

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, July 25, 2011**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, July 25, 2011, at approximately 7:00 p.m. at Glenbrook South High School Student 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, Martin, Regalbuto, Shein, Wolfson

Absent: Hammer (arrived 7:13 p.m.), Taub

Also present: Caliendo, Geddeis, Pearson, 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, Martin, Regalbuto, Shein, Wolfson

nay: none

Motion carried 5-0.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle reported that there was minimal damage to the District from the recent large rain. The Off Campus facility had some seepage. GBN had some water in an area where there was newly purchased computer equipment. The GBS track under the gym had some seepage. There was a small power outage at District Office.

President Shein asked how water gets into the track area at GBS.

Principal Wegley explained how the structure causes water to pool.

Mr. Wolfson asked about preventative measures to stop the water seepage in the track area at GBS.

Dr. Ptak stated that there will be a meeting this week about this problem.

MOTION TO APPROVE CONSENT AGENDA

Motion by Mr. Wolfson, seconded by Mr. Boron 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>
Kolze, Meghan	Assistant Dean of Students	08.22.11	GBS	MA, Step 8 183 Days
Lazzaro, Amanda	School Psychologist	08.22.11	GBN	MA + 30, Step 2 193 Days includes 10 additional days for school psychologist

- 1.) b. the appointment of the following educational support staff contained in the assistant superintendent for human resources memorandum

APPOINTMENTS

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Farber, Stephen (Repl. E. Christiansen)	Instructional Assistant	08.22.11	GBS

- 2.) a. no resignations/termination of certificated staff

b. the resignation/termination of the following educational support staff as contained in the attached memorandum

Personnel - Resignations/Terminations

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Bieniek, Lori	Instructional Assistant	06.13.11	GBOC
Edwards, Megan	Instructional Assistant	06.30.11	GBN

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Resnick, Scott	Instructional Assistant	06.13.11	GBS
Snoreck, Julie	Instructional Assistant	06.13.11	GBN
Thanopoulos, Marienhi	Technician	06.30.11	ADM
Thelander, Mallory	Instructional Assistant	06.13.11	GBN
Zabin, Sara	Instructional Assistant	06.133.11	GBS

3. the Board of Education review of the FOIA request contained in consent agenda item #5.3.

4. the issuance of Vendor Checks Nos. 48635 through 48787 in the amount of \$555,007.28 as listed on the attached checks register dated July 6, 2011.

the issuance of Vendor Checks Nos. 48788 through 48809 in the amount of \$1,597,120.37 as listed on the attached checks register dated July 25, 2011.

the issuance of Vendor Checks Nos. 48810 through 48954 in the amount of \$957,818.06 as listed on the attached checks register dated July 25, 2011.

5. 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 63132 through 63331, and 63336 totaling \$336,955.68. Vendor Payroll check numbers 63332 through 63335 and 63574 through 63577 totaled \$7,698.38. With employees' Federal, State, and FICA/Medicare withholding taxes of \$2,079,403.38 TRS

contributions of \$1,064,190.28 other deductions of \$813,552.41 and direct deposit of \$7,404,109.40 the gross payroll for the month of June was \$11,698,209.15. TRS employer contribution was \$104,679.62 and employer matching FICA and MED was \$224,640.09.

6. the Open and Closed Session Minutes from the July 11th Special Board Meeting.

the Open and Closed Session Minutes from the July 11th Regular Board Meeting.

7. the Board of Education Approval of Support Staff Rehires as contained in consent agenda item # 5.7.

8. the acceptance of the following gifts:

Gift From	Amount or Item	School	Department	Account
Mr. Ted Belch	\$25.00	GBS	Retirement Dinner	830845
Ms. Cecile Frydman	\$25.00	GBS	Retirement Dinner	830845
Ms. Janet Gengler	\$25.00	GBS	Retirement Dinner	830845
Mr. Bert Krueger	\$40.00	GBS	Retirement Dinner	830845
Mr. Ronald Luteyn	\$20.00	GBS	Retirement Dinner	830845
Ms. Deb Schneider	\$5.00	GBS	Retirement Dinner	830845
Mr. Steve Caliendo	\$40.00	GBS	Retirement Dinner	830845
Mr. Ronald Bean	\$40.00	GBS	Retirement Dinner	830845
Ms. Nancy Giebel	\$30.00	GBS	Retirement Dinner	830845
Mr. Matt Drone	\$40.00	GBS	Retirement Dinner	830845
Mr. & Mrs. Cleven	\$2000.00	GBS	Erika's Lighthouse	830375
Mr. & Mrs. Sparrow	\$600.00	GBS	Girls' Lacrosse	830621
St. Catherine Laboure School	\$100.00	GBS	Chambers	830195
Mr. & Mrs. Zerfass	\$25.00	GBS	Jeff Aaron Scholarship	830582
New Trier Boys Water Polo	\$400.00	GBS	R.S. Goodspeed Scholarship	830848
Glenbrook High School Foundation	\$2000.00	GBS	General Scholarship Fund	830851

Upon calling of the roll:

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

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: NSSED BUDGET

Dr. Riggle stated that NSSED listened hard this year to the 18 member districts. The Lake Forest and Lake Bluff districts may not be leaving the consortium as a result of changes made by NSSED.

Dr. Riggle introduced Ms. Pearson. He stated that this Board will need to approve the NSSED budget as a member district.

Ms. Pearson stated that last year there was a 15% reduction in the NSSED budget. This year there will be a 5.57% reduction. There will be a 3% increase in tuition and no increase in membership fee.

Ms. Pearson reviewed enrollment trends. District 225 enrollment in ELS will be constant. Projections for 2012 and 2013 show an enrollment bubble coming up from the elementary districts.

Ms. Pearson stated that it is a reasonable budget from NSSED. NSSED reduced administrative costs to preserve programs.

Mr. Boron stated that even with the 5.57% reduction in the NSSED budget, District 225 membership fees remain the same, so realistically there is no budget reduction.

Ms. Pearson explained how some District 225 IDEA dollars flow into services that maintain those services at a lesser rate for the District. She stated that NSSED will conduct a study this year to look at the membership fee.

Mr. Boron asked about the cost of tuition-based services.

Ms. Pearson stated that tuition-based enrollment is up, so there won't be a decrease in Glenbrook costs in this area.

Ms. Pearson explained her plan to capture other revenue such as Medicaid fee-for-service dollars. This is not necessarily a savings to District 225, but would represent an overall reduction in the budget.

Mr. Boron stated that the District is still paying a 3% increase in tuition to NSSED.

Mr. Shein asked about a fall-back plan if federal funding is significantly reduced.

Ms. Pearson stated that IDEA is Federal dollars. ARRA was a one-time allocation to pay for the NSA building project. This will not have a significant impact on the special education budget. Ms. Pearson explained how personnel reimbursement changed in terms of who qualifies for reimbursement.

Mr. Hammer indicated that the NSSED budget had been trimmed. Diverse groups from all of the regions will participate in a billing study by NSSED. Ms. Pearson will participate in this study.

Mrs. Siena stated that special education has both a short and long-term impact on the District 225 budget. For FY12 the increase of students that will be coming in the ELS program was incorporated.

Mr. Hammer stated that some dollars will be refunded from the NSA building project.

(See Agenda Item #6)

MOTION TO APPROVE THE NSSED BUDGET

Motion by Mr. Boron, seconded by Mr. Hammer to approve the NSSED budget.

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

DISCUSSION/ACTION: ADOPTION OF TENTATIVE BUDGET

Mrs. Siena acknowledged the assistance in the development of the budget from Dr. Ptak and Ms. Bezanis.

Mrs. Siena distributed a replacement page relative to workman's compensation data from the Finance Committee packet.

Mrs. Siena reviewed how the FY10 fiscal year ended. There was \$4.1M in savings in the operations and maintenance fund.

She explained why revenue was higher because of the shift in the distribution of tax dollars by the county from 45% to 55%. The

District's collection percentage has remained constant for the spring installment. There were lower property tax refunds this past year.

Mrs. Siena stated that the District received almost \$1.0M in Federal and State reimbursement grants. Approximately ½ of FY11 is yet to be received. The governor just extended the lapse period.

Mrs. Siena reviewed the \$4.1M operating surplus.

Mrs. Siena stated that on the expense side the District was right on-budget. This was primarily because of special education placements.

Ms. Pearson explained that this year there were more students who were residentially placed. It was an atypical year in the number of residential placements requested.

Mrs. Siena explained that this cost was set at FY11 expenditure levels in the building of the FY12 budget.

Mr. Boron asked about an increased capacity for students at Off Campus.

Ms. Pearson stated that Off Campus now has the expertise to serve autistic students.

Mrs. Siena explained that the District was down in benefit costs with a target of coming in \$1M under budget every year. The district has been aggressive on the insurance side. Overall the District is coming in under budget by \$800k out of a \$12M insurance budget.

In addition, she stated that salaries often come down from tentative to final budget as new hires are calculated in. The buildings were conservative and did not use all of their allotted FTE.

The FY12 budget contains \$1.6M in General State Aid (GSA) for one year only. There is a veto session in October. The State is not likely to touch GSA because it took the transportation reimbursement out. This doesn't affect District 225. She clarified that this is not the parent transportation reimbursement.

Mrs. Siena reviewed the revenue summary for operating funds.

There was \$93.5M in expenditures for FY11. FY12 is budgeted at \$97.9M.

7/25/11

Mr. Martin asked about the 11.2% increase in benefit costs. He asked if there were any concerns about the increase in benefit costs.

Mrs. Siena stated that the District is working aggressively to trim the cost of health care plans.

Mr. Martin asked about the percentage increase last year and whether it is typical by to be up by 11.2%.

Mrs. Siena stated that last year the percentage increase was less.

Mr. Boron asked if it was a State assessment with regard to pension benefits that the district was hit with that contributed to this increase.

Mrs. Siena stated that there was a 17% increase in IMRF costs, but there was a reduction in health insurance costs resulting in the overall 11.2% increase in benefit costs. This year the District raised the premiums that employees pay on insurance.

Mr. Shein asked if the percentage contribution towards insurance increased.

Mrs. Siena stated that the percentage contributions have not changed. She explained that the District can't really touch its insurance plan or it will have to implement all of the mandated changes for healthcare reform, which would be costly.

Mr. Martin asked if these increases were typical in neighboring districts.

Mrs. Siena stated that this is being reviewed.

Mrs. Siena reviewed the summary of operating funds.

The district has a fund balance of \$64.5M. Mrs. Siena referenced the Finance Committee document containing the new budget projection over time. If all parameters hold true the District will go to a 23.7% fund balance in 2016. Mrs. Siena stated that the assumptions applied in building the budget are very conservative.

Mr. Boron asked how a low estimate on C.P.I. had an impact on the trend line.

Mrs. Siena explained that C.P.I. impacts property tax revenues. Special education costs have been high and that bubble will last

for at least five years. C.P.I. drives both revenue and expenditures.

Mrs. Siena reviewed revenue and expenditure assumptions outlined in the memo from the finance package.

The Board discussed and debated the conservative assumptions applied by Mrs. Siena in building the tentative budget.

Mrs. Siena responded to Board member questions and provided the rationale for the factors she used in developing the budget.

Mr. Boron noted a \$469 surplus projected for the Glenbrook Aquatics program.

Mrs. Siena explained that a big deposit was made by this group before June 30.

Mr. Boron asked if the revenues for Glenbrook Aquatics are conservatively estimated.

Mrs. Siena stated that the club knows that the goal is a balanced budget.

Dr. Riggle stated that the club plans to take a look at salary schedules for 2013 to see how they compare to other area swim clubs.

President Shein stated that he had previously expressed concern about the shape of the District financial projections graph. He stated that this is worse and more alarming - there are hundreds of explanations of how we get there. This is extraordinarily concerning. This is driven by salary and benefits and if we don't get a handle on this, it ties back to how much we spend when we hire a new employee.

Dr. Riggle responded that it does not get down to an individual salary or an individual benefit, it gets down to growing enrollment. If GBS does not grow by what is projected, then the projection will improve. Everything becomes a factor in the projection line but it is difficult to forecast when you get past three years out.

Mr. Wolfson stated that Mrs. Siena's conservatism makes the budget projection look worse than it actually is.

Dr. Riggle stated that the trend line shows that we need to be diligent and will continue to do so. The administration is aware that salary and benefits have an impact. Dr. Riggle stated that it is an unfair dynamic to raise the line by changing assumptions.

Board members discussed and debated the suggestion by Mr. Wolfson that less conservative numbers be applied to the financial projections, but that Mrs. Siena use the conservative assumptions in building the actual budget.

Mrs. Siena stated that the financial projections chart will evolve over the coming year.

Mr. Shein asked if the same C.P.I. and interest rate were applied going forward.

Mrs. Siena confirmed that using these same factors over time has been the practice.

Mr. Boron stated that the financial projection showing a 23.7% fund balance by 2016 would put the District on the financial watch list, but he indicated that he is glad that Mrs. Siena uses conservative numbers. Mr. Boron stated that he would not want to see complacency in the administration.

Dr. Riggle responded that the administration does not like the budget to always dominate what we do. We need to pay more attention to the education of students and the celebration of students and success. The administration would prefer to talk about curriculum rather than the budget and the economy which has dominated the Board discussion over the last few years.

(See Agenda Item #7)

MOTION TO ADOPT THE TENTATIVE BUDGET

Motion by Dr. Regalbuto, seconded by Mr. Wolfson to adopt the tentative budget.

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

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

Mrs. Siena explained that accounting rules require that we designate interest as interest at this time and going forward, or the interest becomes part of principal. This allows us to touch this interest and transfer between funds which can serve as a source of operating revenue.

(See Agenda Item #8)

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

Motion by Mr. Boron, seconded by Mr. Wolfson 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, Wolfson

nay: none

Motion carried 6-0.

DISCUSSION/ACTION: BOARD POLICIES 4010 ANNUAL BUDGET AND 7220 PURPOSE AND USE OF TECHNOLOGY AND NETWORK RESOURCES

Dr. Riggle reviewed Policy 4010 to match language in a recent Board resolution. The District's auditors, Policy Committee and legal counsel reviewed the changes.

This policy will be placed on the consent agenda of the next meeting.

Dr. Riggle reviewed proposed changes to Policy 7220. Changes reflect more current conditions and terminology rather than being limited to computers. He provided the rationale for changes related to policy language.

All employees will sign revised acceptable use guidelines again this year.

Mr. Hammer suggested language that was used in a similar policy for NSSD. Specifically, the suggestion of no expectation of privacy in using district resources was offered.

Mr. Hammer also asked if during down time, a staff person can check their personal e-mail. He asked for clarification of what students could do during down time stating that frivolous use was not defined in the policy.

Dr. Riggle stated that he was not sure that frivolous needed to be defined.

The Board discussed and debated Mr. Hammer's questions and provided suggestions other than the word frivolous.

Mr. Hammer suggested that the NSSED policy be looked at in light of this policy.

Mr. Boron stated that section D of the policy defines what unacceptable uses are. He suggested that the policy can only define what is unacceptable, not what is acceptable.

Mr. Thimm explained how technology use is monitored.

Dr. Riggle will review the NSSED policy and provide any changes.

This policy will be on consent for the next meeting and can be pulled off of consent if needed.

Dr. Riggle stated that there is some urgency for the August 8 meeting so that sign-off forms can be ready for book sale. Dr. Riggle indicated that he would try to e-mail the policy to Board members when it is ready.

Mr. Shein asked Board members if they have any comments, issues or concerns that the revised document be returned soon enough so that adjustments can be made.

Dr. Riggle stated that we are an educational institution. He expressed concern about a policy that would imply that District resources could be used for non-educational purposes.

Mr. Shein asked about the process for insuring that all staff sign-off on the AUP document.

Principal Wegley explained the process by which staff forms are collected and tracked.

(See Agenda Item #9)

DISCUSSION/ACTION:GBS TEAM ROOM DONATION

Dr. Riggle asked the Board to give tentative approval on a project at GBS.

Principal Wegley provided information regarding a project that would be funded by an anonymous donor for up to \$140,000. A team meeting room would be constructed north of the home football bleachers. A handout with a drawing of the structure was

provided. Schwal Builders worked with GBN on a similar project that was part of a donation and would likely be involved in this project.

Dr. Riggle explained that the donor would work directly with the builder and then donate the finished building to the district.

Mr. Boron clarified that there was no need for approval tonight.

Dr. Riggle stated that formal approval would not be needed, but wanted Board consensus regarding the idea conceptually.

Mr. Martin asked if these types of donations are common in the District.

Dr. Riggle stated that these come on occasion, but not frequently.

Dr. Riggle stated that Schwal Builders has already passed all of the insurance requirements. The structure has to be cleared by the ROE before being occupied.

President Shein asked if MWRD work could be an issue.

Dr. Riggle stated that the District would have to have answers regarding any MWRD requirements.

Consensus of the Board was to move forward with this project.

(See Agenda Item #10)

DISCUSSION/ACTION: STUDENT/LAB COMPUTER REFRESH 2011

Dr. Riggle stated that an amount was put into the technology budget for the purchase of Response to Intervention (RtI) items.

The District is also looking at a plan to extend the life of student computers. In the fall there will be a review of what was done and what needs to be done in this regard.

In some areas, memory is being added that will address immediate needs. The District will pilot thin client this year.

Both buildings have a need to support RtI efforts.

These purchases can be approved tonight or wait until the August 8 meeting.

(See Agenda Item #11)

MOTION TO APPROVE STUDENT/LAB COMPUTER REFRESH 2011

Motion by Mr. Wolfson, seconded by Mr. Hammer to approve student/lab computer refresh.

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

MISCELLANEOUS TOPICS

Mrs. Siena reported that the district converted its lease arrangement at the 3801 West Lake building and filed for a partial tax exemption.

REVIEW AND SUMMARY OF BOARD MEETING

President Shein summarized the following:

- The NSSED budget was approved
- The tentative budget was adopted
- The Board approved boiler plate language regarding inter-fund transfers
- Computer purchases were approved
- Board consensus was to move forward on the team room at GBS

FUTURE MEETING DATES

There are two meetings in August. Monday, August 8 and August 22.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mr. Boron, seconded by Mr. Hammer to move into closed session at approximately 9:00 p.m. to consider 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. (Section 2(c) (1), (2), (5), (6), (9), (10) and (11) of the Open Meeting Act.

Upon calling of the roll:

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

Nay: none

Motion carried 6-0.

The Board returned to open session at 9:46 p.m.

ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION

Motion by Mr. Boron, seconded by Mr. Wolfson to expel student #07-25-11-01 through two calendar years.

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

ADJOURNMENT

Motion by Mr. Wolfson, seconded by Dr. Regalbuto to adjourn the meeting at approximately 9:47 p.m.

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

Motion carried 6-0.

* Boron, Hammer, Martin, Regalbuto, Shein, Wolfson

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

UPCOMING BOARD MEETINGS:

Upcoming meetings will be held at

Monday, August 8, 2011	7:00pm	Regular Board Meeting (GBS Student Center)
Monday, August 22, 2011	7:00pm	Regular Board Meeting (GBS Student Center)