

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, July 26, 2010**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, July 26, 2010, at approximately 7:04 p.m. at Glenbrook South High School Student Activity Center, 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, Regalbuto, Shein

Absent: Taub, Wolfson

Also present: Caliendo, Geddeis, Pearson, Pryma, 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, Regalbuto, Shein

nay: none

Motion carried 5-0.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**BOARD AND SUPERINTENDENT REPORTS**

Dr. Riggle welcomed the principals back from their vacations.

Dr. Riggle reported that Mr. Wegley accompanied Glenbrook students on the Habitat for Humanity summer school trip to Mississippi. Students worked on homes in support of families affected by Hurricane Katrina.

**MOTION TO APPROVE CONSENT AGENDA**

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

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

**APPOINTMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
Appel, Zachary	Special Education	08.23.10	GBS	BA, Step 1, .8 FTE
Christiansen, Elizabeth	Math	08.23.10	GBS	MA, Step 1, .2 FTE

- 1.) b. no support staff appointments

- 2.) a. no certified resignations  
b. the resignation of the following educational support staff contained in the assistant superintendent for human resources memorandum dated July 21, 2010.

**RESIGNATIONS**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Gesicki, Roberta	Clerical	07.31.10	GBS
Pyshnenko, Vladimir	Swim Coach	07.26.10	GBN
Santiago, Beatrice	Clerical	07.23.10	ADM

3. the Board of Education approval of Special Leaves as contained in consent agenda item #5.3.

4. the Board of Education review of the FOIA request contained in consent agenda item #5.4.

5. the issuance of Vendor Checks Nos. 43118 through 43126 and 43128 - 43344 and 43346 - 43405 in the amount of \$1,835,080.83 as listed on the attached checks register dated June 22, July 2 and July 7, 2010.

6. 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 59676 through 59891, 59897 thru 59939, 59941 through 60138, 60145 thru 60153 and 60312 totaling \$326,236.91. Vendor Payroll check numbers 59892 through 59896 and 60139 through 60144 totaled \$9,116.80. With employees' Federal, State, and FICA/Medicare withholding taxes of \$1,777,768.65 TRS contributions of \$1,020,123.83 other deductions of \$757,131.12 and direct deposit of \$7,378,257.39 the gross payroll for the month of June was \$11,259,517.90. TRS employer contribution was \$141,843.40 and employer matching FICA and MED was \$146,555.77.

7. the Open and Closed Session Minutes from the July 12<sup>th</sup> Regular Board Meeting.

8. the Board of Education Approval of Students Rights and Responsibilities as contained in consent agenda Item #5.8

9. the Board of Education Approval of Board Policy and Procedure 9200 as contained in consent agenda item # 5.9.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein

nay: none

Motion carried. 5-0.

**DISCUSSION/ACTION:NSSSED BUDGET 2010-2011**

Dr. Riggle indicated that the NSSSED Governing Board passed the NSSSED budget for fiscal year, 2011. He explained that the district places items in its budget relative to NSSSED's budget.

Mr. Hammer, who also serves as a member of the NSSSED Governing Board, indicated that the NSSSED budget was a balanced budget, but cost-saving measures were taken to reduce the budget by \$1M.

He also reported that the North Shore Academy (NSA) building will be ready for the fall. The new administration building has been delayed, but should be ready by October. Bad weather and a laborers' strike delayed progress on the building. NSSSED will pay an extra month's rent to remain in their current facility.

Jennifer Pearson, Director of Special Education, indicated that the NSSSED budget was a very responsible budget. Cuts had no impact on programs serving students.

07/26/10

Dr. Riggle referenced Ms. Pearson's memo that outlined a potential future increase in TLS students. We now know 3 years in advance of this potential increase.

Mr. Martin asked how member districts are treated in terms of their contribution to NSSED. Mr. Hammer explained that all member districts pay a per capita cost. District 225 is one of the larger districts served by NSSED. Services to the district are at cost, but non-member districts pay a premium which is roughly 1/3 above cost. There is no consideration for a district's economic condition in determining contributions.

Ms. Pearson stated that elementary districts pay a special assessment fee. Elementary districts are paying almost double the membership fee of high school districts. The question that is being reviewed by NSSED is related to the fee charged to non-member districts being sufficient so that member districts are not subsidizing non-member districts.

Mr. Shein alluded to a past study to determine if it was beneficial to provide these special education services ourselves, but the study determined that it is more financially feasible to remain a member district of NSSED.

Dr. Riggle stated that regardless of our participation as a member district, we would still be assessed a fee for students served by NSSED. He explained that it would not be an easy process to separate ourselves from NSSED. North Shore Academy is used much less than it used to be. This is related to changes in Board Policy 8460 and the expansion of the Off Campus program. Dr. Riggle indicated that the district will continue to look at the cost of educating students with special needs.

Mr. Boron commented on the cost of the NSA building coming in \$27,000 over budget, which is reasonable given the overall cost of the project.

Dr. Riggle stated that no action is needed on the NSSED budget. Mrs. Siena worked with Dr. Tuttle to build the tentative budget in light of the NSSED budget.

#### **DISCUSSION/ACTION: ADOPTION OF TENTATIVE BUDGET**

Mrs. Siena provided a few replacement pages to Board members where there were changes in the preliminary tentative budget provided at the last Board meeting. Mrs. Siena explained that the major change was due to adjustments from recently closing the 2010 fiscal year. Credit card statements came in late from summer camps.

Mrs. Siena reviewed an updated chart showing a slight adjustment in the long range fund balance percentage increase from 63.3% to 63.4%.

Mr. Boron asked about dollars set aside to cover early retirement option penalties. Mrs. Siena stated that the district roughly benchmarks \$300,000 per year to cover penalties assessed for teachers who retire under the age of 60 or have less than 34 years of experience.

**MOTION TO ADOPT THE TENTATIVE BUDGET**

Motion by Mr. Boron, seconded by Mr. Martin to approve the adoption of the tentative budget.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein

nay: none

Motion carried. 5-0.

**DISCUSSION/ACTION: APPROVAL OF RESOLUTION AUTHORIZING PERMANENT INTER-FUND TRANSFERS FOR DEBT SERVICE AND CAPITAL PROJECTS PURPOSES**

Mrs. Siena indicated that any payments for non-levied debt need to be funded through a transfer. This is a small transfer to fund Glenbrook North and Glenbrook South small building projects.

**MOTION TO APPROVE RESOLUTION AUTHORIZING PERMANENT INTER-FUND TRANSFERS FOR DEBT SERVICE AND CAPITAL PROJECTS PURPOSES**

Motion by Dr. Regalbuto, seconded by Mr. Hammer to approve the resolution authorizing permanent inter-fund transfers for debt service and capital projects purposes.

Upon calling of the roll:

aye: Boron, Hammer, Martin, Regalbuto, Shein

nay: none

Motion carried. 5-0.

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**DEMONSTRATION: SERVICE WISE**

Dr. Riggle introduced Mr. Thimm and some members of the technology staff.

Mr. Thimm explained that technology support services were needed, but the district had no systemic approach to respond to issues.

The Service Wise system was purchased to address this issue. The system is integrated with active directory. Staff members can access information from various categories of issues. Staff can use any computer to submit a ticket. Feedback is provided to staff once a ticket is submitted. Staff members can engage in an asynchronous dialogue with technology staff regarding technical issues. Service Wise is a better accountability tool.

Two technicians, Peter Spiro and Eric Meyer, staff the Service desk from 6:00 a.m. to 3:30 p.m. These technicians indicated that Service Wise helps technicians organize the work that needs to be done. When technicians operate more efficiently, this keeps teachers up and running. Service Desk staff are able to monitor, react and resolve 90% of the issues that come in right away. This provides more time to monitor the network. Through Service Wise they will know in advance if a server is having a problem. There are many back-up systems in place with regard to the network. Service Wise is putting together images and application packaging for new software purchases. This allows technicians to get new software to teachers sooner.

Mr. Shein asked if there is an expectation that staff enter issues into Service Wise rather than call the Service Desk. Staff is encouraged to go online to enter tickets. Even if individuals call, the technician creates a ticket in Service Wise. Staff are starting to use Service Wise for AV set-ups, as well.

Dr. Regalbuto asked if computers fail are there other computers available to swap out. Technicians reported that this has been the practice. Some back-up printers exist, but the district is heavily into network printing with Xerox. For some issues the district must go to Xerox to resolve printing issues. The Board asked if there is a record of calls to Xerox. Technicians indicated that this data has been kept.

It was explained that Service Wise provides more consistency between the two buildings. If a technician is away, other technical staff can still see pending issues.

Dr. Riggle indicated that this fall both schools are going to institute some walk-in service. A walk-in category will be established in Service Wise. A ticket will still be created. Mr. Shein asked how walk-in service will help students who choose to bring computers to school. This walk-in service will be critical to help support students' needs.

The Board discussed the availability of Netbooks to students and in particular, low-income students. Dr. Riggle indicated that the district has increased the number of Netbooks available for student use.

Mr. Hammer asked how Netbooks were being used. Teachers check-out mobile labs of Netbooks from the library. Besides this, students may bring their own computers and use them in the buildings. Dr. Riggle, through discussions with students at both schools, indicated that students' perspective is that they have access to computers throughout the school day. Students expressed that in some cases it would be better to get a worksheet than work online. Dr. Riggle suggested that we need to spend more time on the access issue to make sure we are getting the biggest educational return on our investment in technology.

Mr. Boron asked if certain problems recur, did the system provide teachers some information regarding a solution before contacting the Service Desk. Teachers can search a database and technicians can send documents to help teachers solve their own problems. The initial interface will provide links to help teachers identify their problem.

Mr. Boron asked if the technology staff had any sense of what may need to be upgraded to address any gaps in technology. The technology staff is in the process of checking Windows 7 compatibility. They stated that there is always software that needs to be kept current. There are more software issues than hardware problems addressed by Service Wise.

Dr. Riggle stated that the district is improving steadily in the area of technology. Dr. Riggle acknowledged the good work of the tech staff.

Dr. Regalbuto asked Dr. Caliendo regarding a database for human resources. Dr. Caliendo stated that the district will be looking at this in the coming months. It is important to have one database for HR and finance.

#### **MISCELLANEOUS TOPICS**

Dr. Riggle reported on a meeting with the Glenview Park District and ComEd regarding the power outages at the district office last week that also affected park district facilities. ComEd brought

in a generator to provide HVAC to the district office. Com Ed has turned the problem over to their reliability engineering department. The issue may not be entirely a ComEd problem to resolve. The district falls under the tariff rules. ComEd will come in with the most economical solution which is above ground wiring. There is a need to look at a long-term solution. The facilities committee will meet in 2 weeks and at that time the district will provide an update regarding the problem with the line.

**REVIEW AND SUMMARY OF BOARD MEETING**

President Shein reported on the following items:

The Board passed the tentative budget for the coming school year. The budget will be on display and available to the public for 30 days. Mrs. Siena indicated that the budget will be available at 3801 West Lake on Friday, July 30.

The Board was provided a review of Service Wise.

There will be a Communications Committee meeting on Friday, July 30 at 7:30 a.m. Members include Mr. Hammer, Mr. Boron and Mr. Taub.

**MOTION TO MOVE INTO CLOSED SESSION**

No closed session.

**ADJOURNMENT**

Motion by Mr. Boron, seconded by Dr. Regalbuto to adjourn the meeting at approximately 8:14 p.m.

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

Motion carried 5-0.

\* Boron, Hammer, Martin, Regalbuto, Shein

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION



**UPCOMING BOARD MEETINGS:**

Meetings will be held at  
Glenbrook South High School  
Student Activity Center  
4000 W. Lake Ave.  
Glenview, Illinois.

Monday, August 9, 2010 7:00 p.m. Regular Board Meeting