



Glen Ellyn School District 41: Ignite Passion. Inspire Excellence. Imagine Possibilities.

**MINUTES  
GLEN ELLYN SCHOOL DISTRICT 41  
BOARD OF EDUCATION REGULAR MEETING**

**JANUARY 11, 2016  
7:30 PM**

**CENTRAL SERVICES OFFICES  
793 NORTH MAIN STREET, GLEN ELLYN, ILLINOIS**

- I. Call to Order** The January 11, 2016 Regular meeting was called to order at 7:30 p.m.
- II. Pledge of Allegiance** Mr. Ellis led in the Pledge of Allegiance.
- III. Roll Call:** The following members were in attendance Dean Elger, Kurt Buchholz, Stephanie Clark, Drew Ellis, Patrick Escalante, and Erica Nelson. Joe Bochenski arrived at 9:15 p.m.
- IV. Superintendent's Report**
  - A. School Report Cards:** The State School Report Cards are posted and can be viewed through School websites.
  - B. School Perceptions Survey:** Dr. Gordon thanked the Board for their feedback and noted the dates of the survey window for staff, parents and students. Dr. Gordon reminded the Board that Bill Foster from School Perceptions will provide a presentation on the results in March. Board members provided their feedback of the final drafts.
  - C. 6<sup>th</sup> Grade Electives Night at Hadley:** Steve Diveley and staff will be hosting an evening event for parents to learn more about the Hadley electives for incoming 6<sup>th</sup> graders as the first step to 6<sup>th</sup> grade registration. This meeting is scheduled for January 25 at Hadley. Board members discussed the previous communications on this change. They further discussed if this type of change needed Board approval to ensure the District is not eliminating instruction aligned to literacy and/or math. Dr. Gordon stated these changes are considered course offerings in an already approved curriculum. In most cases, there are opportunities for parents to choose the options they feel is the best fit for their student. Dr. Gordon noted the information shared with the Board prior to the Board meeting was intended to serve as an informational item and was not the final documented information.
- V. Public Participation:**

Resident Jeff Cooper commented on a professional development expense of one of the district level administrators and stated that he feels there is lack of oversight in monitoring how these expenses are budgeted and paid.

Parent Bruce Currie commented on the board's recent approval of the levy and the rate of his increased taxes over the past twenty years. He asked the Board to consider this when working on the future budget.

## **VI. Presentations, Reports and Initiatives Update:**

- A. Dual/FLES Update Director of Bilingual/ESL:** Dr. Gordon welcomed Director of ESL and Bilingual Services Katie Mc Cluskey and her team who provided an update to the Board on the progress of the Dual Language and Foreign Language for Elementary Students (FLES) programs.

*Dual Language:* Team members Janice Casas, Marisela Medrano presented information on the research, vision and the goals of the program while team members and Carola Llanes and Susan Selzer shared the structure of the program. They noted how the instruction is delivered in both English and Spanish daily and shared how both teachers (English and Spanish) typically hold conferences with parents together. Second Grade Teacher Jackie Calderon shared the types of assessments used which occur in both English and Spanish. Bilingual Interventionist Myra Rojas provided a quick snapshot and overview of the 2015 end of year data. Mrs. McCluskey shared that families are asked to complete a survey in order for the team to monitor the parent's perspective on their student's involvement in the program. The team noticed the results indicated the Spanish families were struggling with some of the questions and were uncertain on how to respond. Based on this data a focus group, lead by the district Spanish Liaison, was formed to determine how to best support the families. The results of this focus group have prompted the team to rewrite the survey to allow for a greater understanding by all families.

*FLES:* Staff member Lisa Marquez, Jen Chavez, BethMarie Byrne and Stephanie Jack reviewed the visions and goals of the FLES program noting the aim is for students to develop communicative competence, increase cognitive skills and academic abilities, and develop a positive attitude about different languages. Team members reviewed both local and national enrollment data. Staff member Walter Flores provided an overview of what the typical daily program looks like and how the instruction is aligned to grade level curriculum. Lincoln teacher Leslie Palmer reviewed the types of assessment used to monitor annual growth and progress and Megan Petramale shared the continuum of assessment overtime, highlighting the 2015 end of year data.

The presentation concluded with a short video of parents who provided feedback on their experiences in both the Dual and FLES program. (Attachment)

Following the presentation Board members asked question of Mrs. McCluskey and staff on data analysis of a Dual versus a Bilingual approach, use of ACCESS data to evaluate progress, the long term effect of introducing students at a young age. They also asked for clarification on how students are placed in the Dual and/or ESL program, the funding of these programs, and the impact of FLES on overall student performance. In addition the staff was able to provide the Board with information on the plan for Spanish when student reach Hadley, the oversight of the progress by the Foreign Language committees /Bilingual parent committee, and the opportunities in high school and beyond for students who have participated in these programs.

- B. PTA Council Report:** PTA Executive Council Treasurer Lee Fruit provided an update on the recent PTA activities and highlights from the meeting held earlier in the day.
- C. Auditor's Presentation of the Comprehensive Annual Financial Report (CAFR):** John Rossi, a representative from Baker Tilly, provided the Board with

information on the District's audit and CAFR. Mr. Rossi highlighted new required reporting related to the shared pension liability, clarified the purpose of the representation letter for the Board and noted the procedures that have improved over time. Mr. Rossi stated the District is currently in a very good financial position. The CAFR is posted on the District's website.

Mr. Buchholz asked for Dr. Gordon to provide the Board with additional time, in the future, to review these types of reports.

## **VII. Discussion**

### **A. Board Policy Revisions-First Reading 7:285 AP Food Allergy Management**

**Program:** At the beginning of the school year a comprehensive review and rewrite of 7:285 AP Food Allergy Management Program was completed to create alignment to best practice and current Illinois School Code. The work was conducted by District nursing staff and the Food Service Director in conjunction with parents, administrators, teachers, and support staff. Following this, the Board of Education Policy Committee members reviewed the proposed revision.

This rewritten procedure is based on the Illinois School Code *Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools* and will include the following:

- Annual notice to all families on the prevention of exposure to food allergens.
- A process for Food Allergy Action Plans for those students with identified food allergies.
- Procedures of responding to life-threatening allergic reactions to food.
- Protocols for prevention of food allergen exposures.
- Annual education and training on the management of students with life-threatening food allergies for all district staff.

Following Board approval the administration and health staff will work with the school communities to ensure they understand how these changes will impact them.

Dr. Gordon noted this comprehensive management program will provide an opportunity for the administration to apply the practice consistently at all schools and will connect to the work of the Student Wellness committee. Mr. Elger noted these recommended revisions do not require changes to the policy on food allergies. Board members discussed the consistent application to activities beyond the classroom, the uniformity of practice and the increased awareness opportunities with all stakeholder groups.

This information will be presented to the Board for approval at the January 25, 2016 regular meeting.

### **B. Student Data for February Presentation:** Schools use student achievement data to develop specific actions for each school's efforts to improve student learning. A variety of measures can be used at the building level to monitor student achievement. In the past the administration has presented data on achievement using the two measures of the Illinois Standards Achievement Test (ISAT) and the Measure of Academic Progress (MAP). Students took the PARCC which replaced the ISAT.

In the past, Administration has presented data to the Board in the following formats:

- Performance and growth by grade level and by cohort (same students over a period of time).
- Performance and growth by Subgroup: Racial/Ethnic, Economically Disadvantaged (free/reduced lunch), Students with Disabilities (IEP's/504 Plans) and Limited English Proficient students.

As administration prepares for the upcoming academic presentation the Board provided feedback on how they would like to see the data presented. That feedback included streamlining the data, presentation of PARCC, MAP and ISEL data by cohort and inclusion of at-risk subgroups. Common feedback also included comparing our data to identified benchmark districts. Dr. Gordon noted the comparisons will be with PARCC data as other districts do not typically share MAP data. The presentation will also include a district summary and an overview of action steps planned.

Board discussion include neighboring and benchmark districts and how they were identified, the value in using student performance on report cards, identifying a tool to measure social emotional learning and data planned for the end of year presentation. The Board also discussed reviewing data for special programs such Dual Language and Pre-K with regard to possibly using that data to evaluate District initiatives in the future.

- C. 2016-2017 Student Fees:** At the last meeting the Board continued their conversation on Student Fees. At that time the Board directed the administration to return with additional information related to activity, band and technology fees for the Board to consider. Dr. Gordon provided an overview of that information. Mr. Escalante suggested moving this discussion to late February/early March in order to allow the Board to consider the impact of fees as they review the five year plan scheduled in early February. The board asked some clarifying questions on the structure of the user fees and agreed to hold on the discussion of fees until February.

### **VIII. Action Items**

- A. Consent Agenda;** Board members Elger moved and Ellis seconded to approve the reports and actions contained in the consent agenda which included:

**1. Finance, Facilities and Operations**

- a) Treasurer's Report**
- b) Investment Schedule**
- c) Monthly Revenue/Expenditure Summary Report**
- d) Summary of Bills and Payroll**
- e) Vandalism Report**
- f) Disposal of Surplus Property**
- g) 2015/2016 FOIA Report**
- h) School District Payment Order - December 09, 2015 through January 5, 2016**

**2. Other Matters**

- a) Board Meeting Minutes**

**1) December 14, 2015 - Closed Session Minutes**

On a roll call vote answering: "Aye": Bochenski, Buchholz, Clark, Elger, Ellis, Escalante and Nelson; answering "Nay": None. Motion carried.



## **B. Superintendent's Recommendations**

- 1. December 14, 2015 - Regular Meeting Minutes** *Board members Elger moved and Bochenski seconded to approve the December 14, 2015 regular meeting minutes as presented.*

Mrs. Nelson noted that Mrs. Clark emailed the Board recording secretary requesting edits to the presented minutes. The Board discussed their perspectives of Mrs. Clark's request and debated the accuracy of what was noted.

*Mrs. Clark motioned and Mr. Buchholz seconded to amend the motion to approve the minutes as amended by Mrs. Clark.*

Mrs. Clark asked Board members for any questions regarding her suggestions. Mr. Bochenski stated that he does not agree with all of the recommendations. Mrs. Clark stated that one of her concerns was that when referring to the HumaneX survey summary, the language is very specific and not a fair representation of the opinion of all of the Board, specifically her and Mr. Buchholz. Mr. Bochenski and Mr. Buchholz discussed their perspectives of how the minutes are captured. Mr. Buchholz further stated that he feels the minutes should reflect a fair and balanced representation of the comments. Mrs. Clark explained that in following the process she has asked for these edits based on how she views the minutes and what she feels is necessary to change and recognizes that not everyone will agree with her suggestions, but it is important to represent all viewpoints.

*Board member Ellis motioned and Escalante seconded to table the motion to approve the December 14, 2015 regular meeting minutes to allow for Board members to review and consider Mrs. Clark suggested changes.*

*On a roll call vote answering "Aye": Buchholz, Clark, Ellis, and Escalante; answering "Nay": Elger, Bochenski and Nelson. Motion to table carried.*

- 2. Personnel Report:** *Board members Ellis moved and Elger seconded to approve the personnel report recommendation which includes a resignation of Mrs. McArdle effective June 10, 2016 and Employment Recommendations of a part-time School Secretary at Hadley Jr. High, a full-time Assistant Superintendent/CSBO contract starting May 1, 2016 through June 30, 2016 at a salary of \$28,381.76 plus TRS and a full time Assistant Superintendent/CSBO contract for the 2016-2017 school year at a salary of \$169,000 plus TRS. On a roll call vote answering "Aye": Buchholz, Elger, Escalante, Clark, Bochenski, Ellis and Nelson; answering "Nay": None. Motion carried.*

Board members discussion included the following:

Mr. Buchholz is unable to support the recommendation because, for him, Dr. Gordon was not able to specifically identify areas of the 2016-2017 budget where cuts will be made.

Mrs. Nelson clarified that Dr. Gordon shared with the Board the recommendation for the new CSBO- the District would realize a savings of \$10,000 this year and next year the administration will shift priorities and reduce amounts in line items of purchased services, supplies and other expenses by \$30,000.

Mr. Ellis asked for clarification on how those reductions will be reflected in the

future. Mr. Escalante and Dr. Gordon noted these conversations and identification will need to be evident during the budgeting conversations. Mr. Ellis & Mr. Escalante requested that this specific topic and other line item reduction information are included as an Open Item at a future finance meeting.

Mr. Elger clarified that the cost shift is applied in the next budget and going forward.

Mrs. Clark understands what has been presented however she does not have the confidence that the cost shift will happen as presented without concrete data or evidence presented to her.

Mr. Escalante noted that Dr. Gordon is not able to give specific dollar amounts of how much money will be shifted from one line item to another without completing the budget process. Short of holding off until August to hire the candidate, the Board needs to trust Dr. Gordon will make the appropriate adjustments as he presented.

Board members continued to discuss their perspectives on the funding plan for the new Assistant Superintendent request; disagreeing how it was presented.

Mr. Bochenski requested a roll call.

*On a roll call vote answering "Aye": Elger, Ellis, Escalante, Bochenski and Nelson; answering "Nay": Buchholz and Clark. Motion carried*

**3. Class Size Targets for 2016-2017** *Board members Ellis moved and Elger seconded to approve the Class Size Targets for 2016-2017 as presented.*

Mrs. Nelson noted she was pleased to see a reinforcement of monitoring academic performance in setting targets and clarified that these are targets and not necessarily a class size cap.

Mrs. Clark asked for clarification on why these decisions are made at this time of year. Mrs. Campbell noted these targets are connected to planning for next year, meeting statutory deadlines related to reducing staff and also for budgetary consideration. Mrs. Campbell reminded the Board that this recommendation can be amended in the future if necessary.

*On a roll call vote answering "Aye": Ellis, Escalante, Bochenski, Buchholz, Clark, Elger, and Nelson answering "Nay": None, Motion carried.*

**4. Vehicle Purchase - Buildings and Grounds:** In November of 2015 the Board approved the 2016-2017 capital projects. Included was approval to replace two of the District's vehicles. Building and Grounds Director Dave Scarmardo was notified by one of the approved Illinois vendors that there is an opportunity to order the two 2016 Ford F-250 maintenance vehicles for the upcoming fiscal year with a cost savings of approximately of \$5,000. In order to take advantage of the savings, the District will need to commit to purchase, and take delivery of both vehicles in January 2016. The administration will reprioritize its spring 2015-2106 budget to accommodate this purchase and funds will originate from the Contract Maintenance budget line item. This particular account supports roofing and tuck-pointing repairs. To date, only minor roofing repairs have been completed, and no masonry repairs have

been required or are anticipated. The Capital Projects budget for the 2016/2017 year will be reduced by \$65,000. The District's current vehicles will be sold via sealed bid as required by Illinois School Code.

*Board members Ellis, moved and Escalante seconded to approve the recommendation to purchase two 2016 Ford F-250 vehicles w/plows at a cost of \$60,800 from the 2015/2016 Building and Grounds budget as presented.*

*On a roll call vote answering "Aye": Bochenski, Buchholz, Clark, Elger, Ellis, Escalante and Nelson answering "Nay": None, Motion carried.*

## **IX. Board Reports**

### **A. Discussion and Action – TRS/THIS Administrator Compensation**

**Parameters :** *Board members Elger moved and Bochenski seconded to approve continuing the District's current practice of including in administrative contracts the benefit of Board payment of the administrator's required contributions to the Illinois Teachers' Retirement System and the Teacher Health Insurance Security Fund subject to the following:*

- 1. The maximum contribution to TRS by the Board shall be capped at the current TRS rate of 9.4% which, with the application of the additional factor required by TRS, results in a maximum contribution to TRS in the amount of 10.3753% of the administrator's creditable earnings.*
- 2. The maximum contribution by the Board to THIS shall be capped at the current rate of 1.07% of the administrator's creditable earnings.*
- 3. If either, or both, of the TRS and THIS contribution rates increase, the additional contributions shall be deducted from the administrator's base salary, to the extent permitted by law.*
- 4. When reporting to the public and the media the salary of administrators, the amounts and/or percentages picked up by the Board as provided for above shall be included so as to accurately reflect the compensation of the administrators.*

*Mrs. Clark asked a clarifying question of how administrator salaries are currently reported. Dr. Gordon stated we currently follow this practice by posting our required Administrator Salary report each year.*

*On a roll call vote answering "Aye": Escalante, Bochenski, Buchholz, Clark, Elger, Ellis and Nelson answering "Nay": None, Motion carried.*

Mrs. Nelson reported on the following:

- A report from PTA council summary (Attached)
- Information on an opportunity for Board members to learn more about the ESSA on January 19 at Bloomingdale Golf Course.
- LEND Executive Committee meeting where they discussed the state's education and ISBE budget for next year.

Mrs. Clark shared the email received from Hadley teacher Paul Marchese on the celebration in the Hadley Music Department (Attached).

Mrs. Clark also reported on her attendance at the Band concerts at Hadley in December and asked if the administration can provide an update on "Demo-Day" for band recruitment in the elementary schools will be handled this year.

## **XII. Upcoming Meetings**

- A.** Saturday, January 23, 2016- Special Board Workshop Meeting; 8:00 a.m. - Central Services Office
- B.** Monday, January 25, 2016- Regular Board Meeting; 7:30 p.m. - Central Services Office
- C.** Monday, February 08, 2016- Regular Board Meeting; 7:30 p.m. - Central Services Office


**XIII. Adjourn to Closed Session:** *Board member Escalante moved and Buchholz seconded to adjourn to closed session to discuss the placement of individual students in special education programs and other matters relating to individual students. On a roll call vote answering "Aye": Clark, Elger, Escalante, Bochenski, Buchholz, and Nelson answering "Nay": None, Motion carried.*

**XIV. Return to Open Session:** The Board returned to open session at 11:58 p.m.

**XV. Adjournment:** *At 11:59 p.m. Board member Bochenski moved and Escalante seconded to adjourn the January 11, 2016 Regular meeting. Motion carried on a unanimous voice vote.*

Respectfully submitted,

Nancy Mogk, Board Recording Secretary



Erica Nelson, Board President



Dean Elger, Board Secretary

Approved: January 25, 2016



Glen Ellyn School District 41: Ignite Passion. Inspire Excellence. Imagine Possibilities.

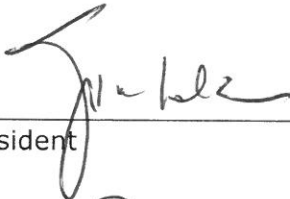
### School District Payment Order

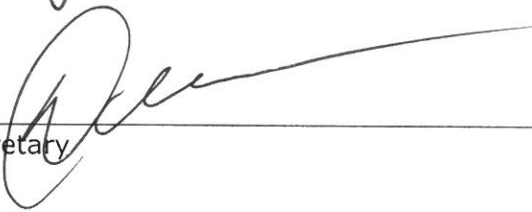
The Treasurer, Paul Gordon, of Glen Ellyn School District 41 in DuPage County, shall pay to the order of the attached list of vendors the sum of \$1,329,469.38 for December accounts payable and payroll liability checks and the sum of \$606,568.69 for January accounts payable and liability checks.

This order authorizes the Treasurer to pay board-approved bills before the meeting minutes are officially approved.

By order of the School Board of Glen Ellyn District 41.

Order Date: January 11, 2016

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

*We make a difference. We embrace change together. We are a true team of professionals. We build the future.*

---

Superintendent Dr. Paul Gordon

Glen Ellyn School District 41

793 N. Main St., Glen Ellyn, IL 60137

Phone 630.790.6400 Fax 630.790.1867 [www.d41.org](http://www.d41.org)



CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	AMOUNT	DESCRIPTION	
12/17/2015	21903	GALLO, MICHELLE	-173.00	REIMBURSEMENT-CONF EXPENSES	
12/28/2015	22004	CHANNAHON JUNIOR HIG	-225.00	Hadley Wrestling varsity tournament fee	
12/15/2015	22107	STEEL MANAGEMENT	-10,300.00	Multiple Invoices	
12/15/2015	22124	AFSCME	2,120.97	Multiple Invoices	
12/15/2015	22125	TOM VAUGHN, CHAPTER	282.50	Payroll accrual	
12/17/2015	22126	COMMONWEALTH EDISON	94.34	CH ELECT 11/10-12/11/15	
12/17/2015	22127	EFLEX GROUP	610.13	HRA RENEWAL FEE	
12/17/2015	22128	GALLO, MICHELLE	173.00	REIMBURSEMENT-CONF EXPENSES	
12/17/2015	22129	PUBLIC STORAGE	2,475.00	Multiple Invoices	
12/17/2015	22130	STEEL MANAGEMENT	5,800.00	Steel barrier railing designed and built for Ben Franklin to match existing railing near slope by play area.	
12/17/2015	22131	STEEL MANAGEMENT	4,500.00	CH STRUCTURAL/MISC STEEL	
12/17/2015	22132	THE OMNI GROUP	58.50	403B OVERSIGHT	
12/17/2015	22133	UNUM LIFE INSURANCE	2,580.52	LTD JANUARY	
12/17/2015	22134	WAGEWORKS	335.94	FSA INVOICE 20150256922	
12/18/2015	22135	CALL ONE	7,665.76	PHONE SERVICE 12/15-1/14	
12/28/2015	22137	CHANNAHON JUNIOR HIG	225.00	Hadley Wrestling varsity tournament fee	
12/30/2015	22138	AFSCME	2,149.09	Multiple Invoices	
12/30/2015	22139	TOM VAUGHN, CHAPTER	282.50	Payroll accrual	
12/15/2015	201500331	GLEN ELLYN EDUCATION	16,838.70	Multiple Invoices	
12/15/2015	201500333	ILLINOIS DEPT OF REV	36,552.97	Multiple Invoices	
12/15/2015	201500334	INTERNAL REV SERVICE	186,368.79	Multiple Invoices	
12/15/2015	201500335	T H I S	18,391.06	Multiple Invoices	
12/15/2015	201500336	TEACHERS RETIREMENT	98,411.13	Multiple Invoices	
12/15/2015	201500337	WAGEWORKS	5,434.65	Multiple Invoices	
12/15/2015	201500338	THE OMNI GROUP	35,817.41	Multiple Invoices	
12/15/2015	201500339	EXPERT PAY	1,613.92	Payroll accrual	
12/16/2015	201500340	EFLEX GROUP	397.44	HRA ADM FEES DEC	
12/16/2015	201500341	EDUCATIONAL BENEFIT	431,697.70	AD&D, DENTAL, LIFE, MEDICAL INSURANCE DECEMBER	
12/16/2015	201500342	T H I S	5,920.25	THIS FUND DEC	
12/30/2015	201500343	GLEN ELLYN EDUCATION	16,838.82	Multiple Invoices	
12/30/2015	201500344	ILL MUNICIPAL RETIRE	61,043.74	Multiple Invoices	
12/30/2015	201500345	ILLINOIS DEPT OF REV	37,571.23	Multiple Invoices	
12/30/2015	201500346	INTERNAL REV SERVICE	191,022.05	Multiple Invoices	
12/30/2015	201500347	T H I S	19,114.46	Multiple Invoices	
12/30/2015	201500348	TEACHERS RETIREMENT	105,300.91	Multiple Invoices	
12/30/2015	201500349	WAGEWORKS	5,430.36	Multiple Invoices	
12/30/2015	201500350	THE OMNI GROUP	35,108.41	Multiple Invoices	
12/30/2015	201500351	EXPERT PAY	1,613.92	Payroll accrual	
12/18/2015	201500352	RELIANCE STANDARD LI	326.21	LTD JANUARY	

Totals for checks 1,329,469.38

## FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	1,211,999.54	0.00	9,827.92	1,221,827.46
20	Operations & Maintenance Fund	0.00	0.00	10,235.10	10,235.10
30	Debt Service Fund	0.00	0.00	0.00	0.00
50	Social Security/Medicare Fund	56,029.70	0.00	0.00	56,029.70
51	Ill Municipal Retirement Fund	41,377.12	0.00	0.00	41,377.12
60	Capital Projects Fund	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	1,309,406.36	0.00	20,063.02	1,329,469.38

\*\*\*\*\* End of report \*\*\*\*\*

CHECK	CHECK	INVOICE
DATE	NUMBER VENDOR	AMOUNT DESCRIPTION
01/05/2016	22140 1000BULBS.COM	1,337.16 Multiple Invoices
01/05/2016	22141 A RELIABLE PRINTING	87.00 PBL Thank You Notes Envelope Replenishment
01/05/2016	22142 ABSOLUTE FIRE PROTEC	900.00 FG FIRE PROTECTION
01/05/2016	22143 ADVANTAGE NETWORK	125.55 Band Supplies
01/05/2016	22144 AIR FILTER ENGINEERS	73.00 PLEATED FILTERS
01/05/2016	22145 AMERICAN READING COM	35.00 Books for Pre-k
01/05/2016	22146 AQUASCAPE	1,260.00 Hadley pond maintenance agreement
01/05/2016	22147 ASSETGENIE INC	1,113.70 Replacement Parts for Damaged Chromebooks Please email the signed PO to me when processed New Vendor Info AG Parts 220 Huff Avenue, Suite 400 Greensburg, PA 15601 Phone - 724-838-9588 Fax - 724-838-9589
01/05/2016	22148 AT&T	2,026.17 ACCESS 12/22-1/21
01/05/2016	22149 AT&T	43.47 630- Z99-0236 12/16-1/15
01/05/2016	22150 AT&T	16,055.57 831-0003789-083 12/25-1/24, SERV ORDER BANDWITH
01/05/2016	22151 B & F CONSTRUCTION C	586.67 B&F construction inspections for phase III @ CH
01/05/2016	22152 BISPING CONSTRUCTION	33,064.00 Multiple Invoices
01/05/2016	22153 BLICK, DICK	81.40 art supplies
01/05/2016	22154 BLOOMINGDALE SCHOOL	458.92 SEPT HOMELESS TRANS
01/05/2016	22155 BOUND TO STAY BOUND	769.05 Multiple Invoices
01/05/2016	22156 BRIDGES FOR LANGUAGE	223.13 Multiple Invoices
01/05/2016	22157 BUSINESS SOLVER	69.75 Ancillary Plan Services PEPM-non EBC sponsored lines of coverage. December Service Fees Invoice# 0030532
01/05/2016	22158 CALLICOAT, MARCIE	134.15 Scholastic Book Warehouse Sale
01/05/2016	22159 CANNONBALL MECHANICA	3,998.00 FG PLUMBING
01/05/2016	22160 CARUSO MIDDLE SCHOOL	250.00 Wrestling tournament fee @ Caruso Middle School in Deerfield on 2/13/16 = \$250.00
01/05/2016	22161 CLARE WOODS ACADEMY	4,675.44 Nov/Dec Tuition For D41 Student
01/05/2016	22162 COMM CONSL SCHOOL DI	300.00 Multiple Invoices
01/05/2016	22163 COMPLETE PUMP SERVIC	688.76 Multiple Invoices
01/05/2016	22164 COMPLETE FENCE	1,500.00 Installation of safety fencing and 1 gate & post disturbed from construction
01/05/2016	22165 CONFERENCE TECHNOLOG	10,533.00 Multiple Invoices
01/05/2016	22166 CONSERV FS	616.38 Multiple Invoices
01/05/2016	22167 COPAS, BOB	130.00 Multiple Invoices
01/05/2016	22168 CORNERSTONE CARPENTR	1,148.00 Custom modesty panels for new furniture for AL Library project
01/05/2016	22169 CORRECT ELECTRIC	15,969.00 CH ELECTRICAL
01/05/2016	22170 CORRECT ELECTRIC	9,074.00 FG ELECTRICAL
01/05/2016	22171 CORRECT ELECTRIC	21,227.50 Multiple Invoices
01/05/2016	22172 CORRECT MONITORING S	494.00 ANNL MONITORING BURGLAR

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE AMOUNT	DESCRIPTION
				ALARM SYSTEM
01/05/2016	22173	COSGROVE CONSTRUCTIO	965.00	FG PAINTING/COATING
01/05/2016	22174	CROWN CENTER, ROBERT	100.00	Adapted Program for Special Education Students Suburban Outreach Centers for Health Education - Robert Crown Invoice #2016483
01/05/2016	22175	DAILY HERALD	38.20	SUBSCRIPTION 12/25-1/20/16
01/05/2016	22176	DEGRAF CONCRETE CONS	7,190.00	FG BLDG/SITE CONCRETE
01/05/2016	22177	DELEO, MARK	65.00	B-ball ref 12/17
01/05/2016	22178	DEMCO	47.47	labels for genrification
01/05/2016	22179	DIRECT FITNESS SOLUT	2,650.00	Invoice#7281 Certified Pre-Owned AMT
01/05/2016	22180	DIST #15, MARQUARDT	62,779.89	NOV FOOD SERVICE
01/05/2016	22181	DUPAGE FEDERATION ON	65.65	Translating
01/05/2016	22182	EASTER SEALS METROPO	6,314.40	November Tuition for D41 Student Invoice #12739
01/05/2016	22183	ELENS & MAICHIN ROOF	7,083.00	FG ROOFING/SHEET METAL
01/05/2016	22184	ELIM CHRISTIAN SERVI	11,505.24	November Tuition for two Dist 41 Students Invoice # 150178
01/05/2016	22185	ESCOBAR HERNANDEZ, G	21.59	REIMBURSE MILEAGE
01/05/2016	22186	ESPECIALNEEDS, LLC	572.95	Changing Table for Special Education Students - Early Childhood - Forest Glen Please ship to Forest Glen School, 561 Elm Street, Glen Ellyn, IL 60137 Call Karen Mullenax at 630-534-7351 or Chris Monahan 630-534-7232 for shipping quote & instructions
01/05/2016	22187	EVEREST SNOW MANAGEM	5,443.00	Multiple Invoices
01/05/2016	22188	FGM ARCHITECTS-ENGIN	5,437.50	2015 CH 4 CLASSROOM ADDTN 11/1-11/30
01/05/2016	22189	FIRM SYSTEMS	230.00	Invoice #1020073-IN Fingerprinting for [REDACTED] [REDACTED] [REDACTED]
01/05/2016	22190	FOUR POINT 0	3,727.00	New shades for administration offices
01/05/2016	22191	FQC	12,804.00	CH CONSTRUCTION MANAGEMENT
01/05/2016	22192	FREDERICK, LANCE	165.60	[REDACTED] [REDACTED] [REDACTED]
01/05/2016	22193	GIANT STEPS	11,807.74	January Tuition for two District 41 Students Invoice #041-0116E
01/05/2016	22194	GLENBARD ELECTRIC SU	58.32	FUSES
01/05/2016	22195	GRAYBAR ELECTRIC CO	1,629.42	Multiple Invoices
01/05/2016	22196	GREAT LAKES ELEVATOR	475.00	BF ELEVATOR SERV CALL
01/05/2016	22197	GUST, CAROLYN	13.87	Mileage
01/05/2016	22198	H-O-H CHEMICALS INC	2,030.72	Water treatments for all boilers B-602 & CS-38
01/05/2016	22199	HOUSE OF GRAPHICS	2,220.00	Invoice 1511077 Newsletter and Mailing
01/05/2016	22200	HUFCOR INC DBA HUFCO	2,610.00	Multiple Invoices

CHECK	CHECK	INVOICE
DATE	NUMBER VENDOR	AMOUNT DESCRIPTION
01/05/2016	22201 HUMANEX VENTURES	350.00 Invoice# 4428E - SB presentation
01/05/2016	22202 IGSMA KIMBERLY A.	811.25 Registration for District Music Contest
01/05/2016	22203 ILLINOIS PRINCIPALS	50.00 Katie Purse/10-14-15 Onsite Workshop
01/05/2016	22204 INNOVATIVE LEARNING	103.00 Supplies/Curriculum materials for Resource @ FG
01/05/2016	22205 INTERNATIONAL PLASTI	168.21 12/7/2015 School Lietracy supplies
01/05/2016	22206 IWANSKI MASONRY INC	18,008.00 FG MASONRY
01/05/2016	22207 JC HARRIS & SONS INC	7,330.00 FG CARPENTRY/DRYWALL/MISC SPECIALT
01/05/2016	22208 JUNIOR LIBRARY GUILD	117.30 book purchase
01/05/2016	22209 JUST RITE ACOUSTICS	5,763.00 FG ACOUSTICAL CEILING
01/05/2016	22210 K & K IRON WORKS LLC	9,968.00 FG STRUCTURAL/MISC STEEL
01/05/2016	22211 KAGAN & GAINES INC	172.96 Multiple Invoices
01/05/2016	22212 KRANZ	202.64 TOWELS
01/05/2016	22213 LA FORCE	2,901.00 FG H.MTL/WD DOORS/F HARDWARE
01/05/2016	22214 LAZZARA, DEBORAH	15.50 12/9/2015 Lazzara reimbursement classroom supplies
01/05/2016	22215 LOWERY MCDONNELL	100,842.85 Multiple Invoices
01/05/2016	22216 LUKANCIC MIDDLE SCHO	250.00 Wrestling tournament fee @ Lukancic Middle School on 2/5 and 2/6/16 = \$250.00
01/05/2016	22217 MACGILL & CO, WM V	187.00 Multiple Invoices
01/05/2016	22218 MACNEAL SCHOOL	6,300.13 Multiple Invoices
01/05/2016	22219 MATTHEWS, KATELYN	22.01 Reimbursement to Katelyn Matthews (Hadley Staff)
01/05/2016	22221 MAXIM HEALTHCARE SER	5,321.00 Multiple Invoices
01/05/2016	22222 MCHENRY GLASS & MIRR	9,310.00 Multiple Invoices
01/05/2016	22223 MENARDS	146.98 ASST SUPP
01/05/2016	22224 METRO PROFESSIONAL P	4,562.56 Multiple Invoices
01/05/2016	22225 MIDAMERICAN ENERGY	31,417.40 Multiple Invoices
01/05/2016	22226 MOVIE LICENSING USA	2,017.00 Annual Renewal for Public Performance Movie License
01/05/2016	22227 NORTHERN ILLINOIS GA	304.70 Multiple Invoices
01/05/2016	22229 OFFICE DEPOT	2,382.91 Multiple Invoices
01/05/2016	22230 OLIVE GROVE LANDSCAP	7,808.38 Multiple Invoices
01/05/2016	22231 ORKIN LLC	1,300.86 Multiple Invoices
01/05/2016	22232 PADDOCK ENTERPRISES,	596.00 AL STAGE REPAIR
01/05/2016	22233 PALOS SPORTS INC	1,454.45 Multiple Invoices
01/05/2016	22234 PARKLAND PREPARATORY	11,056.08 December Tuition for four Dist 41 Students Invoice #1334
01/05/2016	22235 PATER, JIM	65.00 B-ball ref 12/15
01/05/2016	22236 PCM	7,190.00 Multiple Invoices
01/05/2016	22237 PESI INC	199.00 Registration for Special Education Law in Illinois Workshop in Naperville on Thursday, Feb 4th, 2016 Staff Name: Mary Grande Position: School Psychologist E-Mail mgrande@d41.org
01/05/2016	22238 POLENDER, WES	65.00 B-ball ref 12/15



CHECK	CHECK	INVOICE
DATE	NUMBER VENDOR	AMOUNT DESCRIPTION
01/05/2016	22239 PROVIDASTAFF LLC	420.00 EDU Healthcare DOS 11/30/15 Invoice #8279
01/05/2016	22240 PYRAMID EDUCATIONAL	149.60 Supplies for EC Structured Class at Forest Glen Special Education
01/05/2016	22242 QUINLAN & FABISH MUS	1,144.10 Multiple Invoices
01/05/2016	22243 READYREFRESH BY NEST	306.05 Multiple Invoices
01/05/2016	22244 REALLY GOOD STUFF IN	151.04 Multiple Invoices
01/05/2016	22245 ROSCOE CO	321.91 Multiple Invoices
01/05/2016	22246 ROTARY CLUB OF GLEN	147.00 Invoice# 6368 - Dues & Meals
01/05/2016	22247 SCHOOL HEALTH	92.84 health office supplies
01/05/2016	22249 SCHOOL SPECIALTY	1,830.69 Multiple Invoices
01/05/2016	22250 SEAL OF ILLINOIS	3,682.26 November Tuition for D41 Student Invoice # 5641
01/05/2016	22251 SEPTRAN INC	2,430.37 Transportation for D41 Student at Easter Seals Invoice #50-123
01/05/2016	22252 SHADEOLOGY LLC	2,564.00 Multiple Invoices
01/05/2016	22253 SOARING EAGLE ACADEM	15,756.67 Multiple Invoices
01/05/2016	22254 SOUND INC	1,096.00 HD SERV CALL
01/05/2016	22255 SOUTH SIDE CONTROL S	164.76 REPAIR PARTS
01/05/2016	22256 TEICHMILLER, ANDREA	46.35 REIMBURSEMENT-MILEAGE
01/05/2016	22257 TERRACON	2,920.00 Testing services for new construction at Churchill
01/05/2016	22258 THINKING MOVES	78.40 12/3/2015 Title 1 Extended Day Kdg Classroom supplies
01/05/2016	22259 TIGERDIRECT.COM	2,035.77 Multiple Invoices
01/05/2016	22260 TIMPONE, ALISSA	9.75 Reimbursement for previously lost library material.
01/05/2016	22261 TSI COMMERCIAL FLOOR	2,194.00 FG RESILIENT/CARPETING
01/05/2016	22262 UNISOURCE WORLDWIDE	4,806.00 Multiple Invoices
01/05/2016	22263 UNITED ANALYTICAL SE	4,067.50 Multiple Invoices
01/05/2016	22264 UNITED RADIO COMMUNI	1,840.00 2-way radio firmware updates for all repeaters within the district. Replacement of battery back-ups, digital portable radio updates.
01/05/2016	22265 UNITED STATES POSTAL	225.00 Standard mail permit type PI, Permit No. 139
01/05/2016	22266 UNITED STATES TREASU	2.28 Amount Owed to IRS for 3rd Quarter 2014 Taxes
01/05/2016	22267 VANGUARD ENERGY SERV	8,004.03 GAS 11/01-11/30/15
01/05/2016	22268 VARIDISK LLC	435.00 Invoice #I-N-17036
01/05/2016	22269 VILLAGE OF GLEN ELLY	5,732.82 Multiple Invoices
01/05/2016	22270 VORTEX COMMERCIAL FL	8,800.00 21st Century carpeting installation in classrooms at BF,AL
01/05/2016	22271 WASTE MANAGEMENT WES	3,275.19 JAN DISP
01/05/2016	22272 WEILAND, JANET	175.00 Reimbursement for 2015 Midwest Clinic Annual Conference Registration -Confirmation #447353
01/05/2016	22273 WEST MUSIC CO	20.00 Learning through music Vol. 2 Item # 803838 Purple cover- \$20.00
01/05/2016	22274 WISS, JANNEY, ELSTNE	9,000.00 Board approved roofing report

CHECK	CHECK		INVOICE
DATE	NUMBER	VENDOR	AMOUNT DESCRIPTION
			by Wiss, Janney, Elstner Associates, Inc. for Hadley Wiss, Janney, Elstner Associates, Inc 330 Pfingsten Rd Northbrook, IL 60062 847-272-7400 847-291-9599 fx
01/05/2016	22275	WRONA, ROBERT	65.00 B-ball ref 12/8
01/04/2016	201500353	T H I S	5,670.25 THIS FUND JAN
01/05/2016	201500354	REV TRAK	1,050.56 REV TRACK DECEMBER
		Totals for checks	606,568.69

## FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	2.28	0.00	198,345.25	198,347.53
20	Operations & Maintenance Fund	0.00	0.00	248,464.60	248,464.60
40	Transportation Fund	0.00	0.00	3,054.89	3,054.89
60	Capital Projects Fund	0.00	0.00	156,701.67	156,701.67
***	Fund Summary Totals ***	2.28	0.00	606,566.41	606,568.69

\*\*\*\*\* End of report \*\*\*\*\*

**Glen Ellyn School District #41  
Board Report**

**Date:** January 11, 2016

**Title:** Personnel Report – Final

**Contact:** Laurie Campbell, Assistant Superintendent for Human Resources

**Long-Range Plan Focus:** The recommendations contained in this Personnel Report support Goal #2, Development of Human Capital, of the Superintendent's Long-Range Plan.

**Employment Recommendations:**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Placement/Salary</b>	<b>Effective Date</b>
Auble, Linda	Hadley	School Secretary (.50 FTE)	\$12.36 per hour / \$4,681.30	January 04, 2016
Witham, Cheryl	CSO	Assistant Superintendent/CSBO	\$28,381.76 base salary plus TRS	May 1, 2016-June 30, 2016
Witham, Cheryl	CSO	Assistant Superintendent/CSBO	\$169,000.00 base salary plus TRS	July 1, 2016-June 30, 2017

**Resignation:**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Effective Date</b>
Aguilar-McArdle, Annissa Kuki	Hadley	Literacy Teacher	June 10, 2016

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

**GLEN ELLYN SCHOOL DISTRICT NO. 41  
ASSISTANT SUPERINTENDENT/CSBO**

**THIS AGREEMENT** is made by and between the BOARD OF EDUCATION, GLEN ELLYN SCHOOL DISTRICT NO. 41, DUPAGE COUNTY, ILLINOIS (hereinafter the "BOARD"), and **CHERYL WITHAM** (hereinafter "ASSISTANT SUPERINTENDENT/CSBO").

**IT IS AGREED:**

1. **EMPLOYMENT.** **CHERYL WITHAM** is hereby hired and retained from July 1, 2016, through and including June 30, 2017, as ASSISTANT SUPERINTENDENT/CSBO.

2. **DUTIES.** The duties and responsibilities of the ASSISTANT SUPERINTENDENT/CSBO shall be those incidental to the office of the ASSISTANT SUPERINTENDENT/CSBO, those set forth in the job description, those duties contained in BOARD Policy and Procedures, those obligations imposed by the laws of the State of Illinois upon the ASSISTANT SUPERINTENDENT/CSBO, other professional duties customarily performed by an ASSISTANT SUPERINTENDENT/CSBO and additional duties as from time to time may be assigned to the ASSISTANT SUPERINTENDENT/CSBO by the BOARD or the Superintendent. All of the foregoing may be modified from time to time by the BOARD or by law. The BOARD reserves the right to reassign the ASSISTANT SUPERINTENDENT/CSBO to different duties from time to time during the term of this Agreement, without a loss of pay.

3. **EVALUATION.** At least annually, but not later than June 30 of each year, the SUPERINTENDENT shall review the ASSISTANT SUPERINTENDENT/CSBO's performance. The evaluation shall include, but not be limited to criteria set forth in applicable BOARD Policies and Procedures, rapport with the SUPERINTENDENT, BOARD, administrators, teachers, staff and the community, and such other factors of appraisal that may be established by the SUPERINTENDENT. The SUPERINTENDENT shall provide the appraisal of the ASSISTANT SUPERINTENDENT/CSBO's performance in writing. Failure by the SUPERINTENDENT to complete the evaluation does not preclude dismissal or non-renewal, except as otherwise required by law.

4. **COMPENSATION.** In consideration of the annual base salary of **ONE HUNDRED SIXTY-NINE THOUSAND DOLLARS AND ZERO CENTS (\$169,000.00)**, the ASSISTANT SUPERINTENDENT/CSBO agrees to devote such time, skill, labor and attention to her employment, in order to faithfully and effectively perform the duties of ASSISTANT SUPERINTENDENT/CSBO. Compensation shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the administrative staff, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD retains the right to adjust the annual base salary, and/or benefits of the ASSISTANT SUPERINTENDENT/CSBO during the term of this Agreement, provided that any such adjustment shall not lower the annual base salary set forth above or the TRS/THIS contributions set forth in paragraph 6 below. Any adjustment in salary made during the life of this Agreement shall be in the form of an amendment and shall become a part of this Agreement;



provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ASSISTANT SUPERINTENDENT/CSBO nor that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT SUPERINTENDENT/CSBO, however, may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if all parties agree and the agreement is reduced to writing.

**5. DEFERRED COMPENSATION.** From the annual base salary stated in Section 4 above, the ASSISTANT SUPERINTENDENT/CSBO may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the Internal Revenue Code as adopted by the BOARD, and/or (2) annually authorize salary reduction contributions pursuant to and in accordance with the terms of a plan as described in Section 403(b) of the Internal Revenue Code as adopted by the BOARD.

**6. TEACHERS' RETIREMENT SYSTEM AND THIS CONTRIBUTIONS.** In addition to the salary provided for in this contract, the Board shall pick up and pay, on behalf of the ASSISTANT SUPERINTENDENT/CSBO, all retirement contributions to the Illinois Teachers' Retirement System (TRS) as required by Section 16-152.1 of the Illinois Pension Code and the Teachers' Health Insurance (THIS) Fund contributions paid to TRS as required by 5 ILCS 375/6.6, as of the effective date of this contract. The maximum contribution to TRS by the Board shall be capped at the current TRS rate of 9.4% which, with the application of the additional factor required by TRS, results in a maximum contribution to TRS in the amount of 10.3753% of the ASSISTANT SUPERINTENDENT/CSBO's creditable earnings. The maximum contribution by the Board to THIS shall be capped at the current rate of 1.07% of the ASSISTANT SUPERINTENDENT/CSBO's creditable earnings. If either or both of the foregoing contributions are increased by law or by TRS during the term of this contract, the Board shall confer with the ASSISTANT SUPERINTENDENT/CSBO and make a determination, in its sole discretion, whether to pick up and pay all or some portion of the increase or otherwise adjust the compensation of the ASSISTANT SUPERINTENDENT/CSBO. If a decision is not made to do so, the additional contributions shall be deducted from the ASSISTANT SUPERINTENDENT/CSBO's base annual salary.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ASSISTANT SUPERINTENDENT/CSBO'S behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended and other applicable law. The ASSISTANT SUPERINTENDENT/CSBO shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The ASSISTANT SUPERINTENDENT/CSBO does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid by the BOARD to the Illinois Teachers' Retirement System. These contributions are made as a condition of the ASSISTANT SUPERINTENDENT/CSBO's employment for her service, knowledge and experience.

**7. LICENSURE.** The ASSISTANT SUPERINTENDENT/CSBO shall maintain during the term of this Agreement, a valid, appropriate, and properly registered LICENSE to act

as ASSISTANT SUPERINTENDENT/CSBO, in accordance with the laws of the State of Illinois and as directed by the BOARD.

**8. OTHER WORK.** The ASSISTANT SUPERINTENDENT/CSBO shall confine her professional and employment activities to the business of the School District except to the extent approved in advance by the Superintendent.

**9. VACATION, PERSONAL, BEREAVEMENT, AND SICK LEAVE.** The ASSISTANT SUPERINTENDENT/CSBO shall receive TWENTY (20) vacation days annually (July 1 - June 30), exclusive of weekends, legal school holidays and those days in winter and spring recess that the SUPERINTENDENT may designate as non-work days. In the event the ASSISTANT SUPERINTENDENT/CSBO wishes to be absent on working days during winter and spring recess, the ASSISTANT SUPERINTENDENT/CSBO shall use vacation days. The ASSISTANT SUPERINTENDENT/CSBO shall be entitled to "carry over" a maximum of five (5) days from year to year with the explicit understanding that the ASSISTANT SUPERINTENDENT/CSBO cannot accumulate more than five (5) "carry over" days. The ASSISTANT SUPERINTENDENT/CSBO shall make a written request to the SUPERINTENDENT by June 15<sup>th</sup> if she would like to carry over vacation days from year to year. Any use, or carry over, of vacation days must be pre-approved by the SUPERINTENDENT. Except for carryover days, any vacation days not used during the school year in which earned shall be lost and not compensated.

The ASSISTANT SUPERINTENDENT/CSBO shall receive the same annual number of sick, personal, and bereavement leave days as are granted to the teachers by the collective bargaining agreement between the BOARD and the Glen Ellyn Education Association. Upon retirement, the ASSISTANT SUPERINTENDENT/CSBO may use any accumulated sick leave days for those purposes as may be permitted by law. Personal leave days may accumulate up to a total of four days.

**10. INSURANCE.** The BOARD shall provide health and dental insurance benefits for the ASSISTANT SUPERINTENDENT/CSBO during the term of this Agreement on the same cost and benefit basis as provided for teachers unless otherwise approved by the Board.

The BOARD shall provide long-term disability coverage in accordance with its policy which is presently or may later be applicable to its other administrators.

Provided the ASSISTANT SUPERINTENDENT/CSBO meets the ordinary requirements of the insurer, the BOARD shall also provide and pay the premiums for a term life insurance policy for the ASSISTANT SUPERINTENDENT/CSBO during the term of this Agreement in the face amount of three times (3X) the ASSISTANT SUPERINTENDENT/CSBO'S base salary as expressed in Section 4 to the policy limit of \$450,000. If permitted by the insurer, the BOARD shall assign the ownership of the term life insurance policy to a person or trust designated by the ASSISTANT SUPERINTENDENT/CSBO, and upon termination of this Agreement shall allow that owner to continue the life insurance policy at its (or her) own expense.

**11. HEALTH EXAMINATION.** By no later than March 31, 2016, the ASSISTANT

SUPERINTENDENT/CSBO shall submit to the Superintendent a report from a physician approved by the superintendent certifying the ASSISTANT SUPERINTENDENT/CSBO'S fitness to perform fully under this Agreement, with reasonable accommodation to the extent required by law.

**12. MEMBERSHIP DUES.** The ASSISTANT SUPERINTENDENT/CSBO, upon proper substantiation, shall be reimbursed for all dues and membership fees for those appropriate professional organizations to which she belongs with prior Superintendent approval to a maximum of FIVE HUNDRED DOLLARS (\$500.00) per year.

**13. TRANSPORTATION REQUIREMENT.** The ASSISTANT SUPERINTENDENT/CSBO shall be required, as a condition of employment, to provide, maintain, insure and pay all expenses associated with a vehicle for business purposes. It is contemplated that the ASSISTANT SUPERINTENDENT/CSBO shall be required to use the vehicle for meetings with School District constituents, Board members, civic and professional organizations, surrounding associated school districts and personnel, and to visit the various sites of schools in the School District. The ASSISTANT SUPERINTENDENT/CSBO shall be reimbursed at the IRS approved mileage rate for any additional travel required by employment duties. The ASSISTANT SUPERINTENDENT/CSBO shall insure the vehicles used in such business purposes with an insurer and in amounts and coverages reasonably satisfactory to the Board.

**14. PROFESSIONAL DEVELOPMENT.** The ASSISTANT SUPERINTENDENT/CSBO may apply to the SUPERINTENDENT for reimbursement for tuition or professional development fees in an amount not to exceed ONE THOUSAND DOLLARS (\$1,000.00) per year.

**15. CRIMINAL BACKGROUND INVESTIGATION.** This contract is contingent on completion from time to time of the background investigation required of all public school employees by Section 10-21.9 of the School Code of Illinois and by any other applicable law, including DCFS, or equivalent, pending investigation or indicated finding check. If the investigation discloses information which would prohibit employment or call into question the ASSISTANT SUPERINTENDENT/CSBO's fitness to serve the School District as the role model required by Section 27-12 of the School Code, the Board may, in its sole discretion, terminate this contract on 10 days' written notice to the ASSISTANT SUPERINTENDENT/CSBO.

**16. TERMINATION AND NON-RENEWAL OF AGREEMENT.** This Agreement may be terminated or non-renewed by:

A. Mutual agreement of the parties.

B. Disability of the ASSISTANT SUPERINTENDENT/CSBO. Should the ASSISTANT SUPERINTENDENT/CSBO become physically or mentally disabled from performing any substantial duty permanently or for a period of ninety (90) calendar days in any 180 calendar-day period, the BOARD may, at its option, terminate the

ASSISTANT SUPERINTENDENT/CSBO'S employment upon thirty (30) days written notice to the ASSISTANT SUPERINTENDENT/CSBO and the opportunity for a hearing before the BOARD on the issues of disability and performance. Upon termination for this reason, the BOARD shall pay the ASSISTANT SUPERINTENDENT/CSBO for any accumulated but unused sick leave and, if permitted by the District's health and life insurance program, continue such insurance at its expense for the remainder of the school year. This continuation period shall be included in the calculation of the time period available for continuation coverage (commonly referred to as COBRA coverage) under the Internal Revenue Code of 1986 as amended.

C. Discharge for Cause. Discharge for cause shall constitute conduct that is detrimental to the best interests of the School District. The ASSISTANT SUPERINTENDENT/CSBO shall have notice of the charges and shall be entitled to appear before the BOARD to discuss such causes. If the ASSISTANT SUPERINTENDENT/CSBO chooses to be accompanied by legal counsel at such meeting, she shall bear any costs involved. Such meeting shall be conducted in closed session. Failure to comply with the terms and conditions of this Agreement shall constitute cause for discharge.

Nothing shall prohibit the BOARD from suspending the ASSISTANT SUPERINTENDENT/CSBO with or without pay pending completion of the requirements of this section. After the effective date of dismissal, the ASSISTANT SUPERINTENDENT/CSBO shall not be entitled to further payments of compensation of any kind under this Agreement, except that the ASSISTANT SUPERINTENDENT/CSBO shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

D. Non-Renewal of the Agreement. The BOARD may non-renew the Agreement by providing written notice to the ASSISTANT SUPERINTENDENT/CSBO by no later than 45 days before the end of the school term. The ASSISTANT SUPERINTENDENT/CSBO may non-renew this Agreement by providing written notice to the BOARD by no later than 45 days before the end of the school term.

**17. NOTICE.** Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

*If to the BOARD, to:*

BOARD OF EDUCATION  
GLEN ELLYN SCHOOL DISTRICT 41  
793 North Main Street  
Glen Ellyn, Illinois 60137

With a copy to:

SUPERINTENDENT  
GLEN ELLYN SCHOOL DISTRICT 41  
793 North Main Street  
Glen Ellyn, Illinois 60137

*If to the ASST. SUPT., to:*

CHERYL WITHAM



(or at the last address of the ASSISTANT SUPERINTENDENT/CSBO contained in official Business Office records of the BOARD).

## **18. MISCELLANEOUS**

A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.

C. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the ASSISTANT SUPERINTENDENT/CSBO, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

F. Both parties have had the opportunity to seek the advice of counsel.

G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

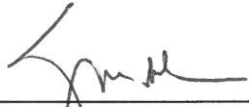
I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Agreement shall continue to have its intended full force and effect.



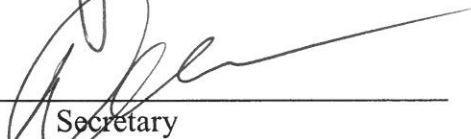
J. This Agreement shall become effective and be deemed dated on the date the last of the parties signs as set forth below.

BOARD OF EDUCATION  
GLEN ELLYN SCHOOL  
DISTRICT NO. 41,  
DuPage County, Illinois

ASSISTANT SUPERINTENDENT/CSBO

By:   
President

  
CHERYL WITHAM

Attest:   
Secretary

Dated: 1/11/16

Dated: 1/5/16

**GLEN ELLYN SCHOOL DISTRICT NO. 41  
ASSISTANT SUPERINTENDENT/CSBO**

**THIS AGREEMENT** is made by and between the BOARD OF EDUCATION, GLEN ELLYN SCHOOL DISTRICT NO. 41, DUPAGE COUNTY, ILLINOIS (hereinafter the "BOARD"), and **CHERYL WITHAM** (hereinafter "ASSISTANT SUPERINTENDENT/CSBO").

**IT IS AGREED:**

1. **EMPLOYMENT.** **CHERYL WITHAM** is hereby hired and retained from May 1, 2016, through and including June 30, 2016, as ASSISTANT SUPERINTENDENT/CSBO.
2. **DUTIES.** The duties and responsibilities of the ASSISTANT SUPERINTENDENT/CSBO shall be those incidental to the office of the ASSISTANT SUPERINTENDENT/CSBO, those set forth in the job description, those duties contained in BOARD Policy and Procedures, those obligations imposed by the laws of the State of Illinois upon the ASSISTANT SUPERINTENDENT/CSBO, other professional duties customarily performed by an ASSISTANT SUPERINTENDENT/CSBO and additional duties as from time to time may be assigned to the ASSISTANT SUPERINTENDENT/CSBO by the BOARD or the Superintendent. All of the foregoing may be modified from time to time by the BOARD or by law. The BOARD reserves the right to reassign the ASSISTANT SUPERINTENDENT/CSBO to different duties from time to time during the term of this Agreement, without a loss of pay.
3. **EVALUATION.** At least annually, but not later than June 30 of each year, the SUPERINTENDENT shall review the ASSISTANT SUPERINTENDENT/CSBO's performance. The evaluation shall include, but not be limited to criteria set forth in applicable BOARD Policies and Procedures, rapport with the SUPERINTENDENT, BOARD, administrators, teachers, staff and the community, and such other factors of appraisal that may be established by the SUPERINTENDENT. The SUPERINTENDENT shall provide the appraisal of the ASSISTANT SUPERINTENDENT/CSBO's performance in writing. Failure by the SUPERINTENDENT to complete the evaluation does not preclude dismissal or non-renewal, except as otherwise required by law.
4. **COMPENSATION.** In consideration of the annual base salary of **TWENTY-EIGHT THOUSAND THREE HUNDRED EIGHTY-ONE DOLLARS AND SEVENTY-SIX CENTS (\$28,381.76)**, the ASSISTANT SUPERINTENDENT/CSBO agrees to devote such time, skill, labor and attention to her employment, in order to faithfully and effectively perform the duties of ASSISTANT SUPERINTENDENT/CSBO. Compensation shall be paid in equal installments in accordance with the BOARD policy governing payment of salary to other certificated members of the administrative staff, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD retains the right to adjust the annual base salary, and/or benefits of the ASSISTANT SUPERINTENDENT/CSBO during the term of this Agreement, provided that any such adjustment shall not lower the annual base salary set forth above or the TRS/THIS contributions set forth in paragraph 6 below. Any adjustment in salary made during the life of this Agreement shall be in the form of an amendment and shall

become a part of this Agreement; provided, however, that it shall not be considered that the BOARD has entered into a new agreement with the ASSISTANT SUPERINTENDENT/CSBO nor that the termination date of this Agreement has been in any way extended. The BOARD and the ASSISTANT SUPERINTENDENT/CSBO, however, may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if all parties agree and the agreement is reduced to writing.

**5. DEFERRED COMPENSATION.** From the annual base salary stated in Section 4 above, the ASSISTANT SUPERINTENDENT/CSBO may (1) annually defer compensation pursuant to and in accordance with the terms of an eligible deferred compensation plan as described in Section 457(b) of the Internal Revenue Code as adopted by the BOARD, and/or (2) annually authorize salary reduction contributions pursuant to and in accordance with the terms of a plan as described in Section 403(b) of the Internal Revenue Code as adopted by the BOARD.

**6. TEACHERS' RETIREMENT SYSTEM AND THIS CONTRIBUTIONS.** In addition to the salary provided for in this contract, the Board shall pick up and pay, on behalf of the ASSISTANT SUPERINTENDENT/CSBO, all retirement contributions to the Illinois Teachers' Retirement System (TRS) as required by Section 16-152.1 of the Illinois Pension Code and the Teachers' Health Insurance (THIS) Fund contributions paid to TRS as required by 5 ILCS 375/6.6, as of the effective date of this contract. The maximum contribution to TRS by the Board shall be capped at the current TRS rate of 9.4% which, with the application of the additional factor required by TRS, results in a maximum contribution to TRS in the amount of 10.3753% of the ASSISTANT SUPERINTENDENT/CSBO's creditable earnings. The maximum contribution by the Board to THIS shall be capped at the current rate of 1.07% of the ASSISTANT SUPERINTENDENT/CSBO's creditable earnings. If either or both of the foregoing contributions are increased by law or by TRS during the term of this contract, the Board shall confer with the ASSISTANT SUPERINTENDENT/CSBO and make a determination, in its sole discretion, whether to pick up and pay all or some portion of the increase or otherwise adjust the compensation of the ASSISTANT SUPERINTENDENT/CSBO. If a decision is not made to do so, the additional contributions shall be deducted from the ASSISTANT SUPERINTENDENT/CSBO's base annual salary.

It is the intention of the parties to qualify all such payments picked up and paid by the BOARD on the ASSISTANT SUPERINTENDENT/CSBO'S behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended and other applicable law. The ASSISTANT SUPERINTENDENT/CSBO shall have no right or claim to the funds so remitted except as they may subsequently become available upon retirement or resignation from the Illinois Teachers' Retirement System. The ASSISTANT SUPERINTENDENT/CSBO does not have the option of choosing to receive the contributed amounts directly instead of having those contributions paid by the BOARD to the Illinois Teachers' Retirement System. These contributions are made as a condition of the ASSISTANT SUPERINTENDENT/CSBO'S employment for her service, knowledge and experience.

**7. LICENSURE.** The ASSISTANT SUPERINTENDENT/CSBO shall maintain during the term of this Agreement, a valid, appropriate, and properly registered LICENSE to act

as ASSISTANT SUPERINTENDENT/CSBO, in accordance with the laws of the State of Illinois and as directed by the BOARD.

**8. OTHER WORK.** The ASSISTANT SUPERINTENDENT/CSBO shall confine her professional and employment activities to the business of the School District except to the extent approved in advance by the Superintendent.

**9. VACATION, PERSONAL, BEREAVEMENT, AND SICK LEAVE.** The ASSISTANT SUPERINTENDENT/CSBO shall receive THREE (3) vacation days, exclusive of weekends, legal school holidays and those days in winter and spring recess that the SUPERINTENDENT may designate as non-work days. In the event the ASSISTANT SUPERINTENDENT/CSBO wishes to be absent on working days during winter and spring recess, the ASSISTANT SUPERINTENDENT/CSBO shall use vacation days. The ASSISTANT SUPERINTENDENT/CSBO shall be entitled to "carry over" a maximum of five (5) days from year to year with the explicit understanding that the ASSISTANT SUPERINTENDENT/CSBO cannot accumulate more than three (3) "carry over" days. The ASSISTANT SUPERINTENDENT/CSBO shall make a written request to the SUPERINTENDENT by June 15<sup>th</sup> if she would like to carry over vacation days from year to year. Any use, or carry over, of vacation days must be pre-approved by the SUPERINTENDENT. Except for carryover days, any vacation days not used during the school year in which earned shall be lost and not compensated.

The ASSISTANT SUPERINTENDENT/CSBO shall receive the same annual number of sick, personal, and bereavement leave days as are granted to the teachers by the collective bargaining agreement between the BOARD and the Glen Ellyn Education Association. Upon retirement, the ASSISTANT SUPERINTENDENT/CSBO may use any accumulated sick leave days for those purposes as may be permitted by law. Personal leave days may accumulate up to a total of four days.

**10. INSURANCE.** The BOARD shall provide health and dental insurance benefits for the ASSISTANT SUPERINTENDENT/CSBO during the term of this Agreement on the same cost and benefit basis as provided for teachers unless otherwise approved by the Board.

The BOARD shall provide long-term disability coverage in accordance with its policy which is presently or may later be applicable to its other administrators.

Provided the ASSISTANT SUPERINTENDENT/CSBO meets the ordinary requirements of the insurer, the BOARD shall also provide and pay the premiums for a term life insurance policy for the ASSISTANT SUPERINTENDENT/CSBO during the term of this Agreement in the face amount of three times (3X) the ASSISTANT SUPERINTENDENT/CSBO'S base salary as expressed in Section 4 to the policy limit of \$450,000. If permitted by the insurer, the BOARD shall assign the ownership of the term life insurance policy to a person or trust designated by the ASSISTANT SUPERINTENDENT/CSBO, and upon termination of this Agreement shall allow that owner to continue the life insurance policy at its (or her) own expense.

**11. HEALTH EXAMINATION.** By no later than March 31, 2016, the ASSISTANT SUPERINTENDENT/CSBO shall submit to the Superintendent a report from a physician

approved by the superintendent certifying the ASSISTANT SUPERINTENDENT/CSBO's fitness to perform fully under this Agreement, with reasonable accommodation to the extent required by law.

**12. MEMBERSHIP DUES.** The ASSISTANT SUPERINTENDENT/CSBO, upon proper substantiation, shall be reimbursed for all dues and membership fees for those appropriate professional organizations to which she belongs with prior Superintendent approval to a maximum of ONE HUNDRED DOLLARS (\$100.00) per year.

**13. TRANSPORTATION REQUIREMENT.** The ASSISTANT SUPERINTENDENT/CSBO shall be required, as a condition of employment, to provide, maintain, insure and pay all expenses associated with a vehicle for business purposes. It is contemplated that the ASSISTANT SUPERINTENDENT/CSBO shall be required to use the vehicle for meetings with School District constituents, Board members, civic and professional organizations, surrounding associated school districts and personnel, and to visit the various sites of schools in the School District. The ASSISTANT SUPERINTENDENT/CSBO shall be reimbursed at the IRS approved mileage rate for any additional travel required by employment duties. The ASSISTANT SUPERINTENDENT/CSBO shall insure the vehicles used in such business purposes with an insurer and in amounts and coverages reasonably satisfactory to the Board.

**14. PROFESSIONAL DEVELOPMENT.** The ASSISTANT SUPERINTENDENT/CSBO may apply to the SUPERINTENDENT for reimbursement for tuition or professional development fees in an amount not to exceed TWO HUNDRED DOLLARS (\$200.00) per year.

**15. CRIMINAL BACKGROUND INVESTIGATION.** This contract is contingent on completion from time to time of the background investigation required of all public school employees by Section 10-21.9 of the School Code of Illinois and by any other applicable law, including DCFS, or equivalent, pending investigation or indicated finding check. If the investigation discloses information which would prohibit employment or call into question the ASSISTANT SUPERINTENDENT/CSBO's fitness to serve the School District as the role model required by Section 27-12 of the School Code, the Board may, in its sole discretion, terminate this contract on 10 days' written notice to the ASSISTANT SUPERINTENDENT/CSBO.

**16. TERMINATION AND NON-RENEWAL OF AGREEMENT.** This Agreement may be terminated or non-renewed by:

A. Mutual agreement of the parties.

B. Disability of the ASSISTANT SUPERINTENDENT/CSBO. Should the ASSISTANT SUPERINTENDENT/CSBO become physically or mentally disabled from performing any substantial duty permanently or for a period of ninety (90) calendar days in any 180 calendar-day period, the BOARD may, at its option, terminate the ASSISTANT SUPERINTENDENT/CSBO'S employment upon thirty (30) days written



notice to the ASSISTANT SUPERINTENDENT/CSBO and the opportunity for a hearing before the BOARD on the issues of disability and performance. Upon termination for this reason, the BOARD shall pay the ASSISTANT SUPERINTENDENT/CSBO for any accumulated but unused sick leave and, if permitted by the District's health and life insurance program, continue such insurance at its expense for the remainder of the school year. This continuation period shall be included in the calculation of the time period available for continuation coverage (commonly referred to as COBRA coverage) under the Internal Revenue Code of 1986 as amended.

C. Discharge for Cause. Discharge for cause shall constitute conduct that is detrimental to the best interests of the School District. The ASSISTANT SUPERINTENDENT/CSBO shall have notice of the charges and shall be entitled to appear before the BOARD to discuss such causes. If the ASSISTANT SUPERINTENDENT/CSBO chooses to be accompanied by legal counsel at such meeting, she shall bear any costs involved. Such meeting shall be conducted in closed session. Failure to comply with the terms and conditions of this Agreement shall constitute cause for discharge.

Nothing shall prohibit the BOARD from suspending the ASSISTANT SUPERINTENDENT/CSBO with or without pay pending completion of the requirements of this section. After the effective date of dismissal, the ASSISTANT SUPERINTENDENT/CSBO shall not be entitled to further payments of compensation of any kind under this Agreement, except that the ASSISTANT SUPERINTENDENT/CSBO shall be entitled to any vested benefits payable under the terms and provisions of the Illinois Teachers' Retirement System.

**17. NOTICE.** Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered, or certified mail, postage prepaid, addressed:

*If to the BOARD, to:*

BOARD OF EDUCATION  
GLEN ELLYN SCHOOL DISTRICT 41  
793 North Main Street  
Glen Ellyn, Illinois 60137

*With a copy to:*

SUPERINTENDENT  
GLEN ELLYN SCHOOL DISTRICT 41  
793 North Main Street  
Glen Ellyn, Illinois 60137

*If to the ASST. SUPT., to:*

CHERYL WITHAM  


(or at the last address of the ASSISTANT SUPERINTENDENT/CSBO contained in official Business Office records of the BOARD).

## 18. MISCELLANEOUS

A. This Agreement has been executed in Illinois, and shall be governed in accordance with the laws of the State of Illinois in every respect.

B. Section headings and numbers have been inserted for convenience of reference only, and if there shall be any conflict between such headings or numbers and the text of this Agreement, the text shall control.

C. This Agreement may be executed in one or more counterparts, each of which shall be considered an original, and all of which taken together shall be considered one and the same instrument.

D. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.

E. This Agreement shall be binding upon and inure to the benefit of the ASSISTANT SUPERINTENDENT/CSBO, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

F. Both parties have had the opportunity to seek the advice of counsel.

G. Except as may otherwise be provided, no subsequent alteration, amendment, change, or addition to this Agreement shall be binding upon the parties unless reduced to writing and duly authorized and signed by each of them.

H. The BOARD retains the right to repeal, change or modify any policies or regulations which it has adopted or may hereafter adopt, subject however, to restrictions contained in the *Illinois School Code* and other applicable law.

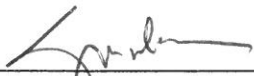
I. If any section, provision, paragraph, phrase, clause or word contained herein is held to be void, invalid or contrary to law by a court of competent jurisdiction, it shall be deemed removed herefrom, and the remainder of this Agreement shall continue to have its intended full force and effect.

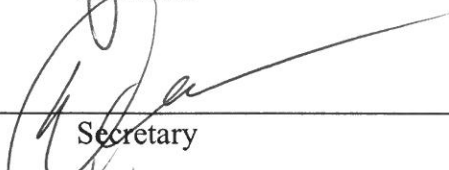
J. This Agreement shall become effective and be deemed dated on the date the last of the parties signs as set forth below.



BOARD OF EDUCATION  
GLEN ELLYN SCHOOL  
DISTRICT NO. 41,  
DuPage County, Illinois

ASSISTANT SUPERINTENDENT/CSBO

By:   
President

Attest:   
Secretary

Dated: 1/11/16

  
CHERYL WITHAM

Dated: 1/5/16

NANCY

GE District 41 Board of Education  
Board Report

PTA or Committee: PTA Council
Board Member submitting report: <b>Erica Nelson</b>
Date of meeting: <b>January 11, 2016</b> <b>9:15am -12:00pm</b>

**1) Summary of key issues: (Attach agenda if applicable)**

- Presentation Team 21, Mrs. Karen Carlson, and Asst. Sup. For TLA and Mrs. Kelly King, Teacher at Churchill School and
- Professional Development Team, Mrs. Laurie Campbell, Asst. Sup. for Human Res., Mrs. Kathy Maxon, Admins. Assistant to Principal at Churchill School, Ms. Hillary Shumate, Coach, Problem-Based Learning.

PD: Jan 19<sup>th</sup> – Teachers – Dr. Randy Sprick, Positive Behavior management (CASE speaker asked by staff to bring him to D41) with students in the classroom (PBIS) with students ½ day other ½ day PLC meetings and deeper review of the goals set in August for applying PLC's and where there have made progress and where they will continue to focus.

PD: Jan. 19<sup>th</sup> - Certified Staff – Technology training for internet safety through the Atty. General Office

Franklin President, Katie Prescott, asked what can PTA do to support the work of these teams. For PDT, Kathy Maxon reinforced the amount of planning and expectations that PDT sets for the prof. development

Sandy Voss, Lic. Dietician – Oversees all food production for Marquardt D15 and associated districts

Rose Schoening, RN, D41 Hadley Nurse

Nancy Connelly, RN, D41 Nurse

Reviewed DRAFT of AP 7:285 Food Allergy Management Program

-Includes communication on allergy history, protocols to prevent exposure to food allergens, education and training.

Discussion included the development of a form letter for teachers to send at the start of the academic year regarding any allergies that are present in the classroom. Discussion included D41 sponsored events and communication about food/allergens.

Wellness Committee will address the issue of food lists that other districts and policy for allowing food. Meeting Wed. Jan 13, 2016 to move this piece forward.

Nominating Committee development to be determined next meeting. Election in April 2016.

By-Law Review Committee: Kristin Massey-Kramer, Jodi Herbold, Lee Fruit

School of Information – May - all officers attend a transition meeting

Building Reports – various activities

Review of programs and schools preparing for elections, next year programming, calendars

Suggested: Discussion about fundraising and the purpose of school-based fundraising – the purpose and what those dollars go toward.

Positive Feedback: Sup., Principal/VP meetings at Ben Franklin

Positive Feedback: New D41 website upgrade/Continue to invite feedback to Erika Krehbiel.

Committee Reports: Various – with dates for upcoming activities. See PTA Council Minutes for information contact Lee Fruit, Secretary for PTA Council.

New timeline for Facilities Task Force

Jan. 25<sup>th</sup> Update from Co-chairs Lori Taylor and Tom Voltaggio  
March 2016

II) Actions to be taken/Resolved items from previous meeting:

Next dates:

Next semester 2016:

III) Questions/Areas of interest for the BOE/Follow-up as requested:

Board Action on the Food Allergy Policy

## Professional Development Team

Professional Development Team: The primary purposes and responsibilities of the Professional Development Team shall be to make recommendations to the Continuous Improvement Team regarding the professional development of staff, including: (a) implementation, training and evaluation with respect to programs which promote in-District learning opportunities; (b) promotion of a climate that nurtures and enhances the professional growth of staff; (c) promotion and organization of learning opportunities for all staff related to curricular and other initiatives consistent with continuous improvement; (d) collection and evaluation of data from a wide variety of professional development indicators, such as, the staff evaluation systems in order to develop programs for the improvement of teaching and learning and the personal development of all staff.

**Laurie Campbell,**  
Co-Chair  
**Kathy Maxon,**  
Co-Chair  
**Hillary Shumate,**  
Co-Chair  
**Tracy Guerrieri,**  
Hadley  
**Erin Fiene,** AL  
**Lynnea Urbanowicz,**  
BF  
**Chris Blazek,** FG  
**Lynna Hildner,** CH  
**Stacy Onak,** CH  
**Kirk Samples,** BG  
**Stacy Slater,** BF  
**Maria Vichio,**  
Hadley  
**Sue Rauch,** FG

### What are some of the challenges that each team faces?



\* Time

\*Meeting the needs of the diverse staff roles

\*Balancing the need to have a long-term plan with “just in time” professional development

### Who are its members in each building?

Assistant Superintendent of Human Resources  
1 representative from every elementary building  
2 representatives from Hadley  
2 building administrators  
3 support staff representatives



### How does PDT operate in each building?

We operate as district level unit to plan professional development for Institute Days and SIP afternoons. Representatives from each building report back monthly to the building via talking points. Reps serve as a liaison between staff members and the team

### What are some of the things that have been introduced as a result of the work on PDT?

- ⇒ Differentiated professional development
- ⇒ Professional development for support staff on SIP afternoons
- ⇒ System for collecting feedback from staff following professional development
- ⇒ Publication of year-long professional development plan to staff

### What are the areas of focus for PDT this year?

- \* Continue and strengthen connection with work being done by and professional development needs identified by BLTs, Team 21, and CIT
- \* Support the unit planning process occurring at the schools
- \* Strengthen Professional Learning Community work
- \* Deepen our understanding of the Learning Forward Standards and apply these standards to professional learning in District 41
- \* Continue to provide differentiated professional development based on staff needs and feedback.
- \* Provide on-going in-depth professional development in support of the D41 Model and the Long Range Plan

## **Team 21**

*The primary purposes and responsibilities of Team 21 are to be a primary source of innovation and leadership by researching, developing and making recommendations to the Continuous Improvement Team regarding best and innovative instructional practices.*

### **Who are it's members? Staff members are elected:**

Assistant Superintendent of Teaching, Learning and Accountability

2 representatives from each elementary school

4 representatives from Hadley

2 AFSCME reps

2 parents

1 Board Member

Karen Carlson, Co-chair

Kelly King, Co-chair and Churchill

Alison Girling, Churchill

Annie Robinson, Forest Glen

Gayle Nelson, Forest Glen

Lynn Rumel, Franklin

Tanya Pearce, Franklin

Patty Dentinger, Lincoln

April Macatangay, Lincoln

Gia Kunkel, Hadley

Lisa Earnest, Hadley

Samantha Tribley, Hadley

Denise Capenigro, Hadley

Karin Behrendt, AFSCME

Emma Ludwig, AFSCME

Margaret Immink, Parent

Amy Kalten, Parent

Patrick Escalante, Board Member

### **How does Team 21 operate in each building?**

Team 21 is a district level team. Representatives from each building report back monthly to the building via talking points.

### **What are some of the things that have been introduced as a result of the work of Team 21?**

- We used to be LLT - Learning Leadership Team and primarily looked at curriculum
- First year: PLC Work, Parent-Teacher Conference Schedule
- We research best and innovative instructional practices through book studies, reading articles, and investigating what is out there in terms of innovation.
- Focus on the D41 Model, TLC - Teacher's Learning Collaboratively

### **What are the areas of focus for Team 21 this year?**

- Implementing and sharing feedback around TLC
- Technology
- Co-teaching

# District 41 survey results say 65 percent of staff 'highly satisfied'

By **Alex Keown**

Chicago Tribune

DECEMBER 18, 2015, 12:32 PM

**A**lmost 65 percent of employees in Glen Ellyn Elementary School District 41 consider themselves highly engaged and highly satisfied with their jobs, a recent survey revealed.

In all areas where employees were assessed, the results showed staff thought the district was meeting their expectations as an employer, according to data presented Dec. 14 to the Board of Education by Humanex Ventures, the company that conducted the survey.

According to the data, 64.5 percent of employees said they were committed not only to their success but to the overall success of the district. Participants rated their answers on a five-point scale, ranging from strongly agree to strongly disagree.

In contrast, less than 2 percent of employees are considered actively engaged in the district but are unhappy in their roles. These employees are most likely to seek employment elsewhere, said Nicole Degner, an analyst with Humanex.

The anonymous 88-question survey was taken in October by 84 percent of district employees, a good sign they want to share their opinions, Degner said. This was the first year the survey was administered in the district. Humanex contracted with the district in May to perform the survey.

"It tells us that employees went through the questionnaire; they saw things they identified with; and they wanted to answer," Degner said. "When we conduct the assessments, it's not uncommon to see poor results, but District 41 did not show any."

Degner said the survey can be considered a baseline for employee happiness and can set the course for how the district moves forward. Laurie Campbell, District 41's assistant superintendent for human resources, said the data is being shared with principals and their staff to address any concerns.

Within the district, 71.91 percent of support staff versus 62.34 percent of certified members said they were highly engaged and highly satisfied with their roles.

Across the district's five schools, the majority of the employees showed high satisfaction rates with less than 3 percent being unsatisfied. However, Franklin Elementary School employees showed a 58.49 percent rate in

**Glen Ellyn District 41  
Board of Education**

**Request to Address the Board**

Welcome to the Board of Education. The board seeks and welcomes public input as it conducts the business of District 41.

Meetings of the Board of Education are public meetings in that they are held in public and open to the public. In order to assure that the board conducts its business without interruption, there are times set aside on the agenda for public participation and comment. Any portion of open meeting may be recorded. *Please note:* District 41 participates in live audio streaming during regular board meetings.

If you would like to address the board, please fill out this form and give it to the Board Recording Secretary prior to the beginning of the meeting. Names will be included in the minutes, which are considered public information and are posted on [www.d41.org](http://www.d41.org) once approved by the Board.

The board will be happy to hear your comments during the designated time(s) on the agenda.

When your name is called, please step to the podium to use the microphone.

Please limit all comments to three minutes.

Date 1/11/16

Name Jeff Cooper

Address (Optional) \_\_\_\_\_

Phone (Optional) \_\_\_\_\_

Group represented (leave blank if you are speaking on behalf of yourself)

Subject of comments General

At each public meeting of the school board, employees and members of the public must be afforded time, subject to reasonable constraints, to comment or ask questions of the board.  
*105 ILCS 5/10-6 (Illinois School Code)*



**Glen Ellyn District 41  
Board of Education**

**Request to Address the Board**

Welcome to the Board of Education. The board seeks and welcomes public input as it conducts the business of District 41.

Meetings of the Board of Education are public meetings in that they are held in public and open to the public. In order to assure that the board conducts its business without interruption, there are times set aside on the agenda for public participation and comment. Any portion of open meeting may be recorded. *Please note:* District 41 participates in live audio streaming during regular board meetings.

If you would like to address the board, please fill out this form and give it to the Board Recording Secretary prior to the beginning of the meeting. Names will be included in the minutes, which are considered public information and are posted on [www.d41.org](http://www.d41.org) once approved by the Board.

The board will be happy to hear your comments during the designated time(s) on the agenda.

When your name is called, please step to the podium to use the microphone.

Please limit all comments to three minutes.

Date 1/11/16

Name Bruce Currie

Address (Optional) Lincoln

Phone (Optional) \_\_\_\_\_

Group represented (leave blank if you are speaking on behalf of yourself)

Subject of comments \_\_\_\_\_

2015 Levy passed Dec 2015       $\frac{1.93 - .8}{.8} = \frac{1.13}{.8} = 141\%$  Increase over Inflation  
Rate of Inflation (CPI)

At each public meeting of the school board, employees and members of the public must be afforded time, subject to reasonable constraints, to comment or ask questions of the board.  
105 ILCS 5/10-6 (Illinois School Code)

# Regular Meeting January 11, 2016

[illegible]