



08-18

**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**AGENDA**

**BOARD OF EDUCATION REGULAR MEETING**

**MARCH 10, 2008  
7:30 P.M.**

**DISTRICT 41 ADMINISTRATION CENTER  
793 NORTH MAIN STREET  
GLEN ELLYN, ILLINOIS**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Public Participation**
- V. Recognition**
  - A. Hadley's MATHCOUNTS® Team
- VI. Presentations and Reports**
- VII. Superintendent's Report**
  - A. Enrollment Update Handout
- VIII. Board Reports**
- IX. Discussion Items**
  - A. Literacy Curriculum Materials for Adoption Attachment 1
  - B. Transportation Contract Extension-First Student, Inc. Attachment 2
- X. Action Items**
  - A. Consent Agenda
    - 1. Human Resources
      - (a) Personnel Report Handout
        - Resignations
        - Resignation/Retirement
        - Employment Recommendations
        - Leave of Absence Requests

- 2. Finance, Facilities and Operations
    - (a) Interim Paid Bills February Attachment 3
    - (b) Recommendation/Risk Assessment and Internal Control Review Agreement Attachment 4
    - (c) Recommendation/Letter of Engagement – 2008 Auditor Services Attachment 5
  
  - 3. Other Matters
    - (a) Board Regular & Special Meeting Minutes Attachment 6
      - February 25, 2008 Regular & Closed Meetings
    - (b) Destruction of Closed Meeting Audio Recordings Attachment 7
- B. Superintendent's Recommendation(s)

**XI. Upcoming Meetings**

A. March 24, 2008, 7:30 p.m., Churchill School, 240 Geneva Road, Glen Ellyn

**XII. Public Participation**

**XIII. Adjourn to Closed Session**

**XIV. Adjournment**

**Glen Ellyn School District #41  
Board Report**

**Date:** March 10, 2008

**Title:** Literacy Curriculum Materials for Adoption

**Contact:** Karen Carlson, Assistant Superintendent, TLA  
Judy Heller, District Literacy Specialist

**Long Range Plan Focus:** The literacy adoption recommendations support the following components of the Superintendent's 5 and 2 Year Plan:

Target #1: Students will understand and use a variety of literacy strategies across content areas, and classroom materials will be available for all students to have a rigorous literacy experience.

The target includes:

- A literacy curriculum aligned to standards and research based best practices.
- Classrooms look "literacy rich".
- Students will have access to and can select appropriate independent reading materials.

**Discussion:** The Literacy Curriculum Committee was formed and began their curriculum work in the summer of 2005. They studied the research and best-practices for reading and writing instruction. They developed and field tested common grade level writing assessments during the 2005/2006 school year. These common assessments were then implemented district-wide in the 2006/2007 school year. During the 2006/2007 school year the Committee reviewed the research and best practices on literacy instruction, studied literacy curricula from other school districts, and wrote the District 41 PreK/EC- grade 8 literacy curriculum. The literacy curriculum is representative of a balanced literacy curriculum framework. The grade level curriculum was presented to the Learning Leadership Team (LLT) in the spring of 2007 and to the Continuous Improvement Team (CIT) and the Board of Education in August 2007. During the 2007/2008 school year, teachers from grade levels K-8 have field tested various materials.

The following materials were field tested at *Hadley Junior High*:

- Making Meaning/Read Aloud – 8 teachers, 2 teachers at each grade level, including special education
- Write Source/Writer's Workshop- 6 teachers, 2 per grade level
- Comprehension Toolkit/Guides comprehension strategies to use throughout the reading workshop – 2 teachers
- Words Their Way/Word Study – 17 teachers at all three grade levels

The following materials were field tested at the *elementary level*:

- Literacy By Design/Basal – One teacher at each grade level, K-5
- Making Meaning/Read Aloud – 13 teachers in grades K-5
- Interactive Read Aloud/Read Aloud/Shared Reading – 9 teachers in grades K-5

- Comprehension Toolkit, grades 3-6/Guides comprehension strategies to use through the reading workshop- 8 teachers in grades 3-5
- Units of Study/Writing Workshop – 18 teachers in grades K-5
- On Our Way to English/Basal including oral language development – shared by ENL/Bilingual teachers at all four elementary schools.

Field test participants had an opportunity to complete a Literacy Input Form to give feedback regarding the various materials. In addition, various grade level teachers prepared a presentation to the Literacy Committee, highlighting strengths and challenges of each set of materials.

*Hadley:*

Hadley Literacy Presentations occurred on January 14, 2008 followed by a Decision Making Meeting on January 16, 2008 and February 11, 2008.

On January 16, 2008 the Hadley Literacy Committee members met and reviewed the strengths and challenges of each of the materials/resources. A decision making matrix was completed together on each of the materials/resources. The Hadley Literacy Committee met again on February 11, 2008 to finalize recommendations.

*Elementary:*

Elementary Literacy presentations occurred on January 23, 2008, followed by a Decision Making meeting on January 24, 2008.

During the presentations, elementary Literacy Committee members completed a decision making matrix on each of the materials/resources presented. This information was compiled and shared with committee members on January 24, 2008. On January 24, 2008 the elementary Literacy Committee members met to discuss and reach consensus regarding the literacy materials adoption. Committee members were provided with the compilation of matrices and then individually completed plus/deltas for each of the materials/resources presented. Committee members then met in small groups to share and discuss plus/deltas.

**Committee's Recommendation:**

*Hadley:*

- Write Source – one teachers resource pack per grade level team, a teacher's manual per teacher, 10 student books per teacher
- Comprehension Toolkit Bundles, one per teacher including ENL and special education as appropriate. Includes accompanying toolkit texts for grades 6 and 7.
- Comprehension Assessment Tool for all teachers in grades 6-8, ENL, special education teachers as appropriate.
- Making meaning with Individualized Daily Reading (IDR – 240 Titles). These materials will also be aligned to the Illinois Social Emotional Learning Standards.

*Elementary:*

- Making meaning with Individualized Daily Reading (IDR – 240 titles). These materials will also be aligned to the Illinois Social Emotional Learning Standards.
- Interactive Read Aloud with crates containing identified picture books by grade level
- Comprehension Toolkit Bundles, grades 3-5, one kit per grade level with the option of each teacher to have his/her own kit. Include accompanying toolkit texts.
- Primary Comprehension Toolkit Bundles, grade K-2, one kit per grade level with the option of each teacher to have his/her own kit. Include accompanying toolkit texts.
- Comprehension assessment Tool, one per grade level per building.

Hadley/grades 6-8

Materials	Funds needed
Write Source	\$ 5,391.00
Comprehension Toolkit Bundles	\$ 4,356.00
Comprehension Assessment Tool	\$ 578.00
Making Meaning with IDR	\$41,150.00
Total	\$51,475.00

Elementary/K-5

Making Meaning with IDR	\$123,130.00
Total \$233,950.68 - \$96,864.68 (state textbook loan monies)	
Interactive Think Aloud	\$7,260.00
Comprehension Toolkit Bundles + Toolkit Texts (Primary/K-2 and grades 3-5)	\$5,826.00
Comprehension Assessment Tool	\$770.00
Total	\$136,986.00

Total K-8 = \$188,461.00
--------------------------

Further recommendations include the following:

- Create a scope and sequence of the reading and writing curriculum for grades PreK-8.
- Provide professional development opportunities in May with any of the newly adopted materials.
- Focus professional development efforts in the 2008-2009 school year on implementing the reading workshop with the new literacy materials.
- Elementary – Field test additional materials/resources to support Writer’s Workshop during the 2008-2009 school year. Introduce Writer’s Workshop and supporting materials in May of 2009 to implement in the 2009/2010 school year.
- Hadley – Continue to explore additional resources to support Writer’s Workshop.
- Each year continue to designate curriculum dollars for book room materials.

**Recommendation:**

The purpose of this report is for Board discussion and permission to place materials on display March 10, 2008 – March 24, 2008. A formal recommendation for adoption of materials will be brought to the Board on March 24, 2008.

**Glen Ellyn School District #41  
Board Report**

---

**Date:** March 10, 2008  
**Title:** Transportation Contract Extension – First Student, Inc.  
**Contact:** Bob Ciserella/ Assistant Superintendent - FFO

---

**Long-Range Plan Focus:** This recommendation provides for alignment with Goal #2, Target #1, of the Superintendent's Five Year Plan:

- Five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility, and address space needs.

The Assistant Superintendent is responsible for providing for the safety and health of all stakeholders that utilize the facilities and operations of the district. Transportation of all eligible students falls within responsibilities of this office and the recommended contract extension is for the transportation of eligible regular education students.

**Discussion:** Laidlaw Transit, Inc. has been providing bus transportation services for the students of District 41 since 2001. This contract has been extended through annual agreements for the past two years. District 41 has not received a request to bid for transportation services and, therefore, will not be going out for bid. During the past school year, Laidlaw Transit, Inc. was acquired by First Student, Inc. and will operate as such moving forward.

First Student, Inc will be responsible for the transportation of all District 41 regular transportation services. As part of our original bid requirements, First Student, Inc. does maintain a transportation facility within District 41 boundaries. In addition, their annual renewal has been extended for 3% which is less than the current CPI of 4.1%.

**Recommendation:** The Administration recommends that the Board of Education approve the contract extension of First Student for the 2008-2009 school year, at the proposed 3% increase. This recommendation is for discussion only at this time. The administration anticipates bringing a formal recommendation for action by the Board of Education at the March 24, 2008 meeting.

**INTERIM PAID BILLS  
02/15/08 - 02/29/08**

<u>FUND</u>	<u>TOTAL BILLS PAID</u>
General Fund	\$834,024.12
Bond & Interest	0.00
B & I Debt Service Grant	0.00
IMRF	82,012.84
Life Safety	0.00
S & C Cap Imp	0.00
97 Project Fund	0.00
Working Cash	0.00
<b>SUB-TOTAL</b>	<b>\$916,036.96</b>
Self-Insurance	9,432.40
Insurance	0.00
<b>TOTAL</b>	<b>\$925,469.36</b>

**Glen Ellyn School District #41  
Board Report**

**Date:** March 10, 2008

**Title:** Recommendation/Risk Assessment and Internal Control Review Agreement

**Contact:** Bob Ciserella/Assistant Superintendent-FFO

**Long-Range Plan Focus:** This recommendation is specifically aligned with Goal #2, Target #1, of the Superintendent's Five Year Plan:

- Five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility, and address physical space needs.

The Assistant Superintendent should periodically review or have reviewed the internal control procedures of the Finance Office. This recommendation will provide for an external, independent review of existing protocols to reasonably ensure the district against acts of fraud or embezzlement.

**Discussion:** Glen Ellyn School District 41 has had an auditing agreement with Virchow Krause & Company for the past thirteen years. The administration has found the firm to be timely and professional throughout the auditing process. During the district's most recent audit, existing internal controls were found to be out of compliance with new auditing standards issued by the American Institute of Certified Public Accountants effective with the FY 2008 audit process.

An internal control review is needed to prepare for the Fiscal Year 2008 audit process. The Administration believes that an independent lens would be appropriate, to provide for a third party review of our current internal control processes. This one-time review is related to, but independent of, the annual audit and should allow for cost-savings in preparation of our annual audit in the future.

The selected areas for review would include:

- Cash Receipts & Revenue
- Expenditures – Goods & Services
- Payroll & Human Resources
- Fixed Assets
- Cash & Investments
- Debt Management
- Financial Statement Closing

**Recommendation:** The Administration recommends that the Board of Education approve the agreement with Virchow Krause & Company in the amount of \$20,150 for review of existing and implementation of new internal control procedures.

**Glen Ellyn School District #41  
Board Report**

**Date:** March 10, 2008  
**Title:** Recommendation/Letter of Engagement – 2008 Auditor Services  
**Contact:** Bob Ciserella/Assistant Superintendent - FFO

**Long-Range Plan Focus:** This recommendation is specifically aligned with Goal #2, Target #1, of the Superintendent's Five Year Plan:

- Five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility, and address physical space needs.

An annual, independent audit of the district's financial records provides for that communication tool.

**Discussion:** Virchow Krause & Company has been the auditor for Glen Ellyn School District 41 for the past thirteen years. In addition to preparing the annual audit findings and recommendations, Virchow Krause prepares our Comprehensive Annual Financial Report. This allows for compliance with the Securities & Exchange Commission, rules and regulations.

**Discussion:** The audit team with Virchow Krause completes the necessary field work and presents the district with its required reports in a timely fashion. In addition to the reports described above, the following supplemental information will be provided:

- Individual Fund Financial Statements
- Management Discussion and Analysis
- Budgetary Comparison Information
- Historical Pension Information

The fees for the coming fiscal year will be \$35,000. This amount represents an increase of 25% over the previous fiscal year. This cost increase is the result of new accounting standards which have been adopted by the accounting profession and must be applied to school districts. These new standards mean that going forward, the annual audit will be a more comprehensive, time-intensive process than in the past, but one that will provide greater confidence that our financial processes are appropriately designed and implemented.

**Recommendation:** The Administration recommends that the Board of Education retain the services of Virchow Krause & Company as auditors for the 2007–2008 Fiscal Year and approve the fee set at \$35,000.



08-17

## Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

**MINUTES  
BOARD OF EDUCATION REGULAR MEETING  
FEBRUARY 25, 2008  
7:30 P.M.  
FOREST GLEN SCHOOL,  
561 ELM STREET, GLEN ELLYN**

### Call to Order

Board President, Terra Costa Howard called the February 25, 2008 Regular Meeting of the Board of Education to order at 7:34 p.m.

### Pledge of Allegiance

Mrs. Howard led in the Pledge of Allegiance and welcomed meeting attendees.

### Electronic Participation in Board Meeting

Prior to roll call, Board President, Terra Howard indicated that Bob Solak was unable to attend the meeting in person due to out-of-town business related to his employment. According to District 41 Policy, a Board member may participate electronically in the meeting if notification has been provided 24 hours in advance of the meeting and the reasons for the absence are in accordance with the policy. Mr. Solak notified the District's Recording Secretary, Maureen Stecker on February 22, 2008 that he would not be physically present at the meeting, but would like to participate in the meeting electronically. Mrs. Howard said that both notification and reason were in accordance with District 41 Policy and asked for a motion to approve Mr. Solak's electronic participation in the Board meeting.

*Vondrak moved and Nelson seconded to approve Bob Solak's electronic participation in the February 25, 2008 Regular Board of Education Meeting. On a roll call vote answering "Aye": Cosgrove, Vivoda, Nelson, Vondrak and Howard; answering "Nay": none. Motion carried.*

### Roll Call

Upon the roll being called, the following answered present: Kevin Cosgrove, John Vivoda, Erica Nelson, Steve Vondrak, Bob Solak (participated via telephone) and Terra Howard. Mr. Kenwood joined the meeting at approximately 7:36 p.m.

### Public Participation

Tom Shanahan, resident and parent asked if the District had ever considered moving one week of the Winter Break into February. Dr. Riebock explained that the calendar development is generally coordinated with school districts across DuPage County and specifically in collaboration with Glenbard High School 87 and elementary feeder districts. She is not certain whether the idea has ever been considered, but she has never heard it discussed at the county or local level. She said that she would be happy to present the idea to the Glenbard Associate Districts and/or the Regional Office of Education. Mr. Shanahan asked that a response be sent to his email address.

**Presentations and Reports**

Forest Glen School Presentation: The Board of Education meeting, hosted by Forest Glen School, principal Mary Hornacek, staff and students included an overview of Forest Glen's school improvement work on the vocabulary goal including demonstrations by students about "Elements of Reading" and "Words Their Way" and photograph illustrations that highlighted school curriculum, programs and activities including math, science, social studies, music, physical education, fine arts, literature and foreign language; Library Learning Center opportunities; special programs such as D.A.R.E, Early Childhood, ENL, Guided Instruction Program (GIP); school assemblies; Scout Troops; school volunteers; PTA activities including Chess Club, Drama Club, etc. Board President, Terra Howard and Superintendent, Dr. Ann Riebock thanked Forest Glen for their hospitality and the opportunity to learn more about the opportunities and activities for students at Forest Glen.

**Superintendent's Report**

- A. Environmental Scan Update ("Community Conversation"): Dr. Riebock provided the Board with an update on the "Community Conversation" that is scheduled to take place on the morning of Saturday, April 19, 2008, 8:30-11:30 a.m. at the College of DuPage Conference Center. All governmental agencies have been invited to participate in the collaborative effort. The Glen Ellyn Library, School Districts 87 and 89 and the College of DuPage have all expressed a desire to participate at the time of this report. The purpose of this effort is to provide stakeholders with an opportunity to gather and share data that will help to develop a community perspective for the present and future. Dr. Riebock said that it is a way to look at the community as a system and to help create a mechanism for developing opportunities for more effective collaboration. It will also be useful in planning our own visioning process. One of the challenges in the initial planning will be finding ways in which to clearly articulate outcomes and identify topics that will be revisited on a regular basis. Dr. Riebock said that what began as an internal opportunity in our visioning process has grown into a much greater opportunity for the entire Glen Ellyn Community. The April 19<sup>th</sup> "conversation" will include approximately 150 community members who will breakout into small discussion groups of approximately ten people. Each discussion group will have a facilitator and recorder.
- B. Hadley New Horizon's Update: Dr. Riebock provided the Board with an update on the system-wide improvement effort currently underway at Hadley Junior High School. Highlights included a summary of Dr. Ron Williamson's report on the recommendations of the study groups thus far and the formation of additional study groups that will examine different aspects of the Hadley experience. Ultimately recommendations will be made to the Board of Education. Recommendations discussed thus far include quarter-year Exploratory courses, required Exploratory in grade six, with some choice in 7 and 8, discontinuing large group, an opportunity for some off-team 7-8 multi-grade classes, designating band and orchestra as classes in order to eliminate pull out from other classes and considering math outside of the team structure in order to provide more instructional time.

Following Dr. Riebock's update, Board discussion focused on what preparations, if any, should be considered to accommodate the recommendations that have emerged thus far. Specifically, the Board wondered, based on the recommendations of the Time and Organization Group, if it should begin to consider providing additional space at Hadley which would translate into a recommendation for portable classrooms. Dr. Riebock said that the Administration is going to ask BrainsSpaces and the Time and Organization Group to examine the space one more time before presenting the Board with a recommendation. Dr. Riebock added that while she is hopeful that there will be some visible aspects of change that can occur in the 2008-2009 school year, the full

implications of these recommendations will need to be examined. The Administration is trying to be thorough and judicious about next steps and that full implementation will likely occur over a three-year period.

Mrs. Howard asked whether elementary parents have been considered as part of the outreach for committee participation. Dr. Riebock said that it had not been considered, but can be taken to the Steering Committee for consideration.

Dr. Riebock said that she is very proud of the work that has been accomplished by the Hadley staff and faculty. The Board agreed and said that it is pleased with the comprehensiveness and quality of the work, acknowledged the trade offs that sometimes accompany change, and noted that a good work plan is needed to ensure implementation of these changes.

### **Discussion Items**

#### **A. Recommendation: Letter of Engagement: 2008 Auditor Services**

This is an annual recommendation to engage an auditor firm for services for the upcoming fiscal year. Mr. Cosgrove provided background information on the District auditors, Virchow & Krause, and reported that the increase in fees from last year is related to new legislation that has impacted auditing procedures. The Administration has verified with other school district business officials that they are experiencing a similar increase in auditor's fees. Mr. Cosgrove added that while the Finance Committee considered the possibility of Request for Proposals (RFP) for new auditors, it did not believe that the timing was right.

The Administration's recommendation to retain the services of Virchow & Krause as auditors for the 2007-2008 fiscal year for an amount of \$35,000 was presented to the Board for its discussion and consideration. The Administration will present a formal recommendation to the Board for approval at the March 10, 2008 meeting

#### **B. Recommendation: Auditor's Risk Assessment and Internal Auditor's Internal Control Review Agreement**

During the most recent audit review, District auditor's Virchow & Krause found the District's internal control procedures to be out of compliance with the new auditing standards issued by the American Institute of Certified Public Accountants. The new accounting standards require a different approach to internal controls. This change will involve some cross-training of the business office personnel and involve restructuring some of our processes. The Administration's recommendation to retain the services of Virchow & Krause to conduct the risk assessment and internal controls review is a one-time expense in the amount of \$20,150. This item was presented to the Board for review its discussion and consideration. A formal recommendation will be presented for Board approval on March 10, 2008.

The Board requested that it be provided with a follow-up report from the Finance Office after implementation of the auditor's recommendations.

### **Board Reports**

#### **A. District 41 Draft Fiscal Policy**

A draft fiscal policy was distributed to the Board for its review and consideration. Kevin Cosgrove and Steve Vondrak shared their insights into its development. Mr. Vondrak

said that while the language of the draft reflects the Board's interest and contains guiding principles for present and future Boards of Education, it is not so specific as to limit the Board of Education.

Following a brief discussion, Board recommendations that emerged included:

- Adding a third bullet describing the Board's desire not to expend early tax revenues received by the District prior to July 1 until the new fiscal year commences.
- Consider including a two-year budgeting process and/or two-year forecasting that is tied into the levy process. Mr. Cosgrove said that this idea had been considered by the Finance Committee but because the Committee recognized the precision of a two-year budgeting process and the complexities of the levy process, they chose not to include it in the draft fiscal policy. Dr. Riebock said that the two year long range plan accomplishes much of the same.

Next steps: A revised draft will be presented to the Policy Committee for its review and consideration. Following a review and discussion by the Policy Committee, a draft will be compiled and presented to the Board at a future meeting for a first reading.

#### B. Policy Committee Update

Erica Nelson and Bob Solak reported on the current work of the Committee and the February 19, 2008 Policy Committee meeting. The Committee reported that the Policy Committee and Administrative Team are working in a parallel function to ensure that all policies are reviewed comprehensively. Highlights of their report included:

- Policy # 4:160AP1 Hazardous and Infectious Materials: The Committee reported that the impetus of this procedure is more safety in nature and if the Board is interested in a "green" initiative, it might want to consider capturing its interest in the form of a resolution rather than a policy. There is a website for schools that the Committee can explore relative to "green" initiatives. The Policy Committee will reexamine this matter at its March 17, 2008 meeting and present a recommendation to the Board at a future meeting.
- Policy # 5:100 Staff Development Program: The Committee is currently reviewing the language and will present a revised policy to the Board for a second reading.
- Section 6, Instruction: The Committee began its review of Section 6 at its February 19<sup>th</sup> meeting. Currently, there are thirty-eight policies/procedures/exhibits to review. Mrs. Nelson and Mr. Solak have agreed to organize their thoughts around the entire section and send comments to Dr. Riebock.

#### C. Other

- Erica Nelson reported on the following items:
  - 1) PTA Council Executive Council Meeting: It was well attended with good participation. Items discussed included vendor issues, Hadley organizational work and upcoming teacher contract negotiations.
  - 2) Board Visioning Goal. Mrs. Nelson and Mr. Kenwood have met. Their next meeting will be with Dinah Bryant to examine what other Districts do in terms of the process.
- Steven Vondrak reported on the success of the Music Education Foundation's (MEF) Musical Mayhem event that took place on February 22. The proceeds will be used to provide scholarship funds for students, purchase musical instruments and for summer camp activities.

- Terra Howard reported on her attendance at Lincoln's PTA meeting. Topics of discussion included: the roots of Lincoln's traditions and programs, outside signage for schools and school PTA collaborative efforts to raise funds. Mrs. Howard said the PTA's are looking for guidance from the District on how to accomplish consistency and equity across the district.
- John Kenwood attended the Learning Leadership Team (LLT) meeting. Topics of discussion included assessment for, and of, learning, the MAP assessment, Social Studies curriculum and the timeline for the roll out of literacy materials.

### Action Items

Board president Howard asked if there were any items that Board members wished to remove from the Consent Agenda. Mr. Solak, who participated in the meeting electronically due to out of town business travel, asked that items in blue (revised) be pulled from the Consent Agenda to be considered separately since he has not had an opportunity to review them. It was determined that the only item was the February 25, 2008 Final Personnel Report. Hearing no other requests,

*Cosgrove moved and Nelson seconded to approve the actions and recommendations in the amended Consent Agenda as described below. On a roll call vote answering "Aye" Solak, Cosgrove, Kenwood, Vivoda, Nelson, Vondrak and Howard; answering "Nay": None. Motion carried.*

#### A. Consent Agenda

1. Human Resources
  - (a) Personnel Report (Attachment)
    - Employment Recommendations
    - Resignations
    - Requests for Leave of Absence
2. Finance, Facilities and Operations
 

(a) Treasurer's Report	\$Attachment 1
(b) Cash Balances Report	\$Attachment 2
(c) Investment Schedule	\$Attachment 3
(d) Monthly Budget Report	\$Attachment 4
(e) Accounts Payable and Payroll	\$Attachment 5
(f) Vandalism/Damage Report	\$Attachment 6
(g) 2007-2008 FOIA Report	\$Attachment 7
(h) Disposal of Surplus Property	\$Attachment 8
3. Other Matters
  - (a) Board Regular & Special Meeting Minutes
    - February 11, 2008 Special Meeting
    - February 11, 2008 Regular Meeting & Closed Session

#### B. Personnel Report

*Cosgrove moved and Kenwood seconded to approve the February 25, 2008 Personnel Report as presented on the attached. On a roll call vote answering "Aye": Vondrak, Cosgrove, Kenwood, Vivoda, Nelson and Howard; Answering "Nay": none. Mr. Solak abstained from voting. Motion carried.*

#### C. Superintendent's Recommendations

1. MAP Recommendation

The Administration recommended that the Board of Education approve the implementation of the Measure of Academic Progress (MAP) Testing Program as described below in the amount of \$40,433 to be reviewed and renewed annually.

Associated Annual Costs:

NWEA Membership Fee: \$250 (includes NWEA Knowledge Academy online courses).

Annual MAP License per student: \$13.50 per student

Annual MAP for Primary Grades License per student: \$7.00 per student

Membership Fee	\$250.00
MAP License (grades 2 – 8) 2738 students	\$36,963.00
MAP for Primary Grades 460 students	\$3,220.00
Annual Costs (based on 08/09 fees)	\$40,433.00

By switching to the MAP test, other assessment costs will be eliminated, off-setting the yearly costs of the MAP test. This includes the following assessments: Iowa Test of Basic Skills, fewer CoGAT’s with in-house scoring, and STAR for a savings of approximately \$13,000.00.

District 41 Report Card/Assessment Committee recommends the following:

- Spring of 2008: administer the math and reading test to all students in grades 2, 3, 4, and 5 to assist with gifted identification process. (Teachers should show the testing power point to their students so that they know what to expect.) This assists with an additional phase in opportunity. No additional training at this time.
- Spring of 2008: administer math test to all students in grades 6 and 7 to assist with math placement. (Teachers should show the testing power point to their students so that they know what to expect.) This also assists with an additional phase in opportunity. No additional training at this time.
- During the 2008/2009 school year: administer the math and reading test to all students in grades 2 – 8 (including ENL and Special Education students)
- During the 2008/2009 school year: provide professional development/training to teachers in grades 2 – 8 on the MAP test and data interpretation.
- The Primary MAP test for grades K & 1 continues to be optional for the 2008/2009 school year. Re-evaluate this by January of 2009 for the 2009/2010 school year. Provide professional development/training to all new field test participants at the K/1 level. (The Primary MAP test is to be normed in the future, the committee felt this would be more beneficial)
- In January of each year, LLT will review feedback from participating teachers as well as a summary of yearly costs.

*Nelson moved and Cosgrove seconded to approve the MAP recommendation as presented above. On a roll call vote answering "Aye": Nelson, Vondrak, Solak, Cosgrove, Kenwood, Vivoda and Howard; answering "Nay": none. Motion carried.*

**Upcoming Meetings**

March 10, 2008 Board of Education Regular Meeting, 7:30 p.m. Central Services Offices 793 North Main Street, Glen Ellyn, Illinois

**Public Participation**

- Taylor McGee resident expressed her opposition regarding the changes to the Band and Orchestra programs that are being considered as part of the current work at Hadley. Mrs. McGee said that the Band and Orchestra programs are working just fine and asked that no changes be made.
- Lincoln Assistant principal, Heather Farrar tendered her resignation from District 41, effective July 1, 2008 due to her husband’s work opportunities and relocation. She said that her work in District 41 has been an awesome experience and thanked the Administration and Board for the opportunity. After thanking Heather for her devotion and tireless contributions to the District 41 community, the Administration and Board reluctantly accepted her resignation.

**Closed Session**

*At 9:40 p.m., Vivoda moved and Cosgrove seconded to adjourn to Closed Session to discuss:*

- *Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).*
- *Discussion of lawfully closed meeting minutes, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).*
- *The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).*

**Return to Open Session**

The Board returned to open session at 10:34 p.m.

**Adjournment**

*There being no further business Vivoda moved and Kenwood seconded to adjourn the regular meeting at 10:35 p.m. On a roll call vote answering "Aye": Cosgrove, Vivoda, Nelson, Kenwood, Vondrak, Solak and Howard; answering "Nay": none. Motion carried.*

Respectfully submitted,  
Maureen Stecker, Recording Secretary

\_\_\_\_\_  
Terra Costa Howard,  
President, Board of Education

\_\_\_\_\_  
Erica Nelson  
Secretary, Board of Education

Minutes approved February 25, 2008

Glen Ellyn School District 41  
Board of Education  
March 10, 2008  
Regular Meeting  
Destruction of Closed Meeting Audio Recordings

**Superintendent's Recommendation:**

**Destruction of Closed Meeting Audio Recordings,** The Board approve for destruction, the following audio recordings of closed session minutes that are at least 18 months old and for which approved minutes of the closed meeting already exist: March 13, 2006, March 20, 2006, March 20, 2006 (Reconvened), April 3, 2006, April 6, 2006, April 7, 2006, April 8, 2006, April 10, 2006, April 11, 2006, April 12, 2006, April 15, 2006, April 17, 2006, May 15, 2006, May 18, 2006, May 22, 2006, May 25, 2006, May 30, 2006, June 6, 2006, June 15, 2006, June 26, 2006 Regular, June 26, 2006 Special, July 17, 2006, July 27, 2006, August 3, 2006