



07-30

**Glen Ellyn School District 41**

**Dr. Ann K. Riebock, Superintendent**

**AGENDA  
BOARD OF EDUCATION REGULAR MEETING  
JUNE 11, 2007  
7:30 P.M.  
DISTRICT 41 ADMINISTRATION CENTER  
793 N. MAIN ST., GLEN ELLYN, IL 60137  
MARY J. LUGINBILL BOARD ROOM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Public Participation
- V. Presentations and Reports
  - A. Budget Workshop and Review of the 2007-2008 Tentative Budget Handout
  - B. Automated Sub System Proposal Attachment 1
- VI. Superintendent's Report
- VII. Discussion Items
  - A. Board Committees, Liaisons & Representative Assignments
- VIII. Action Items
  - A. Consent Agenda
    - 1. Human Resources
      - (a) Personnel Report Handout
        - Employment
        - Resignation and Retirement
        - Reassignments
        - Resignations
        - Internal Transfers
      - 2. Finance, Facilities and Operations
        - (a) Interim Paid Bills Attachment 2
        - (b) Treasurer's Appointment Attachment 3

3. Other Matters

(a) Board Regular & Special Meeting Minutes

- April 16, 2007 Regular Meeting-Amended Minutes Attachment 4
- May 21, 2007 Regular and Closed Session Minutes Attachment 4
- June 8, 2007 Special Meeting Minutes Handout

VIII. Upcoming Meetings

- June 20 Board Retreat, 3:30-8:30 p.m., Central Services Office
- June 25 Regular Meeting, 7:30 p.m., Central Services Office

IX. Public Participation

X. Closed Session

XI. Return to Open Session

XII. Adjourn Regular Meeting



## Board Report

Glen Ellyn School District 41

**Date:** June 11, 2007

**Title:** Automated Sub Calling and Absence Reporting System

**Contact:** Laurie Campbell, Director of Human Resources

### Background:

We have been working towards a more modern system for securing and documenting staff absences as well as the use of substitutes. Up until the 2006-2007 school year, the system was completely manual. The sub calling was completed by the D41 sub-caller who recorded absences and substitute use in two notebooks. School secretaries received a daily fax with the names of absent staff and the names of substitute teachers.

Last spring, the decision was made to move towards a web-based system to record absences that could be viewed by all schools as well as the Central Services Office. The new "Sub41.com" allowed staff to request absences on the web and/or via the telephone. The change to incorporating a web-based option was well received by support staff and teaching staff. While automating the absence reporting, we still felt the need to automate further so as to provide more efficient service and to provide the potential for a future paperless interface between human resources and payroll. Thus, we began researching how other school districts in the Chicagoland area and across the nation manage the substitute calling and absence management functions of Human Resources. Our research and cost analysis led to this recommendation.

### Discussion:

Many districts in the Chicago area and throughout the country are moving to or have moved to an automated sub calling system. The new systems allow for both phone-based and web-based access for subs and staff. They interface with payroll and provide valuable attendance and absence reports. The two most commonly used systems in the Chicagoland area are AESOP and CRS Subfinder.

Throughout the 2006-2007 school year, the Human Resources Department has met on a regular basis with building secretaries, has performed the sub-calling in the absence of our sub-caller, has had conversations with GEEA leadership, and has consulted with the administrative team in order to gain an understanding of the many facets of the substitute process. Based upon these conversations, we began to identify a set of business requirements for a new sub-calling system. The requirements were reviewed and revised as the school year progressed.

In the spring, members of the HR Team and David Zolnier met with representatives from both CRS Subfinder and AESOP to learn about the systems they offer. We examined their options against the list of business requirements and included a cost-comparison. Representatives from school-level office staff were invited to review and discuss the two

***Key Objective: Provide resources – people, time and money - to ensure the growth and development of our vision.***

**"DRAFT UNTIL APPROVED"**



## Glen Ellyn School District 41

systems. Additionally, an analysis of the financial implications of continuing with the current process versus implementation of an automated system was conducted.

### **Recommendation:**

The Administration recommends that the Board of Education contract with Frontline/AESOP Calling System for the 2007-2008 school year. Use of this system will result in improved service, greater reporting capabilities, some cost-savings the first year and significant cost-savings in subsequent years.

Switching to the automated system will save D41 approximately \$4,300 in the first year, and approximately \$9,000 per year afterwards. In addition, the system will eventually eliminate paperwork at the building and district level related to activating payment for subs. Once a new finance system is in place, the two systems will exchange information electronically. Frontline/AESOP is used by 45 school districts in the state of Illinois and by 27 in the Chicagoland area.

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**"DRAFT UNTIL APPROVED"**

### AESOP and CRS Systems in Comparison to Business Requirements

Business Requirements Definition for Sub Calling System:	Aesop	CRS	Comments
❖ Ability to send information about substitute time, hours, and days worked to payroll system so that payroll can automatically run checks for substitute teachers	Yes	Yes – ASCII transfer	Both noted that interface with Skyward will cost \$4500 for the bridge.
❖ Ability for building secretaries to electronically review daily substitute report and electronically verify that data is correct	Yes	Yes	
❖ Ability for building secretaries or administrators to make changes in substitute data (i.e. if a sub does not show up for work and another is called, secretary can cancel payment on one sub and add the new sub)	Yes	Yes	
❖ Employee access and edit own profile information (school location, grade level, name, phone number)	Yes	<b>Some but not all</b>	
❖ Employee access to own absence data	Yes	Yes	
❖ Administrator access to employee absence data	Yes	Yes	
❖ Ability to create reports on absences (number of personal days, sick days, meeting conference days)	Yes	Yes	
❖ Information about the substitute teachers (contact information, certification information, number of days subbed, preferred subbing locations)	Yes	Yes	
❖ Ability to drop a sub from the system at any time	Yes	Yes	
❖ Teacher's ability to request specific subs and have jobs sent to requested subs first	Yes	Yes	
❖ Ability to create reports about substitute use	Yes	Yes	
❖ Ability to notify subs who are teaching using a Type 39 when their 90 days are up	Yes	Yes	System will notify supervisor
❖ Ability to record work for type 39 subs in 0.5 day increments	Yes	Yes	TRS counts 0.5 days as full days
❖ Ability to accept Internet and phone requests for subs	Yes	Yes	
❖ Ability to notify teachers of scheduled sub via e-mail	<b>No</b>	<b>No</b>	However, both systems

			allow teachers to view absence and sub assigned
❖ Ability to automatically broadcast to all employees of 'sub alert' days (high usage days)	Yes	<b>No</b>	
❖ Ability to electronically provide information to payroll about staff absences (eliminate need to hand enter absence data)	Yes	Yes	See notes above about interface with payroll
❖ Ability to maintain data on absences that do not require a substitute teacher (i.e. vacation days for administrators)	Yes	Yes	
❖ Use of D41 log-ins and passwords	Yes	<b>No</b>	
❖ Ability for employees to access remotely (from home)	Yes	Yes	
❖ Ability for employees to provide feedback to subs or about work done by the subs (star rating??)	Yes	<b>No</b>	
❖ Absence reasons customizable by person or groups of people	Yes	Yes	

2006-2007 Costs		Option #1 AESOP			Option #2 CRS Sub Finder		
SubCaller - Salary (\$11.34/hr)	\$10,773.00	Annual fee for staff needing subs	(1.95 x 310 staff x 9.5 months)	\$5,742.75	Annual fee for staff needing subs	(1.80 x 310 staff x 9.5 months)	\$5,301.00
Benefits (employer share of IMRF + SS + Medicare)	\$1,793.70	Staff not needing subs	(0.85 x 180 x 9.5 months)	\$1,453.50	Staff not needing subs	(cost x 180 x 9.5 months)	Pricing not available
		Aesop Academy Training \$2000 + expenses	or Aesop on-site training \$4K	\$4,000	3 days of onsite training		\$2,500
Sub System Costs	\$4,000.00	One time set-up costs		\$1,000	One time set-up costs		\$1,500
(Odyn Solutions)		Summer absence (approximate)	\$1 per transaction	\$200	Summer absence costs		Pricing not available
<b>Total</b>	<b>\$16,566.70</b>	<b>Total for Year 1</b>		<b>\$12,396</b>	<b>Total for Year 1</b>		<b>\$9,301.00</b>
<b>Ongoing Costs</b>	<b>\$16,566.70</b>	<b>Ongoing costs</b>		<b>\$7,396.25</b>	<b>Ongoing costs</b>		<b>\$5,985.00</b>
		<b>Yearly Savings</b>		<b>\$9,170.45</b>	<b>Yearly Savings</b>		<b>\$10,581.70</b>

**INTERIM PAID BILLS  
05/15/07 - 05/31/07**

<u>FUND</u>	<u>TOTAL BILLS PAID</u>
General Fund	\$800,316.27
Bond & Interest	0.00
B & I Debt Service Grant	0.00
IMRF	79,437.71
Life Safety	0.00
S & C Cap Imp	0.00
97 Project Fund	0.00
Working Cash	0.00
<b>SUB-TOTAL</b>	<b>\$879,753.98</b>
Self-Insurance	0.00
Insurance	0.00
<b>TOTAL</b>	<b>\$879,753.98</b>



## Board Report

Glen Ellyn School District 41

**Date:** June 11, 2007

**Title:** Appointment of School Treasurer and  
Issuance of Treasurer's Bond

**Contact:** Phyllis A. Hanna

**Background:** Section 8-1 of the Illinois School Code requires that the Board of Education appoint a School Treasurer. Section 8-2 requires that the School Treasurer be properly bonded with a bond penalty of 25% of all bonds, mortgages, moneys and effects of which the Treasurer has custody at any one time during the school year. The Treasurer must be appointed each year and file a bond with the Regional Office of Education in order to receive state funds and the proceeds of the tax levy.

**Discussion:** The attached resolution has been prepared appointing Robert J. Ciserella as School Treasurer for the 2007-2008 school year from July 1, 2007 through June 30, 2008. Upon approval by the Board, the Administration will execute the necessary Treasurer's Bond and file the bond with the Regional Office of Education as required by the school code.

The Hanover Insurance Company will remain the surety company for the District's School Treasurer's Bond through June 30, 2008 with the 25% bond penalty amount of \$4,500,000.

**Recommendation:** The Administration recommends that the Board of Education adopt the attached resolution to appoint Robert J. Ciserella to the position of School Treasurer for the 2007-2008 school year, and to authorize the issuance of the Treasurer's Bond in the amount of \$4,500,000 from Hanover Insurance Company.

*Key Objective: Provide resources – people, time and money - to ensure the growth and development of our vision.*

**RESOLUTION**

WHEREAS, the School Code of Illinois requires a Class I county school unit to appoint a Treasurer to serve at the pleasure of the Board as the lawful custodian of all school funds, and

WHEREAS, the School Code of Illinois requires the Board to fix the compensation for such services provided, and

WHEREAS, the School Code of Illinois requires the Board to fix the amount of the bond for the Treasurer equal to the current total of bonds, notes, moneys, and effects, and

WHEREAS, Section 8 of the School Code of Illinois requires the Board to designate a depository situated in the State of Illinois, in which school funds and moneys in the custody of the Treasurer shall be kept;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board of Education of School District No. 41 of DuPage County has this day, in compliance with the provisions of the School Code of Illinois, appointed Robert J. Ciserella, whose mailing address is 793 N. Main Street, Glen Ellyn, Illinois 60137, as our School Treasurer for a term of One (1) year beginning July 1, 2007 through June 30, 2008.
2. The depository for the school funds for said school district shall continue to be MB Financial Bank, 6111 North River Road, Rosemont, Illinois 60018, and any other depositories as approved by the Board of Education at its regular business meeting during the term of office.
3. The Treasurer's bond shall be executed with a surety company authorized to do business in the State of Illinois for a fixed amount of \$4,500,000.
4. The Notice of Appointment of the School Treasurer and the Bond of the Treasurer shall be filed with the Regional Office of Education, DuPage County.

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Erica Nelson  
Secretary to the Board of Education  
Glen Ellyn School District 41  
June 11, 2007

**NOTICE OF SCHOOL TREASURER AND TREASURER'S BOND(S)**

Date June 11, 2007

School district name and number and address:

Glen Ellyn School District 41

793 N. Main Street

Glen Ellyn, IL 60137

**Treasurer's name and phone:**

Robert J. Ciserella (630) 534-7220

Treasurer's date of election or appointment:

July 1, 2007

Treasurer's date of expiration of office (if applicable):

June 30, 2008

The maximum amount of bonds, notes, mortgages, moneys and effects of which the treasurer shall have custody at any one time during this school year is anticipated to be:

\$ 18,000,000

The amount of the bond(s) for said treasurer has been fixed at \$ 4,500,000 which is at least 25% of the above amount and which said bond(s) being a surety bond(s) we have purchased and submit for approval as follows: (An original of the Bond must be on file in the Regional Superintendent's Office, as well as an original Rider when applicable.)

<u>Surety Company</u>	<u>Amount of Bond</u>	<u>Issuance Date</u>	<u>Expiration Date</u>
<u>Hanover</u>	<u>\$ 4,500,000</u>	<u>July 1, 2007</u>	<u>Continuing</u>

We affirm that the above information is accurate and current.

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
School Board Secretary

Return completed form by June 16 to:

Darlene J. Ruscitti, Ed.D., Regional Superintendent  
DuPage County Regional Office of Education  
421 N. County Farm Road  
Wheaton, IL 60187



**Glen Ellyn School District 41**

**Dr. Ann K. Riebock, Superintendent**

**AMENDED MINUTES  
BOARD OF EDUCATION  
GLEN ELLYN SCHOOL DISTRICT 41  
REGULAR MEETING  
APRIL 16, 7:30 P.M.  
CENTRAL SERVICES OFFICE  
793 NORTH MAIN STREET, GLEN ELLYN, ILLINOIS**

**Call to Order**

President Vivoda called the regular meeting of the Board of Education to order at 7:30 p.m.

**Pledge of Allegiance**

President Vivoda led in the Pledge of Allegiance and welcomed meeting attendees.

**Roll Call**

Members present were Kevin Cosgrove, Terra Howard, Debbie Hoffman, John Marcheschi, Carol McElvain and John Vivoda. John Kenwood was absent.

**Public Participation**

- Resident Doris Nelson acknowledged the upcoming election on April 17 and expressed her appreciation to retiring board members for the hard work and all they have given to the community.
- Resident Erica Nelson thanked the Board of Education and fellow candidates for their contributions, time and support.

**Presentations**

A. Five-Year Financial Plan: Interim Assistant Superintendents for Finance, Ed Kula and Tom Swenson presented the Board with a status report on the District's Five-Year Financial Plan. The plan framework is a work in progress and was presented for the Board's information and as a way of introducing the District's next steps in establishing its strategic direction with clear goals and targets. The plan outlines how the District will meet the educational needs of the District over the long-term while ensuring financial stability and health. The plan was developed based on the work of the District's Administrative Team, as well as input from consultants in the areas of employee benefits, financial planning and bond sales and financing. A copy of the presentation is attached.

(Attachment)

Board Discussion: President John Vivoda asked for clarification on the strategic goal that relates to the maintenance of the District's fund balance. He pointed out that the goal may need to be reworded to capture the District's current practice. He also asked for clarification items contained in the Proposed Age and Obsolescence Schedule.

Next Steps: Administrative planning in June 2007; Action Plan for the Board in August 2007

#### B. Board Committee Reports

1. Policy Committee: Committee members Debbie Hoffman and Terra Howard provided the Board with an update of the work of the Policy Committee. The Committee began its work with a complete review of the Board Policy and Procedures Manual during the 2003-2004 school year to ensure that all policies were in compliance with current legal requirements. The Committee concluded their review in spring of 2006. Their work over this past year includes revisions to the District's Alcohol and Drug-Free Work Place Policy and School Board administrative procedures. It also included working with the Finance and Facilities Committee to review finance policies, define financial philosophy and align the District's financial practices to its philosophy. The Policy Committee will continue to make revisions each year using the Illinois Association of School Boards publication, PRESS and the guidance of legal counsel in order to ensure legal compliance. Currently, the Committee's work will continue to focus on identifying policies that need to be updated in order to meet current legal requirements, and hopes to complete its in-depth review of policies and procedures in the Finance Section (Four). The Committee would also like to focus its work on the Personnel Section (Five) and Curriculum Section (Six) and other policies that are those related to residency and school attendance areas and school calendars. A copy of the written report is attached.

(Attachment)

2. Finance Committee: On behalf of Finance Committee members Kevin Cosgrove and John Kenwood, Mr. Cosgrove provided the Board with an update on the work of the Finance and Facilities Committee activities. The Committee's work over the past year includes review and analysis of the 2006-2007 Budget, five-year financial forecast, Summer 2007 facilities improvement projects, construction management services, the 2006 Tax Levy, Committee oversight activities, employee benefits, financial policies and procedures and the search for an Assistant Superintendent for Finance, Facilities and Operations. Currently, the Committee's work is focused on the 2007-2008 budget development, analysis of fund balance targets and a possible policy recommendation to the Board, a draft five-year financial plan, and 2007 capital improvement projects. Future work will be focused on work related to the outcome of the April 17, 2007 referendum, monitoring and directing the refinement of the five-year financial plan and employee benefit costs.
3. Health Plan Update: Mr. Cosgrove reported that the District has received its renewal numbers related to employee benefit costs. Cost increases are anticipated to be approximately 9% vs. the original projections of approximately 14%. The Board of Education and District 41 staff has been diligent in its work during the transition from a self-funded program to a fully-insured program. If the Board approves the Administration's recommendation that will be presented later in the meeting, the renewal rates will become effective July 1, 2007. John Vivoda expressed his

gratitude to fellow Board members and the various stakeholder groups that were involved in the insurance review process and noted it was a collaborative effort that involved a lot of hard work.

**Superintendent’s Report**

Superintendent Dr. Ann Riebock reported on the following items:

- A. May 14, 2007, Central Services Office: Board of Education Regular Business Meeting and Re-organizational Meeting of the New Board. The meetings will be preceded by a short reception to recognize retiring and new Board members.
- B. PTA Executive Council: Kudos to PTA Council and David Zolnier for developing an on-line registration process for PTA activities.
- C. Kasarda Demographic Report: The Board heard an overview of the 2007 Demographic Study recently conducted by Dr. John Kasarda of the University of North Carolina at Chapel Hill. The study had four objectives: discussion of the dynamics underlying historical enrollment changes, assessment of annual enrollment changes over the last 15 years, analyzing new housing and other factors affecting in-migration of students that will shape future enrollment, and providing enrollment projections by year. Highlights of the report included a review of Projection Assumptions and Series B projections through 2012. The report offers three scenarios: (Series A) enrollment if factors driving enrollment are less than anticipated, (Series B) enrollment if driving factors are as anticipated, (Series C) enrollment if driving factors are greater than anticipated. Dr. Riebock stated that Series B confirms the work and trends that have been examined prior to Dr. Kasarda’s report which indicate that enrollment will grow at a slow, steady rate from the current 3588 to approximately 3,800 students by 2016-17. Dr. Riebock is comfortable with Dr. Kasarda’s findings and feels that they are validating results. The complete report can be found on the District’s website at <http://www.d41.dupage.k12.il.us/news/07demostudy.htm>

(Attachment)

Following Dr. Riebock’s presentation, members of the public were given an opportunity to ask questions and respond to the report.

**Action Items**

A. Consent Agenda: The Personnel Report was pulled from the Consent Agenda for discussion during Closed Session. The Board anticipates that it will take action on this matter when it returns to Open Session.

- 1. Teaching, Learning & Accountability
  - (a) Personnel Report

(Attachment)

- 2. Finance, Facilities and Operations (*\$ denotes financial attachment*)
  - (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) Disposal of Surplus Property	\$Attachment 7
(h) 2006-2007 FOIA Report	\$Attachment 8
(i) COD-D41 Summer School IGA 06-07	\$Attachment 9
(j) Flooring Replacement at Churchill, Franklin & Hadley	\$Attachment 10
(k) Storage/Lift Additions & Remodeling: Lincoln, Franklin, Churchill and Hadley	\$Attachment 11
(l) Window Replacement @ Central Services Office	\$Attachment 12
(m) Fire Alarm Replacement at Central Services Office	\$Attachment 13
(n) Asphalt Removal and Replacement at Lincoln	\$Attachment 14
(o) Laidlaw Transportation Contract Renewal	\$Attachment 15
(p) Health Plan Renewal	\$Attachment 16

3. Other Matters

- (a) Approval of March 19, 2007 Regular Meeting & Closed Session Minutes

*Carol McElvain moved and Debbie Hoffman seconded to approve the actions and recommendations in the Consent Agenda. On a roll call vote answering "Aye", Cosgrove, Howard, Hoffman, Marcheschi, McElvain and Vivoda; answering "Nay", none. Motion carried.*

B. Superintendent's Recommendations

- 1. 2006-2007 Final School Calendar

*Terra Howard moved and Carol McElvain seconded to approve the Administration's recommendation to approve the attached 2006-2007 Final School Calendar as presented which includes the designation of Thursday, June 7, 2007 as the last day of school and Tuesday, June 5 as Hadley graduation. Motion carried on a unanimous voice vote.*

(Attachment)

- 2. Policy and Procedures Revisions, Second Reading and Adoption: The following policies and/or procedures were presented to the Board of Education for a first reading at their March 19, 2007 Regular Meeting. Dr. Riebock reported that no additional comments or edits have been received since the first reading. Therefore, the Administration is recommending that the Board of Education adopt the revised policies and procedures as presented.

<u>Policy</u>	<u>Title</u>
2:210-AP1	School Board: Organizational School Board Meeting Agenda
2:210-AP2	School Board: Organizational School Board Meeting Scripts
4:10	Operational Services: fiscal and Business Management
4:10-AP	Operational Services: Timeline for Development & Approval of Budget and Levy
4:30	Operational Services: Revenue and Investments
4:46	Operational Services: Declined Credit Card Payments
4:46-AP	Operational Services: Declined Credit Card Payments
4:50	Operational Services: Payment Procedures
4:60-AP	Operational Services: Purchases
4:80	Operational Services: Accounting and Audits
4:90	Operational Services: Student Activity Fund Management

4:90-AP	Operational Services: Student Activity Fund Management
4:135-AP	Operational Services: Fees for Instructional Materials
4:160-AP2	Operational Services: Health and Safety Concerns Raised by Staff, Faculty and/or Students
4:170-E2	Operational Services: Instructions for Filing a Student Accident Claim
5:50	General Personnel: Drug and Alcohol Free Workplace
5:220-AP	Professional Personnel: Substitute Teachers

*Carol McElvain moved and Terra Howard seconded to accept the Administration's recommendation and adopt the revisions to the Board Policies and/or Procedures as presented. Motion carried on a unanimous voice vote.*

### **Upcoming Meetings**

- May 14, 2007 Board of Education Regular & Organizational Meetings, 7:00 p.m., CSO
- May 21, 2007 Board of Education Regular Meeting, 7:30 p.m., CSO

### **Discussion Items**

#### A. 2007-2008 School Board Calendar

(Attachment)

The Board talked about the value of having two regular meetings per month and discussed whether to continue this practice. Dr. Riebock noted that the proposed calendar has been organized around the second and fourth Mondays of each month, with the exception of July and December. This was done to avoid as many Monday holidays as possible. The Board will need to take action on this calendar at the May 14, 2007 meeting as one of the requirements of a school board's organizational meeting.

#### B. 2008-2009 Proposed School Calendar

(Attachment)

Board discussion ensued regarding the proposed calendar. Terra Howard made the following suggestions related to the 2008-2009 School Calendar and future school calendars: provide the Board with an opportunity to examine Parent/Teacher conference dates and that future conference dates should align more closely with the end of the first quarter; include goal-setting conferences at the beginning of the school year; make election days non-pupil attendance days. The Board asked Dr. Riebock for the opportunity to have input into this calendar as well as future school calendars. Dr. Riebock said that she would like to develop another draft that includes input from various stakeholder groups (GEEA, AFSCME, Administration, and Board). The final recommendation will be the result of the collective insights received from the groups. In order to continue the practice of approving school calendars two years in advance, we anticipate the Board taking action on this calendar before the end of this school year.

**Public Participation**

Resident and board candidate Steven Vondrak addressed the Board on the following matters:

- Is the District planning a conference call with Dr. Kasarda as a part of the demographic review?
- Did the Board consider Glenbard District 87's 2007-2008 School Board Meeting Schedule when developing its own?
- Does the District consider resources provided by the Music Education Foundation (MEF) in its budgeting process for replacement of obsolete musical equipment?

**Closed Session**

*At 9:10 p.m. Kevin Cosgrove moved and John Marcheschi seconded to adjourn to Closed Session to discuss:*

- *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.*
- *Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.*
- *The placement of individual students in special education programs and other matters relating to individual students.*

*On a roll call vote answering "Aye", Howard, Hoffman, Marcheschi, McElvain, Cosgrove and Vivoda; answering "Nay", none. Motion carried.*

**Return to Open Session**

The Board returned to Open Session at 11:07 p.m.

**Action Item(s)**

The Board took action on the following matters:

**A. Employment:**

1. Personnel Report: *Kevin Cosgrove moved and John Marcheschi seconded to approve the April 16, 2007 Personnel Report as presented. On a roll call vote Answering "Aye": Cosgrove, Howard, Hoffman, Marcheschi, McElvain and Vivoda. Answering "Nay": None. Motion carried.*

**2. Superintendent's Contract**

*Debbie Hoffman moved and Terra Howard seconded to find that the Superintendent has met the goals of her July 1, 2006, through June 30, 2009, Performance Based Superintendent's Contract, to authorize an extension of the Contract for one additional school year through June 30, 2010, and to authorize an increase in the annual base salary of 3.8% to \$218,000 beginning July 1, 2007. On a roll call vote answering "Aye", Cosgrove, Howard, Hoffman, Marcheschi, McElvain and Vivoda; answering "Nay", none. Motion carried.*

B. Collective Negotiating Matters

*Terra Howard moved and Carol McElvain seconded to approve the addition of Section 5 General Leaves to Article XXI of the AFSCME 2006-2009 collective bargaining agreement as follows:*

*Section 5. General Leave*

*The Board may grant an unpaid general leave of absence for purposes not covered by the other leaves in this Article. Such purposes include, but are not limited to, student teaching or taking educational courses of direct potential benefit to the District. Requests for a general leave must be submitted in writing to the Director of Human Resources. The grant or denial of a general leave by the Board is in the sole discretion of the Board, is not precedential and is not subject to the grievance procedure. Any denial of a request for a general leave may be appealed to the Superintendent and then to the Board, but not beyond. An employee on a general leave may continue in the district's health insurance program only at the employee's expense through the exercise of the employee's COBRA rights."*

**Adjourn Regular Meeting**

*Debbie Howard moved and member Kevin Cosgrove seconded to adjourn the regular meeting at 11:09 p.m. On a roll call vote answering "Aye", McElvain, Cosgrove, Howard, Hoffman, Marcheschi and Vivoda; answering "Nay", none. Motion carried.*

Respectfully submitted,  
Maureen Stecker, Recorder

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Terra Costa Howard,  
President, Board of Education

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Erica Nelson  
Secretary, Board of Education

Minutes approved June 11, 2007

**Glen Ellyn School District 41****Dr. Ann K. Riebock, Superintendent**

**MINUTES  
PUBLIC HEARING AND  
BOARD OF EDUCATION REGULAR MEETING  
MAY 21, 2007  
7:00 P.M.  
DISTRICT 41 ADMINISTRATION CENTER  
793 N. MAIN ST., GLEN ELLYN, IL 60137  
MARY J. LUGINBILL BOARD ROOM**

**Public Hearing Proposed Remodeling for Churchill School**

Board president, Terra Howard called the meeting to order and opened the Public Hearing at 7:00 p.m.

**Roll Call**

Upon the roll being called, the following answered present: Kevin Cosgrove, John Vivoda, Erica Nelson, John Kenwood, Bob Solak and Terra Howard.

Absent: Steve Vondrak.

**Discussion**

Phyllis Hanna, Assistant Business Manager provided an overview of the proposed remodeling project for Churchill School that is scheduled to begin in June, 2007. She explained that the summer work involves an outside area on the southeast side of Churchill School and includes a roof, doors and flooring to create a small storage area for grounds and lawn equipment. Mrs. Hanna stated that conducting a public hearing is one of the requirements of the Intergovernmental Agreement between District 41 and the Village of Glen Ellyn. She added that in accordance with the Intergovernmental Agreement the District has submitted the plan to the Village for review and comment and sent notices to the surrounding residents advising them of the proposed project and the date established for the public hearing.

**Public Testimony**

Mrs. Hanna stated that to date, she has not received any comments from members of the public, but received a letter from the Village of Glen Ellyn that she read into the record as follows:

"In accordance with the Intergovernmental Agreement between the Village of Glen Ellyn and School district #41, Village staff has reviewed the proposed plans that you submitted on April 27, 2007 for the Outdoor Classroom Memorial Project and the addition of a small storage area at Churchill School. A copy of the public notice for the storage addition was also forwarded to the Village.

The plans for the addition are not dimensioned. However, it appears that the addition would comply with the minimum required side yard setback of 25 feet. Provided that this is the case, staff finds that the terms of the Intergovernmental Agreement between the Village of Glen Ellyn and School District #41 have been satisfied and the School District may proceed with the May 21, 2007 public hearing for the addition. A public hearing is not required for the Outdoor Classroom Memorial Project.

Please note that prior to proceeding with construction on either of these projects, a storm water permit should be submitted to the Village. This concludes staff's comments on these projects.

As always, it's a pleasure working with you and we look forward to working with you in future on the School District's other upcoming projects. If you have any questions, please do not hesitate to contact Director Hulseberg, at 547-5240 or myself at 547-5249.

Sincerely,

Michele Stegall  
Village Planner"

Following the recital of the letter from the Village of Glen Ellyn, Mrs. Howard asked if there was additional public testimony. Hearing none,

*Kenwood moved and Vivoda seconded to close the public hearing at 7:04 p.m. On a roll call vote answering "Aye": Cosgrove, Kenwood, Vivoda, Nelson, Solak and Howard; answering "Nay": None. Motion carried.*

### **Regular Business Meeting**

#### **Pledge of Allegiance**

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

#### **Electronic Participation in Board Meeting**

Prior to calling the roll, Board President, Terra Howard indicated that one Board member, Steven Vondrak, was unable to attend the meeting in person because of business. According to Board policy 2:220, a board member may participate in the meeting electronically, if notification has been provided 24 hours in advance of the meeting and the reasons for absence are in accordance with the policy. Dr. Riebock received notice from Mr. Vondrak on the evening of May 14, 2007 indicating his inability to attend the meeting due to business. Both notification and reason for absence are in accordance with the policy. President Howard asked for a motion to approve Mr. Vondrak's participation in the meeting.

*John Kenwood moved and John Marcheschi seconded to approve Mr. Vondrak's electronic attendance. On a roll call vote answering "Aye": Cosgrove, Kenwood, Vivoda, Nelson, Solak and Howard; answering "Nay": None. Motion carried.*

**Roll Call**

Upon the roll being called, the following answered present: Cosgrove, Vivoda, Nelson, Kenwood, Vondrak, Solak and Howard.

**Public Participation**

There were no members of the public who wished to address the Board.

**Presentations**

Partners for Educational Progress (PEP): President Howard reported that she is the District 41 Board liaison for PEP and also serves on the PEP Board of Directors. Mrs. Howard further explained that PEP raises funds for Glenbard District 87 and its feeder districts for teachers to use for projects that enhance classroom learning. In 2006-2007, thirty-one teachers in Glen Ellyn School District 41 received a total of \$10,160 in grants. Mrs. Howard encouraged people to support PEP and to designate their contributions to District 41. Mrs. Howard provided an overview of the PEP grant projects at work in the classroom via PowerPoint presentation. Following the presentation, Benjamin Franklin Physical Education teacher Debbie Rausch demonstrated the learning activity she was able to fund through a PEP grant. Mrs. Rausch's project was called "Dancing with the Stars," an activity that combines movement and memory skills. Students stand on an electronic dance pad and imitate the foot movement arrows on a dance video projected on a screen. Following her demonstration, Mrs. Rausch expressed her appreciation to PEP for their support. Superintendent Ann Riebock thanked Director of Grants and Programs Lillie Abbott and Director of Technology David Zolnier for their involvement and tenacious work with regard to the PEP grants.

**Superintendent's Report**

- A. **Glenbard Associate Districts' Initiative:** Dr. Riebock updated the Board on the joint initiative among the seven Glenbard Associate Districts, (High School District 87, and Elementary Districts 15, 16, 41, 44, 89 and 93) to improve alignment in curriculum and articulation with the high school. On March 12, the District 41 Board approved a resolution to support this initiative. Dr. Riebock reported that on Friday, May 18, 2007 the superintendents and heads of their respective curriculum departments met to review the work that has been completed to date and to begin planning and establish timelines. They group agreed on a September 2007 timeline to develop a curriculum framework that would provide guidance for future curriculum articulation. Dr. Riebock said that while the planning is still in the beginning stages, the curriculum departments of each district will work over the summer on the development of a coordination process, beginning with Math articulation. Perry Soldwedel will help facilitate the first meetings. While the Board recognizes the value of K-12 articulation and this initiative, they are cautiously optimistic about the effort because it involves a number of districts at different levels in the curriculum review process and they do not want District 41's progress to be impeded. Dr. Riebock acknowledged both the challenges and opportunities that lie ahead and said she would provide the Board with a regular report on the group's progress. (A copy of the Initiative is attached.)

(Attachment)

- B. Board Retreat Workshop:** Dr. Riebock reported that she has been working on identifying a mutually convenient date for the new Board to meet for their first retreat. She has contacted Dr. Hank Gmitro of District 93 to facilitate the session and hopes to find a date sometime in June.
- C. Sign up for Board President's Meetings** Dr. Riebock reported that Board President's meetings have been reschedule to occur once a week every Wednesday morning at 7 a.m. She encouraged other board members who wish to attend to contact the superintendent's office regarding sign-up.

### Action Items

- A. Consent Agenda:** The following items listed under the consent agenda are adopted by one single motion unless a member of the Board or the Superintendent requests an item to be removed to be considered separately or amended. Mrs. Howard noted that the May 14, 2007 minutes were corrected to reflect the addition of a voice vote following the motion and second to approve the 2007-2008 School Board Calendar and asked if there were any items that the Board or Superintendent wished to be removed from the consent agenda at this time. Hearing none,

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

#### **1. Human Resources**

- (a) Personnel Report (Attachment)
- Employment
  - Compensation
  - Retirements
  - Internal Transfers

#### **2. Finance, Facilities and Operations** (*\$ denotes financial attachment*)

- (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) Disposal of Surplus Property \$Attachment 7
- (h) 2006-2007 FOIA Report \$Attachment 8

#### **3. Other Matters**

- (a) Board Regular & Special Meeting Minutes Attachment 2
- Minutes of the May 14 Regular and Organizational Meetings

### Upcoming Meetings

- June 8, 2007 Board of Education Special Meeting: New Board Member Orientation, 8:00 a.m., CSO
- June 11, 2007 Board of Education Regular Meeting, 7:30 p.m., CSO

### Discussion Items

There were no additional topics discussed.

**Public Participation**

There were no members of the public who wished to address the Board.

**Closed Session**

*At 7:35 p.m., Kenwood moved and Nelson seconded to adjourn to Closed Session to discuss:*

*Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes.*

*On a roll call vote answering "Aye": Vondrak, Solak, Cosgrove, Kenwood, Vivoda, Nelson and Howard; answering "Nay"; None. Motion carried.*

Mrs. Howard reported that the Board would not be taking action when it returns to the open meeting.

**Return to Open Session**

The Board returned to Open Session at 8:20 p.m.

**Adjourn Regular Meeting**

*There being no further business, Kenwood moved and Vivoda seconded to adjourn the regular meeting at 8:21 p.m. Motion carried on a unanimous voice vote.*

Respectfully submitted,  
Maureen Stecker, Recording Secretary

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Terra Costa Howard,  
President, Board of Education

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Erica Nelson  
Secretary, Board of Education

Minutes approved June 11, 2007