursement
- G. Minutes
 - a. June 14, 2021, Board Meeting
 - b. June 14, 2021, Closed Board Meeting
- H. Gifts
- I. Semi-annual Review of Closed Session Minutes
- J. Release and Reassignment of Educational Support Personnel

aye: Doughty, Glowacki, O’Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Public Hearing: Amended Budget for Fiscal Year 2020-2021

The Board president:

- Opened the hearing on the amended budget for fiscal year 2020-21
- Stated the amended budget was previously discussed by the Board of Education on Monday, May 24, 2021, and made available for public inspection
- Noted information about this public hearing and the availability of the amended budget document was published in the Chicago Tribune on Thursday, May 20, 2021
- Asked if there were any questions or comments from members of the Board

There was no public comment or questions from Board members. The Board president asked Dr. Johns if there were any questions or comments from the public that were submitted to the district regarding the amended budget.

Dr. Johns stated there were none submitted. The Board president entertained a motion to close the public hearing on the amended budget.

Motion to Close the Public Hearing: Amended Budget for Fiscal Year 2020-2021

Motion by Mr. Glowacki, seconded by Mr. Shein to close the public hearing on the amended budget.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

With a vote of 7 to 0, the Board president declared the hearing on the amended budget for the fiscal year 2020-21 closed.

Motion Regarding Adoption of the 2020-21 Fiscal Year Amended Budget

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to approve the amended budget for the fiscal year 2020-21.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Proposed Board of Education Committee Meetings

The administration:

- Stated in addition to regular meetings, the District has committees that meet periodically throughout the school year and provide an opportunity to review draft proposals and recommendations from the administration in a working group setting
- Noted a correction on Summer Capital Projects which should be for 2022, not 2021
- Explained possible changes in scheduled meeting dates due to delayed information from the Illinois Department of Revenue
- Discussed the decision to put the technology committee on hold; this decision will be reassessed mid-year
- Shared that committee meetings usually meet in the morning around 7:30 or 8:00 a.m. and the goal is to end at approximately 9:00 a.m.

No action is necessary, this topic is just informational.

Review and Summary of Board Meeting

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

Possible Topics for Future Board Meetings

Additional Topic: Communication Update on COVID policies/procedures

Future Regular Meeting Dates:

Monday, July 12, 2021 - 7:00 p.m. - Regular Board Meeting

Monday, July 26, 2021 - 7:00 p.m. - Regular Board Meeting

Motion to Move into Closed Session

Motion by Mr. Glowacki, seconded by Mr. Taub to move into closed session at approximately 7:30 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, 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 (Section 2(c) (1) and (2) of the Open Meeting Act).

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0

The Board returned to the open session at 10:15 p.m.

Motion Regarding Personnel

No Action

Motion Regarding GESSA MOU

Motion by Mr. Glowacki, seconded by Mr. O'Hara to approve the first GESSA MOU.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Motion Regarding GESSA MOU

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to approve the second MOU with GESSA as discussed in closed session.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Motion Regarding GESPA Salary Agreement MOA

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the GESPA Salary Agreement MOA as discussed in closed session.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Adjournment

Motion by Mr. Glowacki, seconded by Mr. Shein to adjourn the meeting at approximately 10:22 p.m.

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

Motion carried 7-0

* Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

**MINUTES OF SPECIAL MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, JULY 1, 2021**

A special meeting of the Board of Education, School District No. 225 was held on Monday, July 1, 2021, at approximately 6:00 p.m. at Glenbrook District Office Public Meeting Room 100A, pursuant to due notice of all members and the public. * This meeting was held in person and was available via Zoom webinar. Public comment was in-person only. The meeting was open to the public, with the exception of the closed session.

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

Also present: Gravel, Johns

Approval of Agenda for this Meeting

Motion by Mr. Glowacki, seconded by Mr. O'Hara to approve the agenda for this meeting.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Recognition of Community Visitors

None.

Motion to Move into Closed Session

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to move into closed session at approximately 6:05 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;
- (Section 2(c) (1) of the Open Meetings Act).

Upon calling of the roll:

07/01/21

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

The Board returned to open session at 10:53 p.m.

Adjournment

Motion by Mr. Glowacki, seconded by Mr. Taub to adjourn the meeting at approximately 10:55 p.m.

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

Motion carried 7-0.

* Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

**MINUTES OF SPECIAL MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, JULY 6, 2021**

A special meeting of the Board of Education, School District No. 225 was held on Tuesday, July 6, 2021, at approximately 8:00 a.m. at Glenbrook District Office Public Meeting Room 100A, pursuant to due notice of all members and the public. * This meeting was held in person and was available via Zoom webinar. Public comment was in-person only. The meeting was open to the public, with the exception of the closed session.

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub (by phone)

Also present: Gravel, Johns, Attorneys: Petrarca and Williams

Approval of Agenda for this Meeting

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

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

Recognition of Community Visitors

None.

Motion to Move into Closed Session

Motion by Mr. Glowacki, seconded by Mr. Taub to move into closed session at approximately 8:02 a.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;
- (Section 2(c) (1) of the Open Meetings Act).

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

07/01/21

nay: none

Motion carried 7-0.

The Board returned to open session at 8:58 a.m.

Action on Resignation of a Licensed Employee

Motion by Mr. Glowacki, seconded by Mr. O'Hara to approve the Resignation of Licensed Employee, Dr. Fagel.

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

The Board president stated the Township High School District 225 Board of Education unanimously approved a negotiated resignation agreement with Glenbrook South (GBS) Principal Dr. Lauren Fagel, effective immediately. The District wishes Dr. Fagel the best in her future endeavors.

The District's Assistant Superintendent for Educational Services, Dr. Rosanne Williamson, will provide interim leadership at GBS as the District works with an educational search firm starting this fall to identify a highly qualified principal candidate for the permanent position.

Adjournment

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to adjourn the meeting at approximately 9:00 a.m.

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

Motion carried 7-0.

* Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

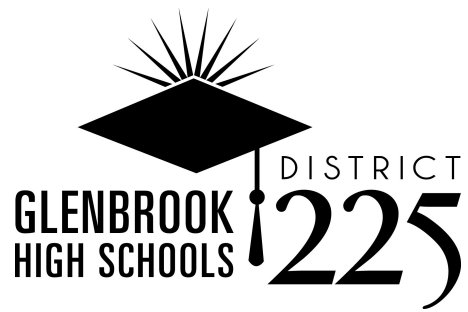


To: Dr. Charles Johnson
From: Rosanne Williamson
Re: Gifts
Date: July 12, 2021

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 * |
|--------------------------|-------------------------|--------------------------------|--------------------------------|------------------------------|-------------------------|
| GBN Grad Night Committee | Monetary | \$500.00 | Student Mental Health Advisory | GBN SAO | AN904028 |

* 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: Board of Education
From: Brad Swanson
Date: July 12, 2021
Subject: Release and Reassignment of Educational Support Personnel

2021-22 Educational Support Personnel Staffing Recommendation:

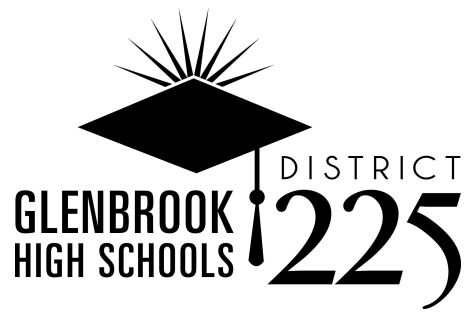
- Adopt the following **RESOLUTION FOR THE HONORABLE DISMISSAL AND REASSIGNMENT OF EDUCATIONAL SUPPORT PERSONNEL**

Please know that the staff list was prepared in consultation with the building principals and has received their approval.

Some of the non-certified staff members listed on the resolution may be reemployed immediately or at a later time following the RIF and/or Recall process.

All impacted staff, and applicable associations, have been informed prior to tonight's Board of Education meeting.

On July 13, 2021, all staff members impacted will be officially informed in writing as to their employment status for the 2021-22 school year.



RESOLUTION FOR THE HONORABLE DISMISSAL AND REASSIGNMENT OF EDUCATIONAL SUPPORT PERSONNEL

WHEREAS, the employees listed below were employed for the 2020-2021 school term as educational support personnel; and

WHEREAS, the Board of Education of Glenbrook High School District 225, Cook County, Illinois, has made a decision to decrease the number of educational support personnel employees employed or to discontinue some particular type of educational support service, pursuant to Section 10-23.5 of the *Illinois School Code* (105 ILCS 5/10-23.5).

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Glenbrook High School District 225 as follows:

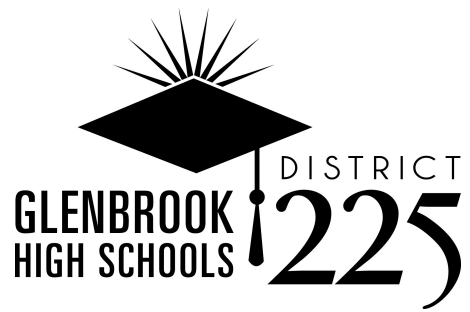
Section 1. That the following educational support personnel employees are hereby honorably dismissed within the designated category of position effective August 13, 2021, and not reemployed for the 2021-2022 school term by reason of the decision of the Board of Education to decrease the number of educational support personnel employees employed thereby or to discontinue some particular type of educational support service:

| <u>Name</u> | <u>Category of Position</u> |
|-------------|-----------------------------|
| NONE | |

Section 2. The listed employees will be reassigned, effective the stated date, to the positions listed below:

| <u>Name</u> | <u>Reassignment Position</u> |
|-------------------------|---------------------------------|
| Susan Donaubauer | Administrative Assistant |

Section 3. That the President and Secretary of the Board of Education are hereby authorized and directed to give each such educational support personnel employee the written Notice of Honorable Dismissal and, where relevant, Notice of Reassignment by mail and certified mail, return receipt requested, at least thirty (30) days before the employee is removed or dismissed.



Section 4. That this Resolution shall be in full force and effect forthwith upon its adoption.

Member _____ moved the adoption of this Resolution and Member _____ seconded it. Upon roll call vote, the members voted as follows:

AYES: _____

NAYS: _____

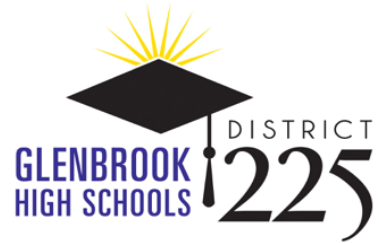
ABSENT: _____

ADOPTED this 12th day of July, 2021.

President, Board of Education

ATTEST:

Secretary, Board of Education



To: Dr. Charles Johns
Board of Education

From: Mr. Markey
Dr. Rosanne Williamson
Mr. Brad Swanson

Date: July 12, 2021

Re: Request of Approval for Professional Leave Expenses - Mental Health First Aid Trainer Certification

Recommendation

It is recommended that the Board of Education approve the request for estimated professional leave expenses in the amount of \$ 6400 as presented.

Background

In keeping with Board Policy 2060, the Board of Education has established a maximum allowable amount for prepaid expenses and reimbursement for travel, meal and lodging expenses to an amount not to exceed \$5,000 aggregate per professional leave trip. In the event that a trip's expenses exceed the per trip aggregate cost, the Board of Education is required to approve the expenses by a roll call vote at an open meeting.

The Business Services department has implemented a process where they are notified if there is a desired trip that exceeds the \$5,000 aggregate threshold. In response to the request, a formal memo is drafted and information is presented to the Board of Education for consideration prior to any expenses being incurred by the District.

Attached is a professional leave opportunity summary that is being submitted for consideration.

Request of Approval for Professional Leave Expenses

| Name of Event | Dates and Location of Event |
|---|-----------------------------|
| Mental Health First Aid Trainer Certification | August 2021 Virtual |

Overview and Description of Event

GBN is requesting approval to train two of our staff members in becoming certified to teach the Mental Health First Aid (MHFA) training course to students at GBN beginning next fall. This is a weeklong professional development experience an individual needs to complete in order to become certified in the curriculum. A description of MHFA includes the following: *“Youth Mental Health First Aid is designed to teach parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers, and other caring citizens how to help an adolescent (age 12-18) who is experiencing a mental health or addictions challenge or is in crisis. Youth Mental Health First Aid is primarily designed for adults who regularly interact with young people. The course introduces common mental health challenges for youth, reviews typical adolescent development, and teaches a 5 step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD) and eating disorders.”*

Rationale for Attending Event

The District would need to fund the training costs for two GBN employees, and these staff members, once certified, will be able to train GBN students on MHFA for years to come. This will ultimately save the District money by relying on staff members that are certified to teach this curriculum, rather than needing to contract for services from outside trainers. There are very few individuals certified to train teens in MHFA which limits our ability to secure trainers at a reasonable cost.

Outcomes

Once Kirby Tripple and Christy Hemesath complete this MHFA training this summer, they will be certified to teach this curriculum to GBN students beginning in the fall. They will continue to train new students to GBN in subsequent years. Our goal is to train 100% of our students in MHFA over the next two years, training new students to our school community on an annual basis. Educating our students on topics

pertaining to mental health and how to engage in supportive conversations with peers and appropriate ways to refer others for support will provide a common language that can be used and referred to when needed.

Possible Alternatives Considered

In order to teach the MHFA curriculum, one must go through the national MHFA council to become certified. There are no other alternatives to consider in order to obtain this training.

| | Per Person Cost | Total Cost |
|--------------------------------|------------------------|-------------------|
| <i>Substitute(s) Required?</i> | No | |
| <i>Registration:</i> | \$3200 | \$6400 |
| <i>Lodging:</i> | n/a | n/a |
| <i>Meals:</i> | n/a | n/a |
| <i>Vehicle Expense:</i> | n/a | n/a |
| <i>Airfare Expense:</i> | n/a | n/a |
| <i>Other:</i> | n/a | n/a |
| Total Cost | \$3200 | \$6400 |

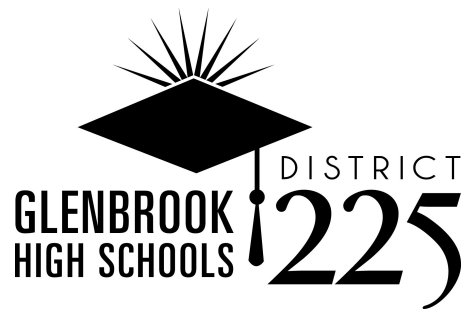
Please indicate N/A in an expense category if it is not applicable to this trip.

Employees and Building Attending

- Glenbrook North:
- Kirby Tripple
 - Christy Hemesath

Supervisor Approval

Eric Etherton
Lauren Bonner



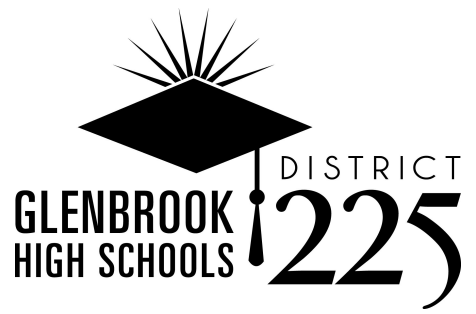
To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: July 12, 2021
Re: Additional Athletic Stipend Request

Historically, the Athletic Directors in each building review participation numbers in all sports. Occasionally, based on a pattern discovered during this review the administration has recommended an additional stipend to meet a new participation demand.

During the 2020 Fall Season, due to a significant increase in participation numbers at both GBN and GBS in both Boys and Girls Cross Country, an additional stipend was approved to be shared between the Boys and Girls programs at each building.

Based on the Athletic Directors assessment, a similar participation rate is possible for the 2021 Fall Season. Therefore, the administration recommends the approval of an additional stipend to be shared between the Boys and Girls Cross Country programs at each GBN and GBS.

Please know that this stipend will only be activated if the anticipated participation numbers materialize. According to the GEA contract, this additional stipend will be in Category V.

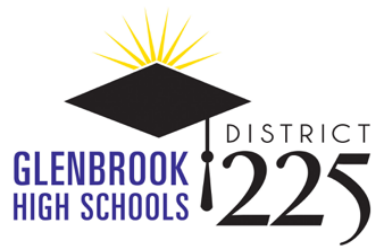


To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: July 12, 2021
Re: 2021-2022 Certified Staff FTE Adjustments

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

The assigned FTE amounts are within the Board of Education allocated amounts for the 2021-2022 school year.

| Name | Dept. / Building | FTE | Position |
|---------------|-------------------------|--------------------|--------------------|
| Leff, Jessica | Special Education/GBS | 0.8 FTE to 1.0 FTE | Speech Pathologist |



To: Dr. Charles Johns
Board of Education

From: Vicki L. Tarver

Date: July 12, 2021

Re: Approval of Deferred Compensation Plans Authorized Providers

Recommendation

It is recommended that the Board of Education approve the list of deferred compensation providers/agents relative to the sale of deferred compensation plans to District 225 employees, per the terms of Board Policy 4070.

Background

As outlined in Section A.2 of Board Policy 4070: the assistant superintendent for business, or designee, shall at least annually, submit for Board of Education approval, a list of qualified providers from which District employees may purchase deferred compensation plans. All providers on the attached list comprise the District's authorized network, and all providers have been vetted through the District's third party administrator, TSA Consulting, Inc., and have signed the required service provider agreement.

The attached list of qualified providers has been updated to reflect any changes in company names (former name shown in parentheses) and/or contact information. Additionally, those providers who offer a 457(b) and/or 403(b) Roth have been identified separately.

No new providers have been added to this list.

DEFERRED COMPENSATION PLANS AUTHORIZED PROVIDERS/AGENTS

The following is a list of providers/agents authorized to sell deferred compensation plans to Glenbrook employees. Qualification of providers shall be based upon compliance with deferred compensation plan regulations, as amended from time to time, and execution of the service provider's agreement. Such qualification shall not be deemed as an endorsement by the District of any provider or plan.

| 403(b) PLANS | | |
|--|--|---------------------------|
| AIG Retirement Services (VALIC) | | 800-448-2542 |
| <i>Todd J. Nathan, MBA</i> | <i>todd.nathan@valic.com</i> | <i>847-477-6427</i> |
| <i>Kieron Inalsingh</i> | | <i>773-301-7217</i> |
| Ameriprise Financial | | 800-862-7919 |
| AXA Equitable Life Insurance Company | | 800-628-6673 |
| <i>April Feinberg</i> | <i>april.feinberg@axa-advisors.com</i> | <i>847-346-7953</i> |
| <i>Todd Schlesinger</i> | <i>todd.schlesinger@axa-advisors.com</i> | <i>224-554-8067</i> |
| Fidelity Investments | | 800-343-0860 |
| Foresters Financial | | 800-423-4026 |
| <i>James Slater</i> | <i>james.slater@firstinvestors.com</i> | <i>630-705-1800 x 227</i> |
| <i>Adam Dziubinski</i> | <i>adam.dziubinski@firstinvestors.com</i> | <i>630-705-1800</i> |
| Great American Annuity Investors Life | | 800-854-3649 |
| <i>Denise Izatt</i> | <i>denise@enrichprivatewealth.com</i> | <i>630-571-6077</i> |
| Horace Mann Insurance Company | | 800-999-1030 |
| <i>Timothy Frahm</i> | <i>timothy.frahm@horacemann.com</i> | <i>847-323-5278</i> |
| ING Retirement Plans | | 800-584-6001 |
| <i>Margherita Johnson</i> | <i>ritajohnson@yourbrokerfinancial.com</i> | <i>708-460-4542</i> |
| <i>Glenn Dooner</i> | <i>glenn.dooner@ipl.com</i> | <i>847-302-6644</i> |
| Invesco Oppenheimer Funds | | 800-959-4246 |
| <i>Richard Hartzel</i> | <i>rhartzel@sagepointadvisor.com</i> | <i>847-998-9869</i> |
| <i>Fred Williams</i> | <i>fred.williams@edwardjones.com</i> | <i>847-428-6060</i> |
| <i>Mark Wimmer</i> | <i>mark.wimmer@unitedcp.com</i> | <i>312-674-4873</i> |

| | | |
|--|---|---------------------|
| Lincoln Investment Planning, LLC | | 800-242-1421 |
| <i>Matt Lowell</i> | <i>mllowell@LincolnInvestment.com</i> | 312-206-6288 |
| <i>Shawn Wears</i> | <i>swears@LincolnInvestment.com</i> | 630-620-6100 x 5703 |
| Metropolitan Life Insurance Company (MetLife Resources) | | 800-560-5001 |
| ReliaStar Life - Subsidiary of VOYA Financial | | 877-882-5050 |
| Thrivent Financial | | 800-847-4836 |
| VOYA Financial | | 800-584-6001 |
| 457(b) PLANS | | |
| AIG Retirement Services (VALIC) | | 800-448-2542 |
| <i>Todd J. Nathan, MBA</i> | <i>todd.nathan@valic.com</i> | 847-477-6427 |
| <i>Kieron Inalsingh</i> | | 773-301-7217 |
| Ameriprise Financial | | 800-862-7919 |
| AXA Equitable Life Insurance Company | | 800-628-6673 |
| <i>April Feinberg</i> | <i>april.feinberg@axa-advisors.com</i> | 847-346-7953 |
| <i>Todd Schlesinger</i> | <i>todd.schlesinger@axa-advisors.com</i> | 224-554-8067 |
| Fidelity Investments | | 800-343-0860 |
| Foresters Financial | | 800-423-4026 |
| <i>James Slater</i> | <i>james.slater@firstinvestors.com</i> | 630-705-1800 x 227 |
| <i>Adam Dziubinski</i> | <i>adam.dziubinski@firstinvestors.com</i> | 630-705-1800 |
| Great American Annuity Investors Life | | 800-854-3649 |
| <i>Denise Izatt</i> | <i>denise@enrichprivatewealth.com</i> | 630-571-6077 |
| Horace Mann Insurance Company | | 800-999-1030 |
| <i>Timothy Frahm</i> | <i>timothy.frahm@horacemann.com</i> | 847-323-5278 |
| Lincoln Investment Planning, LLC | | 800-242-1421 |
| <i>Matt Lowell</i> | <i>mllowell@LincolnInvestment.com</i> | 312-206-6288 |
| <i>Shawn Wears</i> | <i>swears@LincolnInvestment.com</i> | 630-620-6100 x 5703 |
| ReliaStar Life - Subsidiary of VOYA Financial | | 877-882-5050 |
| Thrivent Financial | | 800-847-4836 |
| VOYA Financial | | 800-584-6001 |

| Roth 403(b) PLANS | | |
|---|---|---------------------|
| AXA Equitable Life Insurance Company | | 800-628-6673 |
| <i>April Feinberg</i> | <i>april.feinberg@axa-advisors.com</i> | 847-346-7953 |
| <i>Todd Schlesinger</i> | <i>todd.schlesinger@axa-advisors.com</i> | 224-554-8067 |
| Fidelity Investments - Plan Number 63141 | | 800-343-0860 |
| Foresters Financial | | 800-423-4026 |
| <i>James Slater</i> | <i>james.slater@firstinvestors.com</i> | 630-705-1800 x 227 |
| <i>Adam Dziubinski</i> | <i>adam.dziubinski@firstinvestors.com</i> | 630-705-1800 |
| Lincoln Investment Planning, LLC | | 800-242-1421 |
| <i>Matt Lowell</i> | <i>mlowell@LincolnInvestment.com</i> | 312-206-6288 |
| <i>Shawn Wears</i> | <i>swears@LincolnInvestment.com</i> | 630-620-6100 x 5703 |
| Invesco Oppenheimer Funds | | 800-959-4246 |
| <i>Richard Hartzel</i> | <i>rhartzel@sagepointadvisor.com</i> | 847-998-9869 |
| <i>Fred Williams</i> | <i>fred.williams@edwardjones.com</i> | 847-428-6060 |
| <i>Mark Wimmer</i> | <i>mark.wimmer@unitedcp.com</i> | 312-674-4873 |



TO: Dr. Charles Johns
FROM: Rosanne Williamson
RE: Draft of the Revised 2022-2023 School Year Calendar for Review
DATE: July 12, 2021

Recommendation

It is recommended that the Board of Education adopt the attached newly revised proposed school calendar for 2022-2023.

Background

Two new state holidays have been signed into law. Election Day (November 8, 2022) and Juneteenth (June 19, 2023). Juneteenth does not affect the regular school calendar, but will impact summer school.

The draft proposed school calendar for 2022-2023 contains similar features as past calendars with the following exceptions:

- The addition of the two new state holidays
- School will be held on Columbus day - October 10, 2022 (legal school holiday waiver)
- School will be held on President's Day -February 20, 2023, (We have filed a legal school holiday waiver for Lincoln's Birthday and typically replace it with President's Day)
- There will be no school on January 2, 2023

Please see the updated school calendar preparation guidelines document.

Following Board discussion, the final calendar would be placed on the consent agenda at the July 26, 2021 Board meeting.

2022-2023 Proposed Public School Calendar for Northfield Twp HSD 225, Draft, as of 6/22/2021

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FII = teacher inservice; PI, TI, TII = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 178 **Regular Day:** **Instruct. Day Lgth:**

| July 2022 | | | | | | | August 2022 | | | | | | | September 2022 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|-------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| HOL | | | | | | | | | | | | | | X | X | X | X | X | X | X |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| | | | | | | | X | X | X | X | X | X | X | NIA | X | X | X | X | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | X | X | X | | | | | X | X | X | X | X | | |

July Atnd: 0 Accum: 0 Aug Atnd: 11 Accum: 11 Sept Atnd: 20 Accum: 31

| October 2022 | | | | | | | November 2022 | | | | | | | December 2022 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 28 | 29 | 30 | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| X | X | NIA | X | X | | | X | NIA | X | X | HOL | X | X | X | X | X | X | X | X | X |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| X | X | X | X | X | X | X | X | X | NIA | HOL | NIA | | | NIA | NIA | NIA | NIA | NIA | | HOL |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| X | X | X | X | X | X | X | X | X | X | | | | | NIA | NIA | NIA | NIA | NIA | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| X | | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Oct Atnd: 20 Accum: 51 Nov Atnd: 17 Accum: 68 Dec Atnd: 12 Accum: 80

| January 2023 | | | | | | | February 2023 | | | | | | | March 2023 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|------------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 1 | 2 | 3 | 4 | 5 |
| | | | | | | HOL | | | X | X | X | | | | | X | X | X | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| NIA | X | X | X | X | | | X | X | X | X | X | HOL | X | TI | X | X | X | X | X | X |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| HOL | X | X | X | X | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| X | X | X | X | X | X | X | X | X | | | | | | NIA | NIA | NIA | NIA | NIA | | |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| X | X | | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Jan Atnd: 19 Accum: 99 Feb Atnd: 20 Accum: 119 Mar Atnd: 17 Accum: 136

| April 2023 | | | | | | | May 2023 | | | | | | | June 2023 | | | | | | |
|------------|-----|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| | | | | | | | | | | | | | | | | | X | NIA | X | X |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| X | X | X | X | NIA | | | X | X | X | X | X | X | X | XED | XED | XED | XED | XED | X | X |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | HOL | X | X | | | | | X | X | X | X | X | X | X |

Apr Atnd: 19 Accum: 155 May Atnd: 22 Accum: 177 June Atnd: 1 Accum: 178

2022-2023 Northfield Twp HSD 225 as of 6/22/2021**Calendar Legend - Totals for the Year**

| Calendar Code | Code Description | No. of Days | Totals |
|---------------|----------------------------|-------------|---|
| X | Pupil Attendance Day | 178 | |
| | | | Total Days Toward Pupil Attendance: 178 |
| XED | Emergency Day-Proposed | 5 | |
| TI | Teacher Institute/Workshop | 2 | |
| | | | Total Calendar Days: 185 |
| HOL | Holiday | 9 | |
| NIA | Not in Attendance | 23 | |

PT /In-Service/School Improv./Act of God/Interrupted Days/Delayed Start-ExplanationsSchool Begin Date: School End Date: Regular Day: Instruct. Day Lgth:

| Cal. Date | Cal. Code | Code Descr. | Student Attend. | Activity Time | Brief Explanation for Activity or School Closing |
|------------|-----------|----------------------------|-----------------|---------------|--|
| 01/13/2023 | TI | Teacher Institute/Workshop | | | |
| 03/06/2023 | TI | Teacher Institute/Workshop | | | |

School Calendar Preparation Guidelines

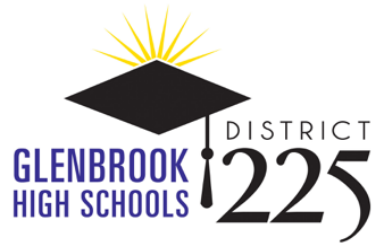
The School Calendar Preparation Guidelines are intended to serve as an aid in the construction of a school calendar that will provide the flexibility necessary to meet the curricular needs of the high schools while promoting student wellness. Each school board is required by law to annually prepare a calendar that specifies both the opening and closing of the school year. The school calendar must meet the prescribed minimum requirements as outlined in the Illinois State Code and the Administrative Rules set by the Illinois State Board of Education (ISBE).

For planning purposes and as a service to our students, staff, and school community, Glenbrook High School District 225 develops its school calendar two years in advance. District 225 works collaboratively with all township sender districts (27, 28, 30, 31, and 34) to coordinate winter and spring breaks. The beginning and end dates for the school year, as well as holidays and professional development days, are likely to vary for each school district. Efforts will be made to align the beginning and end dates of the school year with those of the feeder elementary district school calendars. However, it is important to note that school calendar decisions by the high school district will be more clearly focused on the curricular and wellness needs of high school students and may necessitate a slightly different school calendar than the elementary sender districts. The following factors may be considered in developing the school calendar:

- The total number of school attendance days for students and staff will be determined by the Illinois School Code, the associated administrative rules set by the Illinois State Board of Education (ISBE), and local collective bargaining agreements.
- Emergency days are scheduled as part of the calendar to compensate for emergency closings as required by ISBE administrative rules. These days will be canceled if they are not needed.
- For academic purposes, efforts should be made to schedule a comparable number of student attendance days for each semester.
- Three Glenbrook Days for faculty work and professional development are scheduled for the school year in accordance with the collective bargaining agreement with the Glenbrook Education Association.
- A maximum of eight granted holidays will be clearly indicated on the calendar if they occur during the week. The granted holidays for the district typically include Rosh Hashanah, Yom Kippur, the days before and after Thanksgiving, Christmas Eve, the day after Christmas, New Year's Eve, the first day of spring break week.
- Legal holidays will be clearly indicated on the calendar if they occur during the week. The legal holidays include New Year's Day, Martin Luther King's Birthday*, Lincoln's Birthday*, Casimir Pulaski Day*, Memorial Day, Independence Day, Labor Day, Columbus Day*, Veteran's Day*, Thanksgiving Day, Christmas Day, and Good Friday.

*The Board held a public hearing and took official action approving legal school holiday modifications for the birthday of Dr. Martin Luther King, Jr. (Third Monday in January), the birthday of President Abraham Lincoln (February 12), the birthday of Casimir Pulaski (first Monday in March), Columbus Day (Second Monday in October), and Veterans' Day (November 11). Although traditionally only Lincoln's Birthday, Pulaski Day and Columbus Day are modified for use as a student attendance day or District Institute Day, approving modifications to all legal school holidays allows for greater flexibility.

- Winter break may typically include two full weeks and three weekends to accommodate travel and vacation plans for our students and families.
- Spring break will generally be one week and is consistently scheduled during the last full week in March.
- Graduation Day for seniors is typically scheduled to occur before the last week of school for non-seniors.
- Late arrival days for students are scheduled on the calendar for professional development purposes as determined by the district administration.
- The district works collaboratively with sender districts and other stakeholders such as employee groups and park districts in developing the calendar.



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, July 12, 2021

Re: Adjusted Registration and Instructional Materials Fee

Recommendation

It is recommended that the Board of Education adjust the registration and instructional materials fee for the 2021-22 school year from \$300.00 to \$225.00.

Background

On Monday, March 15, 2021, the Board of Education approved the implementation of a registration and instructional materials fee for the 2021-22 school year in the amount of \$300. This amount included all instructional materials required for the school year, offering greater simplicity for our families while reducing the cost of instructional materials over time. The single fee was broken down as follows:

Table 1
Original Registration and Instructional Materials Fee Breakdown

| | Freshman | Sophomore | Junior | Senior | Total for (4) Years |
|---------------------------------|-----------------|------------------|-----------------|-----------------|----------------------------|
| Registration Fee | \$25.50 | \$25.50 | \$25.50 | \$25.50 | \$102.00 |
| Instructional Materials | \$274.50 | \$274.50 | \$274.50 | \$274.50 | \$1,098.00 |
| <i>Total per Student</i> | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$1,200.00 |

Since the approval of this fee, the administration has communicated this change through the weekly e-mail update, a feature story on each school’s homepage, multiple social media posts, and all communications regarding the student enrollment verification process completed by each parent. (As of Wednesday, July 7, 2021, over 78% of the school district’s anticipated students have been confirmed for the 2021-22 school year.) In response to these communications, we have received feedback from families expressing concern regarding the cost of this new fee. Throughout our conversations with parents, we have emphasized that we would work diligently to consider options that would reduce the fee over time.

I am pleased to share with both the Board of Education and our families that after coordinating the purchase of all materials necessary for the 2021-22 school year, the actual expense of materials is lower than initially anticipated. Some reasons for this change include:

- The 2021-22 textbook and learning material adoptions had not yet been finalized when the fee was initially presented. However, after reviewing the adoptions, several high enrollment courses

selected lower-cost materials, resulting in a lower cost to acquire the inventory needed for students.

- Through a comprehensive bidding process, the school district was able to secure significant volume purchasing discounts from multiple vendors, including Amazon. These discounts offered an additional savings of 3-4% across most purchases of non-returnable materials such as novels.
- A significant number of families participated in this year's textbook buy-back program. As a result, the school district built its inventory at a lower cost than initially anticipated.

In addition to the savings mentioned above, we recommend that the physical education (PE) uniform and heartrate monitor strap expenses be removed from the fee and sold as stand-alone items. This recommendation is made in direct response to parent feedback that many of their families have gym uniforms and supplies passed down from older siblings and that they would prefer not to pay for a material they already have in their possession. For families that do need to purchase the supplies, they will be able to do so at cost from the bookstore:

- PE Shirt and Shorts, \$11.00
- Heart Rate Monitor Strap, \$12.50

Considering the reduction in materials expense for the 2021-22 school year and removing PE materials from the fee, we recommend the registration and instructional materials fee be reduced from \$300.00 to \$225.00. Table 2 that follows illustrates the impact of these changes:

Table 2
Adjusted Registration and Instructional Materials Fee Breakdown

| | Freshman | Sophomore | Junior | Senior | Total for (4) Years |
|--------------------------|---|---|---|---|---|
| Registration Fee | \$25.50 | \$25.50 | \$25.50 | \$25.50 | \$102.00 |
| Instructional Materials | \$199.50 | \$199.50 | \$199.50 | \$199.50 | \$798.00 |
| Total per Student | \$225.00 <i>previously</i> <i>\$300.00</i> | \$225.00 <i>previously</i> <i>\$300.00</i> | \$225.00 <i>previously</i> <i>\$300.00</i> | \$225.00 <i>previously</i> <i>\$300.00</i> | \$900.00 <i>previously</i> <i>\$1,200.00</i> |

This adjustment proposed will result in a cost savings of \$75.00 per student for the 2021-22 school year. Our team also remains committed to pursuing other cost-saving measures to further reduce the cost of the registration and instructional materials fees in future years. When the fee was presented in the spring, this fee is not intended to serve as an additional revenue source for the school district; we will solely utilize the fee to support the purchase and distribution of instructional materials for students.

I have also included a comparable summary of student fees for area high school districts for reference purposes. Table 3 illustrates the annual fees charged by area high school districts, and Table 4 illustrates the total require fees for Glenbrook students.

Table 3
Student Fees for Area High School Districts

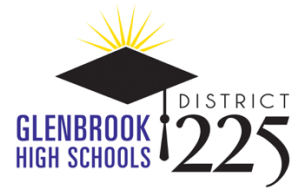
| | Registration and Instructional Materials | Technology/ Device | Total |
|-----------------------------------|--|--------------------|---------------|
| District 125 (Stevenson) | \$305 | \$75 | \$380 |
| District 202 (Evanston) | \$275 | \$65 | \$340 |
| District 203 (New Trier) | \$486* | | \$486* |
| District 207 (Maine) | \$295 | \$75 | \$370 |
| District 209 (Niles) | \$350 | \$100 | \$450 |
| District 211 (Schaumburg) | \$170 | | \$170 |
| District 214 (Arlington Heights) | \$300 | \$75 | \$375 |
| Average | \$272* | \$78 | \$367* |
| Proposed District 225 (Glenbrook) | \$225 Combined Registration and Instructional Materials Fee | \$75** | \$300 |

* Represents a \$211 annual fee and \$275 for an estimated cost of textbooks per student.

** Students will pay \$100 for (3) years.

Table 4
Adjusted Required Student Fees for the 2021-22 School Year

| | Freshman | Sophomore | Junior | Senior | Total for (4) Years |
|--------------------------|-----------------|-----------------|-----------------|-----------------|---------------------|
| Registration Fee | \$25.50 | \$25.50 | \$25.50 | \$25.50 | \$102.00 |
| Instructional Materials | \$199.50 | \$199.50 | \$199.50 | \$199.50 | \$798.00 |
| Chromebook Fee | \$100.00 | \$100.00 | \$100.00 | | \$300.00 |
| Total per Student | \$325.00 | \$325.00 | \$325.00 | \$225.00 | \$1,200.00 |



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

HISTORICAL MEMO

Date: Monday, March 15, 2021

Re: Registration and Instructional Materials Fee

Recommendation

It is recommended that the Board of Education approve the implementation of a registration and instructional materials fee for the 2021-22 school year in the amount of \$300, inclusive of all instructional materials required for the school year. We believe that this will provide greater simplicity for our families while also reducing the cost of instructional materials over time.

Background

All students pay two general fees (Chromebook fee and registration fee) and are also responsible for purchasing instructional materials such as books, supplies, and PE uniforms. While the general fees amount is consistent, the cost of instructional materials fluctuates for each student based on course enrollment. Table 1 illustrates the average cost of instructional materials per student over four years.

Table 1
General Fees and Average Cost of Instructional Materials

| | Freshman | Sophomore | Junior | Senior | Total for (4) Years |
|---------------------------------|-----------------|------------------|-----------------|-----------------|----------------------------|
| Chromebook Fee | \$100.00 | \$100.00 | \$100.00 | | \$300.00 |
| Registration Fee | \$25.50 | \$25.50 | \$25.50 | \$25.50 | \$102.00 |
| Instructional Materials | \$275.00 | \$220.00 | \$316.00 | \$269.00 | \$1,080.00 |
| <i>Total per Student</i> | \$400.50 | \$345.50 | \$441.50 | \$294.50 | \$1,482.00 |

The Instructional Supervisor recommends instructional materials for each course in consultation with the course's teacher(s). Families can purchase some or all of their materials from our school bookstores or other vendors. Certain materials such as electronic textbooks must be purchased from the school bookstore, as they are integrated into our teachers' instructional tools.

For the past several years, our school and district teams have been working to simplify the start of the school year for our families. For example, in 2017, we eliminated the summer booksale event following the launch of an online fee payment and book order system. In 2018, we combined the materials and towel fees into a single registration fee and eliminated individual course fees, except for driver education.

Registration and Instructional Materials Fee Proposal
Page 2

And in 2020, we streamlined the enrollment verification process, creating a one-stop location for all start-of-the-year activities through PowerSchool.

For the 2021-22 school year, we are proposing to further simplify the start of the school year by establishing a single “registration and instructional materials fee” that includes all instructional materials for the school year. As illustrated in Table 2, transitioning to a single, combined fee aligns with other area high school districts. It should be noted that with the exception of District 203, Glenbrook is the only area high school district that requires parents to independently purchase textbooks.

Table 2
Student Fees for Area High School Districts and Glenbrook Proposal

| | Registration and Instructional Materials | Technology/ Device | Total |
|-----------------------------------|--|--------------------|---------------|
| District 125 (Stevenson) | \$305 | \$75 | \$380 |
| District 202 (Evanston) | \$275 | \$65 | \$340 |
| District 203 (New Trier) | \$486* | | \$486* |
| District 207 (Maine) | \$295 | \$75 | \$370 |
| District 209 (Niles) | \$350 | \$100 | \$450 |
| District 211 (Schaumburg) | \$170 | | \$170 |
| District 214 (Arlington Heights) | \$300 | \$75 | \$375 |
| Average | \$272* | \$78 | \$367* |
| Proposed District 225 (Glenbrook) | \$300 Combined Registration and Instructional Materials Fee | \$75** | \$375 |

* Represents a \$211 annual fee and \$275 for an estimated cost of textbooks per student.

** Students will pay \$100 for (3) years.

Course registrations for the 2021-22 school year will not be finalized this spring. However, in reviewing course enrollment trends and the current cost of instructional materials, it is estimated that the overall cost of instructional materials for all students will be \$1.4M. This includes required eBooks, textbooks, paperbacks, workbooks, kits, and supplies. With an estimated enrollment of 5,120, the cost per student for instructional materials would be \$275, which would provide a break-even revenue/expense for the school district.

Collecting \$275 for instructional materials and a \$25 registration fee through a single fee will enable the district to provide students all instructional materials required for the school year and continue to support school district operations. The only instructional materials that would not be provided within this fee are calculators, gym uniforms/heart rate monitor strap (note: will provide one of each to new students), and locks. These items will continue to be available for purchase from the bookstore.

Registration and Instructional Materials Fee Proposal

Page 3

While the proposed fee for the 2021-22 school year is \$275, we anticipate that this fee may be reduced in future years. Like how the Chromebook fee has diminished over the past five years from \$410 to \$300, we are optimistic that instructional material expenses can be further reduced through bulk purchasing power and coordinated bookstore management.

The district and school leadership teams are confident that this transition can successfully be implemented for the 2021-22 school year. Upon approval by the Board of Education, the administration will implement a communication plan for our families. Key elements of the communication plan will include efforts to answer the following frequently asked questions:

What is changing?

- Beginning with the 2021-22 school year, parents will no longer need to purchase instructional materials from Beck's Bookstores or another retailer.
- This fee will be charged to all students, and families will not be able to opt-out of the fee.

What is included and what is not included?

- All required instructional materials will be provided to students through a single, annual fee of \$300. This includes textbooks (electronic and/or print editions), novels, workbooks, course kits, and other supplies.
- The only required instructional materials not provided for within the fee are:
 - Calculators;
 - Gym Uniforms (will provide new students their first gym uniform at no cost);
 - Heartrate Monitor Strap (will provide new students their first heartrate monitor strap at no cost);
 - Student project materials for CTE courses (e.g., wood, fabric); and
 - Locks.

How will students get their materials, and what do they need to return?

- Some materials, such as textbooks, will be checked out to students and will need to be returned at the end of the school year and identified with barcodes, similar to library books. Students will be charged for any lost or damaged materials.
- Other materials, such as novels and supplies, will not be returned and will be clearly identified.
- Materials will be made available for pick-up in early August. Students or parents will be required to sign for the receipt of their materials.
- Students will be responsible for any lost or damaged materials. Textbooks will be reviewed by the bookstore staff each year upon their return. Parents and students will be notified if a textbook returned requires replacement.

Who owns the materials?

- The school district will purchase all materials directly from publishers and resellers, and will own the materials. By purchasing materials directly, the school district will be able to leverage bulk purchasing power and achieve the best pricing possible for all families.
- Novels, workbooks, and supplies issued will be able to be kept by students and not returned.

Can I still purchase my own materials?

- Families will no longer need to purchase materials that are provided for through the instructional materials fee.

Registration and Instructional Materials Fee Proposal

Page 4

- For families that prefer print copies of textbooks to supplement the eBooks provided for certain subjects, we are pleased to share that the school district will be printing a limited number of print textbooks for all titles where one is available to support individual student needs.
- Recognizing that some families may have accumulated textbooks over the years, the school district will coordinate an extensive buyback program for all materials that are still used by the school. The buyback program will allow parents to receive a reduction to the instructional materials fee for the 2021-22 school year, or a direct payment issued by check.

Will the fee remain \$275 for all four years of high school?

- This fee is not intended to serve as an additional revenue source for the school district; we will solely utilize the fee to support the purchase and distribution of instructional materials for students.
- It is the goal of the administration to only collect the amount necessary to ensure all students have the supplies they need for their courses, and to gradually decrease this fee. The proposed fee of \$275 represents the estimated total cost of materials for all students for the 2020-21 school year, divided by the estimated student population. As each year's estimated total cost of materials is calculated, and an inventory has been established, we anticipate that this amount will decrease.
- For the past several years, a significant number of textbook adoption proposals have resulted in lower costs for families. All courses are on a multi-year cycle for adoptions, meaning that some courses will receive new textbooks next year, whereas others will maintain a prior year's adoption.

Should you have any questions regarding the communications plan or this proposal, please do not hesitate to contact me.