



**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**MINUTES  
BOARD OF EDUCATION REGULAR MEETING  
SEPTEMBER 15, 2008  
7:00 P.M.**

**HADLEY JUNIOR HIGH SCHOOL  
240 HAWTHORNE BOULEVARD  
GLEN ELLYN, ILLINOIS**

**Reception**

Preceding the Board meeting, an informal reception was held for new staff, Partnership for Educational Progress (PEP) 2008-2009 grant recipients, and participants in the 2008 Visioning Project. Each of these groups was formally recognized for their efforts during the Regular Business Meeting.

**Call to Order**

Board President, Terra Costa Howard called the September 15, 2008 Regular Meeting of the Board of Education to order at 7:30 p.m.

**Pledge of Allegiance**

Board Vice President John Kenwood led in the Pledge of Allegiance and welcomed meeting attendees.

**Electronic Participation in Board Meeting**

Mrs. Howard indicated that Board member John Vivoda was unable to be physically present for the start of the meeting due to business related to his employment. According to District 41 Policy, a Board member may participate electronically in the meeting if notification has been provided 24 hours in advance of the meeting and the reasons for the absence are in accordance with the policy. Mr. Vivoda notified the District's Recording Secretary, Maureen Stecker on September 12, 2008 that he would not be physically present for the start of the meeting but would like to participate electronically until his arrival.

*Erica Nelson moved and Robert Solak seconded to approve John Vivoda's electronic participation in the September 15, 2008 Board meeting. On a roll call vote answering "Aye": Cosgrove, Kenwood, Nelson, Vondrak, Solak and Howard; answering "Nay": None. Motion carried.*

**Roll Call**

Upon the roll being called, the following members answered present:

Kevin Cosgrove, Erica Nelson, John Kenwood, Steven Vondrak, Robert Solak and Terra Howard. John Vivoda joined the meeting by phone at 7:35 p.m. and arrived at the meeting at 8:20 p.m.

### **Public Participation**

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

### **Recognition**

- A. New District 41 Staff: The Board welcomed staff members new to District 41 and asked them to stand for recognition.
- B. PEP Grant Recipients: Board member Steve Vondrak provided an overview of the PEP Foundation. PEP is a 501(c)(3) charitable foundation that is designed to provide ongoing supplemental financial resources for the Glenbard area community school districts. Mr. Vondrak reported that PEP has awarded approximately \$15,000 in grant money to 21 District 41 teachers in 2008-2009 to fund learning activities for students. District 41 has a "check-the-box" program which allows PEP donors to direct their contribution to District 41. Additionally, a \$2,000 memorial fund in honor of Carolyn Strayer has been earmarked for Literacy. The PEP grant recipients were recognized and presented with certificates.
- C. Visioning Project 2008 Participants: The Board recognized and thanked the 2008 Vision Project participants for their involvement in a three-session process that spanned over a two month period and complimented the writing team, a subgroup that took the ideas developed in the large group process and drafted a new Vision, Mission and Values for the District. Board members Erica Nelson and John Kenwood explained that the visioning process emanated from one of the Board's goals and talked about the positive ideas the new Vision Statement communicates. The Board also recognized District 41 Superintendent Dr. Ann Riebock, Director of Continuous Improvement Dinah Bryant and Director of Communications Julie Worthen for their contributions to the process. Participants were asked to stand for recognition.

(Attachment)

### **Board Acceptance of Glen Ellyn District 41 Vision, Mission and Values**

At this time the Board members were provided an opportunity to comment on the Visioning process and express their views about the draft vision, mission, and values statement. Following the discussion the Board was asked to take a formal vote to approve the attached document.

(Attachment)

*John Kenwood moved and Erica Nelson seconded to approve and adopt the Vision, Mission and Values as presented on the attached. On a roll call vote answering "Aye": Solak, Cosgrove, Kenwood, Vivoda, Nelson, Vondrak and Howard; answering "Nay": None. Motion carried.*

### **Presentations and Reports**

- A. Report Card Assessment Committee Update

Assistant Superintendent for Teaching, Learning and Accountability Karen Carlson reported that the District's Assessment/Report Card Committee has been working for more than one year on developing a standards-based report card that is aligned to the curriculum and learning standards for students. Mrs. Carlson provided the Board with an update via PowerPoint on the Committee's work to date. Highlights of her presentation included an overview, next steps and general timeline. A copy is attached.

(Attachment)

Following the presentation, Board discussion focused on:

- Benefits of assessment rubrics that have been developed
- Clarification of next steps and the timeframe for deploying the new report card in our system. Next steps include a field test in 2009-2010 with full implementation in 2010-2011.
- Acknowledgment of the magnitude and complexity of this project. The Board gave kudos to Dr. Riebock and Mrs. Carlson for initiating and sustaining this effort and thanked the committee for their contributions.

Staff, faculty and parents were encouraged to attend a meeting for Hadley parents on grading on Tuesday, September 23, 7:30 p.m.

### **Superintendent's Report**

Superintendent Dr. Ann Riebock reported on the following items:

- A. Sixth Day Enrollment Update: The District currently has one student less than at the conclusion of last year. Kindergarten numbers have increased, but overall enrollment has decreased slightly school enrollments are holding steadily. Following Dr. Riebock's update, Board discussion included a suggestion for changing the registration model to alleviate the August frenzy in the Central Office and the school offices. Dr. Riebock said that the Administration has already given thought to some possible changes to the process including registration nights at the buildings and hopefully, an on-line process.

(Attachment)

- B. Hadley New Horizons Update (HNH): Dr. Riebock provided an update on the most recent work of two work groups (Respectful Relationships and Teaming Effectiveness) and the Steering Committee and the HNH work calendar for 2008-2009. Recommendations will be presented to the Board for consideration in January, 2009, including curricular and cost components. The recommendation will include the Exploratory and Core Extension course proposals and scheduling components. Following the update, the Board asked about its role in this process, requested a copy of the survey results and asked when the whole recommendation package would be available for review. The Board will have an opportunity to review the entire recommendation prior to the HNH Town Hall meeting on December 2, 2008, when it will be presented to the community.

### **Board Reports**

- A. Steve Vondrak attended Hadley's PTA meeting on Tuesday which focused on start-up efforts.
- B. Erica Nelson reported on the following:
1. Policy Committee met on September 12, 2008 with Dr. Riebock and Maureen Stecker. The Committee has suggested some final revisions to Policies in Section VI before the Board's second reading and final approval later in the evening. Also, at the direction of the Board, the Committee reviewed the policy on expense reporting under Section 5:60-AP General Personnel, determined that it is appropriate as

written and have referred it to the Finance Committee for their review. Finally, the Committee completed its first review of Section 7 – Students. Mrs. Nelson, Mr. Solak and Karen Carlson have provided written comments. Dr. Riebock and Mrs. Stecker will incorporate these recommendations and provide draft copies to the Policy Committee for its review.

2. Attendance at an IASB workshop on September 10, 2008 with Dr. Riebock related to Diversity Inclusion and Awareness that proved to be very interesting.
- C. John Kenwood attended an LLT meeting on September 11, 2008. Among the items discussed were the Hadley rubric, Curriculum Review Cycle, DARE Program and its effectiveness.
- D. Terra Howard reported on her attendance at the October 4, 2008 CIT meeting. Topics discussed included the five year plan and how it aligns with the District's vision, mission and value statement, and the efforts of the Parent Involvement Committee.

### **Discussion Items**

There was no discussion scheduled.

### **Action Items**

Consent Agenda: Mrs. Howard asked if there were any items Board members wished to be pulled from the Consent Agenda to be considered separately. Hearing none,

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

#### A. Consent Agenda

1. Human Resources
  - (a) Personnel Report (Attachment)
    - Employment Recommendations
2. Finance, Facilities and Operations (Attachment)
  - (a) Treasurer's Report
  - (b) Cash Balances Report
  - (c) Investment Schedule
  - (d) Monthly Budget Summary
  - (e) Accounts Payable and Payroll
  - (f) Vandalism/Damage Report
  - (g) Disposal of Surplus Property
  - (h) 2008-2009 FOIA Report
  - (i) PMA Contract Renewal
3. Other Matters
  - (a) Board Regular & Special Meeting Minutes
    - August 11, 2008 Regular Meeting Open & Closed Sessions
    - August 17 & 18, 2008 Special Meeting
    - September 8, 2008 Special Meeting Open & Closed Sessions
  - (b) Annual Application for Recognition of Schools

#### B. Superintendent's Recommendations:

1. Master Facilities Planning Contract: FGM Architects: The Administration is recommending that the Board of Education approve the attached contract in the

amount of \$79,830 with FGM Architects for professional services related to the Master Facility Plan Project. At the Board of Education meeting on June 23, 2008, Mr. Ron Richardson of FGM Architects gave an initial presentation and proposed timeline for completion of the Master Facilities Study. The attached contract represents FGM's costs for services through March, including engineering and architectural information and concepts, facilitation, presentation materials and overall support throughout this process.

(Attachment)

*John Vivoda moved and Erica Nelson seconded to approve the contract with FGM Architects as presented on the attached. On a roll call vote answering "Aye": Nelson, Vondrak, Solak, Cosgrove, Kenwood, Vivoda and Howard; answering "Nay": None. Motion carried.*

2. Board Policy: 2nd Reading & Adoption-Section VI: On August 11, 2008, recommended revisions to Section VI were presented to the Board of Education for a first reading. These revisions represent edits made due to updates or changes in our practice and as a result of changes in Illinois or Federal law that require revisions in order to be compliant with the law(s). Erica Nelson identified additional revisions since the August 11<sup>th</sup> meeting including:

Policy #6:20, the statement on "moment of silence" was stricken.

Policy #6:180 correction to read K-8, instead of K-6.

The Administration recommended that the Board of Education approve the recommended revisions and adopt Section IV of the Board Policy Manual as presented

*John Vivoda moved and Bob Solak seconded to approve the second reading and adoption Section VI of the Board Policy Manual as presented. On a roll call vote answering "Aye": Kenwood, Vivoda, Nelson, Vondrak, Solak, Cosgrove and Howard; answering "Nay": None. Motion carried.*

### **Other Business**

- A. Board member participation in the Master Facility Planning Process: During this discussion, the Board determined by consensus that two Board representatives will serve on the Master Facility Plan Steering Committee in an ex-officio capacity, meaning acting as liaisons between the Steering Committee and the whole Board. It was also determined that this is an Administrative appointed committee. As such, Dr. Riebock appointed Board members, John Kenwood and Bob Solak to represent the Board on the Steering Committee. It was noted that other members of the Board can attend and observe the meetings, but cannot participate because three or more members of a seven-member board conducting business constitutes a Board meeting and the Board would be subject to all of the legal requirements outlined in the Open Meetings Act, including, but not limited to, posting an agenda for the meeting, formally opening and closing the meeting, etc.

- B. Board role in District, State and National level work: At a September 8, 2008 Special meeting, the Board determined by consensus that it would examine this topic as well as other Board governance topics one at a time by including them for discussion on future Board agendas.

*Board member Erica Nelson felt that there was not adequate time to discuss this topic due to the nature of the topic and the time constraints of this Board meeting and moved that discussion on this matter should be tabled until the next workshop meeting. Kevin Cosgrove seconded the motion.*

Mrs. Nelson distributed notes from the last meeting of the Legislative Education Network of DuPage County (LEND) related to this topic. Board discussion ensued relative to the Board's position, role, and responsibility relating to legislative issues and its level of involvement in activities related to school funding in Illinois. The Board determined that it would need adequate time to develop a collective philosophy and/or goals relative to its level of involvement. It also determined that Board members should familiarize themselves with LEND and its activities. Dr. Riebock noted that Bob Ciserella attends the LEND meetings as the District's representative. Board member Nelson offered to be the Board liaison to LEND and said that she would participate in the meetings whenever possible.

*Mrs. Nelson and Mr. Cosgrove withdrew their earlier motion and second, respectively.*

Next steps: It was the consensus of the Board to continue the discussion on the Board's role in district, state and national level work and to have a discussion relative to the electronic delivery of future Board communications at its next regularly scheduled meeting.

#### **Upcoming Meetings**

- October 6, 2008 Board of Education Regular Meeting, 7:30 p.m. Central Services Office, 793 North Main Street, Glen Ellyn
- October 20, 2008 Board of Education Regular Meeting, 7:30 p.m., Central Services Office, 793 North Main Street, Glen Ellyn

#### **Public Participation**

The following residents addressed the Board:

- Simon Bare addressed the Board on two matters: He commended the District on the hard work involved in developing a new, standards-based report card and felt that the District's effort deserved recognition and/or an opportunity to be shared as a best practice; he urged the Board members to get involved in the school funding conversation that is occurring in the Illinois legislature.
- Kathy DiBadj addressed the Board on three matters: She thanked the District for its work on the report card; she urged the District to ensure that adequate time was devoted to social studies and science given the emphasis on providing a literacy block; she reminded the Board that class targets are more than just numbers and asked it to consider class makeup as well as number of students when deciding on class sections per grade level.

#### **Adjourn to Closed Session**

*At 9:35 p.m., Bob Solak moved and John Vivoda seconded to adjourn to Closed Session to discuss:*

- *Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.*

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


**Return to Open Session**

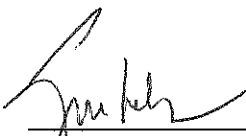
The Board returned to open session at 11:08 p.m.

**Adjournment**

*There being no further business, John Kenwood moved and Kevin Cosgrove seconded to adjourn the September 15, 2008 Regular Meeting of the Board of Education at 11:09 p.m. On a roll call vote answering "Aye": Vondrak, Solak, Cosgrove, Kenwood, Vivoda, Nelson and Howard; answering "Nay": None. Motion carried.*

Respectfully submitted,  
Maureen Stecker, Recording Secretary

  
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Terra Costa Howard,  
President, Board of Education

  
\_\_\_\_\_  
Erica Nelson  
Secretary, Board of Education

Minutes approved October 6, 2008



GLEN ELLYN SCHOOL DISTRICT 41

## Our Vision

Ignite passion. Inspire excellence. Imagine possibilities.

## Our Mission

We embrace the future with optimism, working in partnership with our community on behalf of our children. We develop intellect, engage creativity, foster responsibility, and build positive and collaborative relationships to enable all children to thrive in a changing and increasingly global society.

## Our Values

Our values are the cornerstones of our learning community and direct the actions we take; we must model, teach and live them throughout the district.

- We expect honesty, integrity and ethical behavior of all members of our learning community.
- We empower every child to become a self-directed lifelong learner capable of creative and critical thinking.
- We emphasize written and oral skills which are essential to success, timeless in their importance and are the basis of future learning.
- We encourage flexibility and adaptability knowing they are necessary to succeed in a global and diverse society.
- We leverage our resources and technology to create powerful and equitable educational environments and experiences for all learners.



## District 41 Report Card/Assessment Update

*" Every public school district in the nation has academic standards. Although standards alone are clearly an insufficient instrument for the improvement of student achievement, the essence of standards – the clear articulation of what students should know and be able to do – forms the basis for essential transformations necessary for school success.*

*(D. Reeves)*

## Standards-Based Educational Systems

Non-Standards Based System	Standards-Based System
Select a topic to teach	Review, select, analyze standards identified as essential for the grade
Design instructional activities	Design or select an assessment (including criteria for meeting standards)
Deliver the lessons	Identify what students should know and be able to do
Design and administer the assessment	Plan and conduct instructional activities that will allow students to achieve the selected standards/adequate opportunity for all students to learn
Give a grade or feedback	Assess learning and examine results. Revise instructional plan as needed
Record in grade book	Evaluate, make judgments about future needs, communicate results and opportunities for improvement to students
Move on to a new topic	Start the above cycle again building in additional opportunities for students to revisit standards not yet achieved

### Next Steps for 2008/2009

- Presentation by various vendors on standards-based grading programs
- Identify an appropriate grading program
- Hadley parent meeting on September 23, 2008 regarding grading, Mid-Term Update and Work Habits Rubric
- Curriculum committees to identify standard sets for each content area to be placed on the standards-based report card
- Curriculum committees to operationally define essential learning targets for exceeds, meets, developing, not meeting by standards sets for each grade level, per grading period
- Develop the new report card

### Next Steps Continued for 2008/2009

- Revisit and revise if necessary the Hadley Mid-Term Updates and the Student Work Habits Rubric
- Implement aspects of the Staff, Parent, and Student Planning Tools
- Educate staff, parents, and students regarding grading practices and developing an understanding of the components of standards-based reporting
- Identify volunteer field test participants from each grade level/content area from each school
- Conversations with GBW as part of GCC work regarding separating effort from achievement
- Training for field test participants

## Determining Essential Learning Targets

**Endurance:** Will this learning target provide students with knowledge and skills that will be of value beyond a single test date, i.e. lifelong?

**Leverage:** Will this learning target provide knowledge and skills that will be of value in multiple disciplines/subjects?

**Necessity:** Will this learning target provide students with essential knowledge and skills that are necessary for success in the next grade or the next level of instruction?

## Operationally Defining the Curriculum

OPERATIONAL DEFINITIONS FOR LITERACY				
GRADE LEVEL: <u>4</u>		QUARTER: <u>3</u>		
ILLINOIS STATE STANDARD 2: READ AND UNDERSTAND LITERATURE REPRESENTATIVE OF VARIOUS SOCIETIES, ERAS, AND IDEAS				
TARGET	EXCEEDS	MEETS	DEVELOPING	NOT MEETING
Given a purpose for reading, determine importance by discriminating between key topics, and supporting details.	Identifies the stated key topic within text without teacher assistance	Discriminates the key topic from supporting details given a list of related sentences	Beginning to discriminate the key topic from supporting details given a list of related sentences	Unable to discriminate between key topic and supporting details
Make and support inferences regarding story elements using information from text in oral/or written form	Makes a valid inference and gives text support independently	Makes a valid inference independently Gives text support with teacher prompting/support	Makes a valid inference with teacher prompting Beginning to give text support with teacher prompting/support	Cannot make a valid inference
Identify informational text structure and use text features to aid in comprehension	Identifies text features independently Uses 90% of the listed text features to effectively aid in comprehension Identifies the structure of text independently	Identifies text features independently Uses 75% of the listed text features to effectively aid in comprehension Identifies the structure of the text given a list of text structure types	Identifies text features Uses between 50 and 75 % of the text features to effectively aid in comprehension Identifies the structure of the text given a list and with teacher support	Identifies text features given a list Uses 50% of the listed text features to effectively aid in comprehension Cannot identify the structure of a text even with teacher support

Glen Ellyn School District 41  
 Monthly Enrollment Report Summary  
 September 5, 2008

School	Grade	9/4/08 Enrollment	9/3/08 Enrollment	9/2/08 Enrollment	8/29/08 Enrollment	8/28/08 Enrollment	8/27/08 Enrollment	07-08 Enrollment	w/o Pre-K
Abraham Lincoln	K	108	107	107	107	103	104	83	
	1	94	94	94	94	92	92	109	
	2	104	104	104	104	104	105	114	
	3	115	114	114	114	114	114	110	
	4	110	110	110	110	110	111	101	
	5	99	99	99	99	99	99	100	
	EC	16	16	16	16	15	15	17	
Total Enrollment:		646	644	644	644	637	640	634	
<i>May 30th Enrollment</i>									635

Benjamin Franklin	K	100	100	100	100	100	100	91	
	1	88	88	88	88	88	88	125	
	2	126	126	126	126	126	126	88	
	3	87	87	87	87	87	87	96	
	4	99	99	99	99	99	99	98	
	5	95	95	95	95	95	95	90	
	Pre-K						0	77	
Total Enrollment:		595	595	595	595	595	595	665	588
<i>May 30th Enrollment</i>									664

Churchill	K	99	99	98	98	98	99	99	
	1	98	98	98	98	98	99	72	
	2	68	68	68	68	68	67	104	
	3	102	102	101	101	101	103	102	
	4	106	106	106	106	106	104	101	
	5	106	106	106	106	106	106	87	
	Pre-K	57	58	55	55	56	56		
Total Enrollment:		636	635	632	632	633	634	565	578
<i>May 30th Enrollment</i>									565

Forest Glen	K	81	82	82	82	82	81	68	
	1	72	72	72	72	72	72	97	
	2	100	101	102	102	102	102	76	
	3	78	78	79	78	78	78	95	
	4	88	88	88	88	88	88	96	
	5	95	95	95	95	95	94	97	
	EC	23	24	26	26	26	26	36	
Total Enrollment:		537	540	544	543	543	541	565	
<i>May 30th Enrollment</i>									565

Hadley	6	383	387	389	389	390	391	384	
	7	397	398	396	396	398	399	382	
	8	383	383	384	384	387	390	396	
	Total Enrollment:		1163	1168	1169	1169	1175	1180	1,162
<i>May 30th Enrollment</i>									1,162

District Total		2007-08						
	Pre-K	57	56	55	55	56	56	77
	EC	39	40	42	42	41	41	53
	K	388	388	387	387	383	384	341
	1	352	352	352	352	350	351	403
	2	398	399	400	400	400	400	382
	3	382	381	381	380	380	382	403
	4	403	403	403	403	403	402	396
	5	395	395	395	395	395	394	374
	6	383	387	389	389	390	391	384
	7	397	398	396	396	398	399	382
	8	383	383	384	384	387	390	396
	Grand Total	3,577	3,582	3,584	3,583	3,583	3,590	3,591

## Glen Ellyn School District #41 Board Report

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**Date:** September 15, 2008  
**Title:** Personnel Report-Final  
**Contact:** Laura Campbell, Director of Human Resources

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

**Discussion:** The District 41 Administrative Team has begun hiring for the 2008-09 school year. This personnel report contains recommendations for the 2008-2009 school year. Because we are still in the midst of negotiating with the Glen Ellyn Education Association, exact salary information is not available yet. We do know the lane and step placement for our new staff and this is included in the report.

### **Employment Recommendations**

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Placement/Salary</u>	<u>Effective Date</u>
Debra Proska	Forest Glen	Technology Aide	\$10.32/\$13,080.60	September 15, 2008
Bobbie Wheatley	Hadley	Hadley U	Curriculum rate*	2008-2009 school term
Molly Williamson	Hadley	Hadley U	Curriculum rate*	2008-2009 school term

*\*to be determined once 2008-09 teacher salary schedule has been negotiated.*

### **Recommendation:**

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

**Glen Ellyn School District 41**  
**Treasurer's Report for the Month of August, 2008**

FUND	FUND BALANCE 7/31/2008	CASH BAL. 7/31/2008	REVENUE	EXPENDITURES	INVESTMENTS (Increase) Decrease	LIABILITIES Increase (Decrease)	CASH BAL. 8/31/2008	INVESTMENTS AT COST 8/31/2008	CASH + INVESTMENTS	LIABILITIES - RECEIVABLE (YTD)	FUND BALANCE 8/31/2008
General Fund	\$ 20,207,701.44	\$ 4,662,184.22	\$ 897,843.94	\$ 1,617,985.93	\$ -	\$ (18,295.94)	\$ 3,923,746.29	\$ 15,708,178.90	\$ 19,631,925.19	\$ 144,365.74	\$ 19,487,559.45
Self-Insurance	95,744.23	95,744.23	4,244.50	35,932.30	-	-	64,056.43	-	64,056.43	-	64,056.43
Insurance	723,472.86	523,472.86	56,038.38	266,837.71	-	-	312,673.53	200,000.00	512,673.53	-	512,673.53
Bond & Interest	1,434,510.83	654,510.83	31,751.62	-	-	-	686,262.45	780,000.00	1,466,262.45	-	1,466,262.45
IMRF	587,409.70	82,384.39	9,886.95	35,433.01	-	-	56,838.33	605,000.00	661,838.33	-	661,838.33
S&C Life Safety	-	-	-	-	-	-	-	-	-	-	-
S&C Capital Improv	429,428.44	224,428.44	381.23	-	-	-	224,809.67	205,000.00	429,809.67	-	429,809.67
Working Cash	3,063,577.20	13,577.20	32.49	-	-	-	13,609.69	3,050,000.00	3,063,609.69	-	3,063,609.69
<b>Totals</b>	<b>\$ 26,541,844.70</b>	<b>\$ 6,256,302.17</b>	<b>\$ 1,000,179.11</b>	<b>\$ 1,956,188.95</b>	<b>\$ -</b>	<b>\$ (18,295.94)</b>	<b>\$ 5,281,996.39</b>	<b>\$ 20,448,178.90</b>	<b>\$ 25,730,175.29</b>	<b>\$ 144,365.74</b>	<b>\$ 25,585,809.55</b>

**Glen Ellyn School District 41  
Cash Balances  
August 31, 2008**

<b>Fund</b>	<b>Total Liquid Funds 07/31/08</b>	<b>Ill Public Treas Investmt Pool</b>	<b>ISDLAF Liquid Fund Deposits</b>	<b>Cash Deposits</b>	<b>Total Liquid Funds 08/31/08</b>
General Fund	\$ 4,662,184.22	\$ 3,369,678.64	\$ 100,310.33	\$ 453,757.32	\$ 3,923,746.29
Self-Insurance	95,744.23	93,496.13	-	(29,439.70)	64,056.43
Insurance	523,472.86	395,627.43	-	(82,953.90)	312,673.53
Bond & Interest	654,510.83	529,641.11	-	156,621.34	686,262.45
IMRF	82,384.39	33,191.08	3,982.86	19,664.39	56,838.33
S&C Life Safety	-	-	-	-	-
S&C Capital Improv	224,428.44	1,258.22	145.40	223,406.05	224,809.67
Working Cash	13,577.20	8,981.33	4,628.36	0.00	13,609.69
<b>Totals</b>	<b>\$ 6,256,302.17</b>	<b>\$ 4,431,873.94</b>	<b>\$ 109,066.95</b>	<b>\$ 741,055.50</b>	<b>\$ 5,281,996.39</b>

**Monthly Yield Averages**

IPTIP	August 2008	Money Market	2.067%
		Prime Fund	2.160%
ISDLAF	August 2008	Liquid Fund	2.320%
		Max Fund	2.410%

Glen Ellyn School District 41  
Investment Schedule  
August 31, 2008

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
<b>General Fund</b>								
P353	93590-601	10/23/07	10/22/08	365	1,050,000.00	4.825%	50,662.50	CD
P335	87340	06/21/07	11/26/08	524	650,000.00	5.150%	48,057.26	CD
P366	109564	06/17/08	03/12/09	268	1,200,000.00	2.952%	26,009.95	CD
P367	109558-63	06/17/08	03/18/09	274	600,000.00	3.081%	13,877.16	CD
P359	105499	05/18/08	03/25/09	311	1,450,000.00	3.300%	40,770.82	CD
P360	106107-10	05/23/08	03/25/09	306	140,178.90	3.211%	3,773.56	CD
P368	109557	06/17/08	04/14/09	301	1,200,000.00	3.180%	31,468.93	CD
P361	106106	05/23/08	04/29/09	341	230,000.00	3.250%	6,983.49	CD
P363	106966	06/02/08	05/14/09	346	1,800,000.00	3.250%	55,454.79	CD
P364	1069664-5	06/02/08	05/28/09	360	200,000.00	3.270%	6,450.41	CD
P362	106580	05/30/08	05/28/09	363	1,100,000.00	3.250%	35,554.11	CD
P371	109556	06/17/08	06/12/09	360	700,000.00	3.270%	22,576.44	CD
P365	106963	06/02/08	06/12/09	375	3,570,000.00	3.250%	119,203.77	CD
P369	109547-55	06/17/08	06/24/09	372	896,000.00	3.305%	30,248.08	CD
P370	109546	06/17/08	07/22/09	400	920,000.00	3.330%	33,573.70	CD
					<u>15,708,178.90</u>	<u>3.458%</u>	<u>524,664.98</u>	
<b>Insurance Fund</b>								
P363	106966	06/02/08	05/14/09	346	200,000.00	3.250%	6,161.64	CD
					<u>200,000.00</u>	<u>3.250%</u>	<u>6,161.64</u>	
<b>IMRF Fund</b>								
P335	87340	06/21/07	11/26/08	524	50,000.00	5.150%	3,696.71	CD
P359	105499	05/18/08	03/25/09	311	50,000.00	3.300%	1,405.89	CD
P360	106107-10	05/23/08	03/25/09	306	105,000.00	3.211%	2,826.56	CD
P368	109557	06/17/08	04/14/09	301	100,000.00	3.180%	2,622.41	CD
P363	106966	06/02/08	05/14/09	346	100,000.00	3.250%	3,080.82	CD
P362	106580	05/30/08	05/28/09	363	50,000.00	3.250%	1,616.10	CD
P365	106963	06/02/08	06/12/09	375	50,000.00	3.250%	1,669.52	CD
					<u>505,000.00</u>	<u>3.513%</u>	<u>16,918.01</u>	
<b>Bond &amp; Interest Fund</b>								
P370	109546	06/17/08	07/22/09	400	780,000.00	3.330%	28,464.66	CD
					<u>780,000.00</u>	<u>3.330%</u>	<u>28,464.66</u>	
<b>S &amp; C Capital Imp</b>								
G356	50016574	03/20/08	09/20/08	184	100,000.00	2.520%	1,270.36	CD
P360	106107-10	05/23/08	03/25/09	306	105,000.00	3.211%	2,826.56	CD
					<u>205,000.00</u>	<u>2.866%</u>	<u>4,096.92</u>	

Glen Ellyn School District 41  
Investment Schedule  
August 31, 2008

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type	
<b>Working Cash</b>									
G356	50016574	03/20/08	09/20/08	184	900,000.00	2.520%	11,433.21	CD	
P353	93590-601	10/23/07	10/22/08	365	50,000.00	4.825%	2,412.50	CD	
P335	87340	06/21/07	11/26/08	524	300,000.00	5.150%	22,180.27	CD	
G358	5010023212	04/29/08	01/29/09	275	1,200,000.00	2.860%	25,857.53	CD	
P361	106106	05/23/08	04/29/09	341	470,000.00	3.250%	14,270.62	CD	
P362	106580	05/30/08	05/28/09	363	50,000.00	3.250%	1,616.10	CD	
P365	106963	06/02/08	06/12/09	375	80,000.00	3.250%	2,671.23	CD	
					<b>3,050,000.00</b>	<b>4.184%</b>	<b>80,441.46</b>		

<b>Total Current Operating Funds Investments</b>	<b>20,448,178.90</b>
--	----------------------

<b>Total Investment Interest Due</b>	<b>660,747.67</b>
--------------------------------------	-------------------

Average Portfolio Yield

3.37%

Note: C in the "Identifier" column denotes Community Bank  
 G in the "Identifier" column denotes Glen Ellyn Bank & Trust  
 M in the "Identifier" column denotes MB Financial 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 August 2008**

### **Revenues**

District revenues for the month and year are exceeding budgeted amounts by approximately 1%. This is due primarily to the amount of state funding received year to date.

### **Expenditures**

Expenditures are exceeding budgeted amounts due to the timeliness of this summer's capital projects and contractors requested payouts.

**Glen Ellyn District 41**  
**Monthly Revenue/Expenditure Summary Report**  
**August 2008**

Revenues								
Function	Category	MTD Received	YTD Received		Revenue Budget	To Be Received	YTD % Received	Prior Year % Rec'd
1100	Property Taxes	429,338.22	1,230,745.82		37,397,195.00	36,166,449.18	3.29%	2.20%
1200	Personal Property Taxes	98,191.01	277,828.52		1,230,000.00	952,171.48	22.59%	27.66%
1300	Tuition	-	-		231,750.00	231,750.00	0.00%	0.00%
1400	Transportation Fees	210.00	210.00		25,500.00	25,290.00	0.82%	0.00%
1500	Interest Earnings	20,116.88	55,457.14		678,500.00	623,042.86	8.17%	9.35%
1600	Food Services	17,364.10	17,364.10		202,600.00	185,235.90	8.57%	13.21%
1700	Student Fees	217,134.45	238,066.70		423,000.00	184,933.30	56.28%	78.20%
1900	Donations/Misc Revenue	3,138.25	17,882.48		203,450.00	185,567.52	8.79%	134.47%
3000	Unrestricted State Funds	111,100.73	111,100.73		1,300,000.00	1,188,899.27	8.55%	7.62%
3100	Restricted State Funds	43,302.59	410,983.36		1,982,200.00	1,571,216.64	20.73%	1.96%
4000	Federal Funds	-	719.00		419,375.00	418,656.00	0.17%	5.56%
<b>Grand Total All Funds</b>		<b>939,896.23</b>	<b>2,360,357.85</b>	<b>-</b>	<b>44,093,570.00</b>	<b>41,733,212.15</b>	<b>5.35%</b>	<b>4.25%</b>
Expenditures								
Object		MTD Expended	YTD Expended	YTD Encumbrances	Expenditure Budget	Budget Available	YTD % Expended	Prior Year % Exp'd
100	Salaries	403,488.90	750,823.14	-	24,860,034.00	24,109,210.86	3.02%	2.95%
200	Benefits	110,325.55	208,847.15	-	5,059,894.00	4,851,046.85	4.13%	5.50%
300	Purchased Services	131,913.10	671,869.48	18,209.50	4,236,679.00	3,546,600.02	15.86%	13.77%
400	Supplies/Materials	49,668.92	152,232.10	279,432.30	2,967,684.00	2,536,019.60	5.13%	5.86%
500	Capital Outlay	719,344.20	1,406,368.17	441,870.52	2,523,647.00	675,408.31	55.73%	36.25%
600	Dues & Fees	2,786.83	13,772.83	-	63,415.00	49,642.17	21.72%	4.70%
600	Principal/Interest Payments	-	317,606.25	-	2,623,095.00	2,305,488.75	12.11%	16.66%
600	Tuition	235,891.44	256,586.24	-	1,467,000.00	1,210,413.76	17.49%	3.97%
<b>Grand Total All Funds</b>		<b>1,653,418.94</b>	<b>3,778,105.36</b>	<b>739,512.32</b>	<b>43,801,448.00</b>	<b>39,283,830.32</b>	<b>8.63%</b>	<b>6.56%</b>

**SUMMARY OF BILLS AND PAYROLL  
AUGUST 2008**

<u>FUND</u>	<u>AUGUST BILLS/INTERIMS</u>	<u>AUGUST PAYROLL</u>	<u>TOTAL</u>
General Fund	\$387,744.21	\$403,397.75	\$791,141.96
Building Fund	\$825,229.14	0.00	825,229.14
Bond & Interest	0.00	0.00	0.00
Transportation Fund	1,614.83	0.00	1,614.83
IMRF	35,433.01	0.00	35,433.01
Life Safety	0.00	0.00	0.00
S & C Cap Imp	0.00	0.00	0.00
Working Cash	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>\$1,250,021.19</b>	<b>\$403,397.75</b>	<b>\$1,653,418.94</b>
Self-Insurance	35,932.30	0.00	35,932.30
Insurance	266,837.71	0.00	266,837.71
<b>TOTAL</b>	<b>\$1,552,791.20</b>	<b>\$403,397.75</b>	<b>\$1,956,188.95</b>



Summary of Vandalism Occurrence for September 2008

Date	Facility	Nature of Vandalism	Initial response	Action Taken to Repair/Replace
8/31/2008	Churchill	A chair was thrown through the window in room 128. The window was broken	Police notified the Custodian, Niko Pergjika, around midnight. Police Report 080901027815 has been filed. The window was boarded up and the area cleared of all glass by 3 a.m.	The estimate to replace the window is \$1,000.00

**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 15<sup>th</sup> day of September, 2008 by roll call vote as follows:

YES VONDRAK, SOLAK, COSGROVE, KENWOLD, VIVODA, NELSON, HOWARD

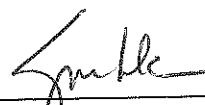
NO NONE

ABSENT NONE

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

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

Assets for Disposal								
September 2008								
Asset # if known	School Site Origin	Description (Make, Model, etc.)	Serial Number	Acq. Year	Qty.	Acq. Cost	Working Order Y/N?	Obsolete Y/N?
	Hadley	Singer Model #5430C	C02815137	Unknown	1	Unknown	N	Y
	Hadley	Singer Model #5825C	C82241421	Unknown	1	Unknown	N	Y
	Hadley	Singer Model #8007	8000011872	Unknown	1	Unknown	N	Y
	Hadley	Singer Model #5830C	C31280835	Unknown	1	Unknown	N	Y
	Lincoln	Upright Piano	N/A	Unknown	1	Unknown	N	Y
	Lincoln	Upright Piano	N/A	Unknown	1	Unknown	N	Y

**Freedom of Information Act (FOIA) Requests Report  
FY 2008-2009**

Reporting Period	Date Received	Date of Response	Request Summary
7/23/08 - 9/9/08	09/03/08		<p>"The Illinois Policy Institute hereby requests that the Glen Ellyn SD41 produce the following public records pursuant to the provisions of the Illinois Freedom of Information Act, 5 Ill. Comp. Stat. Ann. 140/1 et seq.:</p> <ol style="list-style-type: none"> <li>1. The names of any and all private Education Management Organizations contracted by Glen Ellyn SD 41 to manage operations within one or more of the district's schools. If the district entered into no such agreement and provided said services itself, please indicate so in writing.</li> <li>2. The names of any and all private providers contracted by Glen Ellyn SD 41 to provide tutoring services to students enrolled within the district. If the district entered into no such agreement and provided said services itself, please indicate so in writing.</li> <li>3. The names of any and all private providers contracted by Glen Ellyn SD 41 to provide online instruction (i.e. virtual classes) to students enrolled within the district. If the district entered into no such agreement and provided said services itself, please indicate so in writing.</li> <li>4. The names of any and all private providers contracted by Glen Ellyn SD 41 to provide speech therapy services to students enrolled within the district. If the district entered into no such agreement and provided said services itself, please indicate so in writing.</li> <li>5. The names of any and all private providers contracted by Glen Ellyn SD 41 to provide physical therapy services to students enrolled within the district. If the district entered into no such agreement and provided said services itself, please indicate so in writing.</li> <li>6. The names of any and all private providers contracted by Glen Ellyn SD 41 to provide alternative education instruction (e.g. vocational education) to students enrolled within the district. If the district entered into no such agreement and provided said services itself, please indicate so in writing.</li> <li>7. The names of any and all private providers contracted by Glen Ellyn SD 41 to assist in staffing substitute teachers within one or more of the district's schools. If the district entered into no such agreement and provided said services itself, please indicate so in writing."</li> </ol>
7/23/08 - 9/9/08	8/25/08	8/29/08	<p>I request to view copies of all expenses related to out-of-district travel requiring an overnight accommodation, incurred during FY08. This would be for any travel out of District 41 incurred by any staff, board member, community member, etc., anyone traveling on behalf of the district.</p>
6/23/2008 - 7/22/2008	07/18/08		<p>WBBM-TV requests all records from 2003 - 2008 involving corporal punishment and/or students being hit, paddled or touched by any adult including , but not limited to, teachers, aides, coaches, principals or any other adults. Please include all incidents that occurred on school property or while at an off-property school-sponsored event. They also request copies of any policies pertaining to the use of time-out, intervention and/or seclusion rooms and any complaints involving the use of these rooms.</p>



August 15, 2008

Mr. Robert Ciserella  
Assistant Superintendent of Finance  
Glen Ellyn School District #41  
793 North Main Street  
Glen Ellyn, IL 60137

Re: Glen Ellyn School District #41  
PMA's Financial Planning Program™ Service Agreement

Dear Mr. Ciserella:

We are pleased to provide an engagement letter for our services as a consultant working with your District in utilizing PMA's Financial Planning Program™ (the "FPP"). The FPP is a financial planning tool that allows interaction with a spectrum of assumptions in order to project your District's financial position. PMA will work with you and the District throughout all phases of the FPP.

#### **A. Description of Services**

On an ongoing consultant basis, PMA's public finance specialists will generate for you and your District a detailed financial analysis that is specific to your needs. PMA will perform each of the following as necessary:

- Develop a historic database through the analysis of multiple years of the District's provided Annual Financial Reports ("AFR");
- Combine the historic analysis with the District provided current budget and projections for revenue and expense variables;
- Incorporate other District provided assumptions in the FPP analysis, in addition to AFR and current budgetary items. For example, tax levy extensions, Equalized Assessed Valuations ("EAV"), student enrollment, student/teacher ratio by program, salary and benefit analysis, new property growth projections, debt retirement schedules, Consumer Price Index ("CPI"), and others as applicable;
- Conduct scenario analysis of selected variables to project financial outcomes;
- Conduct Board and/or Finance Committee presentations as requested by the Board or the Superintendent;

**PMA Financial Network, Inc.**

27545 Diehl Road, Suite 100, Warrenville, Illinois 60555 Ph: 630.393.9494 F: 630.393.9595 pmanetwork.com

- Prepare up to twenty (20) Executive Summary Reports (Power Point Presentation) to be used by the District;
- Provide up to nine (9) Executive Reports and an electronic version for District copying
- Provide ongoing and continuous updates as needed by the District pursuant to the attached fee proposal schedule

#### **B. PMA Limitations**

Our duties and responsibilities as your consultant regarding the FPP are limited and do not include the following:

- Giving any advice, opinion or representation as to the financial feasibility or fiscal prudence of the variables, projections and/or assumptions you select to modify in order to project your financial picture.

#### **C. Disclaimer of Liability**

FPP is a financial management tool whose sole purpose is to produce financial projections based on data provided by the District. Because all assumptions and data input into FPP will be provided by the District, the quality of the output from FPP will be wholly dependent upon the quality of that data.

The District understands we will undertake no investigation or examination of the data provided by the District and that any inaccuracies or incompleteness of that data, and any resulting erroneous output from FPP generated thereby, shall be solely the District's responsibility.

Also, during the course of this engagement, we will rely on the District's representatives to provide us with all data in a timely manner, and we assume no responsibility to determine whether personnel providing us with such data possess the requisite authority to do so.

Further, we have explained to the District in general terms the formulas and methodologies used by FPP and the District agrees that such formulas and methodologies are appropriate and suitable for the District's financial management applications. We have made no independent examination of the context in which the District intends to use FPP and cannot assure the District as to its suitability for the District's application. In addition, we assume no responsibility for any modifications to FPP requested by the District and implemented into FPP at the District's request. Furthermore, the District acknowledges that FPP may yield inconsequential results in the event of changes in the District's fiscal policies, fundamental changes in school finance (including legislative changes) or other actions that may affect the District.

Lastly, the District agrees and acknowledges that any investment or other decisions made utilizing the results of FPP including results generated through use of the FPP web site are solely the District's decisions and are solely the District's responsibility.

The District agrees to indemnify and hold PMA harmless against any claims, loss, cost or expense incurred of any (a) incorrect, omitted and/or unauthorized information provided by the District to us, (b) misrepresentations made by the District regarding the FPP program, (c) failure to comply with District policy, state, and federal law, (d) actions or investments arising from the gross negligence or willful misconduct of the District.



#### **D. Fees & Termination of Agreement**

Your acceptance of our services and execution of this letter to evidence our Agreement constitutes your consent to pay the fees outlined in our Fee Proposal Schedule. The term of the services set forth in this letter shall be one (1) year from the execution of this letter. Renewal of the FPP services after the term expiration shall be subject to the continued acceptance of the terms for utilizing the FPP program. In the event there is a delay in executing this Agreement, the fees outlined in the fee proposal schedule are only valid for 60 days from the date of this Agreement. If after 60 days, the District wishes to engage PMA for the services outlined herein, an updated Agreement and fee proposal schedule will be promptly forwarded to the District for execution. Once an Agreement is executed, it may be terminated by either party upon 30 day written notice. Upon receipt of a notice of termination, PMA will cease all work and will only finish portions of any work at the written direction of the District. The District will pay for any outstanding fees earned by PMA up to the date of termination.

#### **E. Confidentiality**

The information provided or received by the District or PMA from the other party is deemed to be confidential and the property of the disclosing party, unless such information is communicated or known to be public. Confidential information includes but is not limited to all information provided that is not known to be public, formulas, business plans, financial information, software, or other intellectual property. No licenses or rights under any intellectual property right are to be implied to be granted for use by the other party under this agreement. Both Parties acknowledge that, except as required by law, including the Illinois Freedom of Information Act, disclosure of confidential information is in breach of this agreement and may result in irreparable damage to the other Party. Distribution, reproduction or sale of any confidential information under this agreement is prohibited without the express written consent of the other.

#### **F. Public Dissemination of Information & Ownership of Analysis**

Public dissemination by the District of any material promoting PMA as an organization or the merits of FPP (including any text and graphics derived from FPP) through the use of mailings, brochures, presentations, websites, etc., is prohibited without prior authorization from PMA. It is agreed that the analysis, or output, derived from the FPP on behalf of the District is the property of the District. However, prior to each instance of public dissemination by the District, PMA reserves the right to review and edit any relevant content of the publication where PMA, FPP, or any component thereof, are denoted in any manner.

#### **G. Privacy of Client Information**

PMA is committed to protecting your personal and financial information. Except as required by law and in accordance with the PMA Privacy Policy (attached for your review), PMA will maintain the confidentiality of communication containing client information provided directly to PMA.

#### **H. Submission of the Data on the Information Sheet**

The Financial Planning Program requires certain information to be received from the District in order for the program to be successful. The District will receive a customized Information Sheet directly from the financial advisor assigned to the District. Failure to provide the Information Sheet in a timely manner will result in a delay of the receipt of the FPP services described in (A) above by the District.



If the foregoing terms are acceptable to you, please sign and date the enclosed copies of this engagement letter, retaining one original for your files and returning one original in the enclosed envelope.

Respectfully,

PMA Financial Network, Inc.

By:   
Michael R. English  
President and CEO

Accepted and Approved:

Glen Ellyn School District #41

By: 

Title: Superintendent

Date: 9/17/08

Enclosures



***PMA Financial Network, Inc.***  
**Glen Ellyn School District #41**  
**PMA's Financial Planning Program<sup>TM</sup>**

**Fee Proposal Schedule**

Effective July 1, 2008

**Base Model Development**

- Data Collection
- Analysis & Verification
- Meetings with District Administration
- Establish Base Assumptions
- Presentation of Financial Plan to Board of Education
- Basic Scenario Analysis
- Basic Power Point Presentation

*(Estimated allocation of time is up to 60 hours in first year and 48 hours in subsequent years)*

**Advanced Modeling/Special Applications**

- Additional Meetings with District Administration
- Advanced/Interactive Scenario Analysis
- Develop Customized PowerPoint Presentation
- Assistance with Salary Negotiations
- Assistance with Referendum Planning
- Levy Preparation/Tax Extension Review
- Maintenance Updates as Requested
- Board of Education Follow-up Presentations as Requested

**Cost Estimate:**

**For Members of the Illinois School District Liquid Asset Fund Plus:**

For the first year, the Base Model Development cost is \$8,500 and in subsequent years the cost is \$7,000 and is subject to annual review. Any additional hours over the allocated time will be invoiced at \$145 per hour.

**Invoicing Schedule:**

The District will be invoiced 50% of the contracted cost at signing and balance at completion.

**For Non-Members of the Illinois School District Liquid Asset Fund Plus:**

For the first year, the Base Model Development cost is \$12,500 and in subsequent years the cost is \$10,000 and is subject to annual review. Any additional hours over the allocated time will be invoiced at \$210 per hour.

**Invoicing Schedule:**

The District will be invoiced 50% of the contracted cost at signing and balance at completion.

Integrity. Commitment. Performance.





## PRIVACY POLICY

The following affiliated firms have adopted this privacy policy:

**PMA Financial Network, Inc.**  
**PMA Securities, Inc.**  
**Prudent Man Advisors, Inc.**

At PMA, protecting your privacy is important to us. We have policies and procedures in place to maintain the confidentiality and security of your personal non-public information. We want our customers to understand what non-public personal information we collect and how we use it. This document is designed to help you understand our policy.

“Non-public Personal Information” is non-public information about you that we obtain in connection with providing a financial product or service to you and your organization.

**Why We Collect Your Information.** We gather non-public personal information about you and your accounts so we can deliver products tailored for your organization’s needs, to know who you are and thereby prevent unauthorized access to your information, and comply with applicable laws and regulations that govern us.

**Information We Collect.** We may collect the following types of non-public personal information about you and your organization during the account opening process, through out your on-going relationship with us and through your use of our website:

- Information about your identity such as name, address, telephone numbers, e-mail address, social security number, tax identification numbers and driver’s license number.
- Information about your transactions with us, affiliates, or other financial institutions such as your account numbers, account balance, account history, financial history including accounts payable, payroll and financial information, and bank routing numbers.

**Information We Disclose.** We disclose non-public personal information about you to our affiliates, to third parties that we hire to help us provide products and services to you, as specifically authorized by you, or as otherwise allowed or required by law. Examples of some third parties we may hire are custodians, administrators, transfer agents, other broker-dealers, accountants and attorneys. From time to time, we must provide information about our business to regulatory authorities. This may include personal information about you. We do not sell non-public personal information about our customers, present or former, to anyone.

**Confidentiality and Security.** Our policy is to keep this information confidential and strictly safeguarded, and to use or disclose it as needed to provide products and services to you and your organization. We maintain physical, electronic and procedural safeguards to protect your non-public personal information. These include confidentiality agreements with companies we hire to help us provide services to you, password-protected user access to our computer files and proprietary on-line systems, and strict confidentiality policies that apply to all PMA personnel.

**Closed or Inactive Accounts.** Our privacy policy applies equally to our former customers. We will continue to adhere to the privacy policies and practices described herein even after your account is closed or becomes inactive.

**Availability of Disclosure.** This disclosure policy is available at our office and on our website at [www.pmanetwork.com](http://www.pmanetwork.com). Additionally, this notice is provided to each customer who opens an account and to all customers at least once annually.

If you have any questions, you are encouraged to contact us for more information.

**PMA Financial Network, Inc.**

27545 Diehl Road, Suite 100, Warrenville, Illinois 60555 Ph: 630.393.9494 F: 630.393.9595 [pmanetwork.com](http://pmanetwork.com)

# FGM ARCHITECTS

**Amendment 14** to Professional Services Agreement Dated: May 16, 2005

Between the Owner: Glen Ellyn School District 41  
793 N. Main Street  
Glen Ellyn, IL 60147

And the Architect: FGM Architects Inc.  
1211 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523

Project: Glen Ellyn 2008 Master Planning

FGM Project Number: 07-0555.01

Date of Amendment: June 23, 2008

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## 1.1.2 Project Parameters:

1.1.2.1 Project Objective: Glen Ellyn School District 41 intends to develop a new facility master plan, hereinafter referred to as the Facility Master Plan, for all of the District's schools and the former Spaulding site. This Facility Master Plan is to incorporate existing information regarding facilities issues and new information to be provided through a School Facilities Team at each of the schools. The School Facilities Teams are to specifically address the deficiencies affecting the curriculum, prioritization of the needs, development of alternatives and selection of solutions. See attached Exhibit A, dated June 23, 2008, for a Scope/Fee Summary.

## 1.1.2.2 Physical Parameters:

The following facilities shall be included in the planning process:

Central Services Office (CSO)  
Abraham Lincoln School  
Benjamin Franklin School  
Churchill School  
Forest Glen School  
Hadley Junior High School

1.1.2.3 Owner's Program: Develop a Facility Master Plan as defined in this contract modification.

1.1.2.4 Legal Parameters: no change

1.1.2.5 Financial Parameters: no change

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1.1.2.6 Time Parameters: Master Planning to begin in May of 2008 and be completed by March 2009.

1.1.2.7 Procurement method: Not applicable

## 1.5 Compensation:

Compensation for Basic Services shall be invoiced as a lump-sum fee for services associated with each phase of the Master Planning process. See attached Exhibit A, dated June 23, 2008, for a breakdown of compensation per phase.

Additional meetings, presentation materials, etc. will be billed on a time and material basis at hourly rates as noted in Exhibit C of the original Professional Services Agreement dated May 16, 2005.

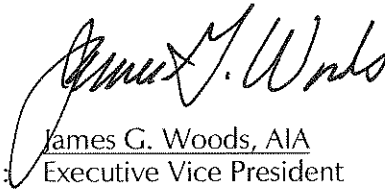
Services associated with estimation, civil engineering and LEED design, if required, shall be reimbursed in accordance with Article 1.5.4.

Owner  
Glen Ellyn School District 41  
793 N. Main Street  
Glen Ellyn, IL 60147



By: Ann Riebock, Ed. D.  
Title: Superintendent

Architect  
FGM Architects Inc.  
1211 West 22<sup>nd</sup> Street  
Oak Brook, IL 60523



By: James G. Woods, AIA  
Title: Executive Vice President



By: Ronald W. Richardson, AIA  
Title: Senior Project Manager

**Exhibit A**  
Glen Elyn Master Planning  
Scope/Fee Summary

Basic Services:			
<b>Phase 1</b>	<b>Collection/Distribution of Existing Documentation</b>		\$ 6,470.00
1	FGM Architects will collect existing documentation of each school including facility history, enrollment projections, site plans, plans, lists of completed capital improvements and life safety/capital improvements to be completed. This documentation for each school will be assembled into orientation books to be distributed to the School Facility Team members at the respective schools.		
<b>Phase 2</b>	<b>Principal's Kick-off Meeting/Project Orientation</b>		\$ 6,060.00
1	FGM Architects will assist the district administration at a kickoff meeting with all master planning members (principals, administrative staff, etc.) to inform them of the goals, objectives, process, and schedule and distribute the orientation materials.		
<b>Phase 3</b>	<b>Community Forum No. 1</b>		\$ 6,720.00
<b>Phase 4</b>	<b>School Site Meeting 1: Deficiencies/Needs Development</b>		\$ 22,830.00
1	FGM Architects will prepare materials to be used in this initial meeting of each school's Facility Team that will be used to identify facility deficiencies affecting the curriculum and operation of the school. We will facilitate the discussion, record the identified needs and facilitate the prioritization of the identified needs. We will prepare a record of the proceedings of each meeting.		
<b>Phase 5</b>	<b>Community Forum No. 2</b>		\$ 5,550.00
<b>Phase 6</b>	<b>School Site Meeting 2: Alternatives/Solutions Development</b>		\$ 12,150.00
1	FGM Architects will prepare materials to be used in the second round of school site meetings. The purpose of the meeting will be to provide input regarding alternative solutions to address the prioritized needs and the previously identified facilities issues at each of the five schools and one school site. We will facilitate the School Facility Team in the discussion of advantages and disadvantages of alternative solutions and the selection of a preferred alternative. We will prepare a record of the proceedings of each meeting.		
2	Develop alternatives FGM Architects will develop up to three alternatives for each of the five schools and one school site into final documentation consisting of a site plan, floor plans, and cost estimate (cost estimate is a reimbursable expense).		
<b>Phase 7</b>	<b>Community Forum No. 3</b>		\$ 8,130.00
1	Preparation and forum		
2	Refine alternatives FGM Architects will refine up to three alternatives for each of the five schools and one school site into final documentation consisting of a site plan, floor plans, and cost estimate (cost estimate is a reimbursable expense).		
<b>Phase 8</b>	<b>Community Presentation/Report</b>		\$ 11,920.00
1	Preparation and presentation		
2	Final Report FGM Architects - Planners will prepare a final Facility Master Plan report that will be organized as follows: Acknowledgements Introduction: Goals, Process, and Schedule Executive Summary: Plan and Cost Estimate for Each School Section for Each School (organized as follows): Participants History Enrollment Projections Space Utilization Assessment Prioritized Facility Deficiencies Alternatives Preferred Alternative Opinion of Probable Cost (reimbursable expense)		
3	This report will be in color and three copies will be provided as part of the Basic Services for the use of the Board of Education and the Administration of Glen Elyn School District 41.		
<b>Total Fee</b>			<b>\$ 79,830.00</b>