

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, 11/9/2009**

A regular meeting of the Board of Education, School District No. 225 was held on November 9, 2009, at approximately 7:40 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:

Boron, Hammer, Martin, Shein, Regalbuto, Wolfson

Absent: Taub (arrived 9:18 p.m.)

Also present: Caliendo, Freeman, Pryma, Ptak, Riggle, Siena, Thimm, Wegley, Williamson

APPROVAL OF AGENDA FOR THIS MEETING

Motion by Mr. Boron seconded by Mr. Martin to approve the agenda for this meeting.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Shein, Regalbuto, Wolfson

nay:

Motion carried. 6-0

STUDENTS AND STAFF WHO EXCEL

GBN and GBS students were recognized for their collaborative effort in a community canned food drive that broke the Guinness world record for collecting canned foods items. More than 60,000 cans were collected. In addition to the Harvest Festival where the canned food items were collected, GBS hosted a Food Stock concert with alumni Patrick Stump of *Fall Out Boy* to raise money in support of the canned food drive. Glenview resident, Bob Dunn, came up with the idea of breaking the world record for collecting canned food items. Dr. Riggle acknowledged the full community effort and support from the Glenview Park District, Glenview Police, Wagner Farm, Quest Food Service, and District 225 Director of Community Information, Diane Freeman. Mr. Boron commented that it was an amazing event and when service organizations from both schools come together, they set world

records. Mr. Martin stated it was a great idea to use the Guinness world record in support of the food pantry.

RECOGNITION OF COMMUNITY VISITORS

None

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle announced that November 15-21 is National School Board Member Week.

Dr. Riggle mentioned that GBS has had a lot of athletic success. The girls' volleyball team will compete at ISU on Thursday and may play on Friday at 6:30 p.m. in the state semi-finals. State finals will take place on Saturday. There have been a large number of students in attendance in support of the team.

The GBS football team defeated Proviso in Proviso's first playoff game in 52 years. GBS will play Saturday at 1:00 at Maine South and the game will be televised. Mr. Wegley mentioned that the furthest the team had been previously was the state quarter finals.

Dr. Riggle reminded the Board of Tuesday evening's Veteran's Day celebration held at 7:00 p.m. at GBS. The GBS marching band, Air Force Jazz Band, and Symphonic Wind Ensemble from GBN will perform.

Dr. Riggle mentioned that the Triple-I conference will be held in Chicago the weekend before Thanksgiving. Board members can still send in registration if they are interested in attending.

Dr. Riggle attended a presentation at GBN by science teacher, Nate Unterman, as a follow-up to his recent sabbatical. Mr. Unterman shared a proposal for a new material science course. Dr. Riggle made a DVD of the presentation available to Board members. Sabbatical presentations will be a new venue for teachers to share the work done while on sabbatical.

Mr. Shein mentioned that he had discussed increases in recent tax bills with Dr. Riggle that greatly exceeded the percentage requested by the district. Mrs. Siena, Assistant Superintendent for Business Affairs, is in the process of researching this issue. Mr. Shein asked that an explanation be put together regarding the reasons some individuals' tax bills went up more than expected. Some tax bills increased over 10-15%. Mrs. Siena mentioned that the district levied 6.1 % and was approved for a 5.4% increase. Mrs. Siena suggested fluctuations may be due to changes from the triennial reassessment in 2007. The Board

expressed concern that there is a misperception regarding what the district levied. The Board requested that the formula for the determination of the district's tax rate be provided on the website. Dr. Riggle stated that the administration will put something together on the website for taxpayers to reference regarding the determination of the tax assessed by the school district.

MOTION TO APPROVE CONSENT AGENDA

Dr. Riggle mentioned that the cover memos for items 6.9 and 6.10 from Mr. Pryma are reversed. He apologized for the confusion.

Motion by Mr. Wolfson seconded by Mr. Martin to approve the following items on the consent agenda.

1.) the appointment of Mike Vodicka to a sixth assignment for a 45 day period to cover Ms. Cooper's maternity leave as contained in memorandum dated November 2, 2009.

2.) the resignation of the following educational support staff contained in Dr. Caleindo's memorandum dated November 3, 2009.

Personnel - Resignations

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Halm, Steven	Instructional Assistant	11/3/09	GBOC

3.) no FOIA requests

4.) the issuance of Vendor Checks Nos. 39880 through 40063 in the amount of \$667,454.42 as listed on the attached checks register dated October 29, October 30 and November 3, 2009 and ACH transaction in the amount of \$237,248.69 for a total approved amount of \$904,703.11

5.) the reimbursement of the Revolving Fund for Employees the month of October in the amount of \$38,201.70 represented by checks No. 2042 through 2082, 2123 through 2159 and 2184 through 2216, 2244 through 2280 & 2313 through 2338. the reimbursement of the Revolving Fund for Vendors for the month of October in the amount of \$292,827.38 represented by checks No. 2083 through 2041, 2160 through 2181, 2217 through 2243, and 2281 through 2312 & 2339 through 2373. Checks issued in October voided in October: 2084 & 2194. Check issued in previous months, voided in October: n/a.

6.) the Open and Closed Minutes from the October 26th Regular Board Meeting and the open minutes from the November 4, 2009 Technology Committee Meeting.

7.) 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 57268 through 57453 and 57471 through 57573 totaling \$152,284.46. Vendor Payroll check numbers 57267, 57454 through 57470 and 57574 through 57581 totaled \$25,204.28. With employees' Federal, State, and FICA/Medicare withholding taxes of \$847,818.42, TRS contributions of \$394,626.49 other deductions of \$356,981.22 and direct deposit of \$3,350.029 the gross payroll for the month of October was \$5,101,489.98. TRS employer contribution was \$51,304.94 and employer matching FICA and MED was \$140,126.91.

8.) the acceptance of the following gifts:

Gift From	Amount or Item	School	Department	Account
Mrs. Karen Pederson	500.00	GBN	STUDENT ACTIVITIES KELLY PEDERSON ROSSI SCHOLARSHIP FUND	820853

9.) the Board of Education Approval of GBN Newman National Invitational Speech Tournament, New Orleans, December 10-13, 2009 as contained in consent agenda Item #6.9

10.) the Board of Education Approval of GBN Debate Calendar Change Request as contained in consent agenda Item #6.10

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein, Wolfson.

nay: none

Motion carried. 6-0

**DISCUSSION/ACTION: UPDATE ON 3801 W. LAKE AVE. AND 1835
LANDWEHR**

Dr. Riggle introduced Mrs. Ptak who provided a brief update on construction planning for 3801 West Lake and 1835 Landwehr.

Construction at 3801 will be done in phases. The cost of the first phase is 1.2M and construction will start in April 2010. The district office would move in August 2010. A draft of the floor plan was shared. HVAC equipment will be sized for future expansion in anticipation of tenants vacating the facility.

The Board asked questions regarding sharing restrooms with tenants. Restrooms will be keyed and shared with tenants. Questions were also raised regarding a reception area which will be planned for the first floor at the point the first floor tenants are out. The Board offered suggestions for the configuration of the reception area as represented on the current floor plan. Concerns were expressed by the Board regarding fire code compliance with regard to exits for tenants sharing floors with the district office. The architects indicated that it would be acceptable for a tenant to use a means of egress from another occupant's space. The Board requested that the architect follow-up to be sure floor plans are in compliance with fire code before renovation begins. The Board asked for clarification regarding security/access to the district office suite. The district office suites will have key fob access and determinations will need to be made relative to keeping doors locked during business hours.

Ms. Ptak then reviewed the first phase of renovation planned for 1835 Landwehr to convert 95% of the space for the Off Campus program. The total cost of renovation will be 1.8M with the roof replacement bearing the greatest cost at \$650,000. Construction would begin in September 2010 and take approximately four months. Off Campus would move to the renovated facility in January 2011.

Ms. Ptak reviewed the floor plan. The Board raised questions regarding an eating area and food service for the students. Ms. Ptak stated that one of the classrooms would be used as an eating area. Quest currently provides lunch service for Off Campus, but few students purchase lunch through Quest; however, Quest would continue to serve Off Campus for food service. Once the technology department moves to 3801, the vacated space will become a social area for the students. The Board asked if moving expenses were built into the budget. Ms. Ptak explained that the maintenance staff would move items and the primary moving expense would be boxes. Questions were also raised by the Board regarding the cost of renovation in comparison to the original estimates. Ms. Ptak stated that the projected cost of the

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renovation was the same as that originally presented to the Board at an earlier meeting.

The Board asked about a timeline for the bidding process. Ms. Ptak stated that bids would be obtained in February for renovations at both sites and presented at the March 8 Board meeting.

The Board asked for clarification regarding the advantages and limitations of the shift of the district office to 3801 West Lake. Dr. Riggle responded that initially 3801 would not have sufficient space for a Board room or professional development area. However, once tenants' leases are up space will be available to meet these needs. The current district office has limited space for hosting professional development activities that the move to 3801 will eventually solve.

The Board asked about increasing the number of students in the Off Campus program with the move to 1835 Landwehr. Dr. Riggle indicated that additional students may be able to be served but we need to make sure that our numbers are in keeping with federal mandates. The goal is to transition students back into the mainstream. There could be some issues if we exceed 60 students in this program. Mr. Hammer expressed that 1835 Landwehr would provide a better environment for the education of Off Campus students. The advantages include the facility being on one level, improved security, and the ability to provide educational facilities that have not been in place before such as a science lab. The special education director being housed at Off Campus provides additional supervision for the Off Campus program.

The Board also raised questions regarding the storage of files currently in place at the district office. Dr. Riggle responded that eventually as many files as can be stored at the new facility will be moved. He further explained that we have been working with our attorneys in reviewing records that may be purged prior to moving files. Student records and historical payroll records need to be kept for 60 years. Dr. Riggle stated that there are plans to digitize all student records and this will be part of our district technology plan this year. In making determinations regarding purging of records we will need to work with the local records commission and our attorneys. The local records commission grants approval for the destruction of records. FOIA does not provide guidance regarding what to keep and what to purge.

The Board asked if the existing tenants know of the renovation timeline. Ms. Ptak indicated that they know the general timeline, but the district will provide them with a more detailed schedule.

A question regarding green initiatives or grants for green initiatives was raised by the Board. Ms. Ptak stated that there may be some available with the installation of the new HVAC system at 3801. The Board suggested looking at solar options. The architects indicated they would look into this possibility. Clarification was provided that 3801 is an all electric facility and the tenants are on meters.

Ms. Ptak briefly reviewed the potential length of current tenant leases. Some have leases through 2014 and one may be in place until 2020.

(See board agenda item #7)

DISCUSSION/ACTION: ADOPTION OF TENTATIVE TAX LEVY

Mrs. Siena presented information regarding the adoption of the tentative tax levy. She explained that the tax levy is calculated based upon the 2008 CPI which is 0.1% with 2% used to capture new growth. The district is asking for 2.1%, but will not likely be approved for that rate. Mrs. Siena explained that if we don't levy to capture new construction, we won't receive any revenue from these sources. The Board asked questions regarding new property development, specifically the former Culligan property. The Culligan property is still in the demolition phase.

Mrs. Siena went on to provide background information and explained that the final adoption of the tax levy would be put forward at the December Board meeting. She explained that because we are below 5%, we don't need to have a hearing. Mrs. Siena reviewed historical data outlining a 3-year history.

The Board asked about existing employee contracts that call for more than a 2% increase and the impact on the district's finances. Mrs. Siena explained that going forward into next year the base raise will match the revenue stream and on average our formula has been consistent in this regard.

(See board agenda item #8)

MOTION TO APPROVE THE RESOLUTION TO ADOPT THE TENTATIVE TAX LEVY

Motion by Mr. Boron, seconded by Mr. Wolfson to approve the resolution to adopt the tentative tax levy.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein, Wolfson.

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nay: none

Motion carried. 6-0

DISCUSSION/ACTION: TECHNOLOGY UPDATE

Mr. Thimm, Chief Technology Officer, provided the Board with an update with regard to the implementation of the district technology plan. He highlighted the transition from Novell to active directory. Mr. Jakes and Mr. Bretag were introduced to provide details regarding changes that have impacted classroom instruction.

Dr. Riggle encouraged Board members to contact Mr. Bretag and Mr. Jakes to arrange visits in the schools to observe the infusion of instructional technology.

A short video highlighting teacher use of new instructional approaches mediated by instructional technology was presented. Mr. Jakes and Mr. Bretag explained that the video captured the level of instructional technology use on a typical day in that teachers were not contacted in advance in preparation for the video.

Mr. Bretag and Mr. Jakes explained how teachers were incorporating Moodle as part of the multidimensional learning space that is independent of time, space, and place. Over 80% of teachers have been invited to participate in professional development in implementing Moodle. Currently, 71% of teachers are using Moodle. Many teachers have embraced this new instructional approach. Through Moodle teachers have created umbrella courses which allow teachers to organize classes together. This facilitates discussions of students across different courses and allows for blending of pages so that all students share the content of multiple teachers and multiple students. Mr. Jakes mentioned that the Titan Learning Center has a Moodle page.

Moodle is also being used to drive professional development with a blended approach of face to face and online learning. This system expands our capacity and provides a venue for collaboration between the schools. This will also serve as a great resource to new teachers who can now access resources of veteran teachers through Moodle. Dr. Riggle mentioned that we will work with the GEA in the development of the multidimensional learning space as a new platform for professional development.

Mr. Bretag and Mr. Jakes explained that we host Moodle on our own servers and we have dedicated a terabyte of data for the material being produced by teachers. By bringing Moodle in-house there is

unlimited data storage and we have full ownership over the data in the system.

The Board commended Mr. Thimm, Mr. Bretag and Mr. Jakes for the strides made in technology and the buy-in they are getting from the staff. Dr. Riggle mentioned that Apple, schools from Texas, Naperville District 203, Walter Payton High School, Joliet Township, and a school from Singapore have come to learn from our efforts in instructional technology. He commented that we have the right people leading these efforts.

Besides this, Dr. Riggle mentioned that we are doing things very economically by using open source products such as Moodle.

The Board asked if there are any areas where we are lagging and other schools have something that we don't. Dr. Riggle mentioned that one area of improvement will be the implementation of student e-mail. Mr. Thimm mentioned that we need to discuss 1:1 computing where each student has a laptop - some districts have gone in this direction.

The Board raised a question regarding the percentage of students who don't have internet access at home. Students who do not have access need to have a means to access the internet in the evening. Potential solutions to this problem such as extending the time that the school buildings are open, looking for other community resources such as public libraries and Youth Services where students can gain access, or establishing a network in an area where a number of low income students reside were suggested.

Mr. Wegley mentioned that in surveying students they want more computer access. One solution in the buildings has been the use of netbooks and mobile laptops. Dr. Riggle stated as more of our teachers become more engaged in online delivery of resources, we need to determine ways to meet the needs of low income students. He suggested the Mac books that we are currently leasing could be deployed to low income students when the lease is up at the end of next year. Stimulus money could be used to support this effort. Netbooks are not quite where we want them to be in terms of meeting students' needs in this manner.

The Board suggested asking students during registration whether they have a computer at home and access to the internet. The Glenbrook Foundation could potentially support extending the time that the buildings are open in the evening.

Mr. Wegley explained that currently low income students stay until 4:30 when an activity bus is available to transport them home. During this after school time there is a core of student tutors available. Tutoring could be extended into the evening.

The Board requested that this spring or summer a follow-up item to address access to computer and internet resources for our low income students be placed on the Board agenda. The Board would like to know what the administration is doing to address the gap that may potentially grow, especially as more teachers implement online tools such as Moodle. Dr. Riggle suggested plans to address this issue would be built into the technology initiatives that will be presented in April with additional follow-up in the summer. The Board also suggested developing a plan to staff each school's IMC later in the evening and requested the administration determine the cost of such an initiative. Dr. Riggle stated that the administration will begin to work on a plan to address these issues.

Dr. Riggle addressed the Board regarding e-mail. He mentioned that as the district moves away from Novell, which does not support Apple, we have considered two options, Exchange or Google. Ultimately we are required to archive all e-mail and it is important that the data reside inside our network. It is critical that we are in control of our own data and to show that we are the only ones who have access to our e-mail archive. By moving to Exchange we keep archived e-mail within our network with a savings of \$6,000 per year in moving away from GroupWise. Mr. Thimm explained the technical aspects of Exchange and the mechanism to convert staff e-mail from GroupWise to Exchange as well as the creation of student e-mails. A professional development plan in implementing a new e-mail system for staff and students will be developed.

The Board asked about an instant messaging feature. Mr. Thimm explained that instant messaging is an option in the Exchange system. Questions were raised by the Board regarding providing parents with e-mail. This would not be part of the plan. The Board asked for clarification regarding students using their personal e-mail in chatting. Dr. Riggle stated that Board policy currently covers the do's and don'ts of e-mail and students would need to use district-assigned e-mail addresses in communicating within the school program. He stated there is a plan for moving forward with student e-mails in the 2nd semester. Dr. Riggle mentioned that the Board does not need to take action on an e-mail system since the district already owns the Exchange system. The Board asked if Exchange would work with both Mac and PC's. Dr. Riggle responded that the Exchange works on either platform. The Board asked about the need to archive student e-mails. Dr. Riggle explained that this can be done, but is not necessary. Policy 8030 calls for keeping all e-mail for one year. Dr. Riggle will place policy 8030 in an upcoming Board packet.

MISCELLANEOUS TOPICS

Dr. Riggle mentioned that the district recently received a call from Congressman Kirk regarding high impact aid in the context of the Great Lakes Naval Training Center, Fort Sheridan, and the Glen. High impact aid will end in 2011. Expansion of Navy housing will stop. Thirty acres in the Glen were slated for construction of four-bedroom homes for Navy personnel, but the land will now be sold by the Navy. There are 20,000 fewer sailors in comparison to 2002 numbers. Those stationed at Great Lakes will be moved to other areas of the country. Fort Sheridan lake frontage homes have been designated as historic homes. Some existing Navy housing in the Glen may be rented out to private citizens. This would bring more children to the district. Glenview already owns 42 acres next to the 30 acre parcel the Navy plans to sell. Mrs. Siena stated that the first year the district was eligible for high impact aid was last year as there is a mandatory three-year look back period. Dr. Riggle stated that he will keep the Board updated regarding this issue.

Secondly, Dr. Riggle shared that most area superintendents are concerned about school nurses administering H1N1 vaccine to students for liability reasons.

Mr. Hammer asked about the possibility of moving the start time of Board meetings to 7:00 p.m. Consensus was that a 7:00 p.m. start would work for Board members and administration. Dr. Riggle will research the legal aspects of this proposed change and follow-up with the Board regarding options moving forward.

Mr. Pryma mentioned a GBN student initiative for raising money to build a classroom in Angola. The school is hosting a 5K walk-run this Saturday. The goal is to raise \$10,000. Registration is online on the GBN website and there is a video clip regarding this initiative, as well.

REVIEW AND SUMMARY OF BOARD MEETING

President Shein reviewed the following items:

The Board heard a wonderful presentation regarding both schools working together to break the Guinness record in collecting canned food items.

The administration provided an update on the designs for the renovation of the current administration center and 3801 West Lake.

A technology update regarding the vision of where the district is going in instructional technology was provided.

The Board approved the resolution on 2009 tax levy.

A follow-up plan regarding students who do not have the same level of access to computers and the internet will be a topic for a future Board meeting.

The decision of Exchange as the new e-mail system for the district was shared. This system complies with the laws of privacy, archiving, and security.

The Board received an update on Navy housing.

AGENDA ITEMS FOR FUTURE BOARD MEETINGS

An update regarding potential Board policy for accepting corporate advertising in district venues was suggested. Mrs. Seina mentioned that she has been gathering policies from other districts.

An update on fundraising efforts for turf fields was also requested.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mr. Boron seconded by Mr. Hammer to move into closed session at approximately 10:17 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: Boron, Hammer, Martin, Shein, Regalbuto, Taub, Wolfson

Nay:

Motion carried. 7-0

The Board returned to open session at 10:47 p.m.

ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION

Motion by Mr. Boron, seconded by Dr. Regalbuto to accept the recommendation of John Finan with regard to suspension without pay of employee #11-9-09-01.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein, Taub, Wolfson.

nay: none

Motion carried. 7-0

Motion by Mr. Boron, seconded by Mr. Wolfson to accept the differential responsibility recommendation contained in Dr. Riggle's memo.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein, Taub, Wolfson.

nay: none

Motion carried. 7-0

ADJOURNMENT

Motion by Mr. Wolfson seconded by Dr. Regalbuto to adjourn the meeting at approximately 10:51 p.m.

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

Motion carried. 7-0

*

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

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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.

Monday, December 14, 2009	7:30 p.m. Regular Board Meeting
Monday, January 11, 2010	7:30 p.m. Regular Board Meeting