

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, July 21, 2008**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, July 21, 2008 at approximately 7:35 p.m. at the Glenbrook High Schools Administration Building, 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: Berzon, Boron, Hammer, Shein, and Torf. Absent: Jeffery, Taub. Also present: Dill-Varga, Finan, Freeman, Ptak, Riggle, Siena, Tuttle, and Wegley.

**APPROVAL OF AGENDA FOR THIS MEETING**

Motion by Mr. Boron, seconded by Mr. Shein to approve the agenda for this meeting including the revised minutes for July 7, 2008 and the additional appointments (see agenda item #5.1)

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Shein, and Torf.

nay: none

Motion carried. 5-0.

**RECOGNITION OF COMMUNITY VISITORS**

There were no community visitors.

**BOARD AND SUPERINTENDENT REPORTS**

Superintendent Riggle welcomed and introduced the new Glenbrook North associate principal, John Finan, to the Board.

Marcus Thimm, director of technology, provided the Board with an update on the implementation of the technology plan. He indicated that the wireless network was almost finished at Glenbrook South and was slated to be completed at Glenbrook North in time for the opening of school. He indicated that servers and SAN equipment was being installed at district tomorrow and that work was continuing on upgrading the Images for the MacBooks.

Off-Campus upgrades would occur at a later point in time. Xerox printer installations were also still on the "to do list."

Dr. Riggle indicated that the August 11, 2008 Board meeting would be held at Glenbrook North beginning with a tour at 6:30

p.m. to walk the building. He summarized the progress on construction at Glenbrook North and South.

He also indicated that on the August 11, 2008 Board meeting, the Board would receive a report on progress related to technology and on facilities. The meeting would most likely be held in the Glenbrook North Instructional Materials Center (IMC). Sandwiches would be available for the Board after the tour and prior to the start of the meeting.

President Torf announced that there would be a township dinner on October 20 (Monday) at which area legislators—current and hopeful—would be present. She also provided some information about the upcoming FedRED. She also mentioned that District 27 had worked successfully through a process to make a difficult decision about the future of Grove School.

(Mr. Jeffery arrived at 7:40 p.m.)

**MOTION TO APPROVE CONSENT AGENDA with the removal of consent agenda item #5.11 and item #5.1, for discussion in closed session.**

Motion by Mr. Boron, seconded by Mr. Berzon, to approve the following items on the consent agenda with the removal of consent agenda item # 5.11 and item #5.1 for discussion in closed session.

1.) the appointment of the following educational support staff contained in Mrs. Helander-Heiser's memorandum dated July 16, 2008.

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>SCHOOL</u></b>
Kaltman, Sharon (Repl. R. Gottlieb)	Instructional Assistant	08.25.08	GBS
Kotlarz, Leanne (Repl. L. LaCross)	Instructional Assistant	08.25.08	GBN
Maddox, Suzan (Repl. D. Dean)	Clerical	07.09.08	ADM
Uhrik, John (Repl. M. Koller)	Instructional Assistant	08.25.08	GBS
Fastert,	Fitness Center	22 July 08	GBN

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Matthew (new position)	Coordinator		
Novotny, Jonathan (new position)	Fitness Center Coordinator	22 July 08	GBS

**TRANSFERS**

Iriarte, Robin (Repl. K. Wargaski)	Clerical	07.01.08	GBN
Kirch, Karin (Repl. R. Iriarte)	Clerical	07.14.08	GBN

the appointment of the following certificated staff as recommended by the director of human resources

**APPOINTMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
Joshi, Pa'al	Special Ed	06.15.08	Off Campus	MA + 30/ Step 5
LaBelle, Sasha R.	Special Ed	06.15.08	GBS	MA/Step 7

2.) No resignations

3.) the salary adjustments for academic attainment as indicated in Mrs. Helander-Heiser's attached consent agenda item #5.3

4.) the issuance of Vendor Checks Nos. 33157 through 33183 in the amount of \$1,065,846.55 as listed on the attached checks register dated July, 8, 2008

the issuance of Vendor Checks Nos. 33187 through 33302 in the amount of \$852,249.66 as listed on the attached checks register dated July 16, 2008

5.) the Board of Education Approval of the Open and Closed Session Minutes from the July 7, 2008

6.) Board policy 7260 revisions as contained in attached consent agenda item # 5.6

7.) No imprest checks at this meeting

8.) to the issuance of the electronic wire transfers for credit union, TRS, federal taxes, employee and employer portion of FICA and Medicare taxes and state taxes, and payroll check numbers 52837 through 53011 and 53030 thru 53212. Total checks issued were \$291,096.06. Vendor Payroll check numbers 52836, 53012 through 53029, and 53213 thru 53221 totaled \$70,225.21. With employees' Federal, State, and FICA/Medicare withholding taxes of \$1,755,920.06, TRS contributions of \$1,008,007.54 other deductions of \$731,797.70 and direct deposit of \$6,877,240.63, the gross payroll for the month of April was \$10,664,061.99. TRS employer contribution was \$144,150.35 and employer matching FICA and MED was \$194,435.24.

9.) the Board of Education Approval of NSSED 2008-2009 Budget as contained in consent agenda Item #5.9

10.) the acceptance of the following gifts:

Gift From	Amount or Item	School	Department
Rotary Club of Glenview Sunrise Charitable Foundation	\$3000.00	GBS	SCHOLARSHIP 830851

11.) the Board of Education Approval of Military Leave Pay as contained in consent agenda Item #5.11

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

nay: none

**Motion carried. 6-0.**

**DISCUSSION/ACTION: TENTATIVE BUDGET**

Ms. Hillarie Siena presented the Board with the tentative budget for 2008-09 and provided an overview of salient points in each section. This tentative budget was reviewed by the finance committee on July 14.

Last year the district received 101% of its budget revenues and spent 96% of its budget expenditures, yielding a net actual surplus of \$8 million as compared to a budgeted surplus of \$4.1

million. The education fund was under spent by approximately \$2.9 million including salaries, employee benefits, purchased services, supplies and equipment. Areas that were slightly over budget include dues and fees and special education tuition. She noted that the ending fund balance was at 48.2%.

Mrs. Siena indicated that due to regulatory changes effective July 1, 2008, the Illinois State Board of Education required that 1) when revenues or other sources of funds are pledged to pay debt service on any long-term debt, the moneys shall be transferred into the Debt Service Fund, and 2) when revenues or other sources of funds are pledged to pay for a capital project or acquisition, the moneys shall be transferred into the Capital Project fund. Thus the 2008/09 tentative budget contains a one-time, up-front payment to NSSSED for building, financing, and expenditures for building projects previously budgeted from the Operations and Maintenance Fund (O & M). These expenditures are now budgeted in the Debt Service Fund and Capital Project Fund respectively. The funding will be provided by a transfer from the Operations and Maintenance Fund. The resolution up for discussion and later vote was to transfer \$2.5M from the O and M Fund to the Debt Service Fund to be used for debt service obligations, (i.e. NSSSED project) and \$5,970,693.00 to be used for district capital project expenditures as authorized by the Board. The Board indicated they would talk about this NSSSED project in more detail later in the meeting.

Mrs. Siena indicated that the tentative budget would be posted on the website for at least 30 days with a public hearing to occur at the September 8<sup>th</sup> Board meeting and adoption hopefully at the September 22<sup>nd</sup> Board meeting. Mrs. Siena indicated that part of the success of the budget was due to ongoing cost-efficiencies and lower increases on benefits. Board member Boron asked about the cause of the Spartan Swim Club deficit. Mrs. Siena speculated that it was a reflection of the timing of their fee collection cycle, but she promised to provide that information at the next meeting.

The NSSSED annual budget was presented for board discussion and approval at this time, focusing on the \$16.1 M that the consortium of school districts was being asked to contribute toward the expansion/renovation of North Shore Academy. Mr. George Tuttle, director of special education, reviewed the budget and detailed its impact on the The Glenbrooks as well as the methodology used to arrive at the \$2.5 M requested of the Glenbrooks. Board member Hammer, who sits on the NSSSED Board, shared his insights as well. Board members expressed their need to have more information about the plans for this facility beyond the packet of information that had been disseminated. Discussion included questions about: the range of services provided by NSSSED to Glenbrook students as contrasted to available services offered at each high school and our off-campus site; the value in and responsibility of participation in a consortium such as NSSSED; and the timeline for making this financial contribution. Board members acknowledged that there was a great need to update the facilities as their recent tour had verified. They wanted, however, more information about the building project, the long-

range plan, including details about any existing or future management protocol. George Tuttle, director of special education, shared his positive comments about the quality of staff and programming at NSSED, as did President Torf.

Mrs. Siena suggested that this line item be taken out of the budget and that the resolution be amended to delete the NSSED line item at the present time, which would allow the Board to seek more information. She noted that the report from NSSED indicated the payment wasn't due during this fiscal year yet anyway. She indicated it could be added to next year's tentative budget, which would allow the Board adequate time to review the situation and make an informed decision.

Board consensus was to approve the amended tentative budget per Mrs. Siena's instructions and to seek further information.

**(See amended agenda item # 6)**

**APPROVAL OF AMENDED TENTATIVE BUDGET**

Motion by Mr. Jeffrey, seconded by Mr. Berzon to approve the tentative budget as amended removing the line out for \$2.5 M (NSSED budget item) and returning it to the operating fund balance.

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

nay: none

**Motion carried. 6-0.**

**DISCUSSION/ACTION: APPROVAL OF RESOLUTION TO TRANSFER FUND BALANCE FROM OPERATIONS AND MAINTENANCE**

Ms. Hillarie Siena, director of business affairs, recommended that the Board of Education approve a resolution authorizing the transfer of fund balance from the Operations and Maintenance Fund to the Debt Service and Capital Projects Funds. As she explained earlier, this is necessary due to the FY 2008/09 budget containing expenditures for building projects previously budgeted from the Operations and Maintenance Fund. These expenditures are now budgeted in the Debt Service Fund and Capital Project Fund respectively and will be provided for by this transfer.

(See agenda item # 7 as amended and discussed)

**APPROVAL OF RESOLUTION TO TRANSFER FUND BALANCE FROM OPERATIONS AND MAINTENANCE**

Motion by Mr. Boron, seconded by Mr. Shein, to approve the resolution to transfer fund balance from operations and maintenance to Debt Service and Capital Projects Funds as amended

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

nay: none

**Motion carried. 6-0.**

**DISCUSSION/ACTION: APPROVAL OF A THIRD PARTY ADMINISTRATOR FOR TAX SHELTERED ANNUITIES**

Mrs. Hillarie Siena recommended that the Board of Education approve the firm of TSA Consulting Group, Inc., as a third party administrator for tax sheltered annuities under Internal Revenue Code Sections 403 (b) and 401 (a). This recommendation has resulted from the district's participation in a consortium effort to research the impact of regulatory changes related to tax sheltered annuities and to select a qualified, independent third party to serve as the administrator of these plans. Since 1996, TSA Consulting Group Inc. has been an independent, fee for service provider of retirement plan compliance exclusively for 67 K-12 school district employers nationwide as well as 15 colleges nationwide, representing over 400,000 employees. They were chosen based on their expertise, fee structure, ease of processing and quality of service.

Board members discussed this and the consensus was to approve it.

(See agenda item # 8)

**MOTION TO APPROVE A THIRD PARTY ADMINISTRATOR FOR TAX SHELTERED ANNUITIES**

Motion by Mr. Boron, seconded by Mr. Hammer, to approve a third party administrator for tax-sheltered annuities.

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

nay: none

**Motion carried. 6-0.**

**DISCUSSION/ACTION: DIGITAL SCHOOLS REQUEST TO USE OUTCAST**

Superintendent Riggle informed the Board that former board member Sarah Beyne, CEO of Digital Schools, LLC, has requested an opportunity to use the business logic contained in the old OUTCASTS system which was owned and developed by District 225, was used to develop Jschool, in conjunction with ACRUX, who is no longer in business. Digital Schools hopes to use only the logic of OUTCASTS in order to put together a business and human resources package. OUTCAST is old technology for the district and will not be used in the future. After discussion, the Board consensus was to empower Dr. Riggle to set some parameters for this arrangement that would protect the district and its employees from an unwanted level of involvement, if he chose to allow Digital Schools to look at the logic to gain insight for their current project.

(See agenda item # 9)

**MISCELLANEOUS TOPICS**

Board members discussed whether board meeting locations should be rotated from campus to campus. Dr. Riggle will review the board calendar of meetings and discuss options with the Board president in the near future.

**MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Boron, seconded by Mr. Hammer, to move into closed session at approximately 10:05 p.m. To consider the appointment, employment, compensation, discipline performance, or dismissal of specific employees, 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, student disciplinary cases and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, other matters relating to an individual student, namely a determination of a student's

residency within the district (Section 2 (c) (1), (2), (9), (10) and (11) of the Open Meetings Act).

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

nay: none

**Motion carried. 6-0.**

The Board returned to open session at 10:45 p.m.

**ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION**

**MOTION TO APPROVE CONSENT AGENDA ITEM #5.1 (APPOINTMENTS)**

Motion by Mr. Boron, seconded by Mr. Shein, to approve consent agenda item #5.1 (appointments)

Upon calling of the roll:

aye: Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

nay: none

**Motion carried. 6-0.**

**ADJOURNMENT**

Motion by Mr. Berzon, seconded by Mr. Hammer, to adjourn the meeting at approximately 10:50 p.m.

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

**Motion carried.**

\* Berzon, Boron, Hammer, Jeffery, Shein, and Torf.

CERTIFIED TO BE CORRECT:

\_\_\_\_\_  
PRESIDENT - BOARD OF EDUCATION

\_\_\_\_\_  
SECRETARY - BOARD OF EDUCATION

**UPCOMING BOARD MEETINGS:**

Meetings will be held in the  
Board Room (unless otherwise noted) of the  
Northfield Township High School District #225  
Administration Building,  
1835 Landwehr Road,  
Glenview, Illinois.

**COMMITTEE MEETINGS**

Tuesday, Aug. 5, 2008	7:30 a.m.	Technology Committee Meeting
Tuesday, Aug. 5, 2008	7:30 a.m.	Facilities Committee Meeting

**BOARD MEETINGS**

Monday, Aug. 11, 2008	7:30 p.m.	Regular Board Meeting
Monday, Sept. 8, 2008	7:30 p.m.	Regular Board Meeting