

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, APRIL 23, 2018**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, April 23, 2018, 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:

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

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

**Approval of Agenda for this Meeting**

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

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Recognition of Community Visitors**

None.

**Glenbrook Stories**

Ms. Geddeis introduced GBN senior Michelle Rogoff, who despite battling significant health challenges, is making her mark in the business world. She's active in the incubator program, DECA, and was one of the founders of the school's Women in Business club. Ms. Geddeis shared a video interview with Michelle.

Michelle is currently competing at the DECA international conference in Atlanta and joined the meeting via FaceTime. Her family and teacher (Ms. Ingersoll) were present at the meeting.

Michelle stated she competed this morning and will find out the results tomorrow morning. She shared her story and her experience in the incubator program.

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Dr. Riggle stated how proud he was of all she has accomplished and wished her the best of luck.

### **ORGANIZATIONAL MEETING**

#### **ADJOURNMENT SINE DIE**

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

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

Motion Carried 7-0.

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

#### **MOTION TO ESTABLISH CHAIRMAN PRO TEM**

Motion by Mr. Doughty, seconded by Mrs. Hanley to appoint Superintendent Mike Riggle as Chairperson Pro Tem until the President of the Board is elected.

Upon calling of the roll:

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

nay: none.

Motion Carried 7-0.

#### **MOTION TO ESTABLISH SECRETARY PRO TEM OF THE BOARD**

Motion by Mr. Doughty, seconded by Dr. Kim 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 7:30 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, Ptak, Riggle, Swanson, Williamson

**APPROVAL OF AGENDA FOR THIS MEETING**

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

Upon calling of the roll:

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

nay: none

Motion Carried 7-0.

**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. Doughty to nominate Skip Shein 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 for President of the Board of Education was recorded.

Skip Shein was declared president by a vote of 7-0.

President 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 Mrs. Hanley to nominate Bruce Doughty 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.

Bruce Doughty 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. Doughty 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.

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

Dr. Riggle suggested Recognizing Community Visitors again at this point of the meeting.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**ESTABLISHMENT OF REGULAR BOARD MEETING DATES & TIMES**

Dr. Riggle reviewed the Board meeting dates for FY 2019 and provided a rationale for meeting dates.

Dr. Riggle answered clarifying questions regarding Board meeting dates.

**MOTION TO ESTABLISH REGULAR BOARD MEETING DATES & TIMES**

Motion by Mr. Doughty, seconded by Mrs. Hanley, to approve the Board meeting dates and times with the corrected asterisk on the September 11 date.

Upon calling of the roll:

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

nay: none

Motion Carried 7-0.

**COMMITTEE APPOINTMENTS AND MEMBER REPRESENTATIVES**

The Board discussed current appointments and interests in other opportunities. Mrs. Hanley expressed her concerns over the scheduling of NSSSED meetings and asked if anyone else would be interested in being part of this committee.

It was noted that no decision was needed at this meeting, but if any member would like a possible change in their appointment to contact either Mr. Shein or Dr. Riggle.

No changes were made at this time.

Dr. Kim stated if either the facility or finance committee ever had an opening she would be interested.

**Board and Superintendent Reports**

The administration provided highlights of events/celebrations at the schools.

The board president:

- Discussed his visit to GBS to see the new learning spaces furniture
- Noted this is a large expenditure for the district
- Encouraged his fellow board members to visit the schools to see how the new classrooms look and how engaged the students are
- Expressed how the learning environment has changed and how he was energized by his experience

**Motion to Approve Consent Agenda Items**

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

1. Appointments
  - a. Certified

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Salary</b>	<b>FTE</b>	<b>Start Date</b>
Mr. Daniel Briggs	Band Teacher	GBN	MA, Step 14	1.0	08.20.18
Ms. Lisa Harper	School Psychologist	GBOC	MA +60, Step 13	1.0	08.20.18

- b. Support Staff - none
- 2. Resignations/Terminations
  - a. Certified - none
  - b. Support Staff - none
- 3. FOIA
- 4. Approval of Accounts Payable Bills - \$713,534.83
- 5. Approval of Payroll Disbursements - \$7,073,460.97
- 6. Approval of Revolving Fund Reimbursement - \$7,234.60
- 7. Minutes
  - o April 9, 2018 Regular Board Meeting
  - o April 9, 2018 Closed Board Meeting
  - o April 12, 2018 Facility Committee Regular Meeting
  - o April 12, 2018 Facility Committee Closed Meeting
  - o April 16, 2018 Special Board Meeting
  - o April 16, 2018 Special Closed Board Meeting
- 8. Gifts

<b>Donor</b>	<b>Type of Donation (Monetary or Property)</b>	<b>Description of Donation</b>	<b>Purpose of Donation</b>	<b>Admin. Contact</b>	<b>Acct .No.</b>
AT&T Corporate Giving Program	Monetary	\$50.00	Titans Helping Titans	Lauren Fagel	830060
T.Rowe Price Charitable Giving	Monetary	\$10,000.00	William Simonsen Memorial	Mike Tarjan	821331
Northbrook Public Library	Monetary	\$200.00	Jazz performance	Chad Davidson	820925

Brightspark Travel, Inc	Monetary	\$750.00	Instrument Rentals for Chicago performance	Chad Davidson	820925
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9. Textbook Changes
10. GBN Choir and Theater Trip to Los Angeles, Ca. (18-19 school year)
11. Release of Educational Support Personnel
12. Special Leave Request

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

nay: none

Motion carried 7-0.

### **Discussion/Action: Safety and Security Update**

Dr. Riggle thanked his colleagues for their hard work and noted specific building level safety and security discussions will be held in closed session. The administration would like the community to understand this topic is an ongoing effort.

The administration:

- Provided a historical perspective of changes to facilities and safety work done over the years
- Provided an overview presentation on safety and security

Highlights from the Safety and Security Presentation:

- Personnel
  - Reviewed recommendation to hire a new administrative level position to oversee safety and security for 2018-2019 who will be responsible for:
    - Training
    - Assessments
    - Creation and adherence to protocols
  - Acceptable level of security coverage (already implemented)
  - All district employees will be required to wear ID badges
  - Visitors will be required to wear specific lanyard ID badges
- Facility Enhancements
  - Task force will develop a 3-year strategic plan with action being taken overtime
  - Improved safety signage
- Communications
  - Optimize existing telephone system

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- Two-way radios for appropriate staff
  - Expansion of mass communication system to allow text messages to students during emergencies
- Staff, Student and Parent Involvement
  - Building advisory safety committees as part of Emergency Operations Plan

In response to board members' questions, the administration:

- Provided clarification on how recommendations from the building advisory safety committee will be vetted through the facility committee
- Noted procedures for community suggestions will need to be discussed
- Stated security protocols will be updated on a yearly basis and will be the responsibility of the new director.

Board members stated they are happy with the thoughtful manner the administration has acted on this very serious topic.

**Discussion/Action: World Language Lab Renovation Bids and FY 2018-19 Capital Projects Budget**

The administration noted this topic was reviewed at a previous meeting. They stated the project came in under estimate and provides better use of space for the school and is an overall savings since the computer labs will not be refreshed.

**Motion to Approve the World Language Lab Renovation Bids**

Motion by Mr. Doughty, seconded by Dr. Sztainberg to approve the World Language Lab Renovation Bids.

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

nay: none

Motion carried 7-0.

**Discussion/Action: Capital Projects Funded by FY 2018-19 School Operating Budgets**

The administration:

- Noted the schools submitted their request for approval of building projects that will be funded from their building operating budgets
- Stated the projects were reviewed by the Facilities Committee

In response to board members' questions, the administration provided clarification regarding total cost, process and how aesthetics are considered when planning projects.



The administration stated this item will be on the consent agenda at the next board meeting.

**Discussion/Action: Class of 2022 Chromebook Purchase**

The administration asked the item be pulled from the agenda for this meeting, it will be added at the next agenda.

In response to board members' questions, the administration:

- Discussed the funding of self-insurance going forward
- Reviewed supply challenges
- Explained procedures for failed Chromebooks
- Stated action will be needed at the next Board meeting
- Noted training will be provided for stylus usage

**Discussion/Action: Photography Request for Proposal**

The administration:

- Recommends a three year contract with Stuart-Rodgers Photography
- Reviewed the scope of service
- Stated there is contract cost to the district
- Noted the reasonableness of pricing packages
- Stated there are no sitting fees
- Any commission the district receives goes towards the Yearbook program

In response to board members' questions, the administration:

- Provided clarification on the equipment grant
- Noted they are working on the ID process and what work the photography proposal includes

This item will be placed on the May 21 consent agenda for approval.

**Discussion/Action: Non-Certified FTE Recommendation**

The administration:

- Reviewed staffing levels at each of the schools
- Recommended a small FTE increase in custodial staffing at GBN
  - To make sure that the overall workloads of custodians are equitable across the district
  - Noted the basis for cleaning workloads is square footage, which is the common practice in both the public and private sector

**Motion to Approve the Non-Certified FTE Recommendation**

Motion by Mr. Doughty, seconded Mr. Taub to approve the non-certified FTE recommendation.

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Upon calling of the roll:

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

nay: none

Motion carried 7-0.

### **Miscellaneous Topics**

Discussed a possible Board retreat, this will be considered and more information will be forthcoming.

The administration noted the possible need for a special board meeting and asked the Board to consider possibly April 30 or May 7.

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

Noted Chromebooks will be on the next board agenda.

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

Motion by Mr. Doughty, seconded by Mrs. Hanley to move into closed session at approximately 8:58 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;
- security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or property;
- student disciplinary cases;
- 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), (2), (8), (9) and (11) of the Open Meetings 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 10:15 p.m.

**Adjournment**

Motion by Mr. Doughty, seconded by Mr. Taub to adjourn the meeting at approximately 10:15 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