

**MINUTES
BOARD OF EDUCATION REGULAR MEETING
GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

The regular meeting of the Board of Education of Glen Ellyn School District 41 was held on Monday, December 16, 2002, at the Administration Center, 793 North Main Street, Glen Ellyn, Illinois.

ROLL CALL

Board president, Mrs. Schmidt, called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. Members of the Board in attendance: Mr. DiFabio, Mrs. Hoffman, Mrs. Kinn, Mr. Ruckstaetter, Mr. Snodell, Mr. Vivoda and Mrs. Schmidt.

Also present were Superintendent Dr. Pi Irwin, Assistant Superintendent for Finance and Operations, Jeanette Kreuz; Assistant Superintendent for Curriculum and Instruction, Dr. Terry Crandall; Assistant Superintendent for Special Services, Terry Martin, Community Relations Director, Julie Worthen, Volunteer/Substitute Coordinator, Vicki Lafontaine, Wayne Wittenberg, Franklin teacher and GEEA president, Kathy Maxon, AFSCME president, and recording secretary, Maureen Stecker.

RECOGNITION OF VISITORS

Board president, Kathy Schmidt, welcomed visitors to the Board of Education Meeting. She stated that the board meetings of the District 41 Board of Education are videotaped by GETV and are scheduled to broadcast on channel 17, 8:00 p.m. on the Monday following the Board meeting.

Mrs. Schmidt stated that the Board seeks and welcomes public input as it conducts the business of District 41. Board meetings are public meetings in that they are held in public and are open to the public. In order to assure that the Board conducts its business without interruption, comments on non-agenda items are made during the Public Participation portion of the meeting and are limited to three minutes. She asked that any comments relating to agenda items be held until the portion of the meeting is discussed. Anyone wishing to address the Board was asked to complete a form and submit it to recording secretary, Maureen Stecker.

PUBLIC HEARING: TRUTH IN TAXATION

President Schmidt convened the Truth in Taxation Public Hearing on the 2002 Tax Levy at 7:35 p.m.

Superintendent Pi Irwin introduced Assistant Superintendent for Finance and Operations, Jeanette Kreuz to provide an overview of the tax levy as previously presented at the Board of Education Regular Meeting on November 18, 2002.

Mrs. Kreuz reported that as presented at the November 18, 2002 Board meeting for publication in the Truth and Taxation notice, the Administration's levy recommendation is 22.74% increase over the previous year's total extension. However, the District actually expects to receive an increase of 7.52% under the property Tax Limitation Act. The increase is based on a CPI increase of 1.6% and an estimate of new construction of \$25,000,000 plus the rate increase factor from the April 2001 referendum.

The total District 41 taxes per \$100,000 of fair market value (EAV=\$33,333) are estimated to be \$1,037.

The tax levy includes special resolutions required for special education and life safety levies. Both levies are included within the tax cap.

Tax cap districts typically over-levy to make sure they will receive all the funds they are entitled to in case new construction exceeds estimates. By law, the county clerk adjusts the levy to the legal limit in April; if a district under-levies, the clerk will not increase it.

The Truth in Taxation notice was published on December 6, 2002 to notify the public of the amount of the levy request and the name of the contact person in the event someone wished to present testimony. Mrs. Kreuz reported that as of December 16, 2002, the District had not received any request to present testimony.

Public Comment:

Resident Michael Lynch, asked if the Board would make available the line item plan (with costs) that was used to in planning for the 2001 Ed Fund Referendum. The Administration replied that this information is a working document and that it may no longer be available. If Mr. Lynch wishes to pursue his request, it would be considered under the Freedom of Information Act.

There being no further testimony, Mrs. Schmidt closed the Public Hearing at 7:45 p.m.

SUPERINTENDENT'S REPORT

Recognition

The Board and Administration recognized Hadley Technical Arts teacher Frank Tomaszewicz for his award of National Board Certification in Career and Technical Education. Mr. Tomaszewicz's competitive submission focused on the instructional program that his District 41 colleagues and students have developed over the decades. The National Board Certification program was begun in 1993—to date, only 16,000 teachers nationwide have achieved this distinction. National Board Certification means that a teacher has been judged by peers as one who is accomplished, makes sound professional judgments about student learning and acts effectively on those judgments and demonstrates a high level of knowledge and skills.

Vision Statement Update

Superintendent Pi Irwin provided an update on the Vision Statement that was adopted by the Board of Education on September 23, 2002. The Vision Statement can now be located in the Annual Report, on the District 41 Website, in all District 41 buildings, and in each District 41 classroom. The purpose and importance of the statement has also been discussed with District 41 Administrators and communicated to all District 41 staff via email.

Special Services Update

Assistant Superintendent for Special Services, Terrence Martin, updated the Board on recent activities with parents of children receiving special services. Parents of children in the District's Early Childhood program developed parent meetings for the 2002-2003 school year. The first meeting was held on December 7 at Lincoln School; the next meeting will be held at Forest Glen on January 23, 2003.

Volunteer Opportunities for Hadley Students and Parents

Volunteer and Substitute Coordinator, Vicki Lafontaine provided the Board with the following update on “call-me-once” opportunities for Hadley parents and students:

- Career Education – Parents share what they do for a living with eighth grade students
- Business Partnership – Parents co-sponsoring special projects
- Technology Volunteers – Helping the Hadley Computer Lab
- Teachable Moments – Special interests that adults can share (e.g. for Science Olympics – Bridge building)
- Service Learning
 - Helping to assemble Holiday Baskets at Bible Church in Glen Ellyn
 - Helping with distribution of citrus with the Rotary Club

BOARD REPORTS, REQUESTS, & REPRESENTATIVES TO OTHER AGENCIES

Mrs. Hoffman reported on the following:

- Attended a good meeting of the District Leadership Team Meeting on December 4th with board member, Judy Kinn. Members reviewed the purpose of the District Leadership Team and worked on District writing goals.
- Mrs. Hoffman also attended Hadley’s Choral and Band Concert.

Mr. Vivoda reported that our proposed resolution to change school funding did not even get enough votes to be debated.

Mrs. Schmidt gave the following report:

- Commended the District 41 Fine Arts teachers for their quarterly edition of the Glen Arts Publication.
- Announced that former board member and president, Dean Clark has been nominated for the Illinois State Board of Education. His confirmation hearing will be in January 2003.
- Kathy Brinker also received National Board Certification.
- Confirmed to voters, staff and administration that the District 41 Board of Education has no intention of reversing the 2001 Referendum. In fact, it would be irresponsible and a breach of the Board’s fiduciary responsibility to do so. District 41 is in excellent financial shape thanks to the voters, staff and administration. Wonderful things occur in this district each and every day.

PUBLIC PARTICIPATION

Mrs. Schmidt stated that during the public participation portion of the meeting, comments to the Board should be made on non-agenda items and will be limited to three minutes. Comments on agenda items should be held until the agenda item is discussed.

The purpose of public participation is for the Board to hear comments. It is not the Board’s intent to answer questions or engage in dialogue with the public.

The following public participation was received throughout the course of the meeting:

Resident and Forest Glen parent, Kathie Paravola, expressed concerns that not all children in the District are receiving recess. Mrs. Paravola requested clarification of the District’s policy. Superintendent Pi Irwin noted that the District’s policy on recess is discretionary and left up to the teacher. She added that if there were a recess issue that is related to either a specific teacher, classroom or school, she would be happy to meet with any parent and the building principal on a case-by-case basis. The District 41 Instructional Committee is currently reviewing this issue and looking at recess in conjunction with the demands of an instructional day.

Resident Michael Lynch commented on the following items:

- Presented a number of questions related to District 41's procedures and information that has been used by the Board and Administration in recent funding decisions and inquired about the various fund surplus levels. Specifically, he questioned whether the Board made an informed decision to go out to Referendum in 2001. Board president, Kathy Schmidt assured Mr. Lynch the Board was informed by Dr. Irwin and this Administration of every aspect of the 2001 Referendum. There is never a question that the Board asks of this Administration that is not answered. She added that this Board does not take going out to referendum lightly.
- Requested to comment on the consent agenda with regard to Board Policy #1046. Board president, Kathy Schmidt stated that the purpose of the consent agenda is so that there is no comment or discussion.
- Requested and was provided a copy of the 2001-2002 Audit. He also asked that this information be made available at the Public Library. Superintendent Pi Irwin said that it will be available on the website and Assistant Superintendent for Finance and Operations, Jeanette Kreuz stated that it would be available at the Glen Ellyn Public Library on December 17, 2002. He also asked for copies of the District 41 Audits from 1987 to date to be on display at the Library. Mrs. Kreuz will see that copies of this information are also provided to the Library.

ACTION ITEMS

Consent Agenda

The Administration recommended approval of the following Consent Agenda items, which are considered routine business by the District 41 Board:

- Minutes of the November 18, 2002 regular meeting and closed session and December 2 special meeting and closed session.
- Payment of November bills and payroll in the amount of \$2,700,392.22 and interim bills payable to be released on December 18, 2002 in the amount of \$410,422.52 for a total of \$3,110,814.74.

(Exhibit)

- 2001-2002 Audit: The 2001-1002 audit of the District's financial records for the fiscal year ending June 30, 2002 was completed by William F. Gurrie & Co., Ltd. The audit was conducted consistent with state and federal regulations. District 41 follows accepted accounting practices and contracts each year with a Certified Public Accounting firm to audit its finances. The Administration is recommending that the Board of Education authorize the Audit Committee to approve the audit submitted by William F. Gurrie & Co., Ltd. A copy of the District's Comprehensive Annual Financial Report for Fiscal year ending June 30, 2002 is available at the District Office upon request.
- Budget Development and Calendar: District 41 is committed to a balanced budget and starts each year with a zero-based budget process. Expenditures are determined by student and staffing needs. Many items in the budget reflect long-term commitments, such as salary contracts, capital improvement and equipment leases. The 2002-03 budget was approved in September; now, the district is beginning the budget planning process for 2003-4. The Administration

recommended board approval of the 2003-04 Budget Development and Calendar attached.

(Exhibit)

- Ratification of November 18th Approval of Donation of Surplus Property: At its November 18th meeting, the board approved donating computers, printers and other equipment that is functional but not compatible with the district network. District 41 families who live in the Parkside apartments will be able to use this equipment. The Administration recommended board ratification of the donation approval so that the matter can be completed.

(Exhibit)

- Construction Contract Closeouts: The Administration recommended acknowledgement of substantial completion of the work on the Unit Vent Replacement at Abraham Lincoln School project.
- Life Safety Compliance: The Administration recommended that the District 41 architects, Arcon & Associates file Statements of Compliance with the Regional Office of Education for Life Safety projects that were completed in prior fiscal years.

Mr. Vivoda made a motion that was seconded by Mr. Ruckstatter to approve the consent agenda as presented. On a roll call vote answering Aye: DiFabio, Hoffman, Kinn, Ruckstaetter, Vivoda, Snodell, and Schmidt. Answering Nay: None. Motion carried.

Change Order Resolution

During the construction process of the Unit Vent Replacement at Abraham Lincoln School, unforeseen revisions required changes in the contractor work to be performed which resulted in a \$5,000 credit to the District. The Administration recommended approval of the attached change order resolution.

(Exhibit)

Mr. Snodell made a motion that was seconded by Mrs. Kinn to approve the change order resolution as presented. On a roll call vote answering Aye: Vivoda, DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell and Schmidt. Answering Nay: None.

(Exhibit)

Approval of Copier Lease

District copiers are aging, inadequate to district needs and have been a continuing source of frustration for staff and volunteers due to an unacceptable amount of down time and unsatisfactory service. During December, the district is placing high-speed, high-capacity copiers in each school. The machines are leased from Xerox and include a maintenance agreement that will meet current and future district needs. The Administration recommended approval of the attached lease with Xerox Corporation to replace district copiers.

(Exhibit)

Mrs. Kinn made a motion that was seconded by Mrs. Hoffman to approve the copier lease with Xerox Corporation as presented. On a roll call vote answering Aye: Snodell, Vivoda,

DiFabio, Hoffman, Kinn, Ruckstaetter and Schmidt. Answering Nay: None. Motion carried.

Approval of Purchase of Grade Book Software

The Administration recommended approval of the purchase of GradeQuick, a grade book software that would meet the expressed needs of all of our teachers and integrates easily with our SDS database. This software package will provide consistency district-wide in grade record keeping.

Superintendent, Pi Irwin acknowledged the work of Jane Tauber and Amy Bishop on this effort.

Mr. Vivoda made a motion that was seconded by Mr. DiFabio to approve the purchase of GradeQuick software as presented. On a roll call vote answering Aye: Ruckstaetter, Snodell, Vivoda, DiFabio, Hoffman, Kinn and Schmidt. Answering Nay: None. Motion carried.

Approval of Purchase of Automated External Defibrillators

District 41 has the opportunity to purchase AED's at a 60% discount through a state program. The Administration recommended that the board approve the use of Medicaid Administrative Outreach funds to purchase AED's for the District 41 schools and Administration Center.

Mr. Snodell made a motion that was seconded by Mrs. Hoffman to approve the purchase of AED's and pediatric pads as presented. Mr. Snodell amended his motion to include the approval of AED's and pediatric pads at all the District 41 facilities and to work with the Glen Ellyn Park District in ascertaining their interest in the use of this equipment. On a roll call vote answering Aye: Kinn, Ruckstaetter, Snodell, Vivoda, DiFabio, Hoffman and Schmidt. Answering Nay: None. Motion carried.

Disposal of Surplus Property

The Administration recommended that the Board of Education adopt the attached resolution approving the disposal of the equipment at the schools that has been identified as not repairable and/or no longer needed for school purposes as reflected on the attached list.

(Exhibit)

Mr. DiFabio made a motion that was seconded by Mr. Snodell to adopt the attached resolution to approve the disposal of equipment as presented on the attached list. On a roll call vote Answering Aye Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda DiFabio and Schmidt; Answering Nay: None. Motion carried.

Adoption of Certificate of Tax Levy

The Illinois School Code requires districts to file a certificate of tax levy at this time, even though the total amount of available property tax dollars has not been made available by the assessor's office. The certificate gives a total amount broken down by the funds used in district accounting. District 41 is under the tax-cap, which limits the increase in total

property tax dollars. The certificate of tax levy shows an increase of about 23%, but District 41 anticipates receiving an increase of 7.52%. Tax-cap districts typically over-levy to make sure they will receive all the funds they are entitled to in case new construction exceeds estimates. By law, the county clerk adjusts the levy to the legal limit in April; if a district under-levies, the clerk will not increase it. The Administration recommended board adoption of the attached Certificate of Tax Levy, Tax Levy Resolution, Special Education Levy Resolution and Resolution Authorizing Levy to Alter or Reconstruct School Buildings of Glen Ellyn School District 41 as presented.

(Exhibits)

Mr. Vivoda made a motion that was seconded by Mr. DiFabio authorizing the adoption of the attached Certificate of Tax Levy, Tax Levy Resolution Special Education Levy Resolution and Resolution Authorizing Levy to Alter or Reconstruct School Buildings of Glen Ellyn School District 41 as presented. On a roll call vote answering Aye: DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda and Schmidt. Answering Nay: None. Motion carried.

DISCUSSION ITEMS

Vandalism Report

The attached Vandalism Report was included in the meeting materials.

(Exhibit)

Enrollment Report

The attached Enrollment Report was included in the meeting materials.

(Exhibit)

FOIA Report

The attached report on Freedom of Information (FOIA) requests was included in the meeting materials.

(Exhibit)

CORRESPONDENCE

The Board Correspondence folder was distributed.

ANNOUNCEMENTS

A special dinner meeting, closed session of the District 41 Board was scheduled for Monday, January 6, 6:00 p.m.

OTHER BUSINESS

None.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

At 9:00 p.m. Mrs. Kinn made a motion that was seconded by Mr. DiFabio to adjourn to closed session for consideration of information regarding appointment, employment, discipline, performance, or dismissal of an employee, for sale or lease of property, for possible litigation, or to consider collective negotiating matters. On a roll call vote answering Aye: Vivoda, DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell and Schmidt. Answering Nay: None. Motion carried.

RETURN TO OPEN SESSION

At 10:40 p.m. Mr. Ruckstaetter made a motion that was seconded by Mr. Vivoda to adjourn closed session and return to open session. On a roll call vote answering Aye: DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda and Schmidt. Answering Nay: None. Motion carried.

ACTION ITEMS

Superintendent's Employment Contract Amendment

Mrs. Hoffman made a motion that was seconded by Mr. Vivoda to approve the attached amendment to the Superintendent's Employment Contract dated July 22, 2002. On a roll call vote answering Aye: DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda and Schmidt. Answering Nay: None. Motion carried.

AJOURN REGULAR MEETING

There being no further business, Mrs. Kinn made a motion that was seconded by Mr. DiFabio to adjourn the Regular Meeting of the Board of Education at 10:45 p.m. On a roll call vote answering Aye: Vivoda, DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell and Schmidt. Answering Nay: None. Motion carried.

Recorded: December 16, 2002

Willie DiFabio, Secretary

Approved: January 27, 2003

Kathleen B. Schmidt, President