



Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

MINUTES

**BOARD OF EDUCATION REGULAR MEETING
APRIL 14, 2008
6:30 P.M.
DISTRICT 41 ADMINISTRATION CENTER
793 NORTH MAIN STREET
GLEN ELLYN, ILLINOIS**

Call to Order

Board President, Terra Costa Howard called the April 14, 2008 Regular Meeting of the Board of Education to order at 6:34 p.m.

Pledge of Allegiance

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

Roll Call

Upon the roll being called, the following answered present: John Vivoda, Erica Nelson, Steve Vondrak, Bob Solak and Terra Howard. Mr. Kenwood joined the meeting at 6:35 p.m.; Mr. Cosgrove joined the meeting at 6:44 p.m. and excused himself at 10:15 p.m.

Public Participation

- Representatives for Reid's LemonAID Foundation thanked District 41 and the Board of Education for supporting the organization's biggest fundraising event, Reid's Ride for Research and invited Board members to participate in the April 19th event. Reid's is a fundraising organization that was founded by a District 41 student, Reid Colliander and his friends in 2005, motivated by Reid's own experience with a brain tumor. Reid's has grown from a single LemonAID stand at Glen Ellyn's 4th of July parade to a 5K family bike ride that raised over \$30,000 in its first year. Reid's goal is to raise money for brain tumor research at Children's Memorial Hospital and to develop a lifestyle of charity and service for local youth. The Board expressed its thanks and admiration for the efforts of the Reid's Foundation.
- Diana Dignan, Destination ImagiNation leader, presented the Board with information about the program, which is PTA sponsored and is focused on teaching young people problem-solving skills and strategies in a team environment. Mrs. Dignan reported that both Ben Franklin and Hadley PTA's sponsored teams this year and four teams will advance from the state competition to the global competition which is an international event that will be held in Knoxville Tennessee. Students presented their trophies and demonstrated some of their projects. Mrs. Dignan asked the Board of Education to consider helping to fund the teams. The Board thanked representatives of Destination ImagiNation for the information and demonstration and said that it would take their request under advisement.

Presentations and Reports

Hadley New Horizons (HNH) Project: The Board was provided an update on the HNH effort by Hadley principal, Dr. Christopher Dransoff, Assistant Superintendent for Teaching, Learning and Accountability, Karen Carlson and consultant, Dr. Ron Williamson .The system-wide improvement effort currently underway at Hadley began in April of 2007 and emerged out of a review of the Exploratory Program. The work began last summer with the development of Mission and Belief Statements and has since become a larger project, called Hadley New Horizons.

Four groups have already been convened to study aspects of school functioning and to make recommendations. The groups, which include staff, administrators and parents, are: Mission, Exploratory Programs, Time and Organization, and Adult-Student Relationships. Two other groups, Teaming and Home-School Communication (a component of the Hadley Decision Making/Communication Group) are yet to convene. In addition, a Steering Committee was formed comprised of members from each of the work groups and includes Superintendent Dr. Ann Riebock and Director of Communications Julie Worthen as well. The Steering Committee is responsible for coordinating the work, shaping final recommendations and communicating progress.

Dr. Williamson said that the project is making headway and that all recommendations will go through the District's decision-making process and will involve a variety of stakeholders. Parent and student feedback will also be built into the process. Dr. Williamson said that he is very pleased with the evolution of the project and with the professionalism of the staff. He added that all the work groups have resolved most issues in a constructive and fruitful way. Participants have been committed to working collaboratively and have adopted the Seven Norms of Collaboration. Dr. Williamson noted that the emerging recommendations are related to one another. He emphasized the importance of thinking about the relationships and connections and how they benefit Hadley as a whole.

In the 2008/2009 school year:

- Language Arts blocks will be taught by one teacher in the same classroom
- Math classes will not operate as part of the team structure; team structures will consist of two Language Arts teachers, one Science teacher and one Social Studies teacher
- Large Group will be restructured, providing academic support in reading or math to identified students
- Recommendations from the Adult/Student Relationships Study Group will be implemented beginning second semester of the 2008/2009 school year.

In the 2009/2010 school year:

- Implement new schedule at Hadley, changing the start/dismissal time.
- Implement new courses in Exploratory and Core Extensions
- Implement recommendations from the Teaming Study Group
- Begin to monitor all Hadley New Horizons work

Following the presentation, Board discussion included:

- Ways in which the Board can help to effect the change and culture shift at Hadley.
- Work of the Respectful Relationships Group and its focus on providing an opportunity for every child at Hadley to have an adult connection that will enable them to feel socially and emotionally safe.

- The rationale for treating math separately from the team to better serve student learning needs. This change will allow more flexibility in the placement of students and for students to be grouped more appropriately.
- The importance of fostering the personal connection for students in a high tech society.
- Future opportunities for parents to participate in membership on the committees and work groups
- Students who will be significantly impacted by the HNH transition
- Exploratory Program changes and the addition of core extensions
- The rationale for Large Group restructuring
- Maintaining the quality of Band and Orchestra consistent with the desire to keep students in the class during the day.

Superintendent's Report

Superintendent Dr. Ann Riebock said that she would forgo her report so that the Board would have as much time as possible for the Board's visioning conversation later in the meeting.

Board Reports

Board members agreed to forgo their reports until the April 28, 2008 Board meeting so that there would be sufficient time for the Board's visioning conversation later in the meeting.

Discussion Items

A. 2008 Churchill Asbestos Abatement Project Bid Award (Attachment)

Superintendent Dr. Ann Riebock reported that the boiler replacement project at Churchill this summer will require asbestos removal. We usually are able to remove asbestos without going out for a bid but after discussing with asbestos experts, it was suggested this project may cost more than we originally anticipated, thus requiring a bid. The results of the bid and the recommendation are presented on the attached. The District did require an A+ bond rating which reduced the number of qualified bidders significantly. This recommendation will be presented to the Board for approval at the April 28, 2008 meeting.

B. Skyward Finance & Human Resources Software Purchase (Attachment)

Dr. Riebock reported that this recommendation emerged from a 2004 audit and is a change to an HR/Finance software solution has been long-desired in our Finance and Human Resources departments. Their collaboration on this effort has resulted in a successful selection and recommendation. The recommendation, budget proposal and selection criteria are included on the attached. This recommendation will be presented to the Board for approval at the April 28, 2008 Board meeting.

C. 2008-2009 Proposed School Calendar-Amended (Attachment)

Board president Terra Howard said that she participated in the work of the Calendar Committee. The proposed changes to the 2008-2009 school calendar address the Board's interest in moving conferences closer to the end of the first quarter. The Committee, comprised of the superintendent and executive assistant for the superintendent, a building principal, and representatives from AFSCME and GEEA, examined all of the recommendations for change that were received. The attached amendment reflects the following recommendations for the 2008-2009 school year.

- Parent Conferences moved from November 24 and 25 to November 3 and 4

- Institute Days on November 24 and 25 (September 22 Institute Day is moved to November 24 and November 4 is moved to November 25)
- November 26 is part of the Thanksgiving Break and is a Non-attendance Day
- First quarter ends on October 31, but report cards are issued on November 10 instead of November 7.

All other holidays, SIP days, and Institute Days remain the same.

This recommendation will be presented to the Board for approval at the April 28, 2008 Board meeting.

D. Board Policy/Procedure Revisions-First Reading (Attachment)

- Fiscal Philosophy Policy & Procedure

The Board of Education set a goal for the 2007-2008 school year to adopt a fiscal philosophy policy, which was presented as a first reading for the Board and accompanied by the administrative procedure. Since this is a new policy and procedure, a policy number has not yet been assigned, but will be prior to the second reading and recommendation for adoption. During the Board's discussion, suggested revisions and corrections emerged that will be incorporated into the second reading that will be presented to the Board.

- 5:100AP Staff/Professional Development and In-Service Training

The staff development policy reflects changes that were made after receiving a recommendation by the Board at an earlier meeting to use the language of professional development program.

A recommendation for approval and adoption of both policies and procedures will be presented to the Board on April 28, 2008 meeting.

Action Items

- A. Consent Agenda: Board President Howard asked if there were any items that Board members wished to remove from the Consent Agenda. Hearing none,

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

1. Human Resources
 - (a) Personnel Report (Attachment)
 - Employment Recommendations
 - Leave of Absence Requests
2. Finance, Facilities and Operations
 - (a) Interim Paid Bills March (Attachment)
 - (b) Churchill Playground Equipment (Attachment)
3. Other Matters
 - (a) Board Regular Meeting Minutes
 - March 24, 2008 Regular & Closed Meetings

B. Superintendent's Recommendation(s)

1. 2007-2008 Proposed Final School Calendar

Attachment 10

When the 2007-2008 school calendar was adopted by the Board of Education, Tuesday, June 3, 2007 was designated as the last day of school attendance, provided we did not utilize the five emergency school closing days. Because of inclement weather, it was necessary to utilize two of the five emergency days on August 24, 2007 and February 1, 2008. Therefore the Administration is recommending that Thursday, June 5, 2008 be designated as the last day of school attendance and that Hadley Graduation be changed from Monday, June 2, 2008 to Tuesday, June 3, 2008.

The end-of-year Staff Recognition activities will be on Wednesday, May 21, 2008, 4-6 p.m. at the Glendale Lakes Golf Club.

The Administration recommends that the Board of Education approve the recommendations for the last day of school, Hadley graduation and end-of-year Staff Recognition activities as presented above.

Vivoda moved and Solak seconded to approve the Administration's recommendations as presented on the attached 2007-2008 Final School Calendar as presented. On a roll call vote answering "Aye"; Solak, Cosgrove, Kenwood, Vivoda, Nelson, Vondrak and Howard; answering "Nay": None. Motion carried.

Upcoming Meetings

Tech Fair, April 28, 2008, Hadley Junior High School, 240 Hawthorne, Glen Ellyn
April 28, 2008, 7:30 p.m., Hadley Junior High School, 240 Hawthorne, Glen Ellyn

Board Visioning Process

The Board discussed a proposed process and timeline for developing a long-range District Vision, which is one of its four goals for 2007-2008. The District's current Strategic Focus, which includes a Vision, Mission, Values and Objectives, was developed in 2004 and the Board felt that this is an appropriate time to reexamine the current Vision.

Goal four, which states, "Create a process for developing a long-range vision for educational excellence in District 41 and an accompanying process for developing a facilities plan to support the educational vision," includes developing a community involvement and communication plan to accompany the process and an action plan for implementing the Vision.

Board members Erica Nelson and John Kenwood, who agreed to take the lead on this goal, provided an update on their work to date and shared a proposed process and timeline which included a three session approach that would involving representatives from all District 41 stakeholder groups. Following the sessions, a smaller group will be organized to examine the data that emerges from the sessions and to develop action strategies for the Vision.

Following a discussion by the Board on the proposed process and timeline, the Board reached consensus on the following:

To move forward with the Board Visioning project with adjustments to the proposed timeline. The first session will take place on May 28 with two subsequent sessions to be held in June. This will allow the Board time in the interim to schedule a workshop meeting to discuss and define the strategies to be used in the Visioning sessions.

Next Steps:

- Confirm Visioning session dates and locations
- Develop preliminary information including:
 - ❖ Finalize invitation, stakeholder list and pre-read materials for the Board's review
 - ❖ Develop an internal and external communication plan
 - ❖ Continue gathering research to be provided to participants in the sessions
 - ❖ Develop a framework for the first session


Public Participation

There were no members of the public who wished to address the Board of Education at this time.


Adjournment

There being no further business Vivoda moved and Solak seconded to adjourn the regular meeting at 10:43 p.m. On a roll call vote answering "Aye": Vondrak, Solak, Cosgrove, Kenwood, Vivoda, Nelson 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 April 28, 2008

Glen Ellyn School District #41 Board Report

Date: April 14, 2008
Title: 2008 Churchill Asbestos Abatement Project
Contact: Bob Ciserella – Assistant Superintendent FFO

Long-Range Plan Focus:

This recommendation provides for alignment with Goal #2, Target #2 of the Superintendents Five Year Plan:

- The long-range capital development plan will provide a systematic roadmap to ensure that the facility infrastructure meets educational needs.

Discussion:

The Churchill boiler replacement was brought to the Board of Education as part of the 2008 Summer Projects recommendation. District 41 typically manages its own asbestos abatement projects. As such, during our initial review the Director of Buildings & Grounds anticipated the abatement project to be under the threshold for bidding requirements. However, after inspection and review with our abatement consultants, District 41 was advised that this project might run higher than the original estimates.

On March 18, 2008 seven bids were opened for the 2008 Churchill Asbestos Abatement Project. The results of these bids and the recommendation from Concept 3 are attached for review. Six of the bids received from prospective contractors did not meet the specifications, as set forth in our bid documents. Therefore, those bids have been eliminated from consideration.

Recommendation:

The administration recommends that the Board of Education approve the asbestos removal project at Churchill School to DEM Services in the amount of \$31,400.00. 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 April 28, 2008 meeting.

Glen Ellyn School District #41 Board Report

Date: April 14, 2008

Title: Skyward Finance and Human Resources Software Purchase

Contact: Laurie Campbell/Director of Human Resources
Bob Ciserella/Assistant Superintendent -FFO
Phyllis Hanna/Director of Finance and Operations

Long-Range Plan Focus: The finance and human resources software purchase recommendation supports the following component of the Superintendent's Five Year and Two Year Plans:

Goal #2, Target #3: Technology planning will meet short and long-term organizational needs in context with industry trends in order to support the educational needs of the District.

This target includes:

- Technology unifies and streamlines operational systems within the organization for efficiency and productivity
- Technology is flexible and agile to meet evolving organizational and learning needs

Discussion:

Current Situation: The Finance Team and the Human Resources Team use two separate software programs that do not have the capability of being integrated. The company that developed the SANS-Personnel software used by the Human Resources Team is no longer in business. Specialized Data Systems (SDS), our finance software, runs on an Access 1997 database structure which is outdated.

In 2004, D41 participated in a Technology Audit. The audit identified the need to upgrade the HR and Finance management systems and to integrate human resource functions with payroll and budgeting functions. Most recently, District 41's auditing firm, Virchow Krause, suggested that both Finance and HR systems should be fully integrated in order to provide improved internal controls. Internal financial controls require segregation of duties and the current software systems limit the number of active users. This limitation impacts the ability of meeting most of the segregation of duties requirements.

Analysis: Fund accounting used by Illinois schools along with the unique employee retirement programs requires Illinois School Districts to use finance software that is different from corporate accounting programs. These nuances limit the number of providers of software solutions that will be effective for school districts.

In the fall of 2005 a team of support staff and administrators from Finance and Human Resources was formed begin the search process for upgrading these software systems. The team included D41's Payroll Clerk, Accounts Payable Clerk, Personnel Specialist, Fiscal Services Coordinator, Director of Finance/Operations, Director of Human Resources, and Assistant Superintendent for FFO. This group established business requirements and baseline criteria to be used for reviewing potential software solutions.

The 2005 review process generated a list of five software systems to explore, Pentamation, APECS, Skyward, IDI Sage/Alio, and Microsoft Great Plains. All five vendors were invited to do an introductory demonstration. As a result of the introductory demonstration and ratings completed by the team, three vendors (Skyward, Pentamation, IDI Sage/Alio) were invited to return for more in-depth software demonstrations. After the demonstrations by the three vendors, the review process was put on hold due to administrative changes in District 41.

The review process resumed in the fall of 2007. The team reconvened, reviewed the previous analysis, and recommended half-day demonstrations by Skyward and IDI Sage/Alio. These presentations occurred during the months of October and November. Based on these demonstrations along with surveying current DuPage school districts' usage, the team conducted a site visit to a local district using Skyward. After the visit, a follow-up meeting with Skyward was scheduled to obtain additional information about the system. In addition to the in-depth analysis of Skyward and IDI Sage/Alio, members of the administrative team met with Kinsey and Kinsey, a local firm that markets and supports Lawson Software and Microsoft Dynamic GP. Both programs were eliminated from consideration due to cost and capacity issues.

Recommendation: The administration recommends the Board of Education approve the purchase of Skyward's PaC Finance Systems. Skyward met the majority of the business requirements and had the highest baseline score of all the systems reviewed. The PaC Finance System is sold and supported directly by the company, not through a reseller, an important component for on-going support to the product. Skyward has been writing fund accounting software for Illinois for over 20 years and has a strong client base in the Midwest.

The initial cost of the Skyward PaC Finance System modules is estimated to be approximately \$119,400. This amount includes support for first year implementation, data conversion, system initial set-up and staff training. However, the 2007-08 budget includes \$160,000 in the event that any additional modules are needed. The annual maintenance cost will be approximately \$18,200 a year. This ongoing fee includes unlimited software support calls including on-line assistance, upgrades and support for all annual reporting required by Federal or State agencies as in W-2's, retirement program reporting, etc. There is a cost difference between the two systems that were explored in depth. While the Skyward system is more costly, it has a stronger presence in Illinois and meets more of our criteria. The IDI/Sage Alio system falls short on several key criteria and has recently been abandoned by two Illinois school districts.

The Finance and Human Resources teams are ready to proceed with the conversion to the new system for a July 1, 2008 effective date. This would require data conversion and staff training beginning in May of 2008. The employee portal and remote staff access would be scheduled for implementation during the 2008-09 school year. A formal recommendation for approval will be presented to the Board of Education at the April 28, 2008 meeting.

Business Requirements for HR/Finance Software System

HR Requirements	Skyward	IDI Sage/Alio	Comments
Report wizard – ability to access and create a report using any of the data in the system	Yes	No	
Ability to export data to excel	Yes	Yes	
Ability to automatically transfer sick leave, vacation leave, personal leave data, etc. from AESOP absence/substitute management system	Yes	No	Skyward system requires purchase of the time off module to achieve this function. The time off module can be used to track absences but does not manage/contact substitutes. Alio would need to build a bridge to import data from AESOP.
Interface with AppliTrack (online application system) – import of all demographic data from online application into HR system	No	No	Only certain fields can be imported (name, degree,
Ability to automatically load new employees to AESOP	No	No	
Capability to track evaluation cycles for teachers and support staff	Yes	Yes	Both systems allow for customization of data fields
Capability to calculate and track probationary periods of varying lengths	Yes	No	
Ability to upload evaluation cycle information from excel	Yes	Yes	Both would require some configuration of the data from the spreadsheet
Automatically creates staff directory	Yes	Yes	
Employee portal access information	Yes	Yes	Employees can access and view account information but cannot make changes
Benefits tracking – financial data and benefit elections	Yes	Yes	
Position control feature	Yes	Yes	
Tracks employee changes over time and maintains historical data	Yes	Yes	
Tracks seniority data	Yes	Yes	
Ability to calculate raises/salary increases	Yes	No	
Can generate customized salary letters	Yes	Yes	

Leave tracking – FMLA, general leave, parental leave, workers comp, etc.	Yes	Yes	
Different user/access levels	Yes	Yes	
Finance Requirements	Skyward	IDI Sage/Alio	Comments
Ability to conform to Illinois Program Accounting reporting and requirements	Yes	Yes	
Fully functional database that is multi-user based	Yes	Yes	
Finance and HR functions that are fully integrated	Yes	Yes	
Employee portal to view payroll information	Yes	Yes	
Maintains historical payroll information	Yes	Yes	
Free form report generator that is user friendly and does not require on-site programmer and/or additional costs for programming	Yes	Yes	
Ability initiate purchase orders at the school level with administrative/Central Office review and approval	Yes	Yes	
Ability for administrators to have full access to review accounts for which they have responsibility	Yes	Yes	
Ability to define/assign security and data access based on user	Yes	Yes	
Shared/General Requirements			
Presence and success rate in Illinois	Yes	No	Alio just lost one of its two accounts in Illinois. Skyward is currently used by approximately 150 school districts in the state of Illinois. Since 1980, Skyward has had a 98% retention rate.
Strong technical support	Yes	No	Skyward – 7:00 a.m. – 5:00 p.m. help desk via phone or e-mail, online instruction sheets with screen shots for once per year functions, ability to flag question as "emergency", 155 employees in customer support department, and a 2-hour average response rate. Alio – support is provided by a third party administrator (Kirtley Technologies)
All mandated changes (i.e. new reports from ISBE, change in accounting structure) are created and supported at no additional cost	Yes	Yes	

Installation and support provided directly from company, not from a third party	Yes	No	
Application Service Provider and on-site storage options	Yes	No	ASP option is available with Skyward but more expensive
*Baseline Criteria (1-5 scale) *data is from original analysis in 2005	Skyward	IDI Sage/Alto	Comments
Ease of Use	4.8	3.7	
Training and support	4.2	3.2	
Reports	4.2	3.6	
Links among modules and to Excel/Word	4.2	4.7	
Range of features	4.5	3.7	
Overall rating	4.2	3.5	

Skyward Costs

Software Description	One-Time Investment	Services	Annual License Fees	Total
Financial Modules				
Finance	\$16,549.00	\$7,180.00	\$5,598.00	\$29,327.00
Automatic Check Reconciliation	\$1,143.00			\$1,143.00
Electronic Signature	\$200.00			\$200.00
Vivid Image Plus - Attach Files		\$500.00		\$500.00
Vivid Image Plus - Scan into Database	\$1,469.00	\$500.00	\$485.00	\$2,454.00
Human Resource Modules				
Payroll	\$6,529.00	\$4,880.00	\$2,155.00	\$13,564.00
Employee Management	\$4,081.00	\$3,542.50	\$1,347.00	\$8,970.50
Employee Access	\$4,534.00	\$375.00	\$1,496.00	\$6,405.00
Insurance Tracking	\$3,264.00	\$2,175.00	\$1,077.00	\$6,516.00
Salary Negotiations	\$2,449.00	\$2,175.00	\$808.00	\$5,432.00
Substitute Tracking	\$4,534.00	\$1,087.50	\$1,496.00	\$7,117.50
Substitute Tracking Interface	\$2,500.00	\$1,087.50		\$3,587.50
TrueTime	\$9,068.00	\$1,787.50	\$2,992.00	\$13,847.50
New Installation Question & Answer Time		\$1,250.00		\$1,250.00
Standard Software Setup/Installation		\$2,158.00		\$2,158.00
New User PaC Administration Class		\$280.00		\$280.00
Progress Media Fee			\$270.00	\$270.00
Smart Start Implementation Service				
Project Management		\$4,625.00		\$4,625.00
Sub-total Software	\$57,554.00	\$34,103.00	\$18,128.00	\$107,647.00
Software Conversion				
Standard Budgetary		\$2,010.00		\$2,010.00
Standard Payroll		\$1,575.00		\$1,575.00
Summary Payroll History		\$3,150.00		\$3,150.00
Time Off Summary Balances		\$960.00		\$960.00
Certifications		\$795.00		\$795.00
Professional Growth		\$810.00		\$810.00
Employee Management Setup Conversion		\$1,875.00		\$1,875.00
Sub-total Conversions		\$11,175.00		\$11,175.00
Sub-total Software and Conversions	\$57,544.00	\$45,278.00	\$18,128.00	\$118,822.00
SSL Security Package - Microsoft Web Serv	\$544.00			\$544.00
Total Investment				\$119,366
Estimated Yearly Costs			\$18,128	

DRAFT
GLEN ELLYN SCHOOL DISTRICT 41
2008-2009 School Calendar

<u>AUGUST</u>	25-26 27	No School -Institute Day First Student Attendance Day
<u>SEPTEMBER</u>	1 19	No School -Labor Day SIP Day-Early Dismissal*
<u>OCTOBER</u>	13 24 31	No School -Columbus Day SIP Day- Early Dismissal* End of 1 st Quarter
<u>NOVEMBER</u>	3-4 10 24-25 26-28	No Student Attendance -Parent /Teacher Conferences Report Cards Issued (PreK-8) No School -Institute Day No School -Thanksgiving Break
<u>DECEMBER</u>	5 22-31	SIP Day-Early Dismissal* No School -Winter Break
<u>JANUARY</u>	1-2 16 19 23 30	No School -Winter Break SIP Day-Early Dismissal* No School -Martin Luther King Day End of 2 nd Quarter Report Cards Issued (PreK-8)
<u>FEBRUARY</u>	16 20 27	No School -Presidents' Day SIP Day-Early Dismissal* No School -Institute Day
<u>MARCH</u>	2-13 20 27 30-31	ISAT Testing-TENTATIVE SIP Day-Early Dismissal* End of 3 rd Quarter No School -Spring Break
<u>APRIL</u>	1-3 9 10 24	No School -Spring Break Report Cards Issued (PreK-8) No School - District Holiday SIP Day-Early Dismissal*
<u>MAY</u>	1 22 25	No School -Institute Day SIP Day-Early Dismissal* No School -Memorial Day
<u>JUNE</u>	8 9 10-16	Hadley Graduation-Tentative Last Day of School-Tentative Emergency Days- <i>will be abated if not used for emergency reasons earlier.</i>

***No Pre-K, EC or Kindergarten Attendance on SIP Day- ½ Day Early Dismissal. Early Dismissal Time for SIP days will be Noon for all schools. For more information about student attendance on SIP Days, please contact the building principal.**

Approved: BOE, May 14, 2007

Glen Ellyn School District #41 Board Report

Date: April 14, 2008

Title: Board Policies/Procedures First Reading
Fiscal Philosophy
Staff/Professional Development and In-Service Training

Contact: Dr. Ann K. Riebock, Superintendent

Long-Range Plan Focus: Policy development reflects the goals of the long-range plan and aligns with procedures and practices. The policies presented reflect two long-range goals both directly and indirectly.

Goal 1: Create a five year plan to improve student learning and achievement. Each target for achievement under this goal identifies areas and expectations for professional development.

Goal 2: Create a long-range financial plan that addresses the long term financial health of the district.

Target 1: A five-year financial plan will demonstrate resource stability, long-range planning and fiscal responsibility and address physical space needs.

Discussion: The Board of Education set a goal for the 2007-2008 school year to adopt a fiscal philosophy policy, which is presented for your reading and is accompanied by the administrative procedure. This policy aligns with Goal #2 and Target #1 of the Long-Range Plan. We have not assigned a policy number to the draft at this point, but will do so prior to the second reading and recommendation for adoption. Policy 5:100 provides an edit to a current policy on staff development and in general is related to all aspects of Goal #1. A part of the previous policy has been moved to administrative procedures and that revision is attached for your review as well. Both policies presented for a first reading have been previewed by the Board of Education previously and have been examined and revised by the Policy Committee.

Recommendation: It is recommended that the Board of Education review the draft policies and make any recommended revisions prior to a second and final reading of the policy drafts.

DRAFT

Policy # _____

Page 1 of 1

Operational Services

Fiscal Philosophy

The District shall establish and follow guidelines for the budget development process that provide the community with consistent delivery of high quality educational programs. These programs should be provided in safe and secure learning environments, in facilities that are physically and operationally sound and within the fiscal constraints as deemed necessary by the Board of Education.

Reviewed:

Adopted:

Revisions Adopted:

DRAFT

AP# _____

Operational Services

Fiscal Philosophy Administrative Procedures:

The Superintendent or his designee shall develop the district budget within the following guidelines:

1. The budget shall provide for the continued delivery of high quality educational programs.
2. The budget shall provide for educating students in safe, secure and physically sound facilities.
3. The administration shall provide the Board of Education with a balanced budget unless one-time planned expenditures of the district occur in a given fiscal year which may account for a one-time Fund Account deficit.
4. The district shall maintain staffing patterns that align with class size targets and state or federally mandated requirements.
5. The unreserved General Fund balance shall be maintained at an acceptable level so as to continue to provide the community with uninterrupted programs or services.
 - The General Fund balance shall be maintained at no less than 10% of the following years operating expenditures. The District shall not include the present fiscal years June installment of property taxes in this calculation.
 - If the unreserved fund balances can not be maintained at the specified levels the administration shall provide the board with alternative operating recommendations.
 - Early tax revenues received by the District prior to July 1 of the fiscal year for which they are intended shall not be expended until the new fiscal year commences.

Reviewed:

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Revised: February 11 March 24, 2008

General Personnel

Staff/Professional Development and In-Service Training Program

The Superintendent or designee shall implement a staff development ~~opportunities program~~. The goal ~~of such program~~ shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development ~~offerings program~~ for certified staff members shall be designed to ~~effectuate~~ facilitate the School Improvement Plan(s) so that student learning objectives meet or exceed goals established by the District and State.

~~The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certified school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.~~

LEGAL REF.: 105 ILCS 5/2-3.60, 5/2-3.64, 5/10-22.39, and 110/3.
745 ILCS 49/1 et seq. (Good Samaritan Act).

Reviewed: May 17, 2004
Adopted: August 23, 2004
Revisions Adopted:

General Personnel

Administrative Procedure — Staff/Professional Development and In-Service Training Program

All District-sponsored staff/professional development opportunities programs, including in-services, shall be approved by the Superintendent or designee.

Staff/professional development opportunities exist through the following:

A. Planned in-service programs, courses, seminars, and workshops are offered within the District

State law mandates that these topics be covered in in-service programs:

1. adolescent and teen-age suicide for guidance counselors, teachers, and other school personnel who work with pupils in grades 7 through 12 (105 ILCS 5/3-14.8, 5/10-22.39, and 5/34-18.7);
2. child abuse (105 ILCS 5/10-23.12), AIDS (105 ILCS 5/10-22.39);
3. training for special education personnel (23 Ill. Admin. Code § 226.890); and
4. anti-violence and conflict resolution, including peer counseling (105 ILCS 5/3-11, as amended by P.A. 91-491, eff. 8-13-99).
5. at least once every 2 years, the in-service training of certified school personnel and administrators shall include training on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

B. Visits to other classrooms and schools, as well as attendance at conferences, workshops, and other meetings may be requested.

With the Superintendent's approval, staff members may be released with full pay to:

1. attend professional conventions and meetings, to visit exemplary programs, as well as to participate in other professional growth activities. At the time of approval, the Superintendent will indicate which expenses, if any, will be reimbursed by the District. After participation, a written report must be submitted to the Superintendent summarizing the activity's highlights.
2. serve as speakers, consultants, or resource persons outside the District. The staff member accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. The employee or the institution receiving the services is responsible for travel, lodging, and meal expenses and for substitute costs if any are incurred.
3. attend training and staff development programs sponsored by the Regional Office of Education (105 ILCS 5/2-3.62), the Illinois Department of Education, the Illinois Association of School Boards, or any other professionally-sponsored education program.

C. Leaves of absence for advanced training and internships are governed by Board policy on leaves.

Glen Ellyn School District #41 Board Report

Date: April 14, 2008
Title: Personnel Report-Final
Contact: Laura Campbell, Director of Human Resources

Long-Range Plan Focus: The recommendations contained in this Personnel Report support Goal #1, Target 6 of the Superintendent's five and two year plans: We will recruit, hire, support and retain high quality staff.

Discussion: According to section 8.7 of the collective bargaining agreement with the teachers' association (GEEA), the Board has three options when granting a leave of absence. The leave can be granted with a) a guarantee of re-employment; or b) re-employment may be contingent upon the availability of vacant positions; or c) the employee, at his/her request, will be considered for placement in any vacant position for which he/she qualifies to the district's satisfaction.

Leaves of Absence

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Type of Leave</u>	<u>Duration of Leave</u>
Laurie Swatek	Lincoln	1 st Grade teacher (Job-Share)	Leave of Absence- re-employment contingent upon available position	2008-09 school year
Lisa Kendra	Lincoln	Kindergarten teacher (half-time)	Parental Leave of Absence	2008-09 school year

Employment Recommendations

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Placement/Salary</u>	<u>Effective Date</u>
Carey Markowski	Hadley	School Administrative Assistant	\$11.57 per hour/\$3,721.32	4/14/2008
Angela Serrano (currently .5 aide at Lincoln)	Forest Glen	Early Childhood Aide (.5 FTE)	\$10.12 per hour/\$1,480.05	4/07/2008

Internal Transfers

<u>Name</u>	<u>School/Position</u>	<u>to</u>	<u>School/Position</u>	<u>Effective Date</u>
Joan Doyle	Franklin/1 st Grade		Franklin/2 nd Grade	2008-09 school year
Julie Schmutz	Forest Glen/1 st Grade		Forest Glen/2 nd Grade	2008-09 school year
Dawn Payne	Churchill/2 nd Grade		Churchill/4 th Grade	2008-09 school year
Shelley Jordan	Churchill/4 th Grade		Churchill/5 th Grade	2008-09 school year

Recommendation:

It is recommended that the Board accept the actions included in this Personnel Report as presented.

INTERIM PAID BILLS
3/14/08 - 3/31/08

<u>FUND</u>	<u>TOTAL BILLS PAID</u>
General Fund	\$756,962.89
Bond & Interest	0.00
B & I Debt Service Grant	0.00
IMRF	81,991.49
Life Safety	0.00
S & C Cap Imp	0.00
97 Project Fund	0.00
Working Cash	0.00
SUB-TOTAL	\$838,954.38
Self-Insurance	0.00
Insurance	0.00
TOTAL	\$838,954.38

Glen Ellyn School District #41 Board Report

Date: April 14, 2008
Title: Churchill Playground Equipment Bid Award
Contact: Phyllis A. Hanna – Director of Finance & Operations

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 physical space needs.

Discussion:

Over the previous three years the District, in collaboration with the Elementary School PTA's has replaced aging playground equipment. This partnership supports a cost-sharing for playground equipment installation. Churchill School playground is the last playground set to be replaced. The Churchill PTA has raised \$15,000 towards the purchase of the equipment and the District will share in this project in the balance of \$46,420. The summer 2008 projects list included an allocation of \$45,000 for this project, so the budget will be adjusted to reflect the additional \$1,420 needed. The PTA designed the playground using the services of NuToys Leisure Products which has worked with all of our schools in the past.

On March 18, 2008 the District held a bid opening for this project which includes the equipment purchase, site work, installation, partial removal of existing equipment and purchase of ground cover for the full playground area. Two vendors responded to the bid, Green-Up Landscape, Inc. and The Kenneth Company. Both firms have satisfactorily completed playground installations for the District in the past three years. The results of the bid are:

Green-UP Landscape, Inc.	\$61,420.00
The Kenneth Company	\$64,956.00

Recommendation:

The administration recommends the Board of Education accept the bid from Green-UP Landscape, Inc. in the amount of \$61,420.00 for the Churchill Playground Equipment Project as detailed in the bid documents.

**GLEN ELLYN SCHOOL DISTRICT 41
2007-2008 School Calendar**

<u>AUGUST</u>	20-21 22	No School -Institute Days First Student Attendance Day
<u>SEPTEMBER</u>	3 14 24	No School -Labor Day SIP Day-Early Dismissal* No School -Institute Day
<u>OCTOBER</u>	8 19 26 29	No School -Columbus Day SIP Day- Early Dismissal* End of 1 st Quarter No School -Institute Day
<u>NOVEMBER</u>	2 19-20 21-23	Report Cards Issued (PreK-8)+ No Student Attendance -Parent /Teacher Conferences No School -Thanksgiving Break
<u>DECEMBER</u>	7 24-31	SIP Day-Early Dismissal* No School -Winter Break
<u>JANUARY</u>	1-4 18 21 25	No School -Winter Break End of 2 nd Quarter SIP Day-Early Dismissal* No School -Martin Luther King Day Report Cards Issued (PreK-8)
<u>FEBRUARY</u>	8 18 29	SIP Day-Early Dismissal* No School -Presidents' Day No School -Institute Day
<u>MARCH</u>	3-14 20 21 28 31	ISAT Testing SIP Day-Early Dismissal* No School -District Holiday End of 3 rd Quarter No School -Spring Break
<u>APRIL</u>	1-4 11 18 21	No School -Spring Break Report Cards Issued (PreK-8)+ SIP Day-Early Dismissal* No School -Institute Day
<u>MAY</u>	16 26	SIP Day-Early Dismissal* No School -Memorial Day
<u>JUNE</u>	2 5 6, 9, 10	Hadley Graduation-Tentative Last Day of School-Tentative Emergency Days- <i>will be abated if not used for emergency reasons earlier.</i>

***No Pre-K, EC or Kindergarten Attendance on SIP Day- ½ Day Early Dismissal.** Early Dismissal Time for SIP days will be Noon for all schools. For more information about student attendance on SIP Days, please contact the building principal.

Approved: 5/15/06

Amended: 5/14/07

*May 9 SIP Day changed to May 16th

Revised: 9/12/07

+Oct. 26 Report Card changed to Nov. 2

+March 20 Report Card changed to April 11

Amended: