



**Glen Ellyn School District 41**

**Dr. Ann K. Riebock, Superintendent**

**AMENDED MINUTES  
BOARD OF EDUCATION  
GLEN ELLYN SCHOOL DISTRICT 41  
REGULAR MEETING  
APRIL 16, 7:30 P.M.  
CENTRAL SERVICES OFFICE  
793 NORTH MAIN STREET, GLEN ELLYN, ILLINOIS**

**Call to Order**

President Vivoda called the regular meeting of the Board of Education to order at 7:30 p.m.

**Pledge of Allegiance**

President Vivoda led in the Pledge of Allegiance and welcomed meeting attendees.

**Roll Call**

Members present were Kevin Cosgrove, Terra Howard, Debbie Hoffman, John Marcheschi, Carol McElvain and John Vivoda. John Kenwood was absent.

**Public Participation**

- Resident Doris Nelson acknowledged the upcoming election on April 17 and expressed her appreciation to retiring board members for the hard work and all they have given to the community.
- Resident Erica Nelson thanked the Board of Education and fellow candidates for their contributions, time and support.

**Presentations**

A. Five-Year Financial Plan: Interim Assistant Superintendents for Finance, Ed Kula and Tom Swenson presented the Board with a status report on the District's Five-Year Financial Plan. The plan framework is a work in progress and was presented for the Board's information and as a way of introducing the District's next steps in establishing its strategic direction with clear goals and targets. The plan outlines how the District will meet the educational needs of the District over the long-term while ensuring financial stability and health. The plan was developed based on the work of the District's Administrative Team, as well as input from consultants in the areas of employee benefits, financial planning and bond sales and financing. A copy of the presentation is attached.

(Attachment)

Board Discussion: President John Vivoda asked for clarification on the strategic goal that relates to the maintenance of the District's fund balance. He pointed out that the goal may need to be reworded to capture the District's current practice. He also asked for clarification items contained in the Proposed Age and Obsolescence Schedule.

Next Steps: Administrative planning in June 2007; Action Plan for the Board in August 2007

#### B. Board Committee Reports

1. Policy Committee: Committee members Debbie Hoffman and Terra Howard provided the Board with an update of the work of the Policy Committee. The Committee began its work with a complete review of the Board Policy and Procedures Manual during the 2003-2004 school year to ensure that all policies were in compliance with current legal requirements. The Committee concluded their review in spring of 2006. Their work over this past year includes revisions to the District's Alcohol and Drug-Free Work Place Policy and School Board administrative procedures. It also included working with the Finance and Facilities Committee to review finance policies, define financial philosophy and align the District's financial practices to its philosophy. The Policy Committee will continue to make revisions each year using the Illinois Association of School Boards publication, PRESS and the guidance of legal counsel in order to ensure legal compliance. Currently, the Committee's work will continue to focus on identifying policies that need to be updated in order to meet current legal requirements, and hopes to complete its in-depth review of policies and procedures in the Finance Section (Four). The Committee would also like to focus its work on the Personnel Section (Five) and Curriculum Section (Six) and other policies that are those related to residency and school attendance areas and school calendars. A copy of the written report is attached.

(Attachment)

2. Finance Committee: On behalf of Finance Committee members Kevin Cosgrove and John Kenwood, Mr. Cosgrove provided the Board with an update on the work of the Finance and Facilities Committee activities. The Committee's work over the past year includes review and analysis of the 2006-2007 Budget, five-year financial forecast, Summer 2007 facilities improvement projects, construction management services, the 2006 Tax Levy, Committee oversight activities, employee benefits, financial policies and procedures and the search for an Assistant Superintendent for Finance, Facilities and Operations. Currently, the Committee's work is focused on the 2007-2008 budget development, analysis of fund balance targets and a possible policy recommendation to the Board, a draft five-year financial plan, and 2007 capital improvement projects. Future work will be focused on work related to the outcome of the April 17, 2007 referendum, monitoring and directing the refinement of the five-year financial plan and employee benefit costs.
3. Health Plan Update: Mr. Cosgrove reported that the District has received its renewal numbers related to employee benefit costs. Cost increases are anticipated to be approximately 9% vs. the original projections of approximately 14%. The Board of Education and District 41 staff has been diligent in its work during the transition from a self-funded program to a fully-insured program. If the Board approves the Administration's recommendation that will be presented later in the meeting, the renewal rates will become effective July 1, 2007. John Vivoda expressed his

gratitude to fellow Board members and the various stakeholder groups that were involved in the insurance review process and noted it was a collaborative effort that involved a lot of hard work.

### **Superintendent's Report**

Superintendent Dr. Ann Riebock reported on the following items:

- A. May 14, 2007, Central Services Office: Board of Education Regular Business Meeting and Re-organizational Meeting of the New Board. The meetings will be preceded by a short reception to recognize retiring and new Board members.
- B. PTA Executive Council: Kudos to PTA Council and David Zolnier for developing an on-line registration process for PTA activities.
- C. Kasarda Demographic Report: The Board heard an overview of the 2007 Demographic Study recently conducted by Dr. John Kasarda of the University of North Carolina at Chapel Hill. The study had four objectives: discussion of the dynamics underlying historical enrollment changes, assessment of annual enrollment changes over the last 15 years, analyzing new housing and other factors affecting migration of students that will shape future enrollment, and providing enrollment projections by year. Highlights of the report included a review of Projection Assumptions and Series B projections through 2012. The report offers three scenarios: (Series A) enrollment if factors driving enrollment are less than anticipated, (Series B) enrollment if driving factors are as anticipated, (Series C) enrollment if driving factors are greater than anticipated. Dr. Riebock stated that Series B confirms the work and trends that have been examined prior to Dr. Kasarda's report which indicate that enrollment will grow at a slow, steady rate from the current 3588 to approximately 3,800 students by 2016-17. Dr. Riebock is comfortable with Dr. Kasarda's findings and feels that they are validating results. The complete report can be found on the District's website at <http://www.d41.dupage.k12.il.us/news/07demostudy.htm>

(Attachment)

Following Dr. Riebock's presentation, members of the public were given an opportunity to ask questions and respond to the report.

### **Action Items**

- A. Consent Agenda: The Personnel Report was pulled from the Consent Agenda for discussion during Closed Session. The Board anticipates that it will take action on this matter when it returns to Open Session.

1. Teaching, Learning & Accountability
  - (a) Personnel Report

(Attachment)

2. Finance, Facilities and Operations (*\$ denotes financial attachment*)
 

(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) Disposal of Surplus Property	\$Attachment 7
(h) 2006-2007 FOIA Report	\$Attachment 8
(i) COD-D41 Summer School IGA 06-07	\$Attachment 9
(j) Flooring Replacement at Churchill, Franklin & Hadley	\$Attachment 10
(k) Storage/Lift Additions & Remodeling: Lincoln, Franklin, Churchill and Hadley	\$Attachment 11
(l) Window Replacement @ Central Services Office	\$Attachment 12
(m) Fire Alarm Replacement at Central Services Office	\$Attachment 13
(n) Asphalt Removal and Replacement at Lincoln	\$Attachment 14
(o) Laidlaw Transportation Contract Renewal	\$Attachment 15
(p) Health Plan Renewal	\$Attachment 16

### 3. Other Matters

- (a) Approval of March 19, 2007 Regular Meeting & Closed Session Minutes

*Carol McElvain moved and Debbie Hoffman seconded to approve the actions and recommendations in the Consent Agenda. On a roll call vote answering "Aye", Cosgrove, Howard, Hoffman, Marcheschi, McElvain and Vivoda; answering "Nay", none. Motion carried.*

### B. Superintendent's Recommendations

1. 2006-2007 Final School Calendar

*Terra Howard moved and Carol McElvain seconded to approve the Administration's recommendation to approve the attached 2006-2007 Final School Calendar as presented which includes the designation of Thursday, June 7, 2007 as the last day of school and Tuesday, June 5 as Hadley graduation. Motion carried on a unanimous voice vote.*

(Attachment)

2. Policy and Procedures Revisions, Second Reading and Adoption: The following policies and/or procedures were presented to the Board of Education for a first reading at their March 19, 2007 Regular Meeting. Dr. Riebock reported that no additional comments or edits have been received since the first reading. Therefore, the Administration is recommending that the Board of Education adopt the revised policies and procedures as presented.

<u>Policy</u>	<u>Title</u>
2:210-AP1	School Board: Organizational School Board Meeting Agenda
2:210-AP2	School Board: Organizational School Board Meeting Scripts
4:10	Operational Services: fiscal and Business Management
4:10-AP	Operational Services: Timeline for Development & Approval of Budget and Levy
4:30	Operational Services: Revenue and Investments
4:46	Operational Services: Declined Credit Card Payments
4:46-AP	Operational Services: Declined Credit Card Payments
4:50	Operational Services: Payment Procedures
4:60-AP	Operational Services: Purchases
4:80	Operational Services: Accounting and Audits
4:90	Operational Services: Student Activity Fund Management

4:90-AP	Operational Services: Student Activity Fund Management
4:135-AP	Operational Services: Fees for Instructional Materials
4:160-AP2	Operational Services: Health and Safety Concerns Raised by Staff, Faculty and/or Students
4:170-E2	Operational Services: Instructions for Filing a Student Accident Claim
5:50	General Personnel: Drug and Alcohol Free Workplace
5:220-AP	Professional Personnel: Substitute Teachers

*Carol McElvain moved and Terra Howard seconded to accept the Administration's recommendation and adopt the revisions to the Board Policies and/or Procedures as presented. Motion carried on a unanimous voice vote.*

### **Upcoming Meetings**

- May 14, 2007 Board of Education Regular & Organizational Meetings, 7:00 p.m., CSO
- May 21, 2007 Board of Education Regular Meeting, 7:30 p.m., CSO

### **Discussion Items**

#### A. 2007-2008 School Board Calendar

(Attachment)

The Board talked about the value of having two regular meetings per month and discussed whether to continue this practice. Dr. Riebock noted that the proposed calendar has been organized around the second and fourth Mondays of each month, with the exception of July and December. This was done to avoid as many Monday holidays as possible. The Board will need to take action on this calendar at the May 14, 2007 meeting as one of the requirements of a school board's organizational meeting.

#### B. 2008-2009 Proposed School Calendar

(Attachment)

Board discussion ensued regarding the proposed calendar. Terra Howard made the following suggestions related to the 2008-2009 School Calendar and future school calendars: provide the Board with an opportunity to examine Parent/Teacher conference dates and that future conference dates should align more closely with the end of the first quarter; include goal-setting conferences at the beginning of the school year; make election days non-pupil attendance days. The Board asked Dr. Riebock for the opportunity to have input into this calendar as well as future school calendars. Dr. Riebock said that she would like to develop another draft that includes input from various stakeholder groups (GEEA, AFSCME, Administration, and Board). The final recommendation will be the result of the collective insights received from the groups. In order to continue the practice of approving school calendars two years in advance, we anticipate the Board taking action on this calendar before the end of this school year.

### **Public Participation**

Resident and board candidate Steven Vondrak addressed the Board on the following matters:

- Is the District planning a conference call with Dr. Kasarda as a part of the demographic review?
- Did the Board consider Glenbard District 87's 2007-2008 School Board Meeting Schedule when developing its own?
- Does the District consider resources provided by the Music Education Foundation (MEF) in its budgeting process for replacement of obsolete musical equipment?

### **Closed Session**

*At 9:10 p.m. Kevin Cosgrove moved and John Marcheschi 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.*
- *The placement of individual students in special education programs and other matters relating to individual students.*

*On a roll call vote answering "Aye", Howard, Hoffman, Marcheschi, McElvain, Cosgrove and Vivoda; answering "Nay", none. Motion carried.*

### **Return to Open Session**

The Board returned to Open Session at 11:07 p.m.

### **Action Item(s)**

The Board took action on the following matters:

#### **A. Employment:**

1. *Personnel Report: Kevin Cosgrove moved and John Marcheschi seconded to approve the April 16, 2007 Personnel Report as presented. On a roll call vote Answering "Aye": Cosgrove, Howard, Hoffman, Marcheschi, McElvain and Vivoda. Answering "Nay": None. Motion carried.*

#### **2. Superintendent's Contract**

*Debbie Hoffman moved and Terra Howard seconded to find that the Superintendent has met the goals of her July 1, 2006, through June 30, 2009, Performance Based Superintendent's Contract, to authorize an extension of the Contract for one additional school year through June 30, 2010, and to authorize an increase in the annual base salary of 3.8% to \$218,000 beginning July 1, 2007. On a roll call vote answering "Aye", Cosgrove, Howard, Hoffman, Marcheschi, McElvain and Vivoda; answering "Nay", none. Motion carried.*

B. Collective Negotiating Matters

*Terra Howard moved and Carol McElvain seconded to approve the addition of Section 5 General Leaves to Article XXI of the AFSCME 2006-2009 collective bargaining agreement as follows:*

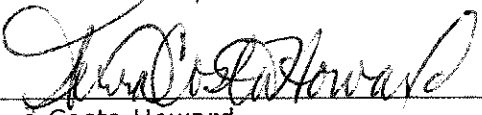
*Section 5. General Leave*

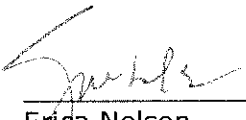
*The Board may grant an unpaid general leave of absence for purposes not covered by the other leaves in this Article. Such purposes include, but are not limited to, student teaching or taking educational courses of direct potential benefit to the District. Requests for a general leave must be submitted in writing to the Director of Human Resources. The grant or denial of a general leave by the Board is in the sole discretion of the Board, is not precedential and is not subject to the grievance procedure. Any denial of a request for a general leave may be appealed to the Superintendent and then to the Board, but not beyond. An employee on a general leave may continue in the district's health insurance program only at the employee's expense through the exercise of the employee's COBRA rights."*

**Adjourn Regular Meeting**

*Debbie Howard moved and member Kevin Cosgrove seconded to adjourn the regular meeting at 11:09 p.m. On a roll call vote answering "Aye", McElvain, Cosgrove, Howard, Hoffman, Marcheschi and Vivoda; answering "Nay", none. Motion carried.*

Respectfully submitted,  
Maureen Stecker, Recorder

  
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Terra Costa Howard,  
President, Board of Education

  
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Erica Nelson  
Secretary, Board of Education

Minutes approved June 11, 2007