

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, DECEMBER 16, 2013**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, December 16, 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, Wilkas

Absent: Taub

Also present: Caliendo, Freund, Geallis, Geddeis, Riggle, Siena, 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, Shein, Wilkas

nay: none

absent: Taub

Motion carried 6-0.

**STUDENTS AND STAFF WHO EXCEL**

None.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**BOARD AND SUPERINTENDENT REPORTS**

Dr. Riggle passed around a thank you note for the flowers the board sent for the death of Helen Catsaros' husband. He

stated that Helen is a long time para pro and her son Tony is the Assistant Athletic Trainer at GBS.

Mrs. Wilkas stated that she received a thank you note from Bryan Cope for the gift from the board for the birth of their child.

**MOTION TO APPROVE CONSENT AGENDA**

Motion by Mr. Boron, seconded by Mrs. Hanley 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>
Jordan, Jenny	Associate Dean	08.11.14	GBN	MA+60 Step 21, 203 day administrator

- 1.) b. no educational support staff appointments
- 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>
Egebrecht, Patricia	SPED IA	12.13.13	GBS - TR
Holmbeck, Jennifer	SPED/PE/IA	12.13.13	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. 60692 through 60912 in the amount of \$551,346.32 as listed on the attached checks register dated December 10, 2013.
- 5) the issuance of the electronic wire transfers for credit union, TRS, federal taxes, employee and employer portion of FICA and MED taxes and state taxes and payroll and payroll check numbers 71468 thru 71783. Total checks issued were \$187,550.19 of which

\$178,387.70 are manual payroll checks\$2,246.05 and \$6,916.44 are vendor payroll checks. Federal, State, FICA/Medicare of \$1,105,130.53. TRS contributions of \$457,993.23, other deductions of \$444,626.81 and direct deposit of \$3,662,412.39. Gross payroll for the month of November was \$5,848,550.66. TRS employer contribution was \$443,301.11 and FICA/MEDICARE was \$77,855.30.

- 6) no imprest
- 7) December 2, 2013 Regular and Closed Minutes as contained in consent agenda item # 6.7.
- 8) Software Purchases - Infosnap and Clear contained in consent agenda item # 6.8.
- 9) Policies and/or Procedures 1020 - School Board Legal Status Authority (policy) 5080 - Workers' Compensation Insurance as contained in consent agenda item # 6.9.
- 10) the acceptance of the following gifts:

Gift From	Amount or Item	School	Department	Account
Karen Pedersen	\$500.00	GBN	PEDERSEN/ROSSI MEMORIAL SCHOLARSHIP	820853
Hyslop Shannon Foundation	\$1000.00	GBS	UNIDOS (Latino club)	830540

- 11) GBS Model UN Trip as contained in consent agenda item # 6.11.
- 12) Academic Attainment as contained in consent agenda item # 6.12.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried. 6-0.

**PUBLIC HEARING: TAX LEVY TRUTH IN TAXATION HEARING**

President Shein explained that State Code requires a Truth in Taxation hearing be conducted whenever the proposed tax levy exceeds 5.0%. It has been the practice of the district to conduct a hearing each year regardless of the proposed levy amount to allow taxpayers an opportunity to express their concerns to the board.

President Shein declared the public hearing open.

President Shein declared the public hearing closed.

**DISCUSSION/ACTION: APPROVAL OF TAX LEVY FOR TAX YEAR 2013**

Mrs. Siena explained that there was no change from the initial request of 3.9% which is 1.7% CPI + 2.2% for new growth. She explained that she is asking the Board to approve two resolutions related to the levy.

Mrs. Siena stated that she would entertain any questions, and then will ask the board for a vote.

In response to board questions Mrs. Siena explained PTELL and the CPI plus new tax growth formula.

**MOTION TO APPROVE THE RESOLUTION PROVIDING FOR THE LEVY OF TAXES FOR THE YEAR 2013**

Motion by Mr. Boron, seconded by Mrs. Hanley to approve the resolution providing for the levy of taxes for the year 2013.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**MOTION TO APPROVE THE RESOLUTION TO LEVY CERTAIN SPECIAL TAXES**

Motion by Mr. Boron, seconded by Mrs. Wilkas to approve the resolution to levy certain special taxes.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**DISCUSSION/ACTION: RESOLUTION TO INSTRUCT COUNTY CLERK HOW TO APPORTION 2013 TAX LEVY**

Mrs. Siena explained that without direction the Cook County Clerk would distribute the taxes proportionally across the funds. The district must request that the funds be distributed differently to maintain stable fund balances in the operation fund and the remainder in the education fund.

**MOTION TO APPROVE RESOLUTION TO INSTRUCT COUNTY CLERK HOW TO APPORTION 2013 TAX LEVY**

Motion by Mr. Boron, seconded by Mr. Doughty to approve the resolution instructing the county clerk how to apportion the 2013 tax levy.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**DISCUSSION/ACTION: ACCEPTANCE OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR END JUNE 30, 2013**

Mrs. Siena presented the CAFR which fulfills a mandated statute to conduct a certified audit. The audit was conducted by Miller-Cooper.

Board members asked clarifying questions.

Mrs. Siena clarified that the recommendations from the auditors are offered as constructive suggestions not as an opinion. She reminded the board that this was a conversion year and that a physical inventory is done every five years. Mrs.

Siena stated that the recommendations of the auditors will be addressed.

Mrs. Siena referenced the awards and achievement section.

Mrs. Siena referenced the last section of historical statistical data. This included ten years of significant financial information. She cited the history of significant events for the district.

In response to a board member question Mrs. Siena noted that we have used the same audit firm since 2007 - Miller Cooper, under an umbrella with all the feeder districts and the township. Mrs. Siena stated that fees are renegotiated every three years.

A board member asked the importance of the last section.

Mrs. Siena stated that it is important to include the last section of historical statistical data for our community members or others who are interested in moving into the district. Mrs. Siena stated that we hold two AAA ratings with both Moody's and Standards and Poor's, partly because of the strength of the data we provide.

Mrs. Siena noted that the CAFR is posted on our website and hard copies are available at the district office.

Mrs. Siena recognized her staff Dr. Ptak, Mrs. Tarver and the entire business office for their hard work.

Mrs. Siena asked the Board to accept the audit.

**MOTION TO ACCEPT THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR END JUNE 30, 2013**

Motion by Mr. Boron, seconded by Mrs. Wilkas to accept the Comprehensive Annual Financial Report for the fiscal year end June 30, 2013.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**DISCUSSION/ACTION: MOU WITH GLENVIEW POLICE DEPARTMENT FOR SECURITY CAMERA USE**

Dr. Riggle stated that the MOU includes the 1835 Landwehr Road and the 3801 W. Lake Avenue locations which do not currently have cameras, but the plan is to have them in the future. He explained that included in the packet was the MOU as presented to the board on September 9 and the revised District 225 version that currently exists. Dr. Riggle suggested for the purpose of discussion to focus on the revised version.

Dr. Riggle stated that there have been positive conversations with the Village of Glenview, but the Village still had some additional work and he had not heard back from them yet.

The board discussed:

- What constituents would want to happen in an emergency situation.
- Who makes the "emergency" call?
- The approval process protocol.
- Our first obligation is to the people in our buildings.
- Privacy.
- Safety is our first priority.
- Not impeding safety, but protecting privacy.
- Having standing authorization.
- The ability to amend if necessary in the future.
- Being apprized of any use of the security cameras.
- Why we need 30 days to drop out of the agreement.

Dr. Riggle suggested wording to amend the MOU that would be acceptable to all board members.

Dr. Riggle explained the process of how the administration is made aware of security camera usage.

Dr. Riggle will continue to work with the village attorney and will put the item on consent at the next board meeting on January 13<sup>th</sup>.

Dr. Riggle noted that State Code requires a shooting drill but students need not be present. Both GBN & GBS still have to do a drill this year and the MOU which will give them access to our cameras will be a good tool for them to use.

Dr. Riggle explained that students will not be present during the shooting drill.

Dr. Wegley stated that in the past the drill was done with just the administration and it was very traumatic.

Dr. Pryma stated that it has taken some time for our students to get used to our current drills.

The administration does not see a benefit for the students to be put through a very traumatic drill.

**DISCUSSION/ACTION: BOARD POLICY & PROCEDURE 6000 - PERSONNEL**

Dr. Riggle introduced a new policy regarding personnel. Dr. Riggle explained that one of the district's initiatives is based on our hiring procedures so he took the opportunity to look at our policies.

Dr. Riggle stated that the policy comes from PRESS, and has been shared with the administrative team, the policy committee and has been reviewed by our board attorneys.

Dr. Riggle stated that if acceptable with the board the item would be on consent at the next board meeting.

Board members discussed:

- Adding what we can do in the hiring process and not just what we cannot do.
- Wording changes.
- Questions regarding access to social networks.

Dr. Riggle stated that the suggested changes will be brought forward on consent at the next board meeting.

The board president stated that this was a very good policy for our staff to have.

**DISCUSSION/ACTION: SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES AND VERBATIM RECORDINGS**

Dr. Williamson stated that the board must review closed minutes semi-annually. She explained that the board will have to make two decisions:

1. If closed session recordings and minutes should remain confidential, which the administration recommends.
2. Whether to approve the destruction of the recordings eighteen months after their creation with the exception of those that are specifically stated in the memo.

**MOTION TO KEEP CLOSED SESSION MINUTES AND VERBATIM RECORDINGS CONFIDENTIAL**

Motion by Mr. Boron, seconded by Mrs. Hanley to keep all closed session minutes and verbatim recordings confidential.

Upon calling of the roll:

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

nay: None

absent: Taub

Motion carried 6-0.

**MOTION TO APPROVE THE DESTRUCTION OF VERBATIM RECORDINGS**

Motion by Mr. Boron, seconded by Mrs. Wilkas to approve the destruction of verbatim recordings, once all of the conditions outlined in the memo have been met, with the exception of those closed session recordings set forth in the memo.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**MISCELLANEOUS TOPICS**

Dr. Riggle stated that the board cannot attend the ED-RED dinner because there is a board meeting. Dr. Riggle suggested that this be considered in the future when planning the board calendar.

**REVIEW AND SUMMARY OF BOARD MEETING**

The board president stated that the next meeting is at GBS and then after that the meetings will be at GBN.

**MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Boron, seconded by Mrs. Hanley to move into closed session at approximately 8:57 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; 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. (Section 2(c) (1) and (2) of the Open Meeting Act).

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

The Board returned to open session at 11:15 p.m.

**ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION**

Motion by Mr. Boron, seconded by Mrs. Wilkas in regards to employee Ben Simons suspended without pay for the period of six weeks commencing December 17, 2013 plus other terms and conditions as set forth in closed session.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION**

Motion by Mr. Boron, seconded by Mrs. Wilkas in regards to employee Rich Moozakis suspended without pay for the period of six weeks commencing December 17, 2013 plus other terms and conditions as set forth in closed session.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION**

Motion by Mr. Boron, seconded by Mrs. Wilkas in regards to employee Fred Rudolphi to accept his resignation agreement effective immediately.

Upon calling of the roll:

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

nay: none

absent: Taub

Motion carried 6-0.

**MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Boron, seconded by Mr. Shein to move into closed session at approximately 12:33 a.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; 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. (Section 2(c) (1) and (2) of the Open Meeting Act).

Upon calling of the roll:

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

nay: none

12  
12/13/13

absent: Taub

Motion carried 6-0.

**ADJOURNMENT**

Motion by Mr. Boron, seconded by Mrs. Wilkas to adjourn the meeting at approximately 12:52 a.m.

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

Motion carried 6-0.

\* Boron, Doughty, Hanley, Martin, Shein, 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 Center  
4000 W. Lake Avenue  
Glenview, IL 60026

Monday, January 13, 2014 7:00 p.m. Regular Board Meeting