

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, February 28, 2011**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, February 28, 2011, at approximately 7:03 p.m. at Glenbrook North High School Library, 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

Absent: Hammer (arrived 7:10), Taub (arrived 7:05), Wolfson (arrived 7:10)

Also present: Caliendo, Geddeis, Pryma, Riggle, Siena, Wegley, Williamson

APPROVAL OF AGENDA FOR THIS MEETING

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

Upon calling of the roll:

aye: Boron, Martin, Regalbuto, Shein

nay: none

Motion carried 4-0.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle reported on the wrap-up of variety shows at both schools. Mr. Wegley was complimented for his performance in the GBS show.

Dr. Riggle stated that regional basketball for boys is in progress.

Dr. Riggle indicated that selection of students for the musical, *Chicago*, is underway.

Dr. Riggle stated that a ticket request form for the Techny Music Festival is available for Board members.

Dr. Riggle mentioned that the district is grieving the loss of Carl Meyer's wife. He asked everyone to think of Carl and his family at this difficult time.

Mr. Taub stated that he was enthralled with the performance of the principal at GBS in the variety show. He attended the production with a parent of a GBS student and brought a couple in their eighties, who really enjoyed the show.

President Shein commented that the GBS variety show was an amazing production and showed the great talent level of students.

Principal Wegley stated that over 400 students participated in the performance, including stage crew and musicians.

STUDENTS AND STAFF WHO EXCEL

Ms. Geddeis introduced Gauri Manoj who plays board 1 for the GBS chess team. Gauri was undefeated throughout the state chess tournament.

Principal Wegley shared that Gauri won every game that he played this year.

Gauri explained that the first board is the hardest board. It has the most points and holds the most value to the team.

Principal Wegley stated that many of the other students that Gauri plays against are being tutored by chess Grand Masters. Gauri did not receive any tutoring.

Gauri credited his parents in supporting him in tournaments around the country. He has also played in Europe against top ranking players.

Dr. Riggle asked Gauri when playing chess became his passion.

Gauri indicated it was when he was around six years old. He started beating his dad's friends as a child. He was drawn to chess because each game is unique.

Dr. Riggle asked how many hours per week Gauri puts into the game of chess.

Gauri indicated he spends four to five hours during the week and more time on the weekend devoted to chess.

Mr. Shein asked Gauri if he plays against the computer.

Gauri indicated that he does not like to play against the computer. He stated that playing against people is a better challenge.

Dr. Riggle asked Gauri about his ultimate goal.

Gauri stated that he would like to earn the Grand Master title which he compared to earning a Ph.D. He explained that a Grand Master studies thousands of chess games.

When asked about his career goal, Gauri stated that he wants to be a doctor.

Mr. Boron asked Gauri if he sees a lot of the same players and knows certain players' tendencies.

Gauri explained that there are some veterans who play the same tournaments; however, it is best to play the board, not the opponent.

Mr. Hammer asked Gauri how chess has influenced his abilities as a student.

Gauri explained that it improves your imagination and critical thinking skills. You have to think ahead. It is similar to math problems you do in your head.

Gauri thanked his coach at GBS, Mr. Hicks.

Gauri indicated that he is looking at colleges that have scholarship opportunities for chess players.

MOTION TO APPROVE CONSENT AGENDA

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

- 1.) a. no certified appointments
- 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> |
|-------------------------------------|----------------------------|-------------------------|----------------------|
| Georgacakis, Jarrod (Repl. K. | Instructional Assistant | 02.24.11 | GBN |

Hamilton)

- 2.)
 - a. no certified resignations/terminations
 - b. no support staff resignations/terminations
- 3.) no FOIA requests
- 4.) the issuance of Vendor Checks Nos. 46708 through 46923 in the amount of \$2,022,213.67 as listed on the attached checks register dated February 15 and 22, 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 61644 through 61826, 61835 thru 61902 totaling \$116,692.65. Vendor Payroll check numbers 61827 through 61834 and 61904 through 61910 totaled \$17,406.15. With employees' Federal, State, and FICA/Medicare withholding taxes of \$880,478.37 TRS contributions of \$397,722.39 other deductions of \$380,412.09 and direct deposit of \$3,393,168.69 the gross payroll for the month of January was \$5,168,474.19. TRS employer contribution was \$50,543.47 and employer matching FICA and MED was \$142,439.26.
- 6.) Certified staff authorized for the 2011-2012 School Year as contained in consent agenda item # 6.6.
- 7.) Resolution Amendment for 3801 W. Lake Avenue as contained in consent agenda item # 6.7.
- 8.) the minutes from the February 10, 2011 Finance Committee meeting
 - the open and closed minutes from the Special Board Meeting on February 14, 2011
 - the open and closed Session Minutes from the Board meeting on February 14, 2011
 - the minutes from the February 16, 2011 Communications Committee meeting
- 9.) GBS Yearbook trip as contained in consent agenda item # 6.9.
- 10.) the acceptance of the following gifts:

| Gift From | Amount or Item | School | Department | Account |
|----------------------------|----------------|--------|------------|---------|
| Rolling Green Country Club | 1200.00 | GBN | FINE ARTS | 820730 |

| | | | | |
|--------------------------------------|------------------------|-----|-----------|--------|
| Northbrook Women's Club | 100.00 | GBN | FINE ARTS | 820925 |
| GBN Booster Club (see attached memo) | Baseball Field Dugouts | GBN | ATHLETICS | N/A |

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

DISCUSSION/ACTION: COMMUNICATIONS AUDIT RESULTS

Dr. Riggle described the process that communication audit consultants, Jasculca-Terman & Associates, used to develop and implement a survey of community members completed in early January. This was followed-up by a survey of parents, students and staff.

Ms. Geddeis introduced Jessica Thunberg, from Jasculca-Terman. Ms. Thunberg presented the high-level findings and prioritized items gleaned from the community survey.

She explained that the goal was to analyze communications strategies and determine the best way to reach the community, especially community members that do not have children in the schools.

Ms. Thunberg reviewed data from the survey and information gleaned from focus groups of community leaders.

Dr. Regalbuto asked for clarification regarding families without students in the district. She asked about the demographic breakdown of this group.

Dr. Riggle stated that we will drill down further into the data in the future, but the purpose this evening is for a big picture overview.

Ms. Thunberg referenced the calendar as an important feature on the website.

Next, she reviewed recommendations to enhance what the district is doing in communication with a focus on website and calendar.

Media relations are key in communicating with stakeholders. Parents and students get a lot of information from the student newspapers, as well.

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The development of an editorial calendar to focus on content at specific times of the year was recommended.

The content that the community is most interested in is related to district finances. There are questions about the referendum dollars. The community also wants to know about decisions made at Board meetings. A "Board updates" process was described in which individuals could subscribe to information covered at Board meetings.

A formal outreach to community leaders or reception associated with events for community leaders was suggested.

Social media is not a priority right now based upon the survey results.

Mr. Hammer thanked Ms. Thunberg and complimented the work of Jasculca-Terman. He asked if school newspapers are going to be available online. Mr. Hammer suggested putting student newspapers online.

Mr. Boron referenced the importance of recognizing that different constituencies have different concerns. He expressed surprise that people are interested in Board meeting briefings. Mr. Boron stated that parents are really looking for school calendar information. He found it interesting that people were only interested in their school, but taxpayers are interested in both schools.

Ms. Geddeis explained that the goal is for information to be targeted to an identified audience.

Dr. Riggle stated that the information and recommendations in the report will be developed into a communications plan spanning the next three years. The communications plan will come to the Board on March 14. The plan will include any budgetary items associated with implementation.

Dr. Riggle asked the Board if there was anything in particular that they would like the district to pay attention to as the plan is developed.

Dr. Regalbuto expressed concern regarding leveraging the school newspapers as a resource. She questioned how the students would feel about an administrator column.

Dr. Riggle stated that it is the students' paper and we would not force this on them.

Ms. Geddeis stated that the school newspaper would be approached as a media source just like the *Chicago Tribune*.

President Shein asked about obtaining data regarding the groups that don't have students in the district.

Ms. Geddeis indicated that a binder will be put together with all of the data collected regarding the survey respondents.

Mr. Boron asked if there would be a Communications Committee meeting before March 14.

Dr. Riggle stated that he would send copies of the communication plan to Board members. If a meeting were to be scheduled it would need to happen next week.

Dr. Riggle stated that he is most concerned about personnel changes that may be made as part of the plan. The district wants to be able to advertise and hire the right person.

Mr. Martin asked if the plan would contain a recommendation for a net gain of staff.

Dr. Riggle indicated that it probably would not, but would outline more of a repurposing within current staffing levels.

(See Agenda Item #7)

DISCUSSION/ACTION: FINANCIAL DASHBOARD REPORTS

Mrs. Siena introduced Julie Bezanes, Director of Business Affairs, who prepared the financial dashboards.

Ms. Bezanes reviewed the format of the charts and graphs and described the information on each chart. She stated that salaries and benefits are a considerable part of the budget.

Mr. Taub asked about the percentage of benefit costs that go towards pensions.

Mr. Shein asked about district contributions related to IMRF pension losses.

Mrs. Siena explained that there is a rolling thirty-year amortization schedule that dictates contributions to this fund.

Mr. Taub observed that the amount of expenditures related to supplies had gone down.

Mrs. Siena explained that both pre and post-referendum the district continued to cut costs in this area. Purchased service

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decreased with the outsourcing of the bookstore. There was a conscious decision to buy less. The district also implemented a contract for purchasing from Office Depot, which saved money.

Mr. Taub asked if there was negative feedback because of the cutbacks.

Mrs. Siena explained that people are getting used to doing with less. The district conducted bids for paper and worked with the Xerox print shops to print more in-house.

Principal Wegley stated that using Xerox has worked very well. He also indicated that Office Depot turns orders around quickly.

Dr. Regalbuto asked about fund transfers.

Mrs. Siena stated that transfers were made for small building projects and the NSSSED construction project.

Mr. Taub asked if purchased services included utilities.

Mrs. Siena indicated that this includes utilities and transportation.

Mr. Hammer asked about the tuition line item.

Mrs. Siena explained that this is tuition for special education outplacements.

Mr. Taub asked if any cost reductions were realized for the energy efficiencies that were established.

Dr. Riggle stated for the first two quarters of the year the district saved \$50k in energy. More would have been saved except there was a lot of construction at 1835 Landwehr. The goal was to save \$200k. Dr. Riggle stated that the district is considering a different contract with Siemens.

Mrs. Siena commented on strategic reductions in the building operating allocation.

Mr. Taub asked how many certified staff were new to the district in the last 3 years.

Dr. Riggle stated over the last ten years 40% of staff are new.

Principal Wegley stated that the more efficient we can be, the more we can do for students. The efficiencies have not affected students.

Dr. Riggle stated that we have got to get a better conduit with our staff about what the Board and administration are doing. There is a need to improve communication in this area.

Mr. Martin asked if the 1.5% CPI was used in financial projections.

Mrs. Siena stated this was used as a conservative approach to projecting. She referenced the rolling ten-year average for CPI. The district's formula is responsive to peaks and valleys in CPI.

Dr. Regalbuto asked about the cap in the formula used to calculate compensation.

Mrs. Siena confirmed that the formula is capped at 5% with a minimum of no less than 1%.

The Board asked for clarification regarding the per pupil rate.

Mrs. Siena explained that this is a consistent, audited number, consistent with calculations for other districts.

Mr. Boron asked about the 8% student absenteeism rate.

Mrs. Siena explained the Average Daily Attendance calculation.

Mr. Martin asked how this information will be communicated to the public.

Mrs. Siena stated that it will be posted on the website.

Mr. Martin suggested combining salary and benefits and showing how this factor changes over time. The vast majority of expenditures are for these two things.

Mrs. Siena stated without showing the other operating expenses we lose the impact of the cuts that are being made.

Dr. Riggle referenced a graph done last year just showing salaries and benefits.

Mr. Shein requested that the percent of benefits going towards pension be broken out.

Mrs. Siena asked for feedback from the Board regarding the financial dashboards.

Mr. Boron stated that the percent information is more important than the raw numbers.

Dr. Riggle thanked Ms. Bezanes for her efforts in putting the data together.

(See Agenda Item #8)

**DISCUSSION/ACTION:UPDATE OF FINANCIAL PROJECTIONS -
COMPREHENSIVE BUDGET**

Mrs. Siena reviewed her memo regarding comprehensive budget reduction planning. The district is on target with all reductions.

Mr. Boron asked if we are on target, why is our fund balance worse than before?

Mrs. Siena explained this is because CPI came out at 1.5% and this impacts property tax revenue. This translates to \$4.5M less in property taxes.

General State Aid is not included in the projection. The governor has reinstated this, but it may not be safe to count on this money.

Mr. Martin asked if the amount earned in interest income is fairly standard.

Mrs. Siena explained that since interest rates hit record low amounts this has been the standard. She is using the same figure as last year for interest rates, but may consider bringing this up a little going forward. This is not a hopeful source of revenue.

Mr. Martin observed that we tend to end up with more money than in our projection.

Mrs. Siena explained that this is our goal.

Mr. Martin asked how comfortable Mrs. Siena is with the resultant differences between the actual and projected revenues and actual and projected expenditures that indicate a budget surplus in most years. This can have an impact on budgeting in the future.

Mrs. Siena stated that she is more comfortable using an ultraconservative approach.

Mr. Martin stated that there are kids now who aren't going to be in school five years from now. He stated that he understands the idea is not to impact the classroom.

Dr. Riggle stated that the preliminary projection is based upon our assumptions in February. For example, CPI could make 2.0%.

Now we are facing all kinds of rumors about legislation. We don't know what we will face as a district based upon changes at the State level. Mrs. Siena is coming in as ultra conservative. We have to be careful in building budgets because this can have an impact on kids. We don't want to be too far off so that instructional programs are impacted.

Mr. Taub asked if the need to cut the 1.5 FTE is because of the assumptions in building the budget. If the cuts are necessary is there a course being offered that may not be offered?

Principal Wegely stated that there will be slightly larger class size as a result of cuts, but this reduction will not impact programs. He is comfortable with what is being done now.

Mrs. Siena reviewed projections with less conservative changes in parameters. Even with the "what if" scenarios, we are not reaching our Board goal for reserves in 2016.

Mr. Wolfson stated that the only reason to show 2016 in the projections is that the Board promised the community that we would not go out for a referendum until after 2016.

Dr. Riggle stated that the district needs a realistic budget for next year. That is our goal.

Dr. Riggle reviewed the history of staffing reductions before the referendum and how staff was restored following the referendum. He outlined the proposed reductions for both schools taking into account projected enrollment.

President Shein stated that the financial projection lacks accuracy out into the future. Small changes will continue to adjust the curve to the required amount of reserves. The curve needs to flatten or we are making this the next Board's problem. We have to do something and we are. We say our biggest costs are salary and benefits. These can change through negotiations.

Dr. Riggle stated that new growth has been very conservatively estimated. Astellas Pharmaceuticals is coming on board and is not in the projection. Mrs. Siena is watching the vacant land in the Glen.

Mrs. Siena stated that this is the first snapshot as to where we are, what we have done, and where we need to go.

Mrs. Siena stated that there was a meeting on the district's credit rating today. Standard & Poor's is very pleased that we have weaned ourselves from relying on State Aid.

Mr. Martin asked for clarification regarding when preceding financial projection memos were shared.

Mrs. Siena indicated the most recent memos were from the February 10 Finance Committee and November 16, 2010.

Mr. Martin stated that this memo has evolved and it is important to take into account the key assumptions that were changed from the last round and from one year ago. He asked Mrs. Siena to highlight the changes from last year. He stated it is difficult to track that by looking at the current memo alone.

(See Agenda Item #9)

**DISCUSSION/ACTION: APPROVAL OF STUDENT FEES FOR 2011-2012
SCHOOL YEAR**

Mrs. Siena stated that fees, with the exception of GBN preschool, are being brought forward.

The transportation bid resulted in nearly \$100k in savings. Mrs. Siena recommended no increase in transportation and that the sibling ridership discount be maintained for the next year.

Last year Driver Education went to the waiver maximum of \$350. No fee increase is recommended.

The parking sticker, materials fee, GBS preschool and convenience fee will all remain the same for a year.

Mr. Taub asked for information regarding the number of buses running in the morning compared to the afternoon.

Mrs. Siena stated that there was a request from the Finance Committee to look at ridership as a percent of enrollment. The sibling ridership discount did not create the incentive the Board thought it would.

Mrs. Siena reviewed the information distributed regarding the free or reduced breakfast program. GBS has 26 students receiving free breakfast and GBN has 5 students receiving free breakfast. Quest Food Service is absorbing the cost of free breakfast. GBS has 220 students receiving free lunch and GBN has 40 students receiving free lunch. Quest absorbs 100% of this cost, as well. There are 150 students purchasing the value meal at lunch.

Mrs. Siena provided an update on financial aid. There is a shift from reduced to free with increases in both areas.

Dr. Riggle stated that if the Board is comfortable, fees will be placed on the consent agenda at the next meeting.

Mr. Taub asked how much more Driver Education could be increased.

Mrs. Siena stated that the current fee is \$350, which is the current waiver maximum.

(See Agenda Item #10)

DISCUSSION/ACTION:BOARD POLICY 8030 - SCHOOL CHOICE AND SUPPLEMENTAL EDUCATIONAL SERVICES AND BOARD POLICY AND PROCEDURE 8235 - FOOD ALLERGY MANAGEMENT PROGRAM

Dr. Riggle reviewed policies on school choice and SES.

He referenced the new Policy 8235.

Dr. Riggle reviewed a change on page 5 of 8. Additional changes were proposed by the nursing staffs at both schools. It is likely that the nurses' suggestions and concerns are already covered by the policy, but we will need to follow-up on these suggestions.

Policy 8310 may need to wait a while because of pending legal changes that deal with nurses and whether people outside of nursing can administer medication.

Policy 8235 and Policy 8030 will be on consent next time.

(See Agenda Item #11)

MISCELLANEOUS TOPICS

Mr. Boron requested at some point in the future he would like to see some sort of trend data on buses over the past 5 years relative to cost reduction given the district purchase of fifteen-passenger buses. Have we achieved the savings we anticipated achieving? We should see a trend of fewer bus rentals.

Dr. Riggle stated that he will talk to Dr. Ptak to review this data.

Mr. Taub asked about timeline for a Board retreat.

Dr. Riggle indicated it is a good time to discuss this topic. He will cover this and other calendar items at the next meeting. Dr. Riggle stated that he is planning a meeting with consultant, Jim Warren.

Mr. Martin asked about timeline and setting the bargaining team membership. He asked who determines the bargaining team membership.

Dr. Riggle stated that the timeline has to be mutually determined with the unions. GESSA has a team established already. Dr. Riggle explained historically who has bargained from the administrative team.

Mr. Shein mentioned that the Board and administration will need to determine how we will proceed.

Mr. Taub requested that school consolidation be part of a future agenda.

Dr. Riggle stated it is difficult to predict the impact of consolidation.

Mr. Taub requested information so that he can respond to constituents who may ask about consolidation.

Mr. Martin asked if we should come up with an opinion as a district regarding consolidation.

Mr. Shein suggested that the district should formulate a response.

Dr. Riggle mentioned some proposals regarding consolidation and how boundaries would be redrawn.

The Board debated potential issues with consolidation and action to be taken by the Board and administration regarding this issue.

The next Board meeting is March 14.

ADJOURNMENT

Motion by Mr. Taub, seconded by Dr. Regalbuto to adjourn the meeting at approximately 9:45 p.m.

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

Motion carried 7-0.

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

CERTIFIED TO BE CORRECT:

SECRETARY - BOARD OF EDUCATION

UPCOMING BOARD MEETINGS:

Upcoming meetings will be held at:

| | |
|------------------------|--|
| Tuesday, March 8, 2011 | 7:30 a.m. Facility Committee Mtg. (GBS Principal's Conf Rm) |
| Monday, March 14, 2011 | 7:00 p.m. Regular Board Mtg. (GBN Library) |