

**BOARD OF EDUCATION  
GLENBROOK HIGH SCHOOLS**

**January 11, 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 conducted electronically using the Zoom webinar platform pursuant to the Section 12 of the [Gubernatorial Disaster Proclamation dated November 13, 2020](#).**

**Zoom Meeting Information  
Click Here to Join Meeting  
Meeting ID: 856 6085 7768  
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  
*Anyone who would like to address the Board may do so by calling (847) 486-4728 and leaving up to a two-minute voicemail message with a limit to 30 minutes per Board policy. Messages must be left by 3:00 PM on the day of the meeting. Please leave your name and address on the message so that the administration may be able to follow up if necessary. Messages will be subsequently reviewed to ensure they are appropriate for a public presentation (e.g., no profanity), and then played aloud during the public comment period on the agenda.*
4. (7:33) Board and Superintendent Reports
5. (7:35) 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. December 14, 2020, Regular Board Meeting
    - b. December 14, 2020, Closed Board Meeting
  - H. Gifts
  - I. Special Leave Requests
6. (7:40) Discussion/Action: Board Policy 2070: Uniform Grievance Policy

7. (7:55) Discussion/Action: Learning and Operational Plan Update
  - a. Adding COVID Testing as a Requirement to Admission to the School
8. (8:40) Review and Summary of Board Meeting
9. (8:45) Possible Topics for Future Board Meetings

Future Meeting Dates:

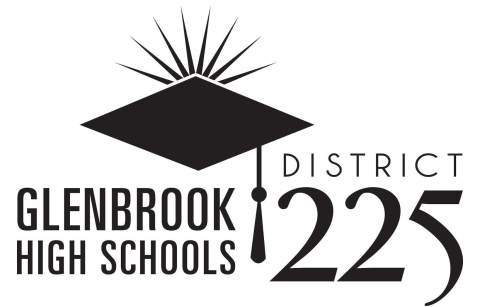
Monday, January 25, 2021 - 7:00 p.m. - Regular Board Meeting

Monday, February 8, 2021 - 7:00 p.m. - Regular Board Meeting

10. (8:55) 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; 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).
11. Possible Action Regarding Topics Discussed in Closed Session
12. (9:40) 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:** January 11, 2021  
**Re:** Appointments: Certified

**NONE**

**Position:**

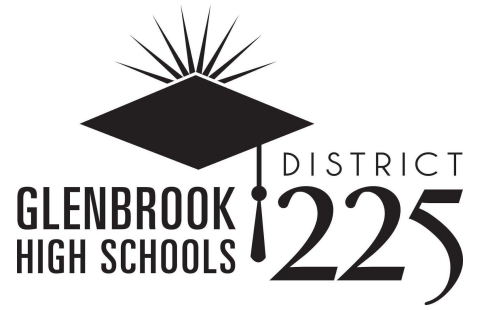
**Degrees:**

**Certifications:**

**Professional Experience:**

**Salary:**

**Start Date:**



**To:** Dr. Charles Johns  
Board of Education

**From:** Brad Swanson

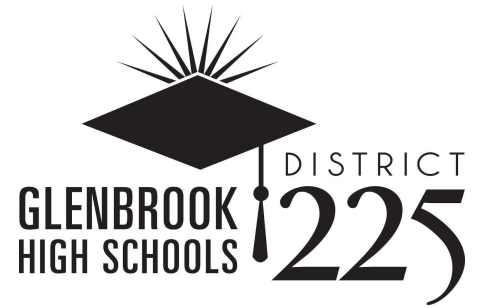
**Date:** January 11, 2021

**Re:** Appointments: Support Staff

<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>
NONE								

**Extracurricular**

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>FTE</u>	<u>Start Date</u>	<u>CAT</u>	<u>Step</u>	<u>Stipend Amount</u>
NONE							



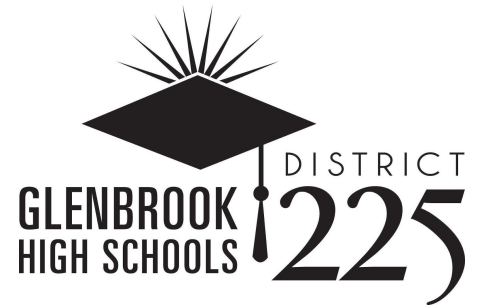
To: Dr. Charles Johns  
Board of Education

From: Brad Swanson

Date: January 11, 2021

Re: Resignations/Terminations: Certified

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



**To:** Dr. Charles Johns  
Board of Education

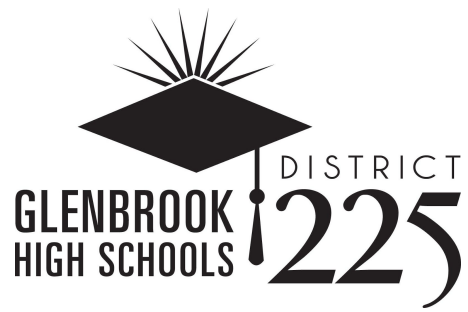
**From:** Brad Swanson

**Date:** January 11, 2021

**Re:** Resignations/Terminations: Support Staff

**Resignations**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective</u></b>	<b><u>School</u></b>
Geddeis, Karen	Director of Public Relations	1/15/2021	GBA
Sullivan, Sean	Assistant Swim Coach, Aquatics	1/6/2021	GBN



To: Dr. Charles John  
Board of Education  
From: Brad Swanson  
Date: January 11, 2021  
Subject: Special Leave Requests

Below you will find Special Leave Requests recommended to begin on January 19, 2021.

It is recommended that these leaves be approved until Friday, March 19, 2021. The following staff members will then be required to notify the Human Resources Department by Friday, March 12, 2021, if they would like to extend their leave status until Friday, June 4, 2021.

Leaves extension requests through Friday, June 4, 2021, will be brought to the Board of Education for approval on Monday, March 15, 2021.

Note that teachers on part-time leave receive prorated salary and benefits.

I recommend the Board approve the following requests for Special Leave to begin on January 19, 2021.

2020-21 Certified Special Leaves Requests					
Last Name	First Name	Building	Department	Special Leave Request FTE	2020-21 FTE
Flener	JoEllen	GBS	Mathematics	0.3	0.7
Pritzker	Jessica	GBS	Science	0.7	0.3
Stein	Deborah	GBS	Science	0.4	0.6
Wittenstrom	Rebecka	GBS	Science	0.6	0.4
Whalen	Brian	GBS	CTE	0.5	0.5
Maher	Joy	GBN	Mathematics	0.5	0.5



TO: Dr. Charles Johns  
FROM: Rosanne Williamson  
RE: FOIA Requests

### **FOIA Response:**

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

### **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>

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## Re: FOIA Request - Chicago Tribune

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Mon, Dec 7, 2020 at 2:21 PM

To: "Edquist, Kaitlin" <kedquist@chicagotribune.com>

Bcc: egeallis@glenbrook225.org

Dear Ms. Edquist,

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. (Act).

On 12/7/20 we received your request for the following information:

- The Memorandum of Understanding between Glenbrook High School District 225 Board of Education and the Glenbrook Education Association related to the recent decision regarding personnel practices and accommodations for teachers.

**District Response:** Please see attached.

Sincerely,

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

On Mon, Dec 7, 2020 at 1:39 PM Edquist, Kaitlin <[kedquist@chicagotribune.com](mailto:kedquist@chicagotribune.com)> wrote:

Hello,

Attached is a FOIA request from the Pioneer Press, part of the Chicago Tribune suburban network.

Thanks,  
Kaitlin Edquist

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**Kaitlin Edquist**

Reporter, Pioneer Press


[Chicago Tribune Media Group](#)

[kedquist@chicagotribune.com](mailto:kedquist@chicagotribune.com)

(773) 251-3398

@kaitlinedquist

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 **GEA MOU 12-3-2020.pdf**  
171K

## **MEMORANDUM OF UNDERSTANDING**

### **A. INTRODUCTION**

The Board of Education (“BOARD”) of Northfield Township High School District No. 225, Cook County, Illinois (the “District”) and the Glenbrook Education Association IEA-NEA (GEA) are currently parties to a Negotiated Agreement covering the period 2018-2023 (the “Negotiated Agreement”). In March 2020, the Governor issued a Disaster Proclamation closing schools to in-person instruction through the end of the 2019-2020 school year. Subsequently, the Governor and the Illinois State Board of Education authorized schools to reopen for the 2020-2021 school year and develop plans to guide the reopening process. The District has developed such a plan, entitled the “District’s Learning and Operational Plan for the 2020-21 School Year” (the “Plan”) that was approved by the BOARD on July 27, 2020.

### **B. PROCESS**

On several dates in October and November 2020, representatives of the BOARD and the GEA met to negotiate the impact the Plan would have on the terms of their Negotiated Agreement, as well as other relevant terms and conditions of employment. This Memorandum memorializes the agreement reached by the parties relative to accommodations to be provided to teachers who did not return to in-person learning since the start of the 2020-21 school year.

### **C. AGREEMENTS**

1. The terms of this Memorandum will be in effect for the term of the Plan.
2. Teacher Requests for Alternative Teaching Arrangements (“accommodations”)

At the start of the 2020-2021 school year, the Board recognized a number of available accommodations, and a number of teachers requested and were granted, accommodations relating to childcare needs, personal healthcare issues, or family healthcare needs. Relative to these accommodations, the parties agree as follows:

#### **a. Childcare Accommodations**

All previously approved childcare accommodations will expire on January 18, 2021. Beginning on January 19, 2021, remote teaching assignments will no longer be available for childcare purposes. Those teachers requiring childcare accommodations after January 18, 2021, will, if eligible, have access to regular FMLA leave, other government-approved leave, or use of contract Sick Leave, or may request a special unpaid leave of absence as noted below.

#### **b. Personal Healthcare Accommodations**

Subject to medical verification and certification, as determined by the District, all previously approved personal healthcare accommodations may be allowed to continue until the earlier of the end of the 2020-2021 school year OR the cessation of the implementation of the Plan”. Teachers

with such an approved accommodation, so long as medically verified and certified as unable to report in-person to perform required duties, will be allowed to teach remotely. Teachers may be required to medically reverify and recertify periodically as circumstances and requirements change during the pandemic. All medical information submitted as part of the process to secure an accommodation will be held in strict confidence by and retained in the District Human Resources Department.

c. Family Healthcare Accommodations

All previously approved family healthcare accommodations will expire on January 18, 2021, and teachers with such expiring accommodations are expected to be available for in-person teaching on January 19, 2021, in accordance with local and county rules and self quarantining requirements. Teachers with such expiring accommodations may apply for a new family healthcare accommodation, but such accommodation will be subject to medical verification and certification, as determined by the District, and will be limited to the care of an individual with whom the teacher cohabits (defined as consistently living within the same household). Teachers with such an approved new accommodation, so long as medically verified and certified as unable to report in-person to perform required duties, will be allowed to teach remotely. Teachers may be required to medically reverify and recertify periodically as circumstances and requirements change during the pandemic. All medical information submitted as part of the process to secure an accommodation will be held in strict confidence by and retained in the District Human Resources Department.

d. Application Provisions

All teachers currently with a childcare accommodation noted above are required, no later than December 11, 2020, to elect either to return to in-person instruction OR to request another leave for which they may qualify (e.g., FMLA, other government-approved leave Sick Leave). Alternatively, such teachers may, by December 11, 2020, request a special unpaid leave of absence, pursuant to the terms and conditions of Article XI, paragraph G of the Negotiated Agreement. Such an election or special leave request must be made directly to the Human Resources Department.

All teachers currently with a personal healthcare accommodation noted above, who wish to continue such an accommodation, are required, no later than December 11, 2020, to reapply for such accommodation. Such reapplication must be on a form provided by the Department of Human Resources.

All teachers currently with a family healthcare accommodation noted above, who wish to apply for a new family healthcare accommodation, are required to apply for such new accommodation no later than December 11, 2020. Such an application must be on a form provided by the Department of Human Resources.

The processes noted above for accommodations will apply to all teacher accommodation requests whether recertifying an existing accommodation or requesting a new accommodation.

The failure of a teacher to submit a notice of their intent to declare to the Department of Human Resources regarding one of the above options by December 11, 2020, will be construed as

evidence of the teacher's intent to return to in-person instruction. The District will staff accordingly.

3. Unless modified by this Memorandum, all terms and conditions of the parties' Negotiated Agreement will remain in full force and effect unless otherwise modified by the parties or until a successor agreement is negotiated.

BOARD OF EDUCATION OF  
GLENBROOK HIGH SCHOOL DISTRICT  
NO. 225

By: \_\_\_\_\_



Dated: \_\_\_\_\_

12/1/2020

GLENBROOK EDUCATION  
ASSOCIATION

By: \_\_\_\_\_

  
President

Dated: \_\_\_\_\_

12/3/2020



Elaine Geallis <egeallis@glenbrook225.org>

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**Re: FOIA**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Thu, Dec 17, 2020 at 3:17 PM

To: Kati Spaniak <kati@spaniakteam.com>

Bcc: egeallis@glenbrook225.org

Dear Ms. Spaniak,

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. (Act).

On 12/10/20 we received your request for the following information:

1. All students grades (names omitted) for both gbn and gbs as of December 8th, 2020 vs all grades as of December 8th for 2019. Please include by subject and grade if possible.

**District Response:** No responsive documents. The district does not maintain a snapshot of the database of grades as of December 8th in both years or for any particular "snapshot" date in time; however, a record of semester grades is maintained, please see attached for semester 1 2019.

2. The number of students who dropped classes in 2020 and students who dropped classes in 2019 and the specific classes that were dropped

**District Response:** Please see attached.

3. The number of absences for all students for 2019 to date and the number of absences for 2020.

**District Response:** Please see attached.

4. The number of students who requested pass/fail as of December 8th, 2020 vs requested pass/fail in 2019.

**District Response:** No responsive documents. Please note: The deadline for making the decision to take a class Pass/Fail for the current semester has been extended to Wednesday, January 6, 2021; however, we have shared the data, 2019 semester 1 grades, which include Pass/Fail grades - please see attached. Pass/Fail grades are never recorded until semester grades are posted.

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 Wed, Dec 9, 2020 at 8:38 PM Kati Spaniak <[kati@spaniakteam.com](mailto:kati@spaniakteam.com)> wrote:

Please provide all students grades (names omitted) for both gbn and gbs as of December 8th, 2020 vs all grades as of December 8th for 2019. Please include by subject and grade if possible.

Please provide the number of students who dropped classes in 2020 and students who dropped classes in 2019 and the specific classes that were dropped

Please provide the number of absences for all students for 2019 to date and the number of absences for 2020.

Please provide the number of students who requested pass/fail as of December 8th, 2020 vs requested pass/fail in 2019.

Thank you.



**FOIA 12.10.20 Spaniek Responses.xlsx**

168K



Rosanne Marie Williamson <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>

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## Re: IL PUBLIC RECORDS REQUEST - Initial Charter School Applications

1 message

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**Rosanne Marie Williamson** <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>

Fri, Dec 11, 2020 at 9:39 AM

To: Eric Cova <[csapplicationsproject@gmail.com](mailto:csapplicationsproject@gmail.com)>

Bcc: Elaine Geallis <[egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org)>

Dear Mr. Cova,

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. (Act).

On 12/11/20 we received your request for the following information:

- Copies of initial charter school applications to create a new or conversion charter school that your organization received in its capacity as a charter school authorizer, and that it approved or denied between January 2013 and February 2017. We would like copies of both approved and denied applications. For each responsive application, we also request the following information:
  - Charter school authorizer name
  - Charter school authorizer's decision on the application
  - Date of the decision

**District Response:** No documents responsive to this request. Please note we have never applied to start a charter school.

Sincerely,

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

On Fri, Dec 11, 2020 at 7:00 AM Eric Cova <[csapplicationsproject@gmail.com](mailto:csapplicationsproject@gmail.com)> wrote:

Good Morning,

I hope that this finds you healthy and well. I am once again following up on this public records request. Please let me know if you have any questions or concerns.

All the best,  
Eric

On Wed, Oct 7, 2020 at 3:11 PM Eric Cova <[csapplicationsproject@gmail.com](mailto:csapplicationsproject@gmail.com)> wrote:

Good Afternoon,

I am following up on this public records request. Thank you in advance for your assistance.

All the best,



Eric

On Sun, Sep 27, 2020 at 3:15 PM Eric Cova <[csapplicationsproject@gmail.com](mailto:csapplicationsproject@gmail.com)> wrote:

To Whom It May Concern:

I am a research assistant for [Professor Mona Vakilifathi](#) at New York University. I am contacting you because the Illinois Department of Education has indicated to us that your organization is authorized to open and/or close charter schools under Illinois state law. **This is an Illinois Freedom of Information Act request for initial charter school applications.**

We are requesting copies of initial charter school applications to create a new or conversion charter school that your organization received in its capacity as a charter school authorizer, and that it approved or denied between January 2013 and February 2017. We would like copies of both approved and denied applications.

For each responsive application, we also request the following information:

- Charter school authorizer name
- Charter school authorizer's decision on the application
- Date of the decision

We are **not** requesting any of the following items:

- Charter school applications your organization sponsored or submitted to another authorizer
- Letters of intent
- Charter school charters or contracts
- Renewal applications or renewal contracts
- Any request for an appeal of a charter school application or contract decision

We prefer to receive these records in electronic form if possible. Please send responsive records to this email address ([csapplicationsproject@gmail.com](mailto:csapplicationsproject@gmail.com)). If emailing the records is not feasible, we can provide a mailing address.

If you have any questions about this request or if there are any fees for completing this task, please reply to this email before proceeding.

If your organization did **not** approve or deny any initial charter school applications to create a new or conversion charter school from January 2013 to February 2017, please complete this Google form to opt out of future emails: <https://goo.gl/forms/MCHF7qJPcOliWlpn2>.

I recognize the time and resources it takes to fulfill public records requests like these. Thank you for your assistance.

Regards,

**Eric Cova**

Research Assistant





Elaine Geallis <egeallis@glenbrook225.org>

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## Re: 12.23.20.FOIA Request

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Mon, Jan 4, 2021 at 11:10 AM

To: "glenn@avistamail.net" <glenn@avistamail.net>

Bcc: egeallis@glenbrook225.org

Dear Mr. Farkas,

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. (Act).

On 12/23/20 we received your request for the following information:

1. Copies of all group emails and their attachments sent by Principal Jason Markey to the teachers and staff at Glenbrook North High School from September 1, 2020 through December 21, 2020

**District Response:** Please see [responsive documents](#).

2. Copies of all public notifications sent by District 225 between June 1, 2020 through December 14, 2020 concerning the proposed 2020 annual budget and tax levy.

**District Response:** Please see [responsive documents](#).

Sincerely,

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

On Wed, Dec 23, 2020 at 6:44 AM [glenn@avistamail.net](mailto:glenn@avistamail.net) <[glenn@avistamail.net](mailto:glenn@avistamail.net)> wrote:

I am submitting a Freedom of Information Act request for the following:

1. Copies of all group emails and their attachments sent by Principal Jason Markey to the teachers and staff at Glenbrook North High School from September 1, 2020 through December 21, 2020
2. Copies of all public notifications sent by District 225 between June 1, 2020 through December 14, 2020 concerning the proposed 2020 annual budget and tax levy.

Glenn Farkas  
President  
Avista Wealth Management

**Schedule A Meeting or Free Consultation @ <https://freebusy.io/glenn@avistamail.net>**

1363 Shermer Road, Suite 330

Northbrook, IL 60062

847-521-4950 (Office)

224-355-1004 (Fax)

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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

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## Re: 12.23.20.FOIA Request

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Jan 5, 2021 at 11:43 AM

To: Glenn Farkas <glenn@avistamail.net>

Bcc: egeallis@glenbrook225.org

Hello Mr. Farkas,

I apologize that this was missed. Emails were mistakenly pulled from the date range of your second request (June 1-December 14, 2020) rather than September 1-December 21, 2020. We conducted another search from December 14-December 21, 2020.

Please see attached - all documents contained in the attached email can be found in the links that are part of the message.

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

On Tue, Jan 5, 2021 at 9:41 AM Glenn Farkas <glenn@avistamail.net> wrote:

Rosanne, I just reviewed your FOIA response and you did not include an email from Jason Markey that was sent during the week of December 14th. The last email on your submission is December 9th. I specifically asked for all emails/attachments sent through December 21, which would include the email that Mr. Markey had sent which multiple GBN staff had complained about. I would like you to send me that email and all attachments ASAP. Thank you.



Sender notified by  
[Mailtrack](#)

On Mon, Jan 4, 2021 at 11:10 AM Rosanne Marie Williamson <rwilliamson@glenbrook225.org> wrote:

Dear Mr. Farkas,

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. (Act).

On 12/23/20 we received your request for the following information:

1. Copies of all group emails and their attachments sent by Principal Jason Markey to the teachers and staff at Glenbrook North High School from September 1, 2020 through December 21, 2020

**District Response:** Please see [responsive documents](#).

2. Copies of all public notifications sent by District 225 between June 1, 2020 through December 14, 2020 concerning the proposed 2020 annual budget and tax levy.

**District Response:** Please see [responsive documents](#).

Sincerely,

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

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Glenn Farkas  
President  
Avista Wealth Management

**Schedule A Meeting or Free Consultation @ <https://freebusy.io/glenn@avistamail.net>**  
[1363 Shermer Road, Suite 330](#)  
[Northbrook, IL 60062](#)  
847-521-4950 (Office)  
224-355-1004 (Fax)

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

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Glenn Farkas  
Avista Financial Network, Inc.  
Avista Wealth Management  
847-521-4950 (Office)  
224-355-1004 (Fax)



**Glenbrook High School District 225 Mail - This week's update.pdf**

115K



Rosanne Marie Williamson &lt;rwilliamson@glenbrook225.org&gt;

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## This week's update

1 message

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**Jason Markey** <jmarkey@glenbrook225.org>  
Bcc: GBN\_allstaff@glenbrook225.org

Wed, Dec 16, 2020 at 7:51 AM

([Audio Message](#))...sorry this one is a little long!

Good morning all,

As we move into the final few days of 2020 I wanted to share a few thoughts and updates. Most importantly, I truly hope you can find the time, space, and peace over break to give yourself what you need. I'm sure some of you have seen the poem from the unknown (at least as far as I know) author that to paraphrase states "we are not in the same boat, we are in the same storm". This sums up one of the numerous reasons why 2020 has been so difficult with the at times clashing feelings that we have all felt caused by the same event but with reactions that span the continuum of emotions. All that to say, we know the new year will not see a switch flipped with the pandemic turned off, but we certainly hope it brings a new promise as we can all realistically surmise that 2021 will see an end to the pandemic. This does not change how it will impact our upcoming winter break and what is typical so I hope you can all find peace, rest, and rejuvenation in the best way possible for you and your families. I will be reflecting on the deep appreciation I have for all of your efforts and thinking about how we can continue to provide as much support as possible as we move into 2nd semester soon.

I also want to take this opportunity to provide a brief update on both our School Improvement Committee work as well as our Equity work. I first want to acknowledge that the efforts of our staff leaders across the various committees in these two areas has been recognized and is perfectly aligned with our district goals that were presented to the School Board this week. Broadly speaking, these goals are improved communication, equity, and well-being - again all of these are explicit goals of our School Improvement Committee and Equity committees. The sub-committees of SIC have been meeting regularly to develop some short-term actions looking at 2nd semester as well as having an eye toward longer-term goals. While our equity steering committee is meeting today to continue to develop a common vision for equity at GBN our equity steering committee also met recently and has finalized the data to be collected for our upcoming equity assessment as well as the structure of focus groups that will include students, staff, and community members. There will be more information about this next month as many of you will have the opportunity to join in on these conversations. I recognize that there may be a feeling by some of "not being involved" so that is why I want to make sure in these updates to let you know where things stand, however, I think it is important acknowledge that there are individuals across our school that I hear about everyday that are making an impact across these areas of focus. I want to share an [article with you by a friend and former colleague of mine about that sort of teacher-led action](#).



In another effort to build understanding and empathy during the pandemic members of our Instructional Leadership team conducted student focus group conversations this past week. We are still processing what we heard but a few there were a few items to share. The students recognize and really value the efforts being made by each and every one of you. It was clear in hearing examples that they recognize the care that is being extended to them. As far as a few things to consider, as you can understand, they are anxious about final exams online and would love to hear any information prior to break about what these experiences might look like in each class. Finally, they were also looking forward to the break being a homework free zone, so anything you can do to reiterate the message of finding time for our students to rest and re-energize just like we need to do I'm sure would be appreciated.

The last piece of news to share is the district is working hard to put in place optional COVID testing for staff to start the 2nd semester. There will be piloting starting when we return from break and more information shared regarding details on how to participate. We hope these efforts can continue to ensure that we create as safe of an environment as possible.

I'll end with a shoutout to fine arts! Check out GBN Broadcasting (shoutout to their efforts as well!) if you didn't catch the recent Orchesis performance or last night's great choir show. Also, the virtual student art exhibit can be found at this [link](#) and tonight is the GSO performance with the GBN band concert tomorrow night. What amazing work by all involved, thank you so much for your efforts!

As always, here is the [Class Act Gram](#) link for staff to click on to submit.

Have the best break possible and I look forward to seeing you in 2021!

Jason Markey  
Pronouns (he/him/his) [Why list pronouns?](#)  
Principal  
Glenbrook North High School



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## Re: FOIA

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Mon, Jan 4, 2021 at 11:08 AM

To: Kati Spaniak <kati@spaniakteam.com>

Bcc: Charles Johns <cjohns@glenbrook225.org>, James Petrungaro <jpetrungaro@edlawyer.com>, Brad Swanson <bswanson@glenbrook225.org>

Dear Ms. Spaniak,

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. (Act).

On 12/29/20 we received your request for the following information:

Many parents' decision about whether to have their children continue remotely or attend school in person is dependent upon whether their teachers will be in the classroom. While I know you have five business days to release this information, it is very important for some of the parents to know so they can make an informed decision asap. Thank you for your urgent attention to this matter.

### **District Response:**

A message was sent to families on Saturday, January 2 informing them of important dates, including, *"Monday, January 4 or Tuesday, January 5: District sends information via email on teacher status of remote or in-person."* (see [linked email](#) from Saturday, January 2, 2021).

The referenced forthcoming email will include the individual student's schedule and the classroom supervision plan for each class. This preliminary information is subject to change as teacher accommodation requests are still being processed.

This action will satisfy your concern that, "Many parents' decision about whether to have their children continue remotely or attend school in person is dependent upon whether their teachers will be in the classroom."

You additionally requested:

- Please provide the list of names of teachers who will be teaching in the buildings starting January 19th.
- Please provide the list of names of teachers who took personal medical accommodations and will be teaching remotely.
- Please provide the list of names of teachers who took family medical accommodations and will be teaching remotely.
- Please provide the list of names of teachers who are taking FMLA and will be teaching remotely.
- Please provide the list of names of teachers who will be using the CARES act and will be teaching remotely.
- Please provide the list of names of teachers who have other accommodations not specifically stated above and will be teaching remotely.

**District Response:** The request is denied. Subsection 7(1)(f) of FOIA exempts preliminary drafts, notes, recommendations, memoranda and other records in which policies or actions are formulated. Because teacher staffing and accommodation requests effective for January 19, 2021 are not yet final, the records are exempt.

If you believe that this response is an unlawful denial of your request, you may file a request for review with the Public Access Counselor (“PAC”) pursuant to §9.5 of *FOIA*. You can file your Request for Review with the PAC at the Office of the Attorney General, 500 South 2<sup>nd</sup> Street, Springfield, IL 62706 or by calling 1-877-299-FOIA. You also have the right to seek judicial review of your denial by filing a lawsuit in the Circuit Court pursuant to §11 of *FOIA*.

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, Dec 28, 2020 at 4:20 PM Kati Spaniak <[kati@spaniakteam.com](mailto:kati@spaniakteam.com)> wrote:  
Dear Ms. Williamson,

Many parents' decision about whether to have their children continue remotely or attend school in person is dependent upon whether their teachers will be in the classroom. While I know you have five business days to release this information, it is very important for some of the parents to know so they can make an informed decision asap. Thank you for your urgent attention to this matter.

- Please provide the list of names of teachers who will be teaching in the buildings starting January 19th.
- Please provide the list of names of teachers who took personal medical accommodations and will be teaching remotely.
- Please provide the list of names of teachers who took family medical accommodations and will be teaching remotely.
- Please provide the list of names of teachers who are taking FMLA and will be teaching remotely.
- Please provide the list of names of teachers who will be using the CARES act and will be teaching remotely.
- Please provide the list of names of teachers who have other accommodations not specifically stated above and will be teaching remotely.

--  
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 DECEMBER 14, 2020**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, December 14, 2020, at approximately 7:00 p.m. the meeting was conducted electronically using the Zoom webinar platform pursuant to the Section 12 of the [Gubernatorial Disaster Proclamation dated November 13, 2020](#).

Zoom Meeting Information  
[Click Here to Join Meeting](#)  
Meeting ID: 860 0490 1541  
Meeting Passcode: 3801

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

Also present: Bretag, Fagel, Geallis, Gravel, Johns, Markey, Muir, Solis, Swanson, Williamson

**Approval of Agenda for this Meeting**

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

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Recognition of Community Visitors**

Community members commented on:

- The need to retain teachers, let them stay remote
- Appreciate having teachers back next semester
- Wanting a plan to get more students back in the classroom
- Finals, asked that they weight no more than 10%
- Wanting SRO's to be an agenda topic at the next meeting (ACORN Collective)
- Concern with the proposed tax levy and increased taxes

12/14/20

- Teachers have the same goal as the community, we all want the best for our students (both educationally and emotionally), and we all face the same challenges as the community; teachers are working tirelessly to continue Glenbrook excellence; in order to be successful it means we need to remain safe, the pandemic will be behind us and we can find normalcy once again - GEA (Matt Whipple)

### **Board and Superintendent Reports .**

The administration:

- Shared highlights of meetings, projects and events at the schools and in the community
- Thanked staff and are very proud of the amazing work that is being done during these unprecedented times
- Noted the many Glenbrook supports both emotionally and academically that are offered to our students
- Stated they are in the process of creating a survey to help bring more students back into the schools

A board member asked the following topics be added to a future agenda:

- A full report on SRO's (cost, benefits, etc)
- Policies and current laws regarding staff bias

### **Motion to Approve Consent Agenda Items**

In response to a board member's question regarding summer school fees, the administration explained how the fees are determined. The decision on what courses are needed will be discussed by the administration in the future and is not part of the action requested at this meeting.

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. November 23, 2020, Regular Board Meeting
  - b. November 23, 2020, Closed Board Meeting

- H. Gifts
- I. Semi-Annual Review of Closed Session Minutes
- J. Summer 2021 Capital Projects and 3-Year Master Facility Plan
- K. 2020 Summer School Report and Approve 2021 Program Recommendation:  
Calendar and Fees

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

nay: none

Motion carried 7-0.

### **Public Hearing: Truth in Taxation Hearing on the Estimated Levy**

The board president opened the hearing on the proposed tax levy for 2020.

The board president stated that an estimated tax levy was made available to the community at the November 9, 2020 meeting. Information about the levy was also published in the Glenview Announcements and Northbrook Star on Thursday, December 3, 2020.

Questions or comments from members of the Board: None.

Questions or comments from the public that have been submitted through the public comment process:

- Concern about tax levy, asking for a tax increase is unacceptable
- Upset about the planned tax increase, especially due to hard economic times because of the COVID pandemic

### **Motion by Mr. Glowacki, seconded by Mr. Taub to close the public hearing on the proposed levy at 7:38 p.m.**

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

The Board president declared the hearing on the proposed levy for 2020 closed.

### **Resolution to Levy 2020 Taxes**

The administration:

- Addressed the community's concerns regarding a tax increase
- Reviewed the process and explained the calculations
- Noted the levy is estimate with respect to new property growth

- Stated we publish a higher number (for full transparency purposes) and can only receive CPI plus new growth
- Explained to provide for the excellent Glenbrook education we need the CPI and noted we are continually looking for cost savings and shared some current examples including but not limited to reducing health insurance costs, refinancing debt and all existing debt will be paid by 2028; we continue to look for efficiencies

Board members commented that they are very conscientious in their role as the stewards of community monies.

In response to board members' questions, the administration:

- Explained that there are formulas that affect number of teachers based on enrollment and classes
- Stated there were COVID expenses that were budgeted although some expenses exceeded the anticipated budget
- Shared the challenge if the district did not approve the proposed tax levy and noted the district has been historically successful because of the long term planning and commented on how a change might affect long term programs (4 A's)

### **Motion to Approve the Resolution to Levy 2020 Taxes**

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the Resolution to Levy 2020 Taxes.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

### **Motion to Approve the Resolution Regarding Application of Loss and Cost Factor to 2020 Tax Levies**

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the Resolution Regarding Application of Loss and Cost Factor to 2020 Tax Levies

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Motion to Approve the Resolution to Instruct County Clerk How to Apportion 2020 Tax Levy Extension Required**

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the Resolution to Instruct County Clerk How to Apportion 2020 Tax Levy Extension Required

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Motion to Approve the Resolution Authorizing a Supplemental Property Tax Levy to Pay the Principal and Interest on Outstanding Limited Bonds**

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the Resolution Authorizing a Supplemental Property Tax Levy to Pay the Principal and Interest on Outstanding Limited Bonds

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**2020-2021 Goals and Initiatives**

The administration:

- Stated the goals and initiatives for this school year fall into three categories:
  1. Communications
  2. Diversity Equity and Inclusion
  3. Student Safety and Well-being
- Outlined steps we have already begun to accomplish these goals

The Board:

- Asked for updates throughout the year and make reference on the report how they relate to these goals and initiatives
- Noted they want a full report on Student Resource Officers (SRO)
- Shared the importance of having all our students feel a sense of inclusiveness and these must be an important goal



- Discussed the need for enhanced communication to the community about what is being discussed at the board meeting; the newsletter does not capture enough of what is being discussed

A brief discussion regarding some changes to the website in January which would help with the communication needs.

### **Academic Integrity - Best Practice**

The administration:

- Commented that academic dishonesty is not something new and there is no guaranteed way to prevent it completely
- Noted that in light of remote learning there is an elevated awareness and concern for this behavior among teachers, students and parents
- Stated the district has taken measures to reduce academic dishonesty through professional development and best practices for assessment in the remote environment
- Highlighted examples that illustrate the work that has been done to curtail academic dishonesty that has been ongoing since the spring
- Noted examples may vary depending on the specific content area or type of assessment given and all examples would not necessarily apply to all assessments a teacher administers

In response to board members' questions, the administration:

- Stated all teachers have access to these tools which have been stressed through professional development activities
- Explained teachers use a variety of assessments to help better capture a measurement of student learning
- Provided examples of ways teachers can and do discover academic dishonesty
- Noted concerns regarding academic dishonesty can be addressed with school administration

Board members discussed how academic dishonesty hurts all students.

### **Accommodations Update**

The administration:

- Noted conversations have been going on for weeks
- Announced a change in the accommodation structure for second semester
  - Childcare accommodation is removed
  - Family medical accommodation (only for those living in the household)
  - Personal medical will need a new form and resubmission
- Stated the final day of submission was Friday, December 11
- Explained that all those seeking accommodations have turned in requests,

but some final backup paperwork is still coming due to the quick turnaround time

- Shared they are working to fill any necessary positions
- Provided an update on the accommodation requests for teachers
  - Family:
    - 42 submitted
      - 28 satisfy requirements
      - 14 waiting for documentation
        - 8 have submitted request for FMLA
        - 6 may not take a leave of absence
    - Noted in November there were 64 submitted family accommodation requests
  - Personal Medical:
    - 102 submitted
      - 70 satisfy requirements
      - 32 waiting waiting for documentation
      - 9 have submitted a request for FMLA
      - 6 have submitted paperwork for unpaid leave
    - Noted in November there were 90 submitted personal medical requests
- Reviewed the next step will be talking to Instructional Supervisors so they can review applicants for possible open staffing positions
- Noted generic teaching job descriptions have been posted in 12 different locations, and we are already working on the applicant pool

In response to board members' questions, the administration:

- Estimated approximately 535 certified staff members and we will need to fill all approved leave requests
- Agreed we will need to discuss plans if the vaccine rolls out, but discussion at this time would only be speculative, so will keep our eyes on this, but not appropriate to discuss at this time
- Stated they expect to have all missing paperwork this week, but the deadline is January 4th
- Noted an encouraging response to our job postings
- Provided an explanation of the process needed if an applicant does not have a teaching certificate but noted that hopefully that will not be needed

### **Class of 2025 Chromebook Purchase**

The administration:

- Reviewed the breakdown of the Chromebook fee budget
- Noted that as a result of the pandemic, there has been a global shortage of technology equipment, including Chromebooks
- Is seeking approval at tonight's meeting due to concerns with the supply chain

In response to board members' questions, the administration:

- Provided clarification on fees and the self-insurance fund

12/14/20

- Noted that actual fees will be shared at a February board meeting and at that time other options for fees will be addressed
- Shared an estimate of what was budgeted

### **Motion to Approve the Class of 2025 Chromebook Purchase**

Motion by Mr. Glowacki, seconded by Mr. Taub to approve the purchase of 1,400 Lenovo 500e Chromebooks with the Google Chrome Management License from Computer Drive at a cost of not to exceed \$439,600.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

### **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, January 11, 2021 - 7:00 p.m. - Regular Board Meeting

Monday, January 25, 2021 - 7:00 p.m. - Regular Board Meeting

### **Motion to Move into Closed Session**

Motion by Mr. Glowacki, seconded by to move into closed session at approximately 9:38 p.m. to consider 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, 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, and discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. (Section 2(c) (2), (11) and (21) of the Open Meeting Act).

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

The Board returned to open session at 10:47 p.m.

**Motion Regarding Settlement and Release Agreement Between Northshore University Healthsystem and the Board of Education of School District Nos. 28, 31, and 225 (Section 2(c) (11) of the Open Meeting Act).**

Motion by Mr. Glowacki, seconded by Mr. Taub to authorize the settlement agreement with Northshore and other districts mentioned as discussed in closed.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

**Adjournment**

Motion by Mr. Glowacki, seconded by Dr. Kim to adjourn the meeting at approximately 10:49 p.m.

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

Motion carried 7-0.

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

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION

To: Dr. Charles Johnson  
From: Rosanne Williamson  
Re: Gifts  
Date: January 11, 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:

<b>Donor</b>	<b>Type of Donation</b>	<b>Description of Donation</b>	<b>Purpose of Donation</b>	<b>School and Department</b>	<b>Account Number *</b>
Tsonis Family	Monetary	\$50.00	Model UN	GBS SAO	830715
Silent Auction	Monetary	\$650.00	Model UN	GBS - SAO	830715

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

## Uniform Grievance

### Section A - Introduction

A student, parent/guardian, employee, or community member (hereinafter “Complainant”) should notify any Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the state or federal constitution, state or federal statute or regulation, Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Section 504 of the Rehabilitation Act of 1973;
3. Title VI of the Civil Rights Act;
4. Equal Employment Opportunities Act (Title VII of the Civil Rights Act);
5. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
6. Provision of services to homeless students;
7. Sexual harassment prohibited by the State Officials and Employees Ethics Act, Illinois Human Rights Act, and Title VII of the Civil Rights Act of 1964;
8. Title IX of the Education Amendments of 1972, excluding Title IX sexual harassment complaints;
9. Illinois Equal Pay Act of 2003;
10. Breastfeeding accommodations for students;
11. Bullying;
12. Curriculum, instructional materials, and/or programs;
13. Illinois Whistleblower Act;
14. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, and Titles I and II of the Genetic Information Nondiscrimination Act;
15. Employee Credit Privacy Act;
16. Victims’ Economic Security and Safety Act.

The Complaint Manager will first attempt to resolve complaints informally without resorting to this grievance policy. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly, equitably, and in adherence to due process standards. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the Respondent (or the Respondent’s parents/guardians) or through mediation.

This policy shall not be construed to create an independent right to a hearing before the superintendent or Board.

Section B - Appointment of Complaint Managers

The superintendent shall appoint at least one Complaint Manager for each facility to administer this policy. If possible, the superintendent will designate two Complaint Managers for the district and two for each high school.

The superintendent will require that any Complaint Manager or other individual designated by the superintendent as an investigator or facilitator of the process outlined in this policy:

1. Not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
2. Receive training on, among other things, relevant statutes, regulations and policies (including without limitation the provisions listed in Section A), issues of relevance regarding questions and evidence, the scope of the District’s educational programs or activities pertaining to the complaint, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), how to serve impartially, and how to prepare an investigative report that fairly summarizes relevant evidence.

In cases of complaints in which the Respondent is a board member, superintendent, assistant superintendent or principal, the board or superintendent may designate an external Complaint Manager and/or investigator.

The superintendent shall insert into this policy and keep current the names, official titles, and contact information of the Complaint Managers.

<b>Glenbrook High School District 225</b>		
Brad Swanson	Assistant Superintendent for Human Resources	(847) 486-4704 bswanson@glenbrook225.org
Rosanne Williamson	Assistant Superintendent for Educational Services	(847) 486-4701 rwilliamson@glenbrook225.org

<b>Glenbrook North High School</b>		
Lauren Bonner	Associate Principal for Administrative Services	(847) 509-2404 lbonner@glenbrook225.org
Ed Solis	Associate Principal for Curriculum and Instruction	(847) 509-2402 esolis@glenbrook225.org

<b>Glenbrook South High School</b>		
Lara Cummings	Assistant Principal for Student Services	(847) 486-4550 lcummings@glenbrook225.org
Cameron Muir	Associate Principal for Curriculum and Instruction	(847) 486-4404 cmuir@glenbrook225.org

### Section C - Filing a Complaint

A person who wishes to avail him or herself of this grievance policy may do so by submitting a written complaint with any Complaint Manager. Complaints regarding allegations of student misconduct will be routed by the Complaint Manager to the appropriate principal or designee. In cases involving a student, the Complaint Manager may require a meeting with a student's parent(s)/guardian(s).

The District prohibits any form of retaliation against anyone who, in good faith, brings a complaint or provides information to the individual investigating a complaint. Any individual who files a complaint, or provides information regarding a complaint that is later found to be lacking credible foundation or otherwise to have been filed or provided in bad faith, may be subject to disciplinary measures.

### Section D - Investigation Process

If a complaint is not resolved informally, the Complaint Manager or designee will inform the Respondent, if not already informed, of the complaint, and will investigate the complaint. The Complaint Manager and any designee will review laws, regulations, policies, and contracts that may be relevant to the complaint. The Complaint Manager and any designee shall ensure both parties have an equal opportunity to present evidence during an investigation. The identity of the Complainant will be kept confidential except: (1) as required by law, regulation or policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

If the Complainant is a student under 18 years of age, the Complaint Manager and any designee will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The identity of any student Complainant or witness under the age of 18 will be kept confidential except: (1) as required by law, regulation or policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the parent/guardian of the student.

The Complaint Manager and any designee will inform, at regular intervals, the Complainant and the Respondent about the status of the investigation. Within 30 school business days, after the date the complaint was filed, the Complaint Manager and any designee shall file a written report of his or her findings with the superintendent. The Complaint Manager and any designee may request an extension of time from the superintendent.

The superintendent will keep the Board informed of all complaints submitted under Section D of this policy.

If a Complaint Manager's written report contains allegations involving the superintendent or Board member(s), such report shall be filed directly with the Board, which will make a decision in accordance with the Section E of this policy.

### Section E - Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the superintendent shall send his or her written decision to the Complainant and the Respondent by first class U.S. mail and copy the Complaint Manager and any designee. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the superintendent's decision, the Complainant or the Respondent may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials regarding the complaint and appeal to the Board.



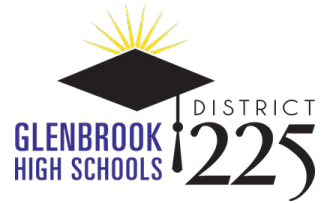
Within 30 school business days, the Board shall affirm, reverse, or amend the superintendent's decision or direct the superintendent to gather additional information. Within five school business days after the Board's decision, the superintendent shall inform the Complainant and the Respondent of the Board's action.

For complaints containing allegations involving the superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or external investigator's report, the Board shall send its written decision to the Complainant and the Respondent by first class U.S. mail.

Deadlines may be adjusted when reasonable and appropriate as determined by the superintendent.

[Section F - Right to Pursue Other Remedies](#)

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. The use of this grievance policy is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing any such other remedies, the District may continue with a simultaneous investigation under this policy.



# **Progress Updates**

## **Learning and Operational Plan for the 2020-21 School Year**

Monday, January 11, 2021

# **COVID-19 Testing Update**

**RT-LAMP (Pilot Test)**

**Abbott BinaxNOW (State of Illinois Test)**


# RT-LAMP

## Testing Program Overview

- As part of the school district's efforts to maintain a safe school environment and contain the spread of COVID-19, the Board of Education approved the implementation of a weekly testing program.
- Students participating in medium to high-risk in-person extracurricular activities and athletics will be required to participate. Staff are invited to participate on a voluntary basis.
- The screener test is a self-administered saliva test. Using the supplies and instructions provided, participants will return saliva samples every Tuesday and Friday afternoon.
- Samples will be analyzed to indicate the potential presence of COVID-19.
  - Individuals with a finding of clinical significance will be contacted the school district and offered the opportunity to receive a COVID-19 diagnostic test administered by a medical professional at the Glenbrook Administrative Building at no cost.
  - As with other screening measures, individuals are not permitted to return to school until cleared through an FDA approved diagnostic test or have otherwise complied with IDPH guidance on required quarantine and return to work/school protocols.

# Getting Started

- To participate in the testing program, students and staff must complete a testing consent and waiver form.
- Forms can be returned to the Athletic Office.
- After completed forms are submitted, participants will be provided a testing supply kit.

 **Non-Diagnostic COVID-19 Testing Consent and Waiver**  
Revised: November 2020

**Part 1: Student or Employee Information**

Name (First, Middle, Last)	ID Number	School
		<input type="checkbox"/> GBN <input type="checkbox"/> GBS <input type="checkbox"/> Other

**Part 2: Waiver**

On October 26, 2020, the Board of Education approved the implementation of non-diagnostic COVID-19 "RT-LAMP" assay testing ("Test") for all students participating in extra-curricular activities as defined by the administration. The implementation of this test is one part of District's overall safety protocols that includes daily health screening and temperature checks, required face coverings, social distancing, cleaning, and other mitigation strategies.

In order to perform this non-invasive Test, the individual stated in section 1 of this form will participate in a twice weekly test administration by depositing a small amount of saliva in a sterile container at home. The container should then be wiped clean, placed in a zip-lock bag, and returned to school where it will be collected. The saliva will then be tested for the presence of COVID-19. Saliva samples will be used solely for the purpose of performing the Test and then destroyed following testing in a manner appropriate for biological specimens. Individual results of these tests will not be published under any circumstances.

The District anticipates the ability to run samples the same day as the collection to provide results to participants within 12-18 hours of collection.

In the event the Test indicates a potential presence of COVID-19, the individual will be notified of "findings of potential clinical significance". Notification will be made by email to the student (and their parents/guardians) or the employee.

Because of the ongoing public health crisis, the District will treat findings of potential clinical significance using this screening tool the same way that we will treat the outcomes of other screening measures we are using, such as symptom screening, temperature measurements and observable COVID-19 like symptoms. Individuals receiving notification of findings of potential clinical significance will be required to stay home and self-isolate until cleared through an FDA approved diagnostic test.

If you have any questions about the Test, please contact Dr. R.J. Gravel, Assistant Superintendent for Business Services at the District or feel free to discuss the proposed testing with your physician, to learn about the purpose, potential risks and benefits of any testing.

By signing below, you:

1. Consent for you (in the case of an employee) or your child (in the case of a student) to participate in the non-diagnostic detection of a clinically significant finding that could indicate the presence of COVID-19; and
2. Consent for you (in the case of an employee) or your child (in the case of a student) to participate in the twice weekly collection of saliva for the sole purpose of implementing the above described safety protocol;
3. Consent to the disclosure of findings of clinical significance to a district medical provider (in the case of an employee) or school nurse (in the case of a student) which will be maintained as a student or medical record in the same manner that the District currently maintains other student or medical records such as immunizations and physicals; and
4. Acknowledge that no testing is 100% accurate and that you release and hold harmless and indemnify the District from any claims (including legal costs) arising out of the participation in the Test, including but not limited to any inaccurate testing results.

If at any time, you choose to revoke consent as provided here, the revocation must be received by the District in writing indicating your desire to revoke your consent for participation in the weekly administration of the Test as detailed herein.

**Part 3: Certification by Parent/Guardian or Employee**

Parent/Guardian or Employee Name	_____	Date: _____
Parent/Guardian or Employee Signature	_____	

# Testing Supply Kit

Each kit will have supplies for (19) tests.



Ziplock bags to transport saliva collection tubes

Saliva collection tubes

Barcodes for saliva collection tubes

Straws to assist with depositing saliva into collection tubes

# On Testing Day

- Do not eat or drink for 30 minutes before you provide your sample.
- Prior to preparing your saliva sample, wash your hands with soap and water.
- Take out one collection tube, straw, barcode label, and plastic bag from your kit.
- Using the straw, spit into the tube a few times.
- Close the top of the tube and use a wipe to clean it.
- Place a barcode label on the tube. **Make sure the barcode is lengthwise so that it can be read.**
- Place the tube in the Ziplock bag.
- Return the tube at the collection location.



# Testing Dashboard

## Test Participation

	<u>Staff</u>								<u>Students</u>							
	Opt-In	Tests Submitted							Opt-In	Tests Submitted						
		12/4	12/8	12/11	12/15	12/18	12/22	12/29		12/4	12/8	12/11	12/15	12/18	12/22	12/29
Glenbrook North	11	8	11	9	11	11	3	0	50	46	48	45	46	43	0	0
Glenbrook South	11	9	10	10	11	11	8	8	43	41	40	98	91	55	45	39
	<b>22</b>	<b>17</b>	<b>21</b>	<b>19</b>	<b>22</b>	<b>22</b>	<b>11</b>	<b>8</b>	<b>93</b>	<b>87</b>	<b>88</b>	<b>143</b>	<b>137</b>	<b>98</b>	<b>45</b>	<b>39</b>

## Tests Processed Resulting in a Referral to a CLIA Certified Lab for a Diagnostic Test

	<u>All</u>													
	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students	Staff	Students
	12/4	12/4	12/8	12/8	12/11	12/11	12/15	12/15	12/18	12/18	12/22	12/22	12/29	12/29
Glenbrook North	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Glenbrook South	0	1	0	0	0	0	0	1	0	0	0	0	0	0
	<b>1</b>		<b>0</b>		<b>0</b>		<b>1</b>		<b>1</b>		<b>0</b>		<b>0</b>	
	<b>0.96%</b>		<b>0.00%</b>		<b>0.00%</b>		<b>0.63%</b>		<b>0.83%</b>		<b>0.00%</b>		<b>0.00%</b>	



# If a Test Results in a Referral to a CLIA Certified Lab for a Diagnostic Test . . .

- The student/staff member is offered access to a diagnostic PCR test at no charge.
- A contracted medical professional is on site daily at the District Administration Building, able to offer rapid and PCR tests.
- Tests are processed by a CLIA Certified Lab, and results are received within 24 hours.
- The cost for this service is:
  - \$50 / Hour for a Registered Nurse
  - \$100 for a Rapid Test
  - \$150 for a PCR Test



# Abbott BinaxNOW Testing Program Overview

- The federal government provided the Illinois Department of Public Health (IDPH) access to an allotment of Abbott BinaxNOW tests at no charge. These tests have subsequently been made available to local health departments, including the Cook County Department of Public Health. (Note: This test was previously discussed with the Board as the \$5 Abbott test.)
- On November 5th, the school district has notified that it can acquire up to 1,000 tests per week at no charge. That same day, the school district submitted a request to the Cook County Department of Public Health for an allocation.
- The school district applied for, as was approved for a CLIA Certificate of Waiver, allowing the BinaxNOW test to be administered on site. Guidance from IDPH permits the test to be self-administered in the presence of a trained individual. The school district's infectious disease consultant has granted permission through a standing order for the test to be administered by students and staff, and administered by any individual completing the manufacturer's training.
- As of January 5th, the school district has received 4,000 BinaxNOW tests for use with staff and students.

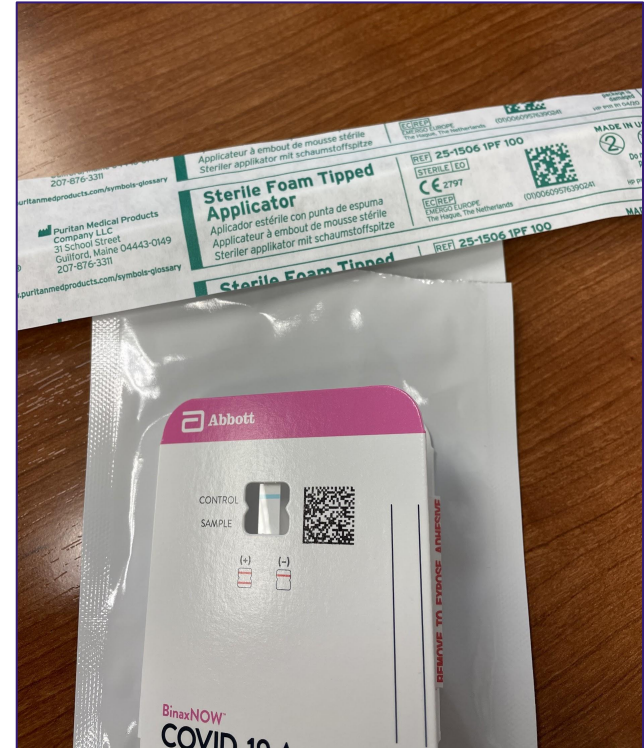
# About the Test

- BinaxNOW is a rapid antigen tests.
- Antigen tests usually provide results diagnosing an active coronavirus infection faster than molecular (PCR) tests. Results can be read in about 15 minutes.
- Antigen tests are most accurate if used within the first 7 days of symptom onset.
- The BinaxNOW test utilizes a cotton swab to collect a sample from each nostril (non-invasive), which is subsequently placed on a card with an activation solution. After 15 minutes, the results can be read and recorded. Results are transmitted instantly through an app-based system to the patient and the IDPH.



# On Testing Day

- Prior to the first test, the patient should download the Abbott Navica app, and sign-up for a free account (fulfills IDPH reporting requirements).
- On testing day, open the Navica app and present barcode to the test administrator.
- Insert a nasal swab into both nostrils, and then provide to the test administrator.
- The test administrator will insert the swab into the test kit (which has been associated to the patient) for 15 minutes.
- After 15 minutes, the test administrator will scan the test kit's barcode and report the result.
- Results are promptly delivered to the patient and IDPH.



# Proposed Testing Framework

## Staff

Voluntary Participation

Abbott BinaxNOW Test

Self-Administered,  
Nasal Swab Test at School

Weekly Testing

## Students

Mandatory Participation for  
In-Person Participation

RT-LAMP Saliva Test

Self-Administered,  
Saliva-Based Test at Home

Weekly Testing

Confidential

# Student Testing Cost Projections

## Per Test

\$11.00

## Per Week

*All Students Present and Participating:*

5,200 Students = 5,200 Total Tests = \$57,200 per Weekly Test

*50% of Students Present and Participating:*

2,600 Students = 2,600 Total Tests = \$28,600 per Weekly Test

## For the Second Semester

*All Students and Staff Present and Participating:*

\$57,200 per Weekly Test x 19 Weeks = \$1,086,800

*50% of Students Present and Participating:*

\$28,600 per Weekly Test x 19 Weeks = \$543,400

# Staff Testing Cost Projections

## Per Test

\$0.00

## Per Week

*Contracted Nurse at GBN, GBS, and GBA/GBO*

\$50.00 per Hour x 40 Hours = \$2,000 x 3 = \$6,000

## For the Second Semester

*Contracted Nurse at GBN, GBS, and GBA/GBO*

\$6,000 per Week x 19 Weeks = \$114,000

# **COVID-19 Vaccine Update**

**Aetna/CVS Health Vaccination Program**

**Cook County Vaccine Partner Program**



# Vaccine Update

- The phased allocation of COVID-19 vaccines is determined by the CDC Advisory Committee on Immunization Practices. The Illinois Department of Public Health is following the recommendations of the CDC.
- Phase 1b includes “frontline essential workers” which includes the education sector (teachers and support staff).
- The cost of the vaccine is provided for by the federal government, but the administration of the vaccine may result in charges.
  - Employees on the school district’s health plan will receive the vaccine at no out of pocket expense.



# Vaccine Planning

- The school district has applied to the Cook County Department of Public Health to become a vaccination partner. This may result in an opportunity for students, staff, and community members to receive a vaccine on site.
- We have also proactively worked with Aetna/CVS Health, the school districts third-party administrator for health care services, to offer vaccinations to our employees once deemed eligible by the CDC.
- Both Aetna/CVS Health and the Cook County Department of Public Health have been providing weekly updates. At this time there is nothing new to report, but the administration will keep the Board of Education and the community informed as information becomes available.



Cook County DEPT. of  
Public Health

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# **Student Learning Plan Survey Results**

# Second Semester Learning Plan Survey

- Parents received an email on Monday, December 28 regarding second semester.
- The intent of the survey was to gather information on students' preferred learning plan to determine if daily full-day attendance is possible with the continued implementation of mitigation and social distancing requirements.
- Parents were asked to commit to either in-person learning or remote learning for the time frame of Tuesday, January 19 - Friday, March 19.
  - In mid-March, students will have another opportunity to choose their preferred learning plan for the remainder of the school year, Monday, March 29 - Thursday, June 3.
- Two additional reminders were sent to students and parents last week. Families were informed that if they did not complete the survey, "it will be assumed that you are choosing to consistently participate in remote learning."
- We committed to inform all students and parents by Thursday, January 14, if in-person learning will be for a half-day or a full day; this decision will be based on the number of students that plan to attend in person.

# Second Semester Learning Plan Survey in the PowerSchool Parent Portal



Second Semester Learning Plan Survey (January 19 - March 19).

As of today, please indicate Susan Gravel's preferred learning plan for January 19 - March 19, 2021: \*

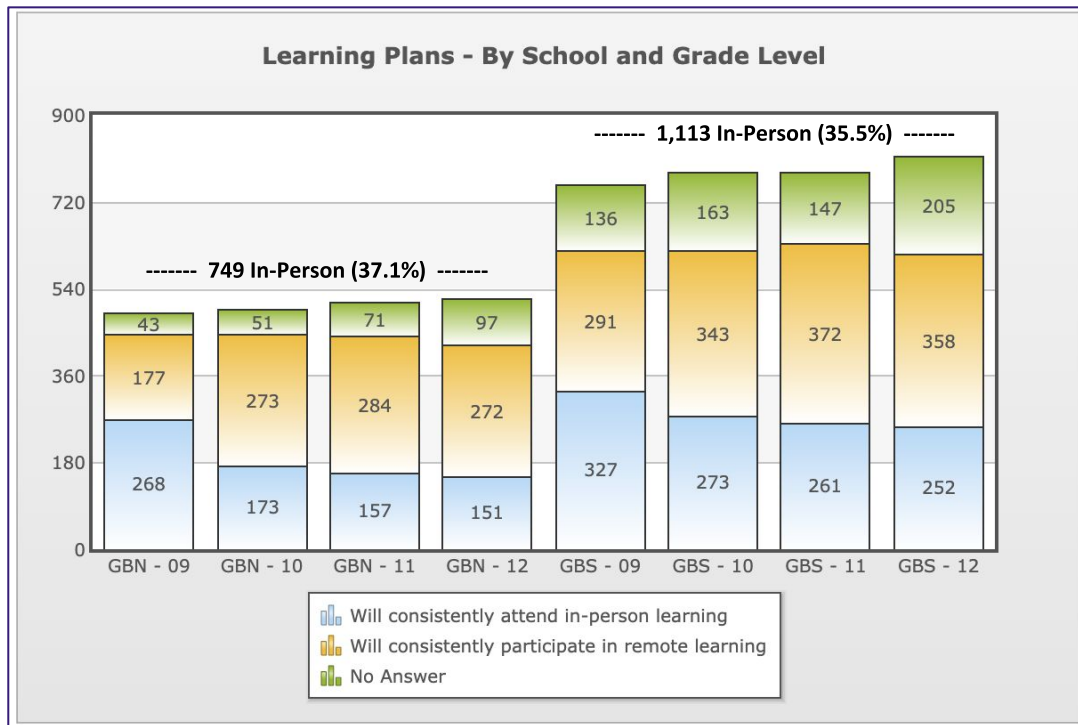
- Will consistently attend in-person learning (may be full day if space is available)
- Will consistently participate in remote learning
- Not applicable (student receives services at different location)

If you prefer to consistently attend in-person learning, please indicate your plan for the lunch break (10:50 am - 12:25 pm). \*

- Will remain on campus for the lunch break
- Will leave campus for the lunch break
- Not applicable

This form can only be submitted once.

# Second Semester Learning Plan Survey Results as of Thursday, January 7



# **Staff Accommodations Update**

# Preliminary Staff Accommodations for January 19, 2021\*

	All Accommodation Requests			
	Total Requests	Work Group FTE	% of Total Requests	% of Work Group with Requests
Certified	143	533	73%	27%
Non-Certified	54	225	27%	24%
All Staff	197	758		26%

	Personal Medical			Family Medical		
	Total Requests	% of All Work Group Requests	% of Work Group with Requests	Total Requests	% of All Work Group Requests	% of Work Group with Requests
Certified	103	72%	19%	40	28%	8%
Non-Certified	38	70%	17%	16	30%	7%
All Staff	141	72%	19%	56	28%	7%

\* Accommodations requests are still being processed as of the date of this presentation.