

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, JULY 25, 2016**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, July 25, 2016, at approximately 7:03 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, Hanley, Kim, Martin, Shein

Absent: Taub

Also present: Fagel, Finan, Geallis, Geddeis, Gravel, Ptak, Riggle, Swanson, Tarver

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, Hanley, Kim, Martin, Shein

nay: none

Motion carried 6-0.

STUDENTS AND STAFF WHO EXCEL

None.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle stated that everything is on schedule for the start of the school year.

Mr. Doughty and Mrs. Fagel noted that GBS alumna Olivia Smoliga qualified for the U.S. Olympic games. She finished first in the 100m backstroke at the 2016 U.S. Olympic Team Trials to qualify for her first Olympic Team.

The administration stated that Monica and Jenny Rokhman (identical twin sisters) who graduated from GBN in 2015 have been selected to represent the U.S. in group rhythmic gymnastics for the Olympics.

The Board president mentioned that the Board is thinking of Kris Frandson and sending their good wishes for a speedy recovery.

MOTION TO APPROVE CONSENT AGENDA

Dr. Riggle noted that there is a change to 6.1a and 6.1b (The final appointments are documented below).

Dr. Riggle noted a small change to the Memorandum of Understanding as well as revisions he received from board members on Board Policy 7100, which will all be documented in the final policies posted on line.

In response to a board member’s question the Memorandum of Understanding does not affect GBE.

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

1. Appointments
 - a) Certified

Name	Position-School	FTE	Salary	Start Date
Eric Skalinder	Choir Teacher - GBN	1.0	MA+15, Step 13	08.18.16
Matthew Barera	World Languages Teacher - GBS	.2	BA, Step 1	08.18.16
Nyssa Beckwith	Social Studies Teacher – GBS	.02	BA, Step 1	08.18.16

- b) Support Staff

Name	Building - Position	Calendar	FTE	Start Date	Schedule	Salary	Hourly Wage
Aschkenase, Michelle	GBN -English IA	186.5	.67	08.18.16	IA-2/Step 3	\$26,469	\$18.92
Beckwith, Nyssa	GBS – Dean’s/English IA	186.5	.58	08.18.16	IA-2/Step 3	\$26,469	\$18.92
Blitt, Jessica	GBN – SPED IA	186.5	.67	08.18.16	IA-2/Step 1	\$25,448	\$18.19
Donaubauer, Sue	GBN - Student Services Exec. Asst.	239	.92	07.25.16	EX1-2/ Step 3	\$39,322	\$20.57
Dupeyrat, Savannah	GBN - PE Pool IA	186.5	.67	08.18.16	IA-2/Step 3	\$26,469	\$18.92

Name	Building - Position	Calendar	FTE	Start Date	Schedule	Salary	Hourly Wage
Duff, Elizabeth	GBN - SPED IA	186.5	.67	08.18.16	IA-2/Step 4	\$26,995	\$19.30
Fine, Laura	GBN - SPED IA	186.5	.67	08.18.16	IA-2/Step 2	\$25,953	\$18.55
Jerva, Mia (Transfer)	GBS - SPED Dept. Asst.	209	.80	08.08.16	ID-2/Step 12	\$32,931	\$19.70
Millman, Dana	GBN - Student Activities Exec. Asst.	239	.92	07.19.16	EX1-2/Step 3	\$39,322	\$20.57
Panzer, Jodi (Transfer)	GBN - Principal's Exec. Asst.	239	.92	07.01.16	EX2-3/ Step 17	\$50,503	\$26.41
Rieger, Jaclyn	GBN - SPED IA	186.5	.67	08.18.16	IA-2/Step 3	\$25,469	\$18.92
Ahmed, Zia	ADM - Tech Services Co-Manager	07.26.16-10.01.16	N/A	N/A		\$6250 Stipend	N/A
Manly, Ryan	ADM - Tech Services Co-Manager	07.26.16-10.01.16	N/A	N/A		\$6250 Stipend	N/A
Moran, Ryan	GBN - Asst. Ath Trainer	239	.92	08.01.16	Exp. Pro 2-3/ Step 14	\$48,130	\$25.17

2. Resignations/Terminations
 - a) Certified
 - b) Support Staff

Name	Position	Effective	School
Morse, Sandra	IA SPED	06.10.16	GBO
Seger, Jennifer	IA English	06.10.16	GBN
Williams, Patricia	Communication Specialist GNCY	07.22.16	GBX

3. FOIA

4. Vendor Bills

Description	Amount	Attached register dated
Vendor Checks Nos. 73042 through 73213	\$2,851,424.88	July 12 & 13, 2016
Vendor Checks Nos. 73215 through 73298	\$407,713.97	July 19, 2016

5. Payroll - none

7/25/16

6. Imprest

Description	Amount	Represented by checks Numbers
Reimbursement of the Revolving Fund for Employees for the month of June	\$52,866.80	22808-22833, 22839-22865, 22878-22919, 22939-22965 22996-23000
Reimbursement of the Revolving Fund for Vendors for the month of June	\$	22834-22838, 22866-22877, 22920-22937, 22938 22966-22995, 23001-23023
Checks issued in June voided in June		N/A
Check issued in previous months, voided in June:		N/A

7. Minutes

- June 27, 2016 Regular Board Meeting
- June 27, 2016 Regular Closed Board Meeting
- July 14, 2016 Finance Committee Meeting

8. Board Policies

- 7100 High School Transcript Recognition for Courses Completed in the Middle/Junior High School
- 7400 Homework
- Memorandum of Understanding -North Shore University Health System

9. Approval of Deferred Compensation Plans Authorized Providers

10. Gifts

Gift From	Amount of Item	School	Department	Account
Konstantinos Adamopoulos	\$230.00	GBS	Yearbook Aid Fund	830381
Ana Cassorla	\$92.00	GBS	Yearbook Aid Fund	830381
Kirsten Bergin	\$46.00	GBS	Yearbook Aid Fund	830381
Rabia Bhatti	\$92.00	GBS	Yearbook Aid Fund	830381
Michelle Browder	\$46.00	GBS	Yearbook Aid Fund	830381
Cheryl Brown	\$100.00	GBS	Yearbook Aid Fund	830381
Marion Brown	\$46.00	GBS	Yearbook Aid Fund	830381

Gift From	Amount of Item	School	Department	Account
Helen (Hong) Chan	\$46.00	GBS	Yearbook Aid Fund	830381
Karen Chang	\$92.00	GBS	Yearbook Aid Fund	830381
Steve Cummings	\$100.00	GBS	Yearbook Aid Fund	830381
John Dale	\$46.00	GBS	Yearbook Aid Fund	830381
Dan Daul	\$92.00	GBS	Yearbook Aid Fund	830381
Gerald Daus	\$46.00	GBS	Yearbook Aid Fund	830381
Joel Davis	\$46.00	GBS	Yearbook Aid Fund	830381
Christopher Dean	\$46.00	GBS	Yearbook Aid Fund	830381
Martin Finzer	\$46.00	GBS	Yearbook Aid Fund	830381
Joanie Goldberg	\$46.00	GBS	Yearbook Aid Fund	830381
Gus Haramaras	\$506.00	GBS	Yearbook Aid Fund	830381
Charles Heftman	\$92.00	GBS	Yearbook Aid Fund	830381
Patrick Heneghan	\$1,000.00	GBS	Yearbook Aid Fund	830381
Linda Kraft	\$46.00	GBS	Yearbook Aid Fund	830381
Nicolette Krysa	\$50.00	GBS	Yearbook Aid Fund	830381
Jeffrey Ludwig	\$50.00	GBS	Yearbook Aid Fund	830381
Jennifer Massarelli	\$46.00	GBS	Yearbook Aid Fund	830381
Gwendolyn McCrory	\$46.00	GBS	Yearbook Aid Fund	830381
Angela McCune	\$92.00	GBS	Yearbook Aid Fund	830381
Jeanne McMahan	\$92.00	GBS	Yearbook Aid Fund	830381
Maria McNary	\$92.00	GBS	Yearbook Aid Fund	830381
Kristin Miller	\$46.00	GBS	Yearbook Aid Fund	830381
Suellen Moen	\$46.00	GBS	Yearbook Aid Fund	830381
Douglas Naal	\$46.00	GBS	Yearbook Aid Fund	830381

7/25/16

Gift From	Amount of Item	School	Department	Account
Nadler Lee	\$50.00	GBS	Yearbook Aid Fund	830381
Daniel Nikitas	\$92.00	GBS	Yearbook Aid Fund	830381
Andrew Northwick	\$46.00	GBS	Yearbook Aid Fund	830381
Daniel Peterson	\$46.00	GBS	Yearbook Aid Fund	830381
Thomas Prchal	\$92.00	GBS	Yearbook Aid Fund	830381
Steve Reiss	\$46.00	GBS	Yearbook Aid Fund	830381
Stephen Samataro	\$92.00	GBS	Yearbook Aid Fund	830381
Mark Santacrose	\$46.00	GBS	Yearbook Aid Fund	830381
Philip Schneider	\$50.00	GBS	Yearbook Aid Fund	830381
Brad Schwartz	\$184.00	GBS	Yearbook Aid Fund	830381
Laura Smith	\$100.00	GBS	Yearbook Aid Fund	830381
Leslie Snively	\$46.00	GBS	Yearbook Aid Fund	830381
Cynthia Sultz	\$46.00	GBS	Yearbook Aid Fund	830381
Susan Swaringen	\$50.00	GBS	Yearbook Aid Fund	830381
Sandy Szafranski	\$50.00	GBS	Yearbook Aid Fund	830381
Suzanne Thompson	\$25.00	GBS	Yearbook Aid Fund	830381
Catherine Russe	\$46.00	GBS	Yearbook Aid Fund	830381
Kaki Voss	\$40.00	GBS	Yearbook Aid Fund	830381
Natalie Weber	\$92.00	GBS	Yearbook Aid Fund	830381
Debbie Wells	\$46.00	GBS	Yearbook Aid Fund	830381
Lisa Zimbler	\$92.00	GBS	Yearbook Aid Fund	830381
Mr & Mrs Jonathan Cohn	\$184.00	GBS	Yearbook Aid Fund	830381
Mr & Mrs Andy Newman	\$92.00	GBS	Yearbook Aid Fund	830381
The Drs Scott Cordes	\$46.00	GBS	Yearbook Aid Fund	830381

Gift From	Amount of Item	School	Department	Account
Mr & Mrs George Colis	\$92.00	GBS	Yearbook Aid Fund	830381
Mr & Mrs Jake Beidler	\$92.00	GBS	Yearbook Aid Fund	830381
Mr. & Mrs. G. Giudice	\$46.00	GBS	Yearbook Aid Fund	830381
Mr. & Mrs. D. Nichols	\$46.00	GBS	Yearbook Aid Fund	830381
Mr. & Mrs. J. Washburn	\$92.00	GBS	Yearbook Aid Fund	830381
Ms. Beverly Roberts Dawson	\$46.00	GBS	Yearbook Aid Fund	830381

11. 2016-17 Certified Staff FTE Adjustment

12. Rehires: Certified

13. Approval of a Resolution for Appointment of IMRF Authorized Agent

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

DISCUSSION/ACTION: APPROVAL TO MAKE AVAILABLE THE FY2017 TENTATIVE BUDGET AND TO SCHEDULE A PUBLIC HEARING ON THE FY2017 BUDGET

Dr. Riggle stated that Dr. Gravel utilized a team leadership approach that includes involvement of the two directors, Vicki Tarver and Kim Ptak. A great deal of discussion and comparisons of past trends and assumptions were had.

Dr. Riggle noted that at the same time that Dr. Gravel's team was preparing a budget, Mrs. Siena was assembling a budget for the district to be used for comparison purposes. This ensured that Dr. Gravel and his team could benefit from Hillarie's mentoring.

Dr. Riggle thanked the team for their hard work and stated that he believed they did a wonderful job.

Dr. Gravel, Dr. Ptak and Ms. Tarver presented the Tentative Budget for 2016-2017:

- Provided a review of the fiscal year that ended June 30, 2016
 - Revenue
 - Expenditures
 - Unaudited Summary

7/25/16

- Noted that the district is ending with a surplus fund balance
- Provided a summary of the tentative 2016-2017 budget starting July 1, 2016 and explained the process for developing the budget.
 - Revenues
 - Expenses
 - Comparison of Budget Proportions
- Reviewed Projected Operating Fund Balances
- Introduced the Fire and Safety Fund
- Reviewed Calendars
 - Budget Calendar
 - Bond Refunding and New Bond Issue Calendar
- Noted that on August 8th the district needs to hold a Public Hearing on the issuance of up to \$15M of life safety bonds

In response to board members' questions the administration answered clarifying questions regarding:

- Categorical and general state aid
- How salaries are budgeted and possible changes from tentative to actual budget
- Estimated percentage increase in employee health benefits
- Why the projections on budget vs. actual yielded such a large variance in fund balance for the positive

The administration stated that at the Finance Committee meeting the conservative nature of the budget and the amount designated for contingencies were discussed.

Dr. Riggle discussed the concept of contingencies – the idea is to have money available in case of emergencies. He explained that the practice has been undefined. Dr. Riggle noted that if unforeseen circumstances occur the administration informs the Board. He stated that we have not had to use the contingency budget the last few years. The contingency amount has varied but has historically been approximately .6% of the budget.

The administration and the Board discussed:

- The concept of contingency.
- The possible long-term negative effect of dipping into reserves could have on our credit rating.
- The effect on the levy and refunding as well as the impact on the perceptions of the stability of the district.

In response to questions from board members the administration stated:

- It's the Board's decision on what level/amount they would like for contingency.
- A new program will be used to calculate projections going forward.

There was Board consensus to move forward with a .5% contingency amount.

Members of the Board stated it is important to:

- Note the real estate tax increase is minimal .008%.
- Communicate the tax levy to the community.
- Commend the administration for being fiscally responsible.

Dr. Gravel thanked Ms. Tarver and Dr. Ptak for their support. He stated that without their guidance, commitment, and dedication this budget would not be possible. He also thanked the other administrators whose experience and guidance was greatly appreciated in the process.

The administration explained that Board approval at this meeting is needed so the tentative budget can be properly advertised to the community.

MOTION TO APPROVE AND MAKE AVAILABLE THE FY2017 TENTATIVE BUDGET AND TO SCHEDULE A PUBLIC HEARING ON THE FY2017 BUDGET

Motion by Mr. Boron, seconded by Mrs. Hanley to approve the FY2017 tentative budget.

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

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

The administration verified that the transfer amount was correct.

MOTION TO APPROVE INTER-FUND TRANSFERS FOR DEBT SERVICE CAPITAL PROJECTS PURPOSES

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

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

nay: none

Motion carried 6-0.

DISCUSSION/ACTION: ENTREPRENEURSHIP: BUSINESS INCUBATOR PROGRAM LIABILITY AND AGREEMENT FORMS

Dr. Riggle and the Board reviewed changes to the two forms that properly outline course expectations and address liability concerns with the new business incubator course. Dr. Riggle noted that Mr. Doughty and Mr. Boron have already reviewed the documents.

Dr. Riggle stated that no action is necessary, but received consensus that the forms are acceptable for use by the schools at the start of the school year with the discussed revisions.

DISCUSSION/ACTION: COMMUNICATION UPDATE

Ms. Geddeis provided an update on the district's progress on the communications plan. She stated that they just completed year two and are entering the third year. Ms. Geddeis noted that the communication plan is on schedule.

Ms. Geddeis reviewed:

- Current Tactics: 2015-16 & Beyond
 - Publications
 - Connections
 - District 2:25 Update
 - The Glenbrooks
 - Website
 - Homepage graphics
 - Features & news
 - Media Relations
 - Pitching
 - School Notes
 - Social Media
 - Facebook
 - Twitter
 - Instagram
 - Initiatives
 - Strategic Planning
 - New Principals
 - Critical Com
- Key projects: 2016-17
 - StoryLab/Story Branding
 - Website Redesign
- Research & Evaluation
 - Communication Survey
 - Parent, student, staff survey

In response to board members' questions Ms. Geddeis stated:

- The survey results show that approximately 80% of those surveyed felt that the district was doing a good or excellent job communicating with parents.
- The district is highly rated compared to other neighboring districts.
- Items that were rated low, i.e. personal communication would be discussed in focus groups.
- When the survey was taken we had only been using social media for one year.
- The audience on social media varies.
- The department is connecting regularly with students in various ways including a new internship program.
- Stories come from many different sources and in many different ways.

MISCELLANEOUS TOPICS

None.

REVIEW AND SUMMARY OF BOARD MEETING

The next board meeting is schedule for Mon., August 8, 2016.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mr. Boron, seconded by Mr. Doughty to move into closed session at approximately 9:03 p.m. 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. (Section 2(c) (1) of the Open Meetings Act).

Upon calling of the roll:

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

nay: none

Motion carried 6-0.

The Board returned to open session at 9:41 p.m.

ACTION TO APPROVE INTERIM ASSOCIATE PRINCIPAL OF CURRICULUM AND INSTRUCTION – GBN

Motion by Mr. Boron, seconded Mr. Doughty to approve Eric Etherton as the Interim Associate Principal of Curriculum and Instruction – GBN.

Upon calling of the roll:

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

nay: none.

Motion carried 6-0

ADJOURNMENT

Motion by Mr. Doughty, seconded by Mr. Boron to adjourn the meeting at approximately 9:42 p.m.

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

Motion carried 6-0.

12
7/25/16

* Boron, Doughty, Hanley, Kim, Martin, Shein

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

UPCOMING BOARD MEETINGS:

Mon., August 8, 2016

7:00 p.m.

Regular Board Mtg.
(District Office Public Mtg. Rm. 100A)