



08-20

**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**AGENDA**

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

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Public Participation**
- V. Presentations and Reports**
  - A. Hadley New Horizons Update by Christopher Dransoff  
Ron Williamson and Karen Carlson Attachment 1
- VI. Superintendent’s Report**
- VII. Board Reports**
- VIII. Discussion Items**
  - A. 2008 Churchill Asbestos Abatement Project Bid Award Attachment 2
  - B. Skyward Finance & Human Resources Software Purchase Attachment 3
  - C. 2008-2009 Proposed School Calendar (Amended) Attachment 4
  - D. Board Policy Revisions (1st Reading) Attachment 5
    - Fiscal Philosophy Policy & Procedure
    - 5:100AP Staff/Professional Development and In-Service Training
- IX. Action Items**
  - A. Consent Agenda
    - 1. Human Resources Handout
      - (a) Personnel Report
      - Employment Recommendations
      - Leave of Absence Requests
    - 2. Finance, Facilities and Operations
      - (a) Interim Paid Bills March Attachment 6
      - (b) Churchill Playground Equipment Attachment 7

- 3. Other Matters
  - (a) Board Regular Meeting Minutes Attachment 8
    - March 24, 2008 Regular & Closed Meetings

- B. Superintendent's Recommendation(s)
  - 1. 2007-2008 Proposed Final School Calendar Attachment 9

**X. Upcoming Meetings**

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

- XI. Board Visioning Process** Handout

**XII. Public Participation**

**XIII. Adjourn to Closed Session**

**XIV. Adjournment**

## Glen Ellyn School District #41 Board Report

**Date:** April 14, 2008

**Title:** Hadley New Horizons Update

**Contact:** Chris Dransoff/Hadley Junior High School Principal  
Karen Carlson/Assistant Superintendent for Teaching, Learning & Accountability

**Long-Range Plan Focus:** The Hadley New Horizons work supports the following components of the Superintendent's 5 and 2 Year Plan:

Target #2: Data will drive decision-making at every level of the organization beginning with students.

The target includes:

- We make strategic use of key system and external benchmark data to meet the needs of students, staff, stakeholders and programs.
- We use programmatic data to evaluate programs and determine financial priorities.
- We use satisfaction data to meet the needs of key stakeholders.
- Program evaluations embedded in the system

Target #5: Recommendation for an instructional day reflects the educational priorities of the district and supports instructional best practices, student learning needs and the use of standards.

The target includes:

- Instructional schedules that address student programmatic needs and educational priorities.

**Discussion:** System-wide improvement efforts at Hadley began in April of 2007 with the help of nationally known middle level expert Dr. Ron Williamson. The desire to examine possible changes at Hadley originally surfaced through a review of the Exploratory Program. The work began last summer with the development of a 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. The Steering Committee is responsible for coordinating the work, shaping final recommendations and communicating progress.

Work Group and Tasks	Progress	Next Steps
<b>Mission:</b> Create a mission statement and belief statements to guide the work at Hadley.	With input from parents and staff, this group developed a new mission statement, a set of belief statements and created the title and logo – <i>Hadley New Horizons</i> for Hadley. These have been	Create classroom posters and Hadley banner with Mission and Belief Statements. (Work complete)

	communicated to the school community and will guide short- and long-term decisions for the school.	
<b>Exploratory:</b> To examine exploratory program offerings at Hadley in light of current thinking in middle level education.	Provided specific recommendations to the Steering Committee.	Identify course offerings for exploratory and core extensions. (April - May, 2008)  Develop curriculum for Exploratory offerings, academic support and core extensions. (June - November, 2008)
<b>Time and Organization:</b> To examine strengths and limitations of the way we currently use and organize time at Hadley, and explore other ways Hadley could use and organize its time to support student learning and help Hadley accomplish school goals.	Provided specific recommendations to the Steering Committee.  Worked with Amy Yurko of BrainSpaces to explore possible scheduling options to maximize current use of space.	In the 2008/2009 school year the following will be implemented: <ul style="list-style-type: none"> <li>• Language Arts block (same teacher, same room)</li> <li>• Math removed from the team structure</li> <li>• Restructure Large Group</li> </ul> All other recommendations will be implemented in the 2009/2010 school year.
<b>Adult-Student Relationships:</b> This group will focus on finding ways to make sure that all children know how to access adult support at school, feel there is an adult at school who cares about them as individuals and who knows their strengths and challenges.	Group to begin its work on Monday, April 14, 2008.	Create a recommendation to the Steering Committee in the Fall of 2008 with an implementation date of second semester, 2009.
<b>Home-School Communications:</b> This group will look at how to make sure that Hadley is effectively connecting and communicating with its parents, and how to make sure that parents know they are invited to be valued partners in their children's education.	This work will be completed by the Hadley Internal Communication/Decision Making Group and in conjunction with the Steering Committee.	Continue to communicate using Hadley New Horizons news issues.

<p><b>Team Functioning:</b> This group will look at how teaching teams (and other types of faculty/staff teams) are functioning today, and how they can become more effective in creating a collaborative learning environment at all levels, positively impacting student achievement, and better serving the needs of students, faculty and staff.</p>	<p>Study group to begin in the Fall of 2008.</p>	
<p><b>Steering Committee:</b> This group will be comprised of members of each of the other study groups. The committee will coordinate the work from each of the study groups, shape formal recommendations to the Teams for Excellence and the Board of Education, facilitate the communication of the work and monitor all phases of implementation.</p>	<p>Formulated a PDSA for all of the work</p> <p>Created a timeline for all work, including communication and feedback</p> <p>Survey parents and students</p> <p>Explore altering start and ending time of the day</p> <p>Share formal recommendations from each of the study groups</p>	<p>Completed</p> <p>Completed</p> <p>Completed by June 1, 2008</p> <p>3/08 – 10/08</p> <p>In process</p>

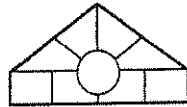
**Recommendation:**

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
- Implement new courses in Exploratory and Core Extensions
- Implement recommendations from the Teaming Study Group
- Begin to monitor all Hadley New Horizons work



**HADLEY NEW HORIZONS**

*Working together to meet the needs of our middle level learners*

### **Hadley Mission Statement**

The purpose of Hadley Junior High School is to prepare our students intellectually and emotionally for their high school years and the future by providing a safe and supportive learning environment that meets the unique needs of our adolescent learners, while developing respectful relationships among students, staff, families and community.

### **Hadley Belief Statements**

We believe and understand middle level learners:

- Display wide ranges of physical, cognitive, emotional, and social development, and as a middle level school, we respond by providing developmentally-appropriate learning opportunities, strategies, and activities.
- Need healthy relationships with peers, staff, family, and community as they strive for independence, and as a middle level school, we respond by creating a welcoming and encouraging learning environment, which enhances and broadens meaningful student/adult interactions.
- Need opportunities that are academically challenging and personally meaningful and relevant, and as a middle level school, we respond by providing a standards-based curriculum with flexibility in our instructional approaches and our organization of the school and the school day.
- Need to explore individual interests, and as a middle level school, we respond by encouraging and supporting students in embracing change, taking academic risks, pursuing new skills, assuming new roles, and expressing creativity.

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

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

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**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/Alio	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

<b>Software Description</b>	<b>One-Time Investment</b>	<b>Services</b>	<b>Annual License Fees</b>	<b>Total</b>
<b>Financial Modules</b>				
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
<b>Human Resource Modules</b>				
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
<b>Smart Start Implementation Service</b>				
Project Management		\$4,625.00		\$4,625.00
<b>Sub-total Software</b>	<b>\$57,554.00</b>	<b>\$34,103.00</b>	<b>\$18,128.00</b>	<b>\$107,647.00</b>
<b>Software Conversion</b>				
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
<b>Sub-total Conversions</b>		<b>\$11,175.00</b>		<b>\$11,175.00</b>
<b>Sub-total Software and Conversions</b>	<b>\$57,544.00</b>	<b>\$45,278.00</b>	<b>\$18,128.00</b>	<b>\$118,822.00</b>
SSL Security Package - Microsoft Web Serv	\$544.00			\$544.00
<b>Total Investment</b>				<b>\$119,366</b>
<b>Estimated Yearly Costs</b>			<b>\$18,128</b>	

**Glen Ellyn District #41  
Board Report**

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**Date:** April 14, 2008  
**Title:** 2008-2009 Proposed School Calendar (Amended)  
**Contact:** Dr. Ann K. Riebock, Superintendent

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**Long-Range Plan Focus: N/A**

**Discussion:** On May 14, 2007, the Board of Education approved the 2008-2009 proposed school calendar with the understanding that a calendar committee, representative of district stakeholders would meet to discuss and possibly revise the approved calendar. Each group was asked to bring ideas, suggestions and concerns for review and recommendation to the Board of Education. In January 2008, a Calendar Committee was convened to discuss the school calendars for 2008-2009 and 2009-2010. 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 suggestions for amendments 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.

**Recommendation:** This item is being presented to the Board for review and/or consideration and a formal recommendation for adoption will be presented to the Board at its April 28, 2008 meeting.

**DRAFT**  
**GLEN ELLYN SCHOOL DISTRICT 41**  
**2008-2009 School Calendar**

<u><b>AUGUST</b></u>	25-26 27	No School-Institute Day First Student Attendance Day
<u><b>SEPTEMBER</b></u>	1 19	No School-Labor Day SIP Day-Early Dismissal*
<u><b>OCTOBER</b></u>	13 24 31	No School-Columbus Day SIP Day- Early Dismissal* End of 1 <sup>st</sup> Quarter
<u><b>NOVEMBER</b></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><b>DECEMBER</b></u>	5 22-31	SIP Day-Early Dismissal* No School-Winter Break
<u><b>JANUARY</b></u>	1-2 16 19 23 30	No School-Winter Break SIP Day-Early Dismissal* No School-Martin Luther King Day End of 2 <sup>nd</sup> Quarter Report Cards Issued (PreK-8)
<u><b>FEBRUARY</b></u>	16 20 27	No School-Presidents' Day SIP Day-Early Dismissal* No School-Institute Day
<u><b>MARCH</b></u>	2-13 20 27 30-31	ISAT Testing-TENTATIVE SIP Day-Early Dismissal* End of 3 <sup>rd</sup> Quarter No School-Spring Break
<u><b>APRIL</b></u>	1-3 9 10 24	No School-Spring Break Report Cards Issued (PreK-8) No School- District Holiday SIP Day-Early Dismissal*
<u><b>MAY</b></u>	1 22 25	No School-Institute Day SIP Day-Early Dismissal* No School-Memorial Day
<u><b>JUNE</b></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 # \_\_\_\_\_

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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:

\\data\admin\mstecker\Board of Education\Committees\Policy Committee\Policy Updates 7-07 thru 7-08\Draft Policies\Fiscal Philosophy Policy.doc

Last Revision: January 14, 2008

## DRAFT

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Page 1 of 12

## 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

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Page 2 of 42

Adopted:

Revisions Adopted:

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~~Revised: February 14~~ 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.

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

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
<b>SUB-TOTAL</b>	<b>\$838,954.38</b>
Self-Insurance	0.00
Insurance	0.00
<b>TOTAL</b>	<b>\$838,954.38</b>

**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.



08-19

**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**MINUTES  
BOARD OF EDUCATION REGULAR MEETING  
MARCH 24, 2008  
7:00 P.M.  
CHURCHILL SCHOOL, 240 GENEVA ROAD, GLEN ELLYN**

**Call to Order**

Board President, Terra Costa Howard called the March 24, 2008 Regular Meeting of the Board of Education to order at 7:05 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: Kevin Cosgrove, John Vivoda, Erica Nelson, Steve Vondrak, Bob Solak and Terra Howard. Mr. Kenwood joined the meeting at approximately 7:30 p.m.

**Public Participation**

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

**Adjourn to Closed Session**

At 7:06 p.m. Vivoda moved and Nelson 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.*

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

**Return to Open Session**

The Board returned to open session at 7:30 p.m.

**Presentations and Reports**

Churchill School Presentation: The Board of Education meeting was hosted by Churchill School and was held in the Library Learning Center. Led by principal, Scott Klespitz and staff members, the Churchill presentation included student interpretations of the school's mission statement: "Love to Learn, Cherish the Journey and Embrace the World," reflections about the many author visits, a presentation about "A Chip of Churchill," the school newspaper, and a performance by Churchill's Student Leadership Team. Mr. Klespitz thanked the staff, students and parents of the Churchill community for their work and continued support of Churchill School. On behalf of the Board of Education and Administration, Board president, Terra Howard thanked principal Scott Klespitz and Churchill staff, students and parents for their presentation and noted their great display of culture and care for the Churchill community.

**Public Participation**

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

**Superintendent's Report**

Superintendent Ann Riebock updated the Board on the following topics:

- A. Community Conversation Update: Dr. Riebock reported on the planning process with leadership representatives from other governmental agencies regarding the "Community Conversation." The event was originally scheduled to take place this spring, but in a recent meeting participants agreed that more time was needed to visualize the outcome of an environmental scan and how the data would be used by all of the governmental entities. After much dialogue it was decided to place the project on hold for the time being, but continue to discuss the concept and plan for a later event when all partners have more time to focus on learning more about how community partners can work together.
- B. New Student Data System: District 41 is currently working to implement a new Student Data System that will be fully implemented in early April. Staff training is currently underway. Staff is excited about the use of the new software which will provide greater end-user opportunities relative to student scheduling, registration, and progress reporting.

**Discussion Items**

Churchill Playground Equipment Bid Award

\$Attachment 13

This recommendation was presented to the Board for discussion and/or review. A formal recommendation for approval will be presented to the Board at its April 14<sup>th</sup> meeting. The Administration is recommending that the Board of Education accept a bid from Green-Up Landscape, Inc. to provide Churchill's new playground. Dr. Riebock explained that as has been done with the other elementary schools, the District rotates its financial support with the PTA costs associated with the replacement of aging playground equipment. The PTA has raised approximately \$15,000 toward the project and the District would like to provide the remaining \$46,420.

**Board Reports**

- Erica Nelson attended PTA Executive Council on March 17. Highlights of the meeting discussion included: Nominating Committee activities, PTA School of Information on May 19, annual report preparation and deadlines, a report by Julie Worthen on her meeting with PTA presidents relative to the calendar compilation, SERC Committee activities and parent education
- John Kenwood and Erica Nelson reported on their work relative to the development of a process for the Board's visioning. Dinah Bryant was instrumental in organizing information for Mr. Kenwood and Mrs. Nelson that provided direction for their effort. John and Erica will be providing the Board of Education with a full report of their work in the near future.

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

1. Human Resources
  - (a) Personnel Report Attachment 1
    - Employment Recommendations
    - Resignations
    - Requests for Leave of Absence
  - (b) Re-employment or Dismissal of Non-Tenured Personnel Attachment 2
2. Finance, Facilities and Operations
  - (a) Treasurer's Report \$Attachment 1
  - (b) Cash Balances Report \$Attachment 2
  - (c) Investment Schedule \$Attachment 3
  - (d) Monthly Budget Report \$Attachment 4
  - (e) Accounts Payable and Payroll \$Attachment 5
  - (f) Vandalism/Damage Report \$Attachment 6
  - (g) 2007-2008 FOIA Report \$Attachment 7
  - (h) Disposal of Surplus Property \$Attachment 8
  - (i) Copier Paper Bid Award \$Attachment 9
  - (j) Extension Year Book Contract – Hadley Junior High School \$Attachment 10
  - (k) Transportation Contract Extension - First Student, Inc. \$Attachment 11
  - (l) Intergovernmental Cooperation with the College Of DuPage (COD) \$Attachment 12
3. Other Matters
  - (a) Board Regular & Special Meeting Minutes
    - Amended Minutes of February 11, 2008 Regular Meeting and Closed Session
    - March 10, 2008 Regular and Closed Minutes

## B. Superintendent's Recommendations

## 1. Equipment Donation – Baldwin Acrosonic Piano

\$Attachment 14

Dr. Riebock reported that a District 41 family is donating a very nice piano of a much different quality and durability than the District would typically purchase. The piano, valued at \$5,000, will be housed in Hadley's orchestra room and will have an engraved plaque acknowledging the donation by the Crawford family. The Administration recommended that the Board of Education approve this donation as presented.

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

## 2. Literacy Curriculum Materials Adoption

A recommendation for the following literacy curriculum materials adoption in the amount of \$188,461.00 was presented the Board of Education for its review and/or discussion on March 10, 2008 along with a request to place the curriculum materials on display. The following materials have been on display at the District's Central Services Office from March 10, 2008 through March 24, 2008.

## Hadley:

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

## Elementary:

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

The following costs represent the overall cost of the program, including the contribution from the State Textbook Loan program. Additional Comprehensive Toolkit Bundles will be purchased as they are needed.

## Hadley/grades 6-8:

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

## Elementary/K-5

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

Total K-8 = \$188,461.00
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*Vivoda moved and Kenwood seconded to approve the Literacy Curriculum material adoption as presented above. On a roll call vote answering "Aye": Nelson, Vondrak, Solak, Cosgrove, Kenwood, Vivoda and Howard; answering "Nay": None. Motion carried.*

**Upcoming Meetings**

April 14, 2008 Board of Education Regular Meeting, 7:30 p.m. Central Services Offices 793 North Main Street, Glen Ellyn, Illinois

**Public Participation**

- Michele Piver expressed concern about the safety of several side streets feeding into Kenilworth (and Anthony) that do not have stop signs and asked that the Board and Administration look into the matter.
- Julie Corrigan inquired about the District's plan to announce the appointment of the replacement for Churchill's retiring Assistant Principal, Bobbie Kane. Dr. Riebock said that the Administration will make the announcement first to District staff and then to the parents and community.

**Adjourn to Closed Session**

*At 8:20 p.m., Cosgrove moved and Vivoda 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. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.*
- *Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).*
- *Student disciplinary cases. 5 ILCS 120/2(c)(9).*

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

**Return to Open Session**

The Board returned from open session at 10:10 p.m.

**Action Item**

A. Student Discipline Matter

*Kenwood moved and Cosgrove seconded to accept the Administration's recommendations contained in the March 24, 2008 Expulsion Hearing Report related to a student discipline matter that were discussed by the Board in the immediately preceding closed session. On a roll call vote answering "Aye": Kenwood, Vivoda, Nelson, Vondrak, Solak, Cosgrove and Howard; answering "Nay": None. Motion carried.*

**Adjournment**

*There being no further business Vivoda moved and Kenwood seconded to adjourn the regular meeting at 10:11 p.m. On a roll call vote answering "Aye": Kenwood, Vivoda, Nelson, Vondrak, Solak, Cosgrove 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 March 24, 2008

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

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**Date:** April 14, 2008  
**Title:** 2007-2008 Final School Calendar  
**Contact:** Dr. Ann K. Riebock, Superintendent

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**Long Range Plan Focus: (N/A)**

**Discussion:**

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 Wednesday, 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.

**Recommendation:**

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.

**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 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>rd</sup> 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

Revised: 9/12/07

\*May 9<sup>th</sup> SIP Day changed to May 16<sup>th</sup>

\*Oct. 26 Report Card changed to Nov. 2

\*March 20 Report Card changed to April 11

Amended: