

**MINUTES  
GLEN ELLYN SCHOOL DISTRICT 41  
BOARD OF EDUCATION  
REGULAR MEETING  
May 12, 2003**

The regular meeting of the Board of Education of Glen Ellyn School District 41 was held on Monday, May 12, 2003, at the District 41 Administration Center, 793 North Main Street, Glen Ellyn, Illinois.

**ROLL CALL**

President Vivoda 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, Mr. Marcheschi, Mrs. McElvain, Mr. Ruckstaetter, Mr. Snodell and Mr. Vivoda.

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, recording secretary, Maureen Stecker.

**RECOGNITION OF VISITORS**

Mr. Vivoda welcomed visitors to the Board of Education Meeting. Regularly scheduled 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.

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. Anyone wishing to address the Board was asked to complete a form and submit it to recording secretary, Maureen Stecker.

**SUPERINTENDENT'S REPORT**

**Recognition**

- Hadley's Art Technology class, taught by Frank Tomaszek, was recognized for receiving the Regional Office of Education's Outstanding Curriculum Award for 2003.
- Progress on School Improvement Plans: Dr. Irwin provided an overview of the School Improvement Plans. She reported that District 41 has been unified and systemic in approaching school improvement and has kept the obligations of the No Child Left Behind Law in the forefront to ensure that all our children make progress. Each school has used measurable data to assess needs, target efforts and measure results. Highlights included:
  - Established aggressive performance goals against the 2003 ISATs along with other goals specific to individual schools.
  - Disaggregated ISAT data to an unprecedented degree to provide information needed to target instruction to needed areas.
  - School Improvement Teams of parents and staff worked on progress toward the goals with the support of the teachers' union leadership and teaching staff.
  - Aligned math, writing and PE curricula to academic standards; aligned programs to the curriculum.
  - Adopted Six Traits, a writing instruction program that has generated enthusiasm among teachers and results among students. Held parent education sessions for writing and math.

- Provided professional development for teachers to support the curriculum. Specialists worked with nationally-known instructional experts and shared what they learned. Focused Institute and SIP days on school improvement activities to achieve goals and promote collaboration at the grade level.
- Promoted teacher/specialist collaboration to provide more powerful, more highly differentiated instruction.
- Worked with quality tools and processes as appropriate.

What are the results?

- Anticipate it will take two years for the benefits of Six Traits to become fully apparent, but we can say that teachers spent more time on writing instruction, which they delivered with greater enthusiasm, confidence and vision; and students spent more time writing, wrote with greater clarity, skill, and polish and learned how to evaluate their writing against accepted rubrics.
- More aligned improvement efforts, fewer random acts of improvement. More importantly, this alignment is understood and supported at all levels. Decisions about programs were made based on measurable data and on degree of alignment to our curriculum.
- Instruction and decision-making were collaborative efforts in which administrators, teachers, support staff and unions were involved.

The Board commended the Administration and GEEA for taking ownership of this challenge of systemic school improvement and using measurable data and goals for continued progress.

- Intranet/Internet Update: Julie Worthen, Amy Bishop and Jane Tauber gave a Powerpoint presentation highlighting the improvements to the District 41 Web site and intranet, a new, employee-only site. The redesigned [www.d41.org](http://www.d41.org) will soon feature a new look, streamlined navigation and contain more information. The District 41 Intranet will provide work-related information and resources to District 41 employees. These projects will enhance internal and external communication.

### **BOARD REPORTS, REQUESTS, & REPRESENTATIVES TO OTHER AGENCIES**

Mr. Ruckstaetter reported on the recent PEP Grant Committee meeting. He stated that District 41 was represented well in terms of applications for winners.

Mrs. Hoffman reported on the following:

- Compact for Quality meeting. She stated that Elk Grove D59 and Lombard D44 made very interesting presentations and that it is nice to be joining the group.
- Hadley Band Concert. She traveled to Champaign to hear what was a beautiful performance.

Mr. DiFabio reported on the PTA Council meeting he attended earlier in the day. Among other things, the PTA Council reported on 2003-04 officers, reintroduced incoming superintendent, Dr. Jack Barshinger and honored retiring superintendent, Dr. Pi Irwin.

Mr. Vivoda discussed the TRIP Solutions Report, which is now available. He encouraged people to help with fighting Bill 1315, which outlines the changes in Health Insurance for certified staff. Mr. Vivoda stated that the report outlines a move afoot to pool all health insurance for school employees throughout the state. Essentially, districts who can afford it will be paying for those that cannot. Bottom line is that the District does a good job with its self-funded plan. Employees get better benefits for less money.

Drs. Irwin, Barshinger and Baskin met with legislators while in Springfield in early May. It appears that state funding for districts like District 41 will not likely get much attention. If there are voices to be heard we need to get to the governor.

### **PUBLIC PARTICIPATION**

Resident Gail Kelly, suggested that the District create an email address list of school families so that they can receive key communications via e-mail (e.g. snow days, registration information)

### **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 April 21, 2003 regular meeting and closed session; May 5, 2003 special meeting and closed session.
- Payment of April Bills and Payroll in the amount of \$2,231,822.95 and interim bills payable to be released on May 14, 2003 in the amount of \$231,606.98 for a total of \$2,463,429.93

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

#### **IMRF Rate 2004**

IMRF policy for overfunded employers shortens the amortization period for the overfunded amount. By shortening the period, the employer retirement rate is reduced. The length of the amortization period determines how much of the overfunded amount may be used to offset the current year's retirement costs.

The Administration recommended that the Board approve Option 1, a ten-year amortization yielding a rate of 4.40% for 2004 as reflected on the attached.

(Exhibit)

*Mr. Snodell made a motion that was seconded by Mrs. McElvain to approve the recommendation as presented. On a roll call vote answering Aye: Snodell, DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter and Vivoda. Answering Nay: None. Motion carried.*

#### **Authority to Expend Funds for 2003-04 Budget**

*Mrs. Hoffman made a motion that was seconded by Mr. Marcheschi to approve the Administration's recommendation to authorize the release of purchase orders for supplies and materials for the start of the 2003-2004 school year. On a roll call vote answering Aye: Ruckstaetter, Snodell, DiFabio, Hoffman, Marcheschi, McElvain and Vivoda. Answering Nay: None. Motion carried.*

#### **Extension of Letter of Credit, Village of Glen Ellyn**

*Mr. Ruckstaetter made a motion that was seconded by Mr. DiFabio to approve the Administration's recommendation to extend the attached Letter of Credit with the Village of Glen Ellyn as presented. On a roll call vote answering Aye: McElvain, Ruckstaetter, Snodell, DiFabio, Hoffman, Marcheschi and Vivoda. Answering Nay: None. Motion carried.*

(Exhibit)

**Statement of Completion, Lincoln School Site Area Drain**

The Administration recommended that the Board of Education adopt the attached Statement of Completion for the Abraham Lincoln School Site Area Drain work as presented.

(Exhibit)

*Mrs. McElvain made a motion that was seconded by Mr. Snodell to approve the adoption of the attached Statement of Completion as presented. On a roll call vote answering Aye: Marcheschi, McElvain, Ruckstaetter, Snodell, DiFabio, Hoffman and Vivoda. Answering Nay: None. Motion carried.*

**Replacement of Backup Power Systems**

The District's Uninterrupted Power Source (UPS) backup systems were purchased in 1998 and are currently five years old. Due to the age of the systems, the District has experienced service interruptions due to power brown outs. In conjunction with the District's Disaster Recovery Plan, the Administration recommended the purchase of replacement UPS systems for the District at a cost of \$15,632.00.

(Exhibit)

*Mr. DiFabio made a motion that was seconded by Mrs. Hoffman to approve the Administration's recommendation for the purchase of a replacement UPS systems in the amount of \$15,632.00 as presented on the attached. On a roll call vote answering Aye: Hoffman, Marcheschi, McElvain, Ruckstaetter, Snodell, DiFabio and Vivoda. Answering Nay: None. Motion carried.*

**Application for Continued Use of Alternate Housing: Pre-K At Risk Program**

The Administration recommended that the Board of Education approve the attached Resolution, Statement of Compliance, Application for Temporary Housing and Evacuation Assurance for the continued use of the Glen Ellyn Park District Main Street Facility for District 41's Pre-K at Risk Program for the 2003-2004 school year.

(Exhibits)

*Mr. Ruckstaetter made a motion that was seconded by Mrs. McElvain to approve the Administration's recommendation as presented above for the continued use of the Glen Ellyn Park District Main Street Facility for District 41's Pre-K at Risk Program for the 2003-2004 school year. On a roll call vote answering Aye: Hoffman, Marcheschi, McElvain, Ruckstaetter, Snodell, DiFabio and Vivoda. Answering Nay: None. Motion carried.*

**Application for Continued Use of Portable Classroom: Forest Glen**

The Administration recommended that the Board of Education approve the attached Resolution, Statement of Compliance, Application for Temporary Housing, and Evacuation Assurance the continued use of a portable classroom at Forest Glen School for the 2003-2004 school year.

(Exhibits)

*Mr. Snodell made a motion that was seconded by Mr. Marcheschi to approve the Administration's recommendation as presented above for the continued use of a two-classroom portable unit at Forest Glen School. On a roll call vote answering Aye: DiFabio,*

Hoffman, Marcheschi, McElvain, Snodell and Vivoda. Answering Nay: Ruckstaetter. Motion carried.

**Authorization to Tender Bid for Used Portable Classroom, Lincoln**

The Administration recommended the placement of a portable classroom at Abraham Lincoln to address space issues and to appropriately service the needs of its student population. Dr. Irwin shared projected class sizes for next year at Abraham Lincoln School.

Lincoln without portable: 1 <sup>st</sup> grade 26/27	5 <sup>th</sup> grade: 3 class sizes of 32
Lincoln w/portable: 1 <sup>st</sup> grade 21	5 <sup>th</sup> grade: 24

A question and answer period ensued as follows:

1. Question: In looking at the number of specialists throughout the District that provide direct service to our children and using that as part of the calculation, what is the teacher/pupil ratio at each of the schools?

Answer: Dr. Irwin provided the following information

At Lincoln, the ratio drops to 1 teacher to 19.7 children.  
At Forest Glen drops to 1 teacher to 20.6  
At Churchill drops to 1 teacher to 18.6  
At Franklin drops to 1 teacher to 20.4

Dr. Irwin said that the specialists are a plus in terms of dealing with individual and group needs of children. Classroom teachers still have the responsibility of the all the coordination of the children in terms of staffing needs. For that reason the need exists for additional space and class.

2. Question: How many bilingual children are we serving?

Answer: Dr. Irwin provided the following information:

Lincoln bilingual: 20; ESL 14  
Franklin: 9 ESL  
Forest Glen: 16 ESL  
Churchill 44 ESL 26 in Spanish bilingual and 25 in Vietnamese binlingual

3. Question: What is the cost of a new portable?

Answer: Assistant Superintendent for Finance and Operations, Jeanette Kreuz stated that the cost for a new portable is approximately \$130,000-\$140,000. The District expects to pay approximately \$50,000 for a used unit.

Dr. Irwin called on a representative from Arcon, the District's architectural firm, to discuss the placement of a two-classroom portable as reflected on the attached diagram.

Director of Buildings and Grounds, Ed Maylath, was asked to discuss the installation of portables, which will be done by the Buildings and Grounds staff.

Abraham Lincoln principal, Dr. Christopher Dransoff explained that he will work with staff to determine which classes the portable will house.

Two District 41 teachers were called on to discuss their experiences in the portable classroom at Forest Glen. Overall, their experiences were positive and they felt that the challenges presented by a portable classroom could be overcome with good planning.

Discussion ensued regarding issues of safety, security, etc. of portable classrooms. Abraham Lincoln principal, Dr. Christopher Dransoff stated that there are enhanced communication devices that are available to address these concerns and to help heighten security.

The Administration recommended that the Board of Education authorize the Assistant Superintendent for Finance and Operations to bid up to \$25,000 for the purchase of a used portable classroom from Diamond Lake School District 76 in Mundelein, Illinois.

*Mr. DiFabio made a motion that was seconded by Mr. Snodell to approve the Administration's recommendation to tender a bid on a portable classroom unit for Abraham Lincoln School. On a roll call vote answering Aye: Snodell, DiFabio, Hoffman, Marcheschi, McElvain and Vivoda. Answering Nay: Ruckstaetter. Motion carried.*

(Exhibits)

**Illinois School District Liquid Asset Fund Plus (ISDLAF+) Depository Account**

*Mrs. McElvain made a motion that was seconded by Mr. Ruckstaetter to approve the attached resolution for District 41 to become a participant in the ISDLAF+. On a roll call vote answering Aye: Ruckstaetter, Snodell, DiFabio, Hoffman, Marcheschi, McElvain and Vivoda. Answering Nay: None. Motion carried.*

(Exhibit)

**ISDLAF+ Trustee**

*Mr. Snodell made a motion that was seconded by Mr. Marcheschi approving the attached resolution authorizing Dr. Jack Barshinger as trustee of the ISDLAF+, effective July 2003. On a roll call vote answering Aye: McElvain, Ruckstaetter, Snodell, DiFabio, Hoffman, Marcheschi and Vivoda. Answering Nay: None. Motion carried.*

(Exhibit)

**Disposal of Surplus Property**

*Mr. DiFabio made a motion that was seconded by Mr. Snodell to approve the attached resolution for the disposal of surplus equipment that has been identified on the attached list. On a roll call vote answering Aye: Marcheschi, McElvain, Ruckstaetter, Snodell, DiFabio, Hoffman and Vivoda. Answering Nay: None. Motion carried.*

(Exhibit)

**Employment**

- 2003-04 Salaries for Administrators and Education Support staff - This item was pulled for discussion during closed session.
- Parental Leave Request – Mary Jane Murphy is requesting a parental leave of absence to extend to the end of the 2002-03 school year. On January 27, 2003, the Board approved a leave that would extend through May 20, 2003. Due to health concerns with her newborn baby girl, Mary Jane is requesting that her leave be extended until the end of the 2002-03 school year.

On a motion by Mrs. Hoffman and a second by Mr. DiFabio, to approve the parental leave request as presented. Motion carried on a unanimous voice vote.

## **DISCUSSION ITEMS**

### **Director of Technology Position**

This item was presented to the Board of Education for discussion only. This position was included in the organizational structure that was approved by the board in June 2002.

An organizational development consultant and the 2002 Technology Audit both recommended that the District put in place technology leadership in order to maximize District 41's ability to meet instructional and administrative expectations.

The Administration recommended that this role be filled by Amy Bishop, District 41's Instructional Technology Coordinator, a teacher on special assignment, whose responsibilities would expand to include technology integration, budget, operations and staff, professional development and technology leadership. The description and responsibilities of this proposed position align with that of the State's description for technology specialist. Superintendent Irwin added that since the District's business is education, this position requires a strong role in education.

The Board discussed issues of salary, scope of work, responsibilities and abilities of the Amy Bishop to fill this position. Additional discussion was tabled until the Board has had an opportunity to review the proposal and present any additional questions and/or concerns.

### **Vandalism Report**

The attached monthly Vandalism Report was included in the meeting materials.

(Exhibit)

### **Enrollment Report**

The attached monthly Enrollment Report was included in the meeting materials.

(Exhibit)

### **FOIA Report**

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

(Exhibit)

## **CORRESPONDENCE**

The Board Correspondence folder was distributed.

## **ANNOUNCEMENTS**

President Vivoda made the following announcements:

- Change of Date: July 21, 2003 Regularly Scheduled Meeting to July 14, 2003
- PEP Golf Outing June 29, 2003

## **OTHER BUSINESS**

None.

## **FUTURE AGENDA ITEMS**

- **Solutions to Address the Growing Enrollment:** Concern was expressed about the board making an uninformed decision with regard to addressing the district's growing enrollment. While the Blue Ribbon Committee was given this charge, not all of the board is convinced that the Committee was working with the best data. The board members were asked to hone their thoughts on this issue so that it can be placed on a future board agenda for discussion.

### **ADJOURN TO CLOSED SESSION**

*At 10:20 p.m. Mr. DiFabio made a motion that was seconded by Mr. Ruckstaetter 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: Snodell, DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter and Vivoda. Answering Nay: None Motion carried.*

### **RETURN TO OPEN SESSION**

*At 10:50 p.m., Mr. DiFabio made a motion that was seconded by Mr. Ruckstaetter to adjourn closed session and return to open session. On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter, Snodell and Vivoda. Answering Nay: None. Motion carried.*

### **ACTION ITEMS**

#### **Employment**

The Administration recommended Board approval of a 4% increase for 2003-2004 salaries for Administrators and educational support staff as reflected on the attached.

(Exhibit)

*Mr. DiFabio made a motion that was seconded by Mrs. McElvain to approve the 2003-2004 employee salaries as presented on the attached. On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter, Snodell and Vivoda. Answering Nay: None. Motion carried.*

#### **Student Discipline**

The recommendation for the expulsion of two Hadley students was presented to the Board of Education based on the students' violation of Board Policy 4120 Student Discipline, Prohibited Conduct.

In accordance with Board Policy 4120, expulsion hearings were conducted on May 5 and May 7, 2003 for incidents that occurred on April 21 and April 28, 2003, respectively.

*After a review by the Board of the May 5 and May 7, 2003 hearing reports, Mrs. Hoffman made a motion that was seconded by Mr. Snodell to approve the recommendations of the hearing officers as follows:*

*The Board of Education agreed that the student involved in the April 21, 2003 incident be allowed to return to school at the conclusion of his suspension.*

*The Board of Education agreed that the student involved in the April 28, 2003 incident be expelled from school for the remainder of the 2002-2003 school year. The expulsion will extend to the 2003-2004 school year unless behavior intervention acceptable to Hadley principal, Dr. Marilyn Finesilver and her staff is provided at the beginning of the 2003-2004 school year.*

On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter, Snodell and Vivoda. Answering Nay: None. Motion carried.

**AJOURN REGULAR MEETING**

There being no further business, Mr. Snodell made a motion that was seconded by Mr. DiFabio to adjourn the Regular Meeting of the Board of Education at 10:52 p.m. On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter, Snodell and Vivoda. Answering Nay: None. Motion carried.

Recorded: May 12, 2003

---

Deborah M. Hoffman, Secretary

Approved: June 16, 2003

---

John J. Vivoda, President