



08-14

**Glen Ellyn School District 41**

Dr. Ann K. Riebock, Superintendent

**MINUTES  
BOARD OF EDUCATION REGULAR MEETING  
JANUARY 28, 2008  
7:30 P.M.  
BENJAMIN FRANKLIN SCHOOL  
350 BRYANT AVENUE, GLEN ELLYN**

**Call to Order**

Board President, Terra Costa Howard called the January 28, 2008 Regular Meeting of the Board of Education to order at 7:30 p.m.

**Pledge of Allegiance**

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

**Electronic Participation in Board Meeting**

Terra Howard indicated that Bob Solak was unable to attend the meeting in person due to out-of-town 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. Solak notified the District's Recording Secretary, Maureen Stecker on January 21, 2008 that he would not be physically present at the meeting, but would like to participate in the meeting electronically. Mrs. Howard said that both notification and reason were in accordance with District 41 Policy and asked for a motion to approve Mr. Solak's electronic participation in the Board meeting.

*Kenwood moved and Nelson seconded to approve Bob Solak's electronic participation in the January 28, 2008 Regular Board of Education Meeting. On a roll call vote answering "Aye": Cosgrove, Kenwood, Vivoda, Nelson, Vondrak and Howard; answering "Nay": none. Motion carried.*

**Roll Call**

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

**Public Participation**

The following members of the public addressed the Board.

- Christina & Morgan Riley, representing themselves and Canine Companions of Independence, presented the Board with information regarding the possible use of service dogs in District 41 schools.

### **Presentations and Reports**

Franklin School Presentation: Led by Franklin Principal Kirk Samples, Ben Franklin staff, students, and parents hosted the Board of Education's regular meeting. Student Ambassadors acted as hosts in welcoming attendees. Franklin's presentation to the Board included a report by Art teacher, Susan Cekay who talked about the Franklin Quality Quilt, a fourth grade art project that is aligned with the Six Pillars of Character, and a PowerPoint presentation by Math Specialist, Heather Wilson and her students on Franklin's math goal of problem solving. A copy of the PowerPoint presentation is attached.

Following the presentation, Board discussion focused on the leadership role of a Math Specialist in District 41, opportunities for professional development and available resources. Superintendent Dr. Ann Riebock and the Board expressed their appreciation to the Ben Franklin staff, students and parents for the warm welcome and wonderful presentation.

### **Superintendent's Report**

A. Implementation Plan Recommendations for Security Audit: Superintendent Dr. Ann Riebock reported that as a result of both commendations and recommendations that emerged from a safety and security audit, conducted by the National Safety School Safety and Security Services in late fall, the District is in the process of developing an implementation plan to help guide its work over the next several months as it begins to address areas within the recommendations. Assistant Superintendent for Finance, Facilities and Operations Bob Ciserella highlighted the following priority recommendations that emerged from the audit via PowerPoint presentation.

- Meet with local emergency management officials
- Expand the current communication capabilities
- Develop a plan to install back up generators at all District facilities
- Create District and building level crisis teams
- Implement best practices model for emergency preparedness plans
- Implement staff and student training programs on school safety and security
- Develop district-wide strategic plan to update and expand current security infrastructure
- Review and update board policies and administrative procedures relative to school safety and security

Following the presentation, Board discussion focused on the general recommendations as well as the priority recommendations identified in the November 27, 2007 School Safety Assessment Final Report. The Board emphasized the importance of security as well as safety and noted that the focus of this topic has expanded to district-wide rather than individual building.

## **Discussion Items**

### A. Class Size Targets

Dr. Riebock presented the Board with the following recommendation for class size targets for the 2008-2009 school year based on the Administration's analysis of available space as well as equity across the district. The Administration anticipates bringing this item to the Board for their approval at the February 11, 2008 regular meeting.

- 20-22 students per class in grades K-2
- 23-25 students per class in grade 3
- 25-27 students per class in grades 4-5
- 26-28 students per class in grades 6-8

### B. Board Policy Revisions (First Reading)

Dr. Riebock provided an overview of multiple policy revisions that were being presented to the Board for a first reading and/or discussion. Highlights of the revisions included:

- Procedural changes in student transportation reporting
- Change in the definition of sick leave under "Leaves of Absence" to include birth, adoption, or placement for adoption.
- Changes in policies regarding harassment to include specifically references to bullying and to have a policy specifically related to prevention of bullying, harassment and intimidation.

Policy Committee members Erica Nelson and Bob Solak's noted the following:

- The Committee felt that it was important to address these revisions first because they represent language changes in the law or recent legislation that requires the District to update its policies, procedures and/or exhibits.
- The proposed revisions have been reviewed by the appropriate staff members to ensure they are inclusive of our practices.
- Future revisions will be reviewed by appropriate staff to ensure that policy and procedures are aligned.
- The next section that will be reviewed is Section 6 on Instruction.

Board discussion focused on clarification of a number of the policies including: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:100 (Staff Development Program), 5:330 (Sick Days, Vacation, Holidays and Leaves), 4:160-AP1 (Hazardous and Infectious Materials), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions), 6:60 (Curriculum Content), 7:340 (Student Records).

Dr. Riebock noted the Board comments and explained that if a determination is made that further revisions are needed, they will be incorporated into the red-lined drafts that will be presented to the Board for a second reading.

## **Board Reports**

- Erica Nelson reported on her attendance at the January 27, 2008 Franczek Sullivan Law Conference and her email communication to State Superintendent Koch regarding concerns about the elimination of the IMAGE testing for ELL students.

- Steve Vondrak attended the PEP meeting last week. Among the topics discussed were an anonymous donation of stock that was sold in the amount of approximately \$22,000 that will be equally divided among the Glenbard Districts; evaluation of PEP grant recipients is currently being conducted; thank you and solicitation letters to donors have been completed.
- Kevin Cosgrove attended Forest Glen PTA meeting. Among the topics discussed were a future book/fundraising activity to be held in partnership with Barnes & Noble and the examination of signage for all District 41 buildings, which is being pursued in cooperation with the Village and the County.
- Bob Solak attended Churchill's PTA meeting. Among the topics discussed:
  - Signage: Mr. Solak asked the Board to consider covering the costs for signage at all the buildings in lieu of the PTA's bearing the burden.
  - High Interest day in April: Looking for items that would appeal to boys.
  - Sue Hodgkinson Memorial: It has been determined that the original memorial, a gazebo structure, is not feasible. In lieu of that there will be a leveled brick area constructed where the children can learn and apply their creative talents.
- John Kenwood reported on his attendance at the Franklin PTA meeting and a joint LLT/PDT meeting. PTA meeting discussion was focused on upcoming events, etc. Discussion at the LLT/PDT meeting was focused on goals for this year, the DARE program and the Book Club project. Mr. Kenwood distributed the materials to fellow board members to read as well.
- Terra Howard reported on her attendance at the SERC and Art's Group meetings. The SERC meeting was held at Churchill and included a joint presentation with the Special Education department that was focused on sensory issues with students. Mrs. Howard noted that not all SERC meetings are focused on special needs issues and encouraged folks to participate. Mrs. Howard and Dr. Riebock attended the Art's Group meeting along with other Glenbard administrators and intergovernmental officials. The purpose of these quarterly gatherings is to provide an opportunity for partnering and discussion on ways in which to support each others' programs. Mrs. Howard commended the Library Director, Dawn Bussey on her work with the high school students of the community during final exam week.

## **Action Items**

### Consent Agenda

Board president Howard asked if there were any items that Board members wished to remove from the Consent Agenda. Mr. Solak, who participated in the meeting electronically due to out of town business travel, asked that items in blue (revised) be pulled from the Consent Agenda to be considered separately since he has not had an opportunity to review them. It was determined that the only item was the January 28, 2008 Final Personnel Report. Hearing no other requests,

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

- |                                       |                |
|---------------------------------------|----------------|
| 1. Finance, Facilities and Operations |                |
| (a) Treasurer's Report                | \$Attachment 1 |
| (b) Cash Balances Report              | \$Attachment 2 |
| (c) Investment Schedule               | \$Attachment 3 |
| (d) Monthly Budget Report             | \$Attachment 4 |

(e) Accounts Payable and Payroll	\$Attachment 5
(f) Vandalism/Damage Report	\$Attachment 6
(g) 2007-2008 FOIA Report	\$Attachment 7
(h) Disposal of Surplus Property	\$Attachment 8

2. Other Matters

- (a) Board Regular & Special Meeting Minutes
  - January 14, 2008 Regular Meeting & Closed Session
- (b) Approval of Title I E-Plan

January 28, 2008 Personnel Report-Final

*Vivoda moved and Cosgrove seconded to approve the January 28, 2008 Final Personnel Report as presented on the attached. On a roll call vote answering "Aye": Vondrak, Cosgrove, Kenwood, Vivoda, Nelson and Howard; answering "Nay": none; answering "Abstain": Solak. Motion carried.*

(Attachment)

Superintendent's Recommendations

- 1. Summer 2008 Projects-Electrical/Mechanical Work Bid Award \$Attachment 9

At the January 14, 2008 Board meeting, the Administration presented a recommendation to the Board for their review and/or discussion on capital projects to be completed over the summer of 2008. Option 3 of the attached recommendation reflects an amendment to the Administration's initial recommendation on January 14, 2008 in order to accommodate the Board's request to give further consideration to the alternate bids package which included air conditioning in the multi-purpose rooms at Lincoln and Churchill. Upon further review, the Administration recommended that the Board of Education award the Base Bid to C. Acetelli in the amount of \$1,112,000.00 and the alternate bid for air conditioning in the multi-purpose rooms at Lincoln in the amount of \$95,000.00 and Churchill in the amount of \$93,000.00 for a total contract amount of \$1,300,000.00. The Administration further recommended that the air conditioning projects for the large gyms at Churchill and Hadley be moved to the list of capital projects to be considered for summer 2009 following further analysis of cost and need.

The Board had a philosophical discussion related to funding options for capital projects and whether the large capital outlay for air conditioning should be considered as a one-time expense paid for via the capital projects budget, or paid for over time via referendum. Dr. Riebock said that the Administration does not foresee large capital outlay for air conditioning in the next 3-5 years but agreed that the Board should have a future conversation about the definition for capital expenditures and identifying thresholds so that it can be clearly be communicated to the voters and the community. The Board indicated that it is looking forward a more strategic plan to guide its future financial decision.

Mrs. Howard reminded board members that the focus of this conversation should be a broader conversation about the District's long range capital planning and is not just about air conditioning. She encouraged Board members to send their comments about the District's fiscal policy to the Finance & Facilities Committee so that a policy can be developed to guide the Board's future fiscal decisions.

*Vivoda moved and Nelson seconded to approve the Administration's recommendation for Summer 2008 Projects as presented on the attached. On roll call vote answering "Aye": Kenwood, Vivoda, Nelson, Vondrak, Solak, Cosgrove and Howard; answering "Nay": none. Motion carried.*

## 2. Modular Classroom Lease Renewals

\$Attachment 10

At the January 14, 2008 Board meeting, a recommendation to approve a three year lease extension of the 14 portable classrooms was presented to the Board for their review and/or discussion. The attached proposal outlines the net difference in savings to the District at each of the schools where the portables are recommended for lease renewal as well as an overall cost-savings on the total lease renewal. The Administration recommended that the Board of Education approve the extension of the modular classroom leases for Abraham Lincoln, Benjamin Franklin, Churchill, and Forest Glen schools for an additional three year term in an amount of \$83,300.00 per year or \$249,900.00 for the term of the three year lease.

*Vivoda moved and Cosgrove seconded to approve the Administration's recommendation as presented on the attached. On a roll call vote answering "Aye": Cosgrove, Kenwood, Vivoda, Nelson, Vondrak, Solak and Howard; answering "Nay": none. Motion carried.*

### **Upcoming Meetings**

February 11, 2008 Board of Education Special Workshop Meeting on Appreciative Inquiry, 5 p.m.; 6:30 p.m. Finance and Facilities Meeting; 7:30 p.m. Regular Board Meeting, Central Services Office, 793 North Main Street, Glen Ellyn, Illinois

### **Public Participation**

Resident John Ruckstaetter addressed the Board on the following:

- Long-term portable leases: Asked about the possibility of long-term portable classroom leases in order to realize greater cost savings.
- Safety and Security Audit: Asked if traffic safety was addressed in the safety and security audit that was reported on earlier. Dr. Riebock replied that it was included and that she sees it as an ongoing issue.
- Stormwater management project: Asked if the District had taken measures to ensure accountability in the stormwater management project currently under discussion with the Village of Glen Ellyn. Dr. Riebock said that ideally there is a mechanism for accountability in place for the company that has been awarded the project.

Mr. Ruckstaetter concluded by thanking Board of Education members for their service on the Board and to the community.

Resident Monica Miller referred to an article in School Week about the Harris Survey and emphasized the need for better communication to District 41 parents and the community at large regarding the District budget and overall expenditures.

Sue Burdett, resident and safety co-chair introduced Deanna Clark who will soon take over the position. Mrs. Burdett commended the District on its plan to create a standing District-level Safety Committee.

**Closed Session**

At 10:05 p.m. Vivoda moved and Solak seconded to adjourn to closed session to discuss:

- 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.
- 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).

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

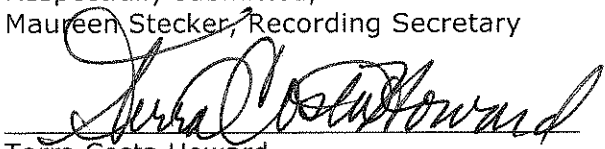
**Return to Open Session**

The Board returned to open session at 10:56 p.m.

**Adjournment**

There being no further business Vivoda moved and Kenwood seconded to adjourn the regular meeting at 10:58 p.m. On a roll call vote answering "Aye": Vivoda, Howard, Vondrak, Cosgrove, Kenwood, Solak and Nelson; 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 February 11, 2008

# **Finance, Facilities and Operations**

## **Financial Attachments**

**Board Meeting  
January 28, 2008**

**Period Ending: December 31, 2007**

***Draft Until Approved***

# Finance Facilities, and Operations Financial Attachments

January 28, 2008

## Table of Contents

		<b>\$ Attachment</b>	<b>Page</b>
1.	Treasurer's Report	\$ Attachment 1	1
2.	Cash Balances Report	\$ Attachment 2	2
3.	Investment Schedule	\$ Attachment 3	3
4.	Monthly Budget Report	\$ Attachment 4	5
5.	Accounts Payable and Payroll	\$ Attachment 5	7
6.	Vandalism/Damage Report	\$ Attachment 6	8
7.	2007/2008 FOIA Report	\$ Attachment 7	9
8.	Disposal of Surplus Property	\$ Attachment 8	10
9.	Summer 2008 Projects-Electrical/Mechanical Work Bid Award	\$ Attachment 9	11
10.	Modular Classroom Lease Renewals	\$ Attachment 10	19

*Draft until Approved*

Glen Ellyn School District 41

Treasurer's Report for the Month of December, 2007

FUND	FUND BALANCE 11/30/2007	CASH BAL. 11/30/2007	REVENUE	EXPENDITURES	INVESTMENTS (Increase) Decrease	LIABILITIES Increase (Decrease)	CASH BAL. 12/31/2007	INVESTMENTS AT COST 12/31/2007	CASH + INVESTMENTS	LIABILITIES - RECEIVABLE (YTD)	FUND BALANCE 12/31/2007
General Fund	\$ 25,823,211.30	\$ 6,785,145.73	\$ 515,653.21	\$ 3,044,318.38	\$ 1,500,000.00	\$ (2,855.46)	\$ 5,753,625.10	\$17,540,831.50	\$23,294,456.60	\$ (89.53)	\$23,294,546.13
Self-Insurance	79,315.28	79,315.28	21,643.00	15,867.60	-	-	85,090.68	-	85,090.68	-	85,090.68
Insurance	329,787.43	329,787.43	328,841.69	299,345.92	-	-	359,283.20	-	359,283.20	-	359,283.20
Bond & Interest	2,632,048.74	137,048.74	16,061.53	-	-	-	153,110.27	2,495,000.00	2,648,110.27	-	2,648,110.27
IMRF	714,628.76	114,628.76	7,380.26	78,428.10	-	-	43,580.92	600,000.00	643,580.92	-	643,580.92
S&C Life Safety	-	-	-	-	-	-	-	-	-	-	-
S&C Capital Improv	405,151.99	5,151.99	9.19	-	-	-	5,161.18	400,000.00	405,161.18	-	405,161.18
Working Cash	2,987,800.74	37,800.74	1,942.95	-	-	-	39,743.69	2,950,000.00	2,989,743.69	-	2,989,743.69
<b>Totals</b>	<b>\$ 32,971,944.24</b>	<b>\$ 7,488,878.67</b>	<b>\$ 891,531.83</b>	<b>\$ 3,437,960.00</b>	<b>\$ 1,500,000.00</b>	<b>\$ (2,855.46)</b>	<b>\$ 6,439,595.04</b>	<b>\$23,985,831.50</b>	<b>\$30,425,426.54</b>	<b>\$ (89.53)</b>	<b>\$30,425,516.07</b>

Glen Ellyn School District 41  
Cash Balances  
December 31, 2007

\$ Attachment 2

Fund	Total Liquid Funds 11/30/07	Ill Public Treas Investmt Pool	ISDLAF Liquid Fund Deposits	Cash Deposits	Total Liquid Funds 12/31/07
<b>General Fund</b>	\$ 6,785,145.73	\$ 5,092,317.45	\$ 61,039.43	\$ 600,268.22	\$ 5,753,625.10
<b>Self-Insurance</b>	79,315.28	85,090.68	-	-	85,090.68
<b>Insurance</b>	329,787.43	359,283.20	-	-	359,283.20
<b>Bond &amp; Interest</b>	137,048.74	151,469.07	-	1,641.20	153,110.27
<b>IMRF</b>	114,628.76	16,622.56	-	26,958.36	43,580.92
<b>S&amp;C Life Safety</b>	-	-	-	-	-
<b>S&amp;C Capital Improv</b>	5,151.99	1,237.15	-	3,924.03	5,161.18
<b>Working Cash</b>	37,800.74	20,406.65	-	19,337.04	39,743.69
<b>Totals</b>	<b>\$ 7,488,878.67</b>	<b>\$ 5,726,426.76</b>	<b>\$ 61,039.43</b>	<b>\$ 652,128.85</b>	<b>\$ 6,439,595.04</b>

Monthly Yield Averages

IPTIP	December 2007	Money Market	3.830%
		Prime Fund	4.556%
ISDLAF	December 2007	Liquid Fund	4.510%

Glen Ellyn School District 41  
Investment Schedule  
December 31, 2007

\$ Attachment 3

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type
<b>General Fund</b>								
P346	92761	10/01/07	01/14/08	105	1,200,000.00	4.597%	15,869.10	CD
P336	87347	06/21/07	01/25/08	218	1,250,000.00	5.120%	38,224.66	CD
P331	19853	09/28/06	02/13/08	503	193,831.50	4.950%	13,222.23	FHLB
P348	92759	10/01/07	02/13/08	135	400,000.00	4.557%	6,741.86	CD
P337	87344-6	06/21/07	02/28/08	252	1,450,000.00	5.120%	51,256.11	CD
P338	87343	06/21/07	03/14/08	267	950,000.00	5.220%	36,275.42	CD
G333	50016574	03/20/07	03/20/08	366	250,000.00	4.850%	12,158.22	CD
P349	92758	10/01/07	03/25/08	176	1,950,000.00	4.526%	42,556.80	CD
P339	87342	06/21/07	04/14/08	298	1,150,000.00	5.110%	47,978.00	CD
P350	92757	10/01/07	04/23/08	205	1,450,000.00	4.516%	36,777.56	CD
P340	87341	06/21/07	05/14/08	328	1,450,000.00	5.260%	68,538.52	CD
P334	86011-19	05/23/07	05/22/08	365	748,000.00	5.145%	38,487.59	CD
P351	92756	10/01/07	05/29/08	241	1,100,000.00	4.465%	32,429.36	CD
P354	94777-84	11/15/07	06/12/08	210	799,000.00	4.512%	20,741.60	CD
P355	96916	12/27/07	06/12/08	168	1,500,000.00	4.320%	29,825.75	CD
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
					17,540,831.50	4.838%	589,802.55	
<b>IMRF Fund</b>								
P336	87347	06/21/07	01/25/08	218	50,000.00	5.120%	1,528.99	CD
P348	92759	10/01/07	02/13/08	135	50,000.00	4.557%	842.73	CD
P337	87344-6	06/21/07	02/28/08	252	50,000.00	5.120%	1,767.45	CD
P338	87343	06/21/07	03/14/08	267	50,000.00	5.220%	1,909.23	CD
P349	92758	10/01/07	03/25/08	176	50,000.00	4.526%	1,091.20	CD
P339	87342	06/21/07	04/14/08	298	50,000.00	5.110%	2,086.00	CD
P350	92757	10/01/07	04/23/08	205	50,000.00	4.516%	1,268.19	CD
P340	87341	06/21/07	05/14/08	328	50,000.00	5.260%	2,363.40	CD
P334	86011-19	05/23/07	05/22/08	365	100,000.00	5.145%	5,145.40	CD
P351	92756	10/01/07	05/29/08	241	50,000.00	4.465%	1,474.06	CD
P335	87340	06/21/07	11/26/08	524	50,000.00	5.150%	3,696.71	CD
					600,000.00	4.926%	23,173.37	
<b>Bond &amp; Interest Fund</b>								
P347	92760	10/01/07	01/25/08	116	800,000.00	4.597%	11,687.72	CD
P336	87347	06/21/07	01/25/08	218	1,300,000.00	5.120%	39,753.64	CD
P352	92752-5	10/01/07	07/25/08	298	395,000.00	4.840%	15,608.67	CD
					2,495,000.00	4.852%	67,050.03	
<b>S &amp; C Capital Imp</b>								
P348	92759	10/01/07	02/13/08	135	50,000.00	4.557%	842.73	CD
G333	50016574	03/20/07	03/20/08	366	250,000.00	4.850%	12,158.22	CD
P334	86011-19	05/23/07	05/22/08	365	100,000.00	5.145%	5,145.40	CD
					400,000.00	4.851%	18,146.35	

Glen Ellyn School District 41  
Investment Schedule  
December 31, 2007

\$ Attachment 3

Identifier	Certificate #	Issue Date	Maturity Date	#of Days	Amount	Rate	Interest	Type	
<b>Working Cash</b>									
P331	19853	09/28/06	02/13/08	503	800,000.00	4.950%	54,572.05	FHLB	
G333	50016574	03/20/07	03/20/08	366	500,000.00	4.850%	24,316.44	CD	
G342	5010023212	09/28/07	04/29/08	214	1,200,000.00	4.850%	34,122.74	CD	
P334	86011-19	05/23/07	05/22/08	365	50,000.00	5.145%	2,572.70	CD	
P351	92756	10/01/07	05/29/08	241	50,000.00	4.465%	1,474.06	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	
					<b>2,950,000.00</b>	<b>4.891%</b>	<b>141,650.77</b>		

<b>Total Current Operating Funds Investments</b>	<b>23,985,831.50</b>
--	----------------------

<b>Total Investment Interest Due</b>	<b>839,823.06</b>
--------------------------------------	-------------------

Average Portfolio Yield 4.83%

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  
December 2007**

**Revenues**

The District revenues received continue to be within less than 1% of the previous year's receipts. This is due to the lag of receipts in one area such as our state funds and revenues received more than anticipated in other areas such as donations.

**Expenditures**

The District expenditures continue to be behind by approximately 4% of the prior year. This is attributed mostly to the timing of receipt of invoices for supplies and materials received to date.

**Glen Elly.. District 41**  
**Monthly Revenue/Expenditure Summary Report**  
**December 2007**

<b>Revenues</b>								
Function	Category	MTD Received	YTD Received		Revenue Budget	To Be Received	YTD % Received	Prior Year % Rec'd
1100	Property Taxes	214,285.07	17,967,277.88		35,866,755.00	17,899,477.12	50.09%	49.26%
1200	Personal Property Taxes	76,598.21	540,031.32		1,024,275.00	484,243.68	52.72%	57.41%
1300	Tuition	18,112.00	18,112.00		231,750.00	213,638.00	7.82%	9.35%
1400	Transportation Fees	-	-		20,500.00	20,500.00	0.00%	29.52%
1500	Interest Earnings	82,842.79	388,940.63		1,237,600.00	848,659.37	31.43%	76.05%
1600	Food Services	13,738.28	102,110.60		216,500.00	114,389.40	47.16%	42.51%
1700	Student Fees	8,668.51	374,366.75		437,090.00	62,723.25	85.65%	96.12%
1900	Donations/Misc Revenue	7,402.02	240,856.48		69,550.00	(171,306.48)	346.31%	195.78%
3000	Unrestricted State Funds	92,515.36	462,576.80		1,214,317.00	751,740.20	38.09%	41.42%
3100	Restricted State Funds	-	504,545.08		1,500,958.00	996,412.92	33.61%	51.98%
4000	Federal Funds	26,884.90	170,304.00		413,340.00	243,036.00	41.20%	44.41%
<b>Grand Total All Funds</b>		<b>541,047.14</b>	<b>20,769,121.54</b>	<b>-</b>	<b>42,232,635.00</b>	<b>21,463,513.46</b>	<b>49.18%</b>	<b>49.92%</b>
<b>Expenditures</b>								
Object		MTD Expended	YTD Expended	YTD Encumbrances	Expenditure Budget	Budget Available	YTD % Expended	Prior Year % Exp'd
100	Salaries	2,021,398.31	8,904,799.45	-	23,725,969.00	14,821,169.55	37.53%	37.59%
200	Benefits	423,788.85	2,008,867.66	-	5,341,107.00	3,332,239.34	37.61%	43.86%
300	Purchased Services	271,258.26	1,598,348.99	85,167.74	4,146,870.00	2,463,353.27	38.54%	60.21%
400	Supplies/Materials	125,165.54	898,445.18	91,426.99	2,705,169.00	1,715,296.83	33.21%	42.17%
500	Capital Outlay	23,284.27	926,423.56	368,457.48	1,397,937.00	103,055.96	66.27%	77.36%
600	Dues & Fees	2,004.91	26,046.82	-	322,855.00	296,808.18	8.07%	49.91%
700	Principal/Interest Payments	-	428,872.89		2,574,864.00	2,145,991.11	16.66%	17.99%
800	Tuition	255,846.34	528,669.41		1,332,000.00	803,330.59	39.69%	33.65%
<b>Grand Total All Funds</b>		<b>3,122,746.48</b>	<b>15,320,473.96</b>	<b>545,052.21</b>	<b>41,546,771.00</b>	<b>25,681,244.83</b>	<b>36.88%</b>	<b>41.03%</b>

**SUMMARY OF BILLS AND PAYROLL  
DECEMBER 2007**

<u>FUND</u>	<u>DECEMBER BILLS/INTERIMS</u>	<u>DECEMBER PAYROLL</u>	<u>TOTAL</u>
General Fund	\$1,020,573.55	\$2,023,744.83	\$3,044,318.38
Bond & Interest	0.00	0.00	0.00
IMRF	78,428.10	0.00	78,428.10
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>\$1,099,001.65</b>	<b>\$2,023,744.83</b>	<b>\$3,122,746.48</b>
Self-Insurance	15,867.60	0.00	15,867.60
Insurance	299,345.92	0.00	299,345.92
<b>TOTAL</b>	<b>\$1,414,215.17</b>	<b>\$2,023,744.83</b>	<b>\$3,437,960.00</b>

\*January Interims to be released on 01/29/2008 \$2,630,365.42

**GRAND TOTAL \$6,068,325.42**

**\*Distribution**

General Fund	\$481,336.27
Self-Insurance	3,037.90
Insurance	0.00
Bond & Interest	2,145,991.25
Life Safety	0.00
S & C Cap Imp	0.00

**Total \$2,630,365.42**

Summary of Vandalism Occurrence for January 2008

Date	Facility	Nature of Vandalism	Initial response	Action Taken to Repair/Replace
11/30/07	Forest Glen	A a piece of wood on the front section of a playground bench was cut in half.	A Police Report was not filed.	The Maintenance Dept will give us an estimate to replace the piece of wood.

### Freedom of Information Act (FOIA) Requests Report FY 2007-2008

Reporting Period	Date Received	Date of Response	Request Summary
11/27/07 - 12/4/2007			No Requests received
10/29/07 - 11/26/07	10/24/07	10/25/07	Pursuant to the provisions of the Freedom of Information Act, please consider this a formal request for inspection and copies of the following records pertaining to responsible bidder requirements for all construction contracts awarded by your agency. LECET requests: (1) Copies of any bidder requirements in Glen Ellyn School District 41 procurement code or request for proposal, specifically any language pertaining to responsible bidding and definitions of "responsible" if applicable, for construction contracts awarded by your agency.
8/22/07 - 10/29/07	10/15/07	10/25/07	<p>This is a request under 5111 Comp. Stat. Secs. 140/1 to 140/11. I am requesting copies of the following documents held by the district.</p> <ul style="list-style-type: none"> <li>• The current contract for student transportation services between the District and Laidlaw including all attachments (such as Bid Affidavits, Riders, General Terms and Conditions, Notification of Award etc.), amendments and correspondence.</li> <li>• A copy of the Invitation to bid for this contract.</li> <li>• A copy of the company's bid (response) to that invitation.</li> <li>• A copy of the Surety Bond submitted.</li> <li>• Any performance audits or inspections done regarding Laidlaw's compliance with the terms of the contract, along with any correspondence between the company and your agency relating to such audits/inspections. This specific request is for the period January 1, 2001 to present.</li> <li>• A list of the current bus routes services by Laidlaw.</li> </ul> <p>If the District does not contract with Laidlaw, please send me an email or letter to that effect, including the name of the current contractor, and then consider this request closed.</p> <p>If my request is denied, please provide a written explanation for the denial including a reference to the specific statutory exemptions(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.</p> <p>I am willing to pay reasonable search and copying fees for this request as directed by the statute.</p>
6/20/2007 - 8/21/2007	06/19/07	First response 6/26/2007, Second response 9/5/07	<p>"I write to request information pertaining to your school district's food service, facilities maintenance, and skilled maintenance operations. I am requesting a copy of current contracts and any contract specifications between the school district and contractors for janitorial services, skilled maintenance and food service personnel. If the district's support services are self-operated, I am requesting documents related to its operation of these services. Specifically, I am seeking the following information for both self-operated and managed or outsourced school food service operations:</p> <ol style="list-style-type: none"> <li>1. What is the size of the annual food purchase for the last school year?</li> <li>2. How many cafeterias does the school district operate?</li> <li>3. What are the addresses of the locations being serviced?</li> <li>4. How many FS workers are employed by the district? 5. Are the workers represented by a union? If so, which one?</li> </ol> <p>If your school district contracts with private vendor(s) for food service, I am additionally seeking:</p> <ol style="list-style-type: none"> <li>1. The name of company contracted to provide food service.</li> <li>2. The contract expiration date</li> <li>3. The name of the district employee(s) to whom the FSMC reports along with the employee(s) contact information including phone, fax, and the name of the firm's contact person?</li> <li>4. Employee status information: How many food service workers are employed in the district's cafeterias and kitchens? Are the workers represented by a union? If so, which one?</li> <li>5. Are the workers managed or employed by a contract firm?</li> </ol> <p>Finally, for both skilled maintenance and janitorial staff, I am seeking the following information:</p> <ol style="list-style-type: none"> <li>1. Number of skilled maintenance and janitorial staff employed in district schools?</li> <li>2. Are the workers represented by a union? If so, which one?</li> <li>3. Are the workers managed or employed by a contract firm?</li> <li>4. If the district uses a subcontractor for either of these services, what is the name of the contractor, address, phone, fax, and the name of the firm's contact person?</li> <li>5. The name(s) of the district employee(s) to whom the contractor(s) report along with the employee(s) contact information, including fax, phone, and mailing address." </li></ol>
6/20/2007 - 8/20/2007	06/26/07	07/02/07	"I request the following information regarding the district's compensation provided to or on behalf of your superintendent for the 2006-2007 fiscal year. This is a follow-up letter; we found that we needed additional information from all school districts we have contacted." "Specifically, we request information about district compensation provided to or on behalf of your superintendent in actual dollar figures for the 2006-2007 fiscal year."

January 28, 2008

**Assets for Disposal List:**

Nothing to report for this month.

**Glen Ellyn School District 41**

---

Date: January 28, 2007

Title: Summer 2008 Projects -  
Electrical/Mechanical Work Bid Award

Contact: Robert Ciserella

---

**Background:**

In the fall of each year the administration reviews the outstanding capital projects with the Finance Committee. A list of recommended projects to be done in the following summer is then brought to the Board of Education for review and approval. Not all projects will be put out to bid at the same time due to the nature of the projects. The District's Capital Improvement Plan approved by the Board of Education on October 29, 2007, included direction to determine costs inclusive of the following projects:

- Electrical Panel Board Replacement at Franklin, Churchill, Forest Glen and Hadley
- Installation of a back-up generator at CSO
- HVAC improvements at Lincoln and Hadley
- Boiler Replacement at Churchill

These items were combined into one bid package, 2008 Electrical/Mechanical Work, including base bid and alternates.

This matter was discussed at the January 14, 2008 Board meeting. The Finance Committee requested that the administration further review options that would include addressing the alternative bids that were solicited.

**Discussion:**

On January 9, 2008, the District opened bids for the 2008 Electrical/Mechanical Work Bid Award. Five (5) bids were received. Ronald Richardson of FGM Architects Planners, Inc. reviewed the bids. The summary of results is attached for your review.

The apparent low bidder for this bid is International Piping Systems (IPS) except that IPS qualified their bid regarding the performance bond qualifications. This means they did not adhere to the specifications of the bid as it relates to the performance bond that the project requires. The qualification they included in their bid response disqualifies them as the lowest responsible bidder for this project. This has been reviewed by legal counsel and the administration has confirmed that C. Acetelli the next lowest bidder can meet the performance

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



## Glen Ellyn School District 41

bond qualifications as stated in the bid document and also meets all other requirements of the bid.

The estimated costs for the base bid package exclusive of architect and engineering fees was \$1,032,414. The actual base bid costs from C. Acetelli, exclusive of architect and engineering fees for these projects, is \$1,112,000, which includes \$55,000 for allowances. The alternate projects estimated costs exclusive of architect and engineering fees for all alternates was \$463,720. The actual alternate projects bids, from C. Acetelli, total cost exclusive of architect and engineering fees are \$519,000.

The administration has reviewed the Electrical/Mechanical work bid received including the alternates and compiled 3 options for how the projects could be completed. The administration also identified different resources that can be used to fund the options.

These options reviewed are as follows:

- Option 1 - All projects including base bid and alternates are completed and funded using budget allocations and a financing option
- Option 2 - All projects are completed and funded except the A/C for Hadley Gym A using budget allocations
- Option 3 - All projects are completed and funded except the A/C for Hadley Gym A and Churchill Gym using budget allocations

The District has identified one additional summer project anticipated for completion which is the Churchill playground equipment replacement. This project will be done in partnership with the Churchill PTA.

Since 2006 the District has been in discussion, planning for additional parking at Benjamin Franklin School. This project will involve a complicated storm water component so it has taken a series of discussions with the Village staff. We anticipate this project will be moving to the full design/bidding phase in the next few weeks. Upon completion of this process, the Board of Education will then have an opportunity to review this project in full detail inclusive of costs.

### **Recommendation:**

The Administration recommends that the Board of Education award the bid to C. Acetelli in the Base Bid amount of \$1,112,000. The administration recommends the Board of Education also award the alternate bids for A/C Lincoln Multi-Purpose Room - \$95,000.00, and for A/C Churchill Multi-Purpose Room - \$93,000.00. The total contract amount will be \$1,300,000.00. The administration further recommends that the A/C projects for Churchill Gym and Hadley Gym A be moved to the list of projects to be considered in summer 2009.

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

# FGM ARCHITECTS

January 11, 2008

Mr. Bob Ciserella  
Assistant Superintendent for Finance, Facilities and Operations  
Glen Ellyn School District #41  
793 N. Main Street  
Glen Ellyn, IL 60137

Re: 2008 Electrical and Mechanical Work at  
Multiple Sites  
07-0587.01

Dear Mr. Ciserella:

On Wednesday, January 9, 2008, sealed bids were opened for the 2008 Electrical and Mechanical Work at Multiple Sites, FGM project number 07-0587.01. Five (5) bids were received. A copy of the bid results is attached. The apparent low bidder was International Piping Systems, Inc. but the bid was qualified. The attorney for Glen Ellyn School District #41 reviewed the bids and recommended that the International Piping Systems, Inc. bid not be accepted. The next lowest bid is from C. Acitelli Heating and Piping Contractors, Inc. with a Base Bid of \$1,112,000.

References were not contacted due to time constraints. However, according to Mr. Ed Maylath with Glen Ellyn School District #41, C. Acitelli Heating and Piping Contractors, Inc. has worked with District 41 on project(s) in the past.

In conclusion, based on the recommendation of the of School District #41's attorney, FGM recommends that the Board of Education for Glen Ellyn School District #41 accept the second lowest Base Bid and award a contract to C. Acitelli Heating and Piping Contractors, Inc. in the amount of \$1,112,000.

Sincerely,



Ronald W. Richardson, AIA  
Senior Associate

RWR/rwr  
Enclosures

S:\Jobs\2007\07-0587\ADMIN\5.0 Bidding Correspondence\5.2 Bidders File\Ciserella\_letter\_01-11-08\_letter of rec\_07-0587.01.doc



**FGM**

ARCHITECTS • PLANNERS

ALGONQUIN  
MT. VERNON  
O'FALLON  
OAK BROOK  
PEORIA

1211 WEST 22<sup>ND</sup> STREET  
OAK BROOK, IL 60523  
630.574.8300  
FAX 630.574.9292  
WWW.FGM-INC.COM

**BID TABULATION**

**Project Name:** 2008 Electrical/Mechanical Work at Multiple Sites      **Date:** January 9, 2008  
**Project Numbers:** Glen Ellyn School District #41 FGM- 07-0587.01      **Time:** 2:00 p.m.

CONTRACTOR	BID BOND	ADDENDA	BASE BID	ALTERNATES				TOTAL/REMARKS
		1, 2 & 3		No. 1	No. 2	No. 3	No. 4	
Bergen	X	X	\$1,259,000.00	\$ 88,000.00	\$ 200,000.00	\$ 105,000.00	\$ 97,000.00	\$ 1,749,000.00
IPS	X	X	\$1,050,000.00	\$ 96,000.00	\$ 208,800.00	\$ 104,840.00	\$ 86,800.00	\$ 1,546,440.00 , #1
Dimensional	X	X	\$1,193,885.00	\$ 84,800.00	\$ 180,000.00	\$ 108,700.00	\$ 90,000.00	\$ 1,657,385.00
C. Acitelli	X	X	\$1,112,000.00	\$ 95,000.00	\$ 216,000.00	\$ 115,000.00	\$ 93,000.00	\$ 1,631,000.00
Monaco	X	x	\$1,227,000.00	\$ 105,000.00	\$ 170,000.00	\$ 102,000.00	\$ 102,000.00	\$ 1,706,000.00

#1- Bonding was qualified

14

<i>Base Bid</i>			<i>Alternates</i>		
<u>Project Description</u>	<u>Anticipated</u>	<u>Bid Results</u>	<u>Project Description</u>	<u>Anticipated</u>	<u>Bid Results</u>
<b>Lincoln</b>					
A/C AP Office, Staff area, Library Office, Band, OT/PT Room	131,780.00	115,000.00			
			A/C Multi-purpose Room	66,220.00	95,000.00
<b>Franklin</b>					
Replace Panel Board	69,593.00	56,000.00	None		
<b>Forest Glen</b>					
Replace Panel Boards	75,918.00	60,000.00	None		
<b>Hadley</b>					
Replace Panel Boards					
Replace Unit Vents Gym B					
AC/Fitness Lab, MDF & IDF	285,104.00	370,000.00			
			A/C Gym A	225,280.00	216,000.00
<b>CSO</b>					
Install Back-up Generator	135,300.00	170,000.00	None		
<b>Churchill</b>					
Replace Boiler					
Replace Panel Boards	334,719.00	286,000.00			
			AC Multi-purpose Room	40,000.00	93,000.00
			AC Gym	132,220.00	115,000.00
Sub Total:	1,032,414.00	1,057,000.00		463,720.00	519,000.00
Project Allowances		55,000.00			
<b>Total</b>	<b>1,032,414.00</b>	<b>1,112,000.00</b>		<b>463,720.00</b>	<b>519,000.00</b>

Project Description	Base Bid	Alternates	Total All Bids	Funding Options		
	Bid Results	Bid Results		2008-09 Budget	General Fund Balances	Financing
<b>Lincoln</b>						
A/C AP Office, Staff area, Library Office, Band, OT/PT Room	115,000.00		115,000.00	115,000.00		
A/C Multi-purpose Room		95,000.00	95,000.00	95,000.00		
<b>Franklin</b>						
Replace Panel Board	56,000.00		56,000.00	56,000.00		
<b>Forest Glen</b>						
Replace Panel Boards	60,000.00		60,000.00	60,000.00		
<b>Hadley</b>						
Replace Panel Boards						
Replace Unit Vents Gym B						
AC/Fitness Lab, MDF & IDF	370,000.00		370,000.00	370,000.00		
A/C Gym A		216,000.00	216,000.00	65,664.00		150,336.00
<b>CSO</b>						
Install Back-up Generator	170,000.00		170,000.00	170,000.00		
<b>Churchill</b>						
Replace Boiler						
Replace Panel Boards	286,000.00		286,000.00	286,000.00		
AC Multi-purpose Room		93,000.00	93,000.00	93,000.00		
AC Gym		115,000.00	115,000.00	115,000.00		
<b>Sub-Total:</b>	<b>1,057,000.00</b>	<b>519,000.00</b>	<b>1,576,000.00</b>	<b>1,425,664.00</b>	<b>-</b>	<b>150,336.00</b>
Project Allowances	55,000.00		55,000.00	55,000.00		
<b>Sub-Total</b>	<b>1,112,000.00</b>	<b>519,000.00</b>	<b>1,631,000.00</b>	<b>1,480,664.00</b>	<b>-</b>	<b>150,336.00</b>
<i>Projects reviewed for Summer 2008 and yet to be bid</i>						
Description	Status		Projected Cost			
Churchill Playground Equipment Replacement	Bid being prepared		45,000.00	45,000.00		
<b>Sub-Total Projects yet to be bid</b>			<b>45,000.00</b>	<b>45,000.00</b>	<b>-</b>	<b>-</b>
<b>Option 1 - Grand Total (Base + Alternates + Addl Proj)</b>			<b>1,676,000.00</b>	<b>1,525,664.00</b>	<b>-</b>	<b>150,336.00</b>
				1,676,000.00		
Project still in planning phase with Village of Glen Ellyn						
Benjamin Franklin Parking Lot/Stormwater	Continued Discussions w/Village		564,500.00	64,500.00	500,000.00	

Project Description	Base Bid	Alternates	Total Projects to Approve	Funding Options		
	Bid Results	Bid Results		2008-09 Budget	General Fund Balances	Financing
<b>Lincoln</b>						
A/C AP Office, Staff area, Library Office, Band, OT/PT Room	115,000.00		115,000.00	115,000.00		
A/C Multi-purpose Room		95,000.00	95,000.00	95,000.00		
<b>Franklin</b>						
Replace Panel Board	56,000.00		56,000.00	56,000.00		
<b>Forest Glen</b>						
Replace Panel Boards	60,000.00		60,000.00	60,000.00		
<b>Hadley</b>						
Replace Panel Boards						
Replace Unit Vents Gym B						
AC/Fitness Lab, MDF & IDF	370,000.00		370,000.00	370,000.00		
A/C Gym A		216,000.00	-	-		-
<b>CSO</b>						
Install Back-up Generator	170,000.00		170,000.00	170,000.00		
<b>Churchill</b>						
Replace Boiler						
Replace Panel Boards	286,000.00		286,000.00	286,000.00		
AC Multi-purpose Room		93,000.00	93,000.00	93,000.00		
AC Gym		115,000.00	115,000.00	115,000.00		
<b>Total:</b>	<b>1,057,000.00</b>	<b>519,000.00</b>	<b>1,360,000.00</b>	<b>1,360,000.00</b>	-	-
Project Allowances	55,000.00		55,000.00	55,000.00		
<b>Sub-Total</b>	<b>1,112,000.00</b>	<b>519,000.00</b>	<b>1,415,000.00</b>	<b>1,415,000.00</b>	-	-
<i>Projects reviewed for Summer 2008 and yet to be bid</i>						
Description	Status		Projected Cost			
Churchill Playground Equipment Replacement	Bid being prepared		45,000.00	45,000.00		
<b>Sub-Total Projects yet to be bid</b>			<b>45,000.00</b>	<b>45,000.00</b>	-	-
<b>Option 2 - Adjusted Total (w/o AC Hadley Gym)</b>			<b>1,460,000.00</b>	<b>1,460,000.00</b>	-	-
				1,460,000.00		
Project still in planning phase with Village of Glen Ellyn						
Benjamin Franklin Parking Lot/Stormwater	Continued Discussions w/Village		564,500.00	64,500.00	500,000.00	

Project Description	Base Bid	Alternates	Total Projects to Approve	Funding Options		
	Bid Results	Bid Results		2008-09 Budget	General Fund Balances	Financing
<b>Lincoln</b>						
A/C AP Office, Staff area, Library Office, Band, OT/PT Room	115,000.00		115,000.00	115,000.00		
A/C Multi-purpose Room		95,000.00	95,000.00	95,000.00		
<b>Franklin</b>						
Replace Panel Board	56,000.00		56,000.00	56,000.00		
<b>Forest Glen</b>						
Replace Panel Boards	60,000.00		60,000.00	60,000.00		
<b>Hadley</b>						
Replace Panel Boards						
Replace Unit Vents Gym B						
AC/Fitness Lab, MDF & IDF	370,000.00		370,000.00	370,000.00		
A/C Gym A		216,000.00	-	-		-
<b>CSO</b>						
Install Back-up Generator	170,000.00		170,000.00	170,000.00		
<b>Churchill</b>						
Replace Boiler						
Replace Panel Boards	286,000.00		286,000.00	286,000.00		
AC Multi-purpose Room		93,000.00	93,000.00	93,000.00		
AC Gym		115,000.00	-	-		-
<b>Sub-Total:</b>	<b>1,057,000.00</b>	<b>519,000.00</b>	<b>1,245,000.00</b>	<b>1,245,000.00</b>	-	-
Project Allowances	55,000.00		55,000.00	55,000.00		
<b>Sub-Total</b>	<b>1,112,000.00</b>	<b>519,000.00</b>	<b>1,300,000.00</b>	<b>1,300,000.00</b>	-	-
<i>Projects reviewed for Summer 2008 and yet to be bid</i>						
Description	Status		Projected Cost			
Churchill Playground Equipment Replacement	Bid being prepared		45,000.00	45,000.00		
<b>Sub-Total Projects yet to be bid</b>			<b>45,000.00</b>	<b>45,000.00</b>	-	-
<b>Option 3 - Adjusted Total (w/o AC for Hadley and Churchill Gyms)</b>			<b>1,345,000.00</b>	<b>1,345,000.00</b>	-	-
				1,345,000.00		
Project still in planning phase with Village of Glen Ellyn						
Benjamin Franklin Parking Lot/Stormwater	Continued Discussions w/Village		564,500.00	64,500.00	500,000.00	

**Glen Ellyn School District 41**

---

Date: January 28, 2008

Title: Modular Classroom Lease Renewals

Contact: Robert Ciserella

---

**Background:**

Currently, District 41 has 26 modular classrooms in use at all 5 schools. Fourteen (14) of these units, 4 separate leases, are leased from Innovative Modular Solutions (IMS). The original leases were for a 3-year term starting in August 2005. These leases will terminate on July 31, 2008 but the contract includes lease extension terms for up to 3 additional years or a purchase option after 36 months to 72 months of lease term.

**Discussion:**

Based on the current enrollment trends, special program requirements and curriculum delivery models in place, the administration anticipates the continued need for these lease units. The continued use of these leased units will allow the District to maintain current class sizes and also allow for flexibility if the enrollment patterns change across the elementary school neighborhoods. The District will be embarking on a Master Facility Study later this school year which will include a review of the continued use of these units along with other issues that impact the District facilities. The Master Facility Study will not be completed prior to the end of these current leases. IMS has proposed new lease extension amounts based on semi-annual payments versus a monthly payment process we currently use. A summary and detail of these costs compared is attached for review and reference. If we extend the leases longer than 1-year and choose the proposed lease options offered by IMS, there is an average savings of approximately \$2,000 to \$4,000 per lease over the life of the lease extension depending if a 2-year or 3-year lease extension. The proposed 3-year lease extension from IMS results in a savings of \$132,492. Committing to a multi-year lease will "lock-in" the lease costs.

The administration reviewed purchasing these units versus extending the leases. Based on this review the administration does not see any benefit to the District to own additional modular classroom units.

These units along with the units owned by the District are inspected every year and any maintenance required is completed. To date the District has not incurred any large expenses to maintain these units and they have passed all inspections. We anticipate that with the District preventive maintenance program in place these units can continue to serve the District in the future.

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



**Glen Ellyn School District 41**

**Recommendation:**

The administration recommends that the modular classroom leases for Abraham Lincoln, Benjamin Franklin, Churchill and Forest Glen be extended for an additional 3-year term in an amount of \$83,300/year or \$249,900 for the 3-year lease term.

Summary Costs - 4 Leases					
Term	Dates of Leases	Monthly	Annual	Total	
<b>Current Lease Costs</b>					
3 Year	8/1/2005 - 7/31/2008	10,622	127,464	382,392	
<b>Lease Extensions</b>					
<i>Original Lease Extensions - Monthly payments</i>					
1 Year	8/1/2008 - 7/31/2009	8,720	104,640		
1 Year	8/1/2009 - 7/31/2010	6,708	80,496	185,136	2 year Extension
1 Year	8/1/2010 - 7/31/2011	6,708	80,496	265,632	3 Year Extension
<i>New Proposed Lease Extensions - 2 semi annual payments</i>					
2 Year	8/1/2008 - 7/31/2010		88,500	177,000	
3 Year	8/1/2008 - 7/31/2011		83,300	249,900	
<i>To purchase</i>					
	7/31/2008			456,085	
	7/31/2009			399,074	
	7/31/2010			362,182	
	7/31/2011			318,588	
<b>Comparison of prior lease costs to recommended lease extension costs</b>					
			Annual	3-year Term	
Prior Year Lease Costs			127,464	382,392	
Recommended Lease Extension Option			83,300	249,900	
Savings			44,164	132,492	

Benjamin Franklin School					
Term	Dates of Leases	Monthly	Annual	Total	
<b>Current Lease Costs</b>					
3 Year	8/1/2005 - 7/31/2008	2,933	35,196	105,588	
<b>Lease Extensions</b>					
<i>Original Lease Extensions - Monthly payments</i>					
1 Year	8/1/2008 - 7/31/2009	2,404	28,848		
1 Year	8/1/2009 - 7/31/2010	1,850	22,200	51,048	2 year Extension
1 Year	8/1/2010 - 7/31/2011	1,850	22,200	73,248	3 Year Extension
<i>New Proposed Lease Extensions - 2 semi annual payments</i>					
2 Year	8/1/2008 - 7/31/2010		24,500	49,000	
3 Year	8/1/2008 - 7/31/2011		22,950	68,850	
<i>To purchase</i>					
	7/31/2008			125,769	
	7/31/2009			110,048	
	7/31/2010			99,875	
	7/31/2011			87,853	
<b>Comparison of prior lease costs to recommended lease extension costs</b>					
			Annual	3-year Term	
Prior Year Lease Costs			35,196	105,588	
Recommended Lease Extension Option			22,950	68,850	
Savings			12,246	36,738	
Churchill School					
Term	Dates of Leases	Monthly	Annual	Total	
<b>Current Lease Costs</b>					
3 Year	8/1/2005 - 7/31/2008	3,040	36,480	109,440	
<b>Lease Extensions</b>					
<i>Original Lease Extensions - Monthly payments</i>					
1 Year	8/1/2008 - 7/31/2009	2,492	29,904		
1 Year	8/1/2009-7/31/2010	1,917	23,004	52,908	2 year Extension
1 Year	8/1/2010 - 7/31/2011	1,917	23,004	75,912	3 Year Extension
<i>New Proposed Lease Extensions - 2 semi annual payments</i>					
2 Year	8/1/2008 - 7/31/2010		25,150	50,300	
3 Year	8/1/2008 - 7/31/2011		23,800	71,400	
<i>To purchase</i>					
	7/31/2008			130,343	
	7/31/2009			114,050	
	7/31/2010			103,508	
	7/31/2011			91,049	
<b>Comparison of prior lease costs to recommended lease extension costs</b>					
			Annual	3-year Term	
Prior Year Lease Costs			36,480	109,440	
Recommended Lease Extension Option			23,800	71,400	
Savings			12,680	38,040	

Forest Glen					
Term	Dates of Leases	Monthly	Annual	Total	
<b>Current Lease Costs</b>					
3 Year	8/1/2005 - 7/31/2008	1,558	18,696	56,088	
<b>Lease Extensions</b>					
<i>Original Lease Extensions - Monthly payments</i>					
1 Year	8/1/2008 - 7/31/2009	1,282	15,384		
1 Year	8/1/2009 - 7/31/2010	986	11,832	27,216	2 year Extension
1 Year	8/1/2010 - 7/31/2011	986	11,832	39,048	3 Year Extension
<i>New Proposed Lease Extensions - 2 semi annual payments</i>					
2 Year	8/1/2008 - 7/31/2010		13,100	26,200	
3 Year	8/1/2008 - 7/31/2011		12,250	36,750	
<i>To purchase</i>					
	7/31/2008			67,030	
	7/31/2009			58,651	
	7/31/2010			53,229	
	7/31/2011			46,822	
<b>Comparison of prior lease costs to recommended lease extension costs</b>					
			Annual	3-year Term	
Prior Year Lease Costs			18,696	56,088	
Recommended Lease Extension Option			12,250	36,750	
Savings			6,446	19,338	
Abraham Lincoln School					
Term	Dates of Leases	Monthly	Annual	Total	
<b>Current Lease Costs</b>					
3 Year	8/1/2005 - 7/31/2008	3,091	37,092	111,276	
<b>Lease Extensions</b>					
<i>Original Lease Extensions - Monthly payments</i>					
1 Year	8/1/2008 - 7/31/2009	2,542	30,504		
1 Year	8/1/2009 - 7/31/2010	1,955	23,460	53,964	2 year Extension
1 Year	8/1/2010 - 7/31/2011	1,955	23,460	77,424	3 Year Extension
<i>New Proposed Lease Extensions - 2 semi annual payments</i>					
2 Year	8/1/2008 - 7/31/2010		25,750	51,500	
3 Year	8/1/2008 - 7/31/2011		24,300	72,900	
<i>To purchase</i>					
	7/31/2008			132,943	
	7/31/2009			116,325	
	7/31/2010			105,570	
	7/31/2011			92,864	
<b>Comparison of prior lease costs to recommended lease extension costs</b>					
			Annual	3-year Term	
Prior Year Lease Costs			37,092	111,276	
Recommended Lease Extension Option			24,300	72,900	
Savings			12,792	38,376	

**Glen Ellyn District #41  
Board Report**

---

**Date: January 28, 2008**

**Title: Personnel Report-Final**

**Contact: Ann Riebock**

---

**Resignations:**

The following staff members have submitted letters of resignation

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Reason</b>	<b>Effective Date</b>
Andon Cina	CSO/Forest Glen	Night Custodian	Resignation	1-23-2008
Jennifer Briggs	Forest Glen	Special Ed Aide	Resignation	1-23-2008
Nicole Moran	Churchill	Special Ed Aide	Another position	2-05-2008

**Employment Recommendations:**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Placement/Salary</b>	<b>Effective Date</b>
Francine Kavourinos	Forest Glen	ENL teacher (.5)	MA, step 1/\$10,352.36	1-28-2008
Kathaleen O'Brien	Hadley	Exploratory teacher	BA, step 1/\$19,307.60	1-22-2008
Barb Payne	Ben Franklin	Special Ed Aide (.5)	\$10.12 per hour/\$3,111.90	2-04-2008

**Leave Requests:**

The following staff members have requested a leave of absence

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Type of Leave</b>	<b>Duration of Leave</b>
Laurel Robinson	Lincoln	1 <sup>st</sup> Grade	Parental Leave	Termination of current leave of absence through end of 2008-09 school year

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.*