



**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**MINUTES**

**BOARD OF EDUCATION  
REGULAR MEETING  
JANUARY 14, 2008  
DISTRICT 41 ADMINISTRATION CENTER  
793 NORTH MAIN STREET  
GLEN ELLYN, ILLINOIS**

**Call to Order**

Board President, Terra Costa Howard called the January 14, 2008 Regular Meeting of the Board of Education to order at 7:00 p.m.

**Pledge of Allegiance**

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

**Roll Call**

Upon the roll being called, the following answered present: Kevin Cosgrove, John Vivoda, Erica Nelson, John Kenwood, Steve Vondrak, Bob Solak and Terra Howard.

**Public Participation**

There were no members of the public present who wished to address the Board.

**Adjourn to Closed Session**

*At 7:02 p.m. Kenwood moved and Cosgrove 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.*
- *The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity.*
- *The placement of individual students in special education programs and other matters relating to individual students.*

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

### **Return to Open Session**

Following a five-minute break, the Board returned to open session at 8:12 p.m.

### **Presentations and Reports**

- A. Harris Interactive School Poll: Superintendent Dr. Ann Riebock introduced Julie Worthen Director of Communications to provide the Board with an overview of the results of the Harris Interactive School Poll, a stakeholder satisfaction survey that was conducted in October with District 41 students, staff and parents. Mrs. Worthen reported that overall, the District is strong in most areas as compared to the Harris national database, noting the exemplary ratings for technology, main elementary teachers, and middle school science and social studies teachers. The only area identified as a serious issue is related to the budgeting process and budget communication. The results also showed that satisfaction levels among parents were lower than the national database. Overall, District 41's profile of satisfaction was typical of national results. A copy of the Executive Summary Report prepared by Harris is attached.

Next steps: The District will use the survey data to frame its improvement efforts consistent with its Long Range Plan. The Administration and Teams For Excellence (TFE's) will use this data to identify both areas of improvement and areas of strength to maintain. The Long Range Plan calls for the survey to be conducted every two years which will allow the District time to interpret the data and incorporate the analysis into its improvement efforts and action plans before taking the survey again.

Board discussion focused on fleshing out the data from the Executive Summary, specifically related to the District's finances and budget process, the timing of the survey and the benefit of conducting it in spring rather than fall, and identifying an appropriate manner in which to communicate the information to the public.

(Attachment)

### **Superintendent's Report**

Dr. Riebock reported on the following items:

- A. Enrollment Update through December 31, 2007 is 3,576. Enrollments remain stable in all our buildings.

(Attachment)

- B. Hadley Organizational Work: Dr. Riebock provided the Board with an update of the organizational improvement efforts that are underway at Hadley Junior High School. Six groups have been organized to study Hadley's current operations and make recommendations for improvement. The groups, which include staff and parents, are: Mission, Exploratory Programs, Time and Organization, Adult-Student Relationships, Home-School Communication, and Team Functioning. A Steering Committee, comprised of representatives from the sub groups was established prior to Winter Break. The Committee's mission is to help guide the work of the subgroups and keep their work aligned and connected to one another, to guide the communication efforts about their work, and to develop a roadmap for future work. The Steering Committee has adopted a new name and logo, "Hadley New Horizons" which captures Hadley's mission and vision and past, current and present work regarding Hadley's organizational improvements.

## **Board Reports**

### 1. Erica Nelson reported on:

- Board Policy Committee: Mrs. Nelson reported that the Committee (Erica Nelson, Bob Solak and Ann Riebock) met on January 4, 2008 to review red-lined drafts of compliance revisions to District 41 Board Policies and/or Procedures. The proposed revisions were subsequently given to the appropriate staff to review. Following review by staff, additional revisions will be incorporated into the red-line drafts and presented to the Board of Education for a first reading on January 28, 2008. The Committee anticipates it will present final drafts to the Board for a second reading and approval on February 11, 2008. Additionally, Dr. Riebock and Karen Carlson are currently reviewing Section 6 (Instruction) of the Board Policy Manual and will present preliminary recommendations for additions and/or revisions to the Policy Committee on February 19.
- PTA Executive Council Meeting: A copy of the report is attached.

(Attachment)

2. Bob Solak reported that he had compiled a summary of the IASB proposals that were voted on at the Delegate Assembly meeting during the November Triple I Conference. This information was included in the weekly letter to the Board of Education and is available upon request.
3. Terra Howard provided a brief report on her attendance at the January 10, 2008 CIT meeting, reminded Board members of their liaison assignments for 2007-2008 and invited board members to sign up for the remainder of 2007-2008 Board president's meetings

## **Discussion Items**

- A. 2008 Summer Capital Projects-2008 Electrical/Mechanical Work Bid Award: Assistant Superintendent Bob Ciserella explained that this item was being presented to the Board for their review and discussion. The Administration's preliminary recommendation for approximately \$1,112,000 in proposed summer work includes replacing the electrical panel boards at Franklin, Churchill, Forest Glen and Hadley; installation of a back-up generator at Central Services Office, HVAC improvements at Lincoln, Churchill and Hadley; and boiler replacement at Churchill. On January 9, 2008 the District opened bids for the above referenced work which have been reviewed by FGM Architects and legal counsel. The Administration anticipates bringing this recommendation to the Board for approval at the January 28, 2008 to approve the base bid package to C. Acetelli in the amount of \$1,112,000 as presented on the attached and adopt the application for a building permit. At this time, the Administration is not recommending acceptance of the alternate bids for other HVAC and Generator work, door replacement and paving due to the difference of the budget to bid costs for these projects.

Kevin Cosgrove explained that at an earlier meeting of the Finance and Facilities Committee, the Committee was asked to develop additional recommendations that include the alternate project bids. The alternates will be included for review and approval at the January 28, 2008 Board meeting.

(Attachment)

- B. Portable Classroom Lease Renewals: Assistant Superintendent Bob Ciserella explained that this item was being presented to the Board for their review and discussion. Currently there are twenty-six portable classrooms in the District; fourteen of the twenty-six units have been leased for the last three years from Innovative Modular Solutions (IMS). The District anticipates that it will continue to need the existing portables to accommodate current enrollment and programs. The Administration is recommending extending the leases for another three years as presented on the attached. The total cost to lease the 14 classrooms for the next three years is \$249,900 which is approximately \$133,000 less than the lease costs for the initial three years. This recommendation will be presented to the Board for approval at its January 28, 2008 meeting.

Board discussion focused on how this action might impact the recommendations that will emerge from the space utilization study and/or the master facilities plan.

(Attachment)

### **Action Items**

Board president Howard noted that the draft minutes for the December 10, 2007 Board of Education meeting and Closed Session listed under the Consent Agenda were corrected and placed at each Board member's place as well as copies made available for the public. Mrs. Howard asked if there were any items Board members wished to have removed from the Consent Agenda as presented below. Hearing none,

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

#### A. Consent Agenda

1. Human Resources
  - (a) Personnel Report
    - Resignations
    - Employment Recommendations
    - Leave of Absence Requests
    - Internal Transfers

(Attachment)

2. Finance, Facilities and Operations
  - (a) Interim Paid Bills December

(Attachment)

3. Other Matters
  - (a) Board Regular & Special Meeting Minutes
    - December 10, 2007 Regular Meeting & Closed Session

#### B. Superintendent's Recommendations

1. Student Fees: Mrs. Howard explained that this item was presented to the Board of Education on December 10, 2007 for review and discussion. The Administration is recommending that the Board approve student fee increases for the 2008-2009 school year as presented on the attached.

*Cosgrove moved and Nelson to approve student fee increases for the 2008-2009 school year as presented on the attached. On a roll call vote answering "Aye": Kenwood, Vivoda, Nelson, Vondrak, Solak, Cosgrove and Howard; answering "Nay": none. Motion carried.*

(Attachment)

2. AFSCME Job Descriptions: Mrs. Howard explained that this item was presented to the Board of Education on December 10, 2007 for review and discussion. The Administration is recommending that the Board approve revisions to AFSCME job descriptions for the following: Accounts Payable Clerk, Health Aide, School Secretary, Payroll Clerk, School Administrative Assistant, Administrative Assistant for Teaching, Learning, and Accountability, Special Education Aide, Technology Aide, Reading/Math Assistant, Instructional Aide, Library Aide, ELL/Bilingual Aide, Head Custodian, Custodian, Courier, General Maintenance 1 and Maintenance/HVAC.

(Attachment)

*Vivoda moved and Kenwood seconded to approve the revised AFSCME job descriptions as presented on the attached summary. On a roll call vote answering "Aye": Cosgrove, Kenwood, Vivoda, Nelson, Vondrak, Solak and Howard; answering "Nay": none. Motion carried.*

**Upcoming Meetings**

January 28, 2008, 7:30 p.m., Benjamin Franklin School, 350 Bryant Avenue, Glen Ellyn

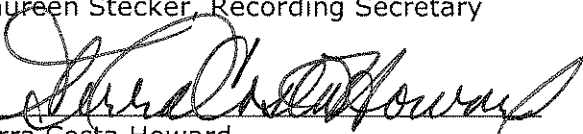
**Public Participation**

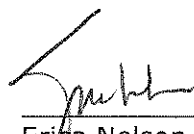
There were no members of the public present who wished to address the Board.

**Adjournment**

*There being no further business Cosgrove moved and Kenwood seconded to adjourn the regular meeting at 9:10 p.m. On a roll call vote answering "Aye": Solak, Cosgrove, Kenwood, Vivoda, Nelson, Vondrak and Howard; answering "Nay": none. Motion carried.*

Respectfully submitted,  
Maureen Stecker, Recording Secretary

  
Terra Costa Howard,  
President, Board of Education

  
Erica Nelson  
Secretary, Board of Education

Minutes approved January 28, 2008