



## Glen Ellyn School District 41

Dr. Ann K. Riebock, Superintendent

### MINUTES

**REGULAR MEETING  
BOARD OF EDUCATION  
GLEN ELLYN DISTRICT 41  
DISTRICT 41 ADMINISTRATION CENTER  
793 N. MAIN ST., GLEN ELLYN, IL 60137  
MONDAY, OCTOBER 30, 2006, 7:30 P.M.  
BOARD OF EDUCATION REGULAR MEETING**

- I. Call to Order:** President Vivoda called the meeting to order at 7:32 p.m.
- II. Pledge of Allegiance:** President Vivoda led in the Pledge of Allegiance and welcomed meeting attendees.
- III. Roll Call:** Members present were Kevin Cosgrove, Terra Howard, Debbie Hoffman, Carol McElvain and John Vivoda. John Kenwood joined the meeting at 8:08 p.m.
- IV. Public Participation:** President Vivoda asked if there were any requests from the public to address the Board. There was no public participation
- V. Presentations and Reports**
  - A. Finance Committee Report:** Board member and Finance Committee member, Kevin Cosgrove offered an overview of the Committee's work which includes project recommendations for life safety, roof work and the development of a five-year capital development plan. The five year plan will allow the district to plan for routine maintenance, anticipate larger projects, and budget for ongoing improvements. Once the Board has approved the five-year plan the District will put out bid specifications as early as January 2007. Reports and initial financial projections will be available from PMA as early as the November 13 Board meeting.

The Committee is also reviewing the timetable for the 2006 tax levy. It is anticipated that the Board will discuss the tax levy at their November 13 and November 27 meetings and adopt the levy on December 18. The levy calendar will be posted on the District 41 website by November 1.

## **VI. Approval of Consent Agenda**

- A. Teaching, Learning and Accountability
  - 1. Personnel Report (Attachment)
- B. Finance, Facilities and Operations (*\$ denotes financial attachment*)
  - 1. Treasurer's Report (\$Attachment 1)
  - 2. Cash Balances Report (\$Attachment 2)
  - 3. Investment Schedule (\$Attachment 3)
  - 4. Monthly Budget Report (\$Attachment 4)
  - 5. Accounts Payable and Payroll (\$Attachment 5)
  - 6. Vandalism/Damage Report (\$Attachment 6)
  - 7. Disposal of Surplus Property (\$Attachment 7)
  - 8. 2006-2007 FOIA Report (\$Attachment 8)
  - 9. Pitney Bowes Lease (\$Attachment 9)
  - 10. Change Orders #4 & #5 Summer Projects 2006 (\$Attachment 10)
- C. Other Matters
  - 1. Board Regular & Special Meeting Minutes
    - October 16, 2006 Regular & Closed Meeting
  - 2. Board/Superintendent Roles & Responsibilities (Attachment)

*Terra Howard moved and Carol McElvain seconded to approve the actions and recommendations contained in Section V, Consent Agenda. On a roll call vote answering Aye: Cosgrove, Howard, Hoffman, McElvain and Vivoda. Answering Nay: None. Motion carried.*

## **VII. Upcoming Meetings**

- November 13, 2006 – Regular Board Meeting: Topics of discussion will include a definition for high achieving students and five-year financial projections
- November 17 -19, 2006 – Triple I Board Conference
- November 27, 2006 – Regular Board Meeting

## **VIII. Superintendent's Report:** Dr. Riebock reported on the following items:

- A. Boundary Advisory Committee: The committee is comprised of parents representing each of the four elementary schools and has been charged with creating a boundary recommendation for the Board's review. The Committee meets in public each Thursday at 7:30 p.m. at the Central Services Office. The Committee's work to date includes a detailed study of school descriptions provided by building principals, a review of demographic data and enrollment projections out to 2013 prepared by Northern Illinois University (NIU) Center for Governmental Studies, a discussion about how the enrollment projections should accommodate the unexpectedly high kindergarten enrollment at Franklin and the unexpectedly low kindergarten enrollment at Churchill and a tour by a sub-group of the Committee of the four elementary schools and the Central Services Office to observe first hand the space issues at each building. Dr. Riebock added that the November 2 meeting will be a work session in which District 41 leaders will present specific information on Special Education and English Language Learning programs (ELL). At the November 9 meeting the Committee will begin working with NIU on boundary adjustment scenarios. The format for the November 30 public

meeting at Hadley will include an overview of the Committee's process and breakout sessions of the different scenarios to be considered by the Board.

- B. Board Election: Three District 41 Board seats are up for election with the terms of Board Members Debbie Hoffman, John Marcheschi and Carol McElvain expiring in April 2007. Interested candidates may begin to circulate nominating petitions on November 7, 2006. The deadline for circulating petitions is January 29, 2007. The filing period for nominating petitions is one week beginning January 29, 2007 through February 5, 2007.
- C. Policy Review: The Committee plans to reconvene and begin a review of the District's Board policies. They will meet regularly to review policies and/or administrative procedures as they relate to governance issues and changes in State or Federal law and/or regulations and others that may require Committee review and board action. Their work will also include identifying policies that will require an in-depth review (e.g. aligning policies with District 41 Vision and Strategic Focus.)
- D. Appoint a 2006 Delegate Assembly: The Board discussed the value of appointing a delegate to attend the 2006 Delegate Assembly Meeting on November 18, 2006 during the Triple I Conference. Terra Howard, who served as a delegate last year, said that while it was interesting to participate in the meeting, the experience has not proven to be a very valuable one for District 41. The most recent proposal supported by District 41 was related to amending the voting process for IASB delegates and was not approved by the Board of Governors. It was the consensus of the Board to refrain from appointing an IASB Delegate to this year's Assembly Meeting. Instead, they agreed that using this time for board professional development would be more valuable and a better use of this time.

**IX. Discussion:** The Long-Range Plan: The Board asked Superintendent Ann Riebock to create a five-year long range plan that is supported by a short-term (two year) plan and includes actions and indicators that would enable the District to accomplish its long range goals. Dr. Riebock reviewed a draft of the five-year plan which defines what the district plans to achieve and focuses on three key areas: Improved student achievement, financial health, and community engagement. She explained that the process for developing the plan has involved teamwork and collaboration among the District's leadership and stakeholders and the preliminary work has been presented to various stakeholder groups such as PTA Executive Council and the Teams for Excellence. Dr. Riebock noted that the plan is a living document and as such is considered a draft document and subject to adjustment over time. She welcomed feedback from board members.

Following Dr. Riebock's presentation, the Board discussed the type of research that would be used and how we can provide consistency in the implementation of the District programs and services. The Board expressed their appreciation to Dr. Riebock and the staff for their hard work and Dr. Riebock thanked the staff for their hard work and the Board for creating the vision.

**X. Public Participation:** President Vivoda asked if there were any requests from the public to address the Board. There was no public participation at this time.

**XI. Closed Session:** At 8:10 p.m. Debbie Hoffman moved and John Kenwood seconded to adjourn to Closed Session to discuss:

- A. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
- B. Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).

On a roll call vote answering Aye: McElvain, Cosgrove, Kenwood, Howard, Hoffman, and Vivoda. Answering Nay: None. Motion carried.

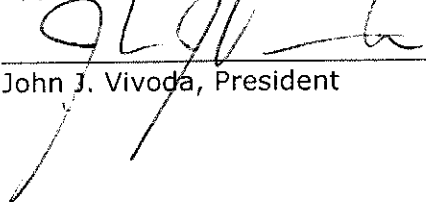
**XII. Return to Open Session:** The Board returned to open session at 9:31 p.m.

**XIII. Adjourn Regular Meeting:** John Kenwood moved and Carol McElvain seconded to adjourn the regularly scheduled meeting at 9:32 p.m. On a roll call vote answering Aye: Kenwood, Howard, McElvain, Hoffman, Cosgrove, Marcheschi and Vivoda. Answering Nay: None. Motion carried.

Recorded: October 30, 2006

  
Deborah M. Hoffman, Secretary

Approved: November 13, 2006

  
John J. Vivoda, President

**Glen Ellyn District #41  
Board Report**

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**Date:**       **October 30, 2006**

**Title:**       **Personnel Report**

**Contact:**   **Ann Riebock**

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**Resignations:**

The following staff have submitted letters of resignation

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
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**Leave Requests:**

The following staff have requested a leave of absence

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Reason</u>	<u>Effective Date</u>
Carol Barsotti	Central Services Office	Instructional Technology	Pregnancy/Parental Leave	10/18/2006-end of year
Kristi Doyle	Churchill	2 <sup>nd</sup> Grade	FMLA due to pregnancy	12/02/2006-12 weeks

**Employment Recommendations:**

<u>Name</u>	<u>School/Position</u>	<u>Placement/Salary</u>
David Blindt	Hadley/Math	BA+15, step 1/\$29,054.62 pro rated

**Internal Transfers:**

<u>Name</u>	<u>School/Position</u>	<u>to</u>	<u>School/Position</u>
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**Retirements:**

<u>Name</u>	<u>School/Position</u>	<u>Date</u>
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**Recalls:**

<u>Name</u>	<u>School/Position</u>
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*Strategic Initiative: Hire and retain only the highest quality teaching and administrative staff.*

**Dismissals:**

Name	Position	Reason
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**Appointments:**

Name	Assignment	Reason
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**Recommended Motion:**

It is recommended that the Board accept these personnel actions as presented

*Strategic Initiative: Hire and retain only the highest quality teaching and administrative staff.*

# **Finance, Facilities and Operations**

## **Financial Attachments**

**Board Meeting  
October 30, 2006**

**Glen Ellyn School District 41**

**Period Ending: September 30, 2006**

*Draft Until Approved*

**Finance, Facilities, and Operations  
Financial Attachments**

**October 30, 2006**

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Glen Ellyn School District 41

Treasurer's Report for the Month of September, 2006

FUND	FUND BALANCE 8/31/2006	CASH BAL. 8/31/2006	REVENUE	EXPENDITURES	INVESTMENTS (Increase) Decrease	LIABILITIES Increase (Decrease)	CASH BAL. 9/30/2006	INVESTMENTS AT COST 9/30/2006	CASH + INVESTMENTS	LIABILITIES - RECEIVABLE (YTD)	FUND BALANCE 9/30/2006
General Fund	\$ 16,191,043.92	\$ 4,629,225.75	\$ 13,753,641.71	\$ 2,976,351.21	\$ (6,389,000.00)	\$ (2,918.36)	\$ 9,014,597.89	\$ 17,949,547.20	\$ 26,964,145.09	\$ (4,189.33)	\$ 26,968,334.42
Self-Insurance	44,241.62	44,241.62	117,910.08	31,511.75	-	-	130,639.95	-	130,639.95	-	130,639.95
Insurance	(132,085.53)	(132,085.53)	285,333.66	276,535.32	-	-	(123,287.19)	-	(123,287.19)	-	(123,287.19)
Bond & Interest	1,277,593.99	77,593.99	1,103,739.63	-	(1,100,000.00)	-	81,333.62	2,300,000.00	2,381,333.62	-	2,381,333.62
IMRF	483,526.13	133,526.13	352,135.57	74,370.64	(200,000.00)	-	211,291.06	550,000.00	761,291.06	-	761,291.06
S&C Life Safety	21,263.93	21,263.93	52.04	-	-	-	21,315.97	-	21,315.97	-	21,315.97
S&C Capital Improv	320,615.46	20,615.46	46.61	-	-	-	20,662.07	300,000.00	320,662.07	-	320,662.07
Working Cash	2,442,799.06	693,706.74	136,169.08	-	(800,000.00)	-	29,875.82	2,549,092.32	2,578,968.14	-	2,578,968.14
<b>Totals</b>	<b>\$ 20,648,998.58</b>	<b>\$ 5,488,088.09</b>	<b>\$ 15,749,028.38</b>	<b>\$ 3,358,768.92</b>	<b>\$ (8,489,000.00)</b>	<b>\$ (2,918.36)</b>	<b>\$ 9,386,429.19</b>	<b>\$ 23,648,639.52</b>	<b>\$ 33,035,068.71</b>	<b>\$ (4,189.33)</b>	<b>\$ 33,039,258.04</b>

Draft Until Approved

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**Glen Ellyn School District 41  
Cash Balances  
September 30, 2006**

\$ Attachment 2

Fund	Total Liquid Funds 08/31/06	Ill Public Treas Investmt Pool	ISDLAF Svgs Acct Deposits	Cash Deposits	Total Liquid Funds 09/30/06
<b>General Fund</b>	\$ 4,629,225.75	\$ 7,409,524.98	\$ 1,301,107.90	\$ 303,965.01	\$ 9,014,597.89
<b>Self-Insurance</b>	44,241.62	31,697.82	-	98,942.13	130,639.95
<b>Insurance</b>	(132,085.53)	(123,287.19)	-	-	(123,287.19)
<b>Bond &amp; Interest</b>	77,593.99	79,929.13	-	1,404.49	81,333.62
<b>IMRF</b>	133,526.13	160,748.55	-	50,542.51	211,291.06
<b>S&amp;C Life Safety</b>	21,263.93	3,360.76	-	17,955.21	21,315.97
<b>S&amp;C Capital Improv</b>	20,615.46	1,673.32	-	18,988.75	20,662.07
<b>Working Cash</b>	693,706.74	6,229.42	-	23,646.40	29,875.82
<b>Totals</b>	<b>\$ 5,488,088.09</b>	<b>\$ 7,569,876.79</b>	<b>\$ 1,301,107.90</b>	<b>\$ 515,444.50</b>	<b>\$ 9,386,429.19</b>

**Monthly Yield Averages**

IPTIP	September 2006	Money Market	5.139%
		Prime Fund	5.201%
ISDLAF	September 2006	Savings Acct	5.050%
		Liquid Acct	4.930%

Glen Ellyn School District 41  
Investment Schedule  
September 30, 2006

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
<b>General Fund</b>								
H308	5010021473	12/07/05	12/07/06	365	950,000.00	4.000%	38,000.00	CD
P325	79705	09/28/06	01/12/07	106	1,450,000.00	5.090%	21,433.78	CD
P327	79703	09/28/06	01/31/07	125	950,000.00	5.090%	16,559.93	CD
P328	79702	09/28/06	02/15/07	140	1,450,000.00	5.090%	28,308.77	CD
P313	73520	05/16/06	02/27/07	287	900,000.00	5.150%	36,445.07	CD
P316	75172	06/22/06	03/14/07	265	1,400,000.00	5.350%	54,379.45	CD
H314	50016574	06/20/06	03/20/07	273	600,000.00	5.400%	24,233.42	CD
P317	75171	06/22/06	03/29/07	280	950,000.00	5.360%	39,061.92	CD
P318	75170	06/22/06	04/12/07	294	1,450,000.00	5.370%	62,718.66	CD
P322	19203	06/22/06	04/27/07	309	949,897.50	5.387%	43,320.09	FNMA
P319	75169	06/22/06	05/14/07	326	850,000.00	5.360%	40,691.95	CD
P320	75168	06/22/06	05/23/07	335	1,000,000.00	5.360%	49,194.52	CD
P321	75167	06/22/06	05/30/07	342	800,000.00	5.370%	40,252.93	CD
P329	79697-701	09/28/06	07/13/07	288	450,000.00	5.130%	18,215.01	CD
P330	79687-96	09/28/06	07/25/07	300	699,000.00	5.170%	29,702.71	CD
P323	19212	06/26/06	09/17/07	448	760,649.70	5.479%	51,153.00	FHLMC
H332	5010023212	09/28/06	09/28/07	365	1,200,000.00	5.520%	66,240.00	CD
P312	73281	04/28/06	10/22/07	542	950,000.00	5.071%	71,535.83	CD
P331	19853	09/28/06	02/13/08	503	190,000.00	4.950%	12,960.86	CD
					<u>17,949,547.20</u>	<u>5.195%</u>	<u>744,407.91</u>	
<b>MRF Fund</b>								
H308	5010021473	12/07/05	12/07/06	365	50,000.00	4.000%	2,000.00	CD
P325	79705	09/28/06	01/12/07	106	50,000.00	5.090%	739.10	CD
P327	79703	09/28/06	01/31/07	125	50,000.00	5.090%	871.58	CD
P328	79702	09/28/06	02/15/07	140	50,000.00	5.090%	976.16	CD
P316	75172	06/22/06	03/14/07	265	50,000.00	5.350%	1,942.12	CD
P317	75171	06/22/06	03/29/07	280	50,000.00	5.360%	2,055.89	CD
P318	75170	06/22/06	04/12/07	294	50,000.00	5.370%	2,162.71	CD
P322	19203	06/22/06	04/27/07	309	50,000.00	5.387%	2,280.25	FNMA
P319	75169	06/22/06	05/14/07	326	50,000.00	5.360%	2,393.64	CD
P321	75167	06/22/06	05/30/07	342	50,000.00	5.370%	2,515.81	CD
P329	79697-701	09/28/06	07/13/07	288	50,000.00	5.130%	2,023.89	CD
					<u>550,000.00</u>	<u>8.085%</u>	<u>19,961.15</u>	
<b>Bond &amp; Interest Fund</b>								
P326	79704	09/28/06	01/25/07	119	800,000.00	5.090%	13,275.84	CD
P315	75173	06/22/06	01/26/07	218	1,200,000.00	5.340%	38,272.44	CD
P330	79687-96	09/28/06	07/25/07	300	300,000.00	5.170%	12,747.95	CD
					<u>2,300,000.00</u>	<u>5.200%</u>	<u>64,296.22</u>	
<b>S &amp; C Capital Imp</b>								
P313	73520	05/16/06	02/27/07	287	100,000.00	5.150%	4,049.45	CD
P316	75172	06/22/06	03/14/07	265	50,000.00	5.350%	1,942.12	CD
H314	50016574	06/20/06	03/20/07	273	100,000.00	5.400%	4,038.90	CD
P319	75169	06/22/06	05/14/07	326	50,000.00	5.360%	2,393.64	CD
					<u>300,000.00</u>	<u>5.315%</u>	<u>12,424.12</u>	





**Glen Ellyn School District 41**

Finance, Facilities & Operations

**Monthly Revenue/Expenditure Summary Report Overview  
September 2006**

**Revenues**

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

**Expenditures**

Overall our expenditures are within 2% of the prior year's experience. There are some areas that reflect a wider variance from the prior year. This is due primarily to the timing of payments being made to vendors as projects progressed through the summer and to the timing of special education tuition billings being paid.

Glen Ellyn District 41  
 Monthly Revenue/Expenditure Summary Report  
 September 2006

**Revenues**

Function	Category	MTD Received	YTD Received	Revenue Budget	To Be Received	YTD % Received	Prior Year % Rec'd	
1100	Property Taxes	15,090,217.65	15,681,963.73	34,340,018.00	18,658,054.27	45.67%	46.08%	
1200	Personal Property taxes	-	235,134.86	802,168.00	567,033.14	29.31%	32.86%	
1300	Tuition	-	6,525.96	231,750.00	225,224.04	2.82%	0.00%	
1400	Field Trips	-	-	15,500.00	15,500.00	0.00%	1.29%	
1500	Interest Earnings	69,328.99	157,474.48	381,210.00	223,735.52	41.31%	20.37%	
1600	Food Services	21,149.65	47,105.20	248,642.00	201,536.80	18.94%	19.26%	
1700	Student Fees	11,232.45	346,570.25	390,685.00	44,114.75	88.71%	85.61%	
1900	Donations/Misc Revenue	2,686.00	60,507.06	61,115.00	607.94	99.01%	54.48%	
3000	State Funds	145,833.36	475,054.81	2,563,556.00	2,088,501.19	18.53%	12.20%	
4000	Federal Funds	5,336.54	24,730.54	386,791.00	362,060.46	6.39%	15.90%	
<b>Grand Total All Funds</b>		<b>15,345,784.64</b>	<b>17,035,066.89</b>	<b>-</b>	<b>39,421,435.00</b>	<b>22,386,368.11</b>	<b>43.21%</b>	<b>42.86%</b>

**Expenditures**

Object	MTD Expended	YTD Expended	YTD Encumbrances	Expenditure Budget	Budget Available	YTD % Expended	Prior Year % Exp'd	
100	Salaries	1,956,302.82	2,679,738.42	22,951,367.00	20,271,628.58	11.68%	11.71%	
200	Benefits	421,333.17	644,100.26	4,429,381.00	3,785,280.74	14.54%	14.97%	
300	Purchased Services	219,158.73	965,816.06	3,211,689.00	1,928,273.68	30.07%	20.05%	
400	Supplies/Materials	318,208.23	552,828.68	2,312,097.00	1,453,661.89	23.91%	23.28%	
500	Capital Outlay	85,825.59	1,119,902.26	1,887,724.00	461,828.65	59.33%	84.94%	
600	Dues & Fees	4,087.17	16,485.14	44,500.00	27,799.86	37.05%	32.29%	
700	Principal/Interest Payments		451,357.89	2,508,853.00	2,057,495.11	17.99%	19.47%	
800	Tuition	45,806.14	116,535.38	1,232,000.00	1,115,464.62	9.46%	14.66%	
<b>Grand Total All Funds</b>		<b>3,050,721.85</b>	<b>6,546,764.09</b>	<b>929,413.78</b>	<b>38,577,611.00</b>	<b>31,101,433.13</b>	<b>16.97%</b>	<b>18.71%</b>

**SUMMARY OF BILLS AND PAYROLL  
SEPTEMBER 2006**

<u>FUND</u>	<u>SEPTEMBER BILLS/INTERIMS</u>	<u>SEPTEMBER PAYROLL</u>	<u>TOTAL</u>
General Fund	\$1,019,890.89	\$1,956,460.32	\$2,976,351.21
Bond & Interest	0.00	0.00	0.00
B & I Debt Service Grant	0.00	0.00	0.00
IMRF	74,370.64	0.00	74,370.64
Life Safety	0.00	0.00	0.00
S & C Cap Imp	0.00	0.00	0.00
97 Project Fund	0.00	0.00	0.00
Working Cash	0.00	0.00	0.00
<b>SUB-TOTAL</b>	<b>\$1,094,261.53</b>	<b>\$1,956,460.32</b>	<b>\$3,050,721.85</b>
Self-Insurance	31,511.75	0.00	31,511.75
Insurance	276,535.32	0.00	276,535.32
<b>TOTAL</b>			<b>\$3,358,768.92</b>
			<b>\$1,380,019.68</b>
		<b>GRAND TOTAL</b>	<b>\$4,738,788.60</b>

\*October Interims to be released on 10/31/2006

**\*Distribution**

General Fund	\$1,102,198.60
Self-Insurance	1,333.82
Insurance	276,487.26
Bond & Interest	0.00
Life Safety	0.00
S & C Cap Imp	0.00

**Total \$1,380,019.68**

**Glen Ellyn School District 41****Summary of Vandalism/Damage Occurrence for  
October 2006**

<b>Date</b>	<b>Facility</b>	<b>Nature of Vandalism</b>	<b>Initial response</b>	<b>Action Taken to Repair/Replace</b>
8/27/2006	Franklin School	The plexiglass was broken on the outside "events" sign	The damage was reported to the Police anonymously. Damage was reviewed by Marc Henry, Head Custodian. Police Report 2006-27351 was filed.	Replacement cost was \$219.73. (PO # 67-0584 was issued to Carlson Glass for this amount.)
10/6/2006	Hadley Jr. High	Exit Light at the South entrance hallway to the LLC was broken and hanging from its wires.	The damage was discovered by Building Manager Ken Kotovsky on Monday morning, 10/6/06. Police Report # 06-32659 was filed.	The repair cost was \$123.30.
Weekend of 10/8/06	Franklin School	Eggs were thrown at the building, damaging two large screens.	Police Report 061010032602 was filed.	There was a cost of \$40 for district labor.
Weekend of 10/15/2006	Lincoln School	Paintballs shot at the school near doors 7, 8, 12, and 13 caused the following damage: Six window screen were cut, three light covers & lights were broken, and windows and brick were sprayed with paintball paint.	Police Report 06-10-15-03-32-92 was filed.	Replacement costs were: 3 light covers -- \$120; 3 light bulbs -- \$90; 7 screens -- \$70 The bricks had to be cleaned with a pressure washer. There was a \$200 cost for district labor.  Total repair/replacement costs were \$480.00.



**Glen Elyn School District 41**

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**Date:** October 30, 2006  
**Title:** Disposal of Surplus Property  
**Contact:** Phyllis A. Hanna

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

**Discussion:** Attached is a list of equipment that has been deemed unusable for District purposes or in disrepair, and that needs to be disposed of.

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

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

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

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

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

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

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

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

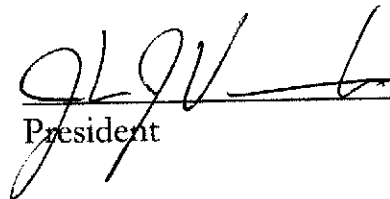
ADOPTED this 30<sup>th</sup> day of October, 2006 by roll call vote as follows:

YES COSGROVE, HOWARD, HOFFMAN, McELVAIN, VIVODA


NO (NONE)

ABSENT KENWOOD, MARCHECHI

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

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary

**Assets for Disposal  
October 2006**

Printed: 10/25/2006

Asset #	School Site	Description (Make, Model, etc.)	Serial Number	Acq. Year	Qty.	Acq. Cost	Working Order	Obsolete Y/N?
N/A	Churchill	Acer AL1714 Monitor	ed180910251900abipq33	2004	1	\$150.00	N	N
1992	Hadley	Compaq Deskpro EN	w039dysza865	1999	1	\$750.00	N	Y
N/A	Hadley	Compaq V55 Monitor	846bf28ag480	1998	1	\$150.00	N	N
N/A	Hadley	Compaq V55 Monitor	846bf28ah092	1998	1	\$150.00	N	N
N/A	Hadley	Compaq V55 Monitor	846bf28ai122	1998	1	\$150.00	N	N
N/A	Hadley	Dell D1028 Monitor	84779-ca7c8	1998	1	\$150.00	N	Y
1935	Forest Glen	Dell Optiplex G1	7uodc	2002	1	\$400.00	N	Y
002163	Hadley	Dell Optiplex G1	1luv4	2002	1	\$400.00	N	Y
N/A	Hadley	Hp LaserJet 6P	usdg023458	1998	1	\$150.00	N	N
N/A	CSO	HP M720 Monitor	149cl26ua057	1999	1	\$150.00	N	N
2132	Churchill	Lexmark Optra M412	3020022	2000	1	\$450.00	N	N
2183	Churchill	Lexmark Optra M412	3021452	2000	1	\$450.00	N	N
2358	Franklin	Lexmark Optra M412	3016372	2000	1	\$450.00	N	N
2359	Forest Glen	Lexmark Optra T520	99017CM	2001	1	\$450.00	N	N
1852	Churchill	NetTV	009001266	1998	1	\$2,000.00	N	Y
1771	Forest Glen	NetTV	009001502	1998	1	\$2,000.00	N	Y
1809	Franklin	NetTV	00900109	1809	1	\$2,000.00	N	Y
1814	Franklin	NetTV	009001332	1998	1	\$2,000.00	N	Y
1884	Hadley	NetTV	013001833	1998	1	\$2,000.00	N	Y
1899	Hadley	NetTV	013001949	1998	1	\$2,000.00	N	Y
1952	Hadley	NetTV	03001940	1952	1	\$2,000.00	N	Y
	Lincoln LLC storage	2 Papercutters (small green)		Unknown	2	Unknown	N	N
	Lincoln Gr. 3 wing	4 Fans (3 white, 1 beige)		Unknown	4	Unknown	3 - Y 1 - N	N



**Glen Ellyn School District 41**

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

Reporting Period	Date Received	Date of Response	Request Summary
06/17/2006 - 07/12/2006			No FOIA requests were received during this period.
07/13/2006 - 8/16/2006	07/24/06	07/25/2006	" <i>Settlement Agreement</i> in the case of 05 CV 03638, <u>Roller v. Board of Education of Glen Ellyn School District #41</u> "
8/17/2006 - 9/12/2006			No FOIA requests were received during this period.
9/13/2006 - 10/24/2006			No FOIA requests were received during this period.



Glen Ellyn School District 41

Date: October 30, 2006

Title: Summer 2006 Projects: Change Orders #04 and 05

Contact: Phyllis A. Hanna

**Background:** During the construction process, unforeseen revisions that are not the fault of the contractor may require changes in the work to be performed and may result in change orders. A change order can create a positive or negative adjustment to the original contract, or can cause no adjustment.

**Discussion:** Change Order #04 involves revisions made to the steel railings at Forest Glen School during the course of the Summer Projects 2006. As presented in Exhibit 1, the cost of these revisions totaled \$4,344.00. This amount will be deducted from the Construction Contingency Allowance, leaving the amount of the original construction contract unchanged.

Change Order #05 involves a credit of Allowance #6 to the Design/Construction Contingency of the Summer Projects 2006 in the amount of \$(35,289.00) as presented in Exhibit 1. This Change Order decreases the amount of the original construction contract by \$35,289.00.

Upon approval by the Board of Education of the attached Change Orders, the revisions on the following pages will be made to the contractor's original contract.

**Recommendation:** The Administration recommends that the Board of Education adopt the following resolution approving Change Orders #04 and #05.

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

BE IT RESOLVED by the Board of Education of School District 41, DuPage County Illinois, as follows:

1. With respect to the change order or series of change orders shown on the attached Exhibit 1, the Board hereby determines as follows:

The circumstances said to necessitate the changes in performance were not reasonably foreseeable at the time the contract was signed, the changes are germane to the original contract as signed and the change orders are in the best interest of the school district and authorized by law.

The foregoing determination is more fully supported by the report and recommendation of the Superintendent as reflected in the minutes of the meeting at which this Resolution was adopted.

2. The change order or series of change orders shown on Exhibit 1 are hereby approved and the President, Secretary, and/or Superintendent or designee are authorized to sign any documents appropriate to effectuate the change order or orders.
3. The Resolution shall be in full force and effect upon its adoption.

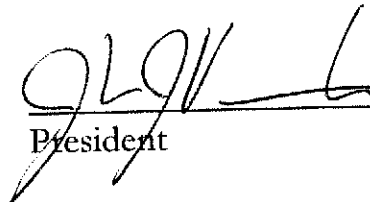
Adopted this 30<sup>th</sup> day of October, 2006 by roll call as follows:

Yes: COSGROVE, HOWARD, HOFFMAN, MCELVAIN, VIJODA


No: \_\_\_\_\_

Absent: KENWOOD MARCHESCHI  
(ARRIVED LATE)

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

  
\_\_\_\_\_  
President

ATTEST:

  
\_\_\_\_\_  
Secretary



**Glen Ellyn School District 41**

October 30, 2006  
Summer Projects 2006

**EXHIBIT 1**

**Change Orders:**

2006 Steel railing revisions at Forest Glen School Change Order #04	#499-11 \$4,344.00
2006 Credit of Allowance #6 – Design/Construction Contingency Change Order #05	\$(35,289.00)



**SIGALOS & ASSOCIATES, LTD.**

915 HAWTHORN DRIVE  
ITASCA, ILLINOIS 60143-2056  
TELEPHONE (630) 285-1710  
FACSIMILE (630) 285-1727

**Distribution List:**

Owner	<input checked="" type="checkbox"/>
Architect	<input type="checkbox"/>
Contractor	<input type="checkbox"/>
Field	<input type="checkbox"/>
Other	<input type="checkbox"/>

# Change Order

**PROJECT:**  
Glen Ellyn School District 41  
Summer Projects 2006 at  
Abraham Lincoln School, Benjamin Franklin School and  
Forest Glen School - Glen Ellyn, Illinois 60137

**CHANGE ORDER NUMBER:** 04  
**DATE:** September 18, 2006

**CONTRACTOR:**  
Sigalos and Associates, Ltd  
915 Hawthorn Drive  
Itasca, IL 60143

**ARCHITECT'S PROJECT NUMBER:** 05-0120.04  
**CONTRACT DATE:** April 19, 2006

**CONTRACT FOR:** Construction Management Services

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

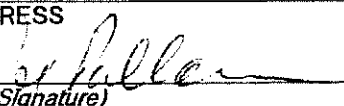
499-11	Steel railing revisions at Forest Glen Schools	\$4,344.00
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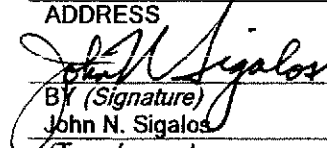
The amount of \$4,344.00 shall be deducted from the Construction Contingency Allowance.


The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$ <u>1,412,472.00</u>
The net change by previously authorized Change Orders	\$ <u>(129,724.00)</u>
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was	\$ <u>1,282,748.00</u>
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ <u>0.00</u>
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) including this Change Order will be	\$ <u>1,282,748.00</u>
The Contract Time will be (increased) (decreased) (unchanged) by <u>Zero (0)</u> days.	
The date of Substantial Completion as of the date of this Change Order therefore is <u>August 10, 2006</u>	

*NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

FGM, Inc. Architects/Engineers  
 ARCHITECT  
 1211 W. 22<sup>nd</sup> Street, Suite 705  
 Oak Brook, Illinois 60523  
 ADDRESS  
  
 BY (Signature)  
 Joseph Pullara  
 (Typed name)  
 9/21/06  
 DATE

Sigalos and Associates, Ltd.  
 CONTRACTOR  
 915 Hawthorn Drive  
 Itasca, IL 60143  
 ADDRESS  
  
 BY (Signature)  
 John N. Sigalos  
 (Typed name)  
 September 18, 2006  
 DATE

Glen Ellyn School District 41  
 OWNER  
 793 North Main Street  
 Glen Ellyn, Illinois 60137  
 ADDRESS  
 31 9/18/06  
  
 BY (Signature)  
 Ed Maylath  
 (Typed name)  
 11/1/06  
 DATE



**SIGALOS & ASSOCIATES, LTD.**

915 HAWTHORN DRIVE  
ITASCA, ILLINOIS 60143-2056  
TELEPHONE (630) 285-1710  
FACSIMILE (630) 285-1727

Distribution List

Owner	<input checked="" type="checkbox"/>
Architect	<input type="checkbox"/>
Contractor	<input type="checkbox"/>
Field	<input type="checkbox"/>
Other	<input type="checkbox"/>

# Change Order

**PROJECT:**

Glen Ellyn School District 41  
Summer Projects 2006 at  
Abraham Lincoln School, Benjamin Franklin School and  
Forest Glen School - Glen Ellyn, Illinois 60137

CHANGE ORDER NUMBER: 05

DATE: September 18, 2006

**CONTRACTOR:**

Sigalos and Associates, Ltd  
915 Hawthorn Drive  
Itasca, IL 60143

ARCHITECT'S PROJECT NUMBER: 05-0120.04

CONTRACT DATE: April 19, 2006

CONTRACT FOR: Construction Management Services

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

Credit of Allowance #6 - Design/Construction Contingency, per attached Summary of Allowances dated September 18, 2006

**\$(35,289.00)**

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ <u>1,412,472.00</u>
The net change by previously authorized Change Orders	\$ <u>(129,724.00)</u>
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ <u>1,282,748.00</u>
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ <u>(35,289.00)</u>
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$ <u>1,247,459.00</u>
The Contract Time will be (increased) (decreased) (unchanged) by <u>Zero (0)</u> days.	
The date of Substantial Completion as of the date of this Change Order therefore is <u>August 10, 2006</u>	

*NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

FGM, Inc. Architects/Engineers  
 ARCHITECT  
 1211 W. 22<sup>nd</sup> Street, Suite 705  
 Oak Brook, Illinois 60523  
 ADDRESS  
 BY (Signature)  
 Joseph Pullara  
 (Typed name)  
 DATE 9/21/06

Sigalos and Associates, Ltd.  
 CONTRACTOR  
 915 Hawthorn Drive  
 Itasca, IL 60143  
 ADDRESS  
 BY (Signature)  
 John N. Sigalos  
 (Typed name)  
 DATE September 18, 2006

Glen Ellyn School District 41  
 OWNER  
 793 North Main Street  
 Glen Ellyn, Illinois 60137  
 ADDRESS  
 BY (Signature)  
 Ed Maylath  
 (Typed name)  
 DATE 11/1/06



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Glen Ellyn School District 41

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Date: October 30, 2006  
Title: Pitney Bowes Lease  
Contact: Phyllis A. Hanna

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**Background:** In November of 2002 the District signed a forty-eight month agreement with Pitney Bowes to lease a DM500 Digital Mailing System, with a monthly payment of \$246.00. The lease includes maintenance service.

**Discussion:** The D500 Pitney Bowes postage meter system has met our needs, and staff members are comfortable with its use and well satisfied with its reliability. Pitney Bowes has offered a new forty-eight month lease of the same system and with the same monthly payment of \$246.00 and maintenance service, but replacing our 2002 machine with a new one of the same model.

**Recommendation:** The Administration recommends that the Board of Education execute the new lease with Pitney Bowes.

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



# **Board-Superintendent Roles and Responsibilities**

## **Board Responsibilities**

Board members and the superintendent agreed that the major responsibilities of the Board include the following:

1. To act in the best interest of the children of the school community.
2. To establish and provide oversight for the District 41 vision and goals, which will be used to guide the day-to-day work of the school district.
3. To delegate to the Superintendent responsibility for all administrative functions, except those specifically reserved through Board policy for the Board President.
4. To support the Superintendent fully in all decisions that conform to professional standards and Board policy.
5. To hold the Superintendent accountable for the administration of the school district through regular constructive written and oral evaluations of the Superintendent's work. Effective evaluation is an ongoing effort and should be linked to goals established by the Board with the assistance of the Superintendent.
6. To provide the Superintendent with a comprehensive employment contract that is tied to the District's vision and goals.
7. To give the Superintendent the benefit of the Board's counsel in matters related to individual Board members' expertise and their familiarity with the local school system and community interests.
8. To hold all Board meetings with the Superintendent or a designee present.
9. To consult with the Superintendent on all matters, as they arise, that concern the school system and on which the Board may take action.
10. To provide a plan for Board/Superintendent communications.
11. To channel all district communications with school employees that require action through the Superintendent, and to refer all applications, complaints, and other communications, oral or written, first to the Superintendent in order to assure that the district processes such communications in an effective, coordinated fashion and is responsive to students and stakeholders.
12. To take action on matters only after hearing the recommendation of the Superintendent.
13. To establish a policy and process on the effective management of complaints and communication with the community.
14. To provide in a fiscally responsible manner the resources required to the administration, especially in the areas necessary to monitor teaching and learning.

## **Superintendent Responsibilities**

In keeping with the division of effort, the Superintendent serves as the Chief Executive Officer and educational leader. The Superintendent has these specific responsibilities:

## **Board-Superintendent Roles and Responsibilities**

1. To act with integrity and in the best interest of the children in the community.
2. To provide leadership for the district's educational programs by focusing the attention of the school district on the District 41 vision and mission.
3. To ensure communication of implementation of Board policy.
4. To facilitate the development, implementation, and evaluation of both short- and long-range planning.
5. To keep the Board informed about key school operations and programs.
6. To keep the community informed about Board policies, programs, and district procedures.
7. To consult with the Board of Education on all matters, as they arise, that concern the school system and on which the Board may need to take action.
8. To interpret and communicate the needs of the school system to the Board and prepare recommendations that meet those needs.
9. To present and recommend policy options along with specific recommendations to the Board when circumstances require the Board to adopt new policies or revise existing policies.
10. To develop and inform the Board of administrative procedures needed to implement Board policy.
11. To ensure that employees have a voice to communicate with the Board of Education.
12. To develop an adequate program of school-community relations.
13. To successfully oversee and be responsible for the district's day-to-day operations.
14. To evaluate personnel and keep the Board informed about evaluations.

### **Board President Responsibilities**

In addition to the roles defined for the full Board, the Board President has the following additional responsibilities:

1. To develop and establish the Board meeting agendas in cooperation with the Superintendent and with the input of Board members, when needed.
2. To serve as spokesperson for the Board, unless another member has been designated to handle that responsibility on a given issue.
3. To keep the Board informed on what information is being shared with the public and the press.
4. To understand that in the role of President, the individual speaks for the Board and gives up the ability to have an individual voice within the public arena.
5. To make committee assignments after consulting with individual Board members.
6. To serve as the communication link between the Superintendent and the Board, when asked to do so by the Board.

# **Board-Superintendent Roles and Responsibilities**

## **Board Member Responsibilities**

In addition to the roles defined for the full Board, individual Board members have the following responsibilities:

1. To be prepared for Board work and to make the commitment to attend all necessary meetings, activities, and board member development.
2. To deliver a common message from the Board once a decision is reached.
3. To understand that information requested by one Board member will be shared with all Board members.
4. To interact with staff and community members by listening and forwarding the information to the Superintendent and the Board President.
5. To serve as spokesperson on an issue when directed by the Board to do so. If not designated as the spokesperson, press inquiries and public requests will be directed to the appropriate person.
6. To raise concerns and issues regarding the Board's work when they begin rather than waiting until they grow into bigger issues.
7. To adhere to the Board Code of Conduct.