

**GLENBROOK HIGH SCHOOLS
Office of the Superintendent
Glenview - Northbrook, Illinois**

To: Board of Education

From: Mike Riggle

Re: District Initiatives 2014-2015

Date: July 28, 2014

An initiative by concept, is an act or strategy that is targeted to resolve a problem or address an existing or anticipated concern. I believe our past district initiatives (goals) have been focused in that manner. As we move forward with our discussion of the district initiatives, it is important that our initiatives continue to be grounded firmly in current district challenges, which I believe are the following:

- **Building Capacities** – As GBS implements the alternating-day block schedule and the student populations of GBS and GBN become more disproportionate, it is important to review and potentially revise the established capacities of the schools and determine potential courses of action to ensure the highest quality education possible that serves our communities well in a reasonable and fiscally efficient manner.
- **Curriculum and Instruction** - Significant efforts will continue in all curriculum areas to make proper adjustments to align and revise existing curriculum to meet the advertised standards. Standardized testing related to the implementation of the Common Core Curriculum is changing for the State of Illinois beginning in the 2014 - 2015 school year and adjustments will need to be made to remain in compliance.
- **Fiscal Challenges** – The projected growth in student enrollment along with legislated changes in areas such as pensions, health care, and the possible restructuring of state funding will present fiscal challenges in the near future.
- **Growing Student Population** – Enrollment projections reveal a significant increase in student enrollment at GBS as opposed to a stable, if not declining enrollment at GBN.
- **Maintaining Quality Staff** – A significant number of teachers and administrators will retire in the next five years. The Board and administration will need to continue succession discussion and planning.
- **Student Wellness** – Homework is an area of student engagement that is intended to support academic achievement, but often raises concerns that center on purpose, length, and rigor. Without question, the required workload assigned by teachers over the entire student schedule of classes is a consistent source of stress and raises concerns for student wellness.

- **Technology Integration** – The expansion of the Chromebook 1 to 1 initiative is a significant step forward in support of student-centered learning and engagement. Continued efforts to integrate technology in curricular activities has the potential to change teaching and learning in our schools.

List of District Initiatives and Analysis

During the months of May and June, the administration conducted discussions of possible initiatives for the 2014 - 2015 school year. These are listed below under the areas of responsibility at the district level.

To further analyze the list of possible initiatives, I am providing my perspective as to the priority ranking of each item, along with my thoughts.

Business

1. Student Enrollment Initiative - Building Capacity and Enrollment Planning

With the student enrollment at GBS now growing quickly, updated projections will be generated to determine whether the capacity of the current facility will be sufficient for the predicted population and the construction projects necessary to meet the needs of students and staff. The Board will need to enter into decision making for the 2016 - 2017 school year. (Not mandated)

2. Succession Planning (District and Township)

Mrs. Siena will be retiring at the end of the 2015 - 2016 school year. At the same time, Tony Adams the Northfield Township Treasurer will be retiring soon and decisions will need to be made as to whether the current Northfield Township system will be maintained or discontinued. (Not mandated)

3. Purchasing Procedure Policy

District purchases are conducted according to state code. A district policy that outlines the important elements of the state code and procedures followed within the district is needed by the administration and Board. This was work that was identified in the early summer of 2013. (Not mandated)

4. Facilities Planning

There is need to clarify procedures for building and district construction projects. (Not mandated)

Curriculum and Instruction

1. Student Engagement

This initiative is at the heart of the building and district improvement plans. It includes the Chromebook 1 to 1 initiative, integration of technology in the classroom, classroom walkthroughs and associated professional development efforts. (Mandated)

2. Academic Program Review

The administration recommends that we continue this initiative by focusing on the review of one academic program during the first semester. During the second semester, the administration will present the work completed on the homework initiative. (Not mandated)

Human Resources

1. Department restructuring to incorporate health benefits and employee wellness.

This is an initiative that has been discussed several times as part of our health and dental insurance discussions. The business and human resources departments will work together on this proposed realignment. (Not mandated)

2. Skyward expansion establishing the substitute finder module.

Establishing this module will enable the selection of a third-party application to allow electronic procurement of substitute teachers. (Not mandated)

PR and Communications

1. Year one of adopted three-year plan

This initiative will be more fully detailed when the Communication Plan for 2014 - 2017 has been adopted by the Board. (Not mandated)

Student Wellness

1. Implementation of Student Wellness recommendations

The buildings will be implementing procedures to address the needs of students who are returning to school from homebound/hospitalization within the Guided Studies program. Efforts will also be made with existing staff to implement a clinical supervision model in which outside consultants are used to confer with Glenbrook clinical staff on difficult cases. (Not mandated)

2. Homework

The administration will begin a foundational study of homework which is to include a review of current homework research, the philosophy and purpose of homework and a review of current practices in area high schools. A multi-disciplinary approach to this area of student engagement will be utilized involving designated and at-large representatives from the GEA and the administration. (Not mandated)

Technology

1. Restructuring of department positions and responsibilities

This is important work since the focused work of our technology department has changed. Due to the growing technology literacy of our staff and the advancement of systems, there is a significant amount of services that are now performed remotely. This is an area of negotiations with GESSA, which is scheduled for this year since it is the last year of the current agreement. (Not mandated)

2. Record retention and storage

This is currently an area of weakness for the district that needs to be addressed. The significant growth in FOIA and records requests will continue and the district needs to be positioned to meet these statutory duties. (Not mandated)

3. Update District Vision for Technology

With the implementation of the Chromebook 1 to 1 initiative at all four grade levels, it is necessary to revisit the vision for the district and the technology plan that was submitted to the State of Illinois. (Mandated)

4. Expansion of Northfield Technology Consortium

This consortium was formed in the spring of 2014 for the primary purpose of sharing internet costs among the governmental entities of Northfield Township. Efforts to expand the membership will further reduce costs for all participating entities. (Not mandated)

Board Policy Work

Board policy revision is primarily based on legislative actions initiated at the state and federal levels. The district successfully completed a compliance visit from the North Cook Regional Office of Education in April. The final report from that visit has not been received, which may have a few items that need to be addressed in board policies. The list below contains the best estimate of the board policies that will be reviewed for possible revision during the 2014 - 2015 school year as well as areas identified for policy development:

**Board Policies
For Review by Policy Committee 2014-2015**

2030	Meetings of the Board of Education
4200	Operational Services (policy & procedures)
5030	Community Use of School Facilities (Policy & Procedures)
6250 6600	Staff Publication of Books and Materials <u>Instructional Materials and Computer Programs Developed Within the Scope of Employment</u> (policy & procedures)
7185	Copyright Compliance (policy & procedures) New
	R Rated Permission Slip
7190	Textbook Selection, Adoption and Bookstore Operation (policy and procedures)
7220	Purpose and Use of Technology and Network Resources (policy)
7240	School Volunteers and Independent Contractors (policy and procedures)
7340	Private Music Instruction on School Premises (policy)
7600	Title I (policy & procedures) New
8010	Student Eligibility for Admission to the Glenbrook High Schools (policy and procedures)
8150	Student Accident Insurance
8410	Disciplinary Action Relative to Student Misconduct (policy & procedures)
8420	Student Attendance (policy & procedures)
8430	Student Smoking and Tobacco Use
8460	Illegal Substances and Paraphernalia
8480	Hazing, Bullying, or Aggressive Behavior
8600	Student Concussions and Head Injuries (HB 5431)
9060	District World Wide Website (Policy)

Policy Creation

1. Open Meeting Act - 2030
2. Teen Dating and Violence PA 098-0490
3. Bullying (HB 5707)
4. Cyberbullying (HB 4207)
5. Environmental Quality of Buildings and Grounds
6. Safety
7. Reporting Requirements for Building Principals Concerning School Safety and Security
8. Hiring Process and Criteria
9. Equal Employment Opportunity and Minority Recruitment