

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, April 12, 2010**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, April 12, 2010, 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:

Boron, Hammer, Martin, Shein, Taub, Wolfson

Absent: Regalbuto

Also present: Caliendo, Muir, Pryma, Ptak, Riggle, Siena, Wegley, Williamson, GBN & GBS Instructional Supervisors

**APPROVAL OF AGENDA FOR THIS MEETING**

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

Upon calling of the roll:

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

nay:

Motion carried 6-0.

**INTRODUCTION OF STUDENTS AND STAFF WHO EXCEL**

Mrs. Freeman introduced students selected as IMEA all-state musicians from GBN and GBS. Several of the students were designated 1<sup>st</sup> chair in their instrument. Mr. Davidson, GBN Fine Arts I.S., explained the process of selection for the all-state chorus, band and orchestra students. The 17 students selected represented a tremendous number for the District. In response to Board members' questions, many of the students indicated that they will continue to study music in college. The senior students shared their college plans. Dr. Riggle acknowledged the enjoyment provided by the music programs at both schools as a credit to what music should be.

**RECOGNITION OF COMMUNITY VISITORS**

Dr. Craig Schilling, former Assistant Superintendent of Business Affairs, and Northbrook resident offered some remarks about the recent loss of business office employee, Mike Cinquini. Dr.

Schilling shared his good fortune in offering Mr. Cinquini a position in the District, but was disappointed that he was unable to realize his full potential. Dr. Schilling provided a donation of \$500 to the District in Mr. Cinquini's memory that would go towards a scholarship for students.

**BOARD AND SUPERINTENDENT REPORTS**

Dr. Riggle stated that the Glenbrooks lost Carolyn "Mama" Glass, former GBS paraprofessional. A memorial tribute is scheduled at GBS on May 16. "Mama" Glass provided 37 years of service to the District. She retired at the age of 82.

Dr. Riggle recognized Jon Scheyer, former GBN student, who became a national champion as part of Duke winning the NCAA title. Dr. Riggle stated that it was great to see him perform well and represent the Glenbrooks.

Dr. Riggle reminded the Board of the April 30 dinner and musical at GBN. Invitations will be sent out and the event is open to family members, as well.

Dr. Riggle mentioned that on Saturday night GBS horticulture teacher, Jeff Yordy, will be recognized at the Golden Apple dinner. The top 30 finalists are being honored. Those making it to the top 10 will be notified by April 17.

Dr. Riggle referenced an invitation from the Glenbrook High School Education Foundation for an event on May 7. This is not a fund raising event, but an informational event. The foundation will support worthwhile projects proposed by teachers.

Dr. Riggle attended the National School Board Association conference in Chicago. Attendance was down due to the economy.

Mr. Boron reported that Jon Scheyer, former GBN student and Duke national champion, is on the cover of Sports Illustrated.

**MOTION TO APPROVE CONSENT AGENDA**

Motion by Mr. Boron, seconded by Mr. Wolfson to approve the following items on the consent agenda with the addition of items 6.1a and 6.1b, and holding out item 6.1 for closed session.

- 1.) the appointment of the following certificated staff as recommended by the assistant superintendent for human resources

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>SCHOOL</u></b>	<b><u>SALARY</u></b>
French, Katherine	Instructional Supervisor for Special Education	08.09.10	GBN	MA+30, Step 13
<b>1a.</b>				
Fraser, Lauren	German Teacher	04.12.10	GBS & Academy	183 days, Step 5, BA + 15

1b. the appointment of the following educational support staff contained in the assistant superintendent for human resources memorandum dated April 12, 2010.

**APPOINTMENTS**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>SCHOOL</u></b>
Tilton, Joseph (New Position)	IA	04.07.10	GBOC
<b><u>TRANSFER</u></b>			
Reilly, Anthony (Repl. M. Gulli)	Assistant Plant Operator	07.01.10	GBS

2.) no resignations

3.) no FOIA

4.) the issuance of Vendor Checks Nos. 41811 through 42008 in the amount of \$522,150.19 as listed on the attached checks register dated April 6, 2010.

5.) the reimbursement of the Revolving Fund for Employees the month of March in the amount of \$29,428.56 represented by checks No. 3401 through 3426, 3446 through 3502, 3534 through 3571, 3605 & 3608 through 3649. The reimbursement of the Revolving Fund for Vendors for the month of March in the amount of \$110,121.38 represented by checks No. 3397 through 3400, 3427

through 3445, 3503 through 3533, 3572 through 3604 and 3606 through 3607, 3650 through 3677. Checks issued in March voided in March: 3161, 3247, 3382.

6.) the Open Minutes from the special board meeting on March 22, 2010 and the April 6,2010 Finance Committee Meeting

7.) the Board of Education Approval of Board Policy 2030 as contained in consent agenda Item #6.7

8.) the Board of Education Approval of Special Leaves as contained in consent agenda Item #6.8

9.) the Board of Education Approval of IHSA Membership as contained in consent agenda item # 6.9

10.) the Board of Education Approval of Academic Attainment as contained in consent agenda item # 6.10

11.) the Board of Education Approval of Release of Educational Support Staff as contained in consent agenda item # 6.11

12.) the acceptance of the following gifts:

Gift From	Amount or Item	School	Department	Account
The Glenbrook District Office staff in memory of Mike Cinquini (please see attached memo)	\$2,300	GBS	MUSIC	364414

Upon calling of the roll:

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

nay:

Motion carried 6-0.

**DISCUSSION/ACTION: PROPOSED TEXTBOOK ADOPTIONS**

Dr. Williamson introduced the topic of new textbook adoptions. Some new textbooks are for new courses, others replace texts that are out-of-print and no longer available. In most but not all cases, textbooks have been used for at least five years. Instructional Supervisors were in attendance to answer specific questions regarding textbooks.

Mr. Martin asked if there was any controversy among the teams of teachers involved in the textbook selection process. Instructional supervisors indicated that there was no controversy in selecting texts.

Mr. Boron asked about the textbook for Hebrew. He expressed concern that Hebrew from Scratch may be too low for Hebrew II students. Mrs. Koller, I.S. of World Languages at GBN explained that the book is intended to be used over 2 years of Hebrew. The second volume would be used for Hebrew III and IV, if enrollment continues to progress in the future.

Mr. Hammer asked if any textbook loan books were included in the proposed new texts. Dr. Williamson explained that the Illinois Textbook Loan Program is not available every year to high schools, but would be available again to high schools after next year. Some texts adopted last year were from the Illinois Textbook Loan Program and continue to be used by the schools at no cost to students.

Mr. Boron expressed his concern regarding a number of situations at GBS in particular where books have not been used for 5 years. He stated in none of those situations where the books unavailable. He suggested that the schools need to be careful about replacing books used less than five years. The schools need to provide families an opportunity to pass books along. He strongly indicated in the future the schools need to adhere to the 5-year minimum replacement, barring lack of availability.

Mr. Shein asked if there were any resources the staff would like to bring to the Board's attention or highlight. Instructional Supervisors did not have any resources to highlight.

Mr. Taub asked about the technology of e-books and how that may affect the cost of books in the future. Dr. Riggle indicated that the District has reviewed some options such as Kindles and other Netbooks, but the technology is still emerging. Dr. Riggle stated that he believes we will see a tremendous change in the next few years. He cited examples such as the State of California going to electronic textbooks. It is important for students to still be able to annotate and highlight and take notes in the textbook. Follett had a product that the District reviewed, but it has not come through so far. Dr. Riggle stated that it is likely that textbooks will go away in the future. Teachers have to be prepared to use the technology of electronic textbooks. Devices need to have more longevity in the case of Netbooks.

Dr. Riggle explained that the District will try to move forward with technology when it is doable and the right move. Niles Township is making the move to issue Netbooks to a portion of

their students. Currently, copyright issues limit printing to a percentage of the online textbook.

New textbooks will be placed on the consent agenda at the next Board meeting and books will be on public display between now and the next meeting.

(See Agenda Item # 7)

**DISCUSSION/ACTION: LEASE RENEWAL OF ACTIVITY BUSES**

Mrs. Ptak reviewed the history of the District's lease of 14-passenger activity buses and the estimated savings. The District currently has six buses and tracks the usage of these vehicles. The net cost savings is \$88K per year compared to obtaining buses from First Student. Four of the six buses are up for renewal. Mrs. Ptak asked the Board to approve the renewal of the lease on the four buses and add an additional bus for a total of 7 activity buses. These buses are typically part of a 3-year lease agreement.

Mr. Taub asked about carrying gap insurance on the buses in the event of an accident. Mrs. Ptak will follow-up with the District's property insurance carrier.

Mr. Hammer asked who is driving the buses. Mrs. Ptak explained that teachers, coaches, and activity sponsors receive training and there is an approval process to be able to drive the mini-buses. Mr. Hammer asked if teachers are paid to drive the buses. Mrs. Ptak explained that teachers drive students involved in school-sponsored activities or athletics that the particular teachers, coaches or sponsors supervise, so driving occurs in accordance with events related to the staff member's position.

Mr. Boron asked about the coordination of dispatching buses between the schools. Mrs. Ptak explained that the buses are scheduled through the buildings and there is coordination between GBN and GBS. The 7<sup>th</sup> bus is needed primarily at GBS and would be housed at GBS.

The Board asked why we are not using these buses for all events. Mrs. Ptak stated that sometimes we must rent a bus because of the number of students involved in the activity. The mini-buses can only accommodate 14 students. For example, the number of students on the football team is too large to allow for using the mini-buses.

Mr. Boron stated that the savings is not between leasing and buying, but for not renting a bus from First Student where we also incur the cost of the driver.

Mr. Martin asked about liability issues. Mrs. Ptak explained that the premium per bus is less than \$200. Mrs. Siena indicated that the training provided along with the District being covered under Illinois tort immunity causes the insurance to be low.

This item will be placed on the consent agenda for the next Board meeting.

(See Agenda Item #8)

**DISCUSSION/ACTION: AWARD OF BID - MASONRY PACKAGE**

Mrs. Ptak reviewed the masonry bid. Bids came in under the estimate.

Mr. Taub asked when the renovation of the current District Office would begin. Mrs. Ptak explained that renovation would begin mid-summer in preparation for the Off Campus move in January.

Dr. Riggle stated that the masonry item would be placed on the consent agenda at the next Board meeting.

(See Agenda Item #9)

**DISCUSSION/ACTION: AWARD OF BID - GBN IMC FURNITURE**

Mrs. Ptak reviewed the bids.

The Board asked where the District stood regarding all bids brought forward at this Board meeting and the last Board meeting. Mrs. Ptak stated that overall, the renovation work came in \$277,000 under what was estimated, including the alternates.

Mr. Martin asked about the difficulty of estimating.

Dr. Riggle indicated that it is difficult to estimate. A certain square footage price is determined then you must add bathrooms, science labs and other special facilities. Some of the trades came in under estimate. Dr. Riggle stated that the architects and Nicolas & Associates provide separately what they think construction will cost.

The IMC furniture will be placed on consent for the next Board meeting.

(See Agenda Item #10)

**DISCUSSION/ACTION: ENERGY EDUCATION PROPOSAL**

Dr. Riggle stated that this is the second time the Board is hearing this proposal. Board member Regalbuto felt the consultant package was high and perhaps worth pursuing ourselves

04/12/10

in-house. Dr. Riggle indicated that the District is at a place where we need to make strides in energy conservation. At a recent Board meeting the District entered into the EnerNoc energy agreement.

Dr. Riggle mentioned that we have worked with staff in the past to promote energy conservation.

Dr. Riggle reviewed the Energy Education proposal that included four-years of funding for an Energy Educator and funding for software and other supports. After four years the District is able to keep the software and the Energy Educator in order to sustain the program.

Mr. Hammer asked if the District didn't go with Energy Education would the District still hire a person. He also asked if the software is available to us without this agreement. The agreement requires the hiring of an Energy Educator in conjunction with the software. Penn State University developed the software and found K-12 schools need Energy Education in order to properly implement the software and the program to sustain energy savings. Too many Districts are involved in the program just to provide software because it could not be supported.

Mr. Boron reviewed the savings in the proposal and suggested that the District may see greater savings if we hire our own person and pursue this on our own. He suggested it would be worth trying for a year or two to see if we can generate the same savings.

The Board debated the actual savings outlined in the Energy Education proposal.

Principal Wegley suggested if the District identified the right person to serve as the Energy Educator, this may work, but he expressed concern regarding the expertise of potential candidates.

Some Board members stated that there is no downside in hiring this firm given that if we do not realize energy savings, the money paid to Energy Education is returned to the District. After the four-year agreement with Energy Education the District is able to keep the software that would help maintain the energy savings.

The Board debated the benefits of Energy Education compared to the District pursuing energy conservation on its own.

The representative from Energy Education stated that often Districts believe they can undertake energy conservation on their

own. He explained that the benefits of Energy Education are the measurement through the software and the fact that they have forty engineers on staff who can determine energy usage. He stated that 96% of clients are at or above the projected numbers in energy savings.

Principal Pryma expressed concern regarding another area school that his daughter attended that was in the Energy Education program. In the winter classrooms were very cold, in the summer classrooms were too warm and lighting was sometimes an issue. He emphasized the importance of balancing energy savings with maintaining a comfortable environment.

Mr. Taub suggested if the District moves forward with Energy Education, the Board should approve a policy and set of guidelines that we are comfortable with that will not have a negative impact on teachers or students.

Mr. Boron asked about a circumstance in which the District chooses not to incorporate all of the ideas provided by Energy Education and not save the projected amount.

The Energy Education representative indicated that they would have several discussions at the leadership team level regarding this situation. He suggested that if the Board and administration is not serious about the program, we would have to find a way to part, if the program is not right for whatever reason.

Mr. Boron stated he would like something in the contract that lets the District opt out if we are not in agreement with the parameters suggested by Energy Education. Mr. Boron requested a sample of the policy and set of recommendations typically suggested by Energy Education. Mr. Boron would like to see the expectations and how the savings are achieved. The consensus of the Board was to review this information prior to making a decision.

The Board debated whether Energy Education goes too far in mandating energy saving requirements. Anecdotal information was shared regarding the impact of this program on teachers in District 34.

Mr. Boron emphasized the importance of reviewing sample policies before entering into a contract with Energy Education that will impact our teachers and our students.

Mr. Taub asked about a performance bond with the company.

The Board directed the administration to provide a copy of the proposed contract and general policies established under the

Energy Education program. The Board emphasized the need to see specifics about keeping things comfortable for staff and students.

(See Agenda Item #11)

**DISCUSSION/ACTION: BOARD POLICIES & PROCEDURES**

Dr. Riggle distributed a revised policy packet that reflected some changes in policies since the Board packet was posted. He explained that the policies are for review and input this evening and will be placed on consent at the next meeting.

**POLICY 5010 - SAFETY & SECURITY PROGRAM**

Dr. Riggle stated that the new language of this policy addresses passive surveillance. The District looked at standard policies and those used by other Districts. The changes in the policy keep us in line with new laws. Surveillance cameras provide a level of safety and security. He reviewed aspects of the new policy that speak to the situations in which video recordings may become part of a student's record.

**POLICY & PRO 5015 - VISITORS**

Dr. Riggle explained that there is a new law regarding parents or advocates visiting classrooms for purposes pertaining to special education students. He reviewed the visitor policy that covered classroom visits by parents and their advocates. The procedure for Policy 5015 outlines how visitors access classrooms and personnel. This policy is in line with the Illinois Association of School Boards sample policies. Mr. Hammer stated he was happy to see the term nexus removed from this policy.

**POLICY 6330 - EDUCATIONAL SUPPORT PERSONNEL SICK LEAVE**

Dr. Riggle mentioned that the change in this policy was only in the title of the policy.

**POLICY 6410 EDUCATIONAL SUPPORT PERSONNEL VACATIONS**

Dr. Riggle explained that this policy affected categories of people working 12 months. The practice of the District was not in line with policy language. The change in policy extends the window for 12 month staff to take vacation in June or July and promotes staff being more available when school is in session. This change provides the month of July to take accrued vacation days. This is identical to the change in policy 6430. The administration will bring Policy 3020 in the future which relates to administrators' vacation days.

The Board asked about the accrual of up to 240 sick days and expressed concern that this was the equivalent of 1-year of service. Dr. Caliendo explained that employees may not cash-out any unused vacation days upon retirement. Dr. Riggle explained that employees may put accrued sick leave towards a year of service. This is an incentive for good attendance during their career. There has been no issue of abuse of sick leave days.

The Board asked about long-term disability and use of sick bank. It was explained that long-term disability applies after sick days are exhausted.

**POLICY 6430 ESP MANAGERS**

Changes are identical to those in Policy 6410.

**POLICY 6370 EMPLOYEE FAMILY & MEDICAL LEAVE**

Dr. Riggle stated there were recent changes to FMLA and our current policy is out of step with these changes. Some changes were made based upon Mr. Boron's suggestions. There are a number of pieces of legislation that impact FMLA. Military service duty is now included in the policy.

Mr. Boron asked about the District's re-assignment policy. Dr. Riggle indicated that the District loosely has a re-assignment policy, but has never encountered a situation where we had to re-assign anybody. Mr. Boron suggested the need to have some language in the collective bargaining agreement or in policy. Dr. Riggle indicated that the administration will follow-up regarding the re-assignment policy.

**POLICY & PRO 9100 ILLINOIS FREEDOM OF INFORMATION ACT**

Due to changes in the FOIA laws, a new FOIA policy is required as of this year. Some elements of the former policy were maintained. Procedures had to be re-written to be in compliance with new Illinois FOIA.

**POLICY & PRO 9200 ADVERTISING & DISTRUBUTING MATERIALS IN SCHOOLS PROVIDED BY NON-SCHOOL RELATATED ENTITIES**

Dr. Riggle explained that the policy captures what was already done in the schools with regard to advertising and expand beyond this to larger advertising ventures. The policy lays the base to keep classrooms free of advertising. The procedures outline the approval process involving principals and assistant principals for student activities.

**POLICY & PRO 9250 CORPORATE SPONSORSHIP**

The corporate sponsorship policy is a separate policy from the advertising policy. This policy covers situations involving a more substantial commitment to the District such as outdoor advertising. Proposals will be shared conceptually with the Board and require Board approval. Recommendations to the Board will include the nature of the agreement and conditions such as time-frame.

Mrs. Siena offered a correction on Policy 6410, which was to strike the word form, as requests are now submitted electronically.

Dr. Riggle stated that policies will be placed on consent for the April 26 Board meeting. Dr. Riggle will insure that the GEA receives a copy of the FMLA Policy.

(See Agenda Item #12)

**DISCUSSION/ACTION: BOARD CALENDAR - FISCAL YEARS 2011 & 2012**

Dr. Riggle explained that brining the Board calendars at this time accomplishes two things. First, a 7:00 p.m. start is incorporated. Secondly, the designation of locations for Board meetings over multiple years is established as renovation occurs at 3801 and tenants remain in place. Board meeting will shift to GBN or GBS.

Two years of Board meetings are outlined to align with the approval of school calendars two-years out. The proposal moves us from a calendar year Board meeting schedule to a fiscal year calendar. Board Policy 2030 approved tonight released the Board from the 7:30 start time. This provides plenty of lead time to let the media know when all of our meetings are scheduled.

An early May meeting is needed to provide for the required 28-day timeline for the organizational meeting of the Board following Board elections.

The Board asked about the necessity for the meeting the first Monday in July. The Board discussed the need for an early July meeting in preparation for the budget coming to the Board at the end of July.

Dr. Riggle stated that the Board calendars will be placed on consent at the next Board meeting.

(See Agenda Item #13)

**MISCELLANEOUS TOPICS**

Mrs. Siena shared updated financial projections. This version includes additional language proposed by Mr. Shein. She indicated that this is a draft in preparation for sharing an update with the community.

Mr. Shein asked when this information would be released. Mrs. Siena indicated that information would be released on April 26, at the time of the draft budget. Mrs. Siena asked for feedback from the Board. Dr. Riggle suggested that there may be a slight change for April 26 regarding state funding. Mrs. Siena explained that this document was developed for community members to review. It is an annual public document.

The Board discussed methods for distributing this information including mailing and the website. Other options for distribution included possibly sending parents a PDF. This could also be available at book sale, public libraries and key government offices. Mr. Shein emphasized to the public that this is a draft document.

#### **REVIEW AND SUMMARY OF BOARD MEETING**

President Shein reviewed the following:

New textbooks were presented for review and will be on consent for the next Board meeting.

The masonry bid and IMC furniture will be presented for approval at the next meeting.

The Board discussed at length the Energy Education proposal. The administration will provide a copy of the proposed contract and sample policies required under the Energy Education agreement.

The Board completed a first-reading of a number of policies.

The Board reviewed the proposed Board calendar for the next two years that reflected a change in meeting start time and location as the Board will conduct meetings at GBN and GBS.

#### **MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Boron, seconded by Mr. Hammer to move into closed session at approximately 10:19 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, Taub, Wolfson

nay:

Motion carried 6-0.

The Board returned to open session at 11:50 p.m.

**ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION**

Motion by Mr. Boron, seconded by Mr. Wolfson to extend the suspension of student 04-12-10-01 by two additional days to a period of 12 days.

Upon calling of the roll:

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

nay:

Motion carried 6-0.

Motion by Mr. Boron, seconded by Mr. Taub to approve Anthony Riley for the position of Assistant Plant Operator effective 07/01/2010 as outlined in consent agenda item 6.1.

Upon calling of the roll:

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

nay:

Motion carried 6-0.

Motion by Mr. Boron, seconded by Mr. Taub to approve Katherine French for the position of I.S. of Special Education at GBN as provided in consent agenda item 6.1.

The Board briefly discussed general compensation for this position relative to increases resulting from academic attainment as outlined in consent agenda item 6.10.

Upon calling of the roll:

aye: Boron, Martin, Shein, Taub, Wolfson

nay: Hammer

Motion carried 5-1.

**ADJOURNMENT**

Motion by Mr. Wolfson, seconded by Mr. Taub to adjourn the meeting at approximately 11:54 p.m.

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

Motion carried 6-0.

\* Boron, Hammer, Martin, Shein, Taub, Wolfson

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.

Monday, April 26, 2010      7:30 p.m.      Regular Board Meeting