

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, August 9, 2010**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, August 9, 2010, at approximately 7:00 p.m. at Glenbrook South High School Student Activity Center, 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, Taub, Wolfson

Absent: Hammer

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

**APPROVAL OF AGENDA FOR THIS MEETING**

Motion by Mr. Boron, seconded by Mr. Wolfson to approve the agenda for this meeting, except consent agenda item 5.5 will be considered as a separate item for discussion/action.

Upon calling of the roll:

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

nay: none

Motion carried. 6-0.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**BOARD AND SUPERINTENDENT REPORTS**

Dr. Riggle stated that Instructional Supervisors reported today. Teachers report on August 23 and students return on August 25.

Dr. Riggle recognized Kim Ptak and Beth Clark for their work on the move of the district office to 3801 West Lake.

Dr. Riggle reported on a follow-up with ComEd today. The line serving 1835 Landwehr is in good shape. The problem that caused the recent power outage was not the line. There was one issue with a transformer that was not adjusted properly. A transformer

change-out was completed. The line is 32 years old, but should be good for quite a while. However, the Glenview Park District may have to help in replacing a line to park district facilities. In the future a new line may be put in place due to the hospital's expansion.

**MOTION TO APPROVE CONSENT AGENDA**

Motion by Mr. Boron, seconded by Dr. Regalbuto to approve the following items on the consent agenda, moving consent agenda item 5.5 to discussion/action.

- 1.) a. the appointment of the following certificated staff as recommended by the assistant superintendent for human resources

**APPOINTMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
Sit, Janice	English	08/23/10	GBN	BA + 15, Step 4, 1.0 FTE
Edison, William	Special Education	08/23/10	GBN	MA, Step 2, 1.0 FTE

- 1.) b. the appointment of the following educational support staff contained in the assistant superintendent for human resources memorandum dated July 21, 2010.

**APPOINTMENTS**

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Bond, Robert (Repl. V. Pyshnenko)	Swim Club Head Coach	8/16/10	GBN
Edwards, Megan (Repl. T. Kim)	Instructional Assistant	8/23/10	GBN
Kurash,	Instructional	8/23/10	GBN

Kevin (New Position)	Assistant		
Levit, Julia (New Position)	Instructional Assistant	8/23/10	GBN
Mackey, Justine (Repl. K. Turner)	IA/Job Coach	8/23/10	GBN
O'Brien, Brighid (Repl. R. Anderson)	Instructional Assistant	8/23/10	GBS
Shin, JiYon (Repl. C. Oh)	Instructional Assistant	8/23/10	GBS
Schreiber, Maxi (Repl. D. Maskin)	Instructional Assistant	8/23/10	GBN
Voss, Jonathan (Repl. B. Peterson)	Instructional Assistant	8/23/10	GBS
Rehires:			
Cordell, Relicia	Instructional Assistants	8/23/10	GBS
Doody, Kenneth (P-T)	Instructional Assistant	8/23/10	GBS
Kaltman, Sharon	Instructional Assistant	8/23/10	GBS
Mueller, Robert	Instructional Assistant	8/23/10	GBS
Skaouris, Afrodite	Instructional Assistant	8/23/10	GBS

- 2.)
  - a. no certified resignations
  - b. no support staff resignations

3.) the Board of Education review of the FOIA request contained in consent agenda item #5.3.

4.)the Open Minutes from the July 26, 2010 Regular Board Meeting and the Minutes from the July 30, 2010 Communications Committee Meeting.

Upon calling of the roll:

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

nay: none

Motion carried. 6-0.

**Item 5.5 Differential Responsibilities (from consent)**

In response to a question from Board members regarding the swim show, Dr. Riggle explained that the swim show is done differently at the two schools. GBN has a synchronized swimming program and swim show. A few years ago there was no formal show at GBN, but last year there was a swim show at GBN.

At GBS there has not been a long standing synchronized swimming program. In the early 2000's GBS came to the Board to ask if they could use the swim show differential for the GBS variety show. The Board approved this use of the swim show differential for GBS.

Dr. Riggle responded to a Board member's question about cheerleading. Several years ago GBS had trouble fielding a cheerleading squad. At that time the assistant cheerleading coach stipend was used to compensate the costumers for the variety show and for their work on other performances throughout the year.

Dr. Riggle stated that from collective bargaining there was discussion with the Glenbrook Education Association (GEA) regarding equity in the differential responsibilities schedule. Last year the administration worked with the GEA and brought a proposal to the Board in November of 2009 and at that time adjustments were made in cheerleading and Poms.

Dr. Riggle explained that in November of 2006 some positions were added such as an assistant water polo position to aid in supervision of pool areas. Dr. Riggle stated that the principals have the final say on who is hired for differential positions. He indicated that this is an area that the district can look at for future cost savings.

Mr. Boron asked where the district stands in comparison to surrounding districts. Dr. Riggle stated that positions are not always comparable from one district to the next. Dr. Riggle suggested that a review of where the district stands relative to surrounding districts needs to be done this fall. Overall, Dr. Riggle stated that he believes the district is average compared to other districts. For some positions the district may be low in comparison.

Mr. Martin asked how the schedule is determined as there doesn't seem to be a formula. Dr. Caliendo explained that the length of the season and the number of students involved in the activity sometimes impacts compensation.

Mr. Martin asked about the rationale regarding the increase in pay as individuals' progress through the steps of the differential schedule. Dr. Riggle stated that often an experienced coach is preferred. Mr. Martin questioned this practice and asked whether the district wants to continue to implement the differential schedule in this way. Mr. Martin asked why step 7 earns \$7,000 more than step 1.

Dr. Regalbuto asked for clarification regarding step in teaching compared to step in coaching. Dr. Riggle clarified that step in coaching is not the same as step in teaching.

Mr. Shein stated that this is contractual and would have to be bargained. Dr. Riggle shared some history regarding how the differential schedule was developed in 1981.

Mr. Shein asked if there was any relationship between the total amount in the differentials and student enrollment. He asked if the district is willing to expend \$2.3M in activities in general, or if there is a dollar figure determined for each of the positions and the total happens to be \$2.3M. The differential budget is not based on student enrollment.

Mr. Shein asked if other schools could hire Glenbrook teachers to coach. Glenbrook teachers may coach in other districts or teachers from other districts may want to come to Glenbrook to coach. Dr. Riggle stated that teachers have to fulfill their daily contract with the district before leaving to coach elsewhere. For most people to travel to another school to coach can be difficult. Dr. Riggle stated that the district does hire lay coaches, too.

Mr. Martin stated that if the district pays more it may retain staff. This is a complicated issue because every district is different. It may be difficult to compare with other schools because of differences in responsibilities.

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Mr. Martin asked if the overall 3.76 % increase is what we have been seeing for the last few years. Dr. Caliendo indicated that we couldn't control for the same percentage increase from one year to the next. Dr. Riggle stated that the only way to predict the percentage increase is if nobody changed positions on the differential schedule. The 3.76% increase is a combination of 1.55% plus step for years of experience. Some adjustments were also made in cheerleading and Poms. If everything stayed static there would likely be less than a 3.76% increase.

Mr. Taub asked if the differential pay impacts teachers' pensions. Dr. Riggle explained that in the last few years of teaching, an individual can stop coaching, but cannot pick up additional differential positions. This is not allowed because of the 6% salary cap.

Mr. Martin asked Dr. Riggle if he would re-examine the process for handling the differential schedule this fall. Dr. Riggle stated that the district can gather data in comparison to other districts, but discussion of the differential schedule has to be handled through negotiations.

Mr. Martin stated that the district needs to examine the differentials. He raised the question as to whether or not we want to continue the step approach in the future.

Dr. Riggle suggested that the district examine the value of these positions to our students. With this we can determine how to continue to meet the needs of students within financial considerations.

Mr. Taub asked if administrators can coach a sport. Dr. Riggle explained that 12-month administrators may not coach per previous Board action. He also stated that most Instructional Supervisors choose not to coach.

Mr. Shein asked if there is discretion in how many differential positions are available. Dr. Riggle explained that the administration determines which differential activities are offered. If there are not enough participants, then the activity does not run and there is no stipend.

Mr. Boron asked if the list presented this evening includes all stipend positions. Dr. Riggle indicated that a few more positions may come in September. Each building has the ability to offer the activities that they need from the set amount approved by the Board in the discretionary fund. The Board has already allotted the total budget for the discretionary fund for each school. Mr. Boron asked about the amount of dollars

dedicated to the discretionary fund. Dr. Riggle stated that it is a little greater than \$100,000.

Dr. Riggle explained that coaching payments are completed by the end of the season with regular payments to coaches made during the season.

**APPROVAL OF DIFFERENTIAL RESPONSIBILITIES (CONSENT #5.5)**

Motion by Mr. Boron, seconded by Mr. Wolfson to approve item 5.5 from the consent agenda.

Upon calling of the roll:

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

nay: none

Motion carried. 6-0.

**DISCUSSION/ACTION: BOOKSTORE AND FOOD SERVICES - FY09/10**  
**RECAP**

Dr. Riggle introduced Kim Ptak, Director of Operations, to provide an update regarding the transition with Follett Bookstore and Quest food services.

Ms. Ptak stated that in July 2007 the district outsourced the bookstore to Follett. The biggest reason to outsource was that over 5 years the district would save about \$750,000. Follett provides a higher number of used textbooks to our families because they have more markets from which to purchase used books. Follett can still give families a little rebate even for discontinued books.

Food services were done in-house until 1992 when the district outsourced to Sodexo. The in-house food service lost up to \$75,000 per year. The district started 1992 with a 1.2M deficit in food service. With Sodexo there was a profit of approximately \$35,000 per year. Recently, the district entered a traditional agreement with Quest. In its first year Quest brought in \$85,000. In 2008 the district moved to a rent-based agreement with Quest where Quest collected all of the revenues and paid the district a rent fee of 10% of sales. In 2011 the district should do even better because we will not incur credit card fees, as Quest will absorb these fees. Since the district moved to Quest the new food court is beautiful and feedback from students has been great. We have also been able to keep our prices stable over time.

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Mr. Taub asked about the new state law that prohibits districts from outsourcing. Ms. Ptak explained that this is not an issue because the district has been grandfathered.

Dr. Riggle stated that the principals have been talking about offering a free breakfast program. There will be a proposal presented to the finance committee with information that will facilitate the discussion of a free breakfast program.

Mr. Shein asked if this would mean providing breakfast for students on the free or reduced lunch program. The program would be for students who qualify for free or reduced lunch.

Mr. Taub asked about the cost of the free breakfast program. This would depend on how many students would take advantage of the program. Mr. Shein asked how many students participate in the free or reduced lunch program. Only 66 of over 400 students who qualify participated in the free lunch program.

Mr. Wolfson asked where the district will stand after year 3 with Quest. Ms. Ptak stated that the district is on target to save the \$750,000 originally projected.

Mr. Boron asked about the expense of \$50,000 that designates the district to purchase equipment and small wares for Quest. Ms. Ptak explained that the district was incurring the credit card fee, but we will no longer incur the credit card fee, thus this line item was established.

Mr. Boron asked about a segregated line for students on free or reduced lunch possibly limiting participation. Ms. Ptak stated that Quest sells about 200 value meals per day, so not only students on free or reduced lunch access this meal option.

Mr. Shein asked for a report regarding free and reduced students and the lunch program. Mrs. Siena stated that she can bring information to the finance committee. Mr. Boron stated that Quest covers 100% of free and reduced student lunches.

Mr. Taub stated that it is critical to add the breakfast program. A concern was raised by the Board regarding students who ride the bus and arrive at school at the point that they would not have time to eat a free breakfast. Dr. Riggle stated that it will be more difficult to determine the negative impact for free or reduced bus riders. Dr. Riggle indicated that the goal would be to try to get as many students as possible with adequate time to eat breakfast.

Dr. Riggle commended Ms. Ptak for doing a great job in working with Quest. Another benefit is that Quest can look at vendors in the area and provide students with choices in food.

**DISCUSSION/ACTION: AVERAGE COST OF TEXTBOOKS**

Dr. Riggle introduced Ms. Ptak who provided information regarding the cost of textbooks. Dr. Riggle stated that the district has made a number of different efforts to contain costs.

Ms. Ptak reviewed the information in the packet that outlined the average textbook cost by grade level. Parents may purchase textbooks elsewhere as ISBN numbers are provided to families.

Ms. Ptak indicated that last spring the district held discussions with Follett regarding a textbook rental agreement. She reported that New Trier is participating in Follett's rental program this year. To be eligible for the rental program, Follett needs a commitment that the textbook will be used for at least four years. At New Trier about 30% of the textbooks are eligible for the rental program. Ms. Ptak provided an example regarding buy-back comparing rental to purchased textbooks. With preliminary numbers from this spring roughly 20-25% of our books would be eligible for rental.

Mr. Shein clarified that the difference for families in renting compared to buying textbooks is the short-term out of pocket cost to the family. Ms. Ptak confirmed this.

Mr. Boron stated that publishers change editions so often, it is difficult to maintain a 5-year cycle.

Ms. Ptak also explained that novels and workbooks are not bought back. She stated that as long as we are still using the textbook, Follett will buy the book back even over two years.

Dr. Regalbuto stated that often on the last day of book sale, the bookstore is out of used books. Dr. Riggle stated that it would be difficult to reserve a number of used textbooks for each day of book sale and that families are rotated in the book sale schedule from one year to the next so that there is the opportunity to buy books earlier in the book sale during some years. Dr. Regalbuto suggested looking at the system. Dr. Riggle stated that by providing the ISBN number, families can go elsewhere to purchase textbooks. 92% of students buy books at book sale. Dr. Riggle stated that the book sale bill includes other items such as booster club and yearbook. Perhaps these items can be staggered throughout the year.

Mr. Taub suggested that one rationale for students purchasing their own books was that this brings equity to the taxpayer who has no children.

**DISCUSSION/ACTION: DISTRICT GOALS 2010/2011**

Dr. Riggle reviewed the scope of work taken on at the district level for the 2010-11 school year. He shared a draft of district goals. He mentioned that these goals do not reflect building level work.

Dr. Riggle reviewed the goals. The first goal is in the area of communication; the district will collect data, develop a communications plan and identify needed technology. A new communications plan will be in place by December 13 to be implemented starting in January. Dr. Riggle reported that there was great input from the communications committee. He stated that the district has decided to work with a consultant firm to put together a study to survey taxpayers for the purpose of developing more consistent communication.

Mr. Boron clarified that there are two aspects the committee was looking at, a phone survey along with face to face interviews. However, a delivery system would be build into next year's budget. Dr. Riggle stated that the district would need to identify these needs for the following year's budget. Mr. Boron suggested reversing #3 and #4 in the communication goal. Dr. Riggle agreed with this suggestion and stated by December 1 the district would need to determine all purchases for the following year.

The next goal that Dr. Riggle referenced was Response to Intervention (RtI), which is a curriculum related goal. This year the district needs to implement RtI. Dr. Williamson, Ms. Frandson and Mr. Muir will collaborate on this goal. Dr. Regalbuto asked about a briefing on RtI. Dr. Riggle indicated that this would be forthcoming. Dr. Riggle indicated that this goal would be heavy on data collection. We have to determine what the new student information system can give us or can't give us in order to provide data on student progress.

The next goal reviewed was the District improvement process. This will be a different process compared to the past with a focus on engagement. In order to impact student achievement we must monitor the quality and quantity of student engagement. The district improvement process will be a three-year process that will serve school improvement efforts. Eventually there will be an action plan to improve the quality and quantity of engagement.

Another area of focus will be on employee relations. We will begin looking at our contract. For example, in discussion with the GEA the district can review how teachers advance lanes through academic attainment. This goal will help in preparing for collective bargaining in that we will identify the scope of work for contract negotiations.

Another goal is in the environmental area. The district would like to save 10% in energy costs. There will be district and building energy teams formed. The biggest cost reduction will occur in the winter. 10% of a \$2M energy bill would be saved.

The next goal relates to a cost reduction plan. The administration will share proposed efficiencies with the Board. Mr. Martin asked about dates and timing of finance committee meetings. He stated that this is a critical goal and he will be interested in hearing a report to the whole Board from the finance committee regarding a cost reduction plan.

Another goal is succession planning that includes the hiring process methodology. The purpose of this is as the district heads into hiring all administrators are on the same page as to what we are trying to achieve. Dr. Regalbuto asked about the details of the succession plan. Dr. Riggle stated that the administration will be looking at guidance and feedback from the Board.

Mr. Martin stated that the Board is not listed in the goal document and asked when the Board will obtain feedback on the succession goal. Dr. Riggle will clarify language in the goal as to when the Board is involved in this goal.

In the area of technology, needs that have not yet been addressed will be identified. The district is entering the 3<sup>rd</sup> year of its lease on the MacBooks. We may be able to address staff computer needs in different ways in the future. Projects will be identified for FY12 to develop the technology budget.

Dr. Regalbuto asked for some metrics regarding how the district is fairing in the equity of access to technology for low income students. She asked how this population has benefited from technology.

Mr. Boron suggested that Ms. Geddeis be included in the development of the technology goal because there is a communication piece to this.

Mr. Shein asked about the goals from last year that were carried over and the priorities for the goals presented. Dr. Riggle indicated that he will provide the Board with updates throughout

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the year as to the progress on goals and he will provide an update regarding the status of last year's goals.

**MISCELLANEOUS TOPICS**

None.

**REVIEW AND SUMMARY OF BOARD MEETING**

President Shein reported the following:

The Board discussed various aspects of the differential responsibility schedule. This will be a major component of the GEA contract review. The Board will receive information in comparison to neighboring districts.

The Board heard a review of bookstore and foodservice outsourcing. In the future the district will be looking to provide free breakfast for students on free and reduced lunch. The Board learned that 92% of textbooks are purchased through book sale, but could purchase elsewhere.

The Board had the first review of district goals in the areas of communication, RtI, environmental, succession planning, cost reduction, comprehensive planning, and technology with a general theme of engagement.

The next Board meeting is August 30<sup>th</sup>. There is no meeting on August 23. Primary purpose of scheduling the meeting for August 30<sup>th</sup> is that the tentative budget hearing must be held.

Mr. Boron asked about a tour of 3801 West Lake prior to the Board meeting. Dr. Riggle confirmed that a tour would take place at 6:30 p.m. prior to the Board meeting.

There will be a facilities committee meeting tomorrow morning at 7:30 a.m. at GBS.

**MOTION TO MOVE INTO CLOSED SESSION**

None.

**ADJOURNMENT**

Motion by Dr. Regalbuto, seconded by Mr. Wolfson to adjourn the meeting at approximately 8:41 p.m.

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

Motion carried. 6-0.

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

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION

**UPCOMING BOARD MEETINGS:**

Upcoming meetings will be held at Glenbrook South High School  
Student Activity Center  
4000 West Lake Ave.  
Glenview, IL 60026

Monday, August 30, 2010 7:00 p.m. Regular Board Meeting