

**MINUTES
GLEN ELLYN SCHOOL DISTRICT 41
BOARD OF EDUCATION
REGULAR MEETING
NOVEMBER 17, 2003**

The regular meeting of the Board of Education of Glen Ellyn School District 41 was held on Monday, November 17, 2003, in the Mary J. Luginbill Board Room, District 41 Central Services Office, 793 North Main Street, Glen Ellyn, Illinois.

CALL TO ORDER AND ROLL CALL

President Vivoda called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. Members present: Willie DiFabio, Debbie Hoffman, John Marcheschi Carol McElvain, John Ruckstaetter, and John Vivoda. Mr. Snodell was absent.

SPECIAL RECOGNITION/PRESENTATION

1. Forest Glen Girls Scout Troops: Five Girl Scout Troops, Nos. 553, 620, 1604, 1653 and 1835 were recognized for their participation in a Breast Cancer Awareness project, which involved the planting of hundreds of pink tulip bulbs on the Forest Glen campus. District 41 resident, Julie Fullerton, who was diagnosed with breast cancer this past May, presented the girls with certificates of recognition.
2. Lincoln School Fast Feedback: District 41 gave two presentations at the National Quality in Education (NQEC) conference in Albuquerque on November 6-9, 2003. Lincoln principal Dr. Chris Dransoff and teachers Judy Heller and Maureen Sickles presented highlights of their presentation on fast feedback in the classroom. Quality Specialist, Patty Corwin's presentation was on humor in quality tools.
3. Hadley Courtyard Presentation: Outdoor Education Coordinator, Jim Bourke gave a presentation to the Board on the evolution of the gardens in the Hadley Courtyard. The Glen Ellyn Environmental Commission honored Mr. Bourke with the 2003 Beautiful Garden award in recognition of the most beautiful non-residential garden.
4. Building School Improvement Plans: Building principals presented their School Improvement Plans, which included measurable goals based mainly on student performance data and action plans to follow throughout the year. Progress will be monitored throughout the year and results will be reported to the Board in October 2004.

PUBLIC PARTICIPATION

Citizens requesting to speak on non-agenda items were asked to complete a "Request to Address the Board" form and give it to the recording secretary. There were no requests to address the Board.

CONSENT AGENDA

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

Teaching, Learning and Accountability

1. Personnel Report: No action

Finance, Facilities and Operations Report (Exhibits)

1. Treasurer's Report
2. Investment Schedule
3. Cash Balances Report
4. Revenue Reports by Fund
5. Expenditure Reports by Fund
6. Accounts Payable and Payroll for October 2003 for a total of \$2,837,249.76

7. Vandalism Report
8. Disposal of Surplus Property
9. 2003-04 FOIA Report
10. IMRF Election of Executive Trustee: John Loftus Novak, DuPage County Treasurer
11. Purchase of Financial Planning Program from PMA Financial for an amount not to exceed \$10,000.
12. Establish Date and Time for Truth in Taxation Hearing: December 15, 2003, 7:15 p.m., Glen Ellyn School District 41 Administrative Center, 793 N. Main Street, Glen Ellyn, IL.
13. Resolution of Levy Intent: 29.41% increase over the previous year's extension. The District actually expects an increase of 9.6% under the Property Tax Limitation Act.

Other Matters

1. Minutes of the October 20 Regular Meeting and Closed Session and November 3, 2003 Special Meeting.
2. Monthly Enrollment Report, ending October 31, 2003. (Exhibit)

Mr. DiFabio moved and Mr. Ruckstaetter seconded to approve the actions and accept the reports contained in the Consent Agenda. On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter, and Vivoda. Answering Nay: None. Motion carried.

ACTION ITEMS

1. Policy/Procedures

A. Adoption of School Board Policy Manual, Sections I and II (Exhibit). *Mrs. McElvain moved and Mr. Ruckstaetter seconded to adopt Sections I and II of the School Board Policy Manual as presented. Motion carried on a unanimous voice vote.*

B. Section III School Board Policy Manual – First Reading (Exhibit)

After a review of the First Reading, the following discussion ensued:

- Policy 3-30 Line and Staff Relations: Organizational chart does not align with current staff. It will be updated and replaced when reorganization is complete.
- Policy 3-40 Superintendent: The word federal capitalized should be capitalized; include semi-annual evaluation
- Policy 3-50 Administrative Personnel Other Than the Superintendent: Do we want this unique to superintendent or should it be tied to district-wide policy. The rationale is to tie board policy with administrator contracts.
- Policy 3-60 Administrative Responsibility of the Building Principal: There should be a way with regard to defined roles to change from principal to principal or designee.
- Policy 3-70 Succession Plan: Does the succession plan follow the District's crisis management plan? No, there wasn't a succession plan in place at the time of the development of the crisis plan.

Edits will be incorporated into the Second Reading and presented to the Board at the December 15, 2003 regular meeting.

There being no further discussion, Mrs. Hoffman moved and Mrs. McElvain seconded to approve the First Reading of Section III of the School Board Policy Manual. Motion carried on a unanimous voice vote.

2. Other Matters

A. Xpedite VoiceREACH Emergency Notification Phone System: The administration recommended adoption of the Xpedite VoiceREACH system as an emergency notification tool to supplement but not replace our current practices. No new equipment is required and the system can be used from any phone. There is no

annual fee or set up charge. 16 cents per minute; \$75 fee only in months when service is used.

Mr. DiFabio moved and Mrs. Hoffman seconded to approve and adopt the Xpedite Voice Reach Emergency Notification Phone System. Motion carried on a unanimous voice vote.

- B. School Crisis Management Guidelines: The Board was presented with a draft of the District 41's School Crisis Management Guidelines. This document is a result of the District's collaborative effort with Baker-Eubanks to develop a Crisis Management Plan. Since the development of the draft document in 2001, the plan has been reviewed and updated and all staff has been trained in crisis management using the draft document guidelines. It was noted that the District is still working on the resolution of a key issue at Hadley. The Board also noted that the school site plans included in the draft document are out of date and do not include such items as the schools with portable classrooms and Churchill upgrades.

There being no further discussion, Mrs. McElvain moved and Mr. Ruckstaetter seconded to approve and adopt the School Crisis Management Guidelines as presented. Motion carried on a unanimous voice vote.

- C. Appointment of Legal Counsel: Board president Vivoda and Superintendent Barshinger conducted a review of District 41 legal services in order to consolidate its work to fewer firms. After a careful review and interviewing five firms, Superintendent Barshinger recommended that the Board appoint the law firm of Franczek Sullivan as general counsel for District 41 and Ottosen, Trevarthen Britz Kelly and Cooper as special counsel for personnel and special education matters.

Mr. DiFabio moved and Mr. Ruckstaetter seconded to appoint Franczek Sullivan as general counsel for District 41 and Ottosen, Trevarthen Britz Kelly and Cooper as legal counsel for matters of personnel and special education. Motion carried on a unanimous voice vote.

BOARD REPORTS

Committee Reports

1. Policy Committee: Mr. DiFabio reported that the committee last met on October 31, 2003 and will continue to meet regularly to review the District's school board policies and procedures.
2. Finance Committee: Mr. Marcheschi reported that the Committee last met on November 5, 2003. The committee has begun a process of reviewing software options for financial reporting that can serve as a tool to bridge the District from where we are to where we want to be.
3. Capital Improvement Committee: No report was given.

Liaison Reports

1. PTA Executive Council: Mr. DiFabio provided an overview of the discussion on fundraising that occurred at the 11-17-03 PTA Executive Council meeting.
2. Hadley PTA: Mr. Ruckstaetter attended Hadley's November 4, 2003 PTA meeting. One of the goals identified was parent/teacher communication. He also reported that PEP continues to work on its vision/mission statement.
3. Learning Leadership Team: Mrs. McElvain attended the Learning Leadership Team meeting on November 13, 2003. She reported that LLT is still in its formation stage and is a nice representation of District 41 parents, teachers, and administrators.

4. Ben Franklin PTA: Mr. Vivoda attended the November 13, 2003 Ben Franklin meeting. He said that the meeting was great, lots of fun. He added that there is much misinformation out there regarding the series of board facilities workshops. Some folks are under the impression that District 41 is going to referendum in March 2004. He also reported on his attendance at the SERC meetings. There is much to be learned from this group. The next meeting is on Wednesday, November 19, 2003 at Ben Franklin School.
5. No report was given for Forest Glen PTA
6. Insurance: Mrs. Hoffman reported on her attendance at the November 12, 2003 Insurance Committee meeting. She said that for now, the District is in good shape, but there are a number of claims coming in the next month that will need to be monitored closely.

SUPERINTENDENT'S REPORT

Information and Announcements

1. December 1, 2003 Special Meeting: Dr. Barshinger reported that we will conduct the December 1, 2003 Board Facilities Workshop in the same format as has been followed at the previous two meetings. The Community participation has been the most useful component of these workshops.

FUTURE BOARD DISCUSSION TOPICS

1. HR Issues
2. Board Room Sound System
3. Taping of Closed Meetings

OTHER BUSINESS

None.

ADJOURN TO CLOSED SESSION

At 9:50 p.m. Mr. Marcheschi moved and Mrs. McElvain seconded to adjourn to closed session for the following reasons:

- *to discuss collective negotiating matters between the school district and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;*
- *to discuss information regarding appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the school district*

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

RETURN TO OPEN SESSION

At 10:45 p.m. Mrs. Hoffman moved and Mr. Ruckstaetter seconded to adjourn closed session and return to open session. On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter and Vivoda. Answering Nay: None. Motion carried.

ADJOURN REGULAR MEETING

There being no further business, Mr. DiFabio moved and Mr. Marcheschi seconded to adjourn the regular meeting of the Board of Education at 10:46 p.m. On a roll call vote answering Aye: DiFabio, Hoffman, Marcheschi, McElvain, Ruckstaetter and Vivoda. Answering Nay: None. Motion carried.

Recorded: November 17, 2003

Deborah M. Hoffman, Secretary

Approved: December 15, 2003

John J. Vivoda, *President*