

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, AUGUST 12, 2013**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, August 12, 2013, at approximately 7:00 p.m. at Glenbrook South High School Student 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, Shein, Taub and Wilkas

Absent: Doughty, Hanley

Also present: Caliendo, Geallis, Geddeis, Pryma, Ptak, Riggle, Siena, Thimm, Wegley and Williamson

APPROVAL OF AGENDA FOR THIS MEETING

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

Upon calling of the roll:

aye: Boron, Martin, Shein, Taub, Wilkas

nay: none

Motion carried 5-0.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle asked Dr. Ptak to give a facilities update.

Dr. Ptak stated that the turf field ribbon cutting will be August 30th. We are finalizing the track at GBN, the first event will be on August 23rd. The gym project is on track to be completed by Oct. 5th. Athletics rented a volleyball floor that will fit in the field house instead of having to go to GBS.

Work at GBS is going well. The dock is almost complete and the LED lights in the gym look good.

Dr. Riggle asked the principals to give an update on school opening.

Dr. Wegley stated that they are off to a good start. Book sale and new teacher orientation went well. GBS has twelve new teachers.

Dr. Pryma said he is enjoying the relationship with Beck's. He said the Peer Group program is off and running.

Mr. Boron, Mrs. Wilkas and Mr. Shein discussed how the book sale at both schools ran smoothly and that parents seemed to be comfortable with the Chromebooks.

Mr. Taub questioned the need to pay for insurance on the Chromebooks with the amount of money we have in reserves. Mr. Taub asked why we would spend \$95,000 to insure the Chromebooks when we have enough in reserves to cover them even if ½ of them broke. He stated that it would be cheaper than paying for the insurance. Mr. Taub stated that if we didn't have enough in reserves it would make sense, but said we were being overly cautious.

Dr. Ptak noted that our insurance policy is a two year commitment but we can negotiate getting out after one year if at that time we see that we do not need it.

MOTION TO APPROVE CONSENT AGENDA

Dr. Riggle noted that there was a modification of the minutes from the last meeting. Corrected minutes have been submitted for board approval.

The board discussed the modifications.

Mr. Taub questioned whether the minutes can be changed.

Dr. Riggle explained that minutes are brought to the board for their approval and should reflect what happened at the meeting. If there is a change that needs to be made to reflect what happened at the meeting, this is the time to do it.

Motion by Boron, seconded Martin by to approve the following items on the consent agenda

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

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>	<u>SALARY</u>
Matsunaga, Bridget	Physical Education	08.19.13	GBN	BA, Step 2, .3FTE
Rinella, Samantha	World Languages (Spanish)	08.19.13	GBN	MA, Step 4, .8FTE
Stoczany, Kathryn	Special Education	08.19.13	GBN	BA, Step 1, .5FTE

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

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Balling, Marlene (repl. Kathy Tomita)	Part-Time Nurse	08.23.13	GBS
Bowen, Esther (repl. Catherine O'Dwyer)	Math IA	08.20.13	GBS
Czaplewski, Mary (new position)	SPED IA	08.20.13	GBN
Kloss, Michael (repl. Jon Voss)	Dean's IA	08.20.13	GBS
Monk, Russell (repl. Dina Bosco)	Dean's IA	08.20.13	GBS
Tomczak, Blake (repl. Tim Spadoni)	SPED IA	08.20.13	GBN

- 2.) a. no resignations/termination of certificated staff
b. the resignation/termination of the following educational support staff

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Devine, Shannon	SPED IA	06.30.13	GBS
Kolba, Jennifer	Dean's IA	06.30.13	GBS

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

4. the issuance of Vendor Checks Nos. 58924 through 59069 in the amount of \$2,560,298.83 as listed on the attached checks register dated August 12, 2013.

5. no payroll

6. the reimbursement of the Revolving Fund for Employees for the month of July in the amount of \$57,009.57 represented by checks No. 13912 through 13929, 13967 through 13976, and 14230 through 14240.

the reimbursement of the Revolving Fund for Vendors for the month of July in the amount of \$77,758.19 represented by checks No. 13930 through 13966, 13977 through 14229, and 14241 through 14399. Checks issued in July voided in July: N/A. Check issued in previous months, voided in July: N/A.

7. Minutes

- the July 23, 2013 Finance Committee Meeting Minutes
- the amended Open Minutes from the July 29, 2013 Regular Board Meeting.
- the August 1, 2013 Technology Committee Meeting

8. Support Staff Rehires as contained in consent agenda item # 5.8.

9. FTE adjustments as contained in consent agenda item # 5.9.

10. Differentials - Athletics as contained in consent agenda item # 5.10.

Upon calling of the roll:

aye: Boron, Martin, Shein, Taub and Wilkas

nay: none

Motion carried 5-0.

DISCUSSION/ACTION: BOOKSTORE - RECAP

Dr. Ptak explained that we do an annual review of our bookstore. She has received positive feedback regarding this year's book sale including the distribution of the Chromebooks.

Dr. Ptak stated that over the last five years our prices have stayed stable, even though publisher's prices have gone up. We believe this is because Beck's has been able to offer a large number of used textbooks.

Mrs. Wilkas mentioned that she was told at book sale that there was a quota on the amount of books that Beck's can accept for return.

Dr. Ptak explained that this was a misunderstanding. There are no limits on returns.

Mr. Martin asked for confirmation that the average freshman cost for textbooks is \$446. Mr. Martin asked how many students buy their textbooks from Beck's compared to buying elsewhere.

Dr. Ptak replied that it is estimated that 85% of students go through bookstore, but that does not mean that they buy all of their books through Beck's.

Mr. Boron asked if a student bought a book through Amazon if they can return it through Beck's.

Dr. Ptak explained that Beck's is not required to accept returns of items not purchased through Beck's, but if they have a third party that they can sell the book to, they will.

Dr. Ptak explained the book reservation system that was instituted this year. Approximately 400 people took advantage of the reservation system that allowed parents to reserve books online. A credit card was not accepted online because if a student's schedule changed we would have to issue a credit. We have not received feedback on this program yet.

Mr. Boron stated that he heard that other districts with PowerSchool have used this to have certain information pre-entered.

Dr. Riggle explained that this is something we can pursue in the future, but it was not feasible for this school year.

Mr. Taub asked about the total cost for books at both schools.

Dr. Ptak responded that is approximately a \$1.5 million.

DISCUSSION/ACTION:FOOD SERVICES - RECAP

Dr. Ptak noted that we had another great year with Quest. She explained the Quest contract. Quest pays all expenses, salaries, and the cost of food. They keep all the revenue and pay us 10% in rent. This year's net rent was \$271,000, which is approximately \$50,000 higher than in the past. This year Quest came to us with a proposition to use our kitchen to make all the meals for Lincolnshire District 103. Quest transports the food and they

pay us for using our kitchen. This agreement has been beneficial for all three entities.

Mr. Taub asked if any of the additional money that we are making is being saved for the wear and tear of our kitchen.

Dr. Ptak explained that in the past, before we outsourced our food services the district was running a deficit, but now our entire surplus of \$657,000 is being saved to use for kitchen updates in the future.

Mr. Boron asked what the expenses in the food services memo are for.

Dr. Ptak explained that the \$28,000 maintenance expense comes out of the food service budget. She explained that we purchase the kitchen equipment so if we switched providers we own the equipment.

Dr. Ptak noted that Quest also picks up the cost for our free and reduced students. Our estimated savings on free & reduced is \$152,000 plus an additional \$11,000 in savings for breakfast.

Mr. Boron asked if we have an estimate on free and reduced participation.

Dr. Ptak said our estimation is 35% participation for our free and reduced students and an overall cafeteria participation estimate of 75%.

Mr. Boron noted that our sales have doubled since we went to Quest. Mr. Boron asked if any of our feeder districts show interest in using our cafeteria.

Dr. Ptak noted that Quest has had some conversations with the feeder districts, but there has not been any interest.

Mr. Taub asked if Quest pays a livable wage.

Dr. Ptak replied that Quest is in compliance with minimum & prevailing wage laws.

Mr. Taub asked if Quest pays benefits.

Dr. Ptak said that this was the case.

DISCUSSION/ACTION: SECURLY C.I.P.A. COMPLIANCE FILTERING SYSTEM

Mr. Thimm explained that with the roll out of Chromebooks questions regarding student use/access have arisen. The purpose

of the Securly system is to manage internet usage of our Glenbrook students wherever they may be. The Children's Internet Protection Act states that since the district owns/leases the Chromebooks the district is responsible for what the students can access. Mr. Thimm explained that our current solution is not well supported with Chromebooks so the only solution we have is Securly. This new solution meets our current needs and we will have one year to evaluate it.

Mr. Boron asked if we are paying for the old filtering system, M86, and also buying Securly.

Mr. Thimm explained that we are not double paying. M86 and Securly are for two separate platforms.

Mr. Boron asked what it will cost if Securly was to take over security for all of our devices.

Mr. Thimm stated an estimated cost of \$15,000 a year. Mr. Thimm explained that we want to see how it works this year. This will give us time to evaluate and then we can test the system on other devices.

Mr. Shein asked if this has to run through a proxy server.

Mr. Thimm explained that it is cloud based.

Mr. Shein asked if we have the ability to manage the system remotely.

Mr. Martin asked if there is only one vendor available.

Mr. Thimm explained that this is new technology and other vendors are in the process of developing a system, but nothing is on the market right now.

Mr. Martin said that right now this is our only option. He stated that we have no choice if we are going to preserve our E-rate.

Mr. Boron noted that the numbers would be higher because we have four classes, so the \$46,000 number will go up.

Mr. Shein noted that the discount will also go up.

Mr. Taub stated that we have to have filtering to be in compliance.

Mr. Thimm explained that in order to receive the \$125,000 in reimbursed E-rate we need to do this.

Mr. Martin asked if we are not in compliance do we not get the reimbursement.

Mr. Shein clarified that we are on a secure network, but since we own the device we are responsible no matter where our students are. Mr. Shein explained there is no way to make it 100% secure, because if a student wanted to get around it they will figure it out.

Dr. Riggle stated that the intent of the law is that we make every reasonable attempt at security.

Mr. Boron noted that it would be a violation of internet policy if a student uses the internet incorrectly.

Mr. Martin asked how the appropriate use of the Chromebooks is being communicated to students.

Dr. Pryma explained that a student signs what the expectations are. The deans also discuss the expectations with our students within the first two weeks of school.

Mr. Martin stated that it is not sufficient to have a student sign paperwork. Mr. Martin suggested verbally telling the students the top five things they should know regarding their responsibilities. Mr. Martin asked if the board will have an opportunity to get an update on Chromebooks.

Dr. Riggle explained that we will review Chromebooks because we will need to make a determination for next year. He explained that we will be collecting data over time. We will collect information from students, teachers and Beck's.

Dr. Williamson explained that we will continue to survey students and teachers and collect data regarding student engagement using the Chromebooks.

Mr. Taub noted that many kids in 7th and 8th grade already have devices and that the learning curve might be greater for the staff than for the students.

Mr. Thimm noted that Mr. Bretag has been working over the last year with the staff.

Dr. Riggle explained that districts 30 & 34 are using an iPad.

Mr. Taub asked who will bridge the gap.

Dr. Riggle explained that the training for students is very simple and should take about 15-20 minutes.

Dr. Williamson stated that there is a tutorial online if students are not familiar with Chromebooks.

Dr. Riggle stated that the opportunities coming down the line are very exciting. Dr. Riggle explained that Chromebooks are right for our district and for our students. The feeder districts decision on the iPads is what they believe is best for their students.

Mr. Boron noted that it would cost us \$100,000 if we do not approve this tonight.

Dr. Riggle explained that we have been totally compliant up this point and we feel that this is a good option.

MOTION TO APPROVE SECURLY C.I.P.A. COMPLIANCE FILTERING SYSTEM

Motion by Mrs. Wilkas, seconded by Mr. Boron to approve the Securly C.I.P.A. Compliance filtering system.

Upon calling of the roll:

aye: Boron, Martin, Shein, Taub and Wilkas

nay: none

Motion carried. 5-0.

DISCUSSION/ACTION: DISTRICT INITIATIVES

Dr. Riggle explained that he would like to allow board and administrators to discuss initiatives in order to narrow the scope for the fall.

Mrs. Siena reviewed the business initiatives.

Dr. Riggle explained that #2 needs to be done and recommended that this stay on the list. #3 is essential for this year. Dr. Riggle explained that GBS has growing enrollment and discussions will be needed regarding whether the building is big enough for the current and future students. We will need to discuss if we will need new district boundaries. Initiatives #4 & #5 are slated for the summer of 2014. These can be put on the Facility Committee list. Dr. Riggle stated that initiatives #2 & #3 are the most important.

Dr. Williamson reviewed curriculum and instruction initiatives and noted that the most important initiative is implementing common core because this is mandated. She noted that we will continue student engagement which will cover us for digital learning which rounds out the top three. Dr. Williamson asked for more clarity from the board on initiative #4, academic program review. Dr. Williamson suggested deferring the homework study because the implementation of Chromebooks and GBS going to block schedule will affect the discussion.

Mr. Shein asked how the academic program review is different than the annual reports.

Dr. Williamson explained that the yearly reports are a review of 20% of classes each year. She explained that this initiative was brought up by the board after the Academy presentation.

The board discussed the academic program review initiative.

Dr. Williamson explained that if we can keep the scope and review of the program as an overview this would be doable.

Mr. Shein asked if this initiative is important to do this year?

Mr. Martin stated that these are the types of things that get put off because they are not a top priority.

Dr. Riggle stated we do reshape classes internally if we are not happy with a course/program or if a class no longer fits. The administration does not think there are any problems that we will uncover, but it is important for the board and public to understand our programs.

Mr. Boron stated that he was the one that initiated the homework study but things will be changing so much between block schedule and Chromebooks that we should wait and see before we look at homework.

Mrs. Wilkas and Mr. Shein agreed with Mr. Boron.

Mr. Taub asked if there is any career counseling for students without the resources or desire to go to college.

Dr. Wegley explained that there are continued discussions not only with counselors but with teachers regarding different opportunities, including apprenticeships.

Dr. Pryma explained that they might not always have formal career counseling, but students and teachers do have conversations about careers.

Mr. Taub asked if we have options for students who do not want to go to college.

Dr. Wegley stated that the spirit of what Mr. Taub is talking about is very alive in our schools. The skills that we teach through our Project Lead the Way program will help all students, not just those headed to college.

Mr. Taub stated that he is happy to know that our students who do not go to college are getting the training they need to succeed.

Dr. Riggle stated that initiative #1, #2 & #4 will be put on the district initiatives for Curriculum & Instruction.

Dr. Riggle reviewed the district initiatives for human resources and explained that #1 & #2 are mandated. Initiative #3 is important in order to have a better coordinated effort and an expanding comprehensive model for what we are looking for. The administration would like to focus on this initiative. Initiative #4 is currently underway. Initiative #5 is regarding staff engagement and if the board is interested Dr. Caliendo will follow-up.

Mr. Taub asked if the schools are already working on staff engagement through professional development and meetings.

Dr. Caliendo stated that with all the changes happening between the Google Chromebooks and block schedule it is an important time to monitor our staff.

Mr. Taub said that it is important to get feedback from our staff during this volatile time.

Dr. Wegley noted we are doing this on an ongoing basis. We are listening to our staff.

Mr. Boron stated that we should not do a study right now because we will get a lot of false data. There is too much change. Mr. Boron suggested waiting until after the changes to gauge job satisfaction and engagement, not in the middle of the upheaval. Mr. Boron agreed that it is appropriate to prepare a survey, but suggested to wait to distribute it.

Mr. Taub said that the problem with surveys is that if feedback is not shared quickly then people lose interest in participating in future surveys. If you are going to do a survey the data must be published in a timely manner.

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Mr. Shein asked if we have a skills inventory of our teachers so that if someone leaves or retires that we know where we are vulnerable.

Dr. Pryma stated that there are times we have someone to fill those spots internally, but sometimes there is a more qualified candidate from the outside.

Dr. Riggle stated that the first four initiatives on the human resource list will be on the district initiatives and #5 will be deferred.

Dr. Riggle explained Ms. Nimke is leaving and Ms. Geddeis will have to hire a new person. Ms. Geddeis' focus has been on initiative #1.

Ms. Geddeis explained that PR has a hand in everything we discussed in district initiatives. She suggested that we look at our next three year plan. Ms. Geddeis explained that we need to review our surveys and reach our taxpayers.

Mr. Taub asked if it is it still important to reach those taxpayers who do not have students in the school. He asked how many people vote.

Mr. Boron stated that the number one question of 95% of all house buyers is what school district the house is in.

Mr. Shein said that we should have a three year communication plan.

Dr. Riggle stated that Ms. Geddeis and he will work on creating a three year plan.

Ms. Geddeis noted that the mobile website will launch soon.

Mr. Boron noted that PR needs to emphasize communication on electronic devices.

Dr. Riggle noted that Dr. Williamson, Mr. Etherton and Ms. Cummings are in charge of the student wellness initiative.

Dr. Riggle explained the technology initiatives. He noted that #1 is done and explained the importance of the other two technology initiatives.

MISCELLANEOUS TOPICS

Mrs. Siena explained that a new law was just signed that requires public schools to have catastrophic insurance for IHSA. We are

currently getting quotes to bring to the next board meeting. This insurance will have to be retroactive to August 5th.

Mr. Shein asked if this insurance is student coverage or district coverage.

Mrs. Siena explained that this would cover the student if they got hurt.

Dr. Riggle explained that we will need to look at the Board meeting schedule & training for board members. The October 14th scheduled board meeting will need to be rescheduled because it is a state holiday. We would like to look at this at the next meeting.

Dr. Riggle explained that two of the four hours of the mandatory training for all board members has already been fulfilled with the training that Mr. Petrarca provided. He explained that this training would fulfill the training requirement for all board members so he suggested that all board members participate in the last two hours.

Dr. Riggle explained that we will have to have a special meeting and asked the board to bring their calendars to the next meeting so that we can decide on meeting dates.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Boron, seconded by Wilkas to move into closed session at approximately 9:18 p.m. to consider the setting of a price for sale or lease of property owned by the public body; and student disciplinary cases (Section 2(c) (6) and (9), of the Open Meeting Act).

Upon calling of the roll:

aye: Boron, Martin, Shein, Taub and Wilkas

Nay: none

Motion carried 5-0.

The Board returned to open session at 9:51 p.m.

ADJOURNMENT

Motion by Boron, seconded by Martin to adjourn the meeting at approximately 9:51 p.m.

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

Motion carried 5-0.

* Boron, Martin, Shein, Taub and Wilkas

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

UPCOMING BOARD MEETINGS:

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

Monday, August 26, 2013 7:00 p.m. Regular Board Meeting