

**BOARD OF EDUCATION
GLENBROOK HIGH SCHOOLS
NOVEMBER 22, 2021
REGULAR BOARD MEETING - 7:00 p.m.
Location: Glenbrook District Office Public Meeting Room 100A
3801 W. Lake Avenue, Glenview, IL 60026***

*** This meeting will be held in person and will be available via Zoom webinar.
Public comment will be in-person only.**

The wearing of masks is required for all attendees. The visitor capacity for the Board Room is 35. Additional visitors will be seated in the adjoining Professional Development Room (equipped with a live stream of the meeting) and rotated into the Board Room if they desire to make a public comment.

Zoom Meeting Information

[Click Here to Join Meeting](#)

Meeting ID:

894 8024 8912

Meeting Passcode: 3801

AGENDA

1. (7:00) Call to Order – Roll Call
2. (7:02) Approval of the Agenda for this Meeting
3. (7:03) Recognition of Community Visitors
The public comment period shall be limited to 30 minutes.
4. (7:33) Board and Superintendent Reports
5. (8:03) Approval of Consent Agenda Items:
 - A. Appointments
 - a. Certified
 - b. Support Staff
 - B. Resignations/Terminations
 - a. Certified
 - b. Support Staff
 - C. FOIA
 - D. Approval of Accounts Payable Bills
 - E. Approval of Payroll Disbursements
 - F. Approval of Revolving Fund Reimbursement
 - G. Minutes
 - a. November 8, 2021, Regular Board Meeting
 - b. November 8, 2021, Regular Closed Board Meeting
 - c. November 2, 2021, Finance Committee Meeting
 - H. Gifts
 - I. Award of Bid for Summer 2022 Roofing Projects
 - J. Retirement Date Revision

K. GBS Spanish Exchange Trip

6. (8:25) Discussion/Action: COVID Update
7. (8:45) Review and Summary of Board Meeting
8. (8:50) Possible Topics for Future Board Meetings

Future Meeting Dates:

Monday, December 13, 2021 - 7:00 p.m. - Regular Board Meeting

9. (8:52) Closed Session: 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 and; litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. (Section 2(c) (1), (2) and (11) of the Open Meeting Act).
10. Possible Action Regarding Topics Discussed in Closed Session
11. (9:30) Adjournment

Times are estimates. Electronic Board packet can be found at

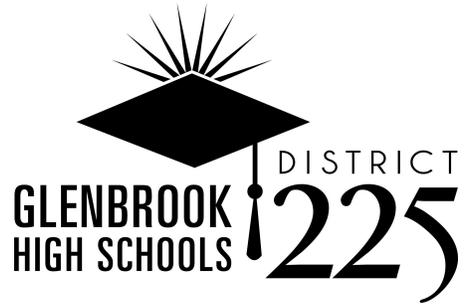
<http://www.glenbrook225.org/district/Board-of-Education/Board-Packet-Agendas>



To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: November 22, 2021
Re: Appointments: Certified

Curricular

NONE



Differential Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>CAT</u>	<u>Step</u>	<u>FTE</u>	<u>Start Date</u>	<u>Stipend Amount</u>
Ethington, Brittany	GBS	Assistant Coach, Boys Swimming	IV	8	0.5	11/9/2021	\$5,283
Hemesath, Christy	GBS	Assistant Coach, Boys Swimming	IV	8	0.5	11/9/2021	\$5,283
Izenstark, Mathew	GBN	Assistant Coach, Girls Bowling	VI	8	1.0	11/1/2021	\$11,615

Discretionary Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>FTE</u> 1.0FTE = \$2,003	<u>Start Date</u>	<u>Stipend Amount</u>
NONE					



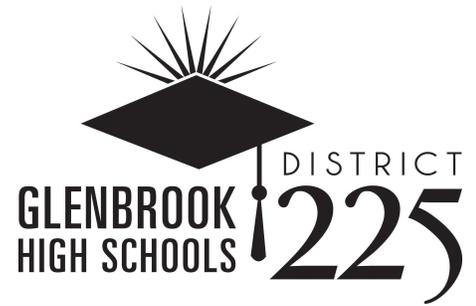
To: Dr. Charles Johns
 Board of Education
From: Mr. Brad Swanson
Date: November 22, 2021
Re: Appointments: Support Staff

Support Staff Position

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start Date</u>	<u>CAT</u>	<u>Step</u>	<u>Rate</u>
Azpell, Elizabeth	GBS	Administrative Assistant, Special Ed.	203	0.67 (FY22)	11/08/2021	III	C	\$22.24
Brianas, Lea	GBA	Benefits Manager	239	0.59 (FY22)	12/06/2021	VI	2	\$44.88

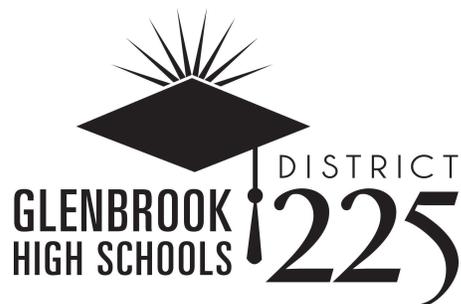
Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Season</u>	<u>Start Date</u>	<u>CAT</u>	<u>Step</u>	<u>Stipend/ Hourly Rate</u>
Perkins, Patrick	GBN	Assistant Coach, Boys Basketball	Winter	11/9/2021	III	6	\$10,143



Discretionary Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>FTE</u> 1.0FTE = \$2,003	<u>Start Date</u>	<u>Stipend Amount</u>
Patrick, Michael	GBN	Director, Musical - Sound	1.5	3/1/2022	\$3,004
Plewacki, Madelaine	GBN	Sponsor, Musical Choreographer	2.0	3/1/2022	\$4,006
Travers, Renee	GBS	Sponsor, Winter Play Assistant	.33	11/16/2021	\$661



To: Dr. Charles Johns
Board of Education

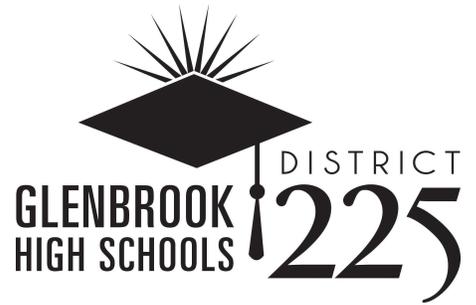
From: Mr. Brad Swanson

Date: November 22, 2021

Re: Resignations/Terminations: Certified

Curricular

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
NONE			

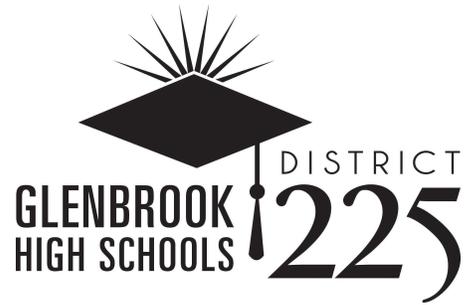


Differential Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Effective Date</u>
Loch, Craig	GBN	Assistant Coach, Girls Bowling	11/1/2021
English, Michael	GBN	Assistant Coach, Boys Basketball	11/1/2021
Vignocchi, Paul	GBN	Head Coach, Boys Soccer	11/1/2021

Discretionary Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Effective Date</u>
NONE			



To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: November 22, 2021
Re: Resignations/Terminations: Support Staff

Support Staff Position

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
NONE			

Extracurricular

<u>Name</u>	<u>Building</u>	<u>Position</u>	<u>Effective</u>
NONE			



TO: Board of Education
FROM: Dr. Charles Johns
RE: FOIA

FOIA Response: Please find the FOIA requests and available responses [here](#).

Background: The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records unless there is an exemption in the statute that protects those records from disclosure (for example records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, NOVEMBER 8, 2021**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, November 8, 2021, at approximately 7:00 p.m. at Glenbrook District Office Public Meeting Room 100A, 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:

Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

Also present: Geallis, Gravel, Johns, Markey, Swanson, Williamson

Approval of Agenda for this Meeting

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

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

The Board president expressed the Board's deepest condolences to 2016 Graduate Inaki Bascaran's family and friends and stated there have been supports provided at the schools.

Recognition of Community Visitors

Community members commented on:

- Providing access to remote learning for all students who are not in attendance for any reason and need to insure tutoring for all
- Concerns regarding Shield test false positives and the mandatory ten-day quarantine
- Mandating vaccine for all and testing all (vaccinated and unvaccinated), and stated the District should not allow an opt-out option
- Providing accommodations for those who are not able to be vaccinated
- Additional data points being shared on the website including a count of students tested and those who opted out

Board and Superintendent Reports

The administration:

- Outlined letters received from the community regarding
 - Debate
 - Testing
- Shared a video of the superintendent's visit to the GBS Advanced Foods class
- Highlighted meetings and events at the schools and in the community

The Board president stated that a few of the board members will be attending the Triple I conference which is a training event that provides an opportunity to learn new ideas and best practices focusing on school governance.

Motion to Approve Consent Agenda Items

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the following items on the consent agenda:

- A. Appointments
 - a. Certified
 - b. Support Staff
- B. Resignations/Terminations
 - a. Certified
 - b. Support Staff
- C. FOIA
- D. Approval of Accounts Payable Bills
- E. Approval of Payroll Disbursements
- F. Approval of Revolving Fund Reimbursement
- G. Minutes
 - a. October 25, 2021, Regular Board Meeting
 - b. October 25, 2021, Regular Closed Board Meeting
- H. Gifts
- I. Summer 2022 Capital Projects and 3-year Master Facility Plan
- J. Class of 2026 Chromebook Purchase
- K. Policies and Procedures
 - a. [New] 3025 Policy - Legal and Granted Holidays for Administrators
 - b. [Revised] 6200 Policy - Disability Leave
 - c. [Revised] 6400 Policy - Leaves Without Pay for Educational Support Personnel
 - d. [Sunset] 6400 Procedures - Leaves Without Pay for Educational Support Personnel
 - e. [Revised] 6420 Policy - Legal and Granted Holidays for Educational Support Personnel
 - f. [New] 6435 Policy - Eligible Former Employee Health Care Benefits
- L. GBS Debate Schedule

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried

Award of Summer 2022 Roofing Bid

The administration:

- Explained the bid process
- Noted that we applied for a grant of \$50,000, which will further lower the cost
- Recommended awarding of the roofing bid to Riddiford Roofing for work to be performed during the summer of 2022
- Explained that due to the pandemic and unprecedented material lead times, the process was accelerated
- Noted this item will be brought back on the consent agenda at the next board meeting on November 22, 2021

In response to board members' questions, the administration:

- Will bring back historical cost per square foot, to provide perspective on our costs
- Will follow up on the part of the roof that looks like it has not been replaced since 1962
- Outlined the process used for our roof replacement schedule, which is reviewed yearly

Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2021

The administration:

- Stated that the Estimated Tax Levy was reviewed at the Finance Committee meeting on November 2, 2021
- Recommended approval of the Resolution
- Asked the Board to direct them to publish the estimated levy amount and schedule a public hearing at the regular board meeting on December 13, 2021
- Briefly reviewed the levy process
- Shared a short history and explanation of the Glen, TIF district, and Glen-Make-Whole payments
- Explained what the District must do in order to capture all of the lost revenue with the loss of the Glen-Make-Whole payment
- Noted that while the estimated levy presents a 15.0% increase, exclusive of the amounts required for previously approved debt service payments, the actual amount to be raised by taxation will be limited by the maximum amount permissible under PTELL
- Explained that the Cook County Clerk will reduce this amount in accordance with PTELL
- Shared a 2-sheet frequently asked question (FAQs) document that will be posted on our website

- Explained what is needed from the Board tonight

In response to board members' questions, the administration:

- Explained that this levy would increase the taxes on a \$500,000 house by \$65 for the school district portion
- Stated that the size of the increase is due to the Tif is ending and is an anomaly
- Shared their best estimate on what Cook County might actually approve
- Noted that if we do not capture all the lost revenue, our community will lose programs and monies to run the District that we have come to expect from the Glenbrooks
- Provided clarification on PTELL and new growth

Board members:

- Stated that it is important to note, that this levy is not to create new programs but just to maintain our current ones
- Explained the result if we do not capture all the new revenue and how that would affect other taxpayers

The Board approved allowing the administration to post in the newspaper.

2021 IASB Resolutions

The Board president:

- Noted that he will be the Board delegate at the Annual Meeting of the IASB Delegate Assembly, which convenes at 10:30 a.m. on Saturday, November 20, 2021, and explained the process
- Explained how he will vote on resolutions not discussed
- Resolution 2: Conceal Carry - after polling the Board he will vote no
- Resolution 15: Gun storage laws - after polling the Board, he will vote no

Board discussed:

- Resolution 11, 12, and 13 - Renewal Energy - one board member would like to support
- Resolution 17 - one board member suggested would like to support
- Resolution 1 - one board member suggested would like to support
- Resolution 14 - one board member suggested support

COVID Testing

The administration:

- Reviewed Metrics
- Provided an overview of COVID testing data
- Explained feedback from Shield and CCDPH
- CCDPH asked us to refrain from testing vaccinated people
- Noted that positivity rate in the buildings is very low

In response to board members' questions, the administration:

- Provided a comparison to our previous testing data to this testing data
- Agreed that based on CCDPH guidance, the Board should reconsider its decision to test all students
- Explained the reasoning to limit remote learning
- Discussed the help the District provides students with health issues on a case by case basis
- Noted that we have a homebound policy for students who are missing school for an extensive period of time (long term illness)
- Stated that PE class makeups are no longer required
- Will bring back additional information on testing from Shield and CCDPH if available
- Explained that they had a short turnaround time to share this data and will further review the unaccounted number of students tested

Board members:

- Would like feedback on how remote learning is going at the Nov. 22nd board meeting
- Discussed students who have other illnesses that might benefit from what we have learned during COVID and remote learning
- Want to make sure that we are well equipped to educate all our students
- Shared feedback from the community that it seems inconsistent on who receives services if quarantined
- Expressed concern for students who are returning to school after being away for a period of time and the amount of work they need to catch up on
- Agree that staff needs to be at the table to discuss how to best help students who miss school for a period of time
- Would like to review our sick policy

Review and Summary of Board Meeting

The board president summarized what happened at the meeting and future meeting dates.

Possible Topics for Future Board Meetings

Future Regular Meeting Dates:

Monday, November 22, 2021 - 7:00 p.m. - Regular Board Meeting

A board member asked for information on what critical race theory is, how its taught, whether we are teaching it, what level, and what courses.

Motion to Move into Closed Session

Motion by Mr. Glowacki, seconded by Dr. Sztainberg to move into closed session at approximately 9:40 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 and litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. (Sections 2(c) (1), (2), and (11) of the Open Meeting Act).

Upon calling of the roll:

aye: Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

The Board returned to open session at 11:07 p.m.

Adjournment

Motion by Mr. Glowacki, seconded by Mr. O'Hara to adjourn the meeting at approximately 11:07 p.m.

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

Motion carried

* Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

GLENBROOK HIGH SCHOOL DISTRICT 225

FINANCE COMMITTEE MINUTES

November 2, 2021

Administration Building - Public Meeting Room 100A*

*** This meeting will be held in person and will be available via Zoom webinar.**

Members Present: Bonner, Glowacki, Gravel, Johns, Markey, Ptak, Sztainberg, Tarver, Taub

Also Present: Nicole Schramm

Members Absent: Swanson, Williamson, Wright

Agenda Item #1: Call to Order

A regular meeting of the Finance Committee was held in person and was available via Zoom webinar platform on November 2, 2021. The meeting convened at 8:03 AM.

Agenda Item #2: Recognition of Community Visitors

There were no community members present at the meeting, and no comments submitted to the committee in advance of the meeting.

Agenda Item #3: Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2021

Dr. Gravel explained to the committee that each year the Business Services department prepares an estimated tax levy. The estimated tax levy identifies the amount of money requested to be raised by taxation for the year 2021. School districts are required to file a tax levy with the County Clerk annually, on or before the last Tuesday in December.

Historically, the district has increased the tax levy by the maximum amount allowable under the Property Tax Extension Limitation Law (PTELL), which is the lesser of 5%, or the applicable percentage increase in the Consumer Price Index (CPI). Taking this into consideration, the following data was utilized to develop the estimated tax levy for 2021:

- a. Equalized Assessed Value (EAV) for Tax Year 2020 = \$6,047,073,464
- b. Percent change in the CPI = 1.4%

c. Estimated New Property Growth = 13.6%

Dr. Gravel brought to the committee's attention that the Village of Glenview's Board of Trustees will consider an ordinance to close "The Glen" TIF on December 31, 2021, a year earlier than originally scheduled. As a result, the school district's estimated tax levy reflects an increase to ensure that the property from The Glen is fully captured.

Dr. Gravel emphasized that while the estimated levy presents a 15.0% increase, the actual amount to be raised by taxation will be limited by the maximum amount permissible under PTELL (Property Tax Extension Limitation Law). The Cook County Clerk will reduce this amount in accordance with PTELL. Furthermore, TIF residents will not experience an increase in their tax bills as a result of this change. Their tax bills will simply no longer include a contribution to the TIF fund, and will alternatively deposit those same dollars to the respective government agency.

Dr. Gravel shared a timeline regarding the tax levy process and explained that the estimated levy will be presented at the next Board of Education meeting, Monday, November 8, 2021. At that time, he will request permission to publish the estimated levy, and schedule a public hearing for December 13, 2021.

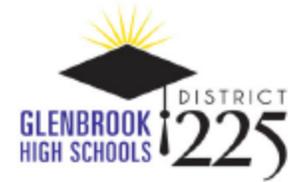
Agenda Item #4: Other Topics

The committee suggested talking points in regards to the tax levy that will be presented in a future FAQ.

Agenda Item #5: Adjournment

The meeting adjourned at 9:25 AM.

The next Finance Committee Meeting will take December 7, 2021.

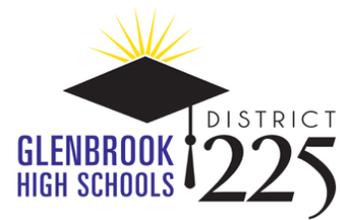


To: Dr. Charles Johnson
 From: Rosanne Williamson
 Re: Gifts
 Date: November 22, 2021

The following gifts have been received since the last acceptance of gifts by the Board of Education. I recommend the Board approve the acceptance of the following:

Donor	Type of Donation	Description of Donation	Purpose of Donation	School and Department	Account Number *
Mario's Pizza/Harmony Catering LLC	monetary	\$50.00	Hurricane Ida Relief	GBN SAO	AN920040
Kona Ice of Arlington Heights	monetary	\$225.00	Hurricane Ida Relief	GBN SAO	AN920040
Herrington Family	monetary	\$80.00	Model UN	GBS SAO	AS903650
Sawyer Family	monetary	\$90.00	Model UN	GBS SAO	AS903650
Vitalant	monetary	\$750.00	Interact Blood Drive Scholarship	GBN SAO	AN903520
Tropical Smoothie Cafe	monetary	\$35.00	Hurricane Ida Relief	GBN SAO	AN920040

* Monetary donations will be deposited into the account designated, after approval by the Board of Education; property donations do not require an account number.



To: Dr. Charles Johns
Board of Education

From: Dr. Kim Ptak

Date: Monday, November 8, 2021

Re: Award of Bid for Summer 2022 Roofing Projects

Recommendation

It is recommended that the Board of Education award the roofing bid to Riddiford Roofing in the amount of \$636,445 for work to be performed during the summer of 2022.

Background

At the October 25, 2022 Board meeting, recommended summer 2022 capital projects were discussed (see historical memo attached). In addition, as part of the District’s master roofing plan, three of the oldest roof areas at Glenbrook South are being recommended for replacement (Area 9.0 Music Records Room, Area 14.1 Auditorium Stage, and Area 14.2 Auditorium House).

Due to the pandemic and unprecedented material lead times, the bidding timeline for the roofing package was accelerated. Bid specifications were made available to prospective bidders on Friday, October 8, 2021. A mandatory pre-bid meeting was held on Friday, October 15, 2021, and bids were due and subsequently opened on Tuesday, October 26, 2021. Thirteen bidders attended the pre-bid meeting, and nine bids were submitted.

The estimated cost was \$675,000, and the lowest bid received was \$636,445. The bid results are summarized in Table 1.

Table 1
Bid Results

Bidder	Bid Amount	Order by Amount
A-1 Roofing	\$792,215	5
Bennett & Brosseau Roofing	\$849,900	6
Combined Roofing	\$1,338,270	9
Elens & Maichin Roofing	\$734,100	3
F&G Roofing	\$732,000	2
Knickerbocker Roofing	\$867,400	7
Olson Roofing	\$928,000	8
PSI Roofing	\$784,000	4
Riddiford Roofing	\$636,445	1 - Recommended

The District Construction Manager (Nicholas and Associates) facilitated the bid opening and subsequently validated the bid received from Riddiford Roofing. They performed a thorough scope review and reviewed shop drawings to confirm all materials and Riddiford's overall understanding of the project.

Riddiford is a reputable roofing company and has completed numerous roofing projects for the school district, including those completed this past summer. The large range in bid results is primarily attributed to how bidders calculated access to the fly tower (highest point of the roof area where the scenery is lifted from the stage floor, which is approximately two stories higher than the rest of the roof area). The highest bidders determined their price, assuming they needed to rent a crane, while bidders in the lower price range incorporated an alternative approach utilizing a scaffolding solution.

Grant Opportunity

At the September 27, 2021 Board meeting, the Board authorized District leadership to apply for a School Maintenance Grant in the amount of \$50,000 to be used towards this roofing project. There is a strong likelihood the grant will be awarded by the end of the calendar year. The administration intends on submitting these roofing projects to support the grant application.

Follow-Up to November 8, 2021 Board Meeting

At the November 8, 2021 meeting, the Board inquired about the condition of the roof surface dated 1962 on the master roof plan illustration, which is adjacent to the GBS Auditorium House roof. At the time the auditorium was constructed, a small bump out was created to house the auditorium lighting and sound room. The sides and roof are constructed with steel siding. The roof requires very little maintenance and is not showing signs of needing to be replaced. The pitch of the roof prevents rain from pooling and its location adjacent to the higher Auditorium House roof shelters it from wind and rain. As a preventative maintenance measure, this section of roofing is scheduled to get painted this summer to address some very slight surface rusting.



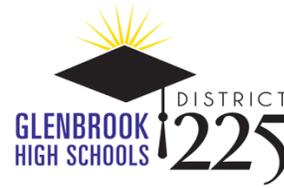
The Board also inquired regarding the cost of roofing work performed in recent years. Table 2 provides an overview of roofing costs for the past five years, with an emphasis on the price per square foot factor.

Table 2
Historical Roofing Costs

Summer of Roofing Work	Area Completed	Total Cost	Total Square Footage	Price Per Square Foot
2022	GBS Auditorium Stage, House and Music Storage Room	\$636,445	20,200	\$31.50
2021	GBN Music and CPA Lobby and Corridor	\$377,000	11,500	\$32.78
2020	GBS Scene Shop and Fieldhouse Lobby	\$403,000	13,400	\$30.07
2019	GBN Fieldhouse Roof	\$551,000	42,000	\$13.12*
2018	GBS fieldhouse roof, weight room and student activity corridor roofs	\$933,362	58,850	\$15.86*

* The summers of 2018 and 2019 the fieldhouse roofs at GBN and GBS were replaced. The base layer of insulation, in its entirety, was able to be reused resulting in lower material, labor and disposal costs. Additionally, the fieldhouse roofs are easily accessed and consist of 42,000 square feet of wide, open, flat roof surface which resulted in significant economies of scale.

Historical Board of Education Memo



To: Dr. Charles Johns
Board of Education

From: Dr. Kim Ptak
Dr. R.J. Gravel

Date: Monday, October 25, 2021

Re: Summer 2022 Capital Projects and 3-Year Master Facility Plan

Recommendation

It is recommended that the Board of Education authorize the Administration to work with Arcon Associates, the District architect, to develop bid specifications for the following capital projects to be completed in the summer of 2022 as presented.

Background

School and district leadership teams maintain a fluid 3-year facility master plan, including infrastructure and enhancement projects that directly impact the student experience. For ease of viewing the facility plan, it is provided in the form of a separate document. Within the summary page and each facility's project list, the following categories have been assigned:

- **Summer 2022**

The projects with cost estimates stated in this column represent those recommended for completion during the summer of 2022. Most recommended projects are for Glenbrook South, as the summer school program is hosted at Glenbrook North this summer.

- **Summer 2023**

The projects with cost estimates stated in this column represent those projects anticipated to be recommended for completion during the summer of 2023. The majority of projects stated are for Glenbrook North, as the summer school program is hosted at Glenbrook South this summer.

- **Summer 2024**

The projects with cost estimates stated in this column represent those projects anticipated to be recommended for completion during the summer of 2024. The majority of projects stated are for Glenbrook North, as the summer school program is hosted at Glenbrook South this summer.

- **Deferred**

The projects with cost estimates stated in this column represent those that will not need to be completed during the next three summers. However, we anticipate they will need to be completed or addressed within the next ten years.

It is important to note that the plan includes cost estimates based on the initial assessment performed by the school district's architect and construction manager. As the architect reviews each project, the scope will be more narrowly defined, and the financial projection modified accordingly. Additionally, the list is intended to be fluid in nature, and items will be added, adjusted, and reprioritized as necessary.

Summer 2022 Capital Projects and 3-Year Master Facility Plan
Page 2

Recommended Summer 2022 Capital Projects

The projects recommended for completion during the Summer of 2022 are summarized in Table 1 and presented in detail on the following pages.

Table 1
Summary of Summer 2022 Capital Projects by Category

Category	Location(s)	Project Description	Financial Projection
Site Work	GBS	West Student Lot Replacement, Deep Patching, Tennis Court Resurfacing, Sidewalk Addition	\$635,000
Roofing	GBS	Roof Replacement	\$675,000
Architectural	GBS	Auditorium Rigging System Replacement	\$440,000
Architectural	GBS	Auditorium Stage Drapery Replacement	\$95,000
Architectural	GBN	East Pool Structural Repair	\$130,000

Subtotal **\$1,975,000**

Architect Fee (7.5%) \$148,125

Construction Management Fee (7.5%) \$148,125

Contingency (2%) \$39,500

Grand Total **\$2,310,750**

As all building and life safety bond proceeds have been exhausted, capital projects are funded on a “pay as you go” basis and built into the district’s operating budget. Within the current financial projection model, the school district allocates \$1,500,000 annually to support capital projects. These funds are secured through developer impact fees, unrestricted revenue sources (e.g., The Glen Make-Whole Payment), and approved inter-fund transfers. Should the final expense of approved capital projects exceed \$1,500,000, the school and district leadership team will need to identify additional budgetary reductions to provide for the cost.

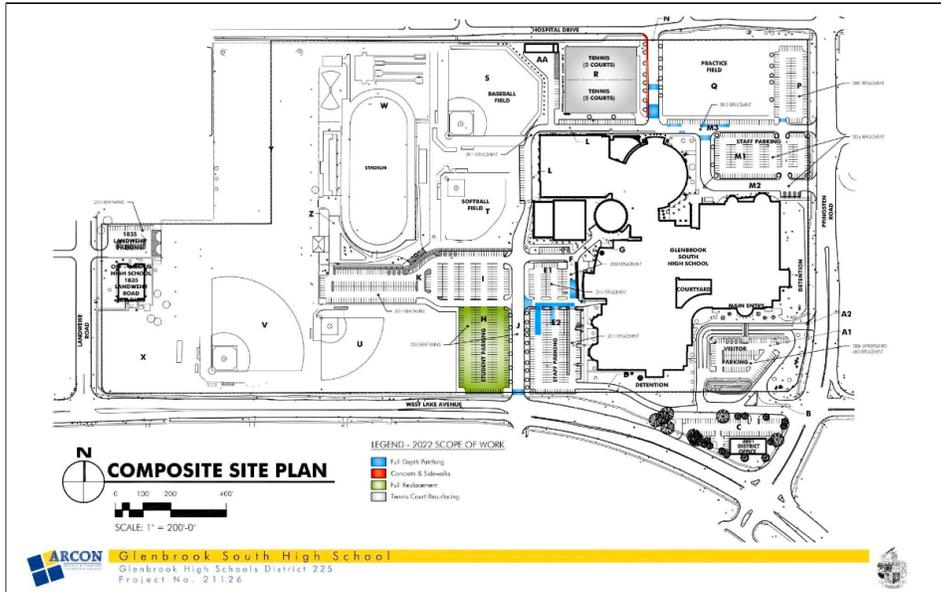
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Table 2
Site Work Projects

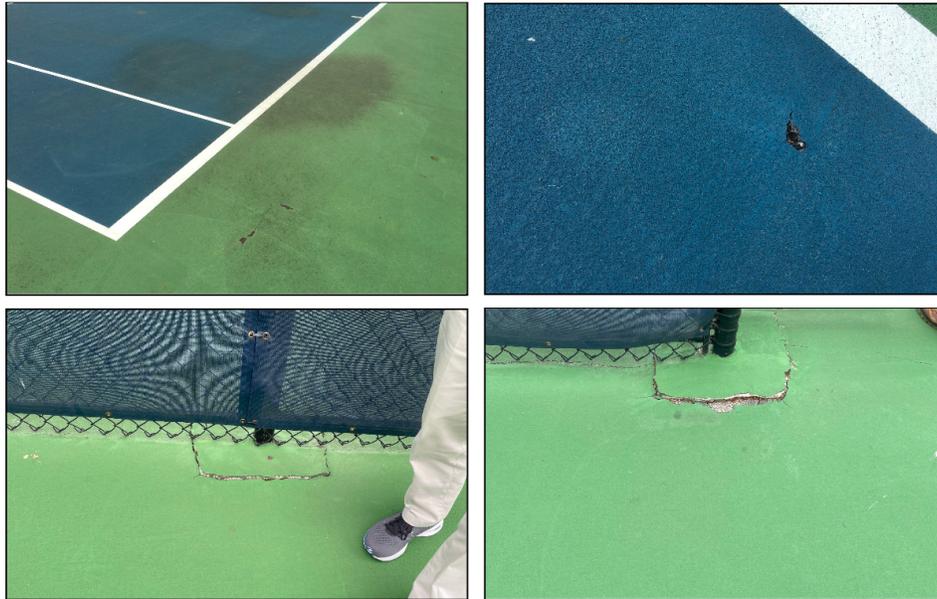
Location(s)	Project Description	Projection
GBS	<p>West Student Lot Replacement The district maintains a master paving schedule that plans for parking lot replacement every 15+ years and general maintenance (crack-fill and seal coating) every 4 years. The planned summer of 2022 work includes replacing the west student lot, which was last replaced in 2001, and is well beyond its useful life and showing signs of deterioration, such as alligator cracks, potholes, and crumbling, consistent with a parking lot of this age. The scope of work is to remove the existing pavement surface and binder course, remove the existing stone base and retain it on-site for reinstallation. In addition, core samples are being conducted to determine the extent of new material needed to supplement the existing stone base.</p>	\$335,000
GBS	<p>Deep Patching As part of the annual parking lot inspection, several areas are recommended for full-depth patching, which involves saw cutting and removing the affected area and modifying the existing stone base to accept the specified asphalt pavement cross-section. This will lengthen the life of the parking lots.</p>	\$135,000
GBS	<p>Tennis Court Resurfacing There are ten tennis courts at GBS that were last replaced in the summer of 2015. As part of an overall preventative maintenance program, a resurfacing procedure is recommended every 5-7 years to restore the court's playability factors and extend the life of the courts by preserving the integrity of the asphalt court base. This summer marks year seven, and the court is beginning to exhibit signs such as minor cracking, fading, discoloration, and ponding which are indicators they are due for resurfacing. Resurfacing includes filling all cracks, leveling low spots with sand-filled asphalt, and installing one coat of liquid resurfacer and two color coats. Additionally, fence posts are heaving due to the annual freezing/thawing process. Therefore, the raised edge of concrete surrounding the fence posts will be ground to give a smooth and uniform appearance. The sealant will be compatible with the liquid track surfacing and color coats. It should be noted that tennis courts are typically resurfaced twice in a lifetime.</p>	\$135,000
GBS	<p>Sidewalk Addition Due to the limited parking capacity at GBS for students, the Glenview Ice Center sells approximately 90 parking permits to our students. In addition, there is currently a sidewalk owned and maintained by the Village that runs along hospital drive, used by students walking from the Ice Center to the GBS north entrance. However, there is currently no sidewalk connecting the Village sidewalk and the building entrance, resulting in the need for students to cut through the parking lot to enter the building. The proposed sidewalk is approximately 305 feet long and will run just east of the tennis courts, creating a safe student path.</p>	\$30,000
		\$635,000

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GBS Site Work Map



GBS Tennis Court Images

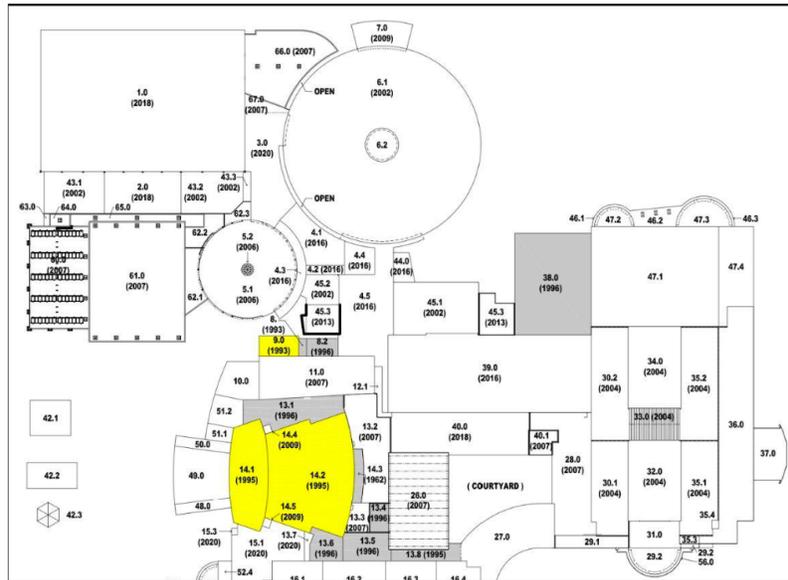


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Table 3
Roofing Projects

Location(s)	Project Description	Projection
GBS	<p>Roof Replacement - Music (Records Room)</p> <p>The music records room roof is the oldest roof at GBS. It is 1,000 sq. ft. and was installed in 1993. This summer, it will be 29 years old and has reached the end of its serviceable life, demonstrating several deficiencies typical for this roof system's age. The proposed new roof system will consist of roof insulation with an R-value of 30.0 minimum and a multi-ply modified bitumen built-up roof membrane with gravel surfacing. Thus, the life expectancy of the new roof is 30+ years.</p>	\$35,000
GBS	<p>Roof Replacement - Auditorium Stage</p> <p>The Auditorium Stage roof was installed in 1995 and is 5,400 square feet. This summer, it will be 27 years old and is experiencing several deficiencies typical for this roof system's age. The proposed new roof system would consist of roof insulation with an R-value of 30.0 minimum and a multi-ply modified bitumen built-up roof membrane with gravel surfacing. The life expectancy of the new roof is 30+ years.</p>	\$180,000
GBS	<p>Roof Replacement - Auditorium House</p> <p>The Auditorium House roof was installed in 1995 and is 13,800 square feet. This summer, it will be 27 years old and is experiencing several deficiencies typical for this roof system's age. The proposed new roof system would consist of roof insulation with an R-value of 30.0 minimum and a multi-ply modified bitumen built-up roof membrane with gravel surfacing. The life expectancy of the new roof is 30+ years.</p>	\$460,000
		\$675,000

GBS Roofing Map



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Table 4
Architectural Projects

Location(s)	Project Description	Projection
GBS	<p>Auditorium Rigging System Replacement GBS has a manual, counterweight rigging system that is original to the auditorium (1961). This system provides the ability to lower and raise pipe battens by counterbalancing the load with an arbor loaded with counterweight (steel plates). There are 25, 76-foot long pipe battens that run across the stage's ceiling and are used to raise and lower theater equipment during a production.</p> <p>Breakdown of 25 pipe battens 1 - Main Curtain batten 14 - General Purpose or Utility batten (scenery, special lighting) 4 - Legs (tall curtains on the side used to mask the sides of the stage) 3 - Lighting 2 - Travelers (full black curtains used as a backdrop for concerts etc.) 1 - Cyc (white curtain at the back of the stage used to project video or color)</p> <p>Recommendations Twenty-three pipe battens are guided by a large grillage "Arbor Guide Wall" built on stage left and have a payload capacity of approximately 1,300 pounds per line set. It is recommended that these be replaced with a newer counterweight system. The grillage will remain.</p> <p>Two of the battens (Main Curtain and General Purpose) have counterweights on the opposite side of the stage. These counterweights are guided by free-strung wires, which do not comply with the newest ANSI standards and exceed the recommended travel distance. Due to the necessary placement of these line sets, they cannot be incorporated into the counterweight system on stage left. There is not proper height in this location to use a manual counterweight system. It is recommended that these be replaced with motorized battens. Rather than raising and lowering the battens through manual counterweights, these battens would be automated.</p>	\$440,000
GBS	<p>Auditorium Stage Drape Replacement The stage curtains are original to the auditorium and are of cotton construction. As such, the drapes require cleaning and re-treating with flame retardants every five years. The GBS drapes were last treated four years ago. Over time, the fabric becomes more difficult and expensive to treat and needs to be replaced. It is recommended that the drapes be replaced with a more contemporary polyester drapery which is inherently flame retardant and does not require re-treating. All of the stage drapes are included in this scope.</p>	\$95,000
GBN	<p>East Pool Structural Repair The east pool at GBN is the smaller, original pool and has structural issues needing to be addressed. The foundation wall near the southeast corner of the pool requires repair and structural reinforcement for a length of about 25 feet. The concrete is spalling, which exposes the rebar/reinforcement and causing corrosion. The repair will consist of the removal of all loose and damaged concrete and sandblasting of exposed rebar. In addition, a new 6" deep, reinforced concrete wall will be poured behind the existing wall.</p> <p>Additionally, the pool gutter piping near the southeast corner of the pool is</p>	\$130,000

Summer 2022 Capital Projects and 3-Year Master Facility Plan
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	corroding and showing signs of potential failure. It is recommended that these be replaced at the time the foundational repairs occur.	
		\$665,000

GBS Auditorium Rigging System

Image 1



Image 2

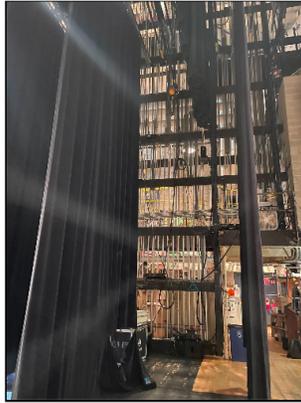


Image 3



Image 1

Twenty-five pipe battens spanning the length of the stage ceiling.

Image 2

Arbor Guide Wall with manual counterweight system controlling 23 of the 25 battens on Stage Left.

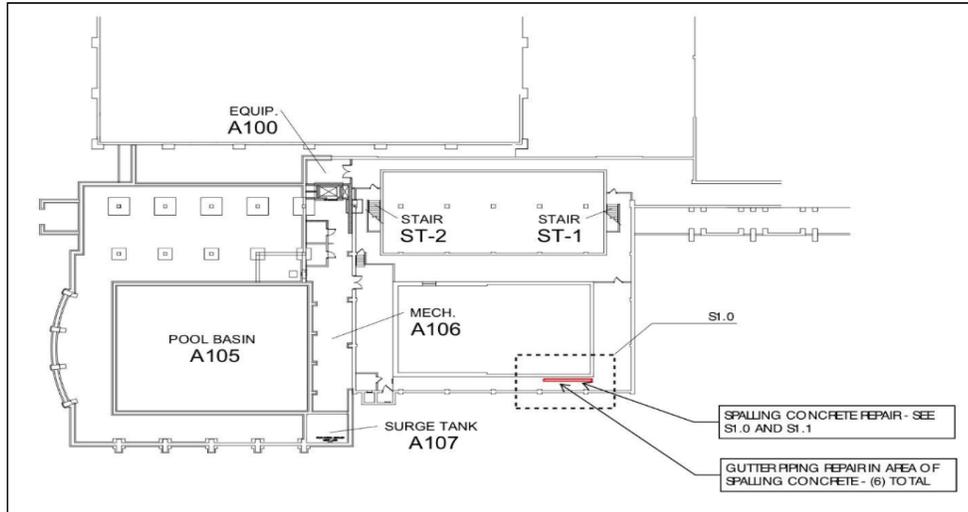
Image 3

Antiquated counterweight system controlling 2 of the 25 pipe battens on Stage Right.

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GBN Pool Map

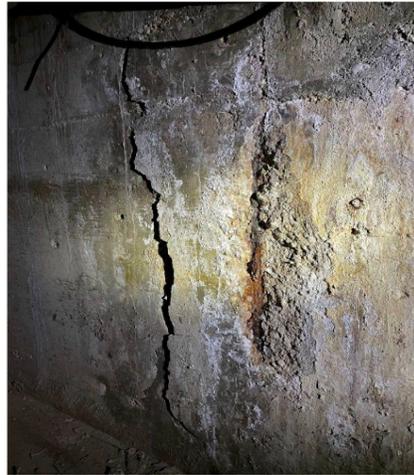


GBN Pool Images

Image 1



Image 2



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Timeline

Typically project specifications are sent to bidders in January and are due back in February. Results are then reviewed with the Facility Committee in mid-February and awarded during a March Board meeting.

Unfortunately, the pandemic has resulted in unprecedented material lead times, especially for roof insulation estimated to be five months. As a result, the administration has asked Arcon to move forward with the bid specification for the roof replacement. Bid package requests were sent to prospective bidders on October 8, 2021, and are due on October 26, 2021. Bids will be brought to the Board for consideration in November.

This updated timeline allows for work to be completed this summer. Additionally, rigging equipment is estimated to have a 14-week lead-time for fabrication. Therefore, the rigging system and other recommended projects are following an accelerated timeline and will be released to bidders on November 30, 2021, and due on December 21, 2021. Table 5 details the proposed timeline.

Table 5
Bidding Timeline

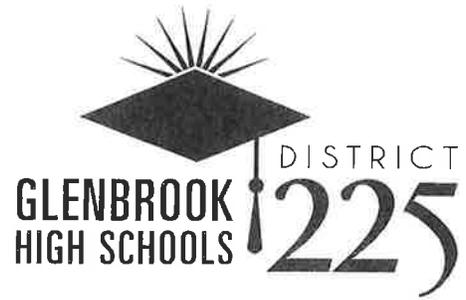
Task	Roof Replacement Projects	Paving and Architectural Projects
Project out to Bid	October 8, 2021	November 30, 2021
Bids Opened	October 26, 2021	December 21, 2021
Facility Committee Meeting	Email results	January 5, 2022
Board Meeting - Discussion	November 8, 2021	January 10, 2022
Board Meeting - Award	November 22, 2021	January 24, 2022

To: Dr. Charles Johns
Board of Education
From: Brad Swanson
Date: November 22, 2022
Re: Retirement Date Revision

Retirement Date Revision:

The following staff members updated their retirement dates under **Board Policy 6433**.

GBS	Previous Date	New Date
Arechar, Miguel	June 30, 2022	January 4, 2022



**Irrevocable Resignation from Glenbrook High School District #225 and
Application for Benefits Under Board Policy 6433 -
One-Time Voluntary Termination Benefit Program for Administrators,
Educational Support Personnel and Teachers, on or before June 30, 2020**

I, Miguel Arechar, hereby submit my resignation from District #225 effective on January 4th, 2022 and apply for benefits under Board Policy 6433 (attached). I understand that once my resignation is accepted by the Board of Education, it becomes unconditional and irrevocable.

I understand that my base salary, upon which my retirement increases will be computed, will not include any stipend or any other payment of any sort whatsoever. I further understand that any time after submitting my resignation, should I become ineligible for benefits listed under Board Policy 6433 for which I have applied, I will be responsible for making full restitution to Glenbrook High School District #225 for the cost of any benefit provided under Board Policy 6433.

I understand that if legislative changes are made to the Illinois Municipal Retirement Fund (IMRF), my benefits under Board Policy 6433 may also change as voted on by the District #225 Board of Education.

Accepted by:

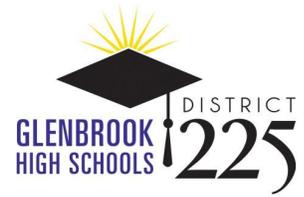
Miguel R. Arechar
Employee

11-17-2021
Date

Accepted by:

Paul Sosa
Assistant Superintendent
for Human Resources

11/17/2021
Date



To: Dr. Charles Johns

From: Rosanne Williamson

Re: GBS Spanish Exchange Trip

Date: November 22, 2021

Recommendation

The administration is seeking approval of the GBS Spanish Exchange Trip for the 2022-2023 school year.

Background

The GBS World Language Department has a long tradition of exchange trips with schools abroad. The reason this request is coming so early, in advance of the 2022-2023 school year, is the amount of planning needed to pair students with families in Spain and families in Glenview when Spanish students visit. Students and staff alike understand the importance of following all COVID safety precautions and using extreme caution during these trips.

A travel cancellation policy will be required for all GBS students. The "cancel for any reason" addition to the travel policy will allow cancellation up to 48 hours before travel for a 50% refund of the trip cost. Another company, HTHTravel, offers a 75% refund for a similar price (about \$150 per student) on the "cancel for any reason" addition. They cannot offer a specific quote at this time as the travel dates are too far away. Parents will be made aware of the cancellation policies and the fact that the Board does have discretion to cancel student travel.

To: Roseanne Williamson
From: Mark Bauman, Matt Johlie, DJ Franson
Re: Spanish Exchange Program
Date: November 8th, 2021

Exchange Proposal: The proposed exchange will be the tenth between Glenbrook South and *Instituto de enseñanza secundaria Gabriel Miró* and *Instituto de enseñanza secundaria Tháder*. Our previous experience and the smaller enrollment in the Spanish schools has led us to conclude that 24 participants from each country is ideal. The students from Spain will be visiting Glenbrook during Homecoming week of 2022. The families of the GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Spain during spring break 2023. We are requesting board approval for this exchange now, as the planning and selection of participating students is set to begin in early 2022.

The hosting portion of the exchange impacts Glenbrook South in the following ways:

- 24 Spanish students and 2-4 teacher chaperones will arrive during October and spend approximately 12 days with their host families.
- GBS students and teachers (Mr. Johlie, Mr. Bauman, Mr. Franson) will accompany the Spanish students on a joint field trip during one school day.
- GBS pays for transportation to pick up and drop off Spanish students at the airport as well as for field trips during the stay.
- The World Language Department will purchase short-term bus passes for the students that need them.
- The Spanish visitors will accompany their American hosts to classes for one school day and spend another day attending Spanish classes as guest speakers.
- Mr. Johlie, Mr. Bauman and Mr. Franson will arrange field trips and transportation for the Spanish students during their stay. They will host the teachers from Spain in their homes.

Spain, 2023

- For the trip to Spain in the spring of 2023, we are requesting Board approval for release from school for the two days following spring break: April 3 and 4.
- We anticipate that GBS students will pay approximately \$2,000.00 for the 12 day trip to Spain, with a final price depending on airfare, the exchange rate and other variables. Based on our previous exchanges, the cost breakdown per student has been roughly:

\$1,100-\$1,400 for airfare (student airfare and their portion of chaperone airfare) and \$100-\$200 for a partner gift, field trips and travel insurance.

Rationale: At Glenbrook South, many students study Spanish language and cultures, but rarely get the opportunity to visit a Spanish-speaking country. Many aspects of cultures as well linguistic situations are difficult, if not impossible to replicate in the classroom. An on-going student exchange strengthens the overall Spanish program by allowing GBS students the opportunity to experience Spanish culture first-hand. These students, in-turn, are able to share their experiences with other students in Spanish as well as with classmates in other courses. The entire school benefits from the opportunity to discuss and share ideas with the Spanish students and their teachers when they visit Glenbrook South.

History: Matt Johlie spent the 2000-01 school year participating in a board approved teacher exchange program teaching English at the *Instituto de enseñanza secundaria, Gabriel Miró* in Orihuela, Spain. As a part of that same exchange, Ana Muñoz was a visiting teacher of Spanish at Glenbrook South. The student exchange program is a progression of the relationship first established during the original teacher exchange. A group of 12 students from *Gabriel Miró* visited GBS during October 2003 and their GBS counterparts visited Spain during spring break 2004 with Mark Bauman and Matt Johlie serving as chaperones. The exchange has been repeated every other year since with great success. All parties involved look at this opportunity as a valuable teaching tool that will have long lasting benefits for the individual students participating and for the entire World Language Department as well.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed by the district. There is no third party involved in organizing the exchange. This exchange has direct relevance to the Spanish curriculum at Glenbrook South. In order to be eligible to participate in the exchange, students must be enrolled in fourth year Spanish or higher during the 2022-2023 school year. Board approval would also be required for two days' release from school.

Exchange participants and their families will accept the right of the board to cancel the exchange at any time for any reason. Our airline reservation can be canceled for a full refund up until 30 days prior to travel and we currently have an insurance quote that will refund 50% of the trip cost within 30 days of travel. We are pursuing another travel insurance quote that will provide a 75% refund within 30 days of travel.

Presentation to Board: We are requesting your assistance in bringing this proposal before the School Board.

Attachments:

2022-2023 Exchange Timeline

Iberia Airlines Group Booking and Cancelling Policy

cc: Danita Fitch
Cameron Muir

Glenbrook South High School
Spanish Exchange 2022-23
Timeline

Oct. 2021 - Board Approval

Jan. 2022 - Publicize/Recruit Students

Feb. 1, 2022 - Informational meeting for parents and students

Feb. 15, 2022 - Application Deadline

Mar. 15, 2022 - Inform Selected Students

Ap. 1, 2022 - \$200 Deposit to G. South

May 1, 2022 - \$100 to travel agent

END OF SCHOOL YEAR

Aug. 2022 - Confirm Field Trips

Sept. 2022 - Host Spaniards

Nov. 2022 - First Student Payment Due

Dec. 2022 - Final Student Payment Due

Jan. 2023 - Payment to Travel Agent - airline due date to cancel reservations for refund is 30 days prior to departure

Feb. 2023 - Payment to Travel Agent - Insurance

Mar. 2023 - Travel To Spain

Appendix A - Group Booking Confirmation

2 Park Avenue, Suite 1100
 New York, NY 10016
 E-mail: info@iberia-groups.com info@ba-groups.com

Please find below Group Booking Confirmation for your requested itinerary:

Group Booking Details:	Key Dates:
Agency Name:	Days to Departure:
Agency Primary Contact:	(when this was generated)
Booked by:	Deposit:
Original PNR:	Balance:
Group Size:	Passenger Names:
Group Name:	Ticketing:
Passenger Breakdown:	Advanced Passenger Info:

Booking PNRs:

<u>XXXXXX</u> (This is the original PNR)				Status:	Created:		
Flight	Depart date	Departure airport	Terminal	Arrival airport Terminal	Depart	Arrive	Cabin

Total PNR Costs:
Net Fare:
Taxes, Fees, and Surcharges:
Lime Service Fees (as applicable):
Total:
N.B. All infants (without seat) will be charged at 10% of the seated fare.

BRITISH AIRWAYS AND IBERIA reserve the right to cancel any booking breaching the Group Booking Confirmation conditions as advised at www.ba-groups.com and www.iberia-groups.com .

Group Booking Confirmation: Each time the Agent books a particular Group under this Agreement, BRITISH AIRWAYS, IBERIA and the Agent shall set forth the specific Terms and Conditions of the Group which will confirm all details pertaining to that particular Group including the itinerary, Group size, Group name, Dates of departure, the Net Fare, any relevant service fees and any other such relevant information or conditions. The Group Booking Confirmation (GBC) should be read in conjunction with the Group Travel Agreement.

1. Definitions

a. Group Size

- i. 10 or more passengers traveling Economy cabin on the same dates on the same itinerary with the same PNR.
- ii. 7 or more passengers traveling in Premium Economy or Business cabin on the same dates on the same itinerary with the same PNR.
- iii. 4 or more passengers traveling in First cabin, on the same dates, on the same itinerary with the same PNR.

b. Net Fare

For IBERIA the amount (inclusive of fuel surcharge) agreed and owed by the Agent exclusive of applicable taxes, fees and other surcharges. For BRITISH AIRWAYS the amount (exclusive of fuel surcharge) agreed and owed by the Agent exclusive of applicable taxes, fees and other surcharges

c. Deposit Amount

The Agent agrees to a Deposit Amount for Groups traveling in Economy of USD/CAD \$100 per person, for Premium Economy of USD/CAD \$200 per person, for Business of USD/CAD \$400 per person and for First USD/CAD \$800 per person. Payment can be made by Check, Bank Transfer and other payment methods as advised from time to time. For identification purposes all payments must also refer to the Group booking reference otherwise responsibility will not be accepted for unallocated payments and the potential cancelation of bookings without notice.

d. Date of Confirmation

The date on which BRITISH AIRWAYS or IBERIA sends email confirmation of the Agent's acceptance of the GBC and confirmation of PNR flight segments and confirmed fares associated with the Group.

e. Date of Deposit

The date on which the Agent agrees to be liable and commits to pay BRITISH AIRWAYS or IBERIA the Deposit Amount per seat to be confirmed. Date of Deposit can be no later than 14 days after the Date of Confirmation (or no later than 45 days before departure for IBERIA only Groups with an original size of 81 or more seats). For bookings made from 44 days and before 33 days before travel the agent has until 30 days before departure to pay the Balance. For bookings made 33 days or less before travel the agent has 3 days after the Date of Confirmation or until 3 days before departure, whichever occurs first, to pay full balance. If the Agent chooses to pay or commit to a Deposit Amount earlier than minimum required dates then that date becomes the Date of Deposit.

f. Date of Full Commitment

The date on which the Agent agrees to be liable and commits to pay BRITISH AIRWAYS or IBERIA the Balance for a Group booking. The balance liability constitutes Net Fare plus all imposed taxes, fees and surcharges per ticket multiplied by the number of passengers confirmed, less any transferable Deposit Amount. Date of Full Commitment can be no later than 30 days (or 45 days for IBERIA only Groups with an original size of 81 or more seats) from scheduled departure date or no later than 3 days after Date of Confirmation for Late Bookings

g. Naming Date

The day on or before which the Agent must supply to BRITISH AIRWAYS or IBERIA the names of all passengers traveling pursuant to a Group booking and all emergency contacts, full APIS and Secure Flight details. Naming date can be no later than 30 days (or 45 days for IBERIA only Groups with an original size of 81 or more seats) from scheduled departure date.

h. Ticketing Date

The date by which all tickets must be issued for all passengers traveling pursuant to the Group booking. Ticketing Date can be no later than 30 days (or 45 days for IBERIA only Groups with an original size of 81 or more seats) from the scheduled departure date.

i. Late Bookings

A booking where the Date of Confirmation is within 30 days of scheduled departure date (or 45 days for Groups on IBERIA with an original size of 81 or more seats) will require the Balance Amount paid within 3 days of the Date of Confirmation.

j. Balance

The amount calculated by multiplying the number of passengers making up the Group booking as at the Date of Full Commitment by the Net Fare plus all applicable taxes and fees and less any Deposit Amount which can be transferred pursuant to conditions outlined in Clause 3b of the Group Travel Agreement. Payment can be made by Check, Bank Transfers and other payment methods as advised from time to time. For identification purposes all payments must also refer to the Group booking reference otherwise responsibility will not be accepted for unallocated payments and the potential cancelation of bookings without notice.

2. Deposit Amount

Every time the Agent makes a particular Group booking pursuant to this Agreement, the Agent agrees to be liable and commits to pay the Deposit Amount to secure Group space. For each Group requested in an amount determined in accordance with the provisions set forth herein or otherwise agreed in writing, from time to time. Payment must be made in the form available through BRITISH AIRWAYS and IBERIA Global partner Lime Management Worldwide Ltd (hereinafter "Lime"). The Agent agrees to be liable and commits to pay a Deposit Amount which must be received by Lime within 14 days of Date of Confirmation (or earlier for Late Bookings) or the Group booking may be cancelled without referral.

3. Group Size Adjustments or Cancelations

If the Group fails to maintain minimum Group size or cancels entirely, BRITISH AIRWAYS or IBERIA will retain the Deposit Amount within the following guidelines. Both parties agree that it is difficult to determine the exact amount of lost revenue to BRITISH AIRWAYS or IBERIA in the event of a Group cancelation, and that the lost revenue generally increases the closer the cancelation is to the scheduled departure date. Further both parties agree that the amount of the Deposit Amount that is retained by BRITISH AIRWAYS or IBERIA in the event of a cancelation is not disproportionate to the amount of lost revenue. Outbound departure date determines Group size adjustment, space reduction and cancelation fees.

- a. Prior to Date of Deposit the Agent may reduce Group space without restriction or cancel entire booking without penalty.
- b. Between Date of Deposit and before 90 days before departure (or before 120 days before departure for IBERIA only Groups with an original size of 81 or more seats) the Agent may reduce Group space without restriction or cancel entire booking without penalty.
- c. From 90 days and before date of Full Commitment (or from 120 days before departure for IBERIA only Groups with an original size of 81 or more seats) 20% cancelation is allowed. If take-up falls below 80% the Agent becomes liable for the Deposit Amount for each passenger cancelled below 80% only. For clarity cancelation and reduction calculations will be rounded up to the nearest whole number passenger. Full cancelation of the group incurs 100% loss of all Deposit Amounts.
- d. At **Date of Full Commitment** the Agent will become liable to pay BRITISH AIRWAYS or IBERIA the Balance for all remaining confirmed seats. The Agent agrees to pay BRITISH AIRWAYS or IBERIA the full Net Fare plus all applicable taxes and fees for each seat cancelled post Date of Full Commitment.

- e. At **Naming Date** the Agent agrees to provide all names and required information, as specified by BRITISH AIRWAYS or IBERIA. BRITISH AIRWAYS or IBERIA reserves the right to cancel any seats, for which names and required information have not been provided without further notice to the Agent.
- f. **No Shows** if neither BRITISH AIRWAYS or IBERIA nor the Agent cancel any space held by the Agent and any un-ticketed passengers fail to show for the flight, the Agent will owe BRITISH AIRWAYS or IBERIA the full Net Fare plus all applicable taxes and fees and surcharges for each such no show.
- g. **Group Size** if the number of passengers on any Group booking falls below the required minimum seats for the applicable cabin, as outlined herein, the Net Fare offer will be withdrawn and the full published (gross) fare will apply.
- h. **Collection of Penalties** where penalties are due, BRITISH AIRWAYS or IBERIA can collect this debt using all lawful means including, without limitation, issuing a Lime invoice and / or an ADM for the full amount of the debt that is owed.

4. Booking Changes

- a. **Re-routing** is not permitted at any time.
- b. **Flight / Date Changes** may be permitted provided the conditions set forth in this section are met and subject to availability and recalculation of fare.
 - i. Permitted prior to Date of Deposit.
 - ii. Permitted post Date of Deposit and before Date of Full Commitment (or before 120 days for IBERIA only Groups with an original size of 81 or more seats) an additional fee of USD/CAD \$120 including any applicable Lime admin fee before date of departure.
 - iii. On or after Date of Full Commitment (or on or after 120 days for IBERIA only Groups with an original size of 81 or more seats) an additional fee of USD/CAD \$170 including any applicable Lime admin fee.
- c. **Upgrades** may be permitted provided the conditions set forth in this section are met and subject to availability and recalculation of fare and taxes.
- d. **Downgrades** are permitted prior to ticketing subject to availability and recalculation of fare and taxes. Maximum 50% of the group.
- e. **Name Corrections and Name Changes** may be permitted provided the conditions set forth in this section are met. **May only be made for bookings that are exclusively for BRITISH AIRWAYS OR IBERIA operated flights.**
 - i. Pre-ticketing. Unlimited and without penalty.
 - ii. Post ticketing and prior to 3 days before departure one free per passenger. Further changes at an additional fee of USD/CAD \$170 including any applicable Lime admin fee.
 - iii. No change permitted on or after 3 days before departure.
- f. **Schedule changes** flight timings may change from the point at which the Group is booked and the date of travel. The Airlines do not guarantee the flight times and reserves the right to amend schedules or, on very rare occasions, cancel services. All confirmed bookings will be notified accordingly. If a schedule change is significant then the Agent may choose to cancel the Group booking without penalty and all payments received will be refunded in full. If a service is cancelled, the Airlines will use their reasonable endeavours and at its sole discretion to assist the Agent and book on other services subject to availability and the payment of any difference in fare. Or the Agent may choose to accept the cancelation and all payments received will be refunded in full.

5. Details of Booking / Ticketing

- a. **Baggage:** Normal baggage provisions apply.
- b. **Group Seating:** BRITISH AIRWAYS and IBERIA will endeavor to assign seats, upon request,

together in a block but there is no guarantee that there will be block seating for the Group. In the event block seating is not available, seat assignment may only be made at airport check-in.

- c. **Passenger Names, Advance Passenger Information and Secure Flight Information:** The legal name of each passenger (as appears on passenger's valid passport) and emergency contact names and phone numbers of all US citizens and non-US citizens are due by Naming Date, as well as any Advance Passenger Information and Secure Flight information as necessitated by regulation or otherwise. The emergency contact phone numbers for US citizens are governed by the DOT regulations found at 14 CFR Part 243.
- d. **Refunds:** No refunds will be permitted for unused tickets on both BRITISH AIRWAYS and IBERIA, except in the case of illness requiring hospitalization, or death of the passenger or immediate family member pre travel only. Proper documentation to certify hospitalization or death will be required in order to authorize any such refund according to the Airlines normal policies and procedures. An immediate family member is defined as: spouse (including Common Law and Civil Partner), children, adopted children, parents, siblings (including step or half siblings), grandparents, grandchildren, parents-in-law, siblings-in-law or children-in-law. In the case of hospitalization pre-travel (and death or illness mid-travel) the Airline will allow to rebook and extend the travel. Otherwise the passenger should contact their travel insurance.
- e. **Immigration Documents:** The Agent shall ensure all passengers are in possession of the necessary visa, health requirements, insurance and other required documents. The Agent will indemnify BRITISH AIRWAYS or IBERIA against all claims, costs, expenses, demands and proceedings of whatever nature by virtue or as a result of BRITISH AIRWAYS or IBERIA's refusal to carry all passengers travelling on tickets sold under this Agreement who do not hold the appropriate or required visa, permit, authorization or other documentation required for entry into the countries to be visited.
- f. **Taxes, Fees and Surcharges:** All applicable taxes and fees and surcharges that may be imposed by BRITISH AIRWAYS or IBERIA in response to market conditions and when notified, Lime's services fees. The Agent shall be liable to collect all taxes, fees and surcharges valid at the Date of Full Commitment, applicable to the route referred to in the GBC and shall reimburse BRITISH AIRWAYS or IBERIA for any shortfalls in collection.

We accept the Terms and Conditions as set forth above, in the Group Booking Confirmation and in the Group Travel Agreement and authorize you to execute any industry procedure or legal process to recover fees and/or penalties due to BRITISH AIRWAYS or IBERIA.

**National Union Fire Insurance
Company of Pittsburgh, Pa.**
175 Water Street, 15th Floor
New York, NY 10038



Travel Guard®

Below is important information regarding your travel insurance plan for your upcoming trip. Please click the Policy of Insurance link above for the complete policy wording for the plan you purchased. If you have any questions, please contact our World Service Center at **1-800-826-5248**. A Travel Guard service representative is available 24 hours a day, 7 days a week to assist you.

Thank you for your trust in Travel Guard. Have a safe and enjoyable trip!

 **Policy Status: Quote**

According to our records, this is only a quote and not a purchased policy. If you have received this message in error, please contact your travel agent or our World Service Center at 1.800.826.1300

TRAVEL GUARD QUOTE ID 99500966

Deluxe
943403 PM 7/2019
Quote Expiration Date 11/11/2021
Total cost \$197.15

TRIP DETAILS

Departure date 03/24/2023
Return date 04/02/2023
Trip deposit date 10/28/2021

CONTACT INFORMATION

MARK BAUMAN
1521 KIRK ST
EVANSTON, IL 60202

Phone: (773)3431982
Email: mbauman@glenbrook225.org

Insured on Policy Trip Cost
MARK BAUMAN \$2,000.00

Coverages & Benefit Limits

Standard Packages		
ACCIDENTAL DEATH/DISEMBLEMENT	\$30000.00	Per Insured
ANCILLARY EVACUATION BENEFITS	\$5000.00	Per Insured
BAGGAGE COVERAGE	\$2500.00	Per Insured
BAGGAGE DELAY	\$500.00	Per Insured
BAGGAGE RETURN	Included	Per Insured
BEDSIDE TRAVELING COMPANION	Included	Per Insured
BEDSIDE VISIT	Included	Per Insured
CONCIERGE SERVICES	Included	Per Insured
EMERGENCY EVACUATION AND REPATRIATION OF REMAINS	\$1000000.00	Per Insured
EMERGENCY TRAVEL ASSISTANCE	Included	Per Insured
FLIGHT GUARD	\$100000.00	Per Insured
IDENTITY THEFT ASSISTANCE SERVICES	Included	Per Insured
MISSED CONNECTION	\$1000.00	Per Insured
PERSONAL SECURITY ASSISTANCE	Included	Per Insured
RETURN OF CHILDREN	Included	Per Insured
RETURN TRANSPORTATION	Included	Per Insured
ROADSIDE ASSISTANCE	\$50.00	Per Car
SECURITY EVACUATION	\$100000.00	Per Insured
SINGLE OCCUPANCY	100% Trip Cost	Per Insured
TRAVEL INCONVENIENCE BENEFITS	\$750.00	Per Insured
Aggregate Limit		

YOUR TRAVEL AGENCY

TRAVEL GUARD
Phone: (800)8265248

TRAVEL MEDICAL ASSISTANCE	Included	Per Insured
TRAVEL MEDICAL EXPENSE	\$100000.00	Per Insured
TRIP CANCELLATION	100% Trip Cost	Per Insured
TRIP DELAY	\$1000.00	Per Insured
	\$200.00 Payout Limit	Per Day
TRIP EXCHANGE	50% Trip Cost	Per Insured
TRIP INTERRUPTION	150% Trip Cost	Per Insured
TRIP INTERRUPTION-RETURN TRANSPORTATION ONLY	\$1000.00	Per Insured
TRIP SAVER	\$2500.00	Per Insured
WORLDWIDE TRAVEL ASSISTANCE	Included	Per Insured
15 Day Benefits		
PRE-EXISTING CONDITION WAIVER	Included	Per Insured

Until 48 hrs. before departure



Optional Packages

Cancel for Any Reason		
CANCEL FOR ANY REASON	50% Trip Cost	Per Insured
Lodging Expense Bundle		
TRAVEL INCONVENIENCE - BED REST ACCOMMODATION	\$500.00	Per Insured

"Coverage varies by state. Please refer to Policy of Insurance or Policy for complete details. If Name Your Family Coverage was purchased, please email name to FamilyCoverage@aig.com."

	Destination Spain	Transport Airplane	Dates Mar 17 - 26	Home State Illinois	Trip Cost \$1,500.00	Travelers 1	Deposit Date Oct 28
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Due to the World Health Organization (WHO) announcement declaring Coronavirus (COVID-19) a pandemic, please note that as of, at the latest, March 11, 2020, COVID-19 is a foreseen event and certain coverages will not apply. Please read the details here.

Deluxe
\$138.44

BUY

Preferred
\$104.23

BUY

Essential
\$79.81

BUY

Coverage for Financial Default



Coverage for Terrorism



Coverage for Unannounced Strike



Coverage for Inclement Weather



How to save my Screenshot

