

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, NOVEMBER, 12, 2001**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, November 12, 2001, at approximately 8:20 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: Beyne, Matsakis, Olson, Rogal, Shaer, Torf. Absent: Long. Also present: Freeman, Hales, Helander-Heiser, Lacivita, Perisho, Rainier, Riggle, Schilling, Smith, Tuttle.

APPOINTMENT OF CHAIRPERSON PRO TEM

Motion by Mr. Olson, seconded by Mrs. Torf, to appoint Dr. Hales as chairperson pro tem until the president of the Board is elected.

Upon calling of the roll:

aye: Beyne, Matsakis, Olson, Rogal, Shaer, Torf

nay: none

Motion carried.

NOMINATION AND ELECTION OF PRESIDENT

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

Motion by Mrs. Beyne, seconded by Mr. Shaer, to nominate Mrs. Rogal for president of the Board of Education for the term from November 12, 2001 to April 14, 2003. The chairperson asked if there were any other nominations for the office of president. Hearing none, the chairperson declared the nominations for the office of president closed.

The chairperson asked for a vote on the nomination of Mrs. Rogal for president of the Board of Education.

Upon calling of the roll:

aye: Matsakis, Olson, Rogal, Shaer, Torf, Beyne

nay: none

Motion carried.

Mrs. Rogal assumed the function of the president for the remainder of the meeting.

NOMINATION AND ELECTION OF VICE PRESIDENT

The president declared that nominations were open for the office of vice president of the Board of Education.

Motion by Mr. Olson, seconded by Mrs. Torf, to nominate Mrs. Long for vice president of the Board of Education for the term from November 12, 2001 to April 14, 2003. The president asked if there were any other nominations for the office of vice president. Hearing none, the president declared the nominations for the office of vice president closed.

The president then asked for a vote on the nomination of Mrs. Long for vice president of the Board of Education.

Upon calling of the roll:

aye: Olson, Rogal, Shaer, Torf, Beyne, Matsakis

nay: none

Motion carried.

NOMINATION AND ELECTION OR APPOINTMENT OF SECRETARY

The president declared that nominations or appointment were open for the office of secretary of the Board of Education.

Motion by Mrs. Beyne, seconded by Mr. Matsakis, to appoint Mr. Lacivita as secretary of the Board of Education for the term from November 12, 2001 to April 14, 2003. The president asked if there were any other nominations or appointments for the position of secretary. Hearing none, the president declared the nominations or appointments for the office of secretary closed.

The president asked for a vote on the appointment of Mr. Lacivita as secretary of the Board of Education.

Upon calling of the roll:

aye: Rogal, Shaer, Torf, Beyne, Matsakis, Olson

nay: none

Motion carried.

BOARD OF EDUCATION - MEETING DATES AND TIME

Motion by Mrs. Torf, seconded by Mrs. Beyne, that the regular meetings of the Board of Education shall be held on the second and fourth Mondays of each month at 7:30 p.m. in the Board Room of the Glenbrook Administration Building, 1835 Landwehr Road, Glenview, Illinois.

Upon calling of the roll:

aye: Shaer, Torf, Beyne, Matsakis, Olson, Rogal

nay: none

Motion carried.

MOTION TO APPROVE AGENDA FOR THE REMAINDER OF THE MEETING

Motion by Mr. Shaer, seconded by Mr. Olson, to approve the agenda for the remainder of the meeting as submitted.

Upon calling of the roll:

aye: Torf, Beyne, Matsakis, Olson, Rogal, Shaer

nay: none

Motion carried.

RECOGNITION OF COMMUNITY VISITORS

President Rogal asked if any community visitors wished to be recognized.

Mr. Art Wulf, 3948 Rutgers, Northbrook, a former Board member, congratulated the outgoing Board members, as well as the incoming Board members, and shared his perspective on Board priorities. He urged the Board to go beyond focusing on students and to consider other aspects, such as district spending and cost efficiencies.

BOARD AND SUPERINTENDENT REPORTS

Dr. Hales thanked Mr. Lacivita and other administrators for their leadership during his time away from the office. He thanked Mrs. Freeman and Mrs. Long for organizing the dinner and reception honoring the outgoing and new Board members.

Dr. Hales also acknowledged the fine work of Mrs. Stiefel, who has been the district's reporter with the Pioneer Press. Mrs. Stiefel will remain with the Pioneer Press, but her new assignment will not include District #225.

Dr. Hales introduced Sara Loeb, who will be replacing Mrs. Stiefel as the district's new reporter with the Pioneer Press.

Mr. Olson reported on the orientation meeting for governmental officials, which was held on Monday, October 29, 2001 by the village of Northbrook.

Mr. Shaer expressed his thanks and appreciation to our outgoing Board members for their dedicated service and support.

DISCUSSION REGARDING TENTATIVE 2001 TAX LEVY

Dr. Schilling reviewed the proposed 2001 tax levy, along with the notice to taxpayers that is required to be published. He noted that the required notice will be published on or before December 6, 2001 and that the Board will conduct the required public hearing and adopt the 2001 tax levy on December 17, 2001. After Board questions and discussion the Board took the following action.

MOTION TO APPROVE TENTATIVE 2001 TAX LEVY

Motion by Mr. Matsakis, seconded by Mr. Olson, to approve the tentative 2001 tax levy as contained in Dr. Schilling's materials for agenda item #10.

Upon calling of the roll:

aye: Beyne, Matsakis, Olson, Rogal, Shaer, Torf

nay: none

Motion carried.

Note: See attached agenda item #10.

DISCUSSION REGARDING RIGHT OF WAY ALONG SHERMER ROAD ADJACENT TO GLENBROOK NORTH

Dr. Hales explained that the easement request from the Village of Northbrook was related to the stoplight the district has requested at the corner of Shermer Road and Sherman Drive in front of Glenbrook North. He noted that the village has been cooperative in working with the district to provide this stoplight for the safety of our students, staff, and parents.

For the installation of the stoplight, the Illinois Department of Transportation is requiring a "corner cut" for the installation of its equipment. In addition, the village of Northbrook is requesting that the current easement in front of Glenbrook North be extended from 33 feet to 50 feet to provide operating efficiency for the village, primarily to ensure separation of utilities in the future.

Mr. Olson asked if the district had had input in this easement request. Dr. Hales and Mr. Rainier noted that district administrators, Dr. Hales, Mr. Rainier, and Dr. Riggle, along with the district traffic specialist, have met with village representatives to ensure that district concerns were addressed. Mr. Matsakis indicated that he was not comfortable with the new information provided from the village and was concerned that this information was not included in the resolution. Dr. Hales and Dr. Riggle assured the Board that the district's concerns have been incorporated into the resolution. Mr. Matsakis asked if the proposed resolution had been prepared by the Board's counsel or by the village's counsel. Dr. Hales responded that the resolution had been prepared jointly by the counsels for the Board and the village. After discussion the Board took the following action.

MOTION TO APPROVE RESOLUTION CONSENTING TO THE DEDICATION OF LAND TO THE VILLAGE OF NORTHBROOK FOR SHERMER ROAD RIGHT-OF-WAY

Motion by Mrs. Beyne, seconded by Mrs. Torf, to approve the resolution entitled, "A Resolution Consenting to the Dedication of Land to the Village of Northbrook for Shermer Road Right-of-Way."

Upon calling of the roll:

aye: Beyne, Olson, Rogal, Shaer, Torf

nay: Matsakis

Motion carried.

Note: See attached agenda item #11

DISCUSSION REGARDING MODIFICATIONS TO BOARD'S REGULAR MEETING DATES FOR 2002

During discussion, Mrs. Rogal noted that the special meeting for the budget presentation on February 4, 2002, was not listed on the proposed calendar. Mr. Lacivita indicated that he would amend the meeting schedule accordingly. After discussion the Board took the following action.

MOTION TO APPROVE MODIFICATIONS TO BOARD'S REGULAR MEETING DATES FOR 2002

Motion by Mr. Shaer, seconded by Mr. Olson, to approve the modifications to the Board's regular meeting dates for the year 2002 as contained in Mr. Lacivita's memo dated November 12, 2001.

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

Motion carried.

DISCUSSION REGARDING FINANCIAL AUDIT FOR 2000-2001

Dr. Schilling presented the financial audit for 2000-2001 as provided by William F. Gurrie and Company, Ltd., noting that there were no significant findings or exceptions. Mr. Olson noted that this was the first important step in the new accrual accounting procedures that are required by the State of Illinois. Mr. Olson praised the work of the business office in providing this financial information.

Mr. Shaer concurred with Mr. Olson's comments.

After discussion the Board took the following action.

MOTION TO APPROVE FINANCIAL AUDIT FOR 2000-2001

Motion by Mrs. Beyne, seconded by Mrs. Torf, to accept the FY'01 audit report and management letter as provided by William F. Gurrie and Co., LTD.

Upon calling of the roll:

aye: Matsakis, Olson, Rogal, Shaer, Torf, Beyne

nay: none

Motion carried.

Note: See attached agenda item #13

MOTION TO APPROVE CONSENT AGENDA

Mrs. Rogal asked if any Board member wished to have an item removed from the consent agenda for a separate vote. Mr. Matsakis asked that item #14.3 (acceptance of gifts) be voted as a separate item, since one of the gifts was an automobile that he was donating to the Glenbrook South Automotive Department.

During discussion, Mrs. Torf noted that copies of the revolving fund bills were not included in her packet. Mrs. Rogal noted that Mrs. Long has been designated to receive this information and review it on behalf of the Board. However, any Board member who is interested will be provided with this information.

Mrs. Torf asked for clarification regarding the lodging costs for students participating in the Individual Events trip to Ft. Lauderdale. It was explained that the costs represent students sharing rooms for multiple days. Dr. Hales also noted that all flight arrangements must be made through Mr. Rainier.

Mrs. Torf inquired as to the procedures used to ensure background checks for taxi drivers who transport special education students. Mr. Rainier and Dr. Schilling indicated that background checks were required by law and that such procedures were included as part of the contract with the taxi company. Mr. Rainier indicated that he would investigate the matter further and provide additional information to the Board.

Motion by Mrs. Beyne, seconded by Mrs. Torf, to approve the following items on the consent agenda:

1.) the resignation of the following educational support staff as recommended by the director of human resources:

RESIGNATIONS

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
GAMBOA, Wendy	Bookstore Assistant	10/24/01	South
SMETANA, Stephanie	Paraprofessional	10/19/01	South

2.) the appointment of the following educational support 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>
SZACILO, Stanislaw (rep. G. Evans)	Custodian	11/1/01	North	13.56/hr.
WOODS, Timothy (rep. E. Sawicki)	Paraprofessional	11/14/01	South	13.53/hr.

3.) the reimbursement of the Revolving Fund for Employees for the month of October in the amount of \$29,183.98 represented by checks No.1498 through 1533, 1536 through 1544, 1546 through 1579, 1669, 1778, 1779, and 1839 through 1892.

4.) the reimbursement of the Revolving Fund for Vendors for the month of October in the amount of \$77,258.56 represented by

11/12/01

checks No. 1426 through 1497, 1545, 1580 through 1668, 1670 through 1777, 1780 through 1838, and 0894 through 1944. Voided checks No. 1534, 1535, and 1893.

5.) the Glenbrook North Individual Events Educational Tour to Ft. Lauderdale, FL, January 17-20, 2002.

6.) to award the bid for providing taxi services to district 225 for the special education program to American Taxi Dispatch, Inc., 834 East Rand Road, Mt. Prospect, IL 60056.

7.) the differential responsibilities for 2001-2002 as indicated in Mrs. Helander-Heiser's memorandum dated November 7, 2001.

Upon calling of the roll:

aye: Matsakis, Olson, Rogal, Shaer, Torf, Beyne

nay: none

Motion carried.

Note: See attached agenda item #14

MOTION TO APPROVE ACCEPTANCE OF GIFTS

Motion by Mr. Olson, seconded by Mr. Shaer, to accept the following gifts:

<u>GIFT FROM</u>	<u>AMOUNT OR ITEM</u>	<u>SCHOOL</u>	<u>DEPARTMENT</u>
Barrington Sewing Center 762 W. Northwest Highway Barrington, IL 60010	315 Yards of Fabric	GBS	Family & Consumer Sciences
OTC/SPX Corporation Owatonna, Minnesota	Vision Premier Diagnostic Cart	GBS	Automotives
Elias Matsakis 3601 Ari Glenview, IL 60025	1993 Cadillac STS	GBS	Automotives

11/12/01

Five Seasons Country Club \$275.00 GBN Music
Northbrook, IL

Upon calling of the roll:

aye: Olson, Rogal, Shaer, Torf, Beyne

nay: none

abstain: Matsakis

Motion carried.

Note: See attached agenda item #14.3

**DISCUSSION REGARDING BUDGET TIMELINE AND BOARD POLICY &
PROCEDURES ON BUDGET DEVELOPMENT**

Dr. Hales reviewed the proposed budget process with the Board. He indicated that the process was an approach which incorporated all major aspects of the budget - - enrollment projections, staffing projections, program needs, technology plan, facility plan, capital outlay and building operating budgets. Dr. Hales noted that in the past these major items have tended to come to the Board separately, making planning and budget decisions more difficult. With the new procedure, the administrative team will discuss these issues, looking at the overall picture and impact on the district's financial projections. The administration will then recommend priorities and present budget issues for discussion with the Board on February 4, 2002.

The Board then discussed elements of a policy on budget development.

Mr. Olson suggested that it was important to incorporate the past practice and the defacto principles into a policy so that future boards and staff would have a foundation for budget decisions. Dr. Schilling noted that these were already incorporated into the budget process as financial objectives; however, they have not been incorporated into policy. Mr. Olson felt that a budget policy would help to provide a balance between the long-term financial stability of the district, taxpayer equity, and student and staff needs. He also expressed a concern with regard to "budget creep," the additions that occur between a tentative and final budgets. Mr. Olson suggested a contingency line item to address that matter.

Dr. Schilling responded that he felt that issue could be handled procedurally and that he would provide some suggestions.

Mr. Matsakis noted that he was not comfortable at this time considering a budget policy. He felt it would be more beneficial to wait until the Board has worked through the new budget process.

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11/12/01

After discussion, it was the consensus of the Board to table further discussion on a budget policy until its February 4, 2002 meeting.

Note: See attached agenda item #15

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mrs. Beyne, seconded by Mr. Shaer, to move into closed session at approximately 10:30 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees (Section 2 (c) (1) of the Open Meetings Act).

Upon calling of the roll:

aye: Olson, Rogal, Shaer, Torf, Beyne, Matsakis

nay: none

Motion carried.

The Board returned to open session at approximately 12:00 midnight.

MOTION TO APPOINT HILLARIE SIENA AS DIRECTOR OF BUSINESS AFFAIRS

Motion by Mr. Olson, seconded by Mrs. Torf, to appoint Hillarie Siena to the position of director of business affairs and assistant township treasurer, at a total compensation of \$77,586 which includes pension benefits.

Upon calling of the roll:

aye: Rogal, Shaer, Torf, Beyne, Matsakis, Olson

nay: none

Motion carried.

ADJOURNMENT

Motion by Mrs. Beyne, seconded by Mr. Matsakis, to adjourn the meeting at approximately 12:00 midnight.

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

Motion carried.

* Means Beyne, Matsakis, Olson, Rogal, Shaer and Torf all voted aye.

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

NEXT REGULAR MEETING: Nov. 26, 2001 Glenbrook Admin. Bldg.
7:30 P.M. 1835 Landwehr Road
Glenview, Illinois