

**MINUTES
GLEN ELLYN SCHOOL DISTRICT 41
BOARD OF EDUCATION
REGULAR MEETING
FEBRUARY 24, 2003**

The regular meeting of the Board of Education of Glen Ellyn School District 41 was held on Monday, February 24, 2003, at the Administration Center, 793 North Main Street, Glen Ellyn, Illinois.

ROLL CALL

Board president, Mrs. Schmidt, called the meeting to order at 7:30 p.m. with the Pledge of Allegiance. Members of the Board in attendance: Mr. DiFabio, Mrs. Hoffman, Mrs. Kinn, Mr. Ruckstaetter, Mr. Vivoda and Mrs. Schmidt. Mr. Snodell arrived at 7:35 p.m.

Also present were Superintendent Dr. Pi Irwin, Assistant Superintendent for Finance and Operations, Jeanette Kreuz; Assistant Superintendent for Curriculum and Instruction, Dr. Terry Crandall; Assistant Superintendent for Special Services, Terry Martin, Community Relations Director, Julie Worthen, GEEA president, Wayne Wittenberg, AFSCME president, Kathy Maxon, Maureen Stecker.

RECOGNITION OF VISITORS

Mrs. Schmidt welcomed visitors to the Board of Education Meeting. She stated that the board meetings of the District 41 Board of Education are videotaped by GETV and are scheduled to broadcast on channel 17, 8:00 p.m. on the Monday following the Board meeting.

Mrs. Schmidt stated that the Board seeks and welcomes public input as it conducts the business of District 41. Board meetings are public meetings in that they are held in public and are open to the public. In order to assure that the Board conducts its business without interruption, comments on non-agenda items are made during the Public Participation portion of the meeting and are limited to three minutes. Anyone wishing to address the Board was asked to complete a form and submit it to recording secretary, Maureen Stecker.

SUPERINTENDENT'S REPORT

Proclamation Honoring Dean Clark: The board and administration presented a proclamation honoring former District 41 School Board President Dean Clark, who has been appointed to the Illinois State Board of Education. Mr. Clark, President of Graphic Chemical and Ink Co., is a long-time Glen Ellyn resident and has held many positions of civic responsibility. In addition to his 12-year school board service, he was appointed by Governor George Ryan to serve on the Educational Funding Advisory Board, served on Glen Ellyn's Civic Betterment Party and is a member of the Glen Ellyn Plan Commission.

(Exhibit)

Gifted Report: Assistant Superintendent of Curriculum and Instruction, Dr. Terry Crandall and Ben Franklin Principal, Susan Miller presented an overview of the current Gifted Services program. Gifted Services teachers Karen Swade, Lynn Rumel and Kristen Mitchell explained that "fitting services to the child" was their theme and gave examples of how the program functions in the schools. Highlights focused on the program accomplishments in the three years since gifted instruction expert, Dr. Carolyn Callahan worked with the District. Next steps include summer professional development activities

for teachers to develop gifted curriculum, a review of the roles of the Literacy and Math Specialist positions and an invitation to Dr. Callahan to return next year and evaluate District 41's program progress.

Blue Ribbon Committee: The Blue Ribbon Committee's Report was presented to the Board at their January 27, 2003 board meeting. Dr. Irwin provided the following overview of the report and discussed how the district might address the research, issues and recommendations contained in the report.

The Blue Ribbon Committee is comprised of a group of Glen Ellyn citizens, who operated independently of the Board and Administration and were charged to answer three questions:

1. How many students does the community want in a single school?
2. How many students does the community want in a single class?
3. If the community wants smaller schools and/or smaller classes, is the community willing to pay for them?

The Committee reviewed research, compared District 41 with surrounding and comparable districts and provided a community perspective and community response to these questions.

Committee's Vision and Conclusions:

- Noted benefits of smaller class sizes and schools but balanced those benefits with reality of weak economy that makes winning a referendum for additional space unlikely
- Recognized space is tight throughout district
- Agreed that class sizes are in line with surrounding districts and referendum goals
- Expressed concern for future enrollments
- Opposed to conversion of space dedicated to special services, art and music.
- Would not like to see larger classrooms nor larger schools. .

Current and projected status of class sizes:

The Committee noted that they considered class sizes of no more than 20 in kindergarten and 25 in third grade ideal, and in general would like smaller class sizes and schools.

In District 41 for 2002-2003:

Kindergarten: Most classes range around 20-22 but are as low as 10/Churchill and as high as 25/Ben Franklin
First grade: Abraham Lincoln 26 per class with an added .5 teacher for half day
22 students/teacher
Third grade: All at 25 or under

Projections in District 41 for 2003-2004:

Projected class sizes are in line with current class sizes but, the largest class sizes:

Lincoln at first and second grade:	26
Ben Franklin at fourth and fifth grade	26
Churchill at third and fourth	26

The Administration will closely monitor the primary class sizes of 26.

Throughout spring, 2003, Administration will:

- Plan to staff with lowest class sizes in primary grades
- Monitor closely first and second grade at Lincoln; third grade at Churchill

For March 13 Administration Council Meeting:

- Dr. Crandall and Mrs. Miller: Coordinate review impact of literacy/math and gifted specialists in lowering student-teacher ratios, particularly for the projected classrooms at Lincoln and Churchill. Their findings will be reported to the Administrative Council on March 13.
- Dr. Dransoff will review the impact of a .5 teacher on lowering student-teacher ratios; He will report his findings to Administrative Council on March 13.

Committee's Short Term Recommendations:

- Use of portable classrooms at elementary schools besides Forest Glen:
 - Reviewed costs/begun review of issues of placement in the event a portable is necessary. The issues of cost and location need to be addressed.
 - Redouble search for useable classroom space outside of the schools. Have met with Park District and YMCA and will continue discussions with the Village.
 - Search for grants and other funding sources beyond taxes; Search is continual.
 - Consider using the funds now used to hire teacher aides to instead hire additional teachers. Instructional aides are certified teachers who lower pupil-teacher ratios
- Expanding the school day to better use available facilities
 - Instructional Day Committee, led by Dr. Dransoff is currently studying issues related to use of/length of instructional day. Report of findings will be delivered in June 2003.
 - Develop scheduling options that best allow Hadley to cope with the expected influx of students.
 - Dr. Finesilver and Hadley staff are currently working with middle-school scheduling expert to maximize effectiveness and efficiency of schedules

Committee's Long Term Recommendations:

- Development of a fifth grade center at Hadley (which could use portable classrooms). This would require extensive study prior to development of center.
- Development of an Early Childhood Center. This, too, would require extensive study prior to development of center. Administration is also looking into foundations that might have an interest in donating a center.
- Slightly redrawing attendance boundaries so that Abraham Lincoln does not unduly share the brunt of the coming enrollment increases. Currently monitoring enrollment carefully. Enrollment projections are high because of larger than usual kindergarten classes 2002-2003 (approximately 30 additional children than in past years.)
- Continued analysis of how existing bonds might be refinanced, despite complicating requirements, to take advantage of lower interest rates and free up

funds for expansion. Prior to 2007, penalty for refinancing exceeds cost savings but should be monitored

The Board noted the following:

- The Committee's report confirms much of what the board is currently doing.
- Anecdotal research on small classes was valuable. Fifteen children per teacher in classroom an ideal setting but in reality is not going to happen
- It comes down to effective classroom management and professional development

The following discussion ensued:

- Are portable classrooms the answer? Administration is researching from two points of view, cost and placement.
- A request was made for clarification on the Early Childhood Program. The Administration is working with Park District on a mainstream approach for the Early Childhood Program by investigating the purchase of slots from Park District to children whose parents would like for them to participate in the Park District Program. The District would continue the self-contained program as well.
- When will the enrollment issue be resolved? The data is not available to substantiate a long-term recommendation. The Committee is concerned about some individual class sizes, but not average class sizes.
- Regarding 2020 enrollment projections: Why are multi-family housings not included in pre-school census? Two reasons: Ehlers didn't use any preschool information and it is considered transitional housing; pre-school census conducted by volunteers; reluctant to have them census the multi-family homes
- When will next preschool census be conducted? In 2003-2004.
- Is there a policy or practice we need to create that will help us manage the challenges of growing enrollment? The Board's policy and practice is to monitor enrollment annually in order to make the best decision and address the enrollment challenges appropriately.

Public Comment:

Resident Michael Lynch: Questioned the way in which the referendum dollars had been spent with regarding to making class sizes smaller. Dr. Irwin stated that referendum dollars were spent on more than classroom teachers (e.g. social workers, specialists, etc.). She added that since she did not have the data that Mr. Lynch was referring to, she would not be able to respond to his question.

BOARD REPORTS, REQUESTS, & REPRESENTATIVES TO OTHER AGENCIES

Mrs. Kinn reported on the February 24, 2003 Council meeting. She advised that a group of District 41 parents are forming a special education group. This group, modeled after a similar organization in Elmhurst, will be represented by Deb Zaccarine on PTA Council.

Mrs. Hoffman reported on the February 20, 2003 Franklin PTA meeting. Among the items discussed were safety concerns and the formation of a special education group.

Mr. Ruckstaetter reported on February 20, 2003 Lincoln PTA meeting and PEP's approval to release a grant to District 41 in the amount of \$19,159.80 from the PEP Fund for the 4th Grade Keyboarding pilot program.

Mr. Vivoda reported on the LEND position paper on the EFAB recommendations. Mr. Vivoda encouraged board members to review the paper and submit comments to him. The Board will need to decide whether they will support LEND.

Mr. DiFabio reported on

- Hadley's February 4, 2003 PTA meeting
- Communication Efforts: Mr. DiFabio and Mrs. Kinn met with the District's Community Relations Director, Julie Worthen, to brainstorm ideas to increase communication with District 41 constituents. They proposed that the Board pilot a new forum, a "Listening Post" on a six-month trial basis. For approximately thirty minutes before each board meeting, two members would greet early arrivers to listen and learn of suggestions and/or concerns. Its purpose would not be to solve problems, but rather to facilitate increased communication. It would give the Board an opportunity to gain a sense of community and understand global issues of the community. Board members DiFabio and Hoffman agreed to be available at the next regular Board meeting on March 17, 2003, 7:00 p.m.
- Policy Committee Report: Superintendent Pi Irwin and board members Kinn and DiFabio met three months ago to review the District 41 Board Policies and Procedures. The Board has not conducted a complete review of the Policy Book for several years, however, the Illinois Association of School Boards did so a few years ago. Mr. DiFabio recommended a more active review of the policies and would like to begin the process at the next regular Board meeting on March 17, 2003.

PUBLIC PARTICIPATION

Mrs. Schmidt stated that during the public participation portion of the meeting, comments to the Board should be made on non-agenda items and will be limited to three minutes.

The purpose of public participation is for the Board to hear comments. It is not the Board's intent to answer questions or engage in dialogue with the public.

There was no public comment.

ACTION ITEMS

Consent Agenda

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

- Minutes of the January 25 special meeting and closed session, the January 26 special reconvened meeting and closed session; January 27, 2003 regular meeting and closed session; January 31 special reconvened meeting, February 10 special meeting. (Superintendent Irwin noted several revisions to the minutes.)
- Payment of January bills and payroll in the amount of \$4,238,622.76 and interim bills payable to be released on February 26, 2003 in the amount of \$686,392.07 for a total of \$4,925,014.83.

(Exhibit)

- Statement of Compliance for Lincoln Unit Vent: The Administration recommended that the Board of Education adopt the "Statement of Compliance" for the Lincoln Unit Vent Project.

(Exhibit)

- Voluntary Additional Contributions to IMRF: Illinois Municipal Retirement Fund (IMRF) members have the option of making additional after-tax voluntary contributions of up to 10% of their gross earnings to their retirement pension. The Administration recommended that the Board of Education approve the election to make voluntary additional contributions to IMRF.
- Approval and Adoption of 2003-2004 School Calendar: Annually, the school calendar for the following year is developed to comply with state requirements and to align starting and closing days and winter and spring holidays with other Glenbard school districts. The GEEA and AFSCME representatives have reviewed the proposed 2003-2004 school calendar. The Administration recommended Board approval of the attached 2003-2004 school calendar.

(Exhibit)

- Approval and Adoption of 2003-2004 School Board Calendar: Regular meetings of the District 41 School Board occur on the third Monday of each month at the Glen Ellyn School District 41 Administration Center, except in special circumstances and are otherwise noted. The Administration recommended Board approval and adoption of the attached 2003-2004 School Board Calendar.

(Exhibit)

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

Asbestos Abatement and Restoration Work at Forest Glen School

District 41 received approval from the Illinois State Board of Education to use Life Safety Funds to pay for Asbestos Abatement and Restoration work at Forest Glen School. The Administration recommended that the Board accept the bid from DEM Services, Inc. in the amount of \$105,500 for the removal of the asbestos and for the two additional alternate projects at Forest Glen School to be completed in the summer of 2003.

Mrs. Kinn made a motion that was seconded by Mr. Snodell to accept the bid proposal from DEM Services, Inc. as presented. On a roll call vote answering Aye: Vivoda, DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell and Schmidt. Answering Nay: None. Motion carried.

Gifts and Contributions

Board Policy establishes criteria for acceptance of gifts to assure equity in programs and services at all D41 schools and insure compatibility with D41's strategic initiatives. The Forest Glen PTA wishes to make a \$3,769.70 contribution to Forest Glen School. The money will be used for the PTA's "Eagles Taking Flight" program providing mini-grants to teachers. The Administration recommended Board approval of the Forest Glen PTA contribution.

Mr. Snodell made a motion that was seconded by Mrs. Hoffman to approve the gifts and contributions in the amount of \$3,769.70 from Forest Glen PTA. Motion carried on a unanimous voice vote.

Approval and Adoption of PE Curriculum

The new PE curriculum was presented to the Board of Education on January 27, 2003. The curriculum, which has been on display at the Administration Center since January 27th, aligns with Illinois Academic Standards, focuses on lifelong fitness and differentiates physical education for students with varying interests and abilities. The Administration recommended that the Board of Education approve the adoption of the new PE curriculum and equipment and as recommended by the Physical Education Curriculum Review Committee. The amount required for the purchase will not exceed \$23,000.

The Board asked if articulation has occurred with Glenbard High School. Dr. Crandall and Dr. Finesilver will make arrangements to articulate with Glenbard High School.

Mr. Ruckstaetter made a motion that was seconded by Mrs. Kinn to adopt the new PE curriculum and approve the costs for materials and equipment as presented. On a roll call vote answering Aye: Ruckstaetter, Snodell, Vivoda, DiFabio, Hoffman, Kinn and Schmidt. Answering Nay: None. Motion carried.

Employment

The Administration recommended Board approval of the following employment items:

Employment of Certified Staff:

- Lisa Dandarypen, Bilingual Vietnamese teacher at Churchill School. The law requires that bilingual classes be formed whenever 20 or more students with the same native language other than English are enrolled in one school. Churchill has two such classes, one in Spanish and one in Vietnamese.
- Laura Lee, Abraham Lincoln Math Specialist

Mr. Vivoda made a motion that was seconded by Mrs. Kinn to approve the employment recommendations as presented above. On a roll call vote answering Aye: Kinn, Ruckstaetter, Snodell, Vivoda, DiFabio, Hoffman and Schmidt. Answering Nay: None. Motion carried.

Job Sharing Leave:

Board Policy 6089 allows an opportunity for two teachers, one of which must be tenured, to share one position. Julie Zukauskas, Forest Glen (tenured) and Kathleen Wickey, Hadley, currently on leave (tenured) have requested a job sharing leave of absence for the 2003-2004 school year. The Administration recommended that the Board approve the job share leave request as submitted. Mrs. Kreuz has determined that the financial impact will be equivalent to two half time teachers.

Mrs. Hoffman made a motion that was seconded by Mr. DiFabio to approve the Job Share Leave as presented above. On a roll call vote answering Aye: Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda, DiFabio and Schmidt. Answering Nay: None. Motion carried.

Administrative Staff:

Phyllis Hanna, Assistant Business Manager. The Assistant Business Manager position supports the functions of the Office of Finance and Operations. This position is responsible for purchasing, transportation, grants management and other special projects as assigned. The position has been vacant since August 2002.

Mr. Vivoda made a motion that was seconded by Mr. Snodell to approve the employment of Assistant Business Manager, Phyllis Hanna at an annual salary of \$61,500. On a roll call vote answering Aye: DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda and Schmidt. Answering Nay: None. Motion carried.

Disposal of Surplus Property

The Administration recommended that the Board of Education adopt the attached resolution approving the disposal of the equipment at the schools that has been identified as not repairable and/or no longer needed for school purposes as reflected on the attached list.

(Exhibit)

Mr. Snodell made a motion that was seconded by Mrs. Kinn to approve the disposal of surplus property as presented. On a roll call vote answering Aye: Vivoda, DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell and Schmidt. Answering Nay: None. Motion carried.

DISCUSSION ITEMS

Draft Policy on Psychotropic/Psychostimulant Medication

Recent legislation addressing the issue of psychotropic/psychostimulant medication, prohibits a school district from implementing disciplinary measures based totally or in part on the refusal of a student's parent to consent to the administration of a psychotropic/psychostimulant medication to their child. School districts are obligated to adopt and implement a policy that articulates this new legislation. This item will be presented to the Board of Education for discussion and questions.

Mr. Martin is currently working with legal counsel and CASE on providing training and professional development activities for staff for 2003-2004 school year.

This item will be presented to the Board of Education on March 17, 2003 with a recommendation for approval.

Vandalism Report

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

(Exhibit)

Enrollment Report

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

(Exhibit)

FOIA Report

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

(Exhibit)

CORRESPONDENCE

The Board Correspondence folder was distributed.

ANNOUNCEMENTS

None.

OTHER BUSINESS

Mr. DiFabio made a motion that was seconded by Mr. Snodell to establish Monday, March 3, 2003, 7:30 p.m. as the time and date for a special meeting of the Board of Education for the purpose of conducting a Board Candidates' Workshop. Motion carried on a unanimous voice vote.

FUTURE AGENDA ITEMS

None.

ADJOURN TO CLOSED SESSION

At 10:20 p.m. Mr. Vivoda made a motion that was seconded by Mr. Ruckstaetter to adjourn to closed session for consideration of information regarding appointment, employment, discipline, performance, or dismissal of an employee, for sale or lease of property, for possible litigation, or to consider collective negotiating matters. On a roll call vote answering Aye: Ruckstaetter, Snodell, Vivoda, DiFabio, Hoffman, Kinn and Schmidt. Answering Nay: None. Motion carried.

RETURN TO OPEN SESSION

At 11:55 p.m. Mrs. Hoffman made a motion that was seconded by Mr. Ruckstaetter to adjourn closed session and return to open session. On a roll call vote answering Aye: DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell, Vivoda and Schmidt. Answering Nay: None. Motion carried.

AJOURN REGULAR MEETING

There being no further business, Mrs. Hoffman made a motion that was seconded by Mr. Ruckstaetter to adjourn the Regular Meeting of the Board of Education at 11:56 p.m. On a roll call vote answering Aye: Vivoda, DiFabio, Hoffman, Kinn, Ruckstaetter, Snodell and Schmidt. Answering Nay: None. Motion carried.

Recorded: February 24, 2003

Willie DiFabio, Secretary

Approved: March 17, 2003

Kathleen B. Schmidt, *President*