

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, DECEMBER 2, 2013**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, December 2, 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, Doughty, Hanley, Martin, Shein, Taub, Wilkas

Absent: N/A

Also present: Bretag, Caliendo, Frandson, Geddeis, Geallis, Muir, Pearson, Pryma, Riggle, Siena, Thimm, Wegley, and Williamson

**APPROVAL OF AGENDA FOR THIS MEETING**

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

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**STUDENTS AND STAFF WHO EXCEL**

Ms. Geddeis recognized GBN High School for their participation in the Honor Flight Program. On October 30<sup>th</sup>, approximately 300 students welcomed World War II veterans at Midway Airport. Glenbrook North was selected as the first school to participate in a pilot program by the Honor Flight Network.

Mrs. Geddeis shared a short video of the event.

The students reported on the event:

- It was a great experience.
- Explained how emotional the event was for both the students and the veterans.
- The event was more than they anticipated.
- It brought history to life.

- They hope that students in the future continue this tradition.

**RECOGNITION OF COMMUNITY VISITORS**

Mr. Tim O'Donnell stated that his son Tom O'Donnell found a fatal flaw in our education system.

Tom O'Donnell provided a presentation of what he learned about the education system.

A board member thanked them for their presentation and stated that the board does not respond to community comments.

**MOTION TO APPROVE CONSENT AGENDA**

Mr. Boron requested that Consent Agenda item #7 be removed from the consent agenda and voted on separately. He stated that since he was not in attendance at the last meeting he was not comfortable approving the minutes from the last meeting.

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

- 1.) a. no certificated staff appointments  
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>
Whisler, Dan	Plant Operator	07.01.14	GBN

- 2.) a. no resignations/termination of certificated staff  
b. the resignation/termination of the following educational support staff contained in the memorandum dated December 2, 2013.

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVE</u>	<u>SCHOOL</u>
Block, Bradley	SPED IA	11.15.13	GBS
Kloss, Michael	Dean's Para	11.15.13	GBS

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

4. the issuance of Vendor Checks Nos. 60508 through 60690 in the amount of \$1,067,919.46 as listed on the attached checks register dated November 25, 2013.

5. no payroll

6. the reimbursement of the Revolving Fund for Employees for the month of November in the amount of \$26,831.94 represented by checks No. 15117 through 15158, 15193 through 15221, and 15261 through 15295.

the reimbursement of the Revolving Fund for Vendors for the month of November in the amount of \$131,794.20 represented by checks No. 15159 through 15192, 15222 through 15260, 15296 through 15335. Checks issued in November voided in November: N/A. Check issued in previous months, voided in November: No. 15084 & 13951.

8. the acceptance of the following gifts:

Gift From	Amount of Item	School	Department	Account
Chipotle	4-burrito /taco certificates	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Jersey Mikes	10 – sub/chips/drink	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Roti	2 - \$10 gift cards	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Meatheads	2 - \$15 gift cards	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Office Max	Backpack filled with school supplies	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Sweet Tomatoes	3 – meal passes	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Book Bin	\$10 gift card	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Becks Books	Chrome book cover & Spartan spirit gift	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Yogenfruz	\$25 gift card	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Caribou Coffee	Travel mug	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Lou Malnatis	Large pizza & pizza party	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Whole Foods	Gift basket of treats	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Starbucks	3 - \$10 gift cards with tumblers	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Subway	Lunch combo certificate	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Hallmark	2 - journals	GBN	ACADEMIC RESOURCE CENTER -	N/A

			STUDENT RAFFLE	
Sarpino's Pizza	50-Personal pizza certificates	GBN	ACADEMIC RESOURCE CENTER - STUDENT RAFFLE	N/A
Mr. Jim Greenebaum 1740 Mission Hills Rd, #311 Northbrook, IL	Photography supplies	GBN	FINE ARTS	N/A
Mr. Marty Polin 2550 Salceda Dr. Northbrook, IL	Photography supplies	GBN	FINE ARTS	N/A
GBN Parents' Association donation for teacher luncheon	\$858.79	GBN	PRINCIPAL'S OFFICE	274410
Conor B. Cameron	2000 Toyota Camry LE 4 door vehicle VIN# 4T1BF28K6YU 937038	GBS	GBS Automotives Department	n/a
Ross Capital LLC	\$2,000.00	GBS	GBS French Club Study Abroad	830435

9. the Board of Education Approval of Firewall Refresh as contained in consent agenda item # 6.9.

10. the Board of Education Approval of GBS POMS National Competition as contained in consent agenda item # 6.10.

11. the Board of Education Approval of GBS Girls' Softball Tour as contained in consent agenda item # 6.11.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**MOTION TO APPROVE CONSENT AGENDA ITME # 6.7**

Motion by Mrs. Hanley, seconded by Mr. Doughty to approve item 6.7 from the consent agenda.

7. the Open and Closed Session Minutes from the November 12, 2013 Regular Board Meeting and the minutes from the November 15, 2013 Technology Committee Meeting.

Upon calling of the roll:

aye: Doughty, Hanley, Martin, Shein, Taub, Wilkas

nay: none

abstain: Boron

Motion carried 6-0.

**BOARD AND SUPERINTENDENT REPORTS**

Dr. Riggle congratulated Mrs. Siena for being recognized at the Triple I conference for her year as president of IASBO. This is a 3-4 year commitment in a position of leadership.

Mrs. Siena noted that the keynote speaker at the Triple I conference was the person who started the Honor Flight Program.

Dr. Riggle stated that in the summer a conceal and carry law was passed. The law states that the district needs to advertise that we are not allowing people to carry guns in the school. Dr. Riggle passed around the sign that will be posted at our schools. Signs will go up by January 1<sup>st</sup>.

In response to board questions, Dr. Riggle explained that the signs need to be at the primary entrances and are not required to be posted on our website.

A board member suggested that they be posted at the athletic fields.

Dr. Riggle stated that both schools exceeded their goals for the canned food drive.

Mr. Boron and Mrs. Hanley were at the GSO concert and praised the high quality of the concert.

Mr. O'Donnell asked how he can discuss his concerns.

Dr. Riggle explained that he and Dr. Pryma will contact him within the next few days.

**DISCUSSION/ACTION: TLS AND TLS TRANSITION STUDY**

Dr. Riggle stated that on several occasions the needs of TLS students and the required growth and expansion of the TLS Transition Program have been discussed with the board. TLS is a very important part of our services to special needs students and has been a NSSED program since its inception in the Glenbrooks. Although we are not at all displeased with the services provided by NSSED it is necessary that the district conduct a systematic analysis of our ability to deliver such services to see if there is a cost efficiency that can be realized while maintaining or improving the quality of the existing programs.

Ms. Pearson introduced the concept of an analysis study to the board. Ms. Pearson stated that it will be a one year study with no predetermined outcome. The study will evaluate a number of factors:

- students needs
- enrollment projects
- staffing
- advantages/disadvantages

Ms. Pearson stated that the TLS and TLS Transition programs are a very highly sensitive areas with our curriculum offerings and the process utilized in conducting this type of analysis must include clear and consistent communication, along with opportunities for input from our parents, staff and key stake holders.

Ms. Pearson noted that no action is being requested this evening, but this topic was brought to the board for informational purposes only.

Ms. Pearson stated that should we build our capacity to serve students in the TLS program, we would continue to rely on NSSD for support services, coaching, professional development, etc.

Ms. Pearson stated that any recommended implementations would be for 2015-2016 school year.

Ms. Pearson invited the board to visit NSSD and opened the presentation up to questions.

The Board asked:

- The location & differences of the programs.
- How many students are served.
- If we lease the properties.
- For clarification on what we will be studying.
- How the program has changed over the years.
- If we have a way of determining expected enrollment.

Mrs. Pearson stated:

- We have locations in both Northbrook and Glenview.
- The different locations collaborate together, but provide different services.
- They serve approximately 30 students.
- We have a 3 year lease.

- Enrollment projections will be for approximately 5 years, but currently we know that within the next 2 years enrollment is growing.

**DISCUSSION/ACTION: ACADEMIC PROGRAM REVIEW**

Dr. Riggle stated that Dr. Williamson, Ms. Frandson and Mr. Muir will present the academic program review which specifically focuses on supporting the academic success of students who would normally be identified as slightly below average in comparison to their peers, but not low enough to qualify for special services.

Dr. Williamson stated the purpose of tonight's presentation is an overview of the program; it is not intended as a program evaluation.

Dr. Williamson highlighted a few of the curriculum programs and explained what the programs entail. Dr. Williamson opened up the conversation to questions.

Dr. Williamson introduced Ms. Frandson and Mr. Muir who reviewed specific student examples with student names redacted to give an overview of progression through the programs.

The Board asked:

- If Team support is reduced over time and if so, why.
- If the goal is for students to exit these programs.
- If Guided Studies includes counselors.

The administration replied:

- The goal is to reduce support, these are transition programs.
- Guided Studies does include counselors.

In response to a board member question on how we know as an organization that we are doing a good job Ms. Frandson and Mr. Muir stated that we:

- Track student performance by grades
- Review student reading assessments
- Review social/emotional assessments through counselors
- Rely on parent involvement
- Track how many students continue on with their college plans and their success rate

A Board member asked:

- Is there a metric we can use to measure that we are doing all we can for our students.
- If there are things that we can do better.

Dr. Williamson stated that we are continuously looking at ways to improve all our programs.

Dr. Wegley stated that our dashboard reports show the high performance of our students which is evidence of us doing what we can to make our students successful.

A Board member asked how many other districts have programs like these.

Mr. Muir responded that Highland Park and Stevenson run similar programs.

A board member stated that she had two students that went through these programs and that they are both very successful, she was very happy with the services. The board member stated that she had been in two other states at the best schools and they did not have programs like the Glenbrooks.

In response to board questions the Administration stated that the program size is based solely on student needs.

#### **DISCUSSION/ACTION: SOFTWARE PURCHASES**

##### **A. INFOSNAP**

Dr. Riggle stated that Infosnap is a software product that will enable the district to interface more efficiently with parents in an effort to collect important data electronically through the PowerSchool portal.

Mr. Bretag stated that currently our parents fill out 4-5 pages of information that our registrar must decipher. Mr. Bretag stated that by shifting to InfoSnap there are the following key benefits:

- Efficiency
- Staffing
- Accurate data
- Efficiency for parents at book sale

Mr. Bretag stated that:

- Parents can go online to fill out forms.
- Parents can upload necessary documents.

- Parents will receive confirmation of all documents and can provide updates throughout the year.

Board members asked:

- Can data be carried from year to year?
- What challenges are expected?
- Will parents need to duplicate data entry in various locations online?
- About the accuracy of data entered.
- Will residency be taken care of through this program?

Mr. Bretag responded:

- Data can be rolled over.
- Challenges that other schools have had was rushing the set up process.
- Data is entered once and all fields are updated.
- Data accuracy should be improved.

Dr. Riggle explained that there is still a person that will need to review residency data and we will not be ready with this system for the 8th graders that will be coming this upcoming fall. Dr. Riggle stated that the new system should make it better for both parents and staff.

A Board member asked how we know that the parents are filling this out and not the students and what are the legal ramifications. Why haven't we done this sooner?

Dr. Riggle stated that the parents will have passwords. This is a parent portal and not a student portal.

Mr. Bretag stated that we had to stabilize our student portal before we could expand the capabilities.

Dr. Riggle stated that we will put this item on consent for the next board meeting.

#### **B. CLEAR**

Dr. Riggle stated that Clear is an online subscription service that allows a focused collection of information on individuals that currently exists on public websites. The administration is seeking permission to utilize this service to aid in investigations of suspicious or questionable residency cases.

Dr. Riggle noted that Mr. Santa was here, but had to leave to administer to evening school.

Dr. Riggle stated that residency is always a concern as we attempt to investigate situations in which the information provided by families entering the district is questionable or when we receive information that the family may not be living in the residence claimed for enrollment in the district.

Dr. Riggle stated that we will use this type of subscription service in a limited and confidential manner. Our plan is to have one subscription to the service that will be limited to the District Registrar, who has primary responsibility for residency. The administrator that oversees that office and conducts residency investigations and hearings is Frank Santa. Mr. Santa has done a wonderful job with this.

Dr. Riggle stated that Clear is used by both New Trier High School District #203 and Niles Township High School District #219 for residency purposes.

Dr. Riggle noted that from a cost perspective, our staffing level is based on projected student enrollments and it is important that we be diligent in providing services only to students and families who meet our residency requirements.

Dr. Riggle stated that the only alternative is to hire a company that will audit our residency files.

Dr. Riggle stated that the cost savings if we found only 50 students living outside of the district would be approximately \$125,000 based on the average cost of one teacher.

One board member noted that he uses a similar program and the amount of data that can be retrieved is remarkable and can be very helpful.

Another board member stated that the cost is already built into the budget.

Dr. Riggle recommended one license with one login.

A Board member asked if this will be limited to residency.

Dr. Riggle stated that was the case, but there are other possibilities, such as hiring, but we want to see how it works before extending its use.

Dr. Riggle stated that this item will be brought back on consent for the December 16<sup>th</sup> board meeting.

**DISCUSSION/ACTION: POLICIES AND/OR PROCEDURES**

**1020 - SCHOOL BOARD LEGAL STATUS AUTHORITY (POLICY)**  
**5080 - WORKMEN'S COMPENSATION INSURANCE (POLICY & PROCEDURES)**

Dr. Riggle handed out revised Policy 5080 after receiving revisions from our attorney.

Dr. Riggle stated that Board Policy 1020 - School Board Legal Status Authority is a revision and expansion of the existing board policy. The expanded language mirrors the training the board completed in October. Although not required it will provide a nice reference to the board and can be used with members of the school community who may have interest in serving on the board. Dr. Riggle noted that all the rules are from Illinois School Code.

Dr. Riggle asked if there were any questions or concerns.

A board member suggested a change to item #16.

Dr. Riggle stated that he will make the suggested changes and the revised policy will be brought back on the December 16 consent agenda.

Dr. Riggle stated that Board Policy and Procedures 5080 - Workmen's Compensation Insurance is being revised to bring it in line with our current electronic systems and office practices. Revised policy and procedure will be brought on the consent agenda at the December 16, 2013 board meeting.

**MISCELLANEOUS TOPICS**

A board member asked to have put on a future agenda the board's philosophy on soft drinks sold in the cafeteria. The board member stated that it can be an informational item.

Dr. Riggle stated that we should be able to get something by the end of January.

Another board member asked for sales figures on what the cafeteria is selling.

A board member asked for an update on hiring an insurance consultant.

Dr. Riggle stated that they have a few meetings set up with consultants.

A board member asked clarifying questions regarding the informational item on GBS parking lot project.

Dr. Riggle explained that there is an expense incurred when we put items out to bid.

A board member stated that he thought most of the board agreed to parking lot C, and is wondering if A & B is just for convenience or if it is for safety.

Dr. Riggle discussed the safety concerns of different parking lot options and explained the cost structure of bidding charges.

Mrs. Siena explained that we need to pay the architect for drawing the plans.

A Board member asked if we can get sponsors to pay for the parking lot.

Dr. Riggle stated that the villages do not want advertising that can be seen from the street.

A board member explained that when it was decided that it made sense to get quotes on all three parking projects, the board did not take into account the cost of the architect.

Dr. Riggle clarified and stated that the only way that we would lose the architect fee would be if we do not build a parking lot.

Board members discussed the GBS parking lot projects.

The board president asked if the board wanted to bring it back as a discussion/action item or get a consensus on how the administration should proceed. Most board members agreed to bid all three projects

#### **REVIEW AND SUMMARY OF BOARD MEETING**

The board president stated that the following items will be brought to future board meetings:

1. Quest Food Service report
2. Information on benefits consultants
3. Legal team to review fringe benefits

Mr. Taub stated that he will not be at the next meeting.

#### **MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Doughty, seconded by Mrs. Wilkas to move into closed session at approximately 9:42 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. (Section 2(c) (1) of the Open Meeting Act).

Upon calling of the roll:

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

Nay: none

Motion carried 7-0.

The Board returned to open session at 10:41 p.m.

**ADJOURNMENT**

Motion by Mr. Boron, seconded by Mrs. Wilkas to adjourn the meeting at approximately 10:42 p.m.

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

Motion carried 7-0.

\* Boron, Doughty, Hanley, Martin, Shein, Taub, Wilkas

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 Center  
4000 W. Lake Avenue  
Glenview, IL 60026

Monday, December 16. 2013      7:00 p.m. Regular Board Meeting