

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, SEPTEMBER 24, 2012**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, September 24, 2012, 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, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

Absent:

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

APPROVAL OF AGENDA FOR THIS MEETING

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

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

STUDENTS AND STAFF WHO EXCEL

Ms. Geddeis introduced student athlete, Grant Rushing, GBN varsity running back. Grant was the Chicago Bears Athlete of the Week and was selected through the Bear's all-star program. The criteria for selection includes on-field performance, community involvement and good sportsmanship. Ms. Geddeis cited recent statistics from Grant's football season.

GBN teacher and football coach, Matt Purdy, stated that Grant has been a three-year starter, team captain and leader on the team. Mr. Purdy cited statistics from Grant's last game. He stated that Grant is a division-one prospect.

Grant stated that he has been proud to be a member of the team and has been proud of how the team has performed.

Dr. Riggle asked Grant to tell the Board about his junior year in which he was injured.

Grant stated that the team record was 4 wins and 5 losses that year. He explained how his injury hampered his participation.

Dr. Riggle spoke of the challenges the team had this year and in spite of this the team has a record of 4-1.

Dr. Regalbuto asked about Grant's college plans.

Grant stated that he has no offers at this time. He would like to study business or marketing. Grant introduced his dad.

RECOGNITION OF COMMUNITY VISITORS

None.

BOARD AND SUPERINTENDENT REPORTS

Dr. Riggle stated that there was a very successful *Parent Night in the Classroom* at GBS last week.

Dr. Riggle stated that there is a big effort underway at GBS to support a staff member whose wife is afflicted with aplastic anemia. A non-for-profit organization has been started to help the family and to raise funds in support of the disease in general. Dr. Wegley provided an update regarding the status of Mrs. Shellard. He stated that the community came together to create a foundation to support families with similar needs.

MOTION TO APPROVE CONSENT AGENDA

Motion by Mr. Boron, seconded by Dr. Regalbuto to approve the following items on the consent agenda

1. a. no certificated staff appointments
 b. no educational support appointments

2. a. no resignations/terminations of certificated staff
 b. no resignations/terminations of educational support staff

3. the Board of Education review of the FOIA request contained in consent agenda item #6.3.

4. the issuance of Vendor Checks Nos. 54424 through 54706 in the amount of \$2,837,566.79 as listed on the attached checks register dated September 18, 2012.

5. the issuance of the electronic wire transfers for credit union, TRS, federal taxes, employee and employer portion of FICA and Medicare taxes and state taxes, and payroll check numbers 67401 through 67477, 67482 thru 67520 totaling \$59,763.36. Vendor Payroll check numbers 67478 through 67481 and 67521 through 67526 totaled \$4,998.74. With employees' Federal, State, and FICA/Medicare withholding taxes of \$285,799.39 TRS contributions of \$57,527.07 other deductions of \$107,591.47 and direct deposit of \$930,542.24 the gross payroll for the month of August was \$1,441,223.53. TRS employer contribution was \$78,477.30 and employer matching FICA and MED was \$72,759.49.

6. no imprest

7. the Open and Closed Session Minutes from the September 10, 2012 Regular Board Meeting.

8. Academic Attainment as contained in consent agenda item # 6.8.

9. Administrative Compensation Reporting Requirements (P.A. 96-0434) as contained in consent agenda item # 6.9.

10. FTE Adjustment as contained in consent agenda item # 6.10.

11. Student Information System Recommendation as contained in consent agenda item # 6.11.

12. Repurposing Aquianas Stipend Funding contained in consent agenda item # 6.12.

13. Board Policy & Procedures 8280 - Student Records as contained in consent agenda item # 6.13.

14. GBE Contracts as contained in consent agenda item # 6.14.

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

DISCUSSION/ACTION: TRANSITION PROGRAM OVERVIEW

Dr. Riggle introduced Ms. Pearson to present information regarding the transition program.

Ms. Pearson provided an overview of transition services including the range of services and purposes of the services.

Ms. Pearson referenced required services for students who are in the 18-22 year-old range. Many students are receiving services in this age range. She explained that these services are very individualized. Ms. Pearson described the types of areas addressed with these services.

Ms. Pearson explained the legal requirements of transition services and described services provided by NSSSED.

Mr. Boron asked about the acronym, DRS.

Ms. Pearson stated that this is the Department of Rehabilitation Services. This organization provides additional support such as financial assistance or job coaching.

Ms. Pearson described a recent change in the transition program in which there are now a variety of locations where student-specific needs can be met rather than placement in a particular location based upon where the student attends school.

Dr. Regalbuto asked if the downtown Glenview location still exists.

Ms. Pearson stated that TLS services are provided at the Glenview site. She presented a history regarding this site and how the location provides opportunities for students to access the community.

Ms. Pearson stated that some students receive services at the GBOC location, but these are not traditional Off Campus students. These students receive structured teaching. Ms. Pearson described GBN community-based locations and sites.

Ms. Pearson explained that transition students participate less in high school activities to better prepare for the transition beyond high school.

Ms. Pearson provided a chart showing the growing number of students needing transition services. She explained how changes in Federal law influenced growth in these numbers starting in 2006-07. In 2011-12 there was significant growth in the program and the administration asked the Board for an additional 0.2 FTE in transition programming. She explained how additional students were absorbed in 2012-13.

Mrs. Hanley asked if the increase was driven by changes in the law or additional student needs.

Ms. Pearson stated that some of both caused the increase.

Mr. Martin observed that the program went from 25 students to the low 40's. He asked Ms. Pearson what she expects in the future.

Ms. Pearson stated that it is hard to predict. She stated that the complexity of student needs at GBS has increased.

Mr. Martin asked if only students with an IEP are eligible for transition services.

Ms. Pearson indicated that this was the case. The district provides services throughout grades 9-12, but must determine if students have individual living, employment skills or college needs that must be addressed beyond grade 12.

Mr. Martin asked if there was a team that meets to determine if services are needed. He asked about the percent of students who graduate with an IEP who obtain transition services.

Ms. Pearson stated that this is a small number relative to the total special education population. She explained the cumulative effect in that not just 19-year-olds are represented in the total.

Ms. Pearson stated that the majority of students with IEP's have low incidence disabilities. These students graduate with their class. Some IEP students have minimal services. Independent living and vocational skills are present in the majority of IEP students.

Mr. Martin asked Mrs. Siena what assumptions she makes about transition programming in the budget.

Mrs. Siena stated that she and Ms. Pearson worked closely to identify staffing needs that were included in the budget.

Mr. Martin asked Mrs. Siena about assumptions that could be made about budget projections based on the transition program.

Mrs. Siena stated that these services are difficult to predict and estimate, but she is aware of the bubble effect with increasing numbers of students.

Dr. Regalbutto asked when the change was made in the post-21 direction.

Ms. Pearson stated that in 2004 the regulations were changed and this first affected the district as of 2006-2007.

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Dr. Regalbuto commented on the cumulative effect of the law related to contributing to the increase in numbers.

Ms. Pearson stated that enrollment is hard to predict until articulation meetings are completed to know how long students will stay. Ms. Pearson stated that she is in the process of determining when the district has met its obligation to the student based upon case law.

Mr. Doughty asked what kinds of earlier measures are being considered to provide interventions to mitigate the need for these types of services.

Ms. Pearson described the series of transition courses now available earlier in students' high school careers. She stated that this is more difficult to schedule early in the students' careers because of other required courses taking slots in the schedule. Throughout grades 9-12 the district provides community-based experiences to address some of the transition skills more intensely.

Mr. Boron asked if a block schedule is more advantageous for this.

Ms. Pearson stated that in some ways it is advantageous because of the 90-minute block of time, but this schedule does not provide a daily schedule for students.

Mr. Shein asked where transition services were designated in the budget.

Mrs. Siena stated that she could provide this information when reviewing the budget. Some of the costs are in the overall special education budget.

Mr. Shein asked if it would be possible to obtain the information in total program costs.

Ms. Pearson stated that this would help the district provide additional information to the state for reimbursement. If the district captures all the costs for transition services, we can appeal for more funding. Ms. Pearson explained that this is from State funding.

Mr. Shein asked about Federal funding.

Ms. Pearson stated that there is some Federal fee-for-service Medicaid money available.

Ms. Pearson stated that she is working with the State from an advocacy perspective to address the needs of low-income students for community-based experiences. She provided examples of where low-income students may be limited in participation in community-based experiences.

Ms. Pearson commented that the way transition students must be designated relative to graduation negatively impact graduation rates for both high schools. There is a new Federal formula that counts these students as drop-outs. This has a negative effect on the school profile. Ms. Pearson stated that she has been advocating for a notation on the school report cards to accurately reflect this.

Ms. Pearson stated that families are looking more to the school for supports because of decreasing community resources. Services have been cut. The Department of Rehabilitation Services no longer provides long-term job coaching.

Ms. Pearson stated that one goal is to avoid the social drop-off for transition students at age 22. There is a focus on promoting social opportunities that persist once a student must leave the transition program. Ms. Pearson described *Total Link to Community*, a grassroots group designed to find other funding opportunities and mechanisms for students post age 22.

Mr. Martin asked about details regarding current enrollment and when future projections will be available.

Dr. Riggle stated that this is not a predictable population.

Mr. Taub stated that it is not as though you can pinpoint a cost per student because the needs of each student are unique.

Ms. Pearson stated that an average cost per student could be determined.

Dr. Riggle stated that the district will continue to be conservative in our estimates.

Ms. Pearson stated that staffing depends upon enrollment and workloads. This is challenging because special education staffing usually come later after 8th grade articulation meetings. The needs of incoming freshmen will not be known until April.

DISCUSSION/ACTION: RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENT AND EASEMENTS WITH VILLAGE OF NORTHBROOK

Dr. Riggle presented a revised draft of the resolution authorizing intergovernmental agreement and easements with the Village of Northbrook.

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He referenced Exhibit E which was missing from the original packet. Dr. Riggle stated that there is a representative from Manhard Consulting available to answer any questions. Dr. Riggle stated that he is asking for Board approval of this item as the Village of Northbrook and Northfield Township governing bodies also need to approve the resolution at upcoming meetings.

Mr. Boron asked if it was known that MWRD would approve the proposed configuration.

The representative from Manhard Consulting stated that there is more than enough detention volume than required by MWRD as the Village of Northbrook requires more detention.

Dr. Riggle stated that MWRD will not review the proposal until there is an agreement with the Village.

The Manhard representative stated that they have a good working relationship with MWRD.

Mr. Boron asked if the district should indicate in the agreement that the agreement is contingent upon MWRD approval.

Mr. Doughty stated that this makes sense if there is something to be rectified in the agreement following MWRD review.

Dr. Riggle stated that the agreement speaks to the amount of land that the district is looking to add. If the amount were to change the district can look at where the line for the land ownership is drawn. The amount of land for detention is more than what would be required for the turf field and improves the area for the Village.

Mr. Boron stated that he had no problem with the numbers, but was only concerned about configuration problems rather than a volume problem.

Mr. Shein asked about the likelihood that MWRD would reconfigure the land designations.

The Manhard representative indicated that MWRD does not care too much about the configuration, only the volume.

Mr. Doughty asked if the Village wanted to expand, if this would increase the district's burden.

Dr. Riggle stated that he did not think this was the case. This would have to come from the Village's portion.

Mr. Boron asked about additional cost to the district if Northbrook has to increase the land for detention.

Dr. Riggle stated that the district would not share that expense. The only future expense to the district would be for repairs and this would be proportional to the district's share.

Mr. Taub asked if the district would bid and the Village would go with the district's bids.

Dr. Riggle confirmed that this was the case. He stated that the Village will pay their share of the cost.

Mr. Doughty asked if there was any advantage of doing the work at the same time.

Dr. Riggle stated that this is the way the work was planned because it will be in district's best interest economically.

Dr. Riggle indicated it would be best for the Board to approve the resolution tonight.

Mr. Shein asked if there were any objections to this from other Board members.

MOTION TO APPROVE RESOLUTION AUTHORIZING INTERGOVERNMENTAL AGREEMENT AND EASEMENTS WITH VILLAGE OF NORTHBROOK

Motion by Mr. Boron, seconded by Mr. Taub to approve the resolution authorizing the intergovernmental agreement and easements with the Village of Northbrook.

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbutto, Shein, Taub

nay: none

Motion carried 7-0.

DISCUSSION/ACTION: ADOPTION OF THE FINAL FY2012/13 BUDGET

Mrs. Siena reviewed the budget packet. She started with the variances and major methodology regarding how the expense side of budget is built.

Mrs. Siena indicated that there was a \$425k reduction from tentative to final budget on salaries. However there is a 4.3% increase from the last year in personnel costs.

Mrs. Siena reviewed the purchased service category. She provided variances by major category and the reason for the variances. She stated that the most significant increase is in salaries and consulting fees related to implementing the new finance and HR packages. Purchased service is down in printing and bookstore costs.

Mr. Doughty asked if variances reflected a slower growth rate or a reduction.

Mrs. Siena indicated that changes were the result of a reduction.

Mr. Doughty asked what the reduction was in relation to.

Mrs. Siena stated that in FY09 there was an 18.6% increase in this area. She stated that the rate of increase is slowing down.

Mr. Shein asked for clarification.

Mrs. Siena stated that this area is up from prior years because of the new finance and HR package. There was a \$183k placeholder from last year, but these systems have not yet been paid for.

Mr. Boron stated that part of the surplus was because the money was not spent in previous years.

Mrs. Siena stated that capital projects are down because the district is at the tail end of most capital projects.

Mr. Boron asked if the cost of the transition program is contained within special education tuition.

Mrs. Siena confirmed that transition is contained within special education tuition.

Mr. Martin stated that the variance for salaries is 4.36%. He asked if this was a trend.

Mrs. Siena stated that this has been slightly under 5% for the last four to five years.

Mrs. Siena stated that budgets are higher for social security because newer teachers have a Medicare liability contribution.

Mrs. Siena stated that IMRF is up and will go to a blended rate which represents a 15.29% increase.

Mrs. Siena stated that the district's TRS payment is only 0.58% of creditable earnings, but the district will have to pay attention to pension reform.

Mr. Shein asked how the 0.58% rate relates to the 2.2% per year retirement calculation rate.

Mrs. Siena explained that the 0.58% is the actuarial rate that was applied after the change to 2.2%.

The Board discussed the potential impact of pension reform on the budget and asked questions of Mrs. Siena.

Mrs. Siena reviewed percentage increases in medical and dental insurance.

Mr. Taub clarified that the district has the same insurance rate but the addition of more employees increased the amount for life insurance.

Mrs. Siena confirmed that this was the case.

Mr. Taub asked if this percentage includes administrative and claim costs.

Mrs. Siena confirmed this.

Mrs. Siena referenced her memo relative to changes from tentative to final budget. She summarized and provided an overview of the changes.

Mrs. Siena stated that the district ended FY12 with a \$68.9M fund balance. She explained the factors that contributed to this increased fund balance.

Mrs. Siena stated that she incorporated \$1.1M in General State Aid into the FY13 budget, but not in future projections.

Mrs. Siena reviewed the yellow chart that presented the budget from draft to final budget. She indicated that the biggest change on the revenue side was a change in Corporate Personal Property Replacement Tax (CPPRT) which will come in less because the State took money to pay the Regional Superintendents' salaries. This was supposed to be a one-year deal, but this will be the second year that the State will reduce this amount for this purpose. This represents a \$400k loss in revenue.

Mrs. Siena stated that overall the budget reflects a \$318k decrease in revenue from tentative to final budget.

Mr. Martin asked what Mrs. Siena's assumption for CPPRT would be for 2014.

Mrs. Siena stated that in the future she will budget based upon CPPRT for the current year.

Mr. Boron asked if grant money can be used to claim indirect costs such as lighting and heat.

Mrs. Siena explained the limitations of the grants and their focus on funding personnel.

Mrs. Siena referenced the expenditure side of the budget. There was a \$425k reduction in salaries after Board-approved reductions.

Mrs. Siena stated that there was an overall decrease in revenue, but a greater decrease in expenditures.

Mr. Shein asked Mrs. Siena if she recalled the total for the initial budget for FY12.

Mrs. Siena referenced the blue chart showing the summary of the FY12 year-end, which illustrated comparisons to the budget from the year prior. This showed that the budget was 4% over-budget on revenue and 1% under-budget on expenditures.

Mr. Taub stated that it would be nice to know the number of students that the district served from 2006.

Dr. Riggle stated that student enrollment is part of the budget projection.

Mr. Taub suggested adding enrollment history to the budget information.

Mrs. Siena referenced the pink chart showing a fund balance representing 68.9% of budgeted expenditures. This is more than double the 33% required by Board policy. The increased fund balance is a direct result of the budget reduction plan.

Mr. Martin asked how Board members should respond if asked why the fund balance is so high.

Dr. Riggle stated that the district will experience increasing enrollment in the future which results in the need to add more staff. This will test the reserve.

Mr. Doughty asked about keeping the reserve threshold at 33%.

Dr. Riggle stated that Board policy calls for a 33% level of reserve relative to operating budget.

Mrs. Siena reviewed efficiencies implemented as part of the budget reduction plan.

Dr. Riggle stated that other factors suggest a need for a reserve at the district's level such as pension reform, rising health care costs and increasing enrollment.

Mrs. Siena reviewed a summary of the Glenbrook Aquatics program showing a ten-year trend. She stated that the program is still breaking even so there is no need to raise fees. Enrollment has grown.

Mr. Martin asked if staff is included in the Glenbrook Aquatics expenditures.

Mrs. Siena stated that the district pays all staff salaries and benefits. Glenbrook Aquatics rents the district's facility.

Mr. Martin asked what percentage of the \$500k budget is going to personnel.

Mrs. Siena stated that the percentage is not as high as the percentage of the district's budget that goes towards personnel.

Mrs. Siena reviewed the fund balance chart showing the percent of operating budget. This chart included a three-year historical trend and five-year projection. She explained the assumptions and actual figures that were factored into the projections.

Dr. Riggle asked what rate Mrs. Siena used for the rate on interest income over the next five years.

Mrs. Siena stated that she used 0.25% and stated that this is aggressive.

Dr. Riggle stated that there is still a significant amount of land in the TIF and the Village of Glenview has RFP's from some developers which may bring an increasing population.

Mrs. Siena stated that there will be a Finance Committee meeting in November to review another year of enrollment projections and the impact on the budget.

Mrs. Siena reviewed the financial dashboard reports.

Mr. Shein referenced page 8 which showed an increase in salaries or benefits when comparing 2011-12 and 2012-13. He asked if there were increases in FTE that would explain this increase.

Mrs. Siena stated that there was additional FTE added based upon enrollment.

Dr. Riggle referenced p. 10 which showed the increase in FTE.

Mr. Boron made an observation about the increased cost based upon the cost per pupil. He stated if there was an increase of 350 more students, this would represent the need for an additional \$7.3M dollars.

Mr. Shein asked if there was an economy of scale when bringing additional students in.

Mr. Boron stated that there is not an economy of scale in terms of staffing.

Dr. Riggle stated that there is some economy of scale, but it is not large. The number of administrators does not increase with an increasing student population.

Mrs. Siena recognized Vicky Tarver, Director of Business Affairs, for her work in putting the budget together.

REVIEW AND SUMMARY OF BOARD MEETING

President Shein summarized the following:

The Board adopted the budget.

The intergovernmental agreement between the Village of Northbrook and district regarding detention work was approved.

Dr. Riggle reported that Dr. Ptak had a baby girl, Caroline Michelle Ptak, born on September 13.

MOTION TO MOVE INTO CLOSED SESSION

Motion by Mr. Boron, seconded by Dr. Regalbuto to move into closed session at approximately 9:33 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; student disciplinary cases. (Section 2(c) (1), (2) and (9) of the Open Meeting Act).

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

Nay: none

Motion carried 7-0.

The Board returned to open session at 11:16 p.m.

ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION

Motion by Mr. Boron, seconded by Dr. Regalbuto to approve the resolution authorizing a notice of remediation for employee #09-24-12-01.

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

Motion by Mr. Boron, seconded by Mr. Shein approving a remediation plan designed to correct identified deficiencies in teaching performance of employee #09-24-12-01.

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

Motion by Mr. Boron, seconded by Dr. Regalbuto to accept the recommendation of the administration regarding student #09-24-12-01

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

Motion by Mr. Boron, seconded by Mrs. Hanley to accept the recommendation of the administration regarding student #09-24-12-02

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

Motion by Mr. Boron, seconded by Mr. Doughty to accept the recommendation of the administration regarding student #09-24-12-03

Upon calling of the roll:

aye: Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

nay: none

Motion carried 7-0.

ADJOURNMENT

Motion by Mr. Boron, seconded by Mr. Martin to adjourn the meeting at approximately 11:20 p.m.

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

Motion carried 7-0.

* Boron, Doughty, Hanley, Martin, Regalbuto, Shein, Taub

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 Center
4000 West Lake Avenue
Glenview, IL 60026

Monday, October 22

7:00 p.m. Regular Board Meeting