

BOARD OF EDUCATION
GLENBROOK HIGH SCHOOLS

February 12, 2018

REGULAR BOARD MEETING - 7:00 p.m.

Location: Glenbrook District Office Public Meeting Room 100A
3801 W. Lake Avenue, Glenview, IL 60026

AGENDA

1. (7:00) Call to Order – Roll Call
2. (7:01) Approval of Agenda for this Meeting
3. (7:04) Glenbrook Stories
4. (7:20) Recognition of Community Visitors
5. (7:35) Board and Superintendent Reports
6. (7:40) Approval of Consent Agenda Items:
 1. Appointments
 - a. Certified
 - b. Support Staff
 2. Resignations/Terminations
 - a. Certified
 - b. Support Staff
 3. FOIA
 4. Approval of Accounts Payable Bills
 5. Approval of Payroll Disbursements
 6. Approval of Revolving Fund Reimbursement
 7. Minutes
 - o January 22, 2018 Regular Board Meeting
 8. Gifts
7. (7:45) Discussion/Action: Approval of Audit Firm
8. (7:55) Discussion/Action: Approval of Print Center and Courier Services Agreement
9. (8:10) Discussion/Action: School Operating Budgets for Fiscal Year 2018-19
10. (8:25) Discussion/Action: Certified Staffing Authorization for the 2018-19 School Year
11. (8:40) Miscellaneous Topic
12. (8:42) Review and Summary of Board Meeting

(NEXT)

13. (8:44) Agenda Items for Future Board Meetings

Future Meeting Date:

Monday, February 26, 2018 - 7:00 p.m. - Regular Board Meeting

14. (8:45) Closed Session: 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; The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance; the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired; the setting of a price for sale or lease of property owned by the public body; student disciplinary cases; the placement of individual students in special education programs and other matters relating to individual students; 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), (3), (5), (6), (9), (10) and (11) of the Open Meetings Act).
15. (10:15) Potential Action on Student Disciplinary Cases
16. (10:16) Potential Disciplinary Action Regarding a Certificated Staff Member
17. (10:17) Possible Action Regarding Topics Discussed in Closed Session
18. (10:20) Adjournment

Time are estimates. Electronic Board packet can be found at: <http://www.glenbrook225.org/district/Board-of-Education/Board-Packet-Agendas>



January 23, 2017

To: Dr. Riggle, Superintendent
Board of Education

Fr: Karen Geddeis

Re: Glenbrook Stories - February 12, 2017

MEMO

For our Glenbrook Stories segment on February 12, we will share in the journey of two GBN students who applied their personal stories to that of the winter play, "Tribes."

Erin Rosenfeld, a junior, was born with hearing difficulty. Max Rollins, a sophomore, is deaf in his left ear and has moderate hearing loss in his right ear. Both students can read lips and sign. The play is about a boy named Billy (played by Max) who is deaf growing up in a hearing family. He later meets Sylvia (played by Erin) who teaches Billy sign language despite his family's opposition.

"The play explores advantages and disadvantages of different languages," theatre director Julie Ann Robinson said. "There is a lot about agency. Billy has a lot to say but his family ignores him until he starts to sign. It is dramatic for the family when they have to confront those issues and their own prejudice."

Erin and Max said they hope their performance helped raise awareness of hearing difficulty. They want people to know a person with a disability can accomplish and achieve as much as anyone else.



To: Dr. Mike Riggle
 Board of Education
 From: Brad Swanson
 Date: February 12, 2018
 Re: Appointments: Support Staff

<u>Name</u>	<u>Bldg.</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start Date</u>	<u>Schedule</u>	<u>Salary</u>	<u>Hourly</u>
Kuhlman, Kent	GBN	Dean's Para	186.5	.63	2.7.18	Para-1	\$20,252	\$15.50



To: Dr. Mike Riggle
Board of Education
From: Brad Swanson
Date: February 12, 2018
Re: Resignations/Terminations: Support Staff

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Collins, Nicole G	SPED 1:1 Aide	3.9.18	GBN



TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

FOIA Response:

Please see the attached email response. Responsive documents can found online at <http://il.glenbrook.schoolboard.net/board>.

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.



Elaine Geallis <egeallis@glenbrook225.org>

Re: FOIA Records Request - January 22, 2018

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>
To: Nathan Mihelich <nmihelich@irtaonline.org>
Bcc: egeallis@glenbrook225.org

Tue, Jan 23, 2018 at 10:43 AM

Dear Mr. Mihelich,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 1/22/18 we received your request for the following information:

- The name and email address of all teachers or administrators who are retiring in 2018.

District Response:

Name	Email
Frank Fiala	no email available
Robert Froehlich	rfroehlich@glenbrook225.org
Edward Hajost	no email available
Francis Mathieu	fmathieu@glenbrook225.org
Mikael Noll	mnoll@glenbrook225.org
Nijole Pabst	npabst@glenbrook225.org
Mary Beth Zold Herrera	mzold-herrera@glenbrook225.org

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
3801 West Lake Avenue
Glenview, IL 60026

On Mon, Jan 22, 2018 at 3:23 PM, Michael Riggle <mriggle@glenbrook225.org> wrote:

FYI. This is a FOIA request asking for information for our teachers or administrators who are retiring this year.

Mike

----- Forwarded message -----

From: Illinois Retired Teachers Association <nmihelich@irtaonline.org>

Date: Mon, Jan 22, 2018 at 9:23 AM
Subject: FOIA Records Request - January 22, 2018
To: mriggle@glenbrook225.org

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act.
Today's date is January 22, 2018

RECORDS REQUESTED: Please provide the name and email address of all teachers or administrators who are retiring in 2018.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org.

This is a request by the Illinois Retired Teachers Association, a 501c4 not-for-profit Illinois organization.

Thank you,

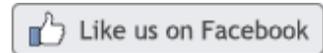
Nathan Mihelich
IRTA



Nathan Mihelich
Director of Membership & Marketing, Illinois Retired Teachers Association
[217-523-8488](tel:217-523-8488) | nmihelich@irtaonline.org | www.irtaonline.org
828 S. 2nd St. Springfield, IL 62704 | Skype: amihelich

ILLINOIS RETIRED TEACHERS ASSOCIATION
828 S. Second Street, 4th Floor
Springfield, IL 62704
1.800.728.4782

Stay In Touch



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Illinois Retired Teachers Association, 828 S Second St FL 4, Springfield, IL 62704

SafeUnsubscribe™ mriggle@glenbrook225.org

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Sent by nmihelich@irtaonline.org in collaboration with



[Try it free today](#)

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Michael D. Riggle
Superintendent
Glenbrook HS District 225
[3801 West Lake Ave](#)
[Glenview, IL 60026](#)
[847-486-4700](#)

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Rosanne Williamson Ed.D.
Assistant Superintendent for Educational Services
Glenbrook H.S. District 225
[3801 West Lake Ave.](#)
[Glenview, IL 60026](#)
[847-486-4701](#)

**MINUTES OF REGULAR MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, JANUARY 22, 2018**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, January 22, 2018, 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, Hanley, Kim, Shein, Sztainberg, Taub

Absent: Glowacki

Also present: Bretag, Fagel, Fester (attorney), Finan, Geallis, Geddeis, Gravel, Riggle, Swanson

Approval of Agenda for this Meeting

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

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

Glenbrook Stories

None.

Recognition of Community Visitors

Community members and students spoke regarding:

- Pros and cons of a transgender policy
- The law regarding transgender students
- Possible litigation with/without the policy
 - Cost of litigation
- In favor of later start time for GBN
- Coordinating all activities at GBN with the shift in start time
- Timing of transgender policy
- The well-being and safety of our students being the number one priority
- Doing the right thing
- The need for compromise
- The rate of suicide for transgender students

- Everyone wants to be loved and accepted
- Getting student feedback/opinions

The board president thanked everyone for coming out this evening and sharing their thoughts/concerns.

Board and Superintendent Reports

Dr. Riggle stated today was the start of second semester and the variety shows at both school will be coming up soon.

Dr. Finan noted:

- Incoming Freshman Curriculum Night was on Thursday, Jan. 18 and was well attended
- Parent Night in the Classroom is coming up on Thursday, Feb. 1

Dr. Fagel noted:

- Incoming Freshman Curriculum Night was on Thursday, Jan. 18 and was also well attended
- GBS students are in full rehearsal mode for V-show

Motion to Approve Consent Agenda Items

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

1. Appointments
 - a. Certified - none
 - b. Support Staff

<u>Name</u>	<u>Bldg.</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start Date</u>	<u>Schedule</u>	<u>Salary</u>	<u>Hourly</u>
Luke, Greg	GBN	Dean's IA	186.5	.67	1.11.18	IA-2	\$26,296	\$18.80
Tomasik, Ewa	GBS	Custodian	203	.78	1.10.18	CU-E	\$30,131	\$18.55

2. Resignations/Terminations
 - a. Certified - none
 - b. Support Staff

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Vazzano-Kaddatz, Natalie	Attendance Clerk	1.30.18	GBS

3. FOIA

4. Approval of Accounts Payable Bills = \$1,187,270.06
5. Approval of Payroll Disbursements = \$8,282,527.33
6. Approval of Revolving Fund Reimbursement = \$3,486.61
7. Minutes
 - o January 8, 2018 Regular Board Meeting
 - o January 8, 2018 Regular Closed Meeting
8. Gifts

Gift From	Amount or Item	School	Department	Account
Ms. Judith Berlin	2003 Pontiac Montana Sport Van; Vin #1GMDU03E73D196492	GBS	CTE	N/A
AT&T Corporate Giving Program	\$50.00	GBS	Titans Helping Titans	830060
Mr. Brian Freidin	\$119.00	GBN	Math Team	820707
Mr. Greg Malis	\$100.00	GBN	Math Team	820707
Ms. Rachel Glazer	\$40.00	GBN	Math Team	820707
Mr. Alex Moon	\$400.00	GBN	Math Team	820707
Mr. Jason Lindquist	\$250.00	GBN	Math Team	820707
Mr. Navin Thukkaram	\$1,000.00	GBN	Math Team	820707
Sunset Ridge Country Club	\$300.00	GBN	Express Performance	820730
Skokie Country Club	\$2,500.00	GBN	Express Performances	820730
NB Woman's Club	\$300.00	GBN	Express Performance	820730
Rolling Green Country Club	\$625.00	GBN	Express Performance	820730
Ms. Karen Pedersen	\$500.00	GBN	Kelly Pedersen Memorial Scholarship	820853

9. New Course Proposals - Report
10. Academy Summer Study Abroad Program in Seville, Spain
11. GBS Yearbook JEA-NSPA Trip

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

Discussion/Action: Board Policy 8005-Transgender Students

Dr. Riggle noted no changes or revisions have been made to the policy since it was reviewed by the Board on December 11. He stated Mr. Fester, our attorney, will provide an overview of the law and will act as a resource for the Board.

Mr. Fester:

- Provided an overview of some well known transgender litigation and reviewed the findings
- Noted there is not a transgender case before the supreme court and provided a short explanation of what it takes for a case to go before the supreme court
- Briefly explained how a case moves through the court system, where current cases are in the process and noted there is no precedent on how these types of cases will be handled
- Stated the Human Rights Commission had a transgender case finding that anti-discrimination laws cover gender-related identity protections
- Addressed the question of “If we should have a policy or not” and enumerated the following benefits of having a policy:
 - Allow the district to point to our policy if there is a complaint of discrimination. The policy would provide an understanding of the district’s commitment
 - Allow students to know where the Board stands
 - Provide a set of expectations for our staff
- Explained that anyone can sue, those in favor of the policy or those opposed
 - Noted it would be pointless to sue the district on the same grounds as is being litigated in the Palatine case, it would make sense to wait for the results from that case

In response to board members’ questions, Mr. Fester explained:

- The reasoning for the timing of the policy, and noted a policy does not change the risk of being sued, but believes it is beneficial for the district to have a policy to point to in the case of a lawsuit
- The American Civil Liberties Union (ACLU) which is known for taking cases that raise significant constitutional or civil liberties issues which impact others in the same situation cannot sue the district themselves, but will find a student who they will represent

Dr. Riggle stated the Board needs to determine what they want to do with the policy. He noted the policy presented tonight is the same as what was presented at the December 11, Board meeting. He explained protocol:

1. Meeting one (December 11)
 - a. First reading of policy
 - b. Allow for any board revision
 - c. Allow for community input (this was also allowed on January 8 and this evening which is not normal protocol)
2. Meeting two (normally the next board meeting, but because of community input action was delayed until January 22)
 - a. Item is put on consent for Board approval (can be pulled for discussion if the Board wishes to discuss further)

In response, to board members' questions, Dr. Riggle explained:

- The process used to prepare policy for the Board
 - Consulted with other districts, legal counsel, the administrative team, and the student services department
 - Reviewed our current practices (and issues that arise)
- Steps that have been taken to accommodate all students
 - Put privacy stalls in locker rooms
 - Have created unisex bathrooms - for use by one person at a time
 - The reason for the policy is because questions from staff on guidelines on how to proceed if questions arise
- IHSA procedures on gender
- The same policy would be used for staff members
- Visitors normally do not have access to locker rooms and staff would have no way to monitor all school bathrooms

The Board discussed:

- The district's legal counsel recommends having a transgender policy
- The policy presented formalizes our current procedures
- Nothing will prevent the district from being sued, it is out of the Board's control
- The law
 - Can change, and if the law changes the Board can review the policy and make any necessary revisions
- The benefits of the policy
 - Allows the Board to articulate to our staff members their responsibilities
 - Supports our students to provide a chance for all students to learn, grow and thrive
 - Can help protect the district in the case of a lawsuit
- Community input is welcomed
- The suffering of transgender students - these kids are human beings
- Deeply respecting people's religious beliefs
- Transgender students have rights
- People should not be afraid
- Need for respect on both sides of the issue- need to coexist
- Policy will help teach about tolerance
- The schools have done a good job to offer all students privacy
- Gathering more input
- Incorporating some of the concerns that have been expressed by the community
- Being responsive to the law
- Constantly revising policies, this policy can be reviewed in the future if there is future input or discussions
- Pros and cons of voting on the policy this evening

Action Regarding Board Policy 8005-Transgender Students

Motion by Mr. Doughty, seconded by Mr. Taub to approve Board Policy 8005-Transgender Students.

Upon calling of the roll:

aye: Doughty, Hanley, Shein, Sztainberg, Taub

abstain: Kim

nay: none

Motion carried 5-1-0.

Discussion/Action: Resolution providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

Discussion/Action: Approval of Raymond James & Associates, Inc. as municipal and financial advisor for the Series 2008 bond refunding

Discussion/Action: Approval of Chapman & Cutler as bond and disclosure counsel for the Series 2008 bond refunding

Dr. Gravel stated there are no changes in the document from the last board meeting. He noted that based on the Board's recommendation the administration is proceeding with the uniform debt structure (keeps the repayment term the same, refunding savings realized each year) as it prepares for the 2008 refunding.

In response to board members' questions, the administration:

- Explained the district's legal name in the documents
- Noted the scope of work which is provided by Ms. Hennessy is made per debt issue, but she has an obligation to meet specific continuing disclosure standards
- Stated they will follow up with Chapman and Cutler regarding their fees
- Reviewed timeline of refunding school bonds and discussed the procedures

Action Regarding Resolution providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

Motion by Mr. Doughty, seconded by Mrs. Hanley to approve the Resolution providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

Action Regarding Approval of Raymond James & Associates, Inc. as municipal and financial advisor for the Series 2008 bond refunding

Motion by Mr. Doughty, seconded by Mr. Sztainberg regarding the approval of Raymond James & Associates, Inc. as municipal and financial advisor for the Series 2008 bond refunding

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

Action Regarding Approval of Chapman & Cutler as bond and disclosure counsel for the Series 2008 bond refunding

Motion by Mr. Doughty, seconded by Mr. Sztainberg regarding the approval of Chapman & Cutler as bond and disclosure counsel for the Series 2008 bond refunding

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

Discussion/Action: Potential Change to GBN Start Time

Dr. Riggle:

- Expressed his agreement with the positive comments shared previously by members of the public regarding an earlier start time for GBN.
- Explained the background on the foundation for GBN's start time
 - Took into consideration the efficiency of transportation services between elementary and the high school district
 - And why the start time at GBN has been linked to transportation
- Noted the administration was hopeful to change the start time at GBN, for the 2018-19 school year, but it would be a monumental risk to move forward
 - Shared some of the challenges moving too quickly with the change would involve
 - Breaking current transportation contract

Possible loss of any student transportation for 2018-19
Significant increase in cost for all districts

- Stated it is time for the District to end the paired relationship between the high school and the elementary schools
 - We are not in full command of the decision making
 - The District needs to make decision on what is best for high school students
- Discussed time constraints based on rush hour, competitions, etc.
- Asked the Board to consider:
 - Their commitment for the district to implement the same start and end time for the two high schools
 - The need for bus transportation services for the high school district that will allow them to operate independently from the feeder elementary districts
 - The district's budget and the use of operation funds to subsidize the transportation fund and allow the level of expense to parents for bus transportation services to be reasonable

In response to board members' questions, the administration:

- Stated the main reason we cannot accomplish a change in school start time is because of transportation cost which currently would double the price for feeder districts
- Noted they would like to continue to work on changing the GBN start time based on what is best for our students
- Explained determining a cost of possible transportation changes are not available yet, but the administration is looking at cost savings measures through charters, special education transportation and other possibilities
- Reminded the Board our past RFP on transportation yielded only one proposal because of the size of the job (high school and elementary districts), but the administrators believe if we separate from the elementary we will have multiple proposals
- Discussed the number of riders and the cost to the district and parents
- Agreed to look at the possibility of hiring our paraprofessionals as bus drivers
- Noted the importance to take our time to make sure all the questions are answered
- Stated we are discussing a change in philosophy to sharing the cost of transportation as part of the start time change and student wellness
- Explained the lease is up on the district office building, which may be one additional revenue source that may help fund the shared cost of transportation

The Board supports the administration's direction going forward with this initiative.

Discussion/Action: NSSD Strategic Planning

Dr. Riggle noted Mrs. Hanley represents the District 225 Board at the NSSED special education consortium meetings and would like to take some time with our local board to discuss the proposed strategic plan to identify concerns and solicit input. There were three documents from NSSED in your board packet.

Mrs. Hanley stated NSSED has completed the initial process to produce a strategic plan for moving forward. The plan includes being more proactive by expanding its role by partnering and collaborating with districts to leverage their expertise in serving all students. NSSED is seeking a vote of the membership at the February meeting.

- In response to board members' questions, the administration:
- Explained how the change in strategic plan will benefit the District
 - Stated all districts in the consortium pay their proportional share
 - Reminded the Board that the District had looked into bringing the services NSSED provides in house and it did not make sense

Mrs. Hanley is unable to attend the February NSSED meeting, so Mr. Taub will attend to vote for the district in support of the new strategic plan.

Miscellaneous Topics

None.

Review and Summary of Board Meeting

Upcoming Board Meetings:

Monday, February 12, 2018 - 7:00 p.m. - Regular Board Meeting

Closed Session

None.

Adjournment

Motion by Mr. Doughty, seconded by Mr. Taub to adjourn the meeting at approximately 9:55 p.m.

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

Motion carried 6-0.

* Doughty, Hanley, Kim, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

10
1/22/18

PRESIDENT - BOARD OF EDUCATION

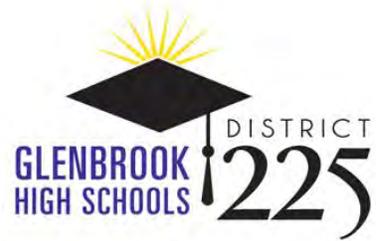
SECRETARY - BOARD OF EDUCATION



To: Dr. Mike Riggle
 From: Dr. Rosanne Williamson
 Re: Gifts
 Date: February 7, 2018

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:

Gift From	Amount or Item	School	Department	Account
AT&T Corporate Giving Program	\$50.00	GBS	Titans Helping Titans	830060
Nexus Holidays Group Inc, D/B/A China Travel Service Chicago Office	\$200.00	GBS	Chinese Club	830260
Carol Hoem Hampshire, IL	\$250.00	GBN	Earl Young Memorial Scholarship	820360
Nan Young Lake Zurich, IL	\$250.00	GBN	Earl Young Memorial Scholarship	820360
John McCormick Flat Rock, NC	\$300.00	GBN	Earl Young Memorial Scholarship	820360
Barbara Young Conover, WI	\$250.00	GBN	Earl Young Memorial Scholarship	820360
Sarah Hudson Barrington, IL	\$250.00	GBN	Earl Young Memorial Scholarship	820360



To: Dr. Mike Riggle
Board of Education

From: Ms. Vicki Tarver
Dr. R.J. Gravel

Date: Monday, February 2, 2018

Re: Approval of Audit Firm

Recommendation

It is recommended that the Board of Education approve the proposal submitted by Lauterbach and Amen, LLP to perform the annual financial audit for the fiscal years ending June 30, 2018, 2019, and 2020 with the option to renew for 2021 and 2022.

Background

Illinois School Code (105 ILCS 5/3-7) requires each school district to conduct an independent audit of its financial statements at the close of each fiscal year. In addition to performing a thorough review and analysis of the District's funds, accounts, statements, and other financial matters, the auditor is charged by the District with:

- Preparing a management letter to be provided to the Board of Education regarding the accuracy of the financial statements that have been provided for analysis;
- Assisting with the preparation of the Annual Financial Report for submission to the Illinois State Board of Education;
- Assisting with the preparation of the Comprehensive Annual Financial Report (CAFR) for submission to the Association of School Business Officials International (ASBO International) and the Government Finance Officers Association (GFOA).

Transitioning the audit team (partners or firms), responsible for performing the independent audit every five years, is considered best practice under the federal Sarbanes-Oxley Act of 2002. Additionally, the Government Finance Officers Association (GFOA) best practice for audit activities maintains, "Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract, consistent with applicable legal requirements".

Recognizing the importance of periodically reviewing the agreements between school districts and audit firms, the Northfield Township Treasurer's Office and the Northfield Township School District Nos. 28, 29, 31 and 225 issued a joint Request for Proposal (RFP) for Auditing Services in October 2017. Eleven firms were invited to submit proposals, and five proposals were received in response to the RFP. The Township Treasurer and participating school districts evaluated the proposal submissions in November 2017, and interviewed three potential firms in December 2017.

A summary of the service charges from the firms is as follows:

Audit Firm	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Eder, Casella & Co. *	\$35,500	\$35,800	\$36,600	\$37,500	\$38,350
Klein, Hall CPAs	\$35,500	\$34,900	\$35,800	\$36,700	\$37,600
Lauterbach & Amen LLP *	\$34,500	\$35,600	\$36,700	\$37,800	\$38,900
Miller, Cooper & Co., Ltd *	\$40,000	\$40,850	\$41,950	\$43,200	\$44,400
Sikich LLP	\$54,000	\$55,080	\$56,180	\$57,300	\$58,450

* Selected for participation in a committee interview

Upon reviewing the proposals and conducting the interviews, Lauterbach and Amen, LLP emerged as a leader in the field of local governmental accounting. Lauterbach and Amen, LLP was founded twenty years ago and have extensive experience in the field of local government accounting and auditing, including serving a substantial number of municipalities, park districts, school districts, library districts, special districts, pension funds, joint ventures and other various governmental organizations. Their expertise in governmental accounting, collaborative approach, commitment to professional development of their staff and clients, and local references support this recommendation. As of this time, Lauterbach and Amen, LLP has been selected by the Northfield Township School Treasurer's office, as well as Sunset Ridge School District 29.

Attached is the engagement letter for the audit of the financial statements for the fiscal years ending June 30, 2018, 2019, and 2020, submitted by Matt R. Beran, Partner, for Lauterbach and Amen, LLP.



December 21, 2017

Members of the Board of Education
Northfield Township High School District 225
Northfield, Illinois

The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the bid and authorized to sign a contract with Northfield Township High School District 225.

Total all-inclusive maximum price for auditing service:

	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021	June 30, 2022
Audit	\$ 31,000	\$ 32,000	\$ 33,000	\$ 34,000	\$ 35,000
Single Audit	\$ 3,500	\$ 3,600	\$ 3,700	\$ 3,800	\$ 3,900
Total	\$ 34,500	\$ 35,600	\$ 36,700	\$ 37,800	\$ 38,900

In over twenty years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit fee from what was proposed in the RFP.

If you have any questions about this letter or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,

LAUTERBACH & AMEN, LLP

Ronald J. Amen
Partner

Matt Beran
Partner



January 12, 2018

To the Members of the Board of Education
Northfield Township High School District 225
Glenview, Illinois

We are pleased to confirm our understanding of the services we are to provide the Northfield Township High School District 225, Illinois for the years ended June 30, 2018, June 30, 2019 and June 30, 2020, with the optional years June 30, 2021 and June 30, 2022. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the years ended June 30, 2018, June 30, 2019 and June 30, 2020, with the optional years June 30, 2021 and June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan employer contribution schedules, changes in the employer's net pension liability schedules, and pension plan investment return schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: individual fund statements and budgetary comparison schedules, and other information listed as supplemental schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory and statistical information.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures – Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and required audit adjustments, if any, for the District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform these services in accordance with applicable professional standards. The other services are limited to the financial statements previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management Responsibilities (Continued)

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

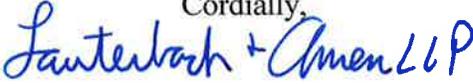
You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Our fees for the June 30, 2018, June 30, 2019 and June 30, 2020, with the optional years June 30, 2021 and June 30, 2022 audit will be as stated in our proposal.

We appreciate the opportunity to be of service to the Northfield Township High School District 225, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

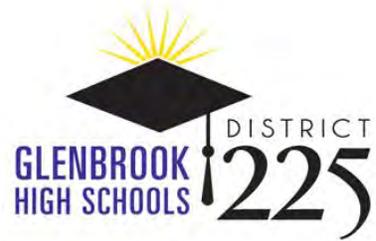
Cordially,

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Northfield Township High School District 225, Illinois.

By: _____

Title: _____



To: Dr. Mike Riggle
Board of Education

From: Dr. Kim Ptak

Date: Monday, February 12, 2018

Re: Approval of Print Center and Courier Services Agreement

Recommendation

It is recommended that the Board of Education approve a managed services agreement for the central copy and mail centers at GBN and GBS at an annual cost of \$232,354. The District can cancel the agreement with 120 days written notice or renew for a second year and/or third year with a 2% increase. The District is currently paying \$305,000.

Background

Glenbrook North and Glenbrook South each have a central copy and mail center to support school programs and operations. Our staff can manually or electronically submit copy and mail jobs to the print shop for processing. The standard turnaround time is 24 hours, and services include:

- Copying;
- Finishing (folding, stapling, spiral binding, padding); and
- Bulk mailings.

On average, 50,000 impressions are made daily in the print shops during the school year and 20,000 over the summer months equating to approximately 10,000,000 impressions a year. (Note: 99% of impressions are monochrome.) The overall copy/print volume has remained consistent over the last several years, however bulk mailings have been decreasing to approximately 120 bulk mailings a year.

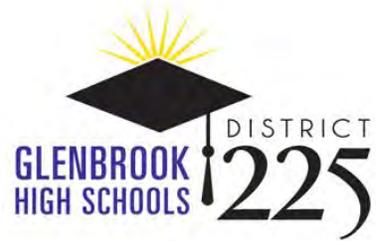
In 2006, the District outsourced the management and staffing of our central copy centers to Xerox Corporation. As part of the agreement, Xerox provides two copy center employees at GBS, and one at GBN. Additionally a fourth employee serves as the District's courier, providing the following services each day:

- Delivery of inter-office mail and supplies between the District's four locations;
- Daily bank deposits;
- Processes all outbound mail in partnership with the Glenview Post Office; and
- Facilitates the library book loan program.

The same four Xerox employees have been with the district since 2006, and have provided superior service to the Glenbrook community. It is recommended that the District continue the partnership with Xerox, with slight modifications given present-day needs of the school community.

The following table highlights recommended changes to the overall Xerox managed services agreement which results in \$72,646 or 24% savings per year.

	Current Practice	Proposed Practice
Staffing	260-Day Staffing 4 Staff at 1.0 FTE	Need-Based Staffing 2 Staff at 1.0 FTE (260-Day) 2 Staff at 0.81 FTE (210-Day)
Vacation/ Sick Time	All employee absences covered by a one-for-one replacement.	Employee vacation time not covered by a one-for-one replacement, but scheduled.
Physical Print Shops	Both print shops are open for 260 days.	One print shop will be open for 210 days; one print shop will be open for 260 days (based on summer school location).
Job Submission	22 different paper choices and colors available. Binding and padding available. Jobs can be electronically or manually submitted.	Review and reduce options while still providing quality service. Improve efficiencies and actively encourage web submissions



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel
Dr. Kimberly Ptak
Ms. Vicki Tarver

Date: Monday, February 12, 2018

Re: School Operating Budgets for FY2018-19

Recommendation

It is recommended that the Board of Education approve the school operating budgets for the 2018-2019 fiscal year as follows:

- Glenbrook North High School - \$2,594,948;
- Glenbrook South High School - \$3,422,754.

Background

Each spring the Board of Education approves a school operating budget for the upcoming fiscal year for both Glenbrook North and Glenbrook South. The purpose of the school operating budget is to provide for the operational needs of each school which include:

- Department and Program Budgets
- Discretionary Student Activity Stipends
- Substitute Expenses for Professional Development Activities
- Employee Overtime Expenses
- Equipment and Capital Item Purchases
- Small Building Projects
- Building Maintenance Supplies
- Charter Transportation Expenses (Athletics, Field Trips, Student Activities)

As we move toward further implementation of a zero-based budget model, school leadership teams will continue to work to identify the financial needs of each department and program area. Historically, the school operating budgets have been calculated based on three components: basic allocation, per student allocation, and facilities allocation (based on a per square foot value). The purpose of each component, and calculations for the 2018-19 fiscal year are described within this memo.

Basic Allocation

The basic allocation is for specific expenses that each school incurs, regardless of the size of the school. Examples of these expenses include employee overtime, professional development activities, additional student activity sponsors, and substitute teacher compensation.

The basic allocation is determined by taking the prior year's allocation, and increasing the amount by the value of the Consumer Price Index for All Urban Consumers (CPI-U) indicated on the prior year's tax levy. For the 2018-19 fiscal year, the basic allocation was increased by 2.1%.

After the basic allocation has been calculated, the amount is divided equally between Glenbrook North and Glenbrook South.

Per Student Allocation

The per student allocation is to provide for instructional materials and other expenses related to the student experience in academics, athletics, and activities. Examples of expenditures include duplication expenses, assessment materials, intangible course materials, and non-capitalized equipment to support classroom needs.

The per student allocation is determined by taking the prior year's per student allocation, and increasing the amount by the value of CPI-U indicated on the prior year's tax levy. For the 2018-19 fiscal year, the basic allocation was increased by 2.1%, or \$13.57 per student.

After the per student allocation has been calculated, the amount is multiplied by the estimated student enrollment for the upcoming school year based on Dr. McKibben's enrollment forecast. For the 2018-2019 school year, Dr. McKibben estimates that Glenbrook North will have a population of 2,053 students, and Glenbrook South will have a population of 3,146 students.

Change in Accounting Practice: Transition of Towel Fee Expense to Schools

Historically, each student has been assessed a \$10.50 towel fee which was deposited into a revenue account. As expenses for towel service were incurred, they were charged against an expense account classified as a district-wide account, as opposed to a site-based account. As a result of an accounting change for the 2018-19 fiscal year, the expense for towel service will be transitioned from a district-wide account, to a site-based account for each school. This change is reflected by further increasing the per student allocation by \$10.50. This change is technical in nature, and does not change the amount of revenue or expenses in relation to towel service.

Facilities Allocation

The facilities allocation is to provide for expenses related to the operation of the physical plant of each school, as well as approved building projects. Examples of expenditures include the purchase of cleaning supplies, repair and upkeep of facilities, custodial overtime compensation, and capital expenditures such as carpet replacement and painting.

The facilities allocation is determined by taking the prior year's per square foot value, and increasing the amount by the value of CPI-U indicated on the prior year's tax levy. For the 2018-19 fiscal year, the per square foot value was increased by 2.1%, or \$0.02 per square foot.

After the per square foot value has been calculated, the amount is multiplied by the total amount of facility coverage to calculate each school's facilities allocation. Glenbrook North is comprised of 580,000 sq ft, and Glenbrook South is comprised of 670,000 sq ft.

Allocation Adjustments

In the development of the 2018-19 school operating budget, we recognized that additional funds are made available to each school through the collection of course fees. Over time, these fees have been

assessed to provide for the equipment and materials necessary to support the student learning experience, such as non-tangible supplies (e.g. science lab chemicals, general use equipment, shared art supplies). It is worthy to note that the District has been waiving or reducing these fees for students of lower income. In consultation with the school leadership teams, it was determined that these types of expenses should be funded by the school operating budgets, not as individual course fees.

As a result, it is recommended that individual course fees collections (with the exception of Driver Education) be eliminated for the 2018-19 fiscal year, and the school operating budgets be increased to account for necessary non-tangible course supply expenses. It should be noted that students will continue to be responsible for tangible course supplies such as textbooks, art kits, and physical education uniforms.

School Operating Budgets - FY2018-19 - Recommendation

		<i>Historical</i>										<i>Recommendation</i>	<i>Year-Over-Year % Increase</i>	
		FY2014		FY2015		FY2016		FY2017		FY2018		FY2019		
Consumer Price Index for All Urban Consumers (CPI-U)*		3.0%		1.7%		1.5%		0.8%		0.7%		2.1%		
Basic Allocation	Total Budget	\$1,130,423.97		\$1,149,641.18		\$1,166,885.80		\$1,176,220.88		\$1,184,454.43		\$1,209,327.97	2.10%	
	Glenbrook North High School	50%	\$565,211.99	50%	\$574,820.59	50%	\$583,442.90	50%	\$588,110.44	50%	\$592,227.21	50%	\$604,663.99	
	Glenbrook South High School	50%	\$565,211.99	50%	\$574,820.59	50%	\$583,442.90	50%	\$588,110.44	50%	\$592,227.21	50%	\$604,663.99	
Per Student Allocation	Per Student Budget	\$652.37		\$663.46		\$635.86		\$641.57		\$646.06		\$670.13	3.73%	
	Glenbrook North High School	2,087	\$1,361,504.00	2,038	\$1,352,140.00	2,057	\$1,294,217.00	2,033	\$1,289,007.00	2,023	\$1,306,981.90	2,053	\$1,375,773.87	5.26%
	Glenbrook South High School	2,736	\$1,784,895.00	2,895	\$1,920,729.00	3,002	\$1,922,595.00	3,070	\$1,984,926.00	3,106	\$2,006,666.23	3,146	\$2,108,224.36	5.06%
Facilities Allocation	Per Square Foot (sq ft)	\$0.99		\$1.01		\$1.02		\$1.03		\$1.04		\$1.06	2.10%	
	Glenbrook North High School	580,000	\$575,654.00	580,000	\$585,440.00	580,000	\$594,221.00	580,000	\$598,975.00	580,000	\$601,871.03	580,000	\$614,510.32	
	Glenbrook South High School	670,000	\$662,312.00	670,000	\$673,571.00	670,000	\$683,675.00	670,000	\$689,144.00	670,000	\$695,264.81	670,000	\$709,865.37	
Glenbrook North High School	Glenbrook North High School Subtotal	\$2,502,369.99		\$2,512,400.59		\$2,471,880.90		\$2,476,092.44		\$2,501,080.14		\$2,594,948.18		
	Reduction - Field Turf Contribution	\$125,000.00		\$125,000.00										
	Reduction - District Technology Budget					\$91,000.00				\$91,000.00				
	Grand Total	\$2,377,369.99		\$2,387,400.59		\$2,380,880.90		\$2,476,092.44		\$2,410,080.14		\$2,594,948.18		7.67%
Glenbrook South High School	Glenbrook South High School Subtotal	\$3,012,418.99		\$3,169,120.59		\$3,189,712.90		\$3,262,180.44		\$3,294,158.25		\$3,422,753.71		
	Reduction - Field Turf Contribution			\$85,000.00		\$165,000.00								
	Reduction - Parking Lot / Maintenance Bldg.			\$15,000.00		\$235,000.00								
	Reduction - District Technology Budget					\$99,000.00				\$99,000.00				
Grand Total	\$3,012,418.99		\$3,069,120.59		\$2,690,712.90		\$3,262,180.44		\$3,195,158.25		\$3,422,753.71		7.12%	
Total School Operating Budgets		\$5,389,788.97		\$5,456,521.18		\$5,071,593.80		\$5,738,272.88		\$5,605,238.38		\$6,017,701.89		7.36%

* Historically the school operating budget has used the CPI-U level indicated on the prior year's tax levy. For example, the 2018-2019 school operating budget will be calculated based on the CPI-U level indicated on the 2017 Tax Year levy (adopted in December 2017).



Agenda Item #10

To: Dr. Michael Riggle
 From: Brad Swanson
 Re: Certified Staffing Authorization for the 2018-19 School Year
 Date: February 12, 2018

I recommend that the Board of Education authorize Certified Staffing at a level of **168.55 FTE for GBN** and **244.00 FTE for GBS** for a total of **412.55 FTE for District 225** for the 2018-19 school year. I have included, for the Board's comparison, the approved staffing levels beginning with the 2013-14 school year through the current school year.

Certified Staffing Recommendations for the 2017-18 School Year (bold):

School Year	GBN FTE	GBS FTE	D225 FTE	GBN Projected Enrollment	GBS Projected Enrollment	D225 Projected Enrollment	Staff to Student Ratio
2013-14	170.00	213.10	383.1 (+2.1)	2084 (+24)	2786 (+39)	4870 (+63)	12.7 (+0.1)
2014-15	167.60	231.40	398.4 (+15.3)	2037 (-47)	2930 (+144)	4967 (+97)	12.5 (+0.2)
2015-16	167.50	235.00	402.5 (+4.1)	2051 (+14)	2952 (+22)	5003 (+36)	12.4 (-0.1)
2016-17	166.55	239.60	406.15 (+3.65)	2033 (-18)	3070 (+118)	5103 (+100)	12.6 (+0.2)
2017-18	165.25	244.50	409.75 (+3.6)	2023 (-10)	3106 (+36)	5129 (+26)	12.5 (-0.1)
2018-19	168.55	244.00	412.55	2053	3146	5199	12.6
Difference	+3.30	-0.50	+2.8	+30	+40	+70	+0.1

The recommendation reflects an estimated 2018-19 enrollment of 2053 at GBN (a increase of 30 students from 2017-18) and 3146 at GBS (an increase of 40 students from 2017-18). The estimated total 2018-19 district enrollment is 5199 (an increase of 70 students from 2017-18).



Current enrollment numbers, as well as average courses per student, drive the staffing formula which calculates a proposed FTE for the next school year. This formula provides consistency from year-to-year in average class sizes and is respective of class size maximums and total student loads that have been negotiated with the GEA. The total FTE allocation also includes staffing for special services such as counselors, social workers, administrators and special programs previously adopted by the Board.

Given the reliability of this formula, the administration is confident that this recommendation serves the needs of students while remaining conscious of the fiscal concerns of the Board and the communities served by District 225. Recommendations for Special Education staffing for 2018-19 will be brought to the Board this spring by the Department of Human Resources and Mrs. Pearson following the conclusion of articulations.