



TO: Dr. Charles Johns  
FROM: Rosanne Williamson  
RE: FOIA Requests

### **FOIA Response:**

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

### **Background:**

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.



Elaine Geallis <egeallis@glenbrook225.org>

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## Re: FOIA Request

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Wed, Jan 8, 2020 at 9:54 AM

To: Nick Niznik <n.m.niznik@gmail.com>

Bcc: egeallis@glenbrook225.org

Dear Mr. Niznik,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/6/20 we received your request for the following information:

- The report on Aaron Wojcik regarding his behavior

**District Response: Please see attached.**

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
[Glenbrook High School District 225](#)  
[3801 West Lake Avenue](#)  
[Glenview, IL 60026](#)

On Sun, Jan 5, 2020 at 6:07 PM Nick Niznik <n.m.niznik@gmail.com> wrote:

Hello

I'm requesting the report on Aaron Wojcik regarding his behavior. This is for personal use as a former student of Greg and Aaron Wojcik.


Thank you  
Nicholas Niznik

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**FOIA. Wojcik Document.pdf**

1/14/2020

Glenbrook High School District 225 Mail - Re: FOIA Request

 272K

**RESOLUTION OF THE BOARD OF EDUCATION OF NORTHFIELD TOWNSHIP  
HIGH SCHOOL DISTRICT NO. 225, COOK COUNTY, ILLINOIS  
AUTHORIZING A NOTICE OF REMEDIATION**

**WHEREAS**, this Board of Education has received reports from the administration regarding the conduct of AARON WOJCIK ("WOJCIK"), a tenured teacher of this School District; and,

**WHEREAS**, this Board finds and determines that such reports state causes, charges, defects, and reasons in the conduct of WOJCIK, which, if not removed and remedied, are causes, charges, defects, and reasons warranting discharge and dismissal of WOJCIK as a teacher in this School District; and,

**WHEREAS**, this Board finds and determines that the conduct of WOJCIK to date in this District has been inappropriate and unsatisfactory;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225, Cook County, Illinois as follows:

SECTION 1. That the President and Secretary of this Board of Education are hereby authorized and directed to sign and serve, or cause to be served, on behalf of this Board of Education, on AARON WOJCIK a Notice to Remedy substantially in the form of Exhibit A, attached to the closed session minutes of this meeting and made a part thereof, which notice enumerates causes, charges, reasons, and defects that this Board determines, if not removed and remedied, may result in the discharge and dismissal of WOJCIK as a teacher in the School District.

SECTION 2. This Resolution shall be in full force and effect upon its adoption.

Member Glowack moved adoption of the resolution, Member Sztainberg seconded the motion. Upon roll call vote, the members voted as follows:

AYES: DOUGHTY, Glowacki, Hanley, Shein, Sztainberg, Taub

NAYS: Ø

ABSENT: KIM

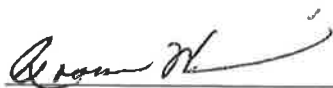
ADOPTED this 23 day of September, 2019

BOARD OF EDUCATION OF  
NORTHFIELD TOWNSHIP HIGH  
SCHOOL DISTRICT NO. 225, COOK  
COUNTY, ILLINOIS



President, Board of Education

Attest:



Secretary, Board of Education

**NOTICE TO REMEDY**

September 23, 2019

Mr. Aaron Wojcik  


Dear Mr. Wojcik:

You are hereby informed pursuant to Section 24-12 of The School Code of Illinois, 105 ILCS 5/24-12, that your conduct as a teacher in this School District is found deficient and unsatisfactory in the respects listed in Exhibit A, attached hereto and made a part hereof.

This Board of Education informs you that the Board has determined these deficiencies to be causes, charges, reasons, and defects that, if not removed, may result in charges against you and your dismissal as a teacher in this School District. You are hereby instructed to remove and remedy each and every reason, cause, charge and defect stated on such Exhibit, and to follow all directives contained therein.

Please feel free to request the assistance and aid of members of the supervisory staff, as you may wish to bring about a correction of the deficiencies. It is our hope that these deficiencies will be promptly remedied and never reoccur.

Very truly yours,

BOARD OF EDUCATION OF NORTHFIELD  
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,  
COOK COUNTY, ILLINOIS

ATTEST:

  
Secretary, Board of Education

By:   
President, Board of Education

## EXHIBIT A

### I. DEFICIENCIES IN THE CONDUCT OF AARON WOJCIK:

- A. You have engaged in the following unprofessional and inappropriate conduct in your capacity as a teacher in this District:
1. You have engaged in misconduct with respect to a female student, including the following:
    - a. On or about August 14, 2019, a female student in [REDACTED] notified you of a complaint against Dave Tippett, who was working with the band as a paid consultant.
    - b. The student shared with you that Mr. Tippett had:
      - i. Kissed her hand
      - ii. Stood behind [REDACTED] her for an unnecessary length of time while the student [REDACTED] the band from [REDACTED]
      - iii. Unnecessarily took the student by the arm as she [REDACTED]
    - c. Upon learning of these allegations against Mr. Tippett, you dismissed the student's concerns and attempted to explain away Mr. Tippett's conduct, suggesting that he did not understand how times have changed.
    - d. You failed to confront Mr. Tippett about the student's allegations, and you failed to report the allegations to your supervisors so they could be investigated. Instead, you brushed aside the student's concerns, leaving her feeling unsupported.
    - e. Had the student not emailed her concerns to the Principal, the entire situation would have gone unaddressed.
  2. This year's failure to confront Mr. Tippett follows last year's failure to investigate a parent complaint on behalf of her student that Mr. Tippett was verbally abusive to her student.
- B. Your failure to demonstrate sound professional judgment as described in Section A, above, follows instances of poor judgment exhibited during previous school years.

1. April 2018: You failed to maintain an appropriate and professional relationship with a student teacher assigned to work with you. Among other things, you sent the student teacher out to buy your lunch. As a result of your unprofessional relationship, the student teacher felt unsupported and intimidated. Instead of sharing these relationship challenges with your supervisor, you decided to summarily dismiss the student teacher from her role. The GBS Administration only learned of this situation after your supervisor asked you why the student teacher left her position early. You failed to convey the entire story, and the administration weren't fully informed until the university called asking for an explanation for the student teacher's dismissal.
  2. April 2018: You made two very inappropriate "shooting" comments in the presence of students. One in reference to "shooting" students in connection to how students were playing a piece of music, and the other in reference to "shooting" students who were absent.
  3. November 2018: You made a very inappropriate comment in front of students that was supposedly made in jest about the use of pipe bomb.
  4. When confronted by the Administration about these statements, you were evasive and dishonest.
- C. In summary, your behavior demonstrates a troubling tendency to put your own interests and the interests of other adults ahead of the best interests of our students. This tendency appears to emerge when you or another adult has engaged in misconduct that could result in discipline. This reflexive behavior must stop immediately and you must consistently live up to the expectation that every decision you make must be motivated by the best interests of our students. If you cannot meet this expectation you may expect to be dismissed from employment in District 225.

## **II. REQUIRED CORRECTIVE ACTION WILL INCLUDE:**

- A. You will immediately report any and all allegations of adult misconduct to your supervisors for appropriate investigation and follow up.
- B. You will fulfill your responsibilities as a mandated reporter by reporting any suspected child abuse or neglect to the Illinois Department of Children and Family Services (1-800-25ABUSE).
- C. You will be completely honest and forthcoming in all interactions with your supervisors.



- D. You will demonstrate through your actions that the safety of our students is your main priority and you will not seek to protect yourself or others who have engaged in misconduct with respect to our students.
- E. You will successfully complete mandated reporter training and any other training or professional development activities as directed by the Administration intended to remediate the behaviors described herein.
- F. You will abide by all Board of Education policies, administrative procedures and administrative directives for the remainder of your employment in Northfield Township High Schools District 225.
- G. You will not involve, through actions or words, staff (other than administrators or your union representatives), students, or parents in your personal employment issues. This includes, but is not limited to, discussing the causes of, or the fact that you received this Notice to Remedy.
- H. The requirements of this Notice to Remedy shall remain in effect until further written notice from the Board of Education. Your failure to comply with each and every requirement of this Notice to Remedy may result in discipline, up to and including termination of your employment.

STATE OF ILLINOIS        )  
  )  
COUNTY OF COOK        )        SS

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225, and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of a Resolution adopted by the Board of Education at a meeting of said Board held on Sept. 23, 2019.

I do further certify that the deliberations of the Board of the adoption of said Resolution were conducted in closed session, that the vote on the adoption of said Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in conduct of said meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 23 day of Sept., 2019.

SECRETARY, BOARD OF EDUCATION

  
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Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## Re: Public Records Request

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Jan 14, 2020 at 4:08 PM

To: Jonah Meadows <jonah.meadows@patch.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, Karen Geddeis <kgeddeis@glenbrook225.org>, Brad Swanson <bswanson@glenbrook225.org>

Dear Mr. Meadows,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/10/20 we received your request for the following information:

- Electronic copies of all non-exempt portions of records of written communication containing references to the discipline or the departure of district employees Aaron Kaplan and Zia Ahmed - including any letters or reprimand, remediation, settlement or resignation agreement or any records of complaints or reprimand - (other than those released in response to Nov. 8 2018 request) created since Jan. 1, 2017.

**District Response: Please see attached.**

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Thu, Jan 9, 2020 at 6:16 PM Jonah Meadows <jonah.meadows@patch.com> wrote:

Dear district FOIA officer(S)

Pursuant to the FOIA and as a member of the media I request electronic copies of all non-exempt portions of records of written communication containing references to the discipline or the departure of district employees Aaron Kaplan and Zia Ahmed - including any letters or reprimand, remediation, settlement or resignation agreement or any records of complaints or reprimand - (other than those released in response to Nov. 8 2018 request) created since Jan. 1, 2017.

Thanks,

1/21/2020

Glenbrook High School District 225 Mail - Re: Public Records Request

Jonah Meadows  
North Shore Editor, Patch  
(773) 217-9001

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**2 attachments**

 **11.12.19 MINUTES OF REGULAR MEETING - SIGNED.pdf**  
618K

 **AK - NtoR\_Redacted.pdf**  
304K

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, NOVEMBER 12, 2019**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, November 12, 2019, 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, Sztainberg, Taub

Absent: Shein

Also present: Fagel, Geallis, Geddeis, Gravel, Johns, Ptak, Tarver, Swanson, Williamson

**Approval of Agenda for this Meeting**

Dr. Johns asked that Consent Agenda Item #6.J., Miscellaneous Stipends, be removed from consent to be discussed in closed session.

Motion by Mr. Glowacki, seconded by Dr. Kim to approve the agenda for this meeting.

Upon calling of the roll:

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

nay: none

**Motion carried 6-0.**

**Glenbrook Stories**

Ms. Geddeis shared a video clip of GBN junior Dean Kousionelos, a contemporary artist, who works in multiple mediums. Members of the community have been impressed with his collection with offers to purchase his work.

In response to board members' questions, Dean stated:

- His recommendation for budding artists is to work on their technique
- He would like to pursue a career in design and business
- Discussed his process in creating his art

Board members thanked him for being a role model and wished him luck in the future.

11/12/19

Dr. Tarjan and Mr. Koo arrived at 7:08 p.m.

Mr. Shein arrived at 7:10 p.m.

### **Recognition of Community Visitors**

A community member spoke regarding two resolutions being brought for a vote at the Annual Meeting of the IASB Delegate Assembly on November 23. She asked the Board delegate to vote no on two specific resolutions; #1 Student Safety and #3 School Safety Grant Program and explained her reasons.

### **Board and Superintendent Reports**

The superintendent recognized Board Member Mrs. Karen Hanley for achieving Master Board Member by the Illinois Association of School Boards.

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

A board member commended the Glenbrooks on their Fine Arts program and the wonderful program they put on over the weekend.

### **Motion to Approve the Consent Agenda Items**

Noted again, Consent Agenda Item #6.J., Miscellaneous Stipends, be removed from consent to be discussed in closed session.

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

- A. Appointments  
 a. Certified - None.  
 b. Support Staff

<b>Name</b>	<b>Bldg</b>	<b>Position</b>	<b>Calendar</b>	<b>FTE</b>	<b>Start Date</b>	<b>CAT</b>	<b>Step</b>	<b>Hourly</b>
Fry, Chris	GBN	Instructional Assistant - Student Services	186.5	.72	10/28/2019	II	3	\$19.83
Schulze, Patrick	GBN	Assistant Diving Coach	N/A	PT	10/20/2019	I	3	\$16.94
Swanson, Mary	GBS	Instructional Assistant - Special Ed.	186.5	.67	11/04/2019	II	11	\$23.24

- B. Resignations/Terminations
  - a. Certified - None.
  - b. Support Staff

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Benvenuti, Joy	Instructional Assistant Special Ed.	11/01/19	GBO
Rothenbaum, Nathan	Assistant Coach (Debate)	10/25/2019	GBS

- C. FOIA
- D. Approval of Accounts Payable Bills - \$1,467,667.99
- E. Approval of Payroll Disbursements - \$3,985,166.33
- F. Approval of Revolving Fund Reimbursement - \$3,309.13
- G. Minutes
  - a. October 21, 2019, Regular Board Meeting
  - b. October 21, 2019, Closed Board Meeting
  - c. October 30, 2019, Facility Committee Meeting
  - d. November 5, 2019, Finance Committee Meeting
- H. Gifts

<u>Donor</u>	<u>Type of Donation</u>	<u>Description of Donation</u>	<u>Purpose of Donation</u>	<u>School and Department</u>	<u>Account Number *</u>
Anonymous	Monetary	\$110.00	Titans Helping Titans	GBS - Principal's Office	830060
Eursiriwan Family	Property	2 violins, 3 bows, 2 cases	Loaner instruments for Glenbrook Symphony Orchestra program	GBN/GBS Fine Arts	n/a
J. C. Penney	Monetary	\$200.00 gift card	Titans Helping Titans-Winter Clothing Drive	GBS - Student Activities	830060
Home Depot	Property	Home repair supplies	Assist with Interact community home repair service projects	GBS - Student Activities	n/a
Kiwanis	Monetary	\$150.00	Key Club- service projects	GBS - Student Activities	830600
Ben and Jerry's Scoop Shop - The Glen	Monetary	\$50.00	Titans Helping Titans	GBS - Student Activities	8306600
Misericordia	Monetary	\$22.75	Titans Helping Titans	GBS - Student Activities	830600
EverEve	Monetary	\$95.25	Titans Helping Titans	GBS - Student Activities	830600
Apricot Lane	Monetary	\$16.97	Titans Helping Titans	GBS - Student Activities	830600
YourCause AT&T	Monetary	\$50.00	Titans Helping Titans	GBS - Principal's Office	830060

- I. Revision to the 2020-2021 School Year Calendar
- J. Miscellaneous Stipends
- K. Academic Attainment
- L. GBS Band Trip to Waikiki, HI
- M. GBS Civil Rights Trip to Montgomery, AL
- N. Acceptance of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2019

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

nay: none

Motion carried 7-0.

**Discussion/Action: IASB Resolutions**

The Board president stated the proposed resolutions will be acted upon at the Annual Meeting of the IASB Delegate Assembly and he will be the District's Delegate. He explained that the resolution process gives member districts ownership and the opportunity to establish the direction of the Association and its major policies.

In response to the president's request for Board feedback, members discussed their opinions specifically on Resolution 1 - Student Safety and Resolution 3 - School Safety Grant Program. It was agreed upon unanimously, to direct our delegate to vote against Resolution 1. The district's delegate was made aware of the board members overall support of Resolution 3, but shared their concerns. The Board instructed their delegate to vote based on what is discussed at the conference.

The administration provided some clarification on the board member's role and the role of the Resolutions Committee.

**Discussion/Action: Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2019**

The administration:

- Explained the reasoning, timeline and process for the tax levy
- Noted the estimated amount necessary for the levy was presented to the finance committee on November 5
- Requested approval of the amounts and to schedule a public hearing for December 9, 2019
- Asked for a vote at tonight's meeting

In response to board members' questions, the administration:

- Provided clarification on the Make Whole Glen Payments
- Stated once the TIF is done we believe we will probably receive the same amount of money from Glen taxes
- Shared updated information on the Northbrook Court TIF

**Motion to Approve the Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2019**

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the resolution regarding estimated amounts necessary to be levied for the year 2019 and the Board directed the administration to publish the estimated levy amounts, and to schedule a public hearing on the estimated tax levy as part of the regular board meeting scheduled



for December 9, 2019.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Discussion/Action: 2019 Summer School Report and Approve 2020  
Program Recommendations: Calendar and Fees**

The administration:

- Reviewed current summer school schedule
- Shared this past year's budget and noted summer school is intended to be financially self-sufficient
- Discussed enrollment and staffing
- Stated the additional Special Education staffing was immensely beneficial this past summer
- Outlined proposed changes including;
  - Moving to a four-day per week model which will allow three day weekends for students and staff
  - Standardized hours of meeting time so that each class will have 60 hours of instructional time per semester

In response to board members' questions, the administration:

- Explained the amount of regular school day hours compared to summer school day hours
- Stated the proposed meeting hours are within legal limits
- Noted the "Glenbrook quality" is the same in the summer even though meeting length is slightly truncated
- Shared their hope that by determining a calendar earlier and having a four day work schedule will entice more qualified Glenbrook teachers for summer school
- Provided clarification on the differences between regular school year courses and summer school courses
- Reviewed some of the most common reasons students attend summer school
- Noted some students take both summer school sessions
- Stated all summer school teachers are paid the same rate (not based on the salary schedule)
- Commented that only students who qualify for free services get free summer school courses, those who qualify for reduced charges must pay the full cost
- Explained online course are available on a case by case basis

The administration requests a vote to approve the changes during this meeting which will allow for hiring.

**Motion to Approve 2020 Summer School Program Recommendations:  
Calendar and Fees**

Motion by Mr. Glowacki, seconded by Mrs. Hanley to approve the calendar and fees for the 2020 summer school session, to be held at Glenbrook North High School, as presented.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Discussion/Action: Approval of Fitness Center Bids**

The administration

- Stated our fitness centers see an incredible amounts of usage
- Noted we are in need of the renewal of fitness center equipment which is twelve years old
- Shared the design process, including a comprehensive needs assessment based on designing an active learning space
- Reviewed the bids and the process
- Explained given the different space and curriculums at both schools, the equipment was chosen that would assist in supporting the learning of each program

In response to board members' questions, the administration:

- Discussed the different equipment being purchased
- Noted there is always a staff member manning the fitness centers
- Confirmed there will be different curricular approaches in the two schools
- Reviewed the differences in curriculum
- Explained the inclusive decision-making process that was used to drive innovation and performance
- Stated they anticipate equipment will be flexible in different spaces

**Discussion/Action: Summer 2020 Capital Projects and 3-Year Master Facility Plan**

- a. **Summer 2020 Capital Projects**
- b. **3-Year Master Facility Plan**

The administration:

- Explained that as part of the identified facility needs review process, a three-year master facility plan was created
- Noted the final life safety projects were completed this past summer

- Shared they will be reviewing the funding for the capital projects, in detail, with the finance committee
- Reviewed both the capital projects and timeline
- Reminded the Board that they are not asking for approval of the projects, but asking for authorization to work with the architect to develop bid specifications

In response to board members' questions, the administration:

- Provided clarification on layout as discussed at the facility meeting
- Noted they have "shopped" architect fees and are very satisfied with Arcon Associates and explained why
- Reviewed both the bid specification and billing processes

A board member provided context from the discussion at the facility committee meeting concerning keeping an eye on costs and "shopping" prices or fees.

#### **Discussion/Action: Reports**

- Dashboard Reports**
- Illinois School Report Cards**

The administration:

- Updated the board on key data points for the district and noted that student achievement continues to be very high
- Stated an increasing percentage of students identified as needing special services based on evolving legal mandates that govern 504 and IEPs

In response to board members' questions, the administration:

- Noted state reporting will allow us to track growth trends in the future
- Explained the difference in ethnicity distribution and stated district demographics have not changed

The administration:

- Reported the School Report Card designates the Glenbrooks as exemplary and explained what that designation stands for
- Discussed some new items on the school report card

In response to board members' questions, the administration:

- Noted the dashboard reports provide more information on teacher retention than the School Report Card
- Will update ethnicity groupings on dashboard reports in the future for consistency

#### **Discussion/Action: Policy and Procedures**

- Policy 3020 Administrative Personnel**
- Procedure 3020 Administrative Personnel**
- Policy 6430 ESP Managers**
- Procedure 6430 ESP Managers**
- Policy 8480 Hazing, Bullying or Aggressive Behavior**

The administration:

- Noted they updated the format of policies
- Stated the changes on a, b, c and d were basically clean up of language
- Reviewed changes
- Noted the objective of changes to e is to become compliant with the law
- Will add who reporting officer is at Off Campus for bullying

In response to board members' questions, the administration:

- Stated the finalized policies and procedures will go on consent at December 9 board meeting
- Discussed changes in 6430 regarding life insurance
- Provided clarification on wording

### **Review and Summary**

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

### **Possible Topics**

In response to a board member's question the administration stated a discussion on the performing arts reports will take place at the next facility committee meeting.

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

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to move into closed session at approximately 9:15 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;
- student disciplinary cases (Section 2(c) (1) 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 11:00 p.m.

**Motion Regarding Resolution Authorizing a Notice of Remediation Regarding a Certificated Staff Member**

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to approve the resolution authorizing a notice of remediation regarding Aaron Kaplan.

Upon calling of the roll:

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

nay: none

abstain: Kim

Motion carried 6-0-1.

**Motion Regarding Termination of a Non-certificated Staff Member**

Motion by Mr. Glowacki, seconded by Mrs. Hanley to reject the resignation agreement and terminate Zia Ahmed as discussed in closed session.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Motion Regarding GESSA Memorandum of Understanding Entry Salaries**

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to approve the GESSA memorandum of understanding regarding entry salaries.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Motion Regarding GESSA Memorandum of Understanding Department of Human Resources Positions**

Motion by Mr. Glowacki, seconded by Mrs. Hanley to approve the GESSA

10

11/12/19

memorandum of understanding regarding the Department of Human Resources Positions.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Adjournment**

Motion by Mr. Glowacki, seconded by Mr. Taub to adjourn the meeting at approximately 11:00 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:

  
\_\_\_\_\_  
PRESIDENT - BOARD OF EDUCATION

  
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SECRETARY - BOARD OF EDUCATION

**RESOLUTION OF THE BOARD OF EDUCATION OF NORTHFIELD TOWNSHIP  
HIGH SCHOOL DISTRICT NO. 225, COOK COUNTY, ILLINOIS  
AUTHORIZING A NOTICE OF REMEDIATION**

**WHEREAS**, this Board of Education has received reports from the administration regarding the conduct of AARON KAPLAN ("KAPLAN"), a tenured teacher of this School District; and,

**WHEREAS**, this Board finds and determines that such reports state causes, charges, defects, and reasons in the conduct of KAPLAN, which, if not removed and remedied, are causes, charges, defects, and reasons warranting discharge and dismissal of KAPLAN as a teacher in this School District; and,

**WHEREAS**, this Board finds and determines that the conduct of KAPLAN to date in this District has been inappropriate and unsatisfactory;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225, Cook County, Illinois as follows:

SECTION 1. That the President and Secretary of this Board of Education are hereby authorized and directed to sign and serve, or cause to be served, on behalf of this Board of Education, on KAPLAN a Notice to Remedy substantially in the form of Exhibit A, attached to the closed session minutes of this meeting and made a part thereof, which notice enumerates causes, charges, reasons, and defects that this Board determines, if not removed and remedied, may result in the discharge and dismissal of KAPLAN as a teacher in the School District.

SECTION 2. This Resolution shall be in full force and effect upon its adoption.

Member Glowacki moved adoption of the resolution, Member Sztainberg seconded the motion. Upon roll call vote, the members voted as follows:

AYES: DOUGHTY, Glowacki, Hanley, Shein, Sztainberg, Taub

NAYS: Ø

ABSENT: Ø

Abstain: Kim


ADOPTED this 12 day of Nov., 2019

BOARD OF EDUCATION OF  
NORTHFIELD TOWNSHIP HIGH  
SCHOOL DISTRICT NO. 225, COOK  
COUNTY, ILLINOIS



\_\_\_\_\_  
President, Board of Education

Attest:

  
Secretary, Board of Education



**NOTICE TO REMEDY**

November 12, 2019

Mr. Aaron Kaplan  


Dear Mr. Kaplan:

You are hereby informed pursuant to Section 24-12 of The School Code of Illinois, 105 ILCS 5/24-12, that your conduct as a teacher in this School District is found deficient and unsatisfactory in the respects listed in Exhibit A, attached hereto and made a part hereof.

This Board of Education informs you that the Board has determined these deficiencies to be causes, charges, reasons, and defects that, if not removed, may result in charges against you and your dismissal as a teacher in this School District. You are hereby instructed to remove and remedy each and every reason, cause, charge and defect stated on such Exhibit, and to follow all directives contained therein.

Please feel free to request the assistance and aid of members of the supervisory staff, as you may wish to bring about a correction of the deficiencies. It is our hope that these deficiencies will be promptly remedied and never reoccur.

Very truly yours,

BOARD OF EDUCATION OF NORTHFIELD  
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,  
COOK COUNTY, ILLINOIS

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Education

By:   
\_\_\_\_\_  
President, Board of Education

## EXHIBIT A

### I. DEFICIENCIES IN CONDUCT:

- A. You have engaged in the following unprofessional and inappropriate conduct in your capacity as a teacher in this District:
1. You engaged in misconduct that was in violation of Township School District 225 School Board Policy 5050: School Equipment Management.
    - a. You offered a gift of a Bass Bow to a Glenbrook South graduate during the late spring of 2019.
    - b. The administration's investigation determined that the student and family clearly understood the Bass Bow to be a gift from you.
    - c. Even though you claimed this Bass Bow was a loan, you failed to follow the clear and accurate music equipment inventory process that you have utilized numerous times over many years.
    - d. Even though you claimed this Bass Bow was a loan, you failed to communicate a return date or process for the student or family.
    - e. At the time you gave the student the Bow, you communicated to the student that he should not tell anyone about the Bass Bow.
    - f. At the time you gave the student the Bow, you failed to discuss this matter with any other colleagues, administrators, or your supervisor.
    - g. Throughout our interviews on this matter, it was discovered that you have loaned or used for personal use other District supplies and/or materials, including sheet music and castanets, without administrative consultation or approval. You also failed to document any of these activities.
  2. When confronted by the Administration about your actions, you were evasive and dishonest.
    - a. Despite significant evidence gathered by the Administration to the contrary, you continued to claim that you loaned the Bass Bow to the student.
    - b. You indicated that the Bass Bow was in poor condition and was not of value. This statement is in direct conflict with a music colleague and a local music instrument dealer who would value the Bass Bow at several hundred dollars.
    - c. After being explicitly told by the Administration to not contact the student regarding the Bass Bow, you defied these directives and visited the student on his college campus to get the Bass Bow.
    - d. Throughout our interviews on this matter, you significantly misrepresented your knowledge of, and relationship with, the student and his parents.

3. Throughout our interviews on this matter, it was discovered that in 2015 you engaged in private social media contact with a current student in violation of Township School District 225 School Board Policy 9070: Social Media.
  - a. When confronted by a colleague on this topic, you responded in a manner that lead the colleague to believe that you did not take the topic seriously. You told the colleague something similar to “you just didn’t understand kids today”, and you did not indicate that you would stop the communication.
  - b. In a following discussion with the previously stated colleague, she understood that you did not stop your social media communication with the student. As a result, she required you to delete the social media app while in her presence.

**II. REQUIRED CORRECTIVE ACTION WILL INCLUDE:**

- A. You will use District equipment and supplies only as necessary in connection with the performance of your assigned job duties. District equipment is funded by the public and shall not be used for personal purposes, nor shall you dispose of any District equipment without prior written approval from your supervisor.
  - B. You will maintain complete and accurate music inventory for District equipment, supplies and materials at all times. You will not gift or loan District equipment to any person without prior written approval from your supervisor. Supplies and materials shall be used solely for instructional purposes.
- and
- C. You will be completely honest and forthcoming in all interactions with your supervisors.
  - D. You will comply with all job-related directives given to you by your supervisors.
  - E. You will not have or attempt to have private conversations with students by telling them to “not tell anyone” in regards to your interactions or communications with them.
  - F. You will appropriately inform and communicate all relevant professional information with your colleagues and supervisors.
  - G. You will follow all District expectations and directives when communicating with students through any method, including but not limited to, electronic means.

- H. You will successfully complete any and all training or professional development activities as directed by the Administration intended to remediate the behaviors described herein.
- I. You will abide by all Board of Education policies, administrative procedures and administrative directives for the remainder of your employment in Northfield Township High Schools District 225.
- J. You will not involve, through actions or words, staff (other than administrators or your union representatives), students, or parents in your personal employment issues. This includes, but is not limited to, discussing the causes of, or the fact that you received this Notice to Remedy.
- K. The requirements of this Notice to Remedy shall remain in effect until further written notice from the Board of Education. Your failure to comply with each and every requirement of this Notice to Remedy may result in discipline, up to and including termination of your employment.

STATE OF ILLINOIS                    )  
  )    SS  
COUNTY OF COOK                    )

**CERTIFICATION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225, and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of a Resolution adopted by the Board of Education at a meeting of said Board held on NOV. 12, 2019.

I do further certify that the deliberations of the Board of the adoption of said Resolution were conducted in closed session, that the vote on the adoption of said Resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all newspapers, radio or television stations and other news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in conduct of said meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 12 day of NOV., 2019.

SECRETARY, BOARD OF EDUCATION

  
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Rosanne Marie Williamson &lt;rwilliamson@glenbrook225.org&gt;

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**Re: Certified Payroll**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Fri, Jan 17, 2020 at 2:12 PM

To: Jeff Zupan &lt;jzupan@local134.org&gt;

Cc: mcleveland@local134.org

Bcc: Elaine Geallis &lt;egeallis@glenbrook225.org&gt;, Kimberly Ptak &lt;kptak@glenbrook225.org&gt;

Dear Mr. Zupan,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/16/20 we received your request for the following information:

- Copies of certified payroll records for any and all work performed by Sonitrol/ Verified Electronic Security, at any schools that are considered part of your district, for the time period of 1/1/2019 thru 12/31/2019

**District Response:** The District is not in possession of any documents responsive to your request.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225  
3801 West Lake Avenue  
Glenview, IL 60026

On Wed, Jan 15, 2020 at 12:51 PM Jeff Zupan <jzupan@local134.org> wrote:

Please consider this my FOIA request for the following information:

1/15/2020

Please provide me with copies of certified payroll records for any and all work performed by Sonitrol/ Verified Electronic Security, at any schools that are considered part of your district, for the time period of 1/1/2019 thru 12/31/2019.

This request is NOT for commercial purposes.

Email is the preferred method of receipt of the requested records, [jzupan@local134.org](mailto:jzupan@local134.org)  
I can be reached at 312-520-4353 if you have any questions regarding this request.

Please contact me if this is not the desired method of requesting info from you under FOIA ,

Sincerely ,  
Jeff A Zupan,



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

**Re: FOIA request, GBE attendance rates**

1 message

**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Jan 23, 2020 at 9:04 AM

To: "Kim, Anna" &lt;akim@chicagotribune.com&gt;

Bcc: egeallis@glenbrook225.org

Dear Ms. Kim,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/16/20 we received your request for the following information:

- Yearly average daily attendance rates for students enrolled in Glenbrook Evening High School from the 2015-2016 school year until the latest data available

**District Response:**

School Year	GBE ADA
2015-2016	78.90
2016-2017	82.28
2017-2018	71.59
2018-2019	69.08

Sincerely,

Rosanne Williamson, Ed.D.  
 Secretary, Board of Education  
 Assistant Superintendent for Educational Services  
[Glenbrook High School District 225](#)  
[3801 West Lake Avenue](#)  
[Glenview, IL 60026](#)

On Thu, Jan 16, 2020 at 4:36 PM Kim, Anna <akim@chicagotribune.com> wrote:

January 16, 2020



FOIA Officer

Glenbrook High Schools District 225

[3801 W. Lake Ave., Suite 203](#)

[Glenview, IL 60026-5806](#)

Dear FOIA Officer,

Please consider this a request under the Illinois Freedom of Information Act.

I am seeking records related to the Glenbrook Evening High School:

- Yearly average daily attendance rates for students enrolled in Glenbrook Evening High School from the 2015-2016 school year until the latest data available.

If the records are available electronically, please provide them that way. Please note that we believe all the records are public. These records are being sought as part of research by the news media intended to enlighten the public.

If your agency believes any parts of any records are exempt from disclosure, please provide me an explanation to justify the redaction or withholding, and then provide the rest of the records. If the requested records cannot be produced within five working days, please notify us in writing of the reason for the delay and the date by which the requested records will be available.

Please e-mail the information to [akim@chicagotribune.com](mailto:akim@chicagotribune.com). If you cannot e-mail the records, please let me know when and where to pick them up.

Contact me with any questions at (312) 439-2123.

Thank you,

1/23/2020

Glenbrook High School District 225 Mail - Re: FOIA request, GBE attendance rates

Anna Kim

Chicago Tribune / Pioneer Press

[akim@chicagotribune.com](mailto:akim@chicagotribune.com) / (312) 439-2123