



07-24

Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

AGENDA*
BOARD OF EDUCATION REGULAR MEETING
MARCH 19, 2007
7:30 P.M.
DISTRICT 41 ADMINISTRATION CENTER
793 N. MAIN ST., GLEN ELLYN, IL 60137
MARY J. LUGINBILL BOARD ROOM

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. 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 and any other reason permitted by the Open Meetings Act.
- V. Return to Open Session
- VI. Public Participation
- VII. Presentations
- VIII. Board Committee Reports
- IX. Superintendent's Report
- X. Action Items
 - A. Consent Agenda
 - 1. Teaching, Learning & Accountability
 - (a) Personnel Report Handout
 - (b) Re-employment or Dismissal of Non-Tenured Personnel Handout
 - (c) Discipline of an Employee Handout
 - 2. Finance, Facilities and Operations (*\$ denotes financial attachment*)
 - (a) Treasurer's Report \$Attachment 1
 - (b) Cash Balances Report \$Attachment 2

*Note: The information in this agenda is subject to change.

- (c) Investment Schedule \$Attachment 3
- (d) Monthly Budget Report \$Attachment 4
- (e) Accounts Payable and Payroll \$Attachment 5
- (f) Vandalism/Damage Report \$Attachment 6
- (g) Disposal of Surplus Property \$Attachment 7
- (h) 2006-2007 FOIA Report \$Attachment 8
- (i) Extension of Landscaping Contract \$Attachment 9
- (j) Extension of Yearbook Contract \$Attachment 10
- (k) Milk Bid Award \$Attachment 11
- (l) Copier Paper Bid Award \$Attachment 12

3. Other Matters

- (a) Board Regular & Special Meeting Minutes Attachment 1
 - March 5, 2007 Regular Meeting & Closed Session
 - March 7, 2007 Special Meeting
 - March 12 Special Meeting & Closed Session

B. Superintendent's Recommendations

- 1. Proposed SIP Day Alternate Schedule for Kindergarten/Early Childhood/Pre-Kindergarten At-Risk Programs (2007/2008) Attachment 2
- 2. Policy and Procedures Revisions, First Reading (Edits to Sections 2, 4 and 5) Appendix A
- 3. Resolution: Glenbard Associate Districts' Initiative Attachment 3

VIII. Upcoming Meetings

- April 2, 2007 Board of Education Regular Meeting, 7:30 p.m., CSO
- April 16, 2007 Board of Education Regular Meeting, 7:30 p.m., CSO
- May 7, 2007 Board of Education Regular Meeting (due to the April 17 election, the regular meeting will be rescheduled to May 14, 2007, 7 p.m. in order to have an organizational meeting of the new Board within the time period required by state law)
- May 14, 2007 Board of Education Regular & Organizational Meetings, 7:00 p.m., CSO
- May 21, 2007 Board of Education Regular Meeting, 7:30 p.m., CSO

IX. Discussion Items

X. Public Participation

XI. Closed Session

XII. Return to Open Session

XIII. Adjourn Regular Meeting

*Note: The information in this agenda is subject to change.



Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

MINUTES

**BOARD OF EDUCATION
GLEN ELLYN SCHOOL DISTRICT 41**

REGULAR MEETING

**MARCH 5, 7:30 P.M.
CENTRAL SERVICES OFFICE
793 NORTH MAIN STREET, GLEN ELLYN, ILLINOIS**

Call to Order

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

Pledge of Allegiance

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

Roll Call

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

Public Participation

President Vivoda asked if there were any requests from the public to address the Board. There were no requests to address the Board.

Presentations and Reports

1. Technology Presentation: Director of Technology, David Zolnier updated the Board via PowerPoint on the District's state of technology and its impact on the District 41 learning environment. His presentation provided the Board with an overview of the Administrative team's work with data collection, electronic management systems and other technology directions and how they relate to the five-year long-range plan. A copy of the presentation is attached.

Following the presentation, Board discussion included:

- The importance of ongoing professional development for the Technology Team in order to keep abreast of current technology trends
- Proper budget allocation for hardware and software needs.
- Future plans for PC replacements
- The importance of embedding technology into the curriculum and classroom

(Attachment)

2. Referendum Update:

- A. Dr. Riebock reported that as part of the preparation and research into planning for a successful referendum and the ensuing 5-8 middle school campus experience at Hadley, a small team of ten, including staff, community members and board members planned a visit on February 27 to Deer Path Middle School in Lake Forest Elementary District 67. The Deer Path School was selected because the campus experience closely resembles the model that District 41 would like to emulate. Board members John Kenwood and Terra Howard, who participated in the site visit, described what they had learned and highlighted some of the opportunities they believe that a 5-8 campus can provide for early middle adolescent children. The Deer Path School is one building with a 5-6 wing and 7-8 wing which house approximately 1100 students. Approximately 60% of the students who ride the bus represent students in grades kindergarten through eight. The basis for District 67's choice to house students in grades 5 through 8 on one campus was based on the need for more space. Their decision on how to reconfigure the schools was based on research on the "lost years" (grades 4 and 5) and how to improve the fourth and fifth grade experience and keep the children younger longer. They addressed some of the social/emotional issues of the transition by scheduling events such as a "buddy" day and providing age-appropriate activities. Fifth graders remained in a homeroom environment and rarely changed classrooms. Fifth graders benefit from educational opportunities such as science labs and fitness rooms as well as exploratory classes like foreign language and music in a campus setting. From a maturity perspective they figured out that 6th graders are more like 5th graders and that there are significant advantages to grouping 5th and 6th graders.
- B. The Board discussed the financial implications of passing the April 17 building bond referendum. Board member John Marcheschi said that if the referendum passes, the District would have a compelling case to issue the bonds immediately. During the time it would take the District to spend the 40 million dollars, it would likely generate additional monies on the interest earnings from the sale of the bonds. Mr. Marcheschi felt that if that were to occur, a future Board would be obligated to advise taxpayers of how it plans to spend the additional monies that are received from interest earnings on the bond sale. While the Board agreed that it has no power to bind a future Board, it would have an obligation to inform taxpayers of its intentions. The Board acknowledged the importance of implementing a management strategy for the construction process and referendum monies and agreed that organizing an advisory committee would be a good way to ensure that it remains a good fiscal steward of the construction process. They also acknowledged the importance of reporting its progress to the community on a regular basis and felt that enlisting a construction advisory group to work closely with the construction management team and Board would help in that endeavor. The Board felt that we should revisit the process for hiring a construction manager and instructed Dr. Riebock and her administrative team to bring a recommendation to the Board.

Action Items

1. Consent Agenda

- A. Personnel Report (Attachment)
- B. Interim Paid Bills
- C. Approval of Minutes: February 26, 2007 Regular Meeting and Closed Session minutes

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

Upcoming Meetings

- 1. March 7, 2007, Glenbard Associate Districts Meeting, Reception 6:45 p.m.; Meeting 7 p.m. at Marquardt Administration Center in Glendale Heights. Dr. Riebock explained that the Glenbard Associate Districts (High School District 87 and elementary feeder Districts 15, 16, 41, 44, 89, 93 and CASE) have been working together on an Articulation Initiative toward a common belief that in order for all students K-12, to achieve high levels of success the associate school districts need to jointly focus their efforts on collaboration, communication, professional development and accountability. To that end, a special meeting is scheduled for March 7 to provide the associate districts' Boards of Education as opportunity to hear an overview of the Articulation Initiative. Next Steps: Consideration of a resolution supporting the initiative will be reviewed by each Board at their next regularly scheduled meeting.
- 2. March 12, 2007: District 41 Special Board Meeting: Board Candidate Workshop Session, 6 p.m., District 41 Central Services Office
- 3. March 19, 2007: District 41 Board of Education Regular, 7:30 p.m. at Central Services Office.

Superintendent's Report

Dr. Riebock reported on the following items:

- 1. Monthly Enrollment Update through February 28, 2007. A copy of the Enrollment Report is attached.

(Attachment)

Discussion Items

There were no items scheduled for discussion.

Public Participation

- Resident Steve Vondrak gave kudos to Dave Zolnier for his technology expertise, in particular for his help with student class assignments on Ben Franklin School High Interest Day.
- Resident Bob Solak encouraged the Board codify its plan to advise taxpayers about additional monies that may generate from a successful referendum and ensuing bond sale. He also asked when the results of the Kasarda Demographic Study would be available.

- Kevin Cosgrove gave kudos to Dr. Riebock and her staff on their diligence and hard work related to the upcoming referendum. He noted that the Churchill Referendum Forum on March 2 was a first class effort.
- Mary Ellen Walksler inquired about the dates for the school building tours.

Closed Session

The Board determined that there was no need for a Closed Session.

Adjourn Regular Meeting

John Kenwood moved and John Marcheschi seconded to adjourn the regular meeting at 9:23 p.m. On a roll call vote answering "Aye", McElvain, Cosgrove, Kenwood, Howard, Hoffman, Marcheschi and Vivoda; answering "Nay", none. Motion carried.

Respectfully submitted,
Maureen Stecker, Recorder

John J. Vivoda,
President, Board of Education

Deborah M. Hoffman
Secretary, Board of Education

Minutes approved March 19, 2007


Glen Ellyn School District 41
Dr. Ann K. Riebock, Superintendent
MINUTES
SPECIAL MEETING
GLENBARD ASSOCIATE DISTRICTS' BOARDS OF EDUCATION
MARCH 7, 2007

A special meeting of the Glenbard Associate Districts' Boards of Education was held on Wednesday, March 7, 2007, at the Marquardt School District 15 Administration Center, 1860 Glen Ellyn Road, Glendale Heights, Illinois. The meeting was called to order at 7:10 p.m. by Mrs. Susan Argentine, District 15 Board Vice-President, the Pledge of Allegiance was recited and the following roll called:

P = Present; A = Absent

Comm. Consol. School District 93		Comm. Consol. School District 89		Glenbard Township HS Dist. 87	
Michelle Lents, Pres.	A	Gene Claudell, Pres.	P	David Brown	P
Angela Kneisel, VP	P	Lori Gaspar, V-P	A	Rose Malcolm	P
Tony Cicero	P	Terry Lachcik, Secy. PT	P	Rebekah Harris	P
Rick DeVries	A	Jody Selenica	P	Sue Kamphuis	P
Tom Petrich	A	Mary Kataura	A	Kathy Schmidt	P
Jason Marshall-Lang	A	Frank Zak	A	Lorraine Schuller	A
Dick Boyer	A	Mike Nelson	A	Thomas Voltaggio	P
OTHERS PRESENT:					
Hank Gmitro, Supt.		Dr. Reilly, Asst. Supt. for Learning		Mike Meissen, Supt.	

Attachment 1

Lombard School District 44		Glen Ellyn School District 41		Queen Bee School District 16	
Sandra Hill, Pres.	A	John Vivoda, Pres	P	Michael Reich, Pres.	P
John Schroder	P	Kevin Cosgrove	A	Michael Summerville, VP	P
Juan Chapa	A	Debbie Hoffman (Secty)	A	Nancy DiCanio	A
Bob Friend	P	John Marcheschi (VP)	A	Joseph Fagan	P
Gayle Kankovsky	P	Carol McElvain	A	Susan Jensen	P
Matt Bier	A	John Kenwood	A	Marilyn Liwanag	P
Becky Kirsh	P	Terra Costa Howard	P	Robert Rellinger	P
OTHERS PRESENT:					
Jim Blanche, Supt		Dr. Ann Riebock, Supt.		Dr. James White	

Marquardt School District 15				
Marie Schmidt, Pres.	A			
Susan Argentine, VP	P			
Cora Bruhl, Secty.	A			
Bruce Barreras	P			
Jean Randazzo	P			
Bill Schmidt	A			
John Turner	P			
OTHERS PRESENT:				
Dr. Loren May, Supt.		CASE: Georgia Peceniak, Executive Director		

DISCUSSION

Dr. May introduced Perry Soldwedel, a consultant from the Consortium for Educational Change, who served as facilitator of the meeting.

Mr. Soldwedel presented an overview of the Glenbard Articulation Initiative. Board Members and Superintendents formed five small groups to discuss the Initiative proposal and reported back to the group at large.

Further discussion and consideration of a resolution supporting the Glenbard Articulation Initiative will be reviewed by each Board at their next regularly scheduled meeting.

PUBLIC PARTICIPATION

There were no requests for public participation.

ADJOURN

The meeting adjourned at 8:02 p.m.

President, Board of Education

Secretary, Board of Education

Date approved: _____



Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

**MINUTES
BOARD OF EDUCATION
GLEN ELLYN SCHOOL DISTRICT 41**

SPECIAL MEETING

**MARCH 12, 6:00 P.M.
CENTRAL SERVICES OFFICE
793 NORTH MAIN STREET, GLEN ELLYN, ILLINOIS**

Call to Order

Board President John Vivoda called the special meeting of the Board of Education to order at 6:06 p.m.

Roll Call

Board of Education members present were Kevin Cosgrove, Debbie Hoffman, John Marcheschi and John Vivoda. Terra Howard arrived at 6:08 p.m. John Kenwood arrived at 7:00 p.m. Carol McElvain was absent. John Marcheschi excused himself from the meeting at 7:45 p.m. and returned at 8:30 p.m. Kevin Cosgrove excused himself from the meeting at 8:51 p.m. and returned by telephone conference at 8:59 p.m.

Also present: Board Candidates, Jane Schwartz, Erica Nelson, Steven Vondrak and Robert Solak; Superintendent Ann Riebock, Director of Communications Julie Worthen, and Recording Secretary Maureen Stecker.

Board Candidate Workshop

The purpose of the workshop session was to provide candidates for the April 17, 2007 school board election with an opportunity to learn more about being a school board member and provide insight into the work of boards of education. Following self-introductions, the following topics were discussed:

1. Motivations and Expectations: D41 Board members and candidates had an informal discussion about their interests and expectations for serving on the District 41 Board of Education.
2. Strategic Focus: District 41 Vision, Mission, Values: Dr. Riebock provided an overview of the long range plan. She explained that the five-year plan was developed in conjunction with her performance-based employment contract and ensuing evaluation process. It is

a comprehensive plan that she believes will provide clear direction for the future. Additionally, a two-year plan has been developed, which is a staff working document, and is driven by the goals of the long-range plan. Dr. Riebock also reviewed the Learner Characteristics, previously adopted by the Board, which are intended to define the habits, attitudes and skills of District 41 students that are necessary to be life-long learners.

3. Overview of Board Member Roles and Responsibilities: Among the items discussed by Board members and candidates were an understanding of board member roles and responsibilities, board-superintendent relationships, experiences related to committee work, policy development, conduct and communication with staff, the commitment of time, reaching consensus, communicating in public, and the open meetings act.

Action Items

1. Staffing Level Approval: Class Size Recommendations: The Administration recommended that the Board of Education approve the class size targets as presented on the attached for the 2007-2008 school year with an assumption that the staffing level will remain staff neutral. It was noted that the Program or Staffing Plan is annual review process and that the Administrative Team will continue to review program needs making modifications in order to maintain the District’s staff neutral strategy. No changes are being recommended.

Kevin Cosgrove moved and Debbie Hoffman seconded to approve the class size recommendations/targets as presented on the attached. Motion carried on a unanimous voice vote.

(Attachment)

2. Dental Plan Renewal: The Administration recommended that the Board of Education approve the renewal of the dental plan and its administration by BSSI as follows:
 - Continue as a self-insured plan
 - Renew the contract with BSSI for administrative services only for a 15-month term, beginning April 1, 2007 and ending June 30, 2008, at the rate of \$2.00/employee/month.
 - Maintain funding of the Dental Plan at the current premium rates as reflected below:

	Total Premium	Employee Share	Board Share
Employee Only	\$27.00/month	\$0.00/month	\$27.00/month
Employee+1 dependent	\$69.00/month	\$41.00/month	\$27.00/month
Employee+ 2 or more dependents	\$98.00/month	\$71.00/month	\$27.00/month

- Research plan enhancements, alternative plans, and/or plan designs for future renewal.

Terra Howard moved and Kevin Cosgrove seconded to approve the dental plan renewal recommendation as presented on the attached. On a roll call vote answering "Aye", Cosgrove, Kenwood, Howard, Hoffman, Marcheschi and Vivoda; answering "Nay", none. Motion carried.

3. BSSI Services Renewal: The Administration recommended that the Board of Education accept the contract renewal with BSSI for Section 125/Medical Reimbursement and Dependent Care Account Management and the COBRA Election Notification services, at no change from the current contract fee structure. The monthly per employee rates are and will continue to be the following:
- Medical Spending Account: \$4.95/month payroll deduction per employee enrolled
 - Dependent Day Care Account: \$5.30/month payroll deduction per employee enrolled
 - COBRA Election Notice: \$11.55/notice issued

Kevin Cosgrove moved and Debbie Hoffman seconded to approve the BSSI Services Renewal as presented on the attached. On a roll call vote answering "Aye", Marcheschi, Cosgrove, Kenwood, Howard, Hoffman and Vivoda; answering "Nay", none. Motion carried.

Public Participation

Board candidate Steve Vondrak questioned using kindergarten numbers from the current year in projecting future enrollment and determining class size targets. Dr. Riebock explained that this is an internal planning tool used for determining staffing level and is not meant to be used to determine enrollment projections. Additional discussion ensued about the value of making this information available to the public since its purpose is for planning and not public communication.

Closed Session

At 8:53 p.m, John Kenwood moved and Terra Howard 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).

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

Return to Open Session

The Board returned to Open Session at 9:33 p.m.

Action Item: Employment of an Employee

John Kenwood moved and John Marcheschi seconded to accept the recommendations in the attached Personnel Reported dated March 12, 2007. On a roll call vote answering "Aye", Marcheschi, Cosgrove, Kenwood, Howard, Hoffman and Vivoda; Answering "Nay" none. Motion carried.

Adjourn Special Meeting

John Marcheschi moved and Terra Howard seconded to adjourn the regular meeting at 9:33 p.m. On a roll call vote answering "Aye", Cosgrove, Kenwood, Howard, Hoffman and Vivoda; answering "Nay", none. Motion carried.

Respectfully submitted,
Maureen Stecker, Recorder

John J. Vivoda,
President, Board of Education

Deborah M. Hoffman
Secretary, Board of Education

Minutes approved March 19, 2007

Glen Ellyn School District #41 Board Report

Date: March 19, 2007

Title: Proposed SIP Day Alternate Schedule for Kindergarten/Early Childhood/Pre-Kindergarten At-Risk Programs (2007/2008)

Contact: Karen Carlson

Background: There are 8 School Improvement days in the school year. AM Kindergarten/Early Childhood/Pre-Kindergarten students attend 4 days at their regularly scheduled time; PM Kindergarten/Early Childhood/Pre-Kindergarten students attend 4 days during the AM time. This has created difficulty due to the confusion of different attendance days as well as adjusted transportation routes.

Discussion:

Kindergarten: Kindergarten teachers currently have one release day with substitutes for fall conferencing and two release days with substitutes for spring conferences. In addition to preparing for conferences, they are required to prepare sub plans for all three days. It is felt that three days without their classroom teacher due to substitutes does not provide the same quality of instruction.

Early Childhood Special Education (ECSE): Early Childhood teachers do not have planning time during the school day and need to lose classroom time and hire substitutes for spring annual reviews and reevaluations. Each full time EC teacher with a full case load has 4 – 5 days in the spring for annual reviews. Fewer days would be lost for these conferences during the school day if, during the three spring SIP days, conferences could be held at both Forest Glen and Lincoln Schools covering six conference release days for two teachers.

Pre-Kindergarten: Until last year the pre-kindergarten program operated four days a week with Friday reserved for Block Grant team meetings, home visits, professional development activities, program

planning, staffings, grant writing, reporting and work sampling. The change from a four day to a five day program has significantly altered the opportunity to fully address these activities. Pre-kindergarten teachers are no longer able to participate in home visits and program planning, grant requirements and staffings are carried out in shortened sessions before and after school. Under the present scenario, it is extremely difficult to get the entire early childhood block grant together to address topics covered by the grant because programs are located in different buildings. It is crucial to have an extended period of time reserved for these activities.

The change would also provide collaboration time for kindergarten teachers, ECSE teachers and pre-kindergarten teachers to allow for consistency in programming as well as articulation regarding students transitioning between programs.

Recommendation:

Proposal: No Attendance for Kindergarten, ECSE, Pre-Kindergarten Students on SIP days for 2007/2008 School Year

SIP Day	Activity for Kindergarten	Activity for ECSE	Activity for Pre-K
September	Professional Development Activity designed in conjunction with TLA/HR	Evaluations, meetings, planning for classroom based activities, home visits, observations, professional development activity designed in conjunction with TLA/HR	Block Grant meetings, team meetings, home visits, data collection, professional development activity designed in conjunction with TLA/HR
October	Fall conferences	Evaluations, meetings, planning for classroom based activities, home visits, observations	Home visits, work sampling, staffings
November	Fall conferences	Evaluations, meetings, planning, home visits, observations	Professional development activities
January	Professional Development Activity designed in conjunction with TLA/HR, collaboration between kindergarten/ECSE/pre-kindergarten teachers	Evaluations, meetings, planning, home visits, observations, collaboration between kindergarten/ECSE/pre-kindergarten teachers	Block grant meeting, collaboration between kindergarten/ECSE/pre-kindergarten teachers
February	Spring conferences	Annual reviews/reevaluation meetings	Home visits, work sampling review, staffings
March	Spring conferences	Annual reviews/reevaluation meetings	Grant writing, staffings
April	Spring conferences	Annual reviews/reevaluation meetings	Spring conferences
May	Spring conferences	Annual reviews/reevaluation meetings	Spring conferences, grant reports

**Please note, all Pre-Kindergarten, Early Childhood and Kindergarten teachers will participate in afternoon SIP day activities per contract.

The above recommended schedule will be field tested during the 07/08 school year.

Parents, administrators and teachers will be surveyed to determine the value of altering the SIP day calendar.

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

Date: March 19, 2007
Title: Resolution: In Support of the Glenbard Associate Districts' Initiative
Contact: Dr. Ann Riebock

Background: The Glenbard Associate Districts' superintendents have been meeting throughout this school year. Each has expressed a desire for the districts to work collaboratively with one another, utilizing a continuous improvement framework for each of the districts. The group acknowledges it has more in common than different among the districts. Each district wishes to have a better, more seamless coordination with the feeder high school. The superintendents wish to organize their work formally. To that end, they formed the Glenbard Associate Districts' Initiative, which includes mission and belief statements and four goals that have been developed. The Associate School Boards met on March 7 to learn more about the initiative, express both their hopes and fears for the action associated with the initiative, and bring a resolution to each respective district for action prior to April 1.

Discussion: Each Board acknowledged that the initiative was bold and ambitious but, overall, expressed hope and support for moving forward in unison on behalf of all the students we serve.

Recommendation: Adopt the resolution as presented and charge the superintendent to work with appropriate district and associate district personnel to accomplish the goals set forth in the resolution.

**RESOLUTION: IN SUPPORT OF THE
GLENBARD ASSOCIATE DISTRICTS' INITIATIVE**

WHEREAS the Glenbard Associate Districts and Glenbard District 87 share a commitment and belief that all students can learn at high levels; and

WHEREAS these school districts share common beliefs and expectations for the success of all students; and

WHEREAS in order to achieve high levels of success, the Glenbard Associate Districts need to jointly focus their efforts on collaboration, communication, professional development, and accountability for all students; and

WHEREAS a spirit of collaboration is essential for stronger systems alignment throughout the associated school systems and high schools; and

WHEREAS articulation focused on student learning among all associated districts and high schools is vital for student success; and

WHEREAS communication using a common language developed around the principles of continuous improvement, standards and benchmarks, and systems alignment is necessary for our collective efforts.

NOW THEREFORE BE IT RESOLVED that the collection of relevant data regarding student learning and the sharing of that data among our systems should form the foundation for decision-making; and

That student learning standards and benchmarks will frame the articulation discussions with a primary focus on the transition from the elementary experience to the high school experience; and

That jointly the Glenbard Associate Districts will:

- Goal 1:** Develop an architecture for articulation and decision-making regarding curriculum development.
- Goal 2:** Define the learning expectations for each subject Pre-K - 12 for the Glenbard systems.
- Goal 3:** Develop a common process and protocol for transition from eighth grade to high school.
- Goal 4:** Review opportunities for alignment among districts.

Resolution: Glenbard Initiative

Resolved this -- day of ----, 2007 by the -----, District No. -- Board of Education.

President, Board of Education
----- District No. --
-----, DuPage County, IL

ATTEST:

Secretary, Board of Education
-----, District No. ----
-----, DuPage County, IL

Deployment Steps

On March 7, 2007, review plan with all seven Boards of Education.

By March 30, 2007, ask all seven Boards to pass a resolution supporting the initiative.

In April 2007, superintendents will explain the initiative and provide direction for the collaborative efforts of all staff and stakeholder groups.

Establish regular meetings with middle school and high school principals to discuss initiative and efforts.

Review plan progress on a quarterly basis.

Determine outcome measures that will be used to judge the success of the plan.

Membership

Dr. Loren May, Superintendent
Marquardt School District 15

Dr. James White, Superintendent
Queen Bee School District 16

Dr. Ann Riebock, Superintendent
Glen Ellyn School District 41

Dr. James Blanche, Superintendent
Lombard Elementary School District 44

Dr. Michael Meissen, Superintendent
Glenbard Township High School District 87

Dr. John Perdue, Superintendent
Community Consolidated School District 89

Dr. Henry Gmitro, Superintendent
Community Consolidated School District 93

Georgia Peceniak, Executive Director
Cooperative Association for Special Education

GLENBARD ASSOCIATE DISTRICTS' INITIATIVE

Articulation—Alignment—Achievement

Mission...The Glenbard Associate Districts and Glenbard District 87 share a commitment and belief that all students can learn at high levels. These school districts share common beliefs and expectations for the success of all students. In order to achieve high levels of success, the Glenbard school districts need to jointly focus their efforts on collaboration, communication, professional development, and accountability for all students.

We Believe That...

A spirit of collaboration is essential for stronger systems' alignment throughout the associate school systems and high schools.

Articulation focused on student learning among all associate districts and high schools is vital for student success.

Communication by using a common language around the principles of continuous improvement, standards and benchmarks, and systems alignment is necessary for our collective efforts.

The collection of relevant data regarding student learning and the sharing of that data among our systems should form the foundation for decision-making.

Student learning standards and benchmarks will frame the articulation discussions with a primary focus on the transition from the elementary experience to the high school experience.

An articulated and aligned balanced assessment program should include:

- Multiple formative assessments for instructional planning
- Common summative assessments for program implementation and improvement

Goals and Action Steps

Goal 1:

By September 2007, develop an architecture for articulation and decision-making regarding curriculum development.

- Have Glenbard Curriculum Council review and align the curriculum review cycles for all seven districts
- Develop a common cycle, if possible
- Define a process for curriculum development that could include all seven districts working jointly on a subject area
- Clearly define assessment measures to be used for transition and placement of students as they move into the high school

Goal 2:

Define the learning expectations for each subject Pre-K-12 for the Glenbard systems. Begin with mathematics in 2007 and complete other subjects based on the curriculum review cycle for the Glenbard systems.

- Compare current learning expectations for all Glenbard districts
- Determine alignment through a gap analysis process and identify areas to be addressed
- Define entry-level expectations for all subjects as students enter high school

Goals and Action Steps

Goal 3:

Develop a common process and protocol for transition from eighth grade to high school to be used for the 2007-08 school year.

- Review current practices at all four high schools
- Determine stakeholder expectations for the transition from elementary school to high school
- Determine necessary data for decision-making regarding placement decisions
- Determine timeframe for the placement process
- Implement the new practice beginning with the placement decision for fall 2008

Goal 4:

Review opportunities for alignment among districts.

- Consider option for calendar alignment
- Share strategic plans for all districts on an annual basis and look for opportunities for collaboration
- Annually review professional development plans and consider possibilities for joint efforts

Finance, Facilities and Operations

Financial Attachments

Board Meeting
March 19, 2007

Glen Ellyn School District 41

Period Ending: February 28, 2007

Draft Until Approved

Finance, Facilities, and Operations Financial Attachments

February 26, 2007

Table of Contents	\$ Attachment	Page
1. Treasurer's Report	\$ Attachment 1	1
2. Cash Balances Report	\$ Attachment 2	2
3. Investment Schedule	\$ Attachment 3	3
4. Monthly Budget Report	\$ Attachment 4	5
5. Accounts Payable and Payroll	\$ Attachment 5	7
6. Vandalism/Damage Report	\$ Attachment 6	8
7. Disposal of Surplus Property	\$ Attachment 7	9
8. 2006-2007 FOIA Report	\$ Attachment 8	12
9. Extension of Landscaping Contract	\$ Attachment 9	13
10. Extension of Yearbook Contract	\$ Attachment 10	14
11. Milk Bid Award	\$ Attachment 11	15
12. Copier Paper Bid Award	\$ Attachment 12	17

Glen Ellyn School District 41
Treasurer's Report for the Month of February, 2007

FUND	FUND BALANCE 1/31/2007	CASH BAL. 1/31/2007	REVENUE	EXPENDITURES	INVESTMENTS (Increase) Decrease	LIABILITIES Increase (Decrease)	CASH BAL. 2/28/2007	INVESTMENTS AT COST 2/28/2007	CASH + INVESTMENTS	LIABILITIES - RECEIVABLE (YTD)	FUND BALANCE 2/28/2007
General Fund	\$ 18,426,503.64	\$ 4,822,456.61	\$ 370,001.21	\$ 2,883,446.01	\$ 2,350,000.00	\$ 9,259.77	\$ 4,668,271.58	\$11,249,547.20	\$ 15,917,818.78	\$ 4,759.94	\$15,913,058.84
Self-Insurance	108,444.45	108,444.45	20,114.60	27,711.80	-	-	100,847.25	-	100,847.25	-	100,847.25
Insurance	95,453.67	95,453.67	311,679.69	254,414.25	-	-	152,719.11	-	152,719.11	-	152,719.11
Bond & Interest	480,020.31	180,020.31	699.85	-	-	-	180,720.16	300,000.00	480,720.16	-	480,720.16
IMRF	546,452.68	146,452.68	6,749.11	77,436.10	50,000.00	-	125,765.69	350,000.00	475,765.69	-	475,765.69
S&C Life Safety	21,808.44	21,808.44	113.07	-	-	-	21,921.51	-	21,921.51	-	21,921.51
S&C Capital Improv	334,900.90	34,900.90	3,596.45	-	100,000.00	-	138,497.35	200,000.00	338,497.35	-	338,497.35
Working Cash	2,581,821.09	531,821.09	7,379.56	-	-	-	539,200.65	2,050,000.00	2,589,200.65	-	2,589,200.65
Totals	\$ 22,595,405.18	\$ 5,941,358.15	\$ 720,333.54	\$ 3,243,008.16	\$ 2,500,000.00	\$ 9,259.77	\$ 5,927,943.30	\$14,149,547.20	\$ 20,077,490.50	\$ 4,759.94	\$20,072,730.56

Draft Until Approved

Glen Ellyn School District 41
 Cash Balances
 February 28, 2007

Fund	Total Liquid Funds 1/31/07	III Public Treas Investmt Pool	ISDLAF Svgs Acct Deposits	Cash Deposits	Total Liquid Funds 2/28/07
General Fund	\$ 4,822,456.61	\$ 2,047,978.11	\$ 1,340,332.31	\$ 1,279,961.16	\$ 4,668,271.58
Self-Insurance	108,444.45	98,993.79	-	1,853.46	100,847.25
Insurance	95,453.67	152,719.11	-	-	152,719.11
Bond & Interest	180,020.31	180,720.16	-	-	180,720.16
IMRF	146,452.68	78,063.80	-	47,701.89	125,765.69
S&C Life Safety	21,808.44	3,494.08	-	18,427.43	21,921.51
S&C Capital Improv	34,900.90	1,773.25	-	136,724.10	138,497.35
Working Cash	531,821.09	531,183.40	7,379.56	637.69	539,200.65
Totals	\$ 5,941,358.15	\$ 3,094,925.70	\$ 1,347,711.87	\$ 1,485,305.73	\$ 5,927,943.30

Monthly Yield Averages

IPTIP	February 2007	Money Market	5.188%
		Prime Fund	5.231%
ISDLAF	February 2007	Savings Acct	5.050%
		Liquid Acct	4.860%

Glen Ellyn School District 41
Investment Schedule
February 28, 2007

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
General Fund								
P316	75172	06/22/06	03/14/07	265	1,400,000.00	5.350%	54,379.45	CD
H314	50016574	06/20/06	03/20/07	273	600,000.00	5.400%	24,233.42	CD
P317	75171	06/22/06	03/29/07	280	950,000.00	5.360%	39,061.92	CD
P318	75170	06/22/06	04/12/07	294	1,450,000.00	5.370%	62,718.66	CD
P322	19203	06/22/06	04/27/07	309	949,897.50	5.387%	43,320.09	FNMA
P319	75169	06/22/06	05/14/07	326	850,000.00	5.360%	40,691.95	CD
P320	75168	06/22/06	05/23/07	335	1,000,000.00	5.360%	49,194.52	CD
P321	75167	06/22/06	05/30/07	342	800,000.00	5.370%	40,252.93	CD
P329	79697-701	09/28/06	07/13/07	288	450,000.00	5.130%	18,215.01	CD
P330	79687-96	09/28/06	07/25/07	300	699,000.00	5.170%	29,702.71	CD
P323	19212	06/26/06	09/17/07	448	760,649.70	5.479%	51,153.00	FHLMC
H332	5010023212	09/28/06	09/28/07	365	200,000.00	5.520%	11,040.00	CD
P312	73281	04/28/06	10/22/07	542	950,000.00	5.071%	71,535.83	CD
P331	19853	09/28/06	02/13/08	503	190,000.00	4.950%	12,960.86	CD
					<u>11,249,547.20</u>	<u>5.306%</u>	<u>548,460.36</u>	
IMRF Fund								
P316	75172	06/22/06	03/14/07	265	50,000.00	5.350%	1,942.12	CD
P317	75171	06/22/06	03/29/07	280	50,000.00	5.360%	2,055.89	CD
P318	75170	06/22/06	04/12/07	294	50,000.00	5.370%	2,162.71	CD
P322	19203	06/22/06	04/27/07	309	50,000.00	5.387%	2,280.25	FNMA
P319	75169	06/22/06	05/14/07	326	50,000.00	5.360%	2,393.64	CD
P321	75167	06/22/06	05/30/07	342	50,000.00	5.370%	2,515.81	CD
P329	79697-701	09/28/06	07/13/07	288	50,000.00	5.130%	2,023.89	CD
					<u>350,000.00</u>	<u>5.332%</u>	<u>15,374.32</u>	
Bond & Interest Fund								
P330	79687-96	09/28/06	07/25/07	300	300,000.00	5.170%	12,747.95	CD
					<u>300,000.00</u>	<u>5.170%</u>	<u>12,747.95</u>	
S & C Capital Imp								
P316	75172	06/22/06	03/14/07	265	50,000.00	5.350%	1,942.12	CD
H314	50016574	06/20/06	03/20/07	273	100,000.00	5.400%	4,038.90	CD
P319	75169	06/22/06	05/14/07	326	50,000.00	5.360%	2,393.64	CD
					<u>200,000.00</u>	<u>5.370%</u>	<u>8,374.67</u>	
Working Cash								
P319	75169	06/22/06	05/14/07	326	50,000.00	5.360%	2,393.64	CD
P321	75167	06/22/06	05/30/07	342	150,000.00	5.370%	7,547.42	CD
H332	5010023212	09/28/06	09/29/07	366	1,000,000.00	5.520%	55,351.23	CD
P312	73281	04/28/06	10/22/07	542	50,000.00	5.071%	3,765.04	CD
P331	19853	09/28/06	02/13/08	503	800,000.00	4.950%	54,572.05	CD
					<u>2,050,000.00</u>	<u>5.254%</u>	<u>123,629.40</u>	

Total Current Operating Funds Investments	14,149,547.20
--	----------------------

Total Investment Interest Due	708,586.70
--------------------------------------	-------------------

Average Portfolio Yield 5.31%

Glen Ellyn School District 41
Investment Schedule
February 28, 2007

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
------------	---------------	------------	---------------	----------	--------	------	----------	------

Note: C in the "Identifier" column denotes Community Bank
H in the "Identifier" column denotes Hinsbrook Bank
O in the "Identifier" column denotes OakBrook Bank
P in the "Identifier" column denotes PMA/ISDLAF

Note: CD in the "Type" column denotes Certificate of Deposit
CP in the "Type" column denotes Commercial Paper
TN in the "Type" column denotes Treasury Notes
FHLB in the "Type" column denotes Federal Home Loan Bank Note
FNMA in the "Type" column denotes Federal Natl Mortgage Assn Note
FHLMC in the "Type" column denotes Federal Home Loan Mortgage Corporation Note



Glen Ellyn School District 41

Finance, Facilities & Operations

**Monthly Revenue/Expenditure Summary Report Overview
February 2007**

Revenues

Overall our revenues are in line with the prior year's experience. There are some areas that reflect a wider variance from the prior year which are due to timing of revenues being released from the State and Federal agencies, along with larger PEP grant awards than previous years in the miscellaneous revenue area. The variance in the interest earnings is due to overly conservative budgeting.

Expenditures

Overall our expenditures are the same as the prior year's experience. There are some areas that reflect a wider variance from the prior year. This is due primarily to the timing of payments being made to vendors as projects progressed through the summer and to the timing of special education tuition billings being paid.

Glen Ellyn District 41
Monthly Revenue/Expenditure Summary Report
February 2007

Revenues								
Function	Category	MTD Received	YTD Received		Revenue Budget	To Be Received	YTD % Received	Prior Year % Rec'd
1100	Property Taxes	-	17,239,450.58		34,340,019.00	17,100,568.42	50.20%	50.51%
1200	Personal Property Taxes	-	591,512.15		802,168.00	210,655.85	73.74%	75.52%
1300	Tuition	-	20,960.49		231,750.00	210,789.51	9.04%	0.00%
1400	Transportation Fees	-	4,575.29		8,250.00	3,674.71	55.46%	48.03%
1500	Interest Earnings	113,074.20	521,727.50		381,210.00	(140,517.50)	136.86%	65.49%
1600	Food Services	22,077.37	144,154.20		248,642.00	104,487.80	57.98%	61.05%
1700	Student Fees	10,714.50	391,802.70		397,936.00	6,133.30	98.46%	94.06%
1900	Donations/Misc Revenue	2,145.00	127,599.81		61,115.00	(66,484.81)	208.79%	104.26%
3000	Unrestricted State Funds	92,515.36	647,607.53		1,116,669.00	469,061.47	57.99%	59.07%
3100	Restricted State Funds	119,845.81	1,124,355.57		1,446,887.00	322,531.43	77.71%	56.02%
4000	Federal Funds	28,167.00	252,479.38		480,858.00	228,378.62	52.51%	55.75%
Grand Total All Funds		388,539.24	21,066,225.20	-	39,515,504.00	18,449,278.80	53.31%	52.10%
Expenditures								
Object		MTD Expended	YTD Expended	YTD Encumbrances	Expenditure Budget	Budget Available	YTD % Expended	Prior Year % Exp'd
100	Salaries	2,002,174.55	12,635,729.17	-	23,045,828.00	10,410,098.83	54.83%	54.73%
200	Benefits	452,954.44	2,811,322.38	-	4,424,790.00	1,613,467.62	63.54%	56.29%
300	Purchased Services	275,758.17	2,522,997.07	148,392.98	3,246,217.00	574,826.95	77.72%	58.07%
400	Supplies/Materials	136,324.60	1,255,177.30	143,692.45	2,326,337.00	927,467.25	53.96%	61.52%
500	Capital Outlay	10,494.35	1,489,069.70	8,991.47	1,884,623.00	386,561.83	79.01%	64.07%
600	Dues & Fees	3,748.37	33,932.02	-	51,825.00	17,892.98	65.47%	60.75%
700	Principal/Interest Payments	-	2,519,834.14		2,519,834.00	(0.14)	100.00%	100.01%
800	Tuition	79,427.63	522,601.70		1,232,000.00	709,398.30	42.42%	68.20%
Grand Total All Funds		2,960,882.11	23,790,663.48	301,076.90	38,731,454.00	14,639,713.62	61.42%	59.69%

**SUMMARY OF BILLS AND PAYROLL
FEBRUARY 2007**

<u>FUND</u>	<u>FEBRUARY BILLS/INTERIMS</u>	<u>FEBRUARY PAYROLL</u>	<u>TOTAL</u>
General Fund	\$879,891.27	\$2,003,554.74	\$2,883,446.01
Bond & Interest	0.00	0.00	0.00
B & I Debt Service Grant	0.00	0.00	0.00
IMRF	77,436.10	0.00	77,436.10
Life Safety	0.00	0.00	0.00
S & C Cap Imp	0.00	0.00	0.00
97 Project Fund	0.00	0.00	0.00
Working Cash	0.00	0.00	0.00
SUB-TOTAL	\$957,327.37	\$2,003,554.74	\$2,960,882.11
Self-Insurance	27,711.80	0.00	27,711.80
Insurance	254,414.25	0.00	254,414.25
TOTAL	\$1,239,453.42	\$2,003,554.74	\$3,243,008.16

***March Interims to be released on 3/20/2007** **\$695,369.62**

GRAND TOTAL **\$3,938,377.78**

***Distribution**

General Fund	\$428,526.97
Self-Insurance	0.00
Insurance	266,842.65
Bond & Interest	0.00
Life Safety	0.00
S & C Cap Imp	0.00

Total **\$695,369.62**



Glen Ellyn School District 41

**Summary of Vandalism/Damage Occurrence for
March 2007**

Date	Facility	Nature of Vandalism	Initial response	Action Taken to Repair/Replace
2/22/2007 - 3/13/2007	There have been no incidents of Vandalism/Damage during this period.			



Glen Ellyn School District 41

Date: March 19, 2007
Title: Disposal of Surplus Property
Contact: Phyllis A. Hanna

Background: When the District identifies equipment that is no longer needed or usable for school purposes, the School Code requires that the Board of Education approve the disposition of this school property.

Discussion: Attached is a list of equipment that has been deemed unusable for District purposes or in disrepair, and that needs to be disposed of. Most of the items on the items on this list are obsolete equipment that was removed from classrooms and replaced with new equipment. Functional spare parts have been removed from the obsolete equipment and stored in our Technology closet.

Recommendation: The Administration recommends that the Board of Education adopt the resolution approving the disposition of school property as indicated above.

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

**RESOLUTION FOR THE DISPOSAL
OF SURPLUS PERSONAL PROPERTY**

WHEREAS, the Board of Education of Glen Ellyn School District 41, DuPage County, Illinois, declares that there is surplus personal property in the School District; and

WHEREAS, such property is described in the attached document; and

WHEREAS, this personal property is no longer needed for school purposes and is not functioning; and

NOW, THEREFORE, Be It Resolved, by the Board of Education, as follows:

1. That the Superintendent is hereby authorized to properly dispose of the property listed on the attachment.

ADOPTED this 19th day of March, 2007 by roll call vote as follows:

YES _____

NO _____

ABSENT _____

Board of Education
Glen Ellyn School District 41
DuPage County, Illinois

President

ATTEST:

Secretary

**Assets for Disposal
March 2007**

Asset # if known	School Site Origin	Description (Make, Model, etc.)	Serial Number	Acq. Year	Qty.	Acq. Cost	Working Order Y/N?	Obsolete Y/N?
1758	AL	HP 2100 LaserJet	USCC006767	1999	1	\$694.00	N	N
1649	CH	HP 2100 LaserJet	USGZ036955	1999	1	\$694.00	N	N
	CH	Quasar VCR	20972527	1999	1	\$150.00	N	N
	CH	Sharp VCR	801728733	1999	1	\$150.00	N	N



Glen Ellyn School District 41

**Freedom of Information Act (FOIA) Requests Report
FY 2006-2007**

Reporting Period	Date Received	Date of Response	Request Summary
06/17/2006 - 07/12/2006			No FOIA requests were received during this period.
07/13/2006 - 8/16/2006	07/24/06	07/25/2006	" <i>Settlement Agreement</i> in the case of 05 CV 03638, <u>Roller v. Board of Education of Glen Ellyn School District #41</u> "
8/17/2006 - 9/12/2006			No FOIA requests were received during this period.
9/13/2006 - 10/24/2006			No FOIA requests were received during this period.
10/25/2006 - 12/13/2006	11/13/06	11/30/06	"I am requesting information regarding the superintendent's compensation for the 2005-2006 school year. Specifically, I am requesting the total creditable earnings for Jack Barshinger for 2005-2006 as submitted to the Teachers Retirement System. I also seek a breakdown of each financial category that comprised that total, i.e. salary, cashed-in vacation days, annuity, etc. Additionally, I want the Summary and Certification of Employer's Annual Report of Earning for Jack Barshinger for the 2005-2006 fiscal year. Additionally, if any changes were made to the superintendent's contract or compensation package since April, 2006, please provide copies of documents detailing those changes."
12/14/2006 - 01/12/2007	12/20/06	12/21/2006 Time extended to 01/24/2007 Responded 01/08/2007	" * Does the district have a homeless liaison? If so, who? * How many students currently attend district schools? Of those, how many qualify as homeless? Please provide this information for the following school years: 2005/2006, 2004/2005, 2003/2004. * When did you begin tracking homeless enrollment? * What is the current operating budget for the district? A fund breakdown is not necessary. * How much funding did the district dedicate to homeless education during the 2006/2007 school year? Of this, how came from Title 1, local sources, etc? Please provide this information for the following school years: 2005/2006, 2004/2005, 2003/2004. * To date, how many district employees have undergone training about homelessness in schools? * Does the district track the academic performance of homeless students as a subgroup akin to those identified under No Child Left Behind? If so, how long has such a academic oversight occurred? "
1/13/2007 - 2/21/2007	02/09/07	02/12/07	"... the preliminary report (or the "overview of the data") to the board of education provided by Unicom Arc from their recent survey of District 41."
1/13/2007 - 2/21/2007	02/09/07	2/16/2007 Time extended to 3/9/2007 Responded 2/21/2007	"the last bids that were placed for Copiers, Printers, Fax Machines, Scanners, Duplicators, Hardware & Software Solutions, Imaging and Scanning Solutions, Computers, Networking Solutions, Duplicators, scanning solutions."
2/22/2007 - 3/15/2007	3/2/2007	3/9/2007, 3/15/2007	Certain information regarding the superintendent's compensation for inclusion in "a comparison of superintendent pay throughout the suburbs."



Glen Ellyn School District 41

Date: March 19, 2007
Title: Extension of Landscaping Services Contract
Contact: Phyllis A. Hanna

Background:

The District contracts with a landscaper to maintain all turf and associated areas at the various facilities in the District. Maintenance includes mowing, weed trimming, fertilization and weed control, weed removal in mulched areas, shrub pruning, and mulching shrub beds. The contractor supplies all the labor, materials, services, equipment and supervision to perform the work. The Board of Education at its January 24, 2005 meeting awarded a one-year contract to Olive Grove Landscaping, Inc. with the option to extend the contract for an additional two years with no cost increase.

Discussion:

Olive Grove Landscaping, Inc. has continued to perform well during the past year. The work has been completed in a timely fashion and the District continues to be satisfied with the quality of the work that has been performed.

Recommendation:

The Administration recommends that the Board of Education extend the Landscaping Services Contract with Olive Grove Landscaping, Inc. for a third year at a total cost of \$27,180, during the time period of May 1, 2007 through April 30, 2008.

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

**Glen Ellyn School District 41**

Date: March 19, 2007

Title: Extension of Yearbook Contract – Hadley Junior High School

Contact: Phyllis A. Hanna

Background:

Hadley Junior High School currently contracts for the publishing of its yearbooks. In May 2006 the Board of Education approved a one-year contract with Josten's, Inc. to supply the Hadley yearbooks for the 2006-2007 school year at a per book price of \$12.46 for a hard-cover format with 64 color pages.

Discussion:

The District's experience with Josten's has been satisfactory. The 2006 contract with Josten's allows for up to two one-year extensions for a price per book mutually agreeable to both parties. In its 2006 bid, Josten's quoted a price per book of \$12.65 for the 2007-2008 school year, using the same hard-cover format with all 64 pages in color. This is an increase of only \$.19 or 1.52% over the 2006-2007 price per book.

Recommendation:

The Administration recommends that the Board of Education approve a one-year contract extension with Josten's, Inc. for the 2007-2008 printing of the Hadley Junior High School Yearbook at the price of \$12.65 per book.

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



Glen Ellyn School District 41

Date: March 19, 2007
Title: Milk Bid Award
Contact: Phyllis A. Hanna

Background:

The District provides milk for the students at Lincoln, Franklin, Churchill and Forest Glen to purchase at lunch. At Hadley the food service provider supplies milk products as part of their food service management contract. The District's last bid for milk was for a three-year contract, awarded in 2004 to Cloverleaf Farms of Crestwood, Illinois.

Discussion:

Bids for a three-year contract were solicited from five vendors, three of whom submitted a bid for the bid opening on March 6, 2006: Cloverleaf Farms, Lockwood Dairy and P&M Dairy.

The expiring contract with Cloverleaf included an escalation factor tied to the Central Milk Producers Cooperative minimum class prices per CWT that could increase or decrease the cost per half-pint on a monthly basis. The 2007 bid document did not preclude the vendors from quoting prices based on an escalation-clause pricing model. Both Cloverleaf Farms and Lockwood Dairy submitted bid documents that included a base cost per half-pint and also an escalation factor tied to the same Central Milk Producers Cooperative minimum class prices per CWT factor that was included in the current contract with Cloverleaf Farms. P&M Dairy quoted a fixed amount per half-pint.

Lockwood Dairy's escalation formula would cause the cost per half-pint to increase by \$0.003 for each \$0.05 cents of per-CWT pricing adjustment. Cloverleaf's escalation formula would cause the cost per half-pint to increase by \$0.001 for each \$0.20 cents of per-CWT pricing adjustment. Upon analysis of the impact of Lockwood's and Cloverleaf's respective escalation clauses, it was determined that the escalation formula submitted by Cloverleaf is more favorable to the District.

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



Glen Ellyn School District 41

Cloverleaf's per half-pint base cost of \$0.184 is also more favorable to the District, since it is lower than both Lockwood's per half-pint base cost of \$0.2013 and P&M Dairy's quoted fixed cost of \$0.19 per half-pint. A comparison of Cloverleaf's pricing structure and that of P&M Dairy showed that the Central Producers Cooperative minimum class prices per CWT would have to increase by \$1.20 before Cloverleaf's per half-pint cost would increase enough to be equal to the per half-pint amount bid by P&M Dairy.

Recommendation:

The Administration recommends that the Board of Education award a three-year contract for the Milk Bid to Cloverleaf Farms, effective 2007-2008.

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



Board Report

Glen Ellyn School District 41

Date: March 19, 2007

Title: Copier Paper Bid Award

Contact: Phyllis A. Hanna

Background:

The District issued a bid for supplying 8 1/2" x 11" white copier paper for the 2007-2008 school year. As a continuation of last year's delivery program, the bid was structured so as to schedule each school to receive a monthly shipment from August through June, while scheduling the Central Services Office to receive a shipment every month, July through June. This paper is used not only in the copiers but also in all of the printers and fax machines within the district.

Discussion:

The bid was advertised and bid packages were sent to seven vendors. Two of the vendors submitted bids, and one vendor declined to bid due to the extreme volatility of the paper market. Midland Paper responded with a fixed per case price of \$31.00, less a 2% discount for payment within 30 days. Office Depot responded with a per case price of \$26.52, but stated that this price will be subject to future increases if Office Depot's wholesale net price rises at any time over the life of the one-year contract, with a 30-day notice of any such changes. Both of the vendors complied with the District's bid specifications regarding brand of paper, no inclusion of alternates, and the monthly delivery schedule. The summary of results is attached for your review.

Recommendation:

Due to the potential volatility of the paper market, the Administration thinks it advisable that the District "lock in" a price for the school year starting July 1, 2007. Therefore we recommend that the Board of Education award the bid to Midland Paper for a projected total amount of \$56,544.00 less a 2% discount for payment within 30 days. This recommendation is \$5.50 more per case (a 21.6% increase) than the bid that was awarded last year.

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

Glen Ellyn School District #41
Copier Paper Bid Results
March 19, 2006

Vendor	# Cases	Midland Price @ Case Total	Office Depot Price @ Case Total
Virgin 20# Hammermill Paper			
Churchill School 240 Geneva Rd., Glen Ellyn, IL	264 11 Deliveries	31.00 8,184.00	26.52 7,001.28
Forest Glen School 561 Elm St., Glen Ellyn, IL	264 11 Deliveries	31.00 8,184.00	26.52 7,001.28
Abraham Lincoln School 380 Greenfield Ave., Glen Ellyn, IL	264 11 Deliveries	31.00 8,184.00	26.52 7,001.28
Benjamin Franklin School 350 Bryant Ave., Glen Ellyn, IL	264 11 Deliveries	31.00 8,184.00	26.52 7,001.28
Hadley Junior High School 240 Hawthorne, Glen Ellyn, IL	528 11 Deliveries	31.00 16,368.00	26.52 14,002.56
Administration Office 793 N. Main, Glen Ellyn, IL	240 12 Deliveries	31.00 7,440.00	26.52 6,364.80
Total		56,544.00	48,372.48
Notes		Less 2% Disc 30 day	Prices Subject to Change