

**BOARD OF EDUCATION
GLENBROOK HIGH SCHOOLS
April 25, 2022
REGULAR BOARD MEETING - 7:00 p.m.
Location: Glenbrook District Office Public Meeting Room 100A
3801 W. Lake Avenue, Glenview, IL 60026***

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

**Zoom Meeting Information
[Click Here to Join Meeting](#)
Meeting ID: 831 3161 7297
Meeting Passcode: 3801**

AGENDA

1. (7:00) Call to Order – Roll Call
2. (7:02) Approval of the Agenda for this Meeting
3. (7:03) Recognition of Community Visitors
The public comment period shall be limited to 30 minutes.

Public Comment Procedures: Individuals that would like to address the Board of Education during the “Recognition of Community Visitors” portion of the meeting must indicate their intention by signing up upon arrival to the meeting, prior to the start of the public comment period. Individuals will be called to the podium in the order that they signed in and provided two (2) minutes to address the Board.

4. (7:33) 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. April 18, 2022 Special Board Meeting
 - b. April 18, 2022 Special Closed Board Meeting
 - c. April 18, 2022 Facilities Committee Meeting
 - d. April 18, 2022 Finance Committee Meeting
 - H. Gifts
 - I. Special Education FTE Recommendation
 - J. Technology Services Operating Budget
 - K. Policies and Procedures
 - a. [Revised] 2030 Policy - Meetings of the Board of Education
 - b. [Revised] 6280 Policy - Sick Bank for Administrators
 - c. [Sunset] 6280 Procedures - Sick Bank for Administrators
 - d. [Revised] 6432 Policy - Voluntary Termination Benefits for Educational

Support Personnel

- e. [Revised] 7320 Policy - Graduation Guidelines for Special Education Students
- L. Facility Rental Agreements with Glenbrook Racquet Club
- M. Overnight Student Trip for Glenbrook North Choir and Theatre Paris Performance
- N. Overnight Student Trip for Glenbrook South German Exchange Program

5. (7:35) Adjournment Sine Die

ORGANIZATIONAL MEETING

- 6. (7:36) Motion to Establish Chairperson - Pro Tem
- 7. (7:37) Motion to Establish Secretary - Pro Tem
- 8. (7:38) Call to Order
- 9. (7:39) Approval of Agenda for This Meeting
- 10. (7:41) Nomination and Election - President - Board of Education
- 11. (7:42) Nomination and Election - Vice President - Board of Education
- 12. (7:43) Nomination and Election or Appointment - Secretary - Board of Education
- 13. (7:45) Board and Superintendent Reports
- 14. (7:55) Regular Board Meeting Dates & Times for the 2022-2023 School Year
- 15. (8:00) Committee Appointments and Member Representatives
 - a. ED-RED
 - b. Facilities Committee
 - c. Finance Committee
 - d. Glenbrook High School Foundation
 - e. IASB Representative
 - f. Oakton Community College – Alliance for Lifelong Learning
 - g. TrueNorth (Formerly NSSED)
- 16. (8:05) Appointment of Executive Director of Communications
- 17. Reception
- 18. (8:20) Discussion/Action: Policies and Procedures
 - a. [Update] 6270 Policy - Sick Bank for Teachers
 - b. [Sunset] 6270 Procedures - Sick Bank for Teachers
 - c. [Update] 6290 Policy - Sick Bank for Educational Support Personnel
 - d. [Sunset] 6290 Procedures - Sick Bank for Educational Support Personnel
- 19. (8:35) Discussion/Action: Student Fees for the 2022-23 School Year
- 20. (8:50) Discussion/Action: Facility Rental Agreements with Beber Camp

21. (9:05) Discussion/Action: Reconfiguration of Glenbrook South Traffic Pattern with the Village of Glenview
22. (9:15) Review and Summary of Board Meeting
23. (9:17) Possible Topics for Future Board Meetings

Future Meeting Dates:

Monday, May 9, 2022 - 7:00 p.m. - Regular Board Meeting

Monday, May 23, 2022 - 7:00 p.m. - Regular Board Meeting

24. (9:20) Closed Session: 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; 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) (2) and (11) of the Open Meeting Act).
25. Possible Action Regarding Topics Discussed in Closed Session

26. (9:45) 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: Mr. Brad Swanson
Date: April 25, 2022
Re: Appointments: Certified

Curricular

**Teacher, Mathematics - GBN
Ms. Mallory Thelander**

Degrees:

M.A., Mathematics, DePaul University, Chicago, IL

B.A., Mathematics and Secondary Education, Augustana College, Rock Island, IL

Certifications:

Secondary (Mathematics)

Professional Experience:

Ms. Thelander is currently a mathematics teacher at Loyola Academy. Some of her responsibilities include teaching Geometry, AP Calculus BC, and Multi-Variable Calculus/Linear Algebra. Previously, she served as a mathematics teacher at De La Salle Institute where she taught a variety of courses at different levels including Algebra, Trigonometry, Geometry, and Advanced Math Concepts. Ms. Thelander is also a head girls varsity volleyball coach at Loyola Academy.

Salary: \$92,449 (MA, Step L, 1.0 FTE)

Start Date: August 15, 2022



Teacher, Science - GBS
Ms. Jennifer Morris

Degrees:

M.A., Curriculum and Instruction, Northern Illinois University, DeKalb, IL
B.S., Physics, University of Illinois, Urbana-Champaign, IL

Certifications:

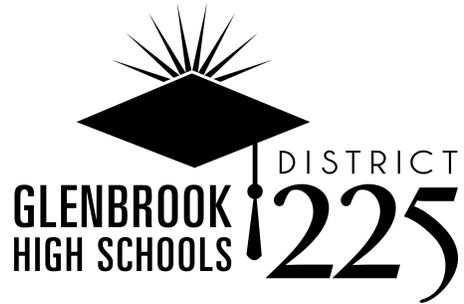
Secondary (Science-Physics)

Professional Experience:

Most recently, Ms. Morris served as a physics teacher and advisor at Noble Schools (UIC College Preparatory). Some of her responsibilities included designing AP Physics C, AP Physics 1, and College Prep Physics courses that use Culturally Responsive Teaching practices and are aligned to the Next Generation Science Standards. Previously, she taught physics at Community High School District 155 where she co-chaired a group of teachers in creating a one-day GEMS (Girls in Engineering, Math, and Science) event for over 200 middle school girls that featured a STEM exposition with local businesses. Ms. Morris has also coached and sponsored multiple teams including soccer, volleyball, Intramurals, Science Olympiad, Science Bowl, Student Council, and the National Honor Society.

Salary: **\$96,184 (MA, Step N, 1.0 FTE)**

Start Date: **August 15, 2022**



Teacher, Science - GBS
Mr. Aaron Green

Degrees:

M.Ed., Secondary Education, University of Missouri, St. Louis, MO

B.A., Microbiology and Chemistry, Southern Illinois University, Carbondale, IL

Certifications:

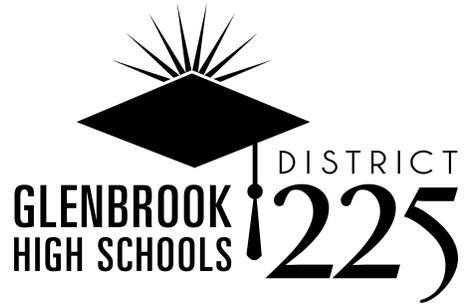
Secondary (Science-Biology and Chemistry)

Professional Experience:

Mr. Green is currently a long term substitute and an instructional assistant at Glenbrook South High School. He co-teaches Biology Studies and Honors Biology and is an instructional assistant in Physical Science and Biology courses. Mr. Green also assists in the Titan Learning Center where he tutors students in a variety of subjects including Biology, Chemistry, AP Biology, and AP Environmental Studies. Previously, he served as a teacher at CICI Chicago Quest where he taught various science courses like Biology, Chemistry, and Physics for grades 9 through 11.

Salary: **\$75,438 (MA, Step M, 0.8 FTE)**

Start Date: **August 15, 2022**



Teacher, Career and Technical Education - GBS
Mr. Michael Jones

Degrees:

M.A., Secondary Education, Grand Canyon University, Phoenix, AZ
B.A., Marketing and Management, Augustana College, Rock Island, IL

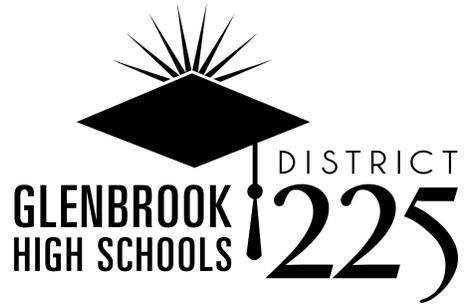
Certifications:

Business, Marketing, and Computer Education

Professional Experience:

Mr. Jones is currently a business education teacher at Maine South High School. Some of his responsibilities include teaching Introduction to Business, Computer Programming, and Financial Literacy. He has created a District-wide curriculum for Financial Literacy and serves as a career and technology education team leader. Mr. Jones has served as an assistant football coach at Maine West and Maine South High Schools and also coached football at Augustana College.

Salary: \$74,353 (MA, Step A, 1.0 FTE)
Start Date: August 15, 2022



Teacher, Career and Technical Education - GBN & GBS
Ms. Sarah Cotter

Degrees:

M.A., Masters in Teaching, Roosevelt University, Chicago, IL

B.A., Sociology and Psychology, Western Illinois University, Macomb, IL

Certifications:

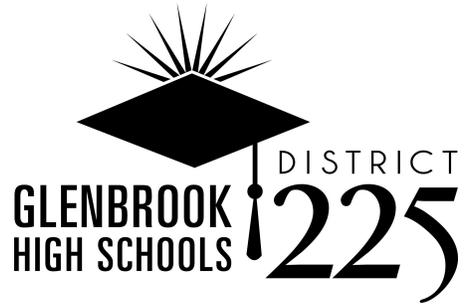
Secondary (Social Science-Psychology, Business, Marketing, and Computer Education)

Professional Experience:

Ms. Cotter is currently a business teacher at Adlai E. Stevenson High School. Some of her responsibilities include teaching Personal Finance, Introduction to Business, and Business Applications and Technology. Ms. Cotter also sponsored Stevenson High School's Entrepreneurship Club where she fostered a student-centered organization that allowed members to take charge and explore entrepreneurship projects. During this time, Ms. Cotter helped students participate in pitch challenges, fundraisers, networking with guest speakers, and leading discussion groups.

Salary: \$74,353 (MA, Step A, 1.0 FTE)

Start Date: August 15, 2022



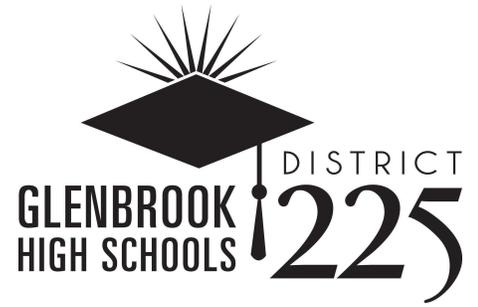
Differential Extracurricular

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

Discretionary Extracurricular

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

*Revised from previously approved Board of Education document.



To: Dr. Charles Johns
Board of Education

From: Mr. Brad Swanson

Date: April 25, 2022

Re: Appointments: Support Staff

Support Staff Position

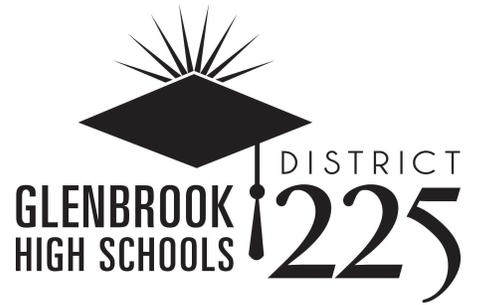
<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start Date</u>	<u>CAT</u>	<u>Step</u>	<u>Rate</u>
NONE								

Differential Extracurricular

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

Discretionary Extracurricular

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



To: Dr. Charles Johns
Board of Education

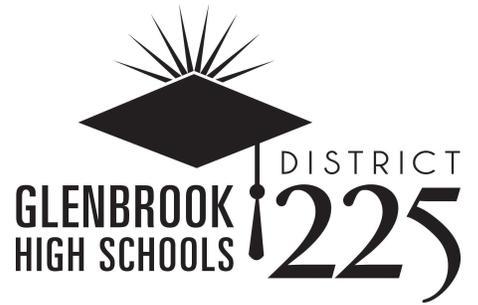
From: Mr. Brad Swanson

Date: April 25, 2022

Re: Resignations/Terminations: Certified

Curricular

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Odicho, Ramina	Teacher, English	4/20/2022	GBS

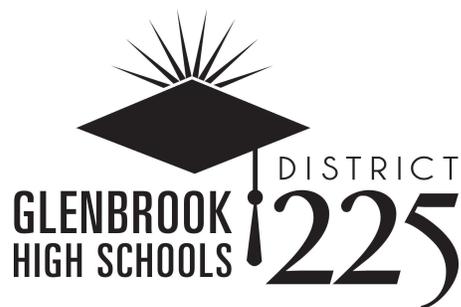


Differential Extracurricular

<u>Name</u>	<u>Bldg</u>	<u>Position</u>	<u>Effective Date</u>
Pfister, Melissa	GBS	Assistant Coach, Girls Basketball	4/19/2022

Discretionary Extracurricular

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



To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: April 25, 2022
Re: Resignations/Terminations: Support Staff

Support Staff Position

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Odicho, Ramina	IA, English	4/20/2022	GBS

Extracurricular

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



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

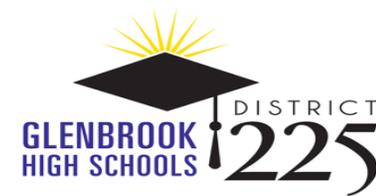
FOIA Response: Please find the FOIA requests and available responses [here](#).

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

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

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

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



To: Dr. Charles Johns
 From: Rosanne Williamson
 Re: Gifts
 Date: April 25, 2022

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

Donor	Type of Donation	Description of Donation	Purpose of Donation	School and Department	Account Number *
David Hartman	monetary	\$100.00	Elpida Club	GBS	AS903280
Glenbrook High School Foundation	monetary	\$5000.00	GHSF and GHSF Generosity Scholarships	GBS	AS930000
Village of Glenview	monetary	\$1000.00	Village of Glenview Scholarship	GBS	AS930000
Missy Jerfita	monetary	\$1500.00	Jerfita Key to Success Scholarship	GBS	AS930000
Kiwanis Club	monetary	\$1500.00	Topaz/Bevington/Kiwanis Scholarship	GBS	AS930000
Glenview Sunrise Rotary	monetary	\$1500.00	Rotary Scholarship	GBS	AS930000
Glenbrook High School Foundation	monetary	\$2405.94	Grant for Drum Pad	GBN SAO	AN900000

Donor	Type of Donation	Description of Donation	Purpose of Donation	School and Department	Account Number *
Margaret Simonsen T. Rowe Price Charitable	monetary	\$10,0000	William Simonsen Memorial Scholarship	GBN SAO	AN930140
Garrett Gottfried	items	Fencing sabre, glove and mask	Fencing Club	GBS SAO	N/A
Nevin Family	monetary	\$100.00	Julie Kirby Scholarship	GBS SAO	AS930230
Kramer Family	monetary	\$500.00	Julie Kirby Scholarship	GBS SAO	AS930230
GEA	monetary	\$2250.00	GEA Scholarships	GBS SAO	AS930000
Gang Zhao via The Blackbaud Giving Fund	monetary	\$300.00	GBN Math Team	GBN SAO	AN905850
AbbVie employee matching via The Blackbaud Giving Fund	monetary	\$300.00	GBN Math Team	GBN SAO	AN905850

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

**MINUTES OF SPECIAL MEETING,
BOARD OF EDUCATION, SCHOOL
DISTRICT #225, COOK COUNTY,
ILLINOIS, APRIL 18, 2022**

A special meeting of the Board of Education, School District No. 225 was held on Monday, April 18, 2022, at approximately 7:06 p.m. at Glenbrook District Office Public Meeting Room 100A, pursuant to due notice of all members and the public.

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

Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg (zoom), Taub

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

Approval of Agenda for this Meeting

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

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

Recognition of Community Visitors

None.

Board and Superintendent Reports

The administration:

- Provided a COVID update
- Shared highlights of meetings and events at the schools and in the community
- Reviewed a draft of the proposed traffic flow at GBS

Motion to Approve Consent Agenda Items

Motion by Mr. Glowacki, seconded by Mr. Shein 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. March 28, 2022, Regular Board Meeting
 - b. March 28, 2022, Regular Closed Board Meeting
- H. Gifts
- I. Purchase of Student Success Dashboard
- J. Certified Staff Special Leave Requests
- K. Retirement Declaration: Non-Certified Staff
- L. Resolution Removing Matrix Trust Company as the Trustee of the District HRA VEBA Plan
- M. Overnight Student Trip for Glenbrook North ARML Regional Contest
- N. Overnight Student Trip for Glenbrook North FCCLA National Contest
- O. Goals and Initiatives

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

nay: none

Motion carried 7-0.

Special Education FTE Recommendation

The administration:

- Recommended a total 2022-2023 Special Education Certified Staffing of 78.4 FTE, a reduction of .9 FTE
- Explained the process as well as the reasoning for the change in FTE
 - Enrollment changes at both GBN and GBS
 - An increase in direct service minutes anticipated for the 2022-23 school year
- Noted that this item will be brought back on the consent agenda at the next board meeting

Technology Services Operating Budget

The administration:

- Stated that each year the Board of Education reviews the technology services budget including:
 - Maintenance of our District's network and related hardware
 - Enterprise database applications, desktop and mobile device inventory, software
 - Device deployment technologies, and
 - Overall service and support for technology users throughout the school

community

- Explained that the experiences of our students during the pandemic brought to the forefront the importance of ensuring that our students have access to software used in their classes both in the classroom and at home
- Commented that the instructional innovation team worked with our school leadership teams to develop a new specialty lab refresh process
- Reviewed the goal of redesigning this process was to ensure that all future workstation replacement proposals serve the district's ultimate goal of offering students a meaningful learning experience
- Noted the proposed budget remains the same except for a one-time capital expenditure for new science probeware for both GBN and GBS for \$200,000
- Stated that the science departments at both schools worked to explore the increasing value of modernizing our probeware to help develop activity-based, inquiry-centric environments
- Shared that this work yielded an agreed-upon standard manufacturer, common uses of probes across the curriculum, and integration strategies for all courses and course levels
- Presented a short video on the use of probeware
- Discussed the collaboration between schools and different departments

In response to board members' questions, the administration:

- Provided clarification on the probeware technology
- Noted the importance of the Instructional Technology Department working with the Technology Department to make sure we are addressing student needs; and they are looking forward to working together
- Commented that legacy technology is covered in building budgets
- Stated that we are taking inventory and will work on possibly donating unneeded technology to feeder schools
- Shared that we will review our instructional and facility needs based on new technologies we may be able to capture additional space
- Stated that the probeware is housed in science labs and cannot be brought home

Policies

- a. **[Revised] 2030 Policy - Meetings of the Board of Education**
- b. **[Revised] 6280 Policy - Sick Bank for Administrators**
- c. **[Sunset] 6280 Procedures - Sick Bank for Administrators**
- d. **[Revised] 6432 Policy - Voluntary Termination Benefits for Educational Support Personnel**
- e. **[Revised] 7320 Policy - Graduation Guidelines for Special Education Students**

The administration:

- Provided a summary of the proposed changes
- Noted that we will have additional policy revisions for the sick bank for other workgroups

In response to board members' questions, the administration:

- Provided clarification on what the sick bank is

- Shared the statutory change that prompted the need for the policy change to Graduation Guidelines for Special Education Students
- Explained the reasoning for the changes to the 2030 Policy - Meetings of the Board of Education

Noted these policies will be brought back on the consent agenda item at the next board meeting.

Review and Summary of Board Meeting

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

Possible Topics for Future Board Meetings

Future Regular Meeting Date:

Monday, April 25, 2022 - 7:00 p.m. - Regular Board Meeting

Motion to Move into Closed Session

Motion by Mr. Glowacki, seconded by Mr. O'Hara to move into closed session at approximately 8:00 p.m. to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity 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) and (11) of the Open Meeting Act).

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

The Board returned to open session at 9:01 p.m.

Motion to Approve the Notice to Remedy

Motion by Mr. Glowacki, seconded by Mr. Taub to Approve the Notice to Remedy for Anthony Romito for the reasons discussed in closed session.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

Motion to Approve Administrator Salaries

Motion by Mr. Glowacki, seconded by Mr. Shein to Approve Administrator Salaries for the 2022-23 School Year.

Upon calling of the roll:

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

nay: none

Motion carried 7-0.

Adjournment

Motion by Mr. Glowacki, seconded by Mr. Taub to adjourn the meeting at approximately 9: 05 p.m.

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

Motion carried

* Doughty, Glowacki, O'Hara, Seguin, Shein, Sztainberg (zoom), Taub

CERTIFIED TO BE CORRECT:

PRESIDENT - BOARD OF EDUCATION

SECRETARY - BOARD OF EDUCATION

GLENBROOK HIGH SCHOOL DISTRICT 225

FACILITIES COMMITTEE MINUTES

April 18, 2022

Administration Building - Professional Development Room

Members Present: Bonner, Gravel, Johns, Markey, Murdy, O'Hara, Ptak, Reyes, Seguin, Shein, Tarver, Williamson, Wright

Members Absent: Manly

Also Present: Lara Cummings (GBS), Joel Taub (Member Board of Education)

Agenda Item #1: Call to Order:

The meeting convened at 6:02 PM

Agenda Item #2: Recognition of Community Visitors

There were no community visitors present.

Agenda Item #3: Glenbrook School-Based Health Center Capital Project for Summer 2022

Dr. Gravel presented the committee with the introduction of a newly conceived Glenbrook School-Based Health Center (SBHC). He explained this concept was presented to the finance committee earlier that day and would be presented to the Board of Education, for discussion, at the April 25, 2022 meeting.

Dr. Gravel explained to the committee that during the pandemic Glenbrook High School District 225 was a leader in providing access to onsite testing and vaccination services to not only our students and staff, but to committee members as well. In the district's attempts to consider what health services they could continue to provide, the administration team is proposing the creation of the Glenbrook School-Based Health Center that would serve all district students.

Dr. Gravel detailed that an SBHC is a walk-in full service clinic environment for students, providing primary medical care, mental/behavioral health care, health education, sexual and reproductive health services, substance abuse counseling and nutrition education.

Dr. Cummings provided pertinent information that the GBS nursing staff sees approximately 100 - 120 students daily for various medical needs / situations. She went

on to describe the excellent work of the nurses, but their limitations in diagnosing and prescribing meds. SBHCs compliment the work of school nurses with their ability to diagnose and treat patients thus keeping them in school.

Dr. Gravel shared architectural renderings illustrating the space and layout of the Glenbrook SBHC, which advantageously, would be situated directly across the hallway from the school nurse's office.

Dr. Gravel outlined the approximate \$600,000 costs (includes building and maintaining) as follows:

- The district has been awarded a one-time congressional grant for \$250,000 to pay for the building and construction.
- The district received \$1.1 M in reimbursements from FEMA

It is estimated that operation of this health center would cost the district between \$350,000 and \$450,000 per year. It is possible the district would be eligible for federal, state and local grants to assist in offsetting the yearly costs.

Dr. Gravel presented a very detailed time-line campaign of how the school district would create awareness of the Glenbrook SBHC.

Agenda Item #6: Other Topics

No other topics were discussed. Next meeting date TBD.

Agenda Item #7: Adjournment

Meeting adjourned at 7:03 pm

GLENBROOK HIGH SCHOOL DISTRICT 225

FINANCE COMMITTEE MINUTES

April 18, 2022

Administration Building - Public Meeting Room 100A

Members Present: Bonner, Glowacki, Gravel, Johns (via Zoom), Markey, Ptak, Sztainberg (via Zoom), Tarver, Taub, Williamson, Wright

Members Absent: Swanson

Also Present: Lara Cummings (GBS)

Agenda Item #1: Call to Order

A regular meeting of the Finance Committee was held in the Public Meeting Room 100A at the Administration Building on April 18, 2022. The meeting convened at 8:05 AM.

Agenda Item #2: Recognition of Community Visitors

There were no community members present at the meeting.

Agenda Item #3: Glenbrook School-Based Health Center Capital Project for Summer 2022

Dr. Gravel presented the committee with the introduction of a newly conceived Glenbrook School-Based Health Center (SBHC). He explained this concept will be presented to the facilities committee later today and to the Board of Education, for discussion, at the April 25, 2022 meeting.

Dr. Gravel explained to the committee that during the pandemic Glenbrook High School District 225 was a leader in providing access to onsite testing and vaccination services to not only our students and staff, but to committee members as well. In the district's attempts to consider what health services they could continue to provide, the administration team is proposing the creation of the Glenbrook School-Based Health Center that would serve all district students.

Dr. Gravel detailed that an SBHC is a walk-in full service clinic environment for students, providing primary medical care, mental/behavioral health care, health education, sexual and reproductive health services, substance abuse counseling and

nutrition education.

Dr. Cummings provided pertinent information that the GBS nursing staff sees approximately 100 - 120 students daily for various medical needs / situations. She went on to describe the excellent work of the nurses, but their limitations in diagnosing and prescribing meds. SBHCs compliment the work of school nurses with their ability to diagnose and prescribe medications.

Dr. Gravel shared architectural renderings illustrating the space and layout of the Glenbrook SBHC, which advantageously, would be situated directly across the hallway from the school nurse's office.

Dr. Gravel outlined the approximate \$600,000 costs (includes building and maintaining) as follows:

- The district has been awarded a one-time congressional grant for \$250,000 to pay for the building and construction.
- The district received \$1.9M in reimbursements from FEMA

It is estimated that operation of this health center would cost the district between \$350,000 and \$450,000 per year. It is possible the district would be eligible for federal, state and local grants to assist in offsetting the yearly costs.

Dr. Gravel presented a very detailed time-line campaign of how the school district would create awareness of the Glenbrook SBHC.

Agenda Item #4: Student Fees for the 2022-23 School Year

Dr. Gravel presented the recommendations for student fees for the 2022-23 school year. He explained that all students attending the Glenbrook High Schools, or receiving educational services through the school district are assessed three general fees: chromebook fee, instructional materials fee and registration fee. The following additional user fees, which will remain the same as the 2021-22 school year, include driver education, instrument rental, and parking. Student fees have been reduced from \$184.00 to \$155.00 for the 2022-23 school year.

Due to the number of students who "borrow" a chromebook and/or calculator for the entire school year, thus diminishing the inventory for students with temporarily out of service chromebooks and/or calculators, the district will institute a new \$1.00 per day rental fee for those students who have forgotten their devices at home.

New this year, the preschool programs will be the same at both GBN and GBS, 5 days a week / 2 hours per day. There will be a slight price increase from \$900 to \$975.

Dr. Gravel provided an overview of transportation services at Glenbrook. Administration is proposing an extension of the subsidy of \$210.10 for each full-price transportation fee to minimize the financial impact to households. The actual cost of the bus pass is \$1,180 but with a board of education subsidy of \$210.10, the 2022-23 proposed transportation fee is \$970.00 or \$5.45 per day, round trip.

Agenda Item #5: Fiscal Year 2021-22 Amended Budget Timeline

Dr. Gravel explained that in past years, the Board of Education was presented with the tentative budget, then a final budget, followed by an amended budget.

Ms. Tarver reminded the committee that the tentative budget is presented to the Board of Education in August or September. At that time the business services team does not know the final grant amounts, which at times can exceed 10% of the fund allotment. When that occurs we then have to file an amended budget. Ms. Tarver went on to explain that an amended budget will now occur annually.

Agenda Item #6: Fiscal Year 2022-23 Tentative Budget Timeline

Dr. Gravel explained to the committee that normally the finance committee receives the tentative budget for review the 2nd week in July and it is presented to the Board of Education at the last meeting in July. At that time the budget is available to the public after the new fiscal year has commenced.

Ms. Tarver shared that because of the timing of the tentative budget (after the new fiscal year has commenced), the district will present the tentative budget to the Board of Education on June 13th before the start of the 2022-23 fiscal year on July 1st. The final budget will be presented in August 2022.

Agenda Item #7: Other Topics

No other topics were discussed.

Agenda Item #8: Adjournment

The meeting adjourned at 9:40 AM.

The next Finance Committee Meeting TBD.



To: Board of Education
From: Dr. Jennifer Pearson
Mr. Brad Swanson
Re: FY22 Special Education FTE Recommendation
Date: April 11, 2022

Recommendation:

We recommend that the Board of Education approve a total 2022-23 Special Education Certified Staffing of **78.4 FTE (-0.9)**.

Background:

To determine staffing we've reviewed the special education course registrations resulting from articulations and the total number of special education students anticipated for the 2022-2023 school year in order to determine staffing requirements and make a recommendation for special education programming next year. In addition, we've met with district office staff, building administrators, and Instructional Supervisors to verify the need in keeping with contract parameters.

Part 1: Special Education Certified Staff FTE

2021-22 District Certified Special Education Staff 79.3 FTE

2022-23 District Certified Special Education Teachers

- GBN 248 Special Education students (+1)
Certified Special Education Teachers + 0.2 FTE
- GBS 317 Special Education students (-16)
Certified Special Education Teachers -1.3 FTE

While Glenbrook North special education enrollment remains nearly the same related to student ADE, we are recommending an increase in special education support (by 0.2) to the general education environment to increase inclusive practices and support.

The decrease at Glenbrook South is due to three factors: proportional decline in general education enrollment, student exits from the district, or student staffing out of special education. The FTE reduction is due to the change in enrollment and related sectioning, in addition to a greater number of students receiving services through general education rather than special education sections.

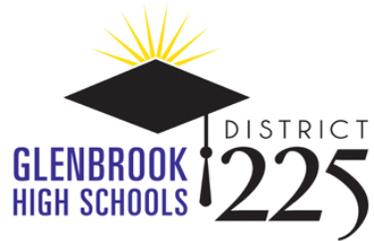
Part 2: Related Service FTE (e.g. Psyc, SW, SLP)

As a reminder, two years ago, we changed to a workload model for speech and language pathologists. After reviewing multiple models (caseload, medical model, District 225 psychologist/social work model, and the ASHA model), we determined the most equitable model would be for our speech pathologists FTE to be calculated similarly to our other district related service staff (e.g. psychologists/social workers). I have reviewed related service FTE based on our current workload model given projected minutes on student IEPs. Overall there was an increase of 526 minutes of direct service from the 2021-2022 school year to the anticipated 2022-2023 school year. A large factor is the number of students who have completed 12th grade but require continued transition services.

2022-2023 Related Service FTE

+0.2 SLP

2022-2023 District Special Education Certified Staff as a result of the staffing process and contractual special assignments. Total: 78.4 FTE (-0.9)



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel
Mr. Ryan Manly

Date: Monday, April 11, 2022

Re: Technology Services Operating Budget for 2022-23

Recommendation

It is recommended that the Board of Education approve the Technology Services operating budget for \$2,391,681 for the 2022-23 fiscal year.

Background

Each year, the Board of Education reviews the technology services budget, excluding full-time salary and benefit expenses for the upcoming fiscal year. This budget includes costs related to maintaining our District's network and related hardware, enterprise database applications, desktop, and mobile device inventory, software and device deployment technologies, and overall service and support for technology users throughout the school community. This memo's subsequent pages include an overview of the budget and additional information regarding the department's operating expenses.

Operating Expenses Budget

In April 2021, the Board of Education approved a Technology Services Operating Budget for \$2,191,681. The Technology Services team has worked within current budget parameters to maintain existing services, streamline operations, and improve our student and staff experiences. The proposed Technology Services budget for 2022-23 remains at its 2021-22 level, except for one-time capital expenditure for new science probeware for both Glenbrook North and Glenbrook South for \$200,000. A summary of the changes by account classification is summarized in the following table.

Object	Account Description	Operating Expenses		
		2021-22	2022-23	% Change
1---	Personnel			
1540	Hourly (Summer / Overtime)	\$80,000	\$80,000	
	Subtotal	\$80,000	\$80,000	
3---	Purchased Services			
3160	Software Maintenance/Renewal	\$750,000	\$750,000	
3165	Software License Agreement	\$15,000	\$15,000	
3190	Professional/Technical Services	\$200,000	\$200,000	
3230	Repairs/Maintenance Services	\$50,000	\$50,000	
3240	Printer/Copier Lease/Maintenance	\$10,000	\$10,000	
3320	Professional Development	\$40,000	\$40,000	
3322	Lease	\$335,681	\$335,681	
3323	Mileage	\$5,000	\$5,000	
3430	Telecommunications	\$375,000	\$375,000	
	Subtotal	\$1,780,681	\$1,780,681	0%
4---	Supplies and Materials	\$31,000	\$31,000	
5---	Capital Equipment	\$150,000	\$150,000	
7---	Non-Capitalized Equipment	\$150,000	\$350,000	
	Grand Total	\$2,191,681	\$2,391,681	+9.1%

E1 Budgetary placeholder for the 2022-23 workstation replacement cycle for students (\$150,000) and replacement science probes (\$200,000)

Specialty Lab Refresh Process for Students

Over the past several years the number of specialty labs (e.g., computer labs and laptop carts) have been reduced. This reduction is a direct result of all students having access to a Chromebook and the efforts of our teachers and instructional supervisors to transition to modern, web-based, or virtualized applications. When a transition to a solution accessible from a Chromebook does not fulfill the curricular requirements of a course, students are provided access to either a computer lab or laptop cart with the necessary software. While the process for determining software and hardware upgrades has evolved, the experiences of our students during the pandemic brought to the forefront the importance of ensuring that our students have access to software used in their classes both in the classroom and at home. Recognizing that several specialty labs will require upgraded hardware and software in the next 1-3 years, the instructional innovation team worked with our school leadership teams to develop a new specialty lab refresh process.

The goal of redesigning this process was to ensure that all future workstation replacement proposals serve the district's ultimate goal of offering students a meaningful learning experience. Aligned with the values of access, equity, and fiscal responsibility, the process brings together instructional leaders from both schools to develop and evaluate plans for all specialty labs. The process is broken into the following three phases:

1. Phase I: Annual Update to Instructional Supervisors
2. Phase II: Decision-Making Process
 - a. Current Reality and Desired State Development;

- b. Shared Understanding; and
 - c. Decision, Support Parameters, and Timeline for Implementation.
3. Phase III: Evaluation of Decision-Making Process
 - a. Feedback Collection;
 - b. Shared Understanding; and
 - c. Evolving the Environment.

Mr. Bretag is currently working with Instructional Supervisors at both schools to implement the specialty lab refresh process for several spaces under consideration for a refresh during the 2022-23 fiscal year. As this process is ongoing, a budgetary placeholder has been added to the budget for potential capital equipment purchases. We will provide the Board of Education with an update regarding purchase recommendations.

Science Probeware Refresh Process for Students

While our district has long utilized probes as part of the classroom experience, many of these probes (referred to as probeware) are over 15 years old and are not available in all courses and levels. In addition, there is a lack of consistency across both buildings due to smaller purchases spread out across different timespans and no collaborative process.

During the 2021-22 school year, the science departments at Glenbrook North and Glenbrook South worked collaboratively to explore the increasing value of modernizing our probeware to help develop activity-based, inquiry-centric environments. These teams explored current and potential labs throughout the year, technology enhancements and value, and curriculum entry points across all courses and levels. This work yielded an agreed-upon standard manufacturer, common uses of probes across the curriculum, and integration strategies for all courses and course levels.

Through this work and proposed modernization of the probeware, we expect the following benefits:

- Elevate the student science experience through data collection, analysis, and visualization;
- Create greater efficiencies in data collection, which will allow students to use their class time to explore data and scientific concepts focusing on critical thinking and problem-solving;
- Greater opportunity for professional development and collaboration district-wide in curriculum, instruction, and assessment;
- Utilization of probeware across all courses and course levels;
- Preparation for post-secondary success as modern probeware is a staple in university lab settings; and
- Integration of anywhere, anytime learning as the probeware works wirelessly with Chromebooks.

Dr. Ptak is working with Mr. Bretag and the science instructional supervisors to finalize the probeware orders. We anticipate that the replacement of probeware will incur a one-time cost of \$200,000 (approximately \$100,000 per school).



To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: April 25, 2022
Re: Policies

I recommend that the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures as offered by the Board of Education Policy Committee. Please note the summary description underneath each recommended revised policy. In addition, some procedures that have been combined into policy are recommended to be sunsetted. Each of these recommendations have been fully processed by staff and administrator stakeholders.

1. 2030 Policy - Meetings of the Board of Education

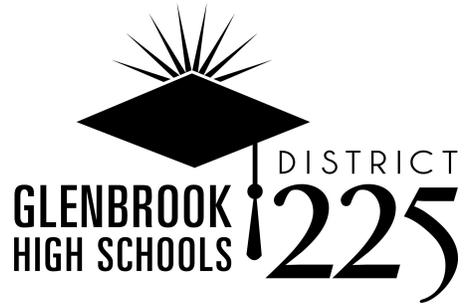
- a. Revised Policy - Updates public comment section to reflect current practice. Also includes recommended text from Justin Petrarca regarding Board expectations regarding public comment (see Section E, Subsection 7). Includes clarification regarding how requests from the public will be processed.

2. 6280 Policy - Sick Bank for Administrators

- a. Revised Policy - Provides clarification regarding the mechanism for administrators to opt-out of the sick leave bank (note: the only sick bank that is optional is the one for administrators, and dates back to December 1974). Provides clarification regarding how sick bank contributions and withdrawals are recorded on the employee's personnel record. Provides clarification regarding the number of days eligible to be withdrawn, using current calendar language as opposed to legacy 10-month and 12-month status languages.

b. 6280 Procedures - Administrative Sick Leave Bank

- i. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.



3. 6432 Policy - Voluntary Termination Benefits for Educational Support Personnel

- a. Revised Policy - Revised to reflect GESSA and GESPA collective bargaining agreements.
 - i. Clarifies the classifications of Tier 1 and Tier 2 IMRF eligibility
 - 1. Tier 1 eligible at age 55
 - 2. Tier 2 eligible at age 62
 - ii. Health Benefits Options
 - 1. Option 1: Stay on the District's subsidized plan for 5 years or age 65
 - 2. Option 2: Waive participation on the District's subsidized plan and receive an HRA contribution for 10 years or age 65
 - 3. NOTE: Previous Health Benefits in the policy were only to stay on the District's subsidized plan until age 65
 - iii. Salary Benefits
 - 1. Entitled to a maximum of three (3) salary increases of six percent (6%)
 - 2. NOTE: Previous Salary Benefits were entitled to a maximum of two (2) salary increases of six percent (6%)

4. 7320 Policy - Graduation Guidelines for Special Education Students

- a. Revised Policy - Recommended language offers more clarity on some topics such as the timeline to provide services through the end of the school year in which a student turns the age of 22.

Meetings of the Board of Education

Section A - Regular Meetings

1. Regular meetings of the Board of Education of ~~District #225~~ shall be held ~~on the second and fourth Mondays of each month~~ at ~~a~~ locations and times approved by the board as part of the calendar of regular board meetings unless established by other action in keeping with provisions of the Open Meetings Act.
2. All regular, emergency and special meetings of the Board and all Board committee meetings shall be open to the public, subject ~~only~~ to public exclusion from closed sessions for matters ~~that~~^{which} are permitted to be conducted in closed session by statute, regulation or case law.

Section B - Quorum and Participation by Audio or Video Means

1. A quorum of the Board must be physically present at all Board meetings. A majority of the full membership (4) of the School board constitutes a quorum.
2. Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: 1) personal illness or disability, 2) employment or District business, or 3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the board secretary or Superintendent at least 24 hours before the meeting unless such advance notice is impractical. The board secretary or Superintendent will inform the Board ~~of~~^{president of the board member's} notification and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, shall be deemed to be present at the meeting and may participate in all aspects of the Board meeting including voting on any item.

Section C - Meeting Procedures

1. The secretary ~~of the Board of Education~~ shall assume responsibilities relative to notification of time and place for all Board meetings and Board committee meetings, for the necessary physical arrangements, and for the distribution of appropriate materials relative to all meetings to the Board members. Such responsibilities shall be executed in compliance with relevant laws, statutes and Board policies and directives and with consideration for public accommodation.
2. The secretary ~~of the Board~~ shall prepare an agenda for each meeting of the Board, subject to final revision and approval by the Board at the meeting. ~~The agenda shall include items recommended by the Board or by the superintendent, and matters required by law or statute. Each Board agenda shall include Agenda Items for Future Board Meetings. At that time in the meeting individual Board members may propose topics for future Board agendas. As needed, the Board as a whole may will then~~ decide whether or not to place the proposed item on a future agenda.
3. Unless otherwise specified by legal requirements or ~~specific~~ Board actions, all meetings of the Board shall be conducted under procedures established by the Board. In the event the Board reaches an impasse in establishing a procedure (or procedures), Robert's Rules of Order shall govern.

4. The secretary of the Board shall keep written minutes of each meeting with such annotation as the Board deems appropriate. After the minutes are approved by the Board, the minutes shall be signed by the president and secretary of the Board.
5. The secretary of the Board shall electronically record regular and special meetings, and closed sessions of said meetings, of the Board and maintain the electronic recording until authorized by the Board to dispose of the recordings, ~~except that electronic recordings of regular and special meetings may be destroyed,~~ to the extent provided by law, ~~and, upon~~ after approval by the Board of the minutes for those respective meetings.
6. Not less than semi-annually, the Board shall review the minutes, the electronic recording, or a review of a summary of the topics contained on the electronic recording from closed sessions that are currently unavailable for public release. As a part of said review, the Board may meet in closed session, and shall determine which, if any, minutes, no longer require confidential treatment and are available for public inspection. Such determination shall be reported in an open session immediately following said closed session, if held. At this same biannual review of the electronic recordings or review of a summary of the topics contained on the electronic recording, the Board can make a recommendation that certain electronic recording of closed sessions may be destroyed by a future Board eighteen (18) months after the creation date of each recording.
7. After eighteen (18) months have passed since being made, the electronic recording of a closed session will be destroyed, provided the Board has approved both (a) the destruction of such electronic recording, and (b) the written minutes of such closed session, which written minutes shall comply with the requirements of Section 2.06(a) of the Illinois Open Meetings Act (5 ILCS 120/2.06(a)), as amended from time to time. The consent agenda item for this meeting shall list the specific date of the meeting on the recording recommended for destruction.
8. At no time will an electronic recording be released that would violate State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) a named student, (2) an employee's or applicant's personnel file and personal information, (3) school security plans, (4) communications between the Board and an attorney representing the district, and (5) all information exempted from disclosure under the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. No minutes will be destroyed if said minutes pertain to pending or potential litigation, provided that as to said pending or potential litigation the District has received written notice thereof.
9. Requests by members of the public for access to the electronic recording of a closed session will be denied unless the Board has found that the electronic recording no longer needs confidential treatment. Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine whether the electronic recordings no longer require confidential treatment. In the interest of encouraging free and open expression by Board members during closed sessions, the electronic recordings of closed sessions should not be used by Board members to confirm or dispute the accuracy of recollections.

Section D - Public Communication With Board

The Board of Education encourages full public communication with the Board, either in person at Board meetings or through written statements, including emails, directed to the Board. The only limitations on such communications are:

1. exclusion of the public from the Board's closed sessions,
2. all members of the public addressing the Board shall be bound by the rules of order governing oral comments at Board meetings as outlined in Section E of this policy.

~~Written correspondence to the board will receive a confirmation of receipt of the message. As a matter of practice, unless otherwise required by law, the Board of Education generally does not respond to written communication in any form. However, the sender will receive confirmation that the communication has been received. While the board generally does not respond, unless required by law, the Board, in its discretion, may respond communicate or reserves the right to direct such response communication through the superintendent or designated district or school administration for appropriate action/response. As a matter of practice, unless otherwise required required by law, the Board generally does not respond to written communication in any form.]]~~

Section E - Comments from Members of the Public at Board Meetings

~~While the Board of Education welcomes comments from members of the public, meetings of the Board of Education and its committee meetings are not public hearings, except as otherwise noticed or required by law. Such meetings of the Board and its committees of Education are public open meetings conducted to carry out the business of school district governance.~~

~~Therefore, to facilitate public comments consistent with and yet preserve the flow and the orderly completion of the meeting agenda, the Board has adopted the following rules of order for oral comments from members of the public during meetings of the Board::~~

1. ~~Individuals may be heard during the Public Comment Period portion of a Board meeting Participation after by indicating their intention to the Board Secretary upon arrival at the meeting. Requests must indicate such request to the Board secretary be made prior to the adoption of the agenda.~~
2. Individuals may ~~Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Ppresident.~~
3. As a matter of practice, the total length of time at a regular Board of Education meeting for public participation will be 30 minutes. At the discretion of the Board, the public comment period may be extended beyond the 30-minute ~~time~~ period, or may be moved to another time during a Board meeting.
4. Individuals may speak to the Board for up to 2 minutes. At the discretion of the Board, the time for individuals may be extended beyond the 2 minutes. As a matter of practice, a group of individuals may not aggregate their time to extend beyond the 2 minutes.

5. When addressing the Board, individuals are asked to identify their ~~themselves oneself by name,~~ address, and relationship to the school district, and then to state their comments ~~concern, and limit comments to the designated minutes as described in (4).~~
6. Confidential information ~~regarding a student or group of students~~ will not be heard in the open meeting.
7. It is the Board's expectation that communication from the public at its meetings be delivered in a professional and respectful manner. While the Board does not control the topics brought to its attention or the substance of the public comment, speakers are reminded that their comments are not automatically protected by any immunity or other legal protection.
8. Individuals will follow ~~Observe the Board President's decisions onto determine~~ procedural matters regarding public participation not otherwise covered in this policy.
9. Individuals are expected to ~~Conduct themselves oneself~~ with respect and civility toward others and otherwise to abide by all ~~other~~ school rules, regulations, and policies that govern the operations of the school district.
10. As a matter of practice, the Board does not respond or engage with individuals during the public comments section of the meeting. The Board listens to and carefully considers comments, and may address comments at the appropriate time.
 - a. ~~A period for public comments shall be scheduled at or near the beginning of each regular or special Board meeting, and for each committee meeting conducted as a public meeting, open to the public. This public comment period shall normally be limited to 30 minutes; the public comment period may be extended beyond the 30 minute time period with the approval of the Board or may be moved to another time during a Board meeting, at the Board's discretion.~~
 - b. ~~The 30 minute time limitation shall not be in effect during formal "public hearings" mandated by statute or designated by the Board.~~
11. ~~Comments during the public comment period may concern items which are or are not on the meeting agenda except that public comments in a special Board meeting shall be limited to subjects appearing on the agenda for that special meeting.~~ ¶
 - a. ~~Public comments during specific agenda items, or at times other than the time designated for public comments, will not be permitted without the approval of the Board.~~ ¶
12. ~~Individuals who have comments or questions concerning specific students, staff, programs or school practices shall be encouraged to discuss the issue with the school principal and the superintendent before bringing the issue to the attention of the Board.~~ ¶
13. ~~Individuals requesting to comment shall identify themselves, and their residence (or if a legal representative, their business) address, and the topic they wish to review before addressing the~~

~~Board. All comments and questions shall be directed to the president of the Board, or to the individual presiding over the meeting.~~

~~¶~~

~~14. Members of the Board may ask clarifying questions of presenters. The Board shall have no obligation, however, to respond to comments made by members of the public.~~

~~¶~~

~~15.~~

~~a. Oral comments shall normally be limited to 5 minutes per individual.~~

~~¶~~

~~16. Presentations of more than 5 minutes in length shall be allowed with the approval of the Board and may be scheduled at the discretion of the Board.~~

~~¶~~

~~17. Comments on topics not subject to the jurisdiction of the Board shall be out of order. The Board may choose to receive confidential information or information which could lead to disciplinary action pertaining to specific employees and any matters regarding individual students in closed session, and the President or person presiding over the meeting may rule to be out of order any public comments which may contain such adverse or confidential information regarding any student or district employees.~~

Section F - Requests for Information

~~The Board of Education has designated certain employees within the district to receive r~~Requests for information under the Illinois Freedom of Information Act ~~shall be submitted in accordance with Board Policy 9100. (Board Policy & Procedures 9100). The Board encourages members of the public to utilize this procedure and directs the Board Secretary, as a designated employee, to provide appropriate responses to requests for information:~~

~~¶~~

~~The Board Secretary shall prepare a Freedom of Information Act request form and shall make the form readily available at Board meetings and at the district office for members of the public to use to request information:~~

Section G - Press Coverage

The Board of Education encourages full press coverage of all of its meetings that are open to the public and directs the ~~superintendent or designee~~director of public information to provide appropriate assistance ~~that which will~~ facilitates such coverage.

- Approved: August 20, 1973
- Revised: September 19, 1977
- January 14, 1985
- December 7, 1992
- February 28, 1994
- February 28, 2000
- June 11, 2001
- March 15, 2004
- September 27, 2004
- July 7, 2008



April 12, 2010
March 19, 2012
TBD

~~Administrative Sick Leave Bank for Administrators~~

Section A - Introduction

All administrators ~~and instructional supervisors~~ have the option of becoming members of the administrative Sick Bank. This irrevocable election shall be made within thirty (30) days of the start of the employee's first administrative assignment. The purpose of the ~~Sick Bank~~ is to afford ~~District #225~~ administrators ~~and instructional supervisors~~ extended sick leave coverage when a prolonged illness is incurred.

~~ff~~

Section B

~~The bank will provide sick leave coverage in addition to the 15 sick leave days granted yearly, accumulative to a maximum of 180 days for each administrator or instructional supervisor.~~

Section BC - Administrator's Contribution to the Sick Bank

Administrators are allocated an amount of Sick Days each fiscal year, recorded in the Administrator's personnel record as "Sick Days".

Administrators assigned a calendar between 183 and 203 days will contribute four (4) Sick Days to the Sick Bank each fiscal year until they have contributed forty (40) Sick Days.

Administrators assigned a 239 or 260 day calendar will contribute four (4) Sick Days to the Sick Bank each fiscal year until they have contributed sixty (60) Sick Days.

~~All eligible personnel will contribute 4 sick leave days to the bank each year until 10 month administrators and instructional supervisors have each contributed an additional 40 days. Twelve-month administrators will contribute a maximum of 60 days.~~

All contributions to the Sick Bank will be recorded in the administrator's personnel record as "Sick Bank".

Section CD - Access to the Sick Bank

Prior to accessing the Sick Bank, the administrator must exhaust all Accumulated Sick Days.

For the purposes of this policy, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the administrator's personnel record as "Sick Days" as of July 1, including those days allotted to each administrator for the current fiscal year.
 - This number does not include the administrator's yearly contribution to the Sick Bank.
 - This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
 - This number does not include those days recorded in the administrator's personnel record as "Sick Bank".

~~No administrator or instructional supervisor will be able to withdraw days from the bank until accumulated sick leave days have been exhausted.~~

~~Instructional supervisors and 10 month administrators~~ assigned a calendar between 183 and 203 days will be allowed to withdraw up to two (2) times their Accumulated ~~Sick leave~~ Days from the ~~Sick leave Bank~~, not to exceed 150 total ~~bank~~ days.

~~At twelve-month administrators assigned a calendar of 239 or 260 days will be allowed to withdraw up to three (3) times their Accumulated Sick leave Days from the Sick leave Bank, not to exceed 260 total bank days.~~

If prolonged illness spans more than one school year, the administrator may continue to draw days from the Sick Bank in the ensuing school year in accordance with the maximum number of days for which the administrator was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the administrator’s personnel record as “Sick Bank Days Borrowed” on a per-day basis, and not in the aggregate. The “Sick Bank Days Borrowed” record will appear as a negative number until all days borrowed have been repaid as defined in Section D of this policy.

Administrators may make application for use of the sick bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee ~~assistant superintendent~~. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.
2. The superintendent will review the request for use of the administrative Sick Bank, and determine the number of days the requesting administrator is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting administrator in writing of the number of days that may be borrowed, and of the requesting administrator’s obligation to repay the Sick Bank.

Section DE - Repaying the Sick Bank

All personnel using Sick leave Days from the Sick Bank must repay the Sick Bank from their yearly granted Sick Days leave at the rate of three (3) days repaid for each ~~15 days granted fiscal yearly by the Board of Education~~ until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the administrator’s personnel record as:

1. A decrease of days from the administrator’s “Sick Days” record; and
2. An increase of days from the administrator’s “Sick Bank Days Borrowed” record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

¶
¶

Section EF

1. ~~Accumulated sick leave shall be defined as the total number of sick days an administrator or instructional supervisor has personally accrued at the beginning of the current school year. The number of accrued sick days shall include those days allotted to each administrator or instructional supervisor by the Board of Education for the current school year minus each administrator's or instructional supervisor's yearly contribution to the sick leave bank.~~

¶

~~2. If prolonged illness spans more than one school year, the administrator or instructional supervisor may continue to draw days from the bank in the ensuing school year in accordance with the maximum number of days for which she/he was determined eligible.~~

Section EG - Reporting of Unused Sick Days to TRS or IMRF

Administrators may apply unused ~~Sick-leave~~ Days that they have personally contributed to the administrative ~~Sick-leave~~ Bank for purposes of accumulating ~~170 days of~~ service credit in the Teacher Retirement System (TRS) or the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the administrator still owes days to the Sick Bank **when ending in employment with the district**, the amount of accumulated Sick Days reported for service credit in either TRS or IMRF will be reduced by that amount. For example:

- If an administrator has 30 days recorded in their “Sick Days” record and 60 days recorded in their “Sick Bank” record, and owes the sick bank 10 days, a total of 80 days will be reported to TRS or IMRF (30 Sick Days + 60 Sick Bank Contribution = 90 days; 90 available Sick Days - 10 days owed = 80 reportable Sick Days).
- If an administrator has 30 days recorded in their “Sick Days” record and 60 available days recorded in their “Sick Bank” record, and owes the sick bank 100 days, a total of 0 days will be reported to TRS or IMRF (30 Sick Days + 60 Sick Bank Contribution = 90 days; 90 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for sick bank days owed.

~~However,~~ days withdrawn from the sick-leave bank shall not be used in calculating the administrator's service recognition payment **with respect to pension service credit**.

- Approved: December 16, 1974
- Revised: June 7, 1976
- Revised: November 16, 1979
- Revised: December 17, 1984
- Revised: September 25, 2000
- Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~ADMINISTRATIVE SICK~~ 6280
~~LEAVE BANK~~

~~Administrators and instructional supervisors may make application for use of the sick leave bank by:~~

- ~~1. Submitting a written request accompanied by written verification of illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.~~

~~Approval of application for use of the sick leave bank shall be made in the following manner:~~

- ~~1. The director of human resources will discuss with the superintendent the request for use of the administrative sick leave bank, and determine the number of days the administrator is eligible to borrow from the bank.~~
- ~~2. The director of human resources will inform the administrator, by memorandum, of the number of days that may be borrowed and of the administrator's obligation to repay the bank.~~

~~Adopted: December 16, 1974~~
~~Revised: September 25, 2000~~

Voluntary Termination Benefits for Educational Support Personnel

Section A - Introduction

It shall be the policy of the Board of Education to recognize services of its full-time educational support personnel, who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility

Employees who satisfy the following requirements, may apply for voluntary termination benefits under this policy as “Eligible Former Employees”:

1. Have been full-time employees of District 225 for a minimum of ten (10) years immediately preceding their voluntary termination or for an aggregate minimum of fifteen (15) years, of which a minimum of five (5) consecutive years are immediately preceding their voluntary termination; and
 - a. A “year” is considered to be the employee’s regularly scheduled work year. A newly hired employee must have worked no less than 50% of their scheduled workdays from July 1 to the following June 30 in their first year of employment in order for that work year to count toward the requirement in this Section 1.
2. Will ~~meet one of the following eligibility criteria: be at least 60 years of age by the effective date of their voluntary termination and eligible to retire under IMRF, or will be at least 55 years of age by the effective date of their voluntary termination and have completed 35 years of creditable service with IMRF; and~~
 - a. If classified as “Tier 1” under the IMRF system, must be at least 55 years of age on the effective date of voluntary termination and eligible to retire in the IMRF system; or
 - b. If classified as “Tier 2” under the IMRF system, must be at least 62 years of age on the effective date of voluntary termination and eligible to retire in the IMRF system.
3. Are not represented by GESSA, GESPA, or any other bargaining unit; and
4. Have not retired, nor are receiving retirement benefits, under any other District 225 retirement plan; and
5. Have requested to retire on either June 30 or December 31 of any given year.

Section C - Health Benefits Available to Eligible Former Employees

1. The Board of Education shall provide the Eligible Former Employees ~~with~~ ~~under IMRF access to~~ individual medical insurance coverage under ~~one of the district’s retiree health care plan(s), accessible to retirees~~ as selected by the Eligible Former Employee, for up to five (5) years after retirement or age 65, whichever occurs first. The Board shall pay an amount equal to 95% of the ~~single premium amount~~; the Eligible Former Employee shall be responsible for the remaining premium. In the event that the plan selected by the Eligible Former Employee is no longer an option, the Eligible Former Employee may select coverage under one of the remaining plans, ~~if~~

~~any, or under a plan that may be designated by the district, in its discretion.~~

2. Eligible Former Employees, who elect to waive continued participation in the district insurance plan upon voluntary termination will receive an annual employer-funded health reimbursement arrangement (HRA) contribution for a period of ten (10) years following voluntary termination or until age 65, whichever is sooner. The amount of the HRA contribution will be equal to 95% of the average retiree HMO and PPO single premium amount at the time of voluntary termination. Eligible Former Employees receiving these contributions will be subject to premium costs increases or decreases which may occur as a result of future changes in the cost of the noted premiums in the district plan used as the basis for calculating this benefit. Such payment shall be made as follows:
 - a. For a 260 or 239 employee retiring in June, they will receive a prorated contribution for the months of July through December, on or before July 31 of their first year as a retiree. Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 - b. For a 203 or 186.5 employee retiring in June, they will receive a prorated contribution for the months of September through December, on or before September 30 of their first year as a retiree. (Participation in the district's health plan(s) will continue through August 31, as the premiums for these months would be prepaid during their final year). Eligible Former Employees will subsequently receive their annual contribution on or before January 31, deposited into their district-established HRA account.
 - c. Those employees retiring in December, will receive their first annual contribution, and subsequent annual contributions on or before January 31, deposited into their district-established HRA account.
 - d. In the year that the retiree reaches age 65, they will receive a prorated contribution for the months they are under 65 (e.g., if an Eligible Former Employee turns 65 on April 15, they will receive a prorated contribution for the months of January through April), deposited into their district-established HRA account.

3. Eligible Former Employees, who elect those insurance allowance benefits contained in paragraph 1 of this Section C, shall be allowed to maintain family medical insurance coverage under one of the district health care plans accessible to retirees as selected by the Eligible Former Employee, (provided they had family coverage on the effective date of their retirement). Eligible Former Employees shall be responsible for the full premium, therefore, less the Board's contribution referred to in paragraph 1 of this section.

Section D - Additional Health and Insurance Benefits Available to Eligible Former Employees

1. In addition to the benefits provided in Section C, the Board of Education shall contribute \$2,500, annually, to an employer-funded ~~HRA health reimbursement arrangement~~ account, on behalf of the Eligible Former Employee, for a period of five (5) years after the effective date of retirement. Such payment shall be made on or before January 31, deposited into their district-established

HRA account.

2. Eligible Former Employees who elect to continue coverage, past Medicare eligibility must enroll in a health insurance policy coordinated with Medicare if one exists. Such a policy may also provide for a reduction in benefits and premiums. Eligible Former Employees shall be responsible for the full premium of these plans.
3. The Board of Education shall allow Eligible Former Employees to maintain the dental and vision coverage they had in effect at the time of retirement, or as such plan may be amended from time to time for current district employees, until age 65 or until the Eligible Former Employee is eligible for Medicare, whichever occurs first. Eligible Former Employees shall be responsible for the full premium of these plans.
4. The Board of Education shall provide Eligible Former Employees with \$10,000 of term life insurance until the Eligible Former Employees reach age 65 or the age of Medicare eligibility, whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
5. The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the Board of Education and in effect on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
6. Eligible Former Employees shall be allowed to continue to participate, at no cost, in the Employee Assistance Program provided by the Board for regularly employed ~~employees~~ **educational support personnel**.

Section E - Salary Benefits Available to Eligible Former Employees

1. Educational support personnel submitting their notice of intent to retire will be entitled up to a maximum of ~~three~~ **(3)** salary increases of six percent (6%) for each year prior to the effective date of retirement.
2. The 6% increase described in Paragraph 1 of this section shall be in lieu of any salary increase, which the employee would otherwise receive.
3. Salary payments described in paragraph 1 of this section shall be defined as contractual salaries paid for the performance of duties as an employee. The salaries shall not include any stipends or any other payment of any type whatsoever.
4. During the employee's last four years of employment, they shall not receive any new stipends or other extra duty payments, of any type, (not previously performed in prior years) that would result in exceeding the State maximum salary increase of 6%. Any employee who incurs a State maximum salary penalty shall be ineligible for any benefits contained in this policy.
5. All requests for participation under this section must be submitted in writing to the ~~Assistant~~ Superintendent or designee no earlier than February 1 of the year before the first year for which

the employee is seeking the salary enhancement described in paragraph 1 of this section, and no later than ~~for Human Resources by~~ April 1 of the first year for which the employee is seeking the salary enhancement described in paragraph 1 of this section. ~~in advance of the first year for which the employee is seeking the salary enhancement described in paragraph 1 of this section.~~ For the first year, payments will be made over the employee's remaining paychecks based on the date of declaring their intent to retire. The request shall include a copy of the ~~e~~Employee's latest statement from the IMRF system indicating the ~~e~~Employee's service credit information if that information is necessary to qualify the ~~e~~Employee's for this plan.

6. Participation in the benefits of this policy is dependent upon unconditional and irrevocable resignation from employment, effective at the end of the school year identified in the ~~e~~Employee's notice. Any employee who does not fulfill their agreement's timeline, for whatever reason, shall be ineligible for any of the benefits contained in this policy.
7. ~~The 6% increase described in Paragraph 1 of this section shall be in lieu of any salary increase, which the employee would otherwise receive.~~
8. ~~Salary payments described in paragraph 1 of this section shall be defined as contractual salaries paid for the performance of duties as an employee. The salaries shall not include any stipends or any other payment of any type whatsoever.~~
9. ~~During the employee's last four years of employment, they shall not receive any stipends or other payments, of any type, that would result in exceeding the State maximum salary increase of 6%. Any employee who incurs a State maximum salary penalty shall be ineligible for any benefits contained in this policy.~~

Section F - Unused Vacation Benefits

In addition to those benefits contained in Section D, Eligible Former Employees who were employed by the district on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to an employer-funded ~~HRA health reimbursement arrangement~~ account, the value of up to ten (10) days of unused vacation days, at their then-current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will convert to sick leave on the ~~Eligible Former Employee's~~ employee's last day of work. ~~Such payment shall be made within 60 days of retirement, deposited into their district-established HRA account.~~

Section G - Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. If an employee, who has been approved for participation in one of the plans in this Policy, dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this policy.
3. If changes occur in the operation of IMRF or for any other reason the Board determines appropriate, the Board may revise this Policy
4. This policy shall be effective from and after ~~February 14, 2022~~ March 16, 2020.

Revised: September 16, 1996
Revised: September 25, 2000
Revised: December 6, 2000
Revised: February 13, 2006
Revised: September 10, 2007
Revised: July 30, 2012
Revised: June 22, 2015
Revised: March 16, 2020
Revised: TBD

Graduation Guidelines for Special Education Students

Section A - Introduction

It is the policy of the Board of Education of ~~District #225~~ that all students who possess an Individualized Education Plan (IEP) ~~¶~~ ~~(special education students)~~, must satisfy all requirements of the State of Illinois and Board of Education policy ~~on Graduation Requirements 7300~~, prior to being granted a ~~District #225~~ diploma, unless a student is unable to meet the requirements due to the student's disability. It is the responsibility of an ~~special education student's~~ IEP team to identify when ~~the a special education~~ student, because of his/her disability, is unable to satisfy the graduation requirements ~~described in Board policy 7300~~ and to develop an Alternative Graduation Plan as part of the IEP for each student so identified. The Alternative Graduation Plan ~~/IEP~~ shall specify the coursework and level of performance necessary for the student to be granted a diploma. Students with disabilities who satisfy all requirements contained in their Alternative Graduation Plan ~~/IEP~~ shall be granted a regular ~~high school District #225~~ diploma.

Section B - Notification to Parents

At least one year prior to a student's anticipated graduation with a regular ~~high school District #225~~ diploma, both the parent and the student shall receive written notification in conformance with 23 Illinois Administrative Code Part 226 that eligibility for public school special education services ends following the granting of a regular high school diploma, and that the parent (or the student if parent rights have transferred to the student ~~in accordance with Illinois under The School Code and 23 Illinois Administrative Code Part 226~~) may request a review of the recommendation that the student receive a ~~regular~~ high school diploma.

Section ~~CD~~ - Duration of Services

Students who do not satisfy all graduation requirements of the State of Illinois and Board of Education Policy 7300 or their Alternative Graduation Plan shall be provided continued educational services until the requirements are met, or until ~~the day before the student's end of the regular school year in which the student reaches their 22nd birthday, whichever comes first.~~

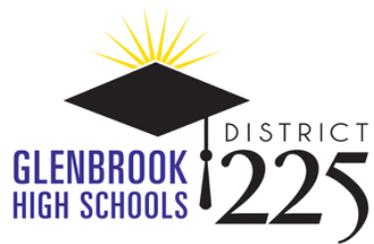
Section ~~DE~~ - Appeal Process

Parents of special education students who disagree with the IEP team's recommendations pertaining to graduation or the continuation of the educational program, may request ~~an informal meeting with the special education staff to discuss their concerns, request an IEP meeting, and/or seek to address their concerns through the channels~~ ~~request an impartial due process hearing as~~ described in the Illinois State Board of Education's current "Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities," in order to resolve the disagreement.

Section ~~EF~~ - Graduation Ceremony Participation

If a student has completed 4 years of high school at the end of a school year but his/her IEP calls for the student to continue to receive special education, transition ~~planning, transition~~ services, or ~~related~~ services, the student may participate in the District's graduation ceremony and receive a certificate of completion. Students with disabilities who have participated in the District's graduation ceremony but have not been awarded a regular high school diploma continue to be eligible to receive a free appropriate public education through the ~~end of the regular school year in which the student reaches their day before the student's 22nd birthday, unless otherwise determined by their IEP team.~~

Approved: October 3, 1978
Revised: April 23, 1984
Revised: June 8, 1987
Revised: May 29, 2001
Revised: October 7, 2013
Revised: TBD



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 25, 2022

Re: Facility Rental Agreements with Glenbrook Racquet Club

Recommendation

It is recommended that the Board of Education authorize the administration to enter into facility rental agreements with the Glenbrook Racquet Club during the summer and fall months of 2022.

Background

Board Policy 5030 authorizes school facilities to be utilized by outside organizations that are consistent with the purposes of the school, do not interfere with the regular operations of the school, and are of benefit to the district. The policy was recently revised in May 2020 and defined the consideration process for facility rental requests submitted by student activity groups, tax-supported entities, section 501(c)(3), and other community groups.

Most facility rentals come from not-for-profit organizations and tax-supported entities (e.g., elementary school districts, park districts). These requests are considered by the Associate Principals for Administrative Services (for Glenbrook North and Glenbrook South) or the Director of Operations / CSBO (for all other facilities), in collaboration with other administrators and stakeholders. The focus of this consideration process is ensuring that the request falls within the criteria defined within policy and that approval will not disrupt existing programs or the needs of our students and district-sponsored programs.

Occasionally the school district will receive a facility request from a local business. When a request from a business is received, the administration considers the request in the same manner as described previously but is not authorized to approve the request independently. Alternatively, such a request may be submitted to the Board of Education for approval.

Earlier this month, we received a request from the Glenbrook Racquet Club (1801 Janke Drive, Northbrook) to utilize the tennis courts at Glenbrook North. The request (attached) includes the use of courts when they are not being used for either our high school team activities or our extensive summer camp programs. Additionally, it should be noted that the Glenbrook Racquet Club also offers its facility to both Glenbrook North and South to support our programs during the school year.

After discussing the request with stakeholders that utilize the tennis courts, the Glenbrook South administration supports approving the rental request. As a result, I recommend that the Board of Education authorize the administration to enter into facility rental agreements with the Glenbrook Racquet Club during the summer and fall months of 2022.



Facility Rental Request

Revised: September 2019

Board Policy 5030 provides for the use of designated areas of school facilities by the community, when they are not in use by school activities or programs. Organizations interested in requesting facility space at a Glenbrook High School District 225 facility can submit completed requests to the Associate Principal for Administrative Services at Glenbrook North or Glenbrook South, or the Business Services Department at the District Administration Center. All requests will be reviewed and processed in accordance with current Board Policy and Procedures.

Organization Contact Information

Name of Organization: Glenbrook Tennis Club

Street Address: 1801 Janke Drive

City: Northbrook State: IL Zip Code: 60062

Contact Person: Christi Turdo

Phone Number: 847-498-5333 E-mail Address: Christi@glenbrookrc.com

Event Overview

Event Title: Summer Tennis Camp / Program

Description of Event: Tennis Camp for Juniors in Northbrook Area.

Has this event been held at Glenbrook previously? No Yes, last held: Summer of 2021

Space Requested: Auditorium Classroom Cafeteria Gymnasium Parking Lot
 Other Space(s): Tennis Courts

Services

Requested:

Date(s) and Time(s) of Event:
Option 1: June 20 - August 5 Mon - Friday 9am - 12:00pm
Need All of these time slots
Option 2: June 20 - August 5 Wednesdays 4pm - 6pm
Option 3: June 6 - June 20 MON - Friday 1pm - 4pm

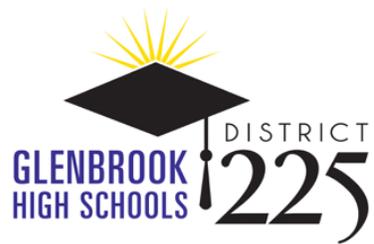
Anticipated Attendance: TBD Admission Price: TBD
On Site Contact Person: Christi Turdo Mobile Phone Number: 614-378-6952

Submission

Submission of this facility rental request does not constitute acceptance or approval of this or any rental. Use of facilities for school activities shall always take precedence over use by outside organizations. All facility rental requests will be reviewed in accordance with Board Policy 5030: Community Use of School Facilities. The Board of Education through the administration shall determine suitability of activity, availability of space, and group classification for the purposes of assessing applicable fees.

Organizations will be responsible for the payment of all out-of-pocket expenses, as identified by the administration, for approved rentals. A quotation of estimated expenses will accompany all facility rental contracts. Organizations will also be required to produce an acceptable certificate of liability insurance, prior to the event date. If a certificate of liability insurance is not provided, the District reserves the right to cancel a facility rental agreement.

Requestor (Signature): CE Turdo Date: 4/7/22



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 25, 2022

Re: Overnight Student Trip for Glenbrook North Choir and Theatre Paris Performance

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook North choir and theatre students to participate in a performance experience in Paris from Friday, March 24, 2023 through Friday, March 31, 2023.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

Earlier this month, we received a request from Fine Arts Instructional Supervisor Mr. Chad Davidson, requesting approval for choir and theatre students to participate in a performance experience in Paris, France from Friday, March 24, 2023 through Friday, March 31, 2023. During this experience, students will offer two concert performances, participate in a theatre workshop, visit several local attractions including The Louve, Notre Dame, Les Invalides, and the Eiffel Tower, and participate in guided excursions to Versailles and Chartes.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	4
Number of Students (estimate)	75
Trip Category	Other Trip: Connected with a regularly scheduled school-sponsored activity and a performance or exhibition displaying special talent by an individual or group of students (e.g., band, choir, etc.).
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Refundable or transferable credit required for lodging and transportation arrangements.
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	All Overnight Trips Over 400 Miles from the School District: The Board of Education does not cover any costs of the performance or exhibition experience. Students will cover 100% of expenses, including those incurred for staff members traveling with students.
Fee Collection Method	All fees will be collected by the travel agency, WorldStrides.
Amount Paid by Each Student	\$3,843.00
Remaining Trip Costs Paid by District	\$0.00

It is recommended that the Board of Education authorize the overnight trip for Glenbrook North choir and theatre students to participate in a performance experience in Paris from Friday, March 24, 2023 through Friday, March 31, 2023. If there are any questions regarding this trip, please do not hesitate to reach out to Mr. Markey or me.

March 4, 2022

Mr. Markey,

Please consider this letter as a formal request to take registered GBN choir students and inducted Thespians in grades 9-12 on a performance and educational tour to Paris from Friday, March 24, 2023 – March 31, 2023. I've attached our preliminary tour proposal, including itinerary, from WorldStrides Educational Travel and Experiences (formerly BrightSpark Travel).

Highlights of this tour include two concert performances, entrance to several museums and other culturally significant sites, along with excursions to neighboring cities. The choral program at GBN has a 40+ year relationship with WorldStrides (formerly called Brightspark). In fact, the founder of WorldStrides was the very first president of the GBN Choral Parents Organization. This long standing relationship has always resulted in excellent service. Included in the cost of the tour are:

- 2 concert performances
- Theatre workshop
- Ascent of the Eiffel Tower and Arc du Triomphe
- Seine River Cruise
- Chocolate Pastry Class
- Guided excursions to Versailles and Chartres
- Entrance to The Louvre, Notre Dame, and Les Invalides

Additionally, all bus and air transportation, hotel stays (one student per bed), breakfast and dinner daily are included, and we'll have 2 tour guides at our service 24 hours a day. And, all students are eligible to receive 3 college credits by participating in this tour!

Although the costs associated with any trip of this scope are significant, we offer many fundraising opportunities throughout the years for students to defray the cost of the trip. Funds raised by individual students are kept in an account (managed by our Choral and Theatre Patrons Organization, an independent 501(c)3 organization) and may be used to pay for the tour. Our current proposal is \$3,843. This includes travel insurance, which guarantees a 75% refund if students cancel for any reason, and the possibility of rescheduling the tour if it is canceled due to Covid-19.

*Phone: 847.272.6400
Fax: 847.509.2411*

The breakdown of expenses is as follows:

France Program Quote Breakdown

The following fees apply to your full-paying participants:

Program Fee*	\$3,546.00
Airport Transfers *	\$55.00
Night security*	\$30.00
Ultimate Protection Plan	\$249.00
On-Tour Tipping	\$63.00
** Travel3Y	\$ -100.00

Total Fee*	\$3,843.00

Our contact person at WorldStrides:

Linda Hanaford

Senior Concert Tours Representative
Domestic and International programs
855-451-4704
lindaha@worldstrides.com
worldstrides.com/perform

*Phone: 847.272.6400
Fax: 847.509.2411*



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Chad Davidson, Tim Broeker, Julie Ann Robinson, Kelsey Nichols Extension: 2455

Activity / Class Name: All registered choir students (grades 9-12) and inducted Thespians (grades 9-12)

Description: Paris Tour - Spring Break 2023

Date(s) of Trip: March 24, 2023 - March 31, 2023

Number of Chaperones: 4 Number of Students: approx. 75

Names of Chaperones: Chad Davidson, Julie Ann Robinson, Tim Broeker, Kelsey Nichols

Transportation Information

Departing from: GBN date: 3/24/23 at: TBD AM PM

Traveling to (complete address): O'Hare International Airport

Returning from (complete address): O'Hare International Airport date: 3/31/23 at: TBD AM PM

Returning to: GBN date: 3/31/23 at: TBD AM PM

Students released from class (indicate time or blocks): No school will be missed

Permission Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: TBD End Collection on: TBD

Cost Per Student

Cost per Student*: \$ 3,843 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Account Number: GBN: 10L200 4922 0000 20 000000 Instructional / Course Field Trip

GBS: 10L300 4922 0000 30 000000 Student Activity / Co-Curricular Field Trip

Please write account number above.

Approval

Requestor: _____ Date: 4/11/22
Instructional Supervisor _____ Date: 4/4/22
or Assistant Principal*: Clud Dacht
Associate Principal: _____ Date: 4/11/22
Lauren Bonner

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business _____ GBN: gbnfeesetup@glenbrook225.org Date: _____
Services Department: _____ GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e-Funds for Schools F/R Setup
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant

Trip Information

Trip Description: GBN Choir & Theatre Paris Tour 2023

Staff Expenses

Number of Staff: 4

	<u>Per Staff Member</u>		<u>Total Staff Expenses</u>
Meals:	\$ _____	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
	\$ _____		
Bus / Car	\$ _____	Bus / Car	\$ 0.00
Lodging:	\$ _____	Lodging:	\$ 0.00
Total Cost:	\$ 0.00	Total Cost:	\$ 0.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 0.00
Lunch	\$ 0.00
Dinner	\$ 0.00
Incidentals	\$ 0.00
<i>Per Day</i>	<u><u>\$ 0.00</u></u>

Student Expenses

Number of Students: 75

	<u>Per Student</u>		<u>Total Student Expenses</u>
Meals:	\$ _____	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
Bus / Car	\$ _____	Bus / Car	\$ 0.00
Lodging:	\$ _____	Lodging:	\$ 0.00
Total Cost:	\$ 3843.00	Total Cost:	\$ 288225.00

Other Expenses

Registration:	\$ _____
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 0.00

Total Trip Expenses

Staff Expenses:	\$ 0.00
Student Expenses:	\$ 288225.00
Other Expenses	\$ 0.00
Total Cost:	\$ 288225.00

Payment Responsibility

Paid by Students:	\$ 288225.00	Per Student Cost:	\$ 3843.00
Paid by District:	\$ 0.00		

Description of Expenses Paid by Students

Cost is all-inclusive and includes all bus and air transportation, hotel stays, breakfast and dinner daily, two 24-hour tour guides, eligibility for 3 college credits, travel insurance, 2 concert performances, theatre workshop or performance, visits to the Eiffel Tower and Arc du Triomphe, Seine River Cruise, chocolate pastry class, guided excursions to Versailles and Chartres, and entrance to The Louvre, Notre Dame, and Les Invalides.



Glenbrook North Choir & Theatre - Performing in France

GROUP INFORMATION



Trip ID:
Glenbrooknorth-2110

Departing From:
Chicago (CHI)

Departing:
March 24, 2023

Returning:
March 31, 2023

Sign Up Deadline
April 29, 2022

Total Fee:* \$3,843.00

Program Quote Breakdown

The following fees apply to your full-paying participants:

Program Fee*	\$3,546.00
Airport Transfers *	\$55.00
Night security*	\$30.00
Ultimate Protection Plan	\$249.00
On-Tour Tipping	\$63.00
** Travel3Y	\$ -100.00

Total Fee* **\$3,843.00**
OR 9 monthly payments of \$388.33
After initial payment of \$348.00

** Only valid with voucher code Travel3Y

PROGRAM ITINERARY (DETAILED)

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel
Paris city walk
Île de la Cité, Notre-Dame Cathedral, Île St. Louis, Latin Quarter visit

Details: Paris city walk

This city was made for walking. Stroll grand boulevards with sweeping views of the city, pristine parks with trees planted in perfect rows, and narrow streets crowded with vendors selling flowers, pastries and cheese. Then head to the Île de la Cité, a small island in the Seine, to see Notre Dame Cathedral. Please note Notre Dame Cathedral is currently closed due to fire damage.

Details: Notre-Dame Cathedral

View the Notre-Dame Cathedral. Work began in 1163 on a spot that had been a holy shrine since Roman times. Over the centuries, the cathedral has been the scene of some of France's most momentous occasions, including the coronation of Napoleon.

Day 3 Paris

Workshop and theatre performance en français
 Louvre guided visit
 Montmartre & Sacre Coeur night walking tour

Details: Workshop and theatre performance en français

Take part in a fun theatre workshop in English that includes oral expression games, icebreakers and improvisation lessons with a professional bilingual actor, your group will quickly start directing and performing small scenes in front of their classmates. After class, enjoy a play or musical performance en français in a prestigious Parisian theatre. Don't worry, those not quite fluent enough, English surtitles running above stage will allow you to follow the play with ease

Details: Louvre guided visit

The world's largest art museum, the Louvre is housed in a medieval fortress-turned-castle so grand it's worth a tour itself. You walk through the 71-foot glass pyramid designed by I.M. Pei and added in 1989, and step into another world-one with carved ceilings, deep-set windows, and so many architectural details, you could spend a week just admiring the rooms. But check out the art on the walls. The Mona Lisa is here, as well as the Venus de Milo and Winged Victory (the headless statue, circa 200 BC, discovered at Samothrace). The Louvre has seven different departments of paintings, prints, drawings, sculptures and antiquities. Don't miss the Egyptian collection, complete with creepy sarcophagi, or the collection of Greek ceramics, one of the largest in the world. (Please note the Louvre is closed on Tuesdays.)

Details: Montmartre & Sacre Coeur night walking tour

A bohemian hub during the Belle Epoque era, Paris' Montmartre neighborhood is crowned by the Basilica du Sacre-Coeur. Explore one of Paris' most historic districts while you experience one of the best views of Paris from the Basilica du Sacre-Coeur.

PROGRAM FEE INCLUDES:

- Round-trip airfare and other transportation described in the itinerary
 - Traveler Assistance, Medical Insurance & Travel Insurance
 - Three college credits upon completion of on-line course (grades 9-12 eligible)
 - Centrally located three- and four-star hotels
 - Plentiful daily breakfast to start the day energized and ready to go
 - Appetizing, culturally representative, three-course dinner daily
 - Full time, multilingual, WorldStrides tour director who is LEAP-trained in experiential education
 - Local guide at sites and on city tours as described in the itinerary
 - Local guide and local bus driver tips; see note regarding other important tips
 - LEAP! Learning through Exploration and Active Participation; trademarked immersive approach of learning by doing
-

Day 4 Paris

Garnier Opera House guided tour
 Eiffel Tower ascent
 Paris choir performance

Details: Garnier Opera House guided tour

The Opéra Garnier is an immense and opulent opera house with a 6 ton central chandelier, a vast Grand Foyer and a stage that can hold up to 450 artists. Tour this impressive building and learn all about its Napoleon III style, the subterranean lake that was found beneath the building and the unusual and mysterious factors that inspired the writing of the 1909 gothic novel "The Phantom of the Opera".

Details: Eiffel Tower ascent

Line up to climb to the top floor of this iconic landmark for a spectacular birds-eye view of the glittering City of Light.

Details: Paris choir performance

Potential venues include (but not limited to): La Trinité, where Messiaen served as organist and where Hector Berlioz had his funeral, Saint-Étienne-du-Mont, The American Church in Paris, and the Église de la Madeleine, which is another of our most popular venues for attracting good audiences. Finally, the Église St-Roch regularly hosts concerts. It is an excellent venue for visiting choirs and has good facilities and very organized publicity.

Day 5 Paris

Arc de Triomphe ascent
Chocolate pastry class
Seine River cruise

Details: Arc de Triomphe ascent

Climb to the top of this triumphal arc, which honors all of the soldiers who fought for France during the Napoleonic Wars, for a breathtaking view of Paris.

Details: Chocolate pastry class

Learn all about the delicate and delicious art of chocolate pastry-making. Participate in this 2.5 hour cooking class where you will make pastries like éclair, moelleux and mendiante au chocolat.

Details: Seine River cruise

See the city from the water on an hour-long cruise along the River Seine. The Seine cuts right through Paris, dividing the city in half. See the Eiffel tower rising up on the Left Bank, the walls of the Louvre on the Right Bank. A guide will point out other monuments and architectural marvels as you pass, many of which are illuminated by clear white light at night.

Day 6 Paris

Les Invalides and Napoleon's Tomb visit
Versailles guided excursion
State Apartments, Hall of Mirrors, Gardens of Versailles

Details: Les Invalides and Napoleon's Tomb visit

Explore this immense complex of museums and monuments, all relating to the military history of France, as well as the burial site of some of France's greatest war heroes, including the infamous Napoleon Bonaparte.

Details: Versailles guided excursion

The ultimate palace, Versailles was built by Louis XIV, and housed the royal family and its groveling court from 1682, when the Sun King moved in, to the French Revolution. Everything in Versailles is worth a look, from the 250-foot-long Hall of Mirrors, with themed salons- "war" and "peace" -on either side, to Marie Antoinette's faux country hamlet. When being a queen became too much to bear, she would pretend to be a commoner, tending her sheep and wearing peasant clothes. (Please note Versailles is closed on Mondays.)

Day 7 Paris

Chartres excursion

Chartres city walk, Chartres Cathedral visit, Chartres choir performance

Details: Chartres excursion

The city of Chartres, lying near the border of the Loire Valley, was one of the first urban conservation sites in France. With its half-timbered houses, cobbled streets, and stone bridges, the venture has successfully retained the town's unique charms.

Details: Chartres city walk

Enjoy a walking tour with your Tour Director through the Vieux Quartier (Old Town), exquisitely representing Medieval France with its cobblestone streets, graceful bridges, and gabled houses.

Details: Chartres Cathedral visit

Built on an ancient worshipping ground to house a piece of the Virgin Mary's veil (which is still on display), this 13th-century Gothic church is best known for its windows. With over 20,000 square feet of stained glass, visiting Chartres can be like walking around inside a large jewel. But don't spend all your time looking up—on the floor is the only surviving medieval labyrinth. The faithful travel the winding 300-yard path on their knees to reach the image of paradise at the centre. Ouch.

Details: Chartres choir performance

Choirs often enjoy performances at churches (some have restricted sacred repertoire and others allow secular,) temples, museums and cultural centers, significant historic sights or exchange concerts with local schools, universities or community groups. Participating in a choral or cultural festival can also be a rewarding experience. For all performances we work closely with each group to ensure the perfect venue to meet their vision. Speak with your Worldstrides representative about what options would be best for your group.

Day 8 End tour

Travel Protection & Insurance Cheat Sheet

WorldStrides Intl Insurance & Travel Protection Plans	Embedded WS Insurance	CPP (no longer being offered)	Travel Protection Plan	Ultimate Protection Plan
	Included for all Pax	\$25/day	\$149 flat rate	\$249 flat rate
	Plan: F369W		Plan: UF380H	Plan: UF380H
Plan Coverage	https://www.tripmate.com/wpF369W	https://worldstrides.com/terms-conditions-high-school/	https://www.tripmate.com/wpUF380H	https://www.tripmate.com/wpUF380H
Accident Injury Expense	\$7,500	\$7,500	\$57,500	\$57,500
Sickness Medical Expense	\$7,500	\$7,500	\$57,500	\$57,500
Dental Accident Expense	\$750	\$750	\$750	\$750
Medical Evac & Repatriation	\$50,000	\$50,000	\$100,000	\$100,000
Accidental Death/Dismemberment	\$10,000	\$10,000	\$35,000	\$35,000
Travel Delay	None	None	\$150/day (up to \$750)	\$150/day (up to \$750)
Baggage, Personal Effects	None	None	\$3,000	\$3,000
Baggage Delay	None	None	\$300/24 hrs	\$300/24 hrs
Trip Interruption for Covered Reason	None	None	Reimbursement of missed activities or cost to rejoin tour	Reimbursement of missed activities or cost to rejoin tour
Cancellation for Covered Reason	Standard Cancellation Fees	Reimbursement of \$300 of Standard Cancellation Fees	Full Refund of Cancellation Fees	Full Refund of Cancellation Fees
Cancellation for ANY Reason (non-covered)	Standard Cancellation Fees	Cancellation fee is replaced by voucher of up to \$1500	Standard Cancellation Fees	Refund of 75% of Cancellation Fees up to 2 DPD



Travel Protection & Insurance Cheat Sheet

Explorica Insurance & Travel Protection	Travel Protection Plan	Travel Protection Plus
	\$12/day (max \$180)	\$18/day (max \$270)
	Plan: A433E before 5/1/19 and UF433E after this date	Plan: A433E before 5/1/19 and UF433E after this date
Accident Injury Expense	\$50,000	
Sickness Medical Expense	\$50,000	
Dental Accident Expense	\$750	
Medical Evac & Repatriation	\$50,000	
Accidental Death/Dismemberment	\$25,000	
Travel Delay	\$150/day (up to \$750)	
Baggage, Personal Effects	\$3,000	
Baggage Delay	\$300/24 hrs	
Trip Interruption for Covered Reason	Reimbursement of missed activities or cost to rejoin tour	
Cancellation for Covered Reason	Full Refund of Cancellation Fees	
Cancellation for ANY Reason (non-covered)	Standard Cancellation Fees	Refund of 75% of Cancellation Fees up to 30 DPD
Cancel fee if Covid Policy is applied to group	\$399	Cost of CFAR plan premium + \$75





WorldStrides TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of WorldStrides comprehensive Travel Protection Plans:

TRIP CANCELLATION/INTERRUPTION

If you have to cancel or interrupt your WorldStrides trip prior to departure, or cancel due to an interruption during your WorldStrides trip for a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$150 per day (maximum of \$750) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$57,500 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$100,000.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$3,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$1,500 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$300 for the purchase of necessary additional clothing and personal articles.

ACCIDENTAL DEATH & DISMEMBERMENT

Benefit of \$35,000 paid if loss occurs within 180 days of a covered Injury that occurs while on your WorldStrides Trip.

CONDITIONS & LIMITATIONS

Certain exclusions and limitations apply and are detailed in the "Description of Coverage" brochure. For example, coverage does not apply to: any sickness or condition of you, a Traveling Companion or Family Member traveling with you that existed during the 60 days prior to the effective date of the coverages (this

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exclusion is waived if your premium is received at or before final payment for your Trip), suicide, normal pregnancy, war or any act of war. Unforeseen events, as defined, includes the following events or their consequences: Cancellation or Interruption of your Trip due to: Inclement Weather or unannounced Strike that causes complete cessation of services of Your Common Carrier for at least 12 consecutive hours, a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your home or destination by fire, flood, burglary or natural disaster within 10 days of departure; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment; involuntary job termination (must be employed with same employer for 1 year); a politically motivated Terrorist Attack occurs within the territorial limits of the City listed on Your itinerary (within 30 days of Your departure). The Terrorist Attack must occur after the Effective Date of Your Trip Cancellation coverage; or revocation of military leave.

A “Description of Coverage” which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website terms and conditions or is available to you at any time by request.

For the Description of Coverage online, you can view the policy details at <http://www.tripmate.com/wpuf380h>.

Note: The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip. This plan may not be purchased after you have made final payment for your trip.

What's the difference between the Travel Protection Plan and the Ultimate Travel Protection Plan?

Along with providing you the same benefits as our standard Travel Protection Plan (including cancellation for a covered reason, trip delay and interruption, enhanced medical, and more), the Ultimate Travel Protection Plan Plus also includes a Cancel For Any Reason benefit.

If you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided payment for this plan is received by WorldStrides within 14 days of your initial deposit/payment of your trip and the participant cancels 48 hours (2 days) or more before your scheduled trip departure date.



Earn Academic Credit – International

Students! You can register for **Discovery for Credit** coursework before, during, or after the travel portion of the program. Courses consist of the travel portion of the program combined with an online course. Most assignments are designed to be completed after travel, since they ask that you incorporate much of what you learned during the field experience. We encourage you to log on before travel, if time permits, to get a feel for the course and explore its components. There is a 6-month deadline from the return date of travel to complete all online assignments.

Upon successful completion and the processing of credits, a transcript may be ordered directly from WorldStrides or George Mason University. Transcripts can be submitted to school registrars for consideration or attached separately to college applications or résumés. Students and educators should check with receiving institutions with regard to credit transfer policies.

WorldStrides holds accreditation through multiple regional agencies, including both corporate-level and school-level accreditation through Cognia (formerly AdvancED). This enables our traveling students to earn academic credit in conjunction with travel programs.

Types of Academic Credit

High School Credit

Students who are in grades 6-12 at the time of travel on WorldStrides programs are eligible to enroll in courses to earn high school credit at no additional cost. Courses vary in theme, content, and length based on the travel destination. For in-depth descriptions of courses applicable to your program and to register, go to your MyTrip page and click on the Academic Credit banner.

College Credit

Students who are in grades 9-12 at the time of travel on WorldStrides programs are eligible to enroll in courses to earn college credit in conjunction with our university partnership with George Mason University at no additional cost. Courses vary in theme, content, and length based on the travel destination. For in-depth descriptions of courses applicable to your program and to register, go to your MyTrip page and click on the Academic Credit banner.



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Available Courses

Our experience working with successful students in our courses informs our recommendation for choosing the course level that's best for you. These guidelines are quite flexible!

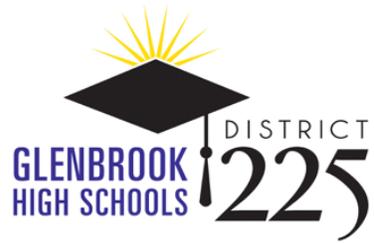
- Global Perspectives 0.5 credit high school
- Global Perspectives 1 CR college
- Global Perspectives 3 CR college

- Students in 6th-9th grade are likely going to enjoy and be successful in the high school course.
- Students in 9th-11th grade are likely going to need to weigh their comfort working in a self-paced environment and choose between high school credit or the 1-credit college course.
- Students in 10th-12th grade are likely going to need to weigh the amount of time they can dedicate to their online studies and their experience with advanced coursework as they choose between the 1-credit and the 3-credit college courses.

How to Register

1. Visit your MyTrip page
2. Click the Academic Credit banner
3. Select your course
4. If you have questions, please email us at discovery@worldstrides.com.





To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 25, 2022

Re: Overnight Student Trip for Glenbrook South German Exchange Program

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to participate in a student exchange experience in Germany during the month of June 2023 (approximately June 11, 2023 through June 27, 2023) as presented.

Background

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

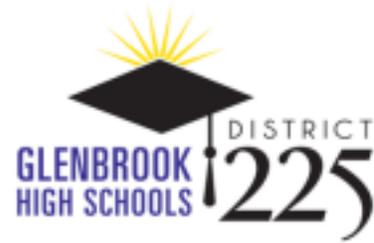
Earlier this month, we received a request from World Languages teachers, Ms. Lauren Haugh and Ms. Renate Toth, requesting approval for students to participate in a student exchange experience in Germany during the month of June 2023 (approximately June 11, 2023 - June 27, 2023). This would be the third experience coordinated between Glenbrook South and Klettgau Gymnasium Tiengen, and provides an opportunity for students from Germany to visit the United States and Glenbrook South in October 2022, and approximately 20 students from Glenbrook South to subsequently visit and experience Germany.

A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	20
Trip Category	Other Trip: Connected with a regularly scheduled school-sponsored activity and a student abroad / student exchange experience affiliated with an academic department and coordinated by a school district employee.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Refundable or transferable credit required for lodging and transportation arrangements.
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	Study Abroad / Student Exchange Experiences: The Board of Education does not cover any costs of the student exchange experience. Students will cover 100% of expenses, including those incurred for staff members traveling with students.
Fee Collection Method	All fees will be collected in the bookstore and associated with the student's financial account.
Amount Paid by Each Student	\$2,200.00
Remaining Trip Costs Paid by District	\$0.00

Board of Education authorize the overnight trip for Glenbrook South students to participate in a student exchange experience in Germany during the month of June 2023 (approximately June 11, 2023 through June 27, 2023) as presented. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Williamson or me.



To: Rosanne Williamson
Board of Education
From: Lauren Haugh, Renate Toth
Re: German Exchange Program
Date: April 20, 2022

Exchange Proposal: The proposed exchange will be the third between Glenbrook South and *Klettgau Gymnasium Tiengen*. It is the ninth exchange organized by German teacher, Lauren Haugh. Historically we have traveled with about 20 students, but the number is always determined by the number of participating students from Germany. The students from Germany will be visiting Glenbrook during October of 2022. The families of the GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Germany during the first weeks of summer break in June of 2023. We are requesting board approval for this exchange now, as the planning and selection of participating students is ideally completed before we break for summer.

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

- ~20 German students and 2 teacher chaperones will arrive during October and spend approximately two weeks with their host families.
- GBS students and teachers (Ms. Haugh and Ms. Toth) will accompany the German students on a joint field trip during one school day.
- GBS pays for transportation to pick up and drop off German students at the airport as well as for field trips during the stay.
- The World Language Department will purchase short-term bus passes for the students that need them.
- During the school days, the German visitors will either go on field trips, shadow their exchange students, or visit other classes to which they have been invited.
- Ms. Haugh and Ms. Toth will arrange field trips and transportation for the German students during their stay.

Germany, 2023

- We anticipate that GBS students will pay approximately \$2,200.00 for the 16 day trip to Germany, with a final price depending on airfare, the exchange rate and other variables. Based on our previous exchanges, the cost breakdown per student has been roughly:

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

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

History: Lauren Haugh continued the exchange with a school in Stuttgart when she came to the Glenbrooks in 2010. In 2016, she moved the exchange deeper into the Black Forest, where she herself was an exchange student as a high schooler. The exchange has been repeated every other year since with great success. All parties involved look at this opportunity as a valuable teaching tool that will have long lasting benefits for the individual students participating and for the entire World Language Department as well.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed by the district. There is no third party involved in organizing the exchange. This exchange has direct relevance to the German curriculum at Glenbrook South. In order to be eligible to participate in the exchange, students must be committed to the German program and be in good standing with the Dean's office.

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

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

Attachments:

2022-2023 Exchange Timeline

cc: Danita Fitch
Cameron Muir

Glenbrook South High School
German Exchange 2022-23
Timeline

Apr. 2022 - Board Approval

Apr. 2022 - Publicize/Recruit Students

May 2, 2022 - Informational meeting for parents and students

May 13, 2022 - Application Deadline

May 26, 2022 - Inform Selected Students

June 2, 2022 - \$200 Deposit to G. South

END OF SCHOOL YEAR

Aug. 2022 - Confirm Field Trips

Sept. 2022 - First Student Payment Due

Oct. 2022 - Host Germans

Jan. 2023 - Final Student Payment Due

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

Apr. 2023 - Payment to Travel Agent - Insurance

June. 2023 - Travel To Germany

German Exchange Hosting Calendar

1	<u>German students Arrive at ORD</u>
2	School day - welcome and Shadow your exchange partner
3	School day – Shadow your exchange partner
4	<i>Family Time</i>
5	<i>Family Time</i>
6	<u>Chicago Fieldtrip - just Germans</u>
7	School day - Shadow exchange partners / explore electives
8	Corn Maze, Gurnee Mills – <u>WITH THE AMERICANS</u>
9	<u>Chicago Fieldtrip - just Germans</u>
10	Bike the shoreline – Lincoln Park Zoo to Soldier Field. Navy Pier. - Just Germans
11	<i>Family Time</i>
12	<i>Family Time</i>
13	B’ahai Temple, Northwestern University, Evanston.
14	School day - Shadow exchange partners / explore electives <u>FAREWELL POTLUCK</u>
15	Germans depart from O’Hare

German Exchange Travel Calendar

1	Fly ORD - ZRH
2	Arrive ZRH - pick up by bus and taken to school Meeting and orientation at school
3	School day - shadow exchange partners
4	<i>Family Time</i>
5	<i>Family Time</i>
6	Hike the Alps/Luzern
7	School day - shadow exchange partners
8	Straßbourg
9	Schwarzwald/Black Forest
10	Konstanz
11	<i>Family Time</i>
12	<i>Family Time</i>
13	Europa Park
14	School day <u>Farewell Dinner</u>
15	Fly ZRH - ORD



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Lauren Haugh, Renate Toth Extension: 4515

Activity / Class Name: German Exchange

Description: Travel Chicago - Zürich in an airplane. Travel Zürich to Tiengen (where host school is) with chartered bus. Stay with host families about 16 days. Nearby daytrips and excursions planned by hosts.

Date(s) of Trip: June 2023 (around June 11-June 27, 2023)

Number of Chaperones: 2-3 Number of Students: 20

Names of Chaperones: Lauren Haugh, Renate Toth

Transportation Information

Departing from: Chicago date: June 2023 at: _____ AM PM

Traveling to (complete address): Tiengen (Klettgau Gymnasium Tiengen)

Returning from (complete address): Zürich date: June 2023 at: _____ AM PM

Returning to: Chicago date: June 2023 at: _____ AM PM

Students released from class (indicate time or blocks): n/a

Permission Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: 5/26/2022 End Collection on: 6/1/2023

Cost Per Student

Cost per Student*: \$ 2200 Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4922 0000 20 000000	<input checked="" type="checkbox"/> 10L300 4920 0000 30 001033
	GBS: <input type="checkbox"/> 10L300 4922 0000 30 000000	<small>Please write account number above.</small>

Approval

Requestor: Lauren Haugh Date: 4/6/2022
Instructional Supervisor or Assistant Principal*: _____ Date: _____
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools F/R Setup
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: April 2022

Trip Information

Trip Description: German Exchange 2022-23

Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	<u>\$0.00</u>	<u>0%</u>	Registration:	<u>\$0.00</u>	Each staff member will pay:	<u>\$0.00</u>
Meals:	<u>\$0.00</u>	<u>0%</u>	Meals:	<u>\$0.00</u>	The district will pay:	<u>\$0.00</u>
Transportation:			Transportation:		Total Cost:	<u>\$0.00</u>
Air	<u>\$0.00</u>	<u>0%</u>	Air	<u>\$0.00</u>		
Bus / Car	<u>\$0.00</u>	<u>0%</u>	Bus / Car	<u>\$0.00</u>		
Lodging:	<u>\$0.00</u>	<u>0%</u>	Lodging:	<u>\$0.00</u>		
Total Cost:	<u>\$0.00</u>		Total Cost:	<u>\$0.00</u>		

Student Expenses

Number of Students: 20

<u>Per Student</u>			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	<u>\$100.00</u>	<u>0%</u>	Registration:	<u>\$2,000.00</u>	Each student will pay:	<u>\$2,200.00</u>
Meals:	<u>\$200.00</u>	<u>0%</u>	Meals:	<u>\$4,000.00</u>	The district will pay:	<u>\$0.00</u>
Transportation:			Transportation:		Total Cost:	<u>\$2,200.00</u>
Air	<u>\$1,500.00</u>	<u>0%</u>	Air	<u>\$30,000.00</u>		
Bus / Car	<u>\$200.00</u>	<u>0%</u>	Bus / Car	<u>\$4,000.00</u>		
Lodging:	<u>\$200.00</u>	<u>0%</u>	Lodging:	<u>\$4,000.00</u>		
Total Cost:	<u>\$2,200.00</u>		Total Cost:	<u>\$44,000.00</u>		

General Expenses

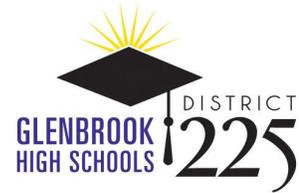
Registration:	<u>\$0.00</u>	
Judging:	<u>\$0.00</u>	
Officiating:	<u>\$0.00</u>	
Other:	<u>\$0.00</u>	Description: _____
Total Cost:	<u>\$0.00</u>	The district will pay.

Total Trip Expenses

Staff Expenses:	<u>\$0.00</u>
Student Expenses:	<u>\$2,200.00</u>
General Expenses:	<u>\$0.00</u>
Total Cost:	<u>\$44,000.00</u>

Payment Responsibility Summary

Paid by Students:	<u>\$44,000.00</u>
Paid by District:	<u>\$0.00</u>
Total Cost:	<u>\$44,000.00</u>



TO: Dr. Charles Johns
FROM: Dr. Rosanne Williamson
RE: Regular Board Meeting Dates and Times for the 2022-2023 School Year
DATE: April 25, 2022

Recommendation

It is recommended that the Board of Education approve the [regular board meeting dates](#) and times for the 2022-23 School Year as proposed.

Background

[Board Policy 2030: Meetings of the Board of Education](#) stipulates regular board meetings shall be held on the second and fourth Mondays of each month. Based on past practice and the timeline of required board action, the administration has reviewed the proposed dates and believes they serve the district well for conducting business.

Please note the following exceptions :

- *The administration is recommending **not scheduling meetings** on the following dates:*
 - *December 26, 2022*
 - *May 8, 2023 (Because we are rescheduling the April 24 meeting to May 1)*

Rescheduling:

- *Monday, September 26, 2022 (Is a non-attendance day), will be scheduled for Tuesday, September 27, 2022*
- *Monday, March 27, 2023 (Is a non-attendance day), will be scheduled for Monday, March 20, 2023*
- *Monday, April 24, 2023: Organizational Meeting (Due to the election deadlines), will be scheduled for Monday, May 1, 2023*

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

To: Members of the Board of Education

From: Charles Johns

Re: Committee Appointments and Member Representatives

Date: April 21, 2022

ED-RED is a lobbying group that represents our best interests and those of similar districts in the area. There are fall and spring meetings attended by a large number of school board members and superintendents. We traditionally are represented by one board member who has no real commitment but would represent us should a need arise. There is an opportunity for further involvement in ED-RED committees. The current representative is **Bruce Doughty**.

Facilities Committee normally meets two to four times per year. The committee reviews proposals and provides direction to the administration in shaping proposals for board consideration. Current representatives are **Skip Shein, Matt O'Hara, and Michelle Seguin**.

Finance Committee normally meets twice per year. The committee will help the administration in preparing the tentative budget and reviewing district financial issues and recommendations for consideration by the board. The current representatives are **Joel Taub, Marcelo Sztainberg, and Pete Glowacki**.

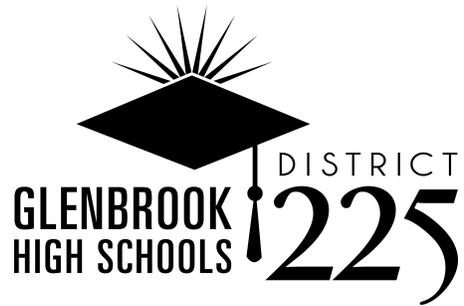
Glenbrook High School Foundation This foundation requires the participation of one board member and the superintendent who serves as trustees. They actively participate in foundation activities and decision-making but are not allowed to hold office in the organization. The purpose is to serve as a liaison and solidify the connection between the Glenbrook High School Foundation and the District 225 school board. The current representative is **Marcelo Sztainberg**.

Illinois Association of School Boards (IASB) Representative represents the district board at the state level. This position is held by Board President, **Bruce Doughty**.

TrueNorth formerly NSSED Meetings of TrueNorth are held normally once a month and this board member would be a voting member of the Governing Board of TrueNorth (NSSED) and represent our district in all matters regarding the operation of the special education consortium. The position is currently held by **TBD**.

Oakton Community College – Alliance for Lifelong Learning ALL provides adult education for community residents in the surrounding area. A representative from the District 225 Board is one of the Governing Board members to aid in the decision-making of this body. The Board is currently represented by **Marcelo Sztainberg**. The District 225 superintendent serves as an Executive Board member and will be in attendance at the meeting.

Spokesperson **Bruce Doughty**, as president of the Board, serves as the Board's spokesperson.



To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: April 25, 2022
Re: Policies

I recommend that the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures as offered by the Board of Education Policy Committee. Please note the summary description underneath each recommended revised policy. In addition, some procedures that have been combined into policy are recommended to be sunsetted. Each of these recommendations have been fully processed by staff and administrator stakeholders.

- 1. 6270 Policy - Sick Bank for Teachers**
 - a. Revised Policy - Provides clarification regarding how sick bank contributions and withdrawals are recorded on the employee's personnel record.
 - b. **6270 Procedures - Certificated Personnel Sick Leave Bank**
 - i. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.
- 2. 6290 Policy - Sick Leave Bank for Educational Support Personnel**
 - a. Revised Policy - Provides clarification regarding how sick bank contributions and withdrawals are recorded on the employee's personnel record.
 - b. **6290 Procedures - Educational Support Personnel Sick Leave Bank**
 - i. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.

Sick Bank for Teachers

Section A - Introduction

All teachers shall participate in the teacher Sick Bank. The purpose of the Sick Bank is to afford teachers extended sick leave coverage when a prolonged illness is incurred.

Section B - Teacher's Contribution to the Sick Bank

Teachers are allocated fifteen (15) Sick Days each fiscal year, recorded in the teacher's personnel record as "Sick Days".

Teachers will contribute two (2) of those Sick Days to the Sick Bank each fiscal year until they have contributed twenty (20) Sick Days.

All contributions to the Sick Bank will be recorded in the teacher's personnel record as "Sick Bank Contribution".

Section C - Access to the Sick Bank

Prior to accessing the Sick Bank, the teacher must exhaust all Accumulated Sick Days.

For the purposes of this policy, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the teacher's personnel record as "Sick Days" as of July 1, including those days allotted to each teacher for the current fiscal year.
 - This number does not include the teacher's yearly contribution to the Sick Bank.
 - This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
 - This number does not include those days recorded in the teacher's personnel record as "Sick Bank Contribution".

Non-tenured teachers will be allowed to withdraw up to three (3) times their Accumulated Sick Days from the Sick Bank, not to exceed 40 total days.

Tenured teachers will be allowed to withdraw up to two (2) times their Accumulated Sick Days from the Sick Bank, not to exceed 150 total days.

If prolonged illness spans more than one school year, the teacher may continue to draw days from the Sick Bank in the ensuing school year in accordance with the maximum number of days for which the teacher was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the teacher's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid as defined in Section D of this policy.

Teachers may make application for use of the Sick Bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee. If the treatment is by prayer or spiritual means, a

statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.

2. The superintendent will review the request for use of the teacher's Sick Bank, and determine the number of days the requesting teacher is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting teacher in writing of the number of days that may be borrowed, and of the requesting teacher's obligation to repay the Sick Bank.
3. In the event of a disputed case for use of the Sick Bank,
 - a. The superintendent or designee will convene the committee consisting of the superintendent or designee and two (2) members appointed by the Executive Board of the Glenbrook Education Association to administer the Sick Bank.
 - b. The committee will determine the number of days the teacher is eligible to borrow from the Sick Bank and forward their recommendation to the superintendent for approval.
 - c. The superintendent will approve or disapprove the application for use of the Sick Bank and memorialize the decision in a memorandum to the committee.
 - d. The superintendent or designee will issue a memorandum to the teacher advising whether the request has been approved or denied. If the request has been approved, the number of days that may be borrowed and the teacher's obligation to repay the bank will be explained.

Section D - Repaying the Sick Bank

All teachers using Sick Days from the Sick Bank must repay the bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the teacher's personnel record as:

1. A decrease of days from the teacher's "Sick Days" record; and
2. An increase of days from the teacher's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

Section E - Reporting of Unused Sick Days to TRS

Teachers may apply unused Sick Days that they have personally contributed to the teacher's Sick Bank for purposes of accumulating service credit in the Teachers Retirement System (TRS) for retirement purposes.

If the teacher still owes days to the Sick Bank when ending employment with the district, the amount of accumulated Sick Days reported for service credit in TRS will be reduced by that amount. For example:

- If a teacher has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 10 days, a total of 40 days will be reported to TRS (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).

- If a teacher has 30 days recorded in their “Sick Days” record and 20 available days recorded in their “Sick Bank Contribution” record, and owes the Sick Bank 100 days, a total of 0 days will be reported to TRS (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for Sick Bank days owed.

Days withdrawn from the sick bank shall not be used in calculating the teacher's service recognition payment with respect to pension service credit.

Approved: December 11, 1974
Revised: November 16, 1979
Revised: May 24, 1982
Revised: September 24, 1984
Revised: December 17, 1984
Revised: June 6, 1988
Revised: September 25, 2000
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~CERTIFICATED PERSONNEL~~ 6270
SICK LEAVE BANK

~~Certificated personnel may make application for use of the sick leave bank by:~~

- ~~1. Submitting a written request accompanied by written verification of illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.~~
- ~~2. The director of human resources shall determine the number of days which may be borrowed from the bank.~~

~~Disputed cases for use of the sick leave bank shall be made in the following manner:~~

- ~~1. The director of human resources will convene the committee consisting of the director of human resources and two (2) members appointed by the Executive Board of the Glenbrook Education Association to administer the bank.~~
- ~~2. The committee will determine the number of days the teacher is eligible to borrow from the bank and forward their recommendation to the superintendent for his approval.~~
- ~~3. The superintendent will approve or disapprove the application for use of the sick leave bank and issue a memorandum to the human resources office.~~
- ~~4. The director of human resources will issue a memorandum to the teacher advising him/her whether the request has been approved or rejected. If the request has been approved, the number of days that may be borrowed and the teacher's obligation to repay the bank will be explained.~~

~~Adopted: December 16, 1974~~

~~Revised: September 25, 2000~~

Sick Bank for Educational Support Personnel

Section A - Introduction

All full time educational support personnel shall participate in the educational support personnel (ESPs) Sick Bank. The purpose of the Sick Bank is to afford ESPs extended sick leave coverage when a prolonged illness is incurred.

Section B - ESPs Contribution to the Sick Bank

ESPs are allocated an amount of Sick Days each fiscal year, recorded in the ESP's personnel record as "Sick Days".

ESPs will contribute two (2) Sick Days to the Sick Bank each fiscal year until they have contributed twenty (20) days.

All contributions to the Sick Bank will be recorded in the ESP's personnel record as "Sick Bank Contribution".

Section C - Access to the Sick Bank

Prior to accessing the Sick Bank, the ESP must exhaust all Accumulated Sick Days.

For the purposes of this policy, "Accumulated Sick Days" shall be defined as:

- The total number of available days recorded in the ESP's personnel record as "Sick Days" as of July 1, including those days allotted to each ESP for the current fiscal year.
 - This number does not include the ESP's yearly contribution to the Sick Bank.
 - This number does not include those days that are scheduled to be paid back to the Sick Bank for the current fiscal year.
 - This number does not include those days recorded in the ESP's personnel record as "Sick Bank Contribution".

ESPs who have been employed less than two years will be allowed to withdraw up to three (3) times their accumulated Sick Days from the Sick Bank, not to exceed 40 total days.

ESPs who have been employed more than two years will be allowed to withdraw up to two (2) times their accumulated Sick Days from the Sick Bank, not to exceed 100 total days.

If prolonged illness spans more than one school year, the ESP may continue to draw days from the Sick Bank in the ensuing school year in accordance with the maximum number of days for which the ESP was previously determined eligible.

All days utilized from the Sick Bank will be recorded in the ESP's personnel record as "Sick Bank Days Borrowed" on a per-day basis, and not in the aggregate. The "Sick Bank Days Borrowed" record will appear as a negative number until all days borrowed have been repaid as defined in Section D of this policy.

ESPs may make application for use of the Sick Bank by:

1. Submitting a written request accompanied by written verification of illness by a licensed physician to the superintendent or designee. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the Sick Bank is considered.
2. The superintendent will review the request for use of the ESP's Sick Bank, and determine the number of days the requesting ESP is eligible to borrow from the Sick Bank. The superintendent or designee will then inform the requesting ESP in writing of the number of days that may be borrowed, and of the requesting ESP's obligation to repay the Sick Bank.

Section D - Repaying the Sick Bank

All ESPs using Sick Days from the Sick Bank must repay the bank from their yearly granted Sick Days at the rate of three (3) days repaid each fiscal year until such time as their indebtedness is repaid.

All repayments to the Sick Bank will be recorded in the ESP's personnel record as:

1. A decrease of days from the ESP's "Sick Days" record; and
2. An increase of days from the ESP's "Sick Bank Days Borrowed" record (note: days borrowed from the Sick Bank are originally recorded with a negative value).

Section E - Reporting of Unused Sick Days to IMRF

ESP's may apply unused Sick Days that they have personally contributed to the ESP Sick Bank for purposes of accumulating service credit in the Illinois Municipal Retirement System (IMRF) for retirement purposes.

If the ESP still owes days to the Sick Bank when ending in employment with the district, the amount of accumulated Sick Days reported for service credit in IMRF will be reduced by that amount. For example:

- If an ESP has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 10 days, a total of 40 days will be reported to IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 available Sick Days - 10 days owed = 40 reportable Sick Days).
- If an ESP has 30 days recorded in their "Sick Days" record and 20 days recorded in their "Sick Bank Contribution" record, and owes the Sick Bank 100 days, a total of 0 days will be reported to IMRF (30 Sick Days + 20 Sick Bank Contribution = 50 days; 50 Sick Days - 100 days owed = 0 reportable days). The school district will not seek additional compensation for Sick Bank days owed.

Days withdrawn from the Sick Bank shall not be used in calculating the ESP's service recognition payment with respect to pension service credit.

Approved: September 11, 1989
Revised: April 22, 1996
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL 6290
SUPPORT SICK LEAVE BANK

1. ~~Educational support personnel may make application for use of the sick leave bank by:~~
 - 1) ~~Submitting a written request accompanied by written verification of illness and treatment of the illness by a licensed physician to the director of human resources. If the treatment is by prayer or spiritual means, a statement from the spiritual advisor or practitioner of the person's faith must be provided verifying the illness before a request to borrow days from the sick leave bank is considered.~~

2. ~~Approval of application for use of the sick leave bank shall be made in the following manner:~~
 - 1) ~~The director of human resources will receive the written request from the employee asking to use the sick leave bank and discuss the request with the superintendent.~~
 - 2) ~~The superintendent and the director of human resources will determine the number of days the employee is eligible to borrow from the bank.~~
 - 3) ~~The director of human resources will issue a memorandum to the employee advising him/her whether the request has been approved or rejected. If the request has been approved, the number of days that may be borrowed and the employee's obligation to repay the bank will be explained.~~

~~Adopted: September 11, 1989 and Revised: April 22, 1996~~

User Fees

Additional fees are assessed to students and families that utilize optional services made available to students. These fees are deposited into District revenue accounts and used for the purpose designated. The user fees are calculated based on the total amount of estimated expenses.

	Historical				Proposed
	2018-19	2019-20	2020-21	2021-22	2022-23
Driver Education Behind the Wheel	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Instrument Rental	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Parking Fee	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Transportation Fee (Regular) Individual Rate	\$775.00	\$800.00	\$900.00	\$930.00	\$970.00
Transportation Fee (Regular) Sibling Rate	\$387.50	\$400.00	\$450.00	\$465.00	\$485.00
Transportation Fee (Late - 20%) Individual Rate	\$930.00				
Transportation Fee (Late - 20%) Sibling Rate	\$465.00				
PE Uniform Rental*	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Chromebook or Calculator Rental					\$1.00

* \$0.50 for a t-shirt and \$0.50 for shorts.

Preschool Tuition

Fees are assessed twice a year for each child. Children enrolled in Glenbrook's program benefit from a 2-hour laboratory preschool experience supervised by a full-time instructional assistant, with the assistance and support of students enrolled in child development courses.

	Historical				Proposed
	2018-19	2019-20	2020-21	2021-22	2022-23
Preschool Tuition (5 Days / Week) Per Semester	\$800.00	\$800.00	\$900.00	\$900.00	\$975.00

Financial Fees

The Board of Education has historically approved two financial fees to be charged on an as-needed basis.

Credit Card Convenience Fee

Unless the processing system does not permit such an arrangement, the credit card convenience fee will be assessed for all credit card transactions that are processed in person or online. Beginning with the 2017-18 school year, the Board of Education determined that any credit card processing expenses would be passed on to consumers choosing to use a credit card. As a result of not incurring credit card processing expenses, we have been able to keep student fees as low as possible for our families.

Non-Sufficient Funds (NSF) Check Fee

The non-sufficient funds (NSF) check fee is assessed to a student account in the event that a check provided has been returned back our bank due to insufficient funds. Only the amount that is charged by the bank will be passed on to a student.

	Historical				Proposed
	2018-19	2019-20	2020-21	2021-22	2022-23
Credit Card Convenience Fee Online Transactions	\$2.65 per \$100.00 Increment	\$2.65 per \$100.00 Increment	\$2.65 per \$100.00 Increment	\$2.85 per \$100.00 Increment	\$2.85 per \$100.00 Increment
Credit Card Surcharge Fee In-Person Transactions *	3.2% + \$0.20	3.2% + \$0.20	3.2% + \$0.20	3.45% + \$0.20	3.45% + \$0.20
NSF Check Fee	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

* Due to bank agreements with MasterCard and Visa, credit card processing expenses passed-on to consumers for in-person transactions must be calculated on a percentage basis, as opposed to a flat-fee.

**Instructional Materials Fee Calculation
2022-23 School Year**

Item Sub Category	Notes	Total Cost	Per Student		
			Cost	Cost by Category	% of Cost by Category
Not Returnable	Novels Budget for English Courses	\$152,790.00	\$30.00	\$66.26	42.93%
	Paperbacks	\$184,665.13	\$36.26		
	Workbooks	\$75,724.54	\$14.87	\$19.89	12.89%
	Course Packets and Other Print Shop-Created Materials	\$6,474.58	\$1.27		
	Pre-Packaged Kits and Supplies for Courses	\$19,091.87	\$3.75		
	1-Year Digital Textbook License	\$218,036.23	\$42.81	\$65.50	42.44%
	Multi-Year Digital Textbook License for a New Adoption	Full Purchase Price \$115,578.58	\$22.69		
		\$772,360.93	\$151.65	98.26%	
Returnable	Year 1 of a Textbook for a New Adoption	Full Purchase Price \$13,651.00	\$2.68	\$2.68	1.74%
		\$13,651.00	\$2.68	1.74%	
	Total Cost for Non-Returnable and Returnable Items	\$786,011.93			
	Projected Student Enrollment for 2022-23 ÷	5,093			
	Calculated Cost Per Student =	\$154.33			
	Cost Per Student =	\$154.33		100.00%	
	Rounded Fee =	\$155.00			

Bus Pass Fee Calculation
Student To/From School Transportation - 2021-22 School Year

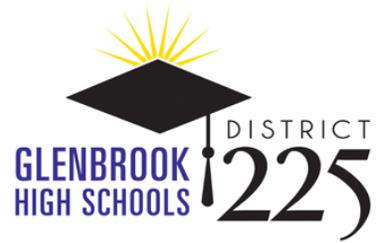
		Number of Runs	Blended Per Run Rate	Daily Cost	Annual Cost (178 Days)
Purchased Services	AM To/From School Routes	23	\$121.45	\$2,793.35	\$497,216.30
	PM To/From School Routes	23	\$121.45	\$2,793.35	\$497,216.30
	Late Activity To/From School Routes	7	\$121.45	\$850.15	\$151,326.70
				\$6,436.85	\$1,145,759.30
Bus Pass Cost Per Rider	Estimated Total Number of Riders			÷	1,000
	Calculated Cost Per Rider (Total Expenses / Estimated Number of Riders)			=	\$1,145.76
	Subsidy Per Rider to Minimize Impact to Households			-	\$215.76
	Cost Per Rider			=	\$930.00
	Per Day Rate				\$5.22
	Per Ride Rate				\$2.61

Student To/From School Transportation - 2022-23 School Year

		Number of Runs	Blended Per Run Rate	Daily Cost	Annual Cost (178 Days)	Year-over-Year Increase	
Purchased Services	AM To/From School Routes	23	\$125.09	\$2,877.07	\$512,118.46	\$34,339.76	3.00%
	PM To/From School Routes	23	\$125.09	\$2,877.07	\$512,118.46		
	Late Activity To/From School Routes	7	\$125.09	\$875.63	\$155,862.14		
				\$6,629.77	\$1,180,099.06		
Bus Pass Cost Per Rider	Estimated Total Number of Riders			÷	1,000		
	Calculated Cost Per Rider (Total Expenses / Estimated Number of Riders)			=	\$1,180.10		
	Subsidy Per Rider to Minimize Impact to Households			-	\$210.10		
	Cost Per Rider			=	\$970.00		
	Per Day Rate				\$5.45		
	Per Ride Rate				\$2.72		

	Subsidy Amount	Percent Discount	Cost Per Rider	Total Cost of Subsidy	Per Day Rate
Subsidy Options	\$0.00	0.00%	\$1,180.10	\$0.00	\$6.63
	\$110.10	9.33%	\$1,070.00	\$110,100.00	\$6.01
	\$210.10	17.80%	\$970.00	\$210,100.00	\$5.45
	\$310.10	26.28%	\$870.00	\$310,100.00	\$4.89

DRAFT



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 25, 2022

Re: Facility Rental Agreements with Beber Camp

Recommendation

It is recommended that the Board of Education consider whether to authorize the administration to enter into facility rental agreements with the Beber Camp during the summer of the 2021-22 school year.

Background

Board Policy 5030 authorizes school facilities to be utilized by outside organizations that are consistent with the purposes of the school, do not interfere with the regular operations of the school, and are of benefit to the district. The policy was recently revised in May 2020 and defined the consideration process for facility rental requests submitted by student activity groups, tax-supported entities, section 501(c)(3), and other community groups.

Most facility rentals come from not-for-profit organizations and tax-supported entities (e.g., elementary school districts, park districts). These requests are considered by the Associate Principals for Administrative Services (for Glenbrook North and Glenbrook South) or the Director of Operations / CSBO (for all other facilities), in collaboration with other administrators and stakeholders. The focus of this consideration process is ensuring that the request falls within the criteria defined within policy and that approval will not disrupt existing programs or the needs of our students and district-sponsored programs.

Earlier this month, we received a request from Beber Camp (611 S. Milwaukee Avenue, Libertyville) to use the Glenbrook North parking lot to park buses and luggage trucks when picking up and dropping off campers for summer camp. The request (attached) includes the use of parking lots when they are not being used for our summer school activities. Beber Camp program is a Jewish summer camp located in Mukwonago, Wisconsin that helps kids “learn new life skills, create Jewish identity and make friendships that last a lifetime.” On an annual basis, Beber camp serves approximately 90 campers from the Glenview and Northbrook area. While the school has historically allowed the camp to utilize its parking lots, Beber’s headquarters “do not lie within the district’s boundaries”, nor do “50% of more of the entity’s participants resident within the district’s boundaries”. As a result, this rental requires Board of Education approval.

This is the first rental from an organization that is not based within the district’s boundaries. As a result, the administration is seeking direction from the Board regarding rentals that involve the use of parking lots from organizations such as summer camps.



Facility Rental Request

Revised: September 2019

Board Policy 5030 provides for the use of designated areas of school facilities by the community, when they are not in use by school activities or programs. Organizations interested in requesting facility space at a Glenbrook High School District 225 facility can submit completed requests to the Associate Principal for Administrative Services at Glenbrook North or Glenbrook South, or the Business Services Department at the District Administration Center. All requests will be reviewed and processed in accordance with current Board Policy and Procedures.

Organization Contact Information

Name of Organization: Beber Camp

Street Address: 611 S Milwaukee Ave

City: Libertyville State: IL Zip Code: 60048

Contact Person: Will Jarvis

Phone Number: 262 617 3236 E-mail Address: will@bebercamp.com

Event Overview

Event Title: Camp Camper/Luggage Pick Up/Drop Off

Description of Event: We are looking to use the parking lot to park our buses and luggages trucks to pick up and drop off campers and luggage trucks for our summer camp.

Has this event been held at Glenbrook previously? No Yes, last held: August 2019

Space Requested: Auditorium Classroom Cafeteria Gymnasium Parking Lot
 Other Space(s): _____

Services Requested: _____

Date(s) and Time(s) of Event: Option 1: Please refer to the attached page for dates and times.

Option 2: _____

Option 3: _____

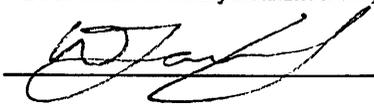
Anticipated Attendance: 150-200 Admission Price: N/A

On Site Contact Person: Will Jarvis Mobile Phone Number: 262 617 3236

Submission

Submission of this facility rental request does not constitute acceptance or approval of this or any rental. Use of facilities for school activities shall always take precedence over use by outside organizations. All facility rental requests will be reviewed in accordance with Board Policy 5030: Community Use of School Facilities. The Board of Education through the administration shall determine suitability of activity, availability of space, and group classification for the purposes of assessing applicable fees.

Organizations will be responsible for the payment of all out-of-pocket expenses, as identified by the administration, for approved rentals. A quotation of estimated expenses will accompany all facility rental contracts. Organizations will also be required to produce an acceptable certificate of liability insurance, prior to the event date. If a certificate of liability insurance is not provided, the District reserves the right to cancel a facility rental agreement.

Requestor (Signature):  Date: 04/06/2022

Dates For GlenBrook North

Please find the dates we are requesting below. I have included times and a reference for them all.

- June 17 (3:30-7:00 PM) - Session 1 Luggage drop off
- June 19 (11:00 AM-12:30 PM) - Camper pick up
- July 3 (12 PM - 1 PM) - Session 1 Rookie Camper Drop Off
- July 15 (9:00 AM-12 PM & 3:30-7:00 PM) - Session 1 Camper & luggage drop off and luggage pick up
- July 17 (11:00 AM-12:30 PM) - Session 2 Camper pick up
- July 31 (12 PM - 1 PM) - Session 2 Rookie Camper Drop Off
- August 12 (9:00 AM-12 PM) - Session 2 Camper & Luggage drop off

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 04 2011**

BEBER CAMP PROPERTY INC
C/O STEFAN TEODOSIC
4930 OAKTON ST STE 405
SKOKIE, IL 60077

Employer Identification Number:
27-2025066
DLN:
17053182330000
Contact Person:
SUSAN Y MALONEY ID# 31210
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
March 2, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

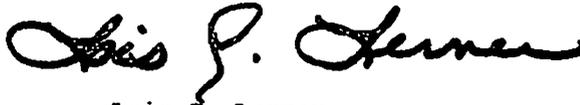
Letter 947 (DO/CG)

Sign 2/24/11

BEBER CAMP PROPERTY INC

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lois G. Lerner".

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

DRAFT

GLENBROOK SOUTH HIGH SCHOOL



WIDEN TO THREE LANES

RELOCATE EXISTING LIGHT POLE
ADD STOP SIGN

WIDEN EXISTING PAVEMENT

MOVE CROSSWALK

WIDEN TO TWO LANES

NEW RIGHT-IN/
RIGHT-OUT ENTRANCE

NEW PARKING LOT ENTRANCE

63 TOTAL PARKING SPACES
NET LOSS OF 1 PARKING SPACE

CLOSE EXISTING
ENTRANCE

EAST LAKE AVE

WEST LAKE AVE

PFINGSTEN ROAD

STATE OF ILLINOIS - PROFESSIONAL DESIGN FIRMPLOT/VP/AS
LICENSE NO. 184-080121 - EXPIRES 4/30/2023 #P/ENT/BLAS
#PLOT/EDBY# #DATES #TIME\$

CAPITAL
PROJECTS
DIVISION

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Joint Utility
Locating
Information for
Excavators
Call
48 hours before
you dig
(Excluding Sat., Sun.
& Holidays)

GLENBROOK SOUTH HIGH SCHOOL
EXISTING AND PROPOSED ROAD PLAN
GLENBROOK SOUTH HIGH SCHOOL

REVISIONS			
NO.	DATE	DESCRIPTION	APPROVED

DESIGNED BY: S.A.M.
DATE: \$DATE
DRAWN BY: M.A.C.
DATE: \$DATE
CHECKED BY: T.L.H.
DATE: \$DATE

APPROVED BY:
DATE: \$DATE
PROJECT MANAGER:
T.L.H.
SCALE: 1" = 30'

COUNTY:
COOK
PROJECT:
EXX-XXX

SHEET NUMBER:
\$EX1
OF \$TOTSHEETS