

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, April 27, 2020**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, April 27, 2020, at approximately 7:00 p.m. This meeting was conducted telemetrically pursuant to [Executive Order in Response to COVID-19 No. 5.](#), 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:

Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg

Absent: Taub

Also present: Fagel, Finan, Geallis, Geddeis, Gravel, Johns, Pearson, Swanson, Williamson

**Approval of Agenda for this Meeting**

Motion by Mr. Glowacki, seconded by Mrs. Hanley to approve the agenda for this meeting.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg

nay: none

Motion carried 6-0.

**Recognition of Community Visitors**

No calls were received via voicemail at (847) 486-4728.

The administration discussed an email received from a community member regarding special education staffing and the number of math sections.

**Organizational Meeting**

The Board President reviewed the process of the yearly organizational meeting.

**Adjournment of Board Meeting, *Sine Die***

Motion by Mr. Glowacki, seconded by Mr. Shein to adjourn the meeting sine die.

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

Motion carried 6-0.

\* aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg

**Motion to Establish Chairman – Pro Tem**

Motion by Mr. Glowacki, seconded by Dr. Kim to appoint Superintendent Charles Johns as Chairperson Pro Tem until the President of the Board is elected.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg

nay: none.

Motion Carried 6-0.

Mr. Taub arrived at 7:05 p.m.

**Motion to Establish Secretary – Pro Tem**

Motion by Mr. Glowacki, seconded by Mrs. Hanley to appoint Rosanne Williamson as Secretary Pro Tem of the Board.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

**Motion Carried 7-0.**

The chairperson pro tem called the meeting to order at approximately 7:10 p.m.

Upon calling of the roll, the following members answered present:

Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

Also present: Fagel, Finan, Geallis, Geddeis, Gravel, Johns, Pearson, Swanson, Williamson

**Nomination and Election – President – Board of Education**

The chairperson declared that the nominations were open for the office of President of the Board of Education.

Motion by Mr. Glowacki to nominate Bruce Doughty for President of the Board of Education. The chairperson asked if there were any other nominations for the office of President.

Hearing none, the chairperson declared the nominations for the office of President closed. A unanimous vote for the nomination of President of the Board of Education was recorded.

Mr. Bruce Doughty was declared president by a vote of 7-0.

Mr. Doughty assumed the function of Board President for the remainder of the meeting.

**Nomination and Election – Vice President – Board of Education**

The President declared that nominations were open for the office of Vice President of the Board of Education.

Motion by Dr. Kim to nominate Peter Glowacki for Vice President of the Board of Education.

The President asked if there were any other nominations for the office of Vice President.

Hearing none, the President declared the nominations for the office of Vice President closed. A unanimous vote for the nomination for Vice President of the Board of Education was recorded.

Mr. Peter Glowacki was declared vice-president by a vote of 7-0.

**Nomination and Election or Appointment – Secretary – Board of Education**

The President asked if there were any nominations for Board Secretary.

Rosanne Williamson was nominated as Board Secretary.

Motion by Mr. Glowacki to nominate Dr. Williamson Board of Education Secretary.

The President asked if there were any other nominations for the office of Board Secretary. Hearing none, the President declared the nominations for the office of Board Secretary closed.

A unanimous vote for the nomination of Dr. Williamson for Board of Education Secretary was recorded.

Dr. Rosanne Williamson was declared board secretary by a vote of 7-0.

### **Establishment of Regular Board Meeting Dates & Times**

The administration discussed the suggested calendar. They noted the additional meetings would allow for a more consistent pattern to even out the workload and can be adjusted if needed.

Board members discussed:

- Having a board meeting the week of Thanksgiving
- The additional summer meetings and decided to cancel the July 27th meeting

The administration stated the revised board meeting dates and times will be on the consent agenda for the May 18 board meeting.

### **Committee Appointments and Member Representatives**

The Board president asked board members to contact Dr. Johns or himself if any member was interested in changing their current appointment.

### **Board and Superintendent Reports**

The superintendent provided an update on:

- Graduation
- Prom
- Graduation nights
- Senior awards - virtual
- E-learning (engagement)
- Final exams (merit)
- Summer school and summer camp
- Students' personal belongings
- Cleaning regime for return to school

The administration shared highlights of meetings and events at the schools and in the community.

Board members:

- Thanked staff for their hard work
- Noted the Glenbrook Foundation Musical Dinner was canceled and our auditors allowed their donation to go to the Northfield Township Foodbank
- Discussed sending a thank you to the staff from the Board

In response to a board member's question, the administration explained the reasoning behind not having zoom meetings for students and noted there are opportunities for student interaction with staff members.

**Motion to Approve Consent Agenda Items**

Motion by Mr. Glowacki, seconded by Mrs. Hanley to approve the following items on the consent agenda

- A. Appointments
  - a. Certified
  - b. Support Staff
- B. Resignations/Terminations
  - a. Certified - None
  - b. Support Staff
- C. FOIA - None
- D. Approval of Accounts Payable Bills - \$715,831.17
- E. Approval of Payroll Disbursements - \$4,688.183.14
- F. Approval of Revolving Fund Reimbursement- None
- G. Minutes
  - a. April 13, 2020, Regular Board Meeting
  - b. April 13, 2020, Closed Board Meeting
- H. Gifts - None
- I. Textbooks Changes
- J. Technology Services Operating Budget for 2020-21

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

**Discussion/Action: Special Leave Request**

The administration:

- Noted these are annual requests by tenured teachers who wish to work less than a full-time position for the coming school year
- Stated these requests are included in board allocation already approved by the Board
- Explained requests have been discussed and given preliminary approval by the building administrative teams
- Commented that employee's pay and insurance benefits are pro-rated

In response to board members' questions, the administration:

- Provided clarification on the proration of insurance
- Explained leave is approved on a yearly basis
- Will review the contract to see if there is a limit to how many times an employee may ask for leave

- Noted there is no requirement to provide a reason for special leave

The administration stated this item will go on the consent agenda at the May 18 board meeting.

### **Discussion/Action: Special Education FTE Recommendation**

The administration:

- Noted this is a yearly process
- Recommended a total 2020-21 Special Education Certified Staffing of 80.3 FTE (+3.6)
- Explained FTE is presented differently than in previous years
  - In addition to the regular staffing process, this year's FTE also reflects staffing based on contract negotiations for implementation in the 2020-21 school year
  - The general Special Education staffing represents a .5 reduction, the increase comes from the collective bargaining agreement

In response to board members' questions, the administration:

- Explained the recommended FTE does take into account possible COVID-19 implications for next school year
- Provided an update on COVID-19 relief for special education; unfortunately it does not look like there will be relief
- Discussed the mental health of all of our students and the continued support we can provide; the wellbeing of our students is our number one priority

The administration explained the contractual obligation which provided for a maximum of 6.0 FTE to reduce work load and discussed special assignments.

In response to board members' questions, the administration:

- Noted the FTE will remain at the higher level going forward
- Provided clarification on special education future FTE
- Explained the increased FTE is needed to address some ongoing needs in the special education department; to provide some special non-teaching roles to reduce teacher workload
- Stated the additional FTE benefits for both students and staff

The administration stated this item will be on the May 18 consent agenda.

### **Discussion/Action: Non-certified FTE Recommendation**

The administration:

- Explained these numbers do not include Special Education FTE
- Noted the numbers have been reviewed with building administrative staff
- Stated the overall number has not changed, but FTE may have changed

within subcategories

The administration stated this item will be on the May 18 consent agenda.

**Discussion/Action: Draft of the 2021-2022 School Year Calendar for Review**

The administration:

- Stated this calendar has been vetted by cabinet and feeder districts
- Noted it is similar to past calendars
- Explained that snow days were not built into this calendar; will examine if e-learning can be used, and if not will possibly need to make up at the end of the year
  - For e-learning to be an option the decision to close school would need to be made by 3:00 p.m. the day ahead of closure so that everyone can bring home necessary materials
- Reminded the board that this is a traditional calendar and finals will be scheduled after winter break

In response to board members' questions, the administration:

- Stated the final exam committee does not recommend making a shift of finals dates
- Discussed timeline for calendar approval; noted our community is accustomed to a two year in advance calendar
- Shared concern with the reality of getting together with teachers to have a meeting to discuss finals during these unprecedented times
- Noted there are no designations on the calendar regarding finals, so we have have time to discuss in the future
- Can bring a final committee report to the Board in the future
- Stated this current e-learning experience has already changed teachers thinking and new insight might increase a more robust openness to discuss finals

Board members:

- Would like to get more information on final exams and calendar
- Would like wellness concerns discussed before approving this calendar
- Would like to discuss school granted holiday waivers in the future
- Noted there are two different discussions, calendar and finals

The administration stated this item will be on the May 18 consent agenda.

**Discussion/Action: Board Policy and Procedure Revisions**

**a. 5030 Policy - Community Use of School Facilities**

The administration:

- Provided a reasoning for suggested revisions
- Noted proposed revisions were discussed at the policy committee

4/27/20

- Will make suggested edit to the policy
- This item will be on the May 18 consent agenda

**b. 8010 Policy - Student Eligibility for Admission**

**c. 8010 Procedures - Student Eligibility for Admission**

The administration:

- Noted this policy outlines the residency process
- Stated legal counsel has reviewed both policy and procedures
- Shared that both policy and procedures were vetted by the policy committee
- Commented that they represent statutory requirements and how we validate information
- Stated most of the changes were needed to align policies with changes in statutes
- Explained procedures were not in line with our new on-line process, and the outlined changes to the policy

Based on comments from the Board the administration will make some clerical adjustments and the revised documents will be on the May 18 consent agenda.

**Discussion/Action: Student Fee Refunds for the 2019-20 School Year**

The administration:

- Reviewed the recommendation
- Noted the finance committee was supportive of the recommendation

In response to board members' questions, the administration:

- Discussed options for refunds
- Noted the bus company has reduced their fees
- Stated the bus company is not interested in selling their business
- Explained that a transportation report will be brought to the finance committee meeting
- Agreed, that the Board can approve tonight so refunds can be processed as soon as possible

**Motion to Approve Student Fee Refunds for the 2019-20 School Year**

Motion by Mr. Glowacki, seconded by Mr. Taub to authorize the administration to issue refunds in the amount of 30% of the purchase price, to students that paid the parking or transportation user fees during the 2019-20 school year.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub



nay: none

Motion carried 7-0.

### **Review and Summary of Board Meeting**

The board president summarized what happened at the meeting and future meeting dates.

### **Possible Topics for Future Board Meetings**

The Board asked for the following topics for future board meeting topics:

- Transportation Report
- Hawaii trip refund update

Future Meeting Dates:

Monday, May 4, 2020 - 7:00 pm. - Special Board Meeting

Monday, May 18, 2020 - 7:00 p.m. - Regular Board Meeting

### **Motion to Move into Closed Session**

Motion by Mr. Taub, seconded by Dr. Kim to move into closed session at approximately 9:05 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.
- 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), and (9) of the Open Meeting Act).

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

The Board returned to open session at 10:02 p.m.

### **Adjournment**

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4/27/20

Motion by Mr. Glowacki, seconded by Mr. Taub to adjourn the meeting at approximately 10:02 p.m.

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

Motion carried 7-0

\* Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION