

**MINUTES OF SPECIAL MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, MARCH 8, 2016**

A special meeting of the Board of Education, School District No. 225 was held on Tuesday, March 8, 2016, at approximately 7:00 p.m. at Glenbrook District Office Public Meeting Room 100A, 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, Doughty, Kim, Martin, Shein, Taub

Absent: Hanley

Also present: Fagel, Finan, Frandson, Geallis, Krakauer, Ptak, Riggle, Siena, Swanson

**APPROVAL OF AGENDA FOR THIS MEETING**

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

Upon calling of the roll:

aye: Boron, Doughty, Kim, Martin, Shein, Taub

nay: none

Motion carried 6-0.

**STUDENTS AND STAFF WHO EXCEL**

Delayed because students were running late.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**BOARD AND SUPERINTENDENT REPORTS**

Dr. Riggle stated that yesterday was Casimir Pulaski day and a professional development day for staff. He noted that the day was used to review with our certificated staff the new Performance Evaluation model. He explained State Code on evaluations and that it will be rolled out in the fall.

Dr. Riggle reminded the Board to get their requests in for the musical.

In response to a board member's question Dr. Riggle stated that a testing update had been presented to the Board and that he would provide the board member the past documents.

**STUDENTS AND STAFF WHO EXCEL**

Ms. Krakauer recognized outstanding members of the Glenbrook North and South speech teams. She introduced GBN junior Julia Shelley the third place winner at the IHSA State Speech Tournament. Additionally, nine Glenbrook students who qualified last weekend to advance to the National Speech and Debate Tournament this summer in Salt Lake City were also recognized: GBN - Emma Kawasaki, Brooks Whitlock, Julia Shelley, Catherine Seno, Elaine Currie, Isaac Kim and Kacie Leidwinger; GBS - Maya Patel and James Neuson.

The students introduced themselves, stated their plans for after graduation and thanked their parents for their support.

Coaches Sarah Ilie from GBN and Nancy Stickles from GBS expressed how excited and proud they were of their students and thanked them for their hard work.

Dr. Riggle noted how proud he was of the students and their hard work helps builds the Glenbrook's good reputation in speech. He thanked the parents for their support of their students.

**MOTION TO APPROVE CONSENT AGENDA**

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

1. Appointments
  - a) Certified

Name	School	FTE	Salary	Start Date
Jeannie Logan	GBS - Social Studies Instructional Supervisor	1.0	MA+30, Step 18, 203 Days, +2%	08.04.16
Chris Anderson	GBS - Career and Tech Ed Teacher	1.0	BA, Step 1	03.04.16
Lisa Pavic	GBS - Science Teacher	1.0	MA, Step 6	03.04.16

b) Support Staff

Name	Building Position	Calendar FTE Start Date	Schedule Salary	Hourly Wage
Moynihan, Bailey	GBS Co-Assistant Swim Director	260 1.0 06.14.16	SWIMH	\$20.00
Peterson, Eric	GBS Co-Assistant Swim Director	260 1.0 03.01.16	SWIMH	\$40.00
Tichansky, Nancy	GBN Department Secretary	203 .78 03.15.16	ID-2/3 \$31,985	\$19.70

2. Resignations/Terminations

- a) Certified - None
- b) Support Staff

Name	Position	Effective	School
Stoneberg, Randy	Grounds	03.04.16	GBS

- 3. FOIA - none
- 4. Vendor Bills - none
- 5. Payroll - none
- 6. Imprest

Description	Amount	Represented by checks Numbers
Reimbursement of the Revolving Fund for Employees for the month of February	\$27,268.50	21879 through 21912, 22006 through 22067, 22086 through 22121
Reimbursement of the Revolving Fund for Vendors for the month of February	\$158,782.23	21913 through 21943, 21944 through 21981, 21982 through 22005, 22068 through 22084, 22085, 22122 through 22149.
Checks issued in February voided in February		22042

Check issued in previous months, voided in February:		20998
--	--	-------

7. Minutes

- February 16, 2016 Special Board Meeting
- February 16, 2016 Special Closed Board Meeting
- February 16, 2016 Finance Committee Minutes
- February 22, 2016 Special Board Meeting
- February 22, 2016 Special Closed Board Meeting
- February 22, 2016 Regular Board Meeting
- February 22, 2016 Closed Board Meeting
- February 25, 2016 Technology Committee Minutes
- March 2, 2016 Facility Committee Minutes

8. Authorization for Release of Purchase Orders

9. GBN DECA National Competition Pre-approval

10. Gifts

Gift From	Amount of Item	School	Department	Account
Kate Serling, Innovative Marketing Solutions	HP DesignJet 500 42” Wide Format Plotter with paper and ink cartridges. Value \$1,400.00	GBS	CTE/Business Education	N/A
Matt Sundstrom	Phantom 3 Standard Drone. Value \$500.00	GBS	CTE/Business Education	N/A
Optimist Club	\$350.00	GBS	Student to Student	830992
Nexus Holidays Group Inc.	\$200.00	GBS	Chinese Club	830260

Upon calling of the roll:

aye: Boron, Doughty, Kim, Martin, Shein, Taub

nay: none

Motion carried 6-0.

**DISCUSSION/ACTION: AWARD OF SUMMER 2016 CONSTRUCTION BIDS**

Dr. Riggle introduced the representatives from ARCON and Nicholas and Associates, as well as the principals and associate principals who were available to address any questions or concerns. He noted the bids had been shared with the Facilities Committee.

Dr. Ptak reviewed the results of the recent bid process. She noted that the administration is happy with the results of the bids. Dr. Ptak reviewed the projects and estimated costs on:

- Roofing
- Paving
- Interior Work

Dr. Ptak noted that the overall cost is 16% under projected budget and if approved the projects would be completed this summer.

In response to board members' questions the administration:

- Will provide the Board with past research on the permeable pavers.
- Will research any grant possibilities for permeable pavers.
- Stated that we are on schedule with paving parking lots.
- Explained that once the bid is approved a contract will be written and the bids are good for 60 days.
- The bids will be placed on the March 21 consent agenda for Board action.

#### **DISCUSSION/ACTION: GBN FIELDHOUSE FLOOR**

Dr. Riggle stated that we are asking the Board for approval to file an insurance claim with SSCRMP. The district's deductible is \$1000.

Dr. Riggle explained the different options that were considered and the reasoning for the proposed recommendation. He reviewed the extent of the floor damage and possible causes.

Dr. Ptak explained how a claim against SSCRMP affects the loss pool and the impact on the consortium.

In response to a board member's questions the administration along with our representative from Nicholas and Associates:

- Explained the reasoning for the damage and possible future claims.
- Discussed the life cycle of the flooring.
- Reviewed the conversations with the flooring company as well as the equipment company.
- Detailed conversations with the insurance company.
- Stated that it was determined that it is not a machine defect.
- Reviewed steps that will be taken in the future to prevent a similar situation.

3/8/16

- Noted that we do not have any guarantees on the wear of the floor over time.
- Advised that the floor will be replaced this summer if the Board approves submitting the claim.
- No action needed.

**DISCUSSION/ACTION: BUILDING OPERATING BUDGETS**

Mrs. Siena explained the methodology used to calculate the building operating budgets. She reviewed the 3 main factors: 1) fixed costs for operations 2) projected enrollment and 3) annual cost of living adjustment.

Mrs. Siena outlined the historical trend since 2004-2005 and provided insight as to adjustments that have been made to support efforts and conditions at the buildings and across the district.

In response to board member questions the administration:

- Explained the footnotes in the Board memo
- Stated that both schools have repaid the district for the turf fields out of their school's budget
- Confirmed that technology was moved to the district budget which affects the percent of change
- Answered clarifying questions regarding percent change numbers

The recommended budgets will be placed on the March 21 consent agenda for Board action.

A board member commented that district spending has been flat over the years and spending is proportional per school.

**DISCUSSION/ACTION: FY16/17 CAPITAL OUTLAY REQUESTS**

Dr. Ptak stated that every year the buildings prepare a list of capital outlay items to be purchased from the allotted building budgets for items that would exceed \$2,500.

In response to the board questions the administration:

- Explained that the list is the projects recommended by each school.
- Reviewed the process that the projects will be brought forward for Board review.

This item will be placed on the March 21 consent agenda.

**DISCUSSION/ACTION: FY16/17 SMALL BUILDING REQUESTS**

Dr. Ptak explained the type of items that are included in the small building requests.

In response to board member questions the administration:

- Noted that GBN is mindful of taking on too many projects because they are hosting summer school this year.
- Explained that any money that is not spent on these projects can be spent in other areas of the budget.

This item will be on the March 21 consent agenda.

**DISCUSSION/ACTION: AWARD OF CUSTODIAL SUPPLY BID**

Dr. Riggle explained that part of this conversation may need to be discussed in closed session because it may involve litigation.

Dr. Riggle reviewed State Code on agreements for supplies or services that exceeds an aggregate of \$20,000 or above.

Dr. Riggle explained that with our two new employees in maintenance and their fervor to work together and garner the best price, we had a common vendor for paper towels and toilet paper that exceeded the aggregate threshold. To alleviate this situation, a formal bid process was conducted. Dr. Ptak noted that our new maintenance supervisors are working diligently to create efficiencies between the school and have been provided State Code training.

The administration stated that our schools may exercise purchases, but aggregate purchases from a single vendor exceeding \$20,000 per year or any type of agreement requires Board approval.

Dr. Riggle stated that he will provide additional information to the Board in closed session.

This item will be placed on the consent agenda of a future board meeting.

**DISCUSSION/ACTION: STUDENT FEES**

Dr. Riggle suggested that the convenience fee conversation be discussed at a later board meeting after Dr. Gravel has time to research our point-of-sale system.

Dr. Riggle stated that as requested at our last meeting, Mrs. Siena has provided the Board with the recent bids for work to be completed on student parking lots and has adjusted the

3/8/16

amount necessary for the parking fee to keep the district at a cost neutral position.

Mrs. Siena stated the breakeven number \$311. The administration's recommendation is to keep the student parking fee at \$300.

In response to board members' questions the administration:

- Explained their experiences with parking fees at past districts
- Reviewed factors that affect the fee, i.e.; number of spaces, supply and demand, neighborhood

Board members discussed the possible costs that can be used to determine parking fees and the philosophical reasoning for the parking fee.

Mrs. Siena explained the district's past philosophy on fees. We have not historically increased the parking fee to break even.

Dr. Ptak explained the difference between fees on books, and computers versus parking.

In response to board members' questions the administration:

- Stated that parking stickers sales are pretty stable.
- Noted that sophomores are not allowed to purchase parking stickers.
- Explained reasoning for not allowing sophomores to purchase parking stickers.
- Reviewed the number of available parking spots for students.
- Stated that all parking spots are the same price.

Dr. Riggle stated that the Board needs to decide the philosophy they want to use to determine the parking fee.

Dr. Riggle shared that the Pioneer Press lot is being rented to our students. He stated that he has spoken to the village and there are no ordinances against it.

The administration stated that free/reduced students are not given any discount on parking fees unless there are extenuating circumstances.

In response to board members' questions the administration explained the possible effect of increased parking fees on transportation fees, traffic and safety.

Board members discussed possible solutions to determine the parking fees.

In response to board members' discussion the administration will review different parking fee strategies and will share results at a future meeting.

The Board agreed to not change the parking fee for 2016/17, but will review possible strategies in the future.

Mrs. Siena provided clarification on student transportation proposals.

Student fees with the exception of the convenience fee will be placed on the consent agenda for the next board meeting.

**DISCUSSION/ACTION: PROCEDURES FOR RELEASE OF NON-TENURED AND PART-TIME CERTIFIED STAFF**

Mr. Swanson outlined the purpose and procedure for the release of non-tenured teachers and part-time certified staff. He reviewed State Code changes that changed our process this year. He explained that the buildings are in the process of preparing their list of part-time and non-tenured teachers to be released at the March 21 meeting.

Dr. Riggle stated that in the past the lists were reviewed in closed session before acting in open session.

Mr. Swanson explained that he would not have the information for the packet, the list would be hand carried to the Board meeting.

Dr. Riggle reviewed past procedures.

The Board decided that a half hour would be enough time to review the release list. A special board meeting will be scheduled at 6:30 p.m. on March 21 to discuss this matter.

In response to a board member's question the administration:

- Explained the differences between honorably discharged and being released.
- Stated that they would have legal counsel review the letters again.

Dr. Riggle reviewed the release process.

Mr. Swanson reviewed the RIF process and the changes in the law.

**DISCUSSION/ACTION: BOARD ORGANIZATION MEETING**

Dr. Riggle stated that Board policy requires that each year an organizational meeting be held. The administration proposes that this happen at the regular Board meeting on May 9.

**MISCELLANEOUS TOPICS**

None.

**REVIEW AND SUMMARY OF BOARD MEETING**

None.

**MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Doughty, seconded by Mr. Boron to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; 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, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. (Section 2(c) (1) and (11) of the Open Meetings Act).

Upon calling of the roll:

aye: Boron, Doughty, Kim, Martin, Shein, Taub

nay: none

Motion carried 6-0.

The Board returned to open session at 10:34 p.m.

**ADJOURNMENT**

Motion by Boron, seconded by Doughty to adjourn the meeting at approximately 10:34 p.m.

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

Motion carried 6-0.

\* Boron, Doughty, Kim, Martin, Shein, Taub

CERTIFIED TO BE CORRECT:

---

PRESIDENT - BOARD OF EDUCATION

---

SECRETARY - BOARD OF EDUCATION

**UPCOMING BOARD MEETINGS:**

Location:

Glenbrook District Office  
Public Meeting Room 100A  
3801 W. Lake Avenue  
Glenview, IL 60026

Monday, March 21, 2016    6:30 p.m. Special Board Meeting  
Monday, March 21, 2016    7:00 p.m. Regular Board Meeting